



**THE BOARD OF TRUSTEES (BOT) OF THE TOWN OF MESILLA WILL HOLD A REGULAR MEETING AT THE MESILLA TOWN HALL, 2231 AVENIDA DE MESILLA.**

**MONDAY, APRIL 25, 2022, AT 6:00 P.M.**

**AGENDA**

- 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.**
- 5. PRESENTATION**
  - a) Bike Month Proclamation – May 2022
- 6. APPROVAL OF CONSENT AGENDA: (The Board will be asked to approve by one motion the following items of recurring or routine business. The Consent Agenda is marked with an asterisk \*)**
  - a) **\*BOT MINUTES** –Minutes of Special Meeting, April 5, 2022.
  - b) **\*BOT MINUTES** – Minutes of Regular Meeting, April 11, 2022.
  - c) **\*PZHAC Case #061361** - 2631 Calle Tercera submitted by Francisco Torrez to construct a rock wall on south end of the property. **Zoned: Historical Residential (HR)**
  - d) **\*PZHAC Case #061369** - 2958 La Mesilla Circle submitted by Robert Hamilton and Kathleen Foreman to remove garage door and replace with French doors and add two windows. **Zoned: Historical Residential (HR)**
  - e) **\*PZHAC Case #061373** - 2823 Erminda submitted by Gloria Basden to repaint exterior of the home with elastomeric paint color will not change. **Zoned: Historical Residential (HR)**
  - f) **\*PZHAC Case #061374** - 2850 Boldt submitted by Belen A. Soto to seal parapets on home. **Zoned: Historical Residential (HR)**
- 7. EXECUTIVE SESSION**
  - a) Discussion of limited personnel matters pursuant to NMSA 1978, Section 10-15-1(H)(2) – Public Works Department.
- 8. OLD BUSINESS**
  - a) **For Approval:** Resolution 2022-03: Acceptance and Approval of the FY 2021 Audit by Beasley, Mitchell and Co.
- 9. NEW BUSINESS**
  - a) **For Discussion:** Appeal Process
- 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 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 04.20.2022 online and 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, Ristrammn Chile Co., 2531 Avenida de Mesilla and the U.S. Post Office 2253 Calle de Parian.



**BOARD OF TRUSTEES (BOT)  
TOWN OF MESILLA  
SPECIAL MEETING  
TUESDAY, APRIL 5, 2022  
3:00 P.M.**

**TRUSTEES:** Nora Barraza, Mayor  
Stephanie Johnson-Burick, Mayor Pro Tem  
Biviana Cadena, Trustee (Zoom)  
Veronica Garcia, Trustee (Zoom)  
Adrianna Merrick, Trustee (Zoom)

**STAFF:** Rani Bush, Town Clerk/Treasurer  
Joe Padilla, Community Development Coordinator  
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 Cadena, Trustee Garcia, Trustee Merrick.

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

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

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

Mayor Pro Tem Johnson-Burick Yes  
Trustee Cadena Yes  
Trustee Garcia Yes  
Trustee Merrick Yes

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

No Public Input

**5. PUBLIC HEARING**

**Motion: To close Regular Meeting and open Public Hearing, Moved by Trustee Merrick, Seconded by Trustee Garcia.**

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

Mayor Pro Tem Johnson-Burick Yes  
Trustee Cadena Yes  
Trustee Garcia Yes  
Trustee Merrick Yes

**Opened Public Hearing at 3:05 P.M.**

Ms. Bush gave an overview of the request.

Mayor Barraza stated there is no one present or via Zoom providing comments during the Public Hearing.

**Motion: To close Public Hearing and open Regular Meeting, Moved by Trustee Merrick, Seconded by Mayor Pro Tem Johnson-Burick.**

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

Mayor Pro Tem Johnson-Burick Yes  
Trustee Cadena Yes  
Trustee Garcia Yes  
Trustee Merrick Yes

**Opened Regular Meeting at 3:05 P.M.**

- a) **For Approval:** Tres Amigos Winery, LLC, doing business as Rio Grande Winery, is seeking a Winegrower 1st Off-Site Location Liquor License at 2215 Calle de Guadalupe, Mesilla, NM 88046.

**Motion: To approve Tres Amigos Winery, LLC, doing business as Rio Grande Winery, is seeking a Winegrower 1st Off-Site Location Liquor License at 2215 Calle de Guadalupe, Mesilla, NM 88046, Moved by Trustee Garcia, Seconded by Trustee Merrick.**

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

Mayor Pro Tem Johnson-Burick Yes  
Trustee Cadena Yes  
Trustee Garcia Yes  
Trustee Merrick Yes

**6. ADJOURNMENT**

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

**MEETING ADJOURNED AT 3:12 P.M.**

**APPROVED THIS 25th DAY OF APRIL, 2022.**

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**Nora L. Barraza**  
Mayor

**ATTEST:**

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**Rani Bush**  
Town Clerk/Treasurer



# Town of Mesilla, New Mexico

**BOARD OF TRUSTEES (BOT)  
TOWN OF MESILLA  
MEETING  
MONDAY, APRIL 11, 2022  
6:00 P.M.**

**TRUSTEES:** Nora Barraza, Mayor  
Stephanie Johnson-Burick, Mayor Pro Tem  
Biviana Cadena, Trustee  
Veronica Garcia, Trustee  
Adrianna Merrick, Trustee

**STAFF:** Rani Bush, Town Clerk/Treasurer  
Ben Azcarate, Lieutenant  
Kevin Hoban, Fire Chief  
Joe Padilla, Community Development Coordinator  
Gloria Maya, Recorder

**PUBLIC:** Frank Torres Anthony Lucero  
Michele Rasch Jeff McBride  
Russell Hernandez Juan Garcia  
Susan Krueger Carol McCall  
Anne Chase Marsha H.  
Jon Sepp

## 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 Cadena, Trustee Garcia, Trustee Merrick.

## 3. CHANGES TO THE AGENDA & APPROVAL

**Motion:** To approve agenda, Moved by Mayor Pro Tem Johnson-Burick, Seconded by Trustee Garcia.

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

Mayor Pro Tem Johnson-Burick Yes

Trustee Cadena Yes

Trustee Garcia Yes

Trustee Merrick Yes

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

Mr. Torres expressed his concerns regarding the application submitted for a rock wall to match the existing rock wall. He was told by Mr. Padilla that more documentation was needed by the Architectural Style Committee; that information was on the original zoning application. He understood they had trouble reading it

1 because it was too small and there was an issue with the gate which they can wait on. We are trying to  
2 streamline the process. He would like for the board to respond to his son's email.

3  
4 Ms. Haggard read letter from AAVW, congratulated the Town of Mesilla for an all women Board of Trustees.

5  
6 Mr. Albert stated he supports the town giving Film Las Cruces a \$20,000 annual donation.

7  
8 Mr. Hernandez stated he is concerned with the procedural issues at the last two meetings. He does not feel Mr.  
9 Lucero was given the opportunity to have his case heard fairly, accordingly, and appropriately. A decision  
10 was made arbitrarily and capriciously. Listening to the recording there were trustees stating how they would  
11 be voting before the vote was called for. A trustee requested legal opinion which was blocked by the mayor.  
12 It was asked if there was adequate representation for a vote and the response was, we are moving forward, so a  
13 vote was taken. It was highly inappropriate for a trustee to say that legal opinion would not change her vote  
14 which puts the town in a position for a lawsuit. The vote outcome needs clarification since Ms. Maya stated  
15 motion passed and the mayor stated motion denied.

16  
17 Mr. Lucero read letter stating his concerns regarding his application which was denied.

18  
19 Ms. Krueger recommended that there be a guide outlining the process for Historic Preservation and referenced  
20 18.43.080 and 18.45.040 Section J.

## 21 22 **5. PRESENTATION**

### 23 a) Tuba Day – April 30, 2022

24 Ms. McCall & Ms. Rash read proclamation making April 30, 2022, Tuba Day in the Town of Mesilla. Invited  
25 everyone to an event on April 30<sup>th</sup> at the Fountain Theatre.

## 26 27 **6. APPROVAL OF CONSENT AGENDA: (The Board will be asked to approve by one motion the** 28 **following items of recurring or routine business. The Consent Agenda is marked with an asterisk \*)**

29 **Motion: To approve consent agenda, Moved by Mayor Pro Tem Johnson-Burick, Seconded by Trustee**  
30 **Merrick.**

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

33 Mayor Pro Tem Johnson-Burick Yes

34 Trustee Cadena Yes

35 Trustee Garcia Yes

36 Trustee Merrick Yes

37  
38 a) **\*BOT MINUTES** – Revised Minutes of Regular Meeting, March 14, 2022. *Approved by*  
39 *consent agenda*

40 b) **\*BOT MINUTES** – Minutes of Regular Meeting, March 28, 2022. *Approved by consent*  
41 *agenda*

42 c) **\*PZHAC Case #061364** – 2043 Calle de Correo, submitted by Alison Tinsley to install a  
43 residential rooftop solar system, **Zoned: Historic Residential (HR)**. *Approved by consent*  
44 *agenda*

45 d) **\*PZHAC Case #061368** - 2305 Calle de Colon, submitted by Gerard Nevarez to coat exterior of  
46 house with elastomeric and clear coat wood on gate, no changes in colors. **Zoned Historic**  
47 **Residential (HR)**. *Approved by consent agenda*

48 e) **\*PZHAC Case #061371** – 331 Capri Arc submitted by Francis Williams to install a ground  
49 mounted solar system. **Zoned: Historic Residential (HR)**. *Approved by consent agenda*

1       **7. NEW BUSINESS**

2                   **a) For Approval:** Resolution 2022-03: Acceptance and Approval of the FY 2021 Audit –  
3                   Presentation by Carmen Jimenez, Beasley, Mitchell & Co.

