

Town of Mesilla, New Mexico

THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION
(PZHAC) WILL HOLD A REGULAR MEETING AT THE MESILLA TOWN HALL, 2231
AVENIDA DE MESILLA.

MONDAY DECEMBER 19, 2022, AT 2:30 P.M.

AGENDA

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL AND DETERMINATION OF A QUORUM
3. CHANGES / APPROVAL OF AGENDA
4. PUBLIC INPUT

The public is invited to address the commission regarding items listed on the agenda as allowed by the chair. You can also email your comments to clerktreasurer@mesillanm.gov at least twenty-four (24) hours prior to the meeting.

5. APPROVAL OF CONSENT AGENDA

Note: Items on the Consent Agenda, indicated by an asterisk (), will be voted on with one motion unless a commissioner requests that a specific item be removed for discussion.*

- a. *PZHAC MINUTES: December 5, 2022, Regular Meeting Minutes

6. INFORMATION FOR ADMINISTRATIVE APPROVALS

- a. PZHAC Case #061495 – 1595 Paisano Rd, submitted by Frank and Chang Proctor to build a shed on the westside of property, not on a concrete pad. **Zoned: Rural Farm (RF)**
 - b. PZHAC Case #061496 – 2600 Avenida de Mesilla, submitted by Gilbert Chavez for emergency repair of structural damage due to a car accident including framing, stucco, and plumbing work to restore as existing. **Zoned Historical Commercial (HC)**

7. NEW BUSINESS

- a. PZHAC Case #061493 – 2500 Calle de Colon, submitted by Maria Avalos, on SE side of property to remove dead tree, remove chain link fence, place culvert in ditch, and lay 4" base course on existing material (24' wide x 50' length on). **Zoned: Historical Residential (HR)**
 - b. PZHAC Case #061497 – 2214 Calle de Guadalupe, submitted by Pat & Wendy Taylor for a 360 square foot addition of a kitchen and bath where there is an existing storage shed. **Zoned: Historical Commercial (HC)**
 - c. PZHAC Case #061498 - 2571 Calle de Guadalupe, submitted by Jeff McBride & Jane Mercer to replace evaporative cooler and gas furnace with ducted mini split HVAC unit. **Zoned: Historical Residential (HR)**
 - d. PZHAC Case #061499 - 2571 Calle de Guadalupe, submitted by Jeff McBride & Jane Mercer to raise the height of courtyard wall to 10 feet to match height of connected house. **Zoned: Historical Residential (HR)**
 - e. STR #1036 - 2832 Erminda, submitted by Cesareo Contreras for a short-term rental, **Zoned: Historical Residential (HR)**

8. COMMISSIONERS / STAFF COMMENTS

9. ADJOURNMENT

NOTICE

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

Posted on 12/16/2022 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; Ristraman - 2531 Avenida de Mesilla, and the U.S. Post Office - 2253 Calle de Parian.

Town of Mesilla, New Mexico

THE PLANNING, ZONING AND HISTORICAL APPROPRIATENESS COMMISSION (PZHAC) MONDAY DECEMBER 5, 2022, 2:30 PM

MINUTES

1. PLEDGE OF ALLEGIANCE

Chairperson Yolanda Lucero led the Pledge of Allegiance.

2. ROLL CALL AND DETERMINATION OF QUORUM

Mayor Nora L. Barraza took roll call.

Commissioner Jones – Present
Commissioner Walkinshaw - Present
Chairperson Lucero - Present
Commissioner Salas- Not Present
Commissioner Nevarez – Present

Mayor Barraza declared a quorum.

3. CHANGES / APPROVAL OF AGENDA

Motion to approve the agenda with correction to Case #061493 (Araios to Avalos) was made by Commissioner Nevarez and seconded by Commissioner Walkinshaw.

Roll Call Vote:

Commissioner Jones - Yes
Commissioner Walkinshaw – Yes
Commissioner Nevarez – Yes
Chairperson Lucero - Yes

Motion passes.

4. PUBLIC INPUT

None

5. APPROVAL OF CONSENT AGENDA

1. *PZHAC MINUTES: November 21, 2022, Regular Meeting Minutes

Motion to approve the consent agenda and Case #061491 (which was administratively approved) was made by Commissioner Jones and seconded by Commissioner Walkinshaw.

Roll Call Vote:

Commissioner Nevarez – Yes
Chairperson Lucero - Yes
Commissioner Walkinshaw - Yes
Commissioner Jones - Yes

Motion passes.

6. INFORMATION FOR ADMINISTRATIVE APPROVALS

- a. **PZHAC Case #061491** – 2615 Calle de Guadalupe, submitted by Emily Coss to repaint exterior walls same color as existing. **Zoned: Historical Residential (HR)**

7. NEW BUSINESS

- a. **PZHAC Case #061492** – 2869 Calle del Sur HSEG, submitted by Micaela Cadena to install an additional 9 solar system modules on the roof of the house. PZHAC previously approved 9 modules on 11/21/22 – Case #061484. **Zoned: Rural Farm (RF)**

Staff presented facts of the case.

Motion to approve was presented by Commissioner Nevarez and seconded by Commissioner Walkinshaw.

Discussion followed.

Roll Call Vote:

Commissioner Walkinshaw – Yes
Commissioner Jones – Yes
Commissioner Nevarez - Yes
Chairperson Lucero – Yes

Motion passed.

- b. **PZHAC Case #061493** – 2500 Calle de Colon, submitted by Maria Avalos, on SE side of property to remove dead tree, remove chain link fence, place culvert in ditch, and lay 4” base course on existing material (24’ wide x 50’ length on). **Zoned: Historical Residential (HR)**

Staff presented facts of the case.

Motion to approve was presented by Commissioner Nevarez and seconded by Commissioner Jones.

Discussion followed. Commissioner Nevarez commented that he agrees with the notes sent by Tom Maese regarding missing items in this application. Commissioners Walkinshaw and Jones agreed.

Motion to table the original motion for more information was made by Commissioner Nevarez and seconded by Commissioner Jones.

Roll Call Vote:

Commissioner Jones – Yes
Commissioner Walkinshaw – Yes
Chairperson Lucero – Yes
Commissioner Nevarez - Yes

Motion passed.

- c. **PZHAC Case #061494** – 2970 Camino Castillo, submitted by Dino & Leslie Cervantes for a full house renovation/additions. **Zoned: Single Family Residential (R-1)**

Staff presented facts of the case.

Motion to approve was presented by Commissioner Walkinshaw and seconded by Commissioner Jones.

Discussion followed.

Roll Call Vote:

Commissioner Walkinshaw – Yes
Chairperson Lucero – Yes
Commissioner Nevarez - Yes
Commissioner Jones – Yes

Motion passed.

8. COMMISSIONERS / STAFF COMMENTS

Mayor Barraza commented that for the two rural farm applicants that passed today can pick up their permits and pay their fees tomorrow.