4 Ms. Jimenez gave a presentation of the FY 2021 Audit.  
5

6 **Motion: To approve: Resolution 2022-03: Acceptance and Approval of the FY 2021 Audit-**  
7 **Presentation by Carmen Jimenez, Beasley, Mitchell & Co., Moved by Mayor Pro Tem Johnson-Burick,**  
8 **Seconded by Trustee Garcia.**  
9

10 Trustee Merrick stated she would like more information regarding the court findings before voting.  
11

12 Mayor Barraza stated it is currently in litigation. She asked Ms. Bush if the board could go into a Closed  
13 Session if it is not posted on the agenda.  
14

15 Ms. Bush responded no since it had not been posted.  
16

17 Trustee Merrick asked to postpone approval of item 7a.  
18

19 Trustee Garcia asked what the due date for submission is.  
20

21 Ms. Jimenez stated this has been submitted to the State Auditor. We are here to present the results and to get  
22 approval.  
23

24 Trustee Garcia asked if this was submitted without the board's approval.  
25

26 Mayor Barraza responded by state law all municipalities must submit by the deadline date. Once it is reviewed  
27 by the state auditor the municipality receives a letter of confirmation.  
28

29 Ms. Bush explained the audit process and the deadlines.  
30

31 Mayor Barraza stated the resolution confirms that the board reviewed what was submitted by the auditing firm  
32 and staff has corrected the deficiencies presented during the exit conference. Thanked Ms. Jimenez and staff.  
33 Asked Ms. Bush if there is a deadline for submission of the Resolution 2022-03.  
34

35 Ms. Bush responded we must respond to the letter in 2 weeks, no deadline for the submission of resolution.  
36

37 **Amended Motion: To Postpone Resolution 2022-03: Acceptance and Approval of the FY 2021 Audit**  
38 **until the next Board of Trustee's meeting, Moved by Trustee Merrick, Seconded by Trustee Cadena.**  
39

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

41 Mayor Pro Tem Johnson-Burick   Yes

42 Trustee Cadena   Yes

43 Trustee Garcia   Yes

44 Trustee Merrick   Yes  
45

46 Trustee Cadena stated she had not had a chance to read or to ask questions.  
47

48 Mayor Barraza stated Ms. Bush answered and submitted what was at the end of the audit. Contact us if you  
49 have further questions.  
50

51                   **b) For Approval:** Resolution 2022-04 Calle de Norte Phase II, Second Amendment to the  
52                   Local Government Transportation Project Fund #LP10004 for extension of time.

53 Mr. McGillivray gave a presentation on Resolution 2022-04 Calle de Norte Phase II, Second Amendment to  
54 the Local Government Transportation Project Fund #LP10004 for extension of time.  
55

1 **Motion: To approve: Resolution 2022-04 Calle de Norte Phase II, Second Amendment to the Local**  
2 **Government Transportation Project Fund #LP0004 for extension of time, Moved by Trustee Merrick,**  
3 **Seconded by Trustee Cadena.**  
4

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

6 Mayor Pro Tem Johnson-Burick Yes

7 Trustee Cadena Yes

8 Trustee Garcia Yes

9 Trustee Merrick Yes  
10

11 **c) Discussion:** Film Production Process – Senator Jeff Steinborn and Jon Sepp

12 Senator Steinborn gave a presentation on Film Las Cruces. Requested that the Town of Mesilla join the City  
13 of Las Cruces and Dona Ana County in supporting Film Las Cruces. Mesilla’s amount would be \$20,000  
14 annually (3-year agreement).  
15

16 Mr. Sepp gave a recap of the filming that has been or being done in the area and the company.  
17

18 Mayor Barraza asked what the timeframe is when filming.  
19

20 Mr. Sepp responded things move very quickly; gave example of the reality show wanting to film here which  
21 from the permitting and camera rolling it has taken 5 days. Also, it depends on what is being filmed.  
22

23 Mayor Barraza asked what is the City of Las Cruces and Dona Ana County commitment.  
24

25 Mr. Sepp responded \$95,000 annually from the City of Las Cruces and \$70,000 annually from Dona Ana  
26 County. We are also looking at the City of Anthony and City of Sunland.  
27

28 Mayor Pro Tem Johnson-Burick asked what will be requested from City of Sunland and City of Anthony.  
29

30 Mr. Sepp responded we are asking for a commitment of \$5,000 to \$10,000 annually as we look to the  
31 proximity to Las Cruces.  
32

33 Senator Steinborn stated Mesilla is the crown jewel of the area. Filming benefits the GRTs.  
34

35 Mayor Pro Tem Johnson-Burick stated she supports the business and understands how it benefits the town.  
36 People already know what a hidden gem Mesilla is. She is concerned regarding our budget; there are dire  
37 needs around our community. The comment was that the \$20,000 would be used to take care of your staff; she  
38 would like to take care of our staff first. She understands it will benefit our businesses and increase our GRTs.  
39 Asked how we will see what you are doing with our dollars.  
40

41 Mr. Sepp responded monthly and quarterly reports are provided to our supporters and being available for  
42 internal conversations.  
43

44 Mayor Pro Tem Johnson-Burick stated she does support this organization as it brings in other sources of  
45 revenue. Our town permits are very low. During the last filming businesses were shut down; there was lack of  
46 communication with the business owners. The food vendors feeding the cast and crew were from Las Cruces,  
47 not from Mesilla.  
48

49 Mr. Sepp responded that stipulation can be part of the agreement.

1  
2 Mayor Barraza recommended meeting with business owners to see who could provide services.  
3  
4 Trustee Cadena stated Mesilla will benefit from this, but communication needs to be a priority. We want to  
5 know that you are advocating for Mesilla as much as you do for the City of Las Cruces.  
6  
7 Mr. Sepp stated we are trying to do a better job in understanding the community we are working in; identify  
8 the positives and negatives of the area.  
9  
10 Trustee Merrick stated she received compensation for loss of business during the Chupa filming but  
11 unfortunately others did not. We need to work together to make this a positive experience for everyone.  
12  
13 Mr. Sepp stated work together to not hurt businesses.  
14  
15 Senator Steinborn stated we had several movies filming in the area at the same time, historical time. We  
16 learned about how to be effective; troubleshoot issues that arose. We realize it takes staff to manage these  
17 situations. This commitment needs to be looked at as an investment.  
18  
19 Trustee Garcia asked how they want to be paid.  
20  
21 Senator Steinborn responded the City of Las Cruces makes monthly payments.  
22  
23 Mr. Sepp responded we invoice and provide a progress performance report on a monthly basis.  
24  
25 Trustee Garcia stated we may have to increase our fees.  
26  
27 Mayor Barraza stated our fees are reasonable with the City of Las Cruces and Dona Ana County.  
28  
29 Mr. Sepp stated we will look at ways at keeping cost down.  
30  
31 Trustee Cadena stated keeping cost down and communication is important. We need to get money into our  
32 businesses to help with the GRTs.  
33  
34 Mr. Sepp stated it is important to provide training as part of our service as well.  
35  
36 Mayor Barraza stated we can discuss this further; get something together that is workable for the Town of  
37 Mesilla. The GRTs were good during the filming.  
38  
39 Mr. Albert stated the Netflix staff coordinated and communicated very well with everyone involved. We need  
40 to showcase and promote Mesilla.  
41  
42 Mayor Barraza stated work out the logistics, see the impact it will have on the businesses. During the meeting  
43 with the business owners, they indicated they were pleased during the filming. Netflix went out of their way to  
44 work with the businesses that were affected and the town.  
45  
46 Mr. Sepp stated we work on being proactive by communicating with those involved.  
47



1 Mayor Barraza recommended providing information at one of our meetings.

2

3 Mr. Sepp stated there will be a filming at El Patio in the near future.

4

5 Trustee Garcia asked if the \$20,000 negotiable.

6

7 Mayor Barraza stated this item will be placed on the agenda at the next meeting.

8

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

10 Trustee Garcia: Architectural Style Committee meeting tomorrow at 3:30 P.M.

11

12 Mayor Pro Tem Johnson-Burick: MPO meeting April 13<sup>th</sup> at 1:00 p.m.

13

14 Mayor Barraza: MPO meeting April 13<sup>th</sup> at 1:00 p.m.; Easter Bunny on the Plaza at 1:00 p.m.

15

16 Trustee Merrick: MPO meeting April 13<sup>th</sup> at 1:00 p.m.

17

18 **9. STAFF REPORTS**

19 a) \*Community Development

20 b) \*Community Programs

21 c) \*Finance Department

22 d) \*Fire Department

23 e) \*Marshal Department

24 f) \*Public Works Department

25

26 **10. BOARD OF TRUSTEE/STAFF COMMENTS**

27 Fire Chief stated the first movie filmed in Mesilla was in 1920. They have received a grant for the sprinkler  
28 system and educational fees. The stipends are delayed further.