Commissioner Nevarez commented that he has not received any information about the cell tower but has been asked about it by different constituents. He would like to receive a briefing about it. He also commented that since we do not currently have a community development coordinator, the Town could reach out to the University about interns.

Mayor Barraza commented that the Town has reached out to the University in the past but have gotten no results from it. There are currently a couple of people who have shown interest in the position.

Concerning the cell tower, she commented that the cell tower is not for the PZHAC at this time as there is not an application before the Commission. It is a legal matter at this point. Please refer any questions to the Town's attorney, Joseph Cervantes. She also reminded the commissioners not to sign petitions as this would mean that they could not vote on this case if it came before the PZHAC. Commissioner Nevarez will reach out to the University.

Chairperson Lucero commented that that there are storage containers going up in areas that are not allowed. There have also been complaints about the mobile homes that are at the corner of Calle del Norte. Mayor Barraza will notify the town's new code enforcement officer to follow up with these issues.

Commissioner Nevarez commented about a short-term rental on Erminda. Mayor Barraza commented that she did receive a letter about it from the homeowners' association (HOA). The

town cannot enforce HOA rules. Since it is in the Historical Residencial zone, the owner can apply for a business license. Commissioner Jones asked about Dona Ana County rules for short-term rentals. Mayor Barraza will follow up.

Chairperson Lucero commented on the cell tower issue. Mayor Barraza reminded the commissioners that the issue is under litigation so there should be no discussion or comments about it at this point.

Clerk-Treasurer Rani Bush explained that she would be sending all the commissioners' emails about their term of service. Three commissioners' (Lucero, Salas And Nevarez) terms will finish at the end of December.

Mayor Barraza updated the Commission about the Lodgers' Tax Board.

9. ADJOURNMENT

Motion to adjourn was made by Commissioner Nevarez and seconded by Commissioner Jones.

Roll Call Vote:

Commissioner Jones - Yes

Commissioner Walkinshaw - Yes

Chairperson Lucero - Yes

Commissioner Nevarez - Yes

Motion passes.

Meeting was adjourned at 3:07 p.m.

APPROVED THIS 19th DAY OF DECEMBER 2022.

Yolanda Lucero
Chairperson

ATTEST:

Rani Bush
Town Clerk-Treasurer

BOARD ACTION FORM

AGENDA DATE:

PZHAC: December 19, 2022

BOT:

ITEM:

PZHAC Case #061493 – 2500 Calle de Colon, submitted by Maria Avalos, on SE side of property to remove dead tree, remove chain link fence, place culvert in ditch, and lay 4" base course on existing material (24' wide x 50' length on). Zoned: Historical Residential (HR)

BACKGROUND AND ANALYSIS:

It is determined that the proposed application is acceptable and meets all applicable Town codes, the application should continue based on finding stated below. Additional documents were added after the December 5, 2022 PZHAC meeting.

MUNICIPAL TOWN CODE:

This application falls under the ordinance MTC Chapter 18.35.

SUPPORTING INFORMATION:

- Application
- Site Plan w/ Dimensions
- Pictures

PZHAC ACTION:

The 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.

BOT OPTIONS:

TOWN OF MESILLA
APPLICATION FOR BUILDING PERMIT

Permit Fee \$ 100⁰⁰
Review Fee \$ 18⁰⁰
Total Fee \$ 118⁰⁰

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

CASE NO. 061493 ZONE: HR CODE: _____ APPLICATION DATE: 11/16/22

Maria Avaios (575) 404-6006
Name of Property Owner Property Owner's Telephone Number

2500 Calle de Colon Mesilla NM 88046
Property Owner's Mailing Address City State Zip Code

a.salas1792@yahoo.com
Property Owner's E-mail Address

Boyd Welch, Welch Dirt Work, Inc.
Contractor's Name & Address (If none, indicate Self)

575 524-4711 02-435378-007 89930
Contractor's Telephone Number Contractor's Tax ID Number Contractor's License Number

575 650-4201 (cell)
Contractor's Address

2500 Calle de Colon, Mesilla, NM 88046
Address of Proposed Work

Description of Proposed Work: Take out one tree, Tear down Chainlink Fence.
Place Culvert in ditch. Shape and compact existing Material.
Lay 4 inches of base course. Shape and Compact
Approximately 24ft wide x 50ft Long

THIS APPLICATION SHALL INCLUDE ALL OF THE FOLLOWING **Plan sheets are to be no larger than 11 x 17 inches or shall be submitted electronically.**

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 Town Code or Community Development Department.

\$4,600.00 Boyd Welch 11/16/22
Estimated Cost Signature of Applicant Date

Application Fee is due at time of submittal. Apart from administrative approvals, all permit requests must undergo a review process from staff, PZHAC and/or BOT before issuance of a building permit. **All Building permits expire after one year from date issued.**

FOR OFFICIAL USE ONLY

PZHAC <input type="checkbox"/> Administrative Approval <input type="checkbox"/> Approved Date: _____ <input type="checkbox"/> Disapproved Date: _____ <input type="checkbox"/> Approved with conditions	BOT <input type="checkbox"/> Approved Date: _____ <input type="checkbox"/> Disapproved Date: _____ <input type="checkbox"/> Approved with Conditions
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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: _____

BOUNDARY SURVEY

FOR PART OF USRS TRACT 11A-167C;
A TRACT OF LAND LOCATED IN
SECTION 36, T23S, R1E, WITHIN THE TOWN OF MESILLA,
DOÑA ANA COUNTY, NEW MEXICO
SCALE 1" = 30' AUGUST 18, 2022