29

30 Mayor Barraza stated Hang 'Em High was filmed here also.

31

32 Ms. Bush stated she is working on providing reports that are straight forward. Inaudible

33

34 Trustee Merrick stated she attended the MOLI training, she learned a lot. With regards to cases, her hands are  
35 tied; she does want to see what the best course of action is. Look at what PZHAC is doing and be more  
36 transparent. Thanked the Marshal Department for taking care of the situation with the vendor. Recommended  
37 doing a background check on our vendors as we need to protect our community and our children.

38

39 Mayor Pro Tem Johnson-Burick agreed with Trustee Merrick's comments.

40

41 Trustee Garcia stated explained the Architectural Style Committee process. Mr. Padilla is doing the best he  
42 can. She apologized for not responding to Mr. Lucero's email. There is no timeline so it could be possible to  
43 bring back his case. She spoke to Mr. Cervantes who told her to speak to Ms. Bush; if he cannot come to the  
44 meeting, he would be available by zoom. She is hoping to put Mr. Lucero's case back on the agenda.

45 Thanked the Marshal's Department for all their hard work. Recommends everyone attend a MOLI training, it  
46 is very educational.

47

1 Trustee Cadena agreed with Trustee Merrick's comments. She thanked Mr. Lucero for his comments. She  
2 did not attend the March 14<sup>th</sup> so she cannot make comments. We need to ensure that we follow procedures.  
3 Board and applicant should be given the reason case was denied. Public Input is useful and beneficial to the  
4 Town of Mesilla.

5  
6 Mayor Barraza stated if a packet is not complete when submitted to starting with Architectural Style  
7 Committee, PZHAC or Board of Trustees, it will be kicked back which delays the process. Complete  
8 application packets must be submitted to Mr. Padilla by Wednesday to be included in the PZHAC packet for  
9 the following meeting which are held on the 1<sup>st</sup> and 3<sup>rd</sup> Monday at 2:30 p.m. There is a checklist of what is  
10 required in the application packet. She contacted Mr. Torres regarding missing documents. They wanted me  
11 to override the decision of PZHAC and the Board of Trustees; she does not have the authority to do that, and  
12 she will not do that. There is a process to be followed. She thought the Tuba Day proclamation was  
13 interesting. She supports Film Las Cruces and believes it will benefit the Town of Mesilla by getting the word  
14 out. She attended a session on Parliament Procedure during MOLI training and feels we are doing things  
15 correctly. Even though Ms. Maya made the comment regarding the approval, she is the deciding officer. Ms.  
16 Maya will report the vote count and she will announce whether motion is approved or denied. She reviewed  
17 the new process regarding agenda items. MOLI training was educational. After speaking to the New Mexico  
18 Municipal League attorney, she feels the board is following the correct process and will asked for that in  
19 writing. There will be a New Mexico Municipal League will be holding several committee meetings in June,  
20 if interested contact Ms. Bush. Easter Bunny on the Plaza on Wednesday at 1:00 p.m. Offices will be closed on  
21 Friday, April 15<sup>th</sup>. Audit and resolutions will be on the agenda at the next meeting.

22  
23 Trustee Garcia stated a bill was passed for volunteer firefighters.

24  
25 Fire Chief Hoban stated we will be submitting applications apparatus grants.

26  
27 **11. ADJOURNMENT**

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

29  
30 **MEETING ADJOURNED AT 7:41 P.M.**

31  
32 **APPROVED THIS 25th DAY OF APRIL, 2022.**

33  
34  
35  
36 \_\_\_\_\_  
37 **Nora L. Barraza**  
38 **Mayor**

39  
40 **ATTEST:**

41  
42  
43 \_\_\_\_\_  
44 **Rani Bush**  
45 **Town Clerk/Treasurer**

## ACTION FORM

### AGENDA DATE

**PZHAC:** April 18, 2022,

**BOT:**

**ITEM:** PZHAC Case #061361 – 2631 Calle Tercera submitted by Francisco Torrez to construct a rock wall on south end of the property. **Zoned: Historical Residential (HR)**

**BACKGROUND AND ANALYSIS:** This case was reviewed by the Architectural Styles Committee (ASC) and was pushed back due to insufficient information on this project, additional information was requested and received, ASC reviewed and was satisfied with additional information submitted ASC moved it forward **Zoned: Historical Residential (HR)**

### IMPACT:

- The PZHAC has jurisdiction to recommend approval of the applicant's request for approval of this request to the BOT.
- The applicant has the authority to make an application request to the PZHAC and BOT.
- Due process was provided to the applicant.

Specific findings of fact:

- The proposed work is on applicant's property and not in Town of Mesilla right-of-way.

### ALTERNATIVES:

The Planning, Zoning and Historical Appropriateness Commission (PZHAC) may:

1. Recommend approval of this case with findings stated above.
2. Recommend approval of this case with findings stated above and conditions.
3. Deny the application.

### DEPARTMENT RECOMMENDATIONS:

### SUPPORTING INFORMATION:

- Application
- Plans

TOWN OF MESILLA  
ZONING APPROVAL

OFFICIAL USE ONLY:

Case # 061361

Fee \$ 141.00

PERMISSION TO CONDUCT WORK

OR

OBTAIN A COMMERCIAL/RESIDENTIAL BUILDING PERMIT FROM CID

Fee 120.00  
21.00  
Review

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

CASE NO. 061361 ZONE: HR CODE: AC APPLICATION DATE: MAR 04 2022

Francisco J. Torres 575-644-3490  
Name of Property Owner Property Owner's Telephone Number

3575 TILE Las Cruces NM 88001  
Property Owner's Mailing Address City State Zip Code

franktorres@yahoo.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

2631 Calle Tercera  
Address of Proposed Work:

ROCKWALL SOUTH OF PROPERTY - 140' width  
6' height  
Description of Proposed Work:

\$ 7,000.00 [Signature] 3-4-2022  
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: \_\_\_\_\_  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
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.)

# PLAT OF SURVEY

OF A 0.192 ACRE TRACT AND A 0.247 ACRE TRACT

LOCATED IN SECTION 36, T.23S., R.1E,  
N.M.P.M. OF THE U.S.R.S. SURVEYS

BEING LOT 6 & 7, BLOCK C  
SOUTHWEST ADDITION TO THE  
TOWN OF MESILLA, PLAT FILED  
FEBRUARY 4, 1943, IN BOOK 9, PAGE 76  
OF THE DONA ANA COUNTY RECORDS  
AS U.S.R.S. TRACT 11A-140 AND  
PART OF U.S.R.S. TRACT 11A-141C

TOWN OF MESILLA  
DONA ANA COUNTY  
NEW MEXICO

OWNER:	S. Peale
FILED BY:	R.R., C.A.
DATE:	18-01-0030
FILED:	January 19, 2018

INSTRUMENT OF RECORD:  
FILED:  
Instrument #021027 & 013193  
OF THE DONA ANA COUNTY RECORDS

PROPERTY IS IN AN "X" DESIGNATED ZONE,  
AS SHOWN ON THE FLOOD INSURANCE RATE MAP  
COMMUNITY PANEL NO. 3903C1699 D  
EFFECTIVE JULY 6, 2016