OWNER:
MARIA A. AVALOS
INSTRUMENTS OF OWNERSHIP: REC#2110772
APRIL 6, 2021

PART OF USRS
TRACT 11A-168A
STEVE L. DELGADO
REC#130505
JAN 8, 2013

PART OF USRS
TRACT 11A-167AS
JOANNI QUESADA DIAZATEO
REC#1906152
MAR 22, 2019

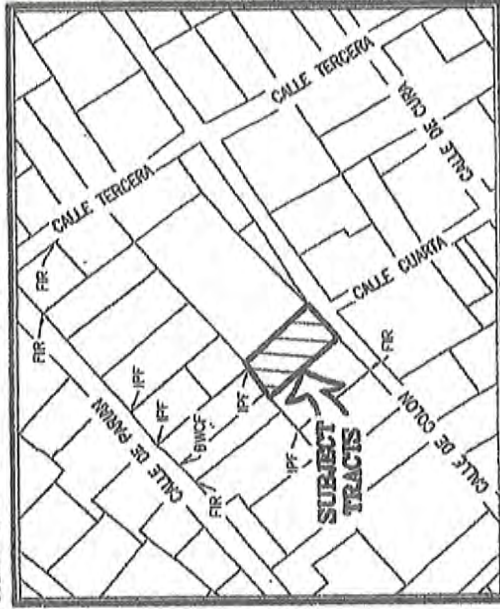
PART OF USRS
TRACT 11A-168B
MARTIN SEDILLO
& LYDIA T. SEDILLO
BK 235, PG 524

PART OF USRS
TRACT 11A-168B
EDUARDO R. LOPEZ
& NATALIA G. LOPEZ
BK 156, PG 340

PART OF USRS
TRACT 11A-171C
RAFAEL L. GECX, ET AL
REC#1813612
JUNE 5, 2018

PART OF USRS
TRACT 11A-167B
EDUARDO APODACA
REC#0733698
OCT 1, 2007

PART OF USRS
TRACT 11A-167C
0.21 AC



VICINITY MAP
NTS

VICINITY LEGEND
PF FOUND RON PIPE
FR FOUND RON ROD
BWP FOUND BAR WITH CAP

SURVEYOR'S CERTIFICATION

I, LARRY O. UNDERWOOD, HEREBY CERTIFY THAT I AM A
REGISTERED LAND SURVEYOR IN THE STATE OF NEW MEXICO,
THAT THIS PLAT WAS PREPARED BY ME OR UNDER MY
SUPERVISION FROM FIELD NOTES OF AN ACTUAL SURVEY, AND
THAT IT MEETS THE MINIMUM STANDARDS FOR SURVEYING IN THE
STATE OF NEW MEXICO AND THAT THE SAME IS TRUE AND
CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS
PLAT AND SURVEY IS NOT A SUBDIVISION AS DEFINED IN THE
NEW MEXICO SUBDIVISION ACT.

LARRY O. UNDERWOOD
DATE 08/18/22
LARRY O. UNDERWOOD, NUPERS NO. 5983



UNDERWOOD
ENGINEERING
1430 W. AMADOR AVENUE
LAS CRUCES, NM 88005
PH (575) 647-4329
PROJECT: 2244
DRAWN BY: CRF



LEGEND

SUBJECT TRACT BOUNDARY LINES
& CORNER MONUMENTS ARE SET
#5 REBAR W/ PLASTIC YELLOW
CAP (NUPLS#5983) UNLESS
OTHERWISE NOTED

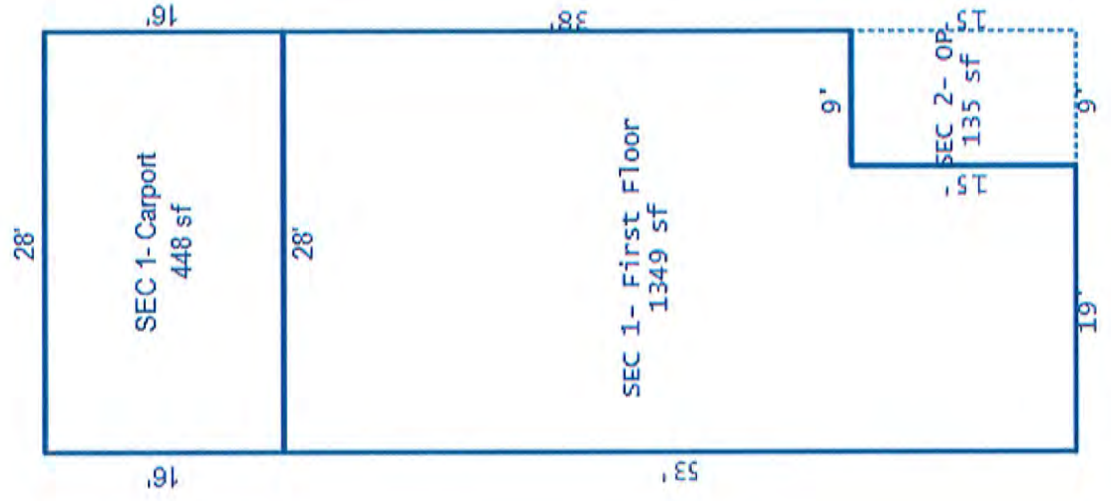
F.I.R.
WITH BRASS TAG (NUPLS #5983)

EXISTING OVERHEAD POWERLINE
EXISTING WOODEN FENCE
EXISTING CHAINLINK FENCE

DESCRIPTION:

A 0.21 ACRE TRACT OF LAND BEING PART OF USRS
TRACT 11A-167C, AS SHOWN IN WARRANTY DEED
REC#2110772, AS FILED APRIL 6, 2021 IN THE RECORDS
OF THE DOÑA ANA COUNTY CLERK'S OFFICE, LAS
CRUCES, DOÑA ANA COUNTY, NEW MEXICO.

8' 8' 8' STG PERS PROP 64 sf







BOARD ACTION FORM

AGENDA DATE:

PZHAC: December 19, 2022

BOT:

ITEM:

PZHAC Case #061497 – 2214 Calle de Guadalupe, submitted by Pat & Wendy Taylor for a 360 square foot addition of a kitchen and bath where there is an existing storage shed. Zoned: Historical Commercial (HC)

BACKGROUND AND ANALYSIS:

The existing storage shed to be demolished. It is determined that the proposed application is acceptable and meets all applicable Town codes, the application should continue.

MUNICIPAL TOWN CODE:

This application falls under the ordinance MTC Chapter 18.40. Also must meet parking requirements.

SUPPORTING INFORMATION:

- Application
- Letter requiring resubmittal of Case # 061324
- Site Plans
- Right of Entry form

PZHAC ACTION:

The 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.

BOT OPTIONS:

TOWN OF MESILLA
APPLICATION FOR BUILDING PERMIT

Permit Fee \$ 250
Review Fee \$ 40.50
Total Fee \$ 290.50

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

CASE NO. 061497 ZONE: HC CODE: _____ APPLICATION DATE: 11/21/22

PA & Wendy Taylor 575 526 7995
Name of Property Owner Property Owner's Telephone Number

PO Box 673 Mesilla, NM 88046
Property Owner's Mailing Address City State Zip Code

apetaylor@comcast.net
Property Owner's E-mail Address

PA Taylor Inc.
Contractor's Name & Address (if none, indicate Self)

575 526 7995 02 131095 005 #365860
Contractor's Telephone Number Contractor's Tax ID Number Contractor's License Number

2214 Calle Guadalupe
Address of Proposed Work:

360 square foot addition of a kitchen & bath
where an existing storage shed is. Existing storage
shed to be demolished.
Description of Proposed Work:

THIS APPLICATION SHALL INCLUDE ALL OF THE FOLLOWING *Plan sheets are to be no larger than 11 x 17 inches or shall be submitted electronically.*

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 Town Code or Community Development Department.

\$20,000.00 PA Taylor 11/21/2022
Estimated Cost Signature of Applicant Date

Application Fee is due at time of submittal. Apart from administrative approvals, all permit requests must undergo a review process from staff, PZHAC and/or BOT before issuance of a building permit. All Building permits expire after one year from date issued.

FOR OFFICIAL USE ONLY

PZHAC <input type="checkbox"/> Administrative Approval <input type="checkbox"/> Approved Date: _____ <input type="checkbox"/> Disapproved Date: _____ <input type="checkbox"/> Approved with conditions	BOT <input type="checkbox"/> Approved Date: _____ <input type="checkbox"/> Disapproved Date: _____ <input type="checkbox"/> Approved with Conditions
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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: _____

Pat and Wendy Taylor
PO Box 673
Mesilla, NM 88046
November 21, 2022

Yolanda Lucero, Chair
Planning, Zoning and Historical Appropriateness Commission
Town of Mesilla

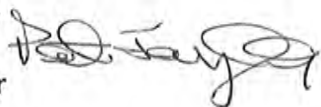
Re: Resubmittal of Case #061324

I am resubmitting case #061324 that had been tabled by the PZAHC on January 18, 2022. The case had been tabled citing that we couldn't have a second rental on our property at 2214 Calle de Guadalupe. I checked the ordinances and could find no reference to this. I also took an inventory of properties within the HC zone that had multiple rentals. They were several including my family's property on the west side of the plaza, the Double Eagle, La Posta and the Tafoya's on the east side of the plaza. There may be others but these are the ones that came to mind.

When my case is reviewed by the Architectural Styles Committee please let me know so I can attend, I would appreciate it.

Sincerely,

Pat Taylor



CALLE DE MEDANOS
N 53°06'05" E 74.21'

CALLE DE GUADALUPE
S 37°14'35" E 81.07'
221A

7°02'50" W
CALLE PRINCIPAL

DWELLING

S 51°44'25" W 74.50'

U.S.R.S. Tract 114A-73

-

Gilbert Chavez, PS 6832

September 15, 2016

Gilbert Chavez
Professional Surveyor

Vista Grande Surveys

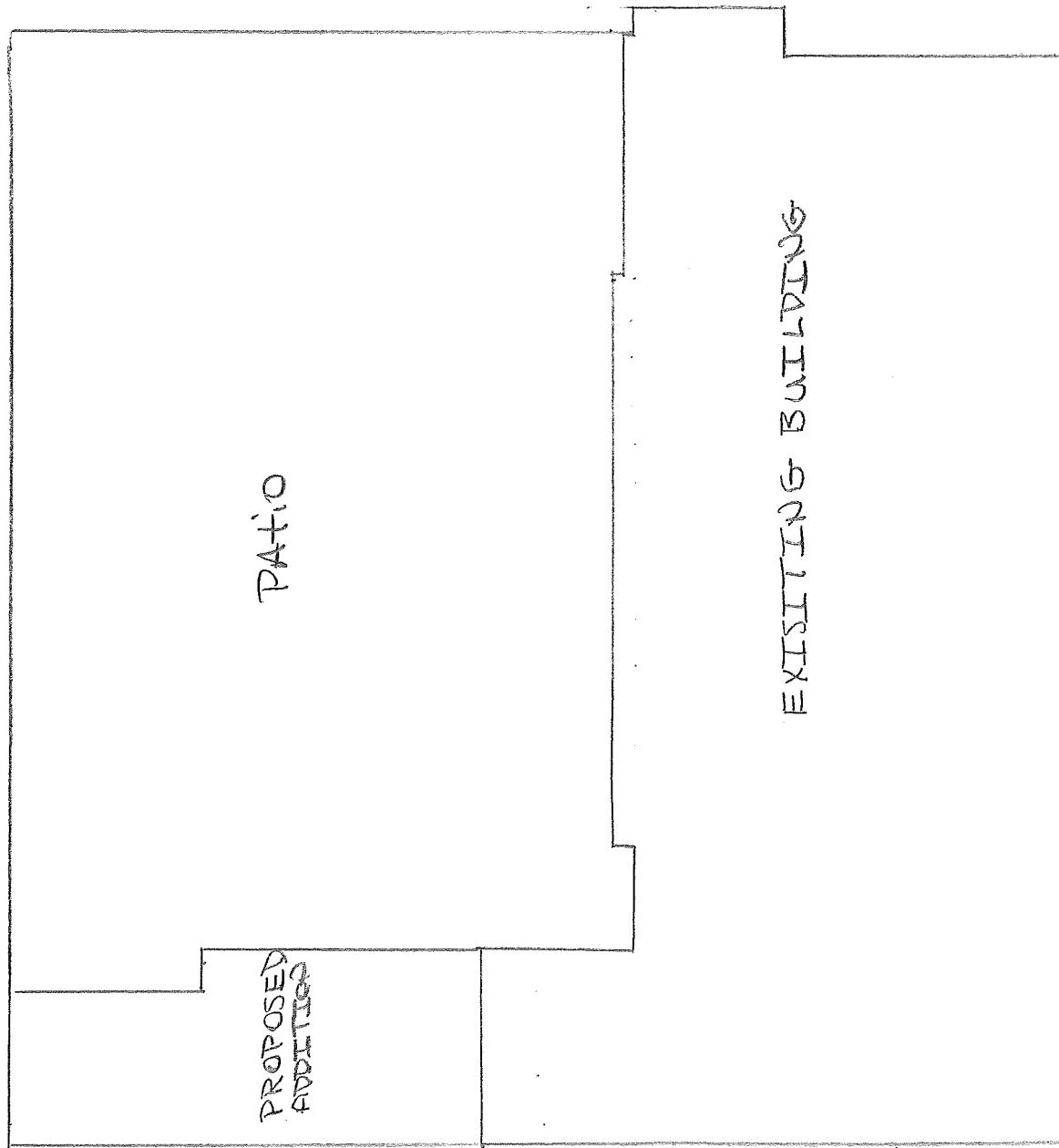
P.O. Box 882
Mesilla, NM 88046-0882
Phone (575) 527-9280
E-mail: gilchvz@q.com