SURVEYOR'S CERTIFICATE

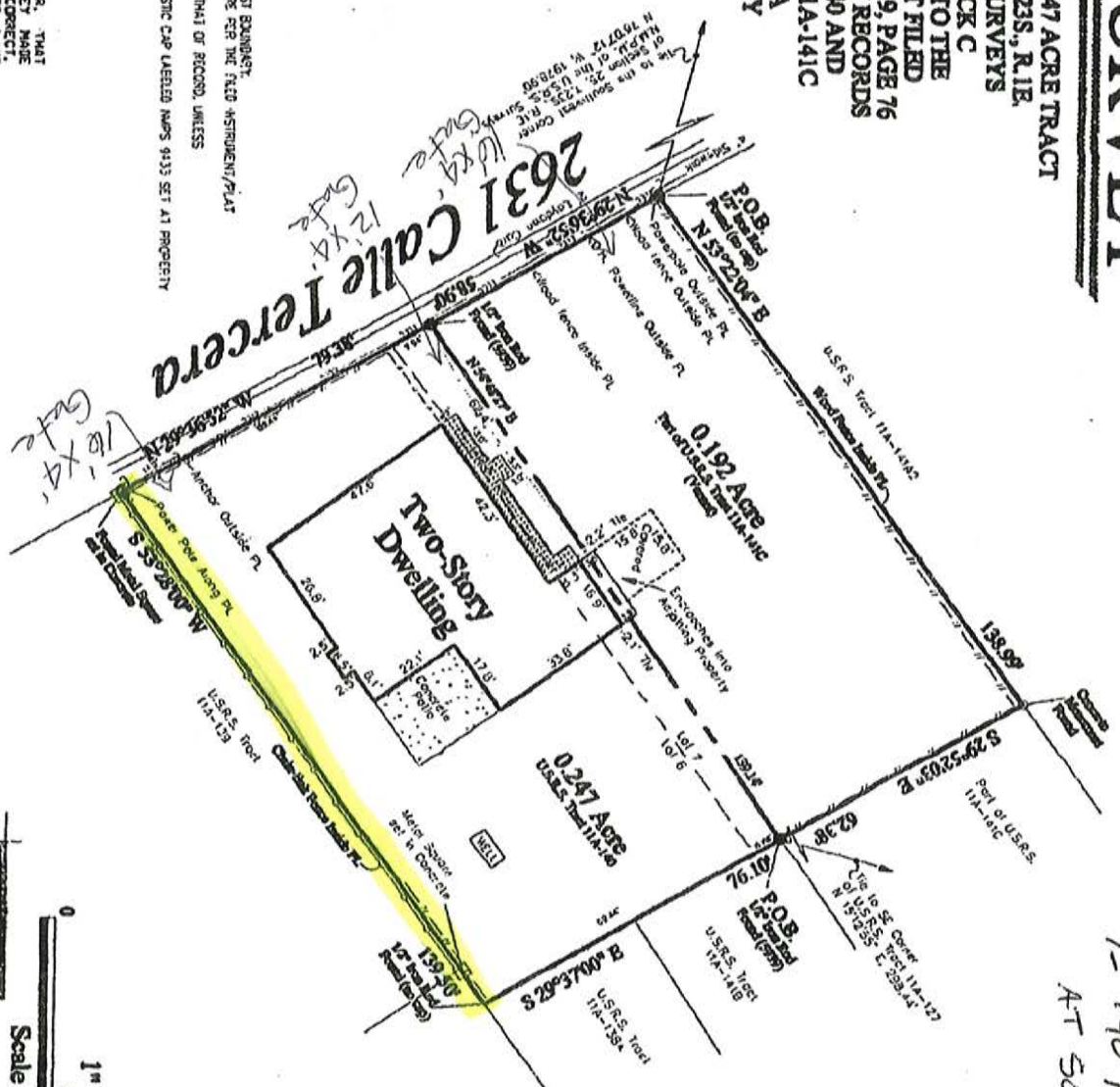
THIS IS TO CERTIFY THAT I AM A REGISTERED LAND SURVEYOR, THAT THIS PLAT WAS PREPARED FROM FIELD NOTES OF AN ACTUAL SURVEY MADE BY ME OR UNDER MY DIRECTION AND THAT IT IS TRUE AND CORRECT, MEETING THE MINIMUM REQUIREMENTS OF THE STANDARDS FOR LAND SURVEYS IN NEW MEXICO AS ADOPTED BY THE NEW MEXICO STATE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

January 19, 2018

*T.G. Scanlon*

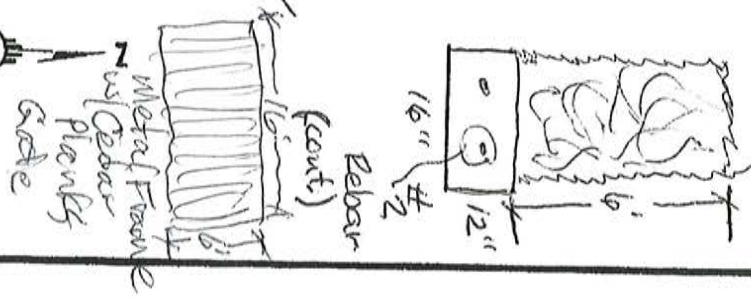
TED G. SCANLON - P# NO. 9433  
2990 N. MAIN STREET, STE. 3C, LAS CRUCES, NEW MEXICO 88001

NOTES:  
THE BASIS OF BEARING IS THE WEST BOUNDARY.  
ALL EXISTENTS SHOWN HEREON ARE FOR THE FIELD INSTRUMENT/PLAT AS NOTED HEREON.  
BEARINGS AND DISTANCES MATCH THAT OF RECORD, UNLESS OTHERWISE NOTED.  
1/2" IRON RODS WITH YELLOW PLASTIC CAP LABELED MAPS 9433 SET AT PROPERTY CORNERS OR AS NOTED HEREON.



THIS IS A BOUNDARY SURVEY PLAT OF AN EXISTING TRACT OR TRACTS OF LAND. IT IS NOT A LAND DIVISION OR SUBDIVISION AS DEFINED BY THE NEW MEXICO SUBDIVISION ACT.

**BERBLAND**  
ENGINEERS AND SURVEYORS LLC  
2990 N. MAIN STREET, STE. 3C  
LAS CRUCES, NEW MEXICO 88001  
PHONE: (575) 522-1443  
FAX: (575) 522-9998



1/4 140' ROCKWALL  
AT SOUTH B/L

# Francisco Torres

## Layer Visibility:

- Roads
- City Limits
- MLS Zones
- Address Labels
- 2014 Aerial Photo
- Parcels



ACCOUNTNUMBER:	R0400564	PARCELNUMBER:	4006138203056
OWNERNAME:	TORRES FRANCISCO J	MAILADDR1:	3575 TILE AVE
CITY:	LAS CRUCES	STATE:	NM
ZIP:	88001	LOT:	LT 6 PT LT 7
BLOCK:	C	SUBNAME:	SOUTHWEST ADDITION TO MESILLA 201
TRS:	23S 1E 36	SITUSADDRS:	2631 CALLE TERCERA
TOTALACRES:	0		