VG 16-079

2014 Calle Guadalupe

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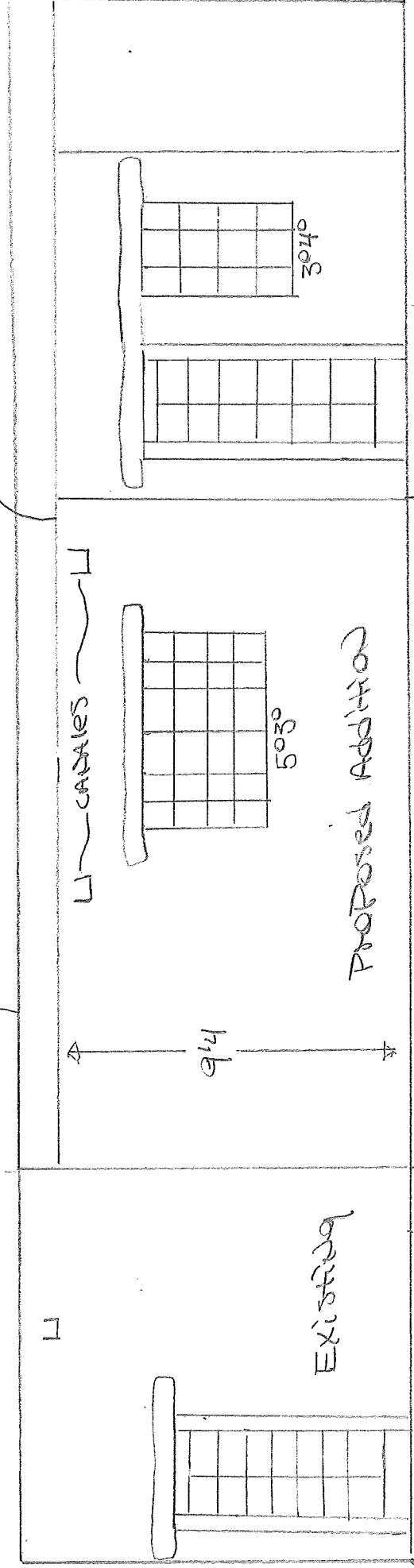
2214 CALLE GUADALUPE

Pat & Wendy Taylor

1200

TOP OF NEIGHBORS PARAPET

TOP OF PROPOSED PARAPETS



— EXISTING — |

— PROPOSED —

| — EXISTING

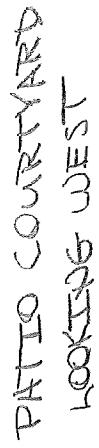
NORTH ELEVATION

- Exterior Plaster will be a Buckskin color
- Lintels will be painted brown

- Window / Door Schedules
- 1- 5'0 3/4" divided lite wood window (painted white)
- 1- 3'0 1/4" divided lite wood window (painted white)
- 1- 3'0 6/8" divided lite wood door (painted white)

Patricia Taylor

5

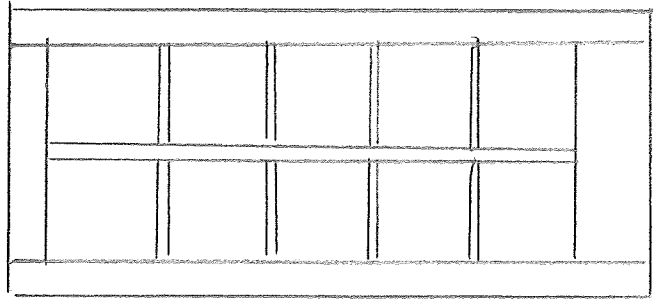


APPROPRIATE

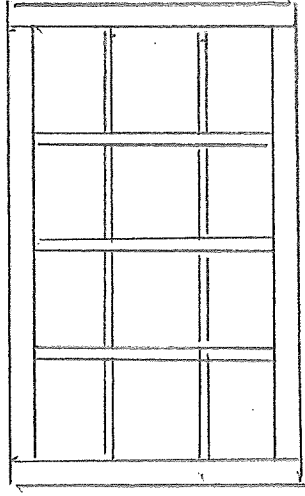
2214 Calle Guadalupe Pat & Wendy Taylor

updated 2/03/22

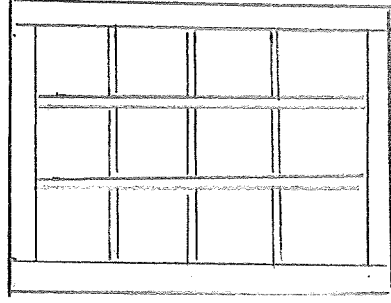
addition - window & door schedule



1-1 3/4 3'6" true divided
lite wood door
insulated glass
painted white



1-1 3/4 5'3" true divided
lite wood window
insulated glass
painted white



1-1 3/4 3'4" true divided
lite wood window
insulated glass
painted white

windows & door will be
reupposed and for custom made

2017年11月

10/11/2023

4

1" Deck: 2" / 2" R 17.4 POL 3.2 2.2 2.2
3" COAT 2.2 2.2

Patricia 02/23/20

→ 43 062

U:9.A

14 Feb 1942
14 Feb 1942

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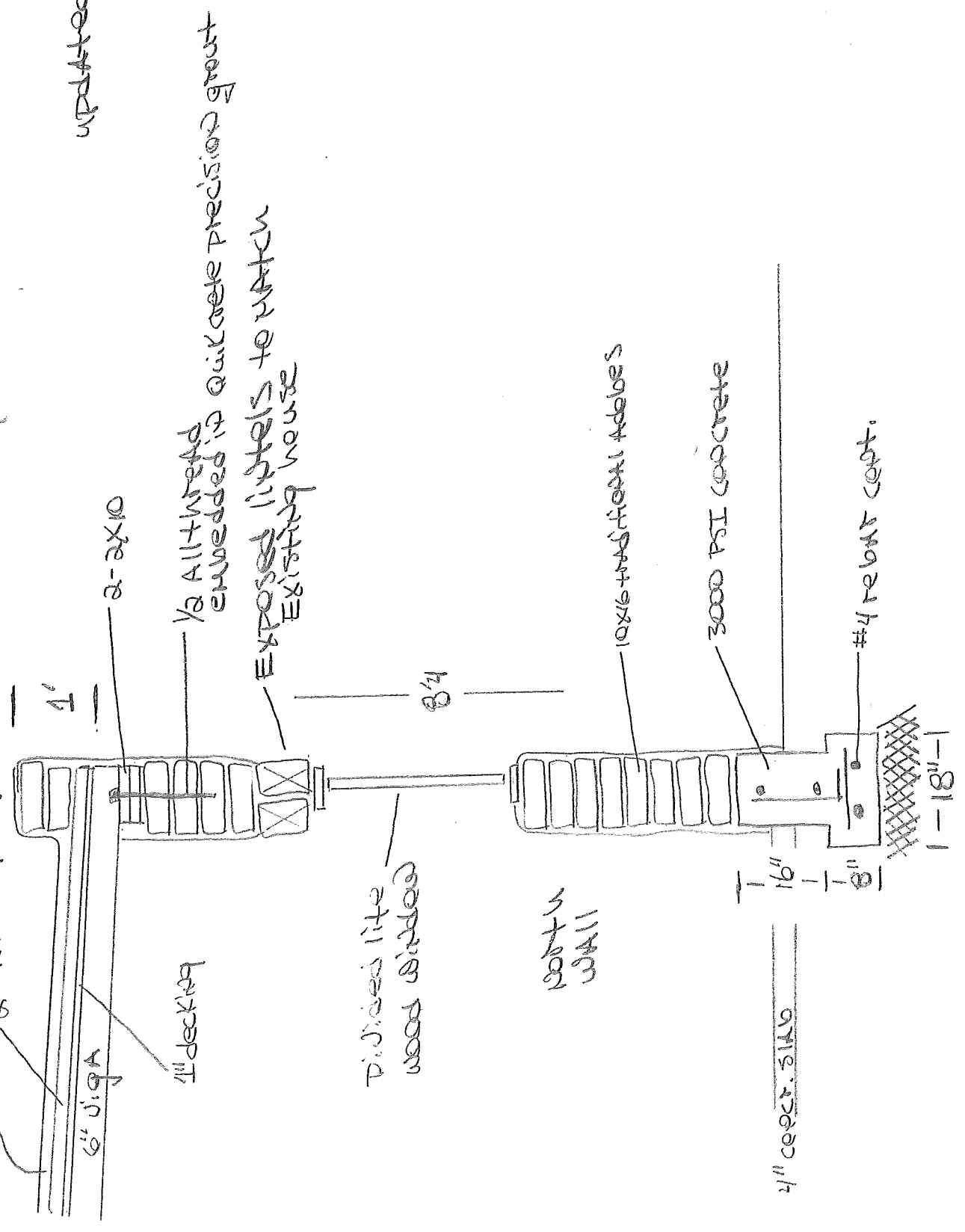
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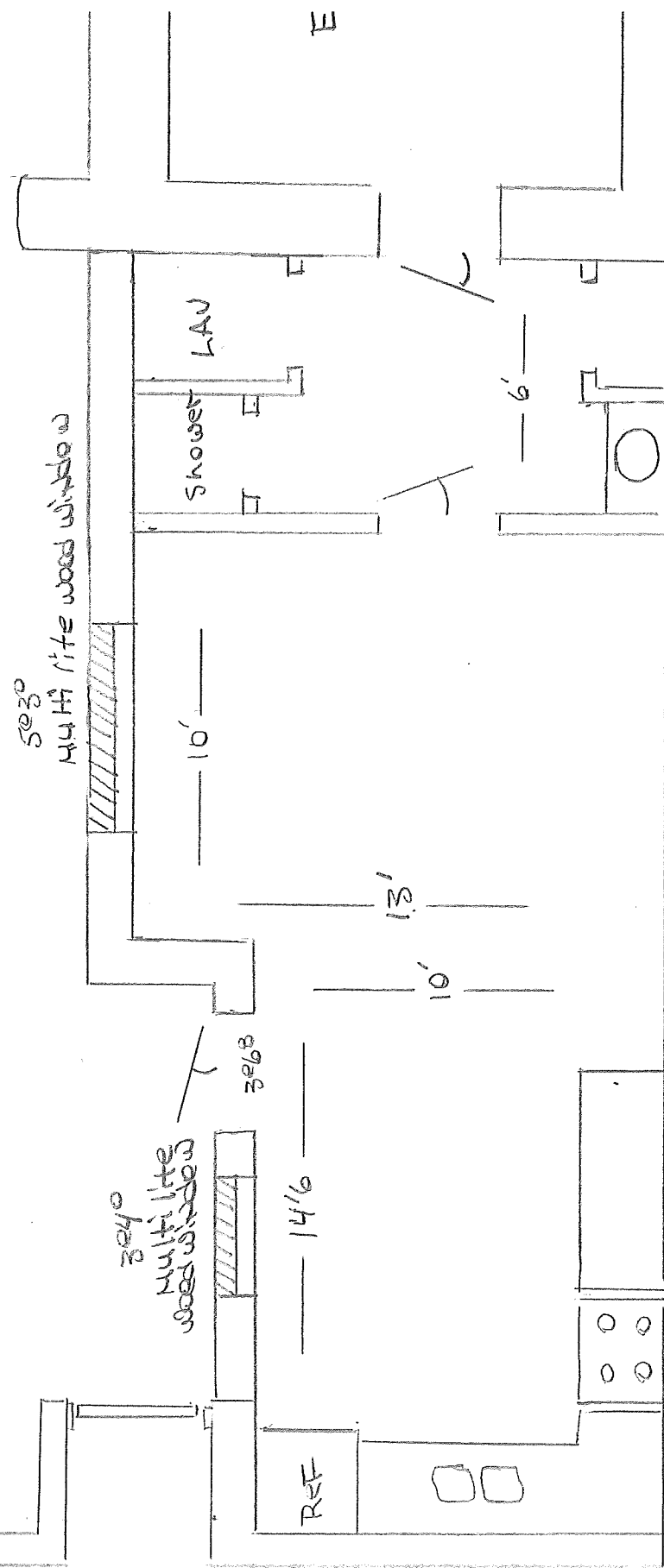
2214 Calle Guadalupe Rtt Eddy Taylor
 STAYED WETTABLE ROOF
 2" R17.4 POLY URETHANE w/COATING

1

updated 2/03/22



2



360 Square Feet

[1]

PAT & GARY TAYLOR

2214 CALLE GUADALUPE

PAT & WENDY TAYLOR
2214 CALLE GUADALUPE

1/30/22

MAYOR BARRAZA

PLEASE see below the 3 things you had asked
for to complete the building permit Application.

- Right of Entry Form (Attached)
- Window & Door Schedule
 - 1- 5'0" x 3'0" divided lite wood window (Painted white)
 - 1- 3'0" x 4'0" divided lite wood window (Painted white)
 - 1- 3'0" x 6'8" divided lite wood door (Painted white)Windows will be the same style as existing.
Lintels will be painted brown to match existing.
- Existing storage shed will be demolished. The Adobe Addition will match approximately the same footprint. The proposed addition roof will not be higher than existing west yard wall.

Please let me know if there are any other questions.

Thank you

PAT TAYLOR

Mayor BARRAZA

Pat & Wendy Taylor
2/03/22

Below are the items on my "To Do" list that complete our packet for the building application for the demolition of the storage shed & the building of an addition.

Let me know if there is anything else you might need.

- Renewal building application for the main residence (attached)
- Paint color & howe's paint label matching the existing color (attached)
- Notes on plans indicating the R value of the poly urethane roof. I will be working with CID on the Energy code to meet requirements (attached)
- Notes on the windows & door (attached)
- 3 updated sheets showing dimensions of footings.

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): Pat Taylor
Property Address: 2214 Calle Guadalupe
Adjacent property address: 2226 Calle de Guadalupe
Adjacent property owner(s): Nathan Smith

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).