2631 Calle Tercera



Image capture: Jul 2021 © 2022 Google

← 2631 Calle Tercera

All

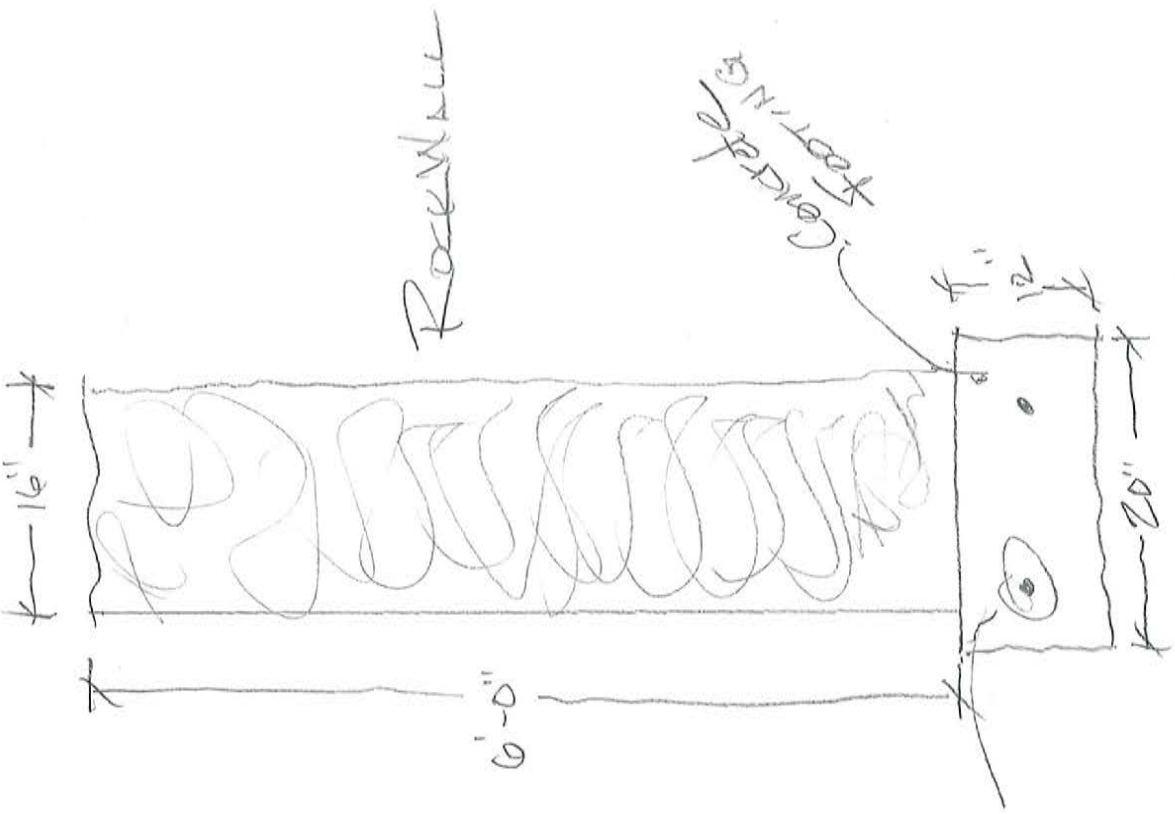
Street View & 360°

Mesilla, New Mexico

Google

Street View - Jul 2021

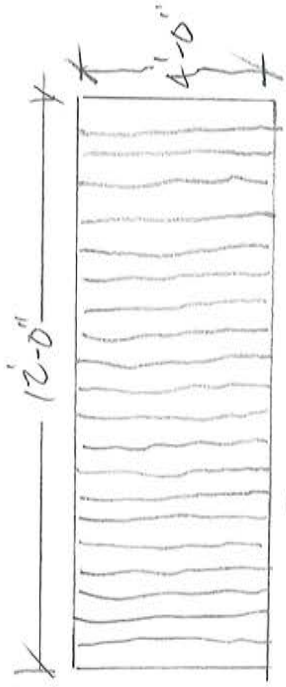




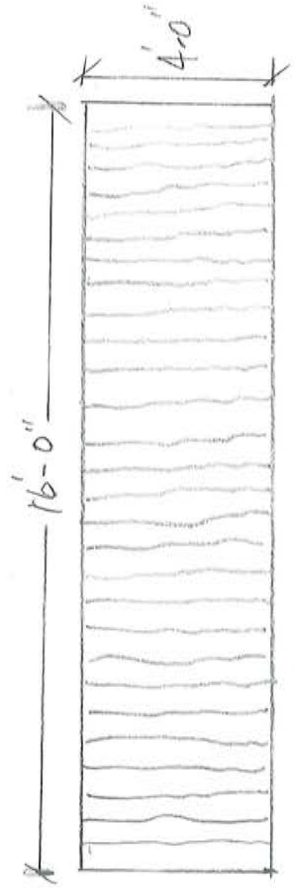
1/2" x 1/2" x 1/2"



2X2 Square tubing  
1/2" Cedar planks  
(TYP)

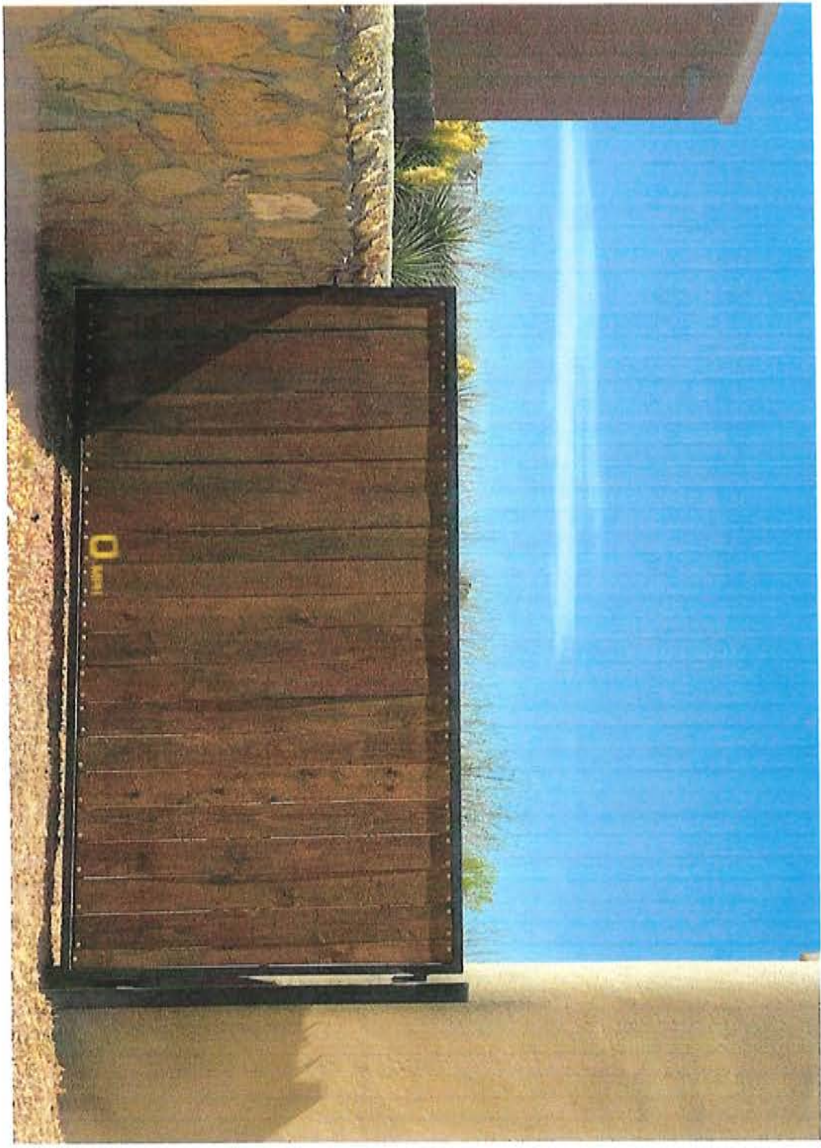


Roll Gate



Roll Gate





# Town of Mesilla, New Mexico

Phone (575) 524-3262

P.O. Box 10

2231 Avenida de Mesilla, Mesilla, NM 88046



---

## RIGHT OF ENTRY AGREEMENT

Applicant Name(s): Francisco Torres  
Property Address: 2631 Calle Tercera  
Adjacent property address: 2670 Calle Segunda  
Adjacent property owner(s): Robert Tovar

**Right-of-Entry** – Permission is hereby granted to the applicant, or its authorized agents, to enter upon the adjacent property for the sole purpose of construction and/or maintenance of the structure(s).

 4.3.22  
Applicant/Owner (original signature) Date

 4-3-22  
Adjacent Owner (original signature) Date

# Town of Mesilla, New Mexico

Phone (575) 524-3262

P.O. Box 10

2231 Avenida de Mesilla, Mesilla, NM 88046



---

## RIGHT OF ENTRY AGREEMENT

Applicant Name(s): Francisco Torres

Property Address: 2631 Calle Tercera

Adjacent property address: 2380 Calle de Cuba

Adjacent property owner(s): Maria E. Nevarez Able A. Nevarez

**Right-of-Entry** – Permission is hereby granted to the applicant, or its authorized agents, to enter upon the adjacent property for the sole purpose of construction and/or maintenance of the structure(s).

 4/3/22  
Applicant/Owner (original signature) Date

 4/3/22  
Adjacent Owner (original signature) Date

## ACTION FORM

### AGENDA DATE

PZHAC: April 18, 2022,

BOT:

**ITEM:** PZHAC Case #061369 – 2958 La Mesilla Circle submitted by Robert Hamilton and Kathleen Foreman to remove garage door and replace with French doors and add two windows Zoned: **Historical Residential (HR)**

**BACKGROUND AND ANALYSIS** This case was reviewed by the Architectural Styles Committee (ASC) and was pushed back due to insufficient information on this project, additional information was requested and received, ASC reviewed and was satisfied with additional information submitted ASC moved it forward. **Zoned: Historical Residential (HR)**

### IMPACT:

- The PZHAC has jurisdiction to recommend approval of the applicant's request for approval of this request to the BOT.
- The applicant has the authority to make an application request to the PZHAC and BOT.
- Due process was provided to the applicant.

Specific findings of fact:

- The proposed work is on applicant's property and not in Town of Mesilla right-of-way.

### ALTERNATIVES:

The Planning, Zoning and Historical Appropriateness Commission (PZHAC) may:

1. Recommend approval of this case with findings stated above.
2. Recommend approval of this case with findings stated above and conditions.
3. Deny the application.

### DEPARTMENT RECOMMENDATIONS:

### SUPPORTING INFORMATION:

- Application
- Plans

TOWN OF MESILLA  
ZONING APPROVAL

OFFICIAL USE ONLY:

Case # 061369

Fee \$ 118.00

Fee \$ 100.00  
Review \$ 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. \_\_\_\_\_ ZONE: \_\_\_\_\_ CODE: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

Robert Hamilton / Kathleen Foreman 575-644-1002  
Name of Property Owner Property Owner's Telephone Number

PO Box 1248 Mesilla NM 88046  
Property Owner's Mailing Address City State Zip Code

mesillaman@comcast.net  
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: 2958 La Mesilla Circle

Description of Proposed Work: Remove 16' garage door and replace with 6 foot French doors and 2 24" x 48" windows. Framing, exterior, and interior sheetrock, plywood, stucco done by subs.

\$ 5000 Robert E Hamilton 3-21-22  
Estimated Cost Signature of Applicant Date

Signature of property owner: Robert E Hamilton Final color to match garage color.

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.)

# Robert Hamilton

## Layer Visibility:

- Roads
- City Limits
- MLS Zones
- Address Labels
- 2014 Aerial Photo
- Parcels



Dona Ana County Flood Commission | Dona Ana...

ACCOUNTNUMBER:	R0401150	PARCELNUMBER:	4006138192197
OWNERNAME:	FOREMAN-HAMILTON M KATHLEEN	MAILADDR1:	PO BOX 1248
CITY:	MESILLA	STATE:	NM
ZIP:	88046-1248	LOT:	
BLOCK:		SUBNAME:	DAN LOWRY SUBDIVISION 897
TRS:	23S 1E 36	SITUSADDRS:	2958 LA MESILLA CIR
TOTALACRES:	0.98		

- [Account Search](#)
- [View Created Report\(s\)](#)
- [Help?](#)
- [Logout Public](#)

**Account: R0401150 \*Mill Levy does not include Special District Rates such as: Lower Rio Grande Flood Levy, Hueco Levy, Mclead Watershed Levy, Caballo Soil and Water Conservation Levy, and La Union Watershed Levy.**





Architectural Review Board

Mesilla, NM

Re: Garage door removal/replacement 2958 La Mesilla Circle

Enclosed are pictures of the inside of the current garage/craft /recreation room located at 2958 La Mesilla Circle. The original construction of the garage was meant to house antique cars, a pool table, and sauna. The cars have since been sold and we are currently using the space for a craft/recreation room.

We are both retired and Kathleen has taken up weaving as a hobby and is using the space. There is also a desk set up that we are using as a home office. The building is currently climate controlled with a heater and air conditioning system. It is insulated and has a half bath, which makes it a perfect place for her projects. Unfortunately the lighting is inadequate and the dust that blows under the garage door is a problem.

Our intentions are to replace the garage door with French doors to let in more light and reduce the dust and sand that blows off of the orchard behind the building. We would also be adding a window to either side of the door. At this time there is no need for the current garage door, as there is no time that we will be putting a vehicle in the building.

We originally submitted these plans a few weeks ago, and this letter serves as a follow up to the questions you had. Please feel free to contact us with any additional questions. We would like to get started on this project as soon as possible, to avoid additional expenses.

Thank you,

Bob Hamilton and Kathleen Foreman

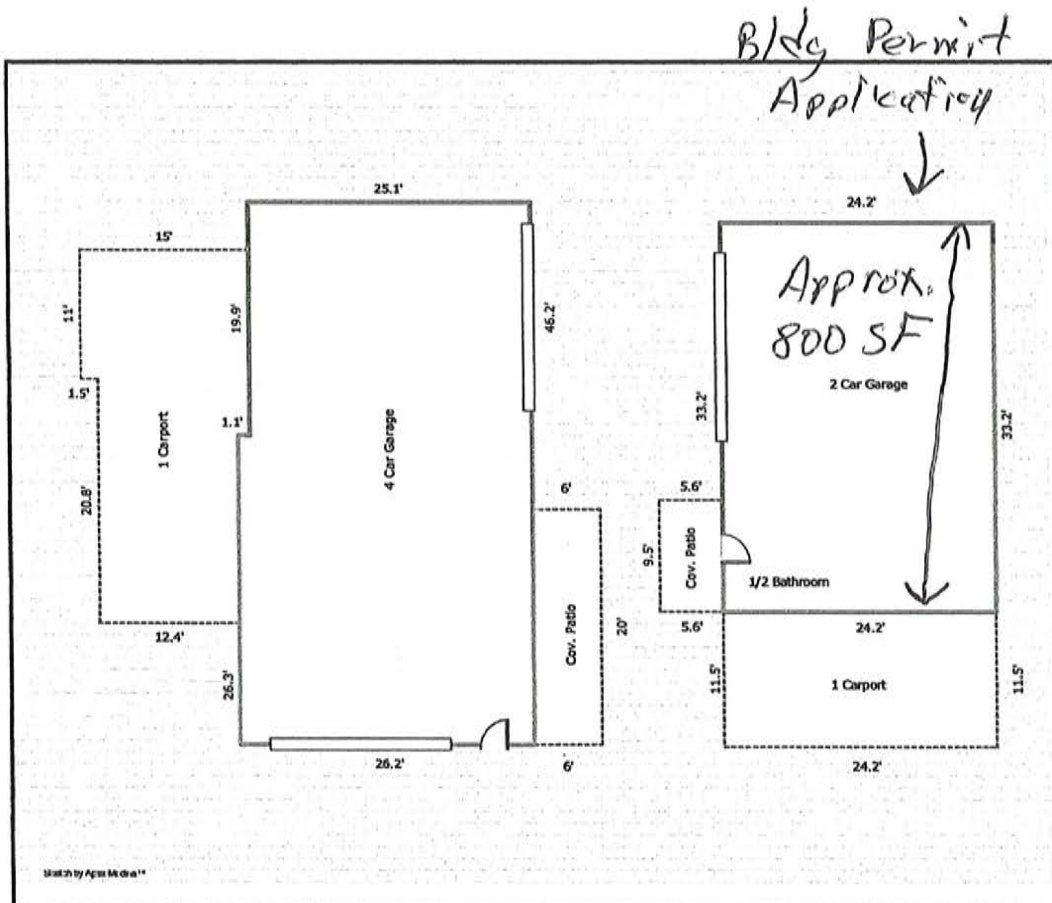
575-649-5874

575-644-1002



### Building Sketch

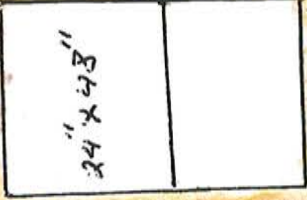
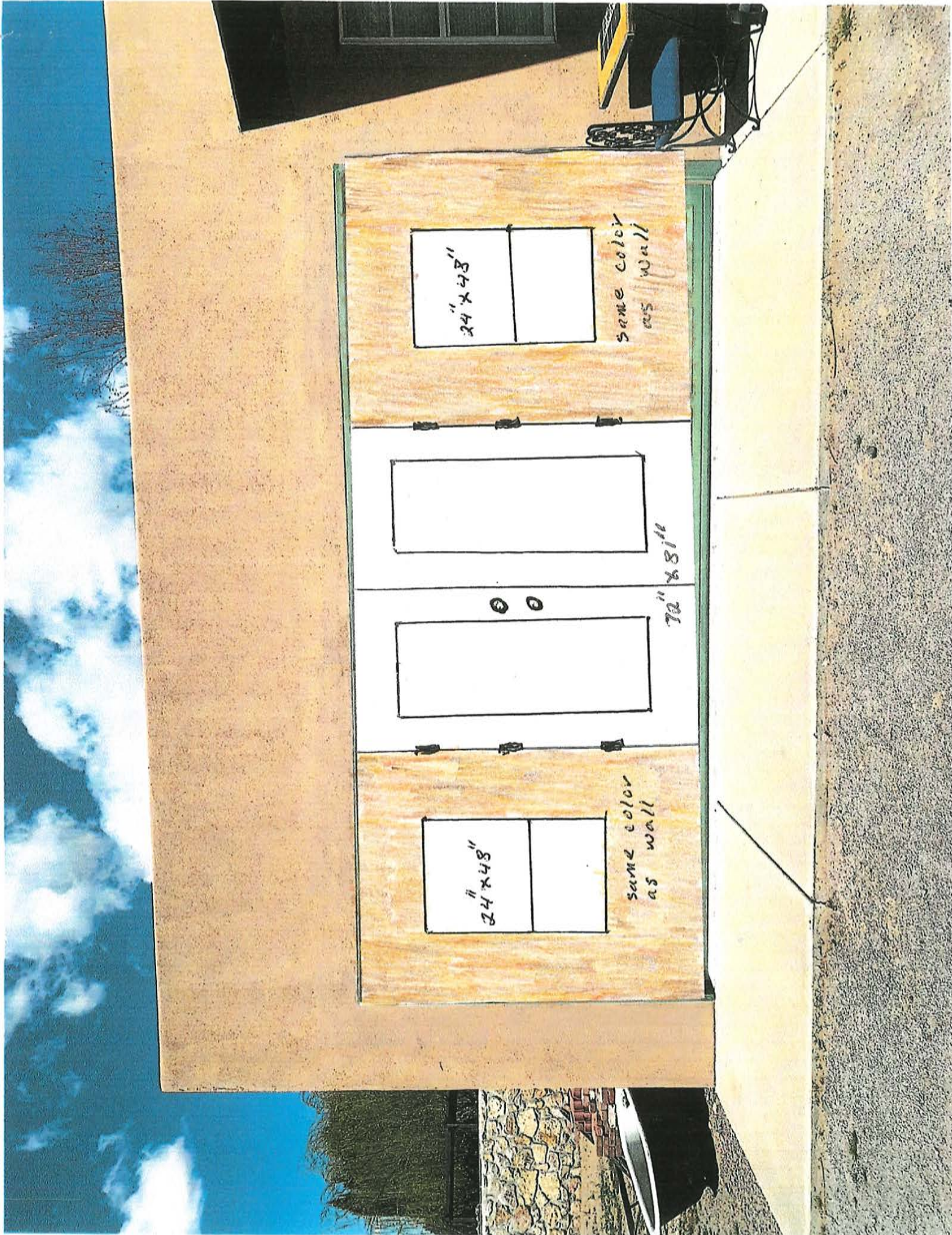
Borrower/Client	Hamilton, Robert		
Property Address	2958 La Mesilla Circle		
City	Mesilla	County	Dona Ana
State	NM	Zip Code	88046
Lender	Firststar Bank		



Comments: Measurements are for appraisal purposes and a visual aid only. Sketch may not be used in any form without permission of Affinity Group, LLC. Measurements are per ANSI Z765-2003 standards.