[Signature] 1-30-22
Applicant/Owner (original signature) Date

[Signature] 1-30-22
Adjacent Owner (original signature) Date

BOARD ACTION FORM

AGENDA DATE:

PZHAC: December 19, 2022

BOT:

ITEM:

PZHAC Case #061498 – 2571 Calle de Guadalupe, submitted by Jeff McBride & Jane Mercer to replace evaporative cooler and gas furnace with ducted mini split HVAC unit. Zoned: Historical Residential (HR)

BACKGROUND AND ANALYSIS:

The evaporative cooler will be replaced with the condensing unit. The gas furnace is located in a metal box which will remain and house the new air handler units. All duct work for this project is located inside the ceiling, and none will be added to the roof. A new upgraded electrical run to the units will be installed.

It is determined that the proposed application is acceptable and meets all applicable Town codes, the application should continue.

MUNICIPAL TOWN CODE:

This application falls under the ordinance MTC Chapter 18.35.

SUPPORTING INFORMATION:

- Application
- Property Summary
- Site Plans
- Pictures

PZHAC ACTION:

The 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.

BOT OPTIONS:

TOWN OF MESILLA
APPLICATION FOR BUILDING PERMIT

Permit Fee \$ 150
Review Fee \$ 25.50
Total Fee \$ 175.50

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

CASE NO. 06/498 **ZONE:** HR **CODE:** _____ **APPLICATION DATE:** 12/2/22

McMercer LLC (Jeff McBride and Jane Mercer)

Jeff 727-512-6299

Jane 727-410-1895

Name of Property Owner

Property Owner's Telephone Number

2001 E Lohman Ave, Ste 110, Box 147

Las Cruces

New Mexico

88001

Property Owner's Mailing Address

City

State

Zip Code

owners@mcmercercor.com

Property Owner's E-mail Address

Mayer Custom Fab - 4320 Bogart Lane Las Cruces, NM 88007

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

(575) 639-6433

47-5077630

387071

Contractor's Telephone Number

Contractor's Tax ID Number

Contractor's License Number

Address of Proposed Work: 2571 Calle de Guadalupe, Mesilla, New Mexico, 88046

Description of Proposed Work: Replace evaporative cooler and gas furnace with ducted mini split HVAC unit. The evaporative cooler will be replaced with the condensing unit. The gas furnace is located in a metal box which will remain and house the new air handler units. All duct work for this project is located inside the ceiling, and none will be added to the roof. A new upgraded electrical run to the units will be installed. See attached images for details.

THIS APPLICATION SHALL INCLUDE ALL OF THE FOLLOWING **Plan sheets are to be no larger than 11 x 17 inches or shall be submitted electronically.**

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 Town Code or Community Development Department.

\$ 10,000

Estimated Cost

Kdm Jmz
Signature of Applicant

December 2nd, 2022

Date

Application Fee is due at time of submittal. Apart from administrative approvals, all permit requests must undergo a review process from staff, PZHAC and/or BOT before issuance of a building permit. **All Building permits expire after one year from date issued.**

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: _____

2571 Calle De Guadalupe, Mesilla, New Mexico
For McMercer LLC, Owners Jeff McBride and Jane Mercer
December 1st, 2022

The subject property is known as the Medina House. The Medina House was designated a "building of significance designated worthy of preservation" by the Dona Ana County Historical Society in 1977. It is an 1865 Adobe, restored by the Medina family in the mid-late 20th Century prior to architectural oversight by the Town of Mesilla. However, the property still retains its original 3 foot adobe walls, interior vigas and kiva, and many other authentic features. We believe there may have been a zaguan which is now walled-in that led to an enclosed rear courtyard that exists today. The property is a single family home and is located several blocks south of the plaza and sits between the Calle de Colon, Calle de Correo, Calle de Guadalupe, and the Calle de San Albino. It is one block from the Fountain Theatre and the restored Vintage Wine building.

We are retired real-estate entrepreneurs with twenty five years of professional experience. Jane was born in the UK and is a naturalized US Citizen. She holds a BA from London University and an MBA from Pennsylvania State University. Jeff was born in California and holds a BA in History and a BS in Economics from UC San Diego. We retired in 2019 and now travel extensively while restoring historical properties. We have a passion for history and nature. We expect that this property will become our primary residence.

Our objective is to beautify this property and to continue the restoration started by the Medina family fifty+ years ago. We believe this property is representative of Mesilla's period of historic significance between 1849 and 1885 and should be preserved and restored as such. We also want to add to the cultural identity and architectural history of the Town of Mesilla. The block that the property sits on is generally run-down in appearance and we would like to lead local efforts to improve its overall appeal and restore its appearance to support the historical character of much of the rest of Mesilla.

[illegible]