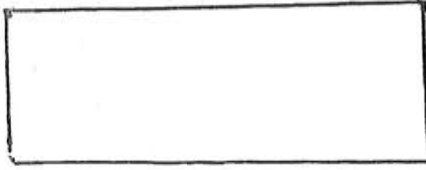
AREA CALCULATIONS SUMMARY				AREA BREAKDOWN	
Code	Description	Net Size	Net Totals	Breakdown	Subtotals
GAR	Garage	1188.6	2698.5		
	Garage	803.4			
	Carport	428.2			
	Carport	278.3			
P/P	Patio	120.0	173.2		
	Patio	53.2			



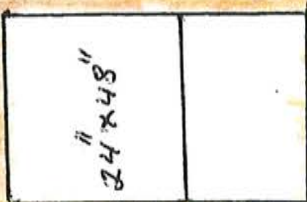
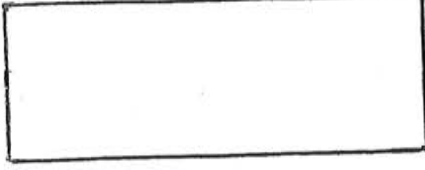


24" x 48"

same color  
as wall



70" x 81"



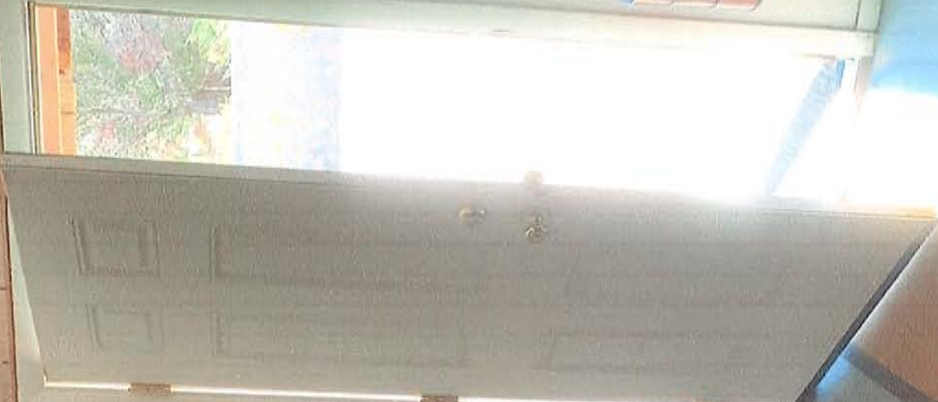
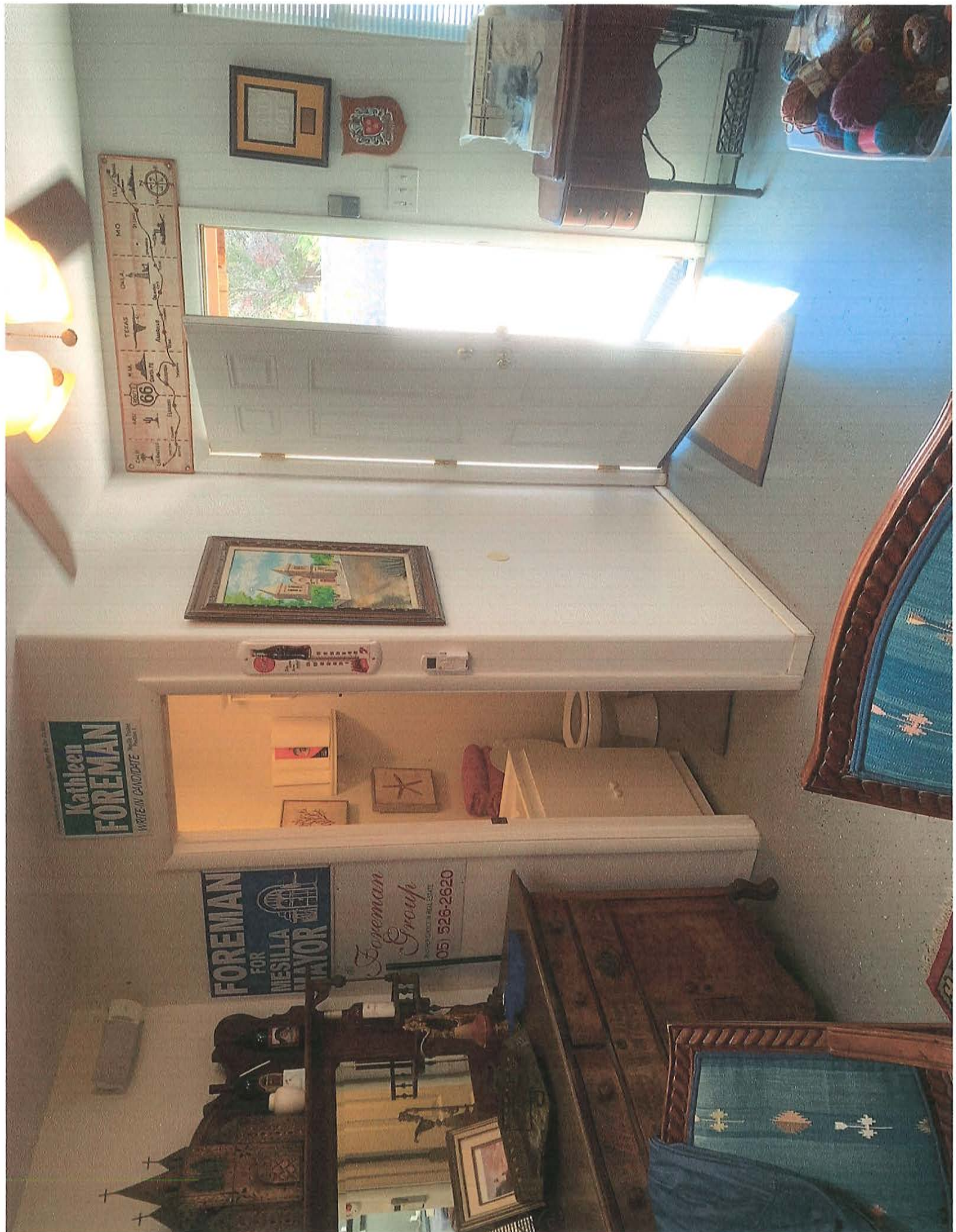
24" x 48"

same color  
as wall



Bathroom

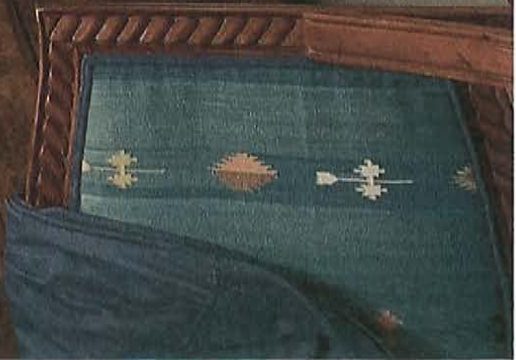




**Kathleen FOREMAN**  
WRITE IN CANDIDATE

**FOREMAN**  
FOR  
MISILLA  
MAYOR

*Foreman*  
Group  
051 526-2620





oreman  
Group

ANOTHER CHOICE IN REAL ESTATE

(505) 526-2620











## ACTION FORM

### AGENDA DATE

**PZHAC:** April 18, 2022,

**BOT:**

**ITEM:** PZHAC Case #061373 – 2823 Erminda submitted by Gloria Basden to repaint exterior of the home with elastomeric paint color will not change. **Zoned: Historical Residential (HR)**

**BACKGROUND AND ANALYSIS:** Ms. Basden was in the process of painting the home and was stopped by CODES due to not having a permit. Ms. Basden came in to submit application to complete painting of the house. This case was reviewed by the Architectural Styles Committee (ASC) moved it forward **Zoned: Historical Residential (HR)**

### IMPACT:

- The PZHAC has jurisdiction to recommend approval of the applicant's request for approval of this request to the BOT.
- The applicant has the authority to make an application request to the PZHAC and BOT.
- Due process was provided to the applicant.

Specific findings of fact:

- The proposed work is on applicant's property and not in Town of Mesilla right-of-way.

### ALTERNATIVES:

The Planning, Zoning and Historical Appropriateness Commission (PZHAC) may:

1. Recommend approval of this case with findings stated above.
2. Recommend approval of this case with findings stated above and conditions.
3. Deny the application.

### DEPARTMENT RECOMMENDATIONS:

### SUPPORTING INFORMATION:

- Application
- Plans

TOWN OF MESILLA  
ZONING APPROVAL

OFFICIAL USE ONLY:  
Case # 061373  
Fee \$ 46.00

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

Gloria Basden \_\_\_\_\_  
Name of Property Owner \_\_\_\_\_ Property Owner's Telephone Number 575-644-5241

2823 Erminda Las Cruces \_\_\_\_\_  
Property Owner's Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State NM Zip Code 88046

glowozianet.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: same as above

Description of Proposed Work: Repainting with Behr Elastomeric Paint  
Color will not change.

\$ 850.00 \_\_\_\_\_  
Estimated Cost \_\_\_\_\_ Signature of Applicant Alena Basden Date 4-5-22

Signature of property owner: Alena Basden

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.)

April 4, 2022

RE: The exterior color for repainting of the home at 2823 Erminda Street (Lot 22, Block B, Mesilla Farms Subdivision), Mesilla, NM  
Owner of Record: Gloria Basden

Dear Board Members and Town of Mesilla,

I have researched the impact of the homeowner's request to repaint/recoat the exterior stuccoed walls of the above-referenced property. There will be no expansion of the home's footprint.

The description of the work to be done indicates the color selected is almost identical to the existing color and well within the "color wheel" acceptable for the subdivision and historic district. It is assumed that the work will be performed in a professional manner. The Mesilla Farms Homeowners Association approves the issuing of a permit for the described work from the Town of Mesilla.

Sincerely,



Eric Van Pelt  
Mesilla Farms HOA Architectural Committee



Concurrence By: \_\_\_\_\_  
Marcy Toomey  
Mesilla Farms HOA President

# 2823 Erminda

**Layer Visibility:**

- Roads
- City Limits
- MLS Zones
- Address Labels
- 2014 Aerial Photo
- Parcels



ACCOUNTNUMBER:	R0401028	PARCELNUMBER:	4006137394484
OWNERNAME:	BASDEN GLORIA	MAILADDR1:	2823 ERMINDA
CITY:	LAS CRUCES	STATE:	NM
ZIP:	88005	LOT:	22
BLOCK:	B	SUBNAME:	MESILLA FARMS SUBDIVISION (BK 15 PG 389-390 - 8822094)
TRS:	23S 1E 25	SITUSADDRS:	2823 ERMINDA ST
TOTALACRES:	0		

- [Account Search](#)
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- [Help?](#)
- [Logout Public](#)

**Account: R0401028 Real Property Account \*Mill Levy does not include Special District Rates such as: Lower Rio Grande Flood Levy, Hueco Levy, Mclead Watershed Levy, Caballo Soil and Water Conservation Levy, and La Union Watershed Levy.**



## **ACTION FORM**

### **AGENDA DATE**

**PZHAC:** April 18, 2022,

**BOT:**

**ITEM:** PZHAC Case #061374 – 2850 Boldt submitted by Belen A. Soto to seal parapets on home  
Zoned: **Historical Residential (HR)**

**BACKGROUND AND ANALYSIS:** Serna Construction proposed scope of work to seal parapets at this address materials to be used are mesh, 101, paint. This case was reviewed by the Architectural Styles Committee (ASC) moved it forward **Zoned: Historical Residential (HR)**

### **IMPACT:**

- The PZHAC has jurisdiction to recommend approval of the applicant's request for approval of this request to the BOT.
- The applicant has the authority to make an application request to the PZHAC and BOT.
- Due process was provided to the applicant.

Specific findings of fact:

- The proposed work is on applicant's property and not in Town of Mesilla right-of-way.

### **ALTERNATIVES:**

The Planning, Zoning and Historical Appropriateness Commission (PZHAC) may:

1. Recommend approval of this case with findings stated above.
2. Recommend approval of this case with findings stated above and conditions.
3. Deny the application.

### **DEPARTMENT RECOMMENDATIONS:**

### **SUPPORTING INFORMATION:**

- Application
- Plans



**TOWN OF MESILLA  
ZONING APPROVAL**

OFFICIAL USE ONLY:

Case # 061374

Fee \$ 118.00

**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. \_\_\_\_\_ ZONE: HR CODE: RN APPLICATION DATE: \_\_\_\_\_

Belen A. Soto \_\_\_\_\_ 575-639-1444 \_\_\_\_\_  
Name of Property Owner Property Owner's Telephone Number

2850 Boldt Las Cruces NM 88005 \_\_\_\_\_  
Property Owner's Mailing Address City State Zip Code

bettybelensoto@gmail.com \_\_\_\_\_  
Property Owner's E-mail Address

Serna Construction LLC 1025 LARRY DE LAS CRUCES NM 88001 \_\_\_\_\_  
Contractor's Name & Address (if none, indicate Self)

575-644-8691 \_\_\_\_\_ 47-3165283 \_\_\_\_\_ 384637 \_\_\_\_\_  
Contractor's Telephone Number Contractor's Tax ID Number Contractor's License Number

Address of Proposed Work: 2850 Boldt Las Cruces NM, 88005

Description of Proposed Work: SEMI PARAPETS

\$ 4,200 \_\_\_\_\_ [Signature] \_\_\_\_\_ 4-6-22 \_\_\_\_\_  
Estimated Cost Signature of Applicant Date

Signature of property owner: Belen Soto

**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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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.)

# 2850 Boldt

**Layer Visibility:**

- Roads
- City Limits
- MLS Zones
- Address Labels
- 2014 Aerial Photo
- Parcels



Doña Ana County Assessors Office | Doña Ana County, NM

ACCOUNTNUMBER:	R0401007	PARCELNUMBER:	4006137434504
OWNERNAME:	SOTO BELEN A & ROBERT O	MAILADDR1:	2850 BOLDT ST
CITY:	LAS CRUCES	STATE:	NM
ZIP:	88005	LOT:	15
BLOCK:	B	SUBNAME:	MESILLA FARMS SUBDIVISION (BK 15 PG 389-390 - 8822094)
TRS:	23S 1E 25	SITUSADDRS:	2850 BOLDT ST
TOTALACRES:	0		

- [Account Search](#)
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**Account: R0401007 Real Property Account \*Mill Levy does not include Special District Rates such as: Lower Rio Grande Flood Levy, Hueco Levy, Mclead Watershed Levy, Caballo Soil and Water Conservation Levy, and La Union Watershed Levy.**





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**Eric Serna** <sernaeric23@gmail.com>

to me

Materials

Mesh

101

Paint

Sent from my iPhone



**Joe Padilla**

to Eric

Received, thank you.

--

**Joe Padilla**  
**Community Development Coordinator**  
**Town of Mesilla**  
**575-524-3262**  
[joep@mesillanm.gov](mailto:joep@mesillanm.gov)





# Town of Mesilla, New Mexico

## RESOLUTION 2022-03

### ACCEPTANCE AND APPROVAL OF THE FY 2021 AUDIT

**WHEREAS**, the Town of Mesilla is required by statute to contract with an independent auditor to perform the required annual audit or agreed upon procedures for Fiscal Year 2021; and,

**WHEREAS**, the Town of Mesilla has directed the accomplishment of the audit for FY 2021 be completed; and,

**WHEREAS**, this audit has been completed and presented to the Town of Mesilla per the March 8, 2022 Letter from the Statue Auditor authorizing release of the FY 2021 audit.

**WHEREAS**, NMAC 2.2.2.10 (M) (4) provides in pertinent part that “Once the audit report is officially released to the agency by the state auditor (by a release letter) and the required waiting period of five calendar days has passed, unless waived by the agency in writing, the audit report shall be presented by the IPA, to a quorum of the governing authority of the agency at a meeting held in accordance with the Open Meetings Act, if applicable;” and,

**NOW THEREFORE, BE IT RESOLVED**, that the Town of Mesilla does hereby accept and approve the completed audit report as indicated within this document. The Town of Mesilla also acknowledges the Fiscal Year 2021 audit findings and accepting management’s responses for correcting the findings.

**ACCEPTED AND APPROVED** this 25th day of April 2022 in regular session by the Board of Trustees, at Town of Mesilla, Dona Ana County, New Mexico.

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

ATTEST:

\_\_\_\_\_  
Rani Bush  
Town Clerk/Treasurer

#### ROLL CALL VOTE

	Y/N
Mayor Barraza	_____
Mayor Pro Tem Johnson-Burick	_____
Trustee Cadena	_____
Trustee Garcia	_____
Trustee Merrick	_____