UNIVERSITY OF MARYLAND
PRESERVATION SOCIETY

THE MEDINA HOUSE

A BUILDING OF SIGNIFICANCE
DESIGNATED BUILDING OF PRESERVATION
BY THE PRESERVATION SOCIETY
1977

Replace Evap Cooler / Furnace with HVAC Permit

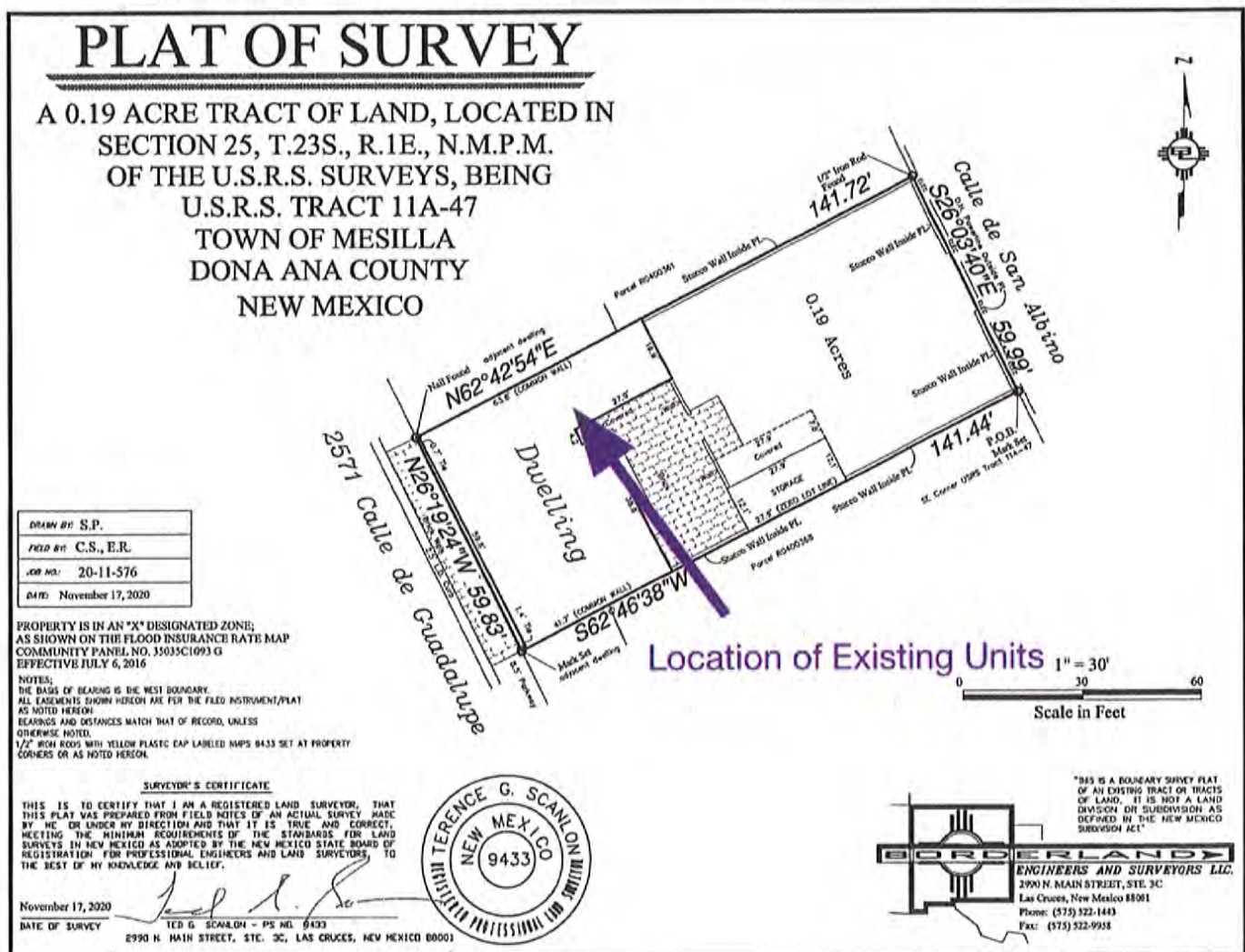
Objective of the Project

The objective of this project is to replace an evaporative cooler and gas furnace with a new ducted mini split HVAC unit. Both are located on the roof and the furnace is in a metal box. The new condensing unit will replace the existing evaporative cooler but is smaller in size overall and the same height. The evaporative cooler is 35 inches in height, 42 inches long and 43 inches wide. The new condensing unit is 35 inches in height, 38 inches long and 15 inches wide. The air handling units will replace the furnace in the metal box, so will not change exterior appearance. All ductwork is located in the ceiling, not on the roof, and no new ductwork will be installed on the roof. A new electrical circuit will need to be installed to handle the increased load.

Project Labor and Cost

The work will be completed by Mayer Custom Fab LLC with Federal Tax ID 47-5077630 and Contractor License Number 387071. The cost estimate of this project is approximately \$10,000.

Survey of Property



Picture of the Existing Evaporative Cooler and Metal Box Containing the Furnace



Picture of the Existing Furnace



Picture of the Roof Line from Ground Level on Calle de San Albino

Existing Evaporative Cooler



Picture of the Roof Line from Ground Level on Calle de Guadalupe



BOARD ACTION FORM

AGENDA DATE:

PZHAC: December 19, 2022

BOT:

ITEM:

PZHAC Case #061499 – 2571 Calle de Guadalupe, submitted by Jeff McBride & Jane Mercer to raise the height of courtyard wall to 10 feet to match height of connected house. Zoned: Historical Residential (HR)

BACKGROUND AND ANALYSIS:

It is determined that the proposed application is acceptable and meets all applicable Town codes, the application should continue.

MUNICIPAL TOWN CODE:

This application falls under the ordinance MTC Chapter 18.35 & 18.60.340, Wall, fence or hedge, Section H.

SUPPORTING INFORMATION:

- Application
- Property Summary
- Site Plans
- Pictures

PZHAC ACTION:

The 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.

BOT OPTIONS:

TOWN OF MESILLA
APPLICATION FOR BUILDING PERMIT

Permit Fee \$ 58
Review Fee \$ 10.50
Total Fee \$ 68.50

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

CASE NO. 061499 **ZONE:** HR **CODE:** HR **APPLICATION DATE:** 12/2/22

McMercer LLC (Jeff McBride and Jane Mercer)

Jeff 727-512-6299

Jane 727-410-1895

Name of Property Owner

Property Owner's Telephone Number

2001 E Lohman Ave, Ste 110, Box 147

Las Cruces

New Mexico

88001

Property Owner's Mailing Address

City

State

Zip Code

owners@mcmercercor.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: 2571 Calle de Guadalupe, Mesilla, New Mexico, 88046

Description of Proposed Work: Raise height of courtyard wall to 10 feet to match height of connected house. This is in keeping with Town of Mesilla code 18.60.340 Wall, fence, or hedge Section H. See attached document for details.

THIS APPLICATION SHALL INCLUDE ALL OF THE FOLLOWING **Plan sheets are to be no larger than 11 x 17 inches or shall be submitted electronically.**

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 Town Code or Community Development Department.

\$ 1,000

Estimated Cost

Kdm Jma

Signature of Applicant

December 2nd, 2022

Date

Application Fee is due at time of submittal. Apart from administrative approvals, all permit requests must undergo a review process from staff, PZHAC and/or BOT before issuance of a building permit. **All Building permits expire after one year from date issued.**

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: _____

The Medina House

2571 Calle De Guadalupe, Mesilla, New Mexico
For McMercer LLC, Owners Jeff McBride and Jane Mercer
December 1st, 2022

History of Property

The subject property is known as the Medina House. The Medina House was designated a "building of significance designated worthy of preservation" by the Dona Ana County Historical Society in 1977. It is an 1865 Adobe, restored by the Medina family in the mid-late 20th Century prior to architectural oversight by the Town of Mesilla. However, the property still retains its original 3 foot adobe walls, interior vigas and kiva, and many other authentic features. We believe there may have been a zaguan which is now walled-in that led to an enclosed rear courtyard that exists today. The property is a single family home and is located several blocks south of the plaza and sits between the Calle de Colon, Calle de Correo, Calle de Guadalupe, and the Calle de San Albino. It is one block from the Fountain Theatre and the restored Vintage Wine building.

About Us

We are retired real-estate entrepreneurs with twenty five years of professional experience. Jane was born in the UK and is a naturalized US Citizen. She holds a BA from London University and an MBA from Pennsylvania State University. Jeff was born in California and holds a BA in History and a BS in Economics from UC San Diego. We retired in 2019 and now travel extensively while restoring historical properties. We have a passion for history and nature. We expect that this property will become our primary residence.

Property Objective

Our objective is to beautify this property and to continue the restoration started by the Medina family fifty+ years ago. We believe this property is representative of Mesilla's period of historic significance between 1849 and 1885 and should be preserved and restored as such. We also want to add to the cultural identity and architectural history of the Town of Mesilla. The block that the property sits on is generally run-down in appearance and we would like to lead local efforts to improve its overall appeal and restore its appearance to support the historical character of much of the rest of Mesilla.

Location of Property



Dona Ana County Historical Society Designation



Raise Courtyard Wall Permit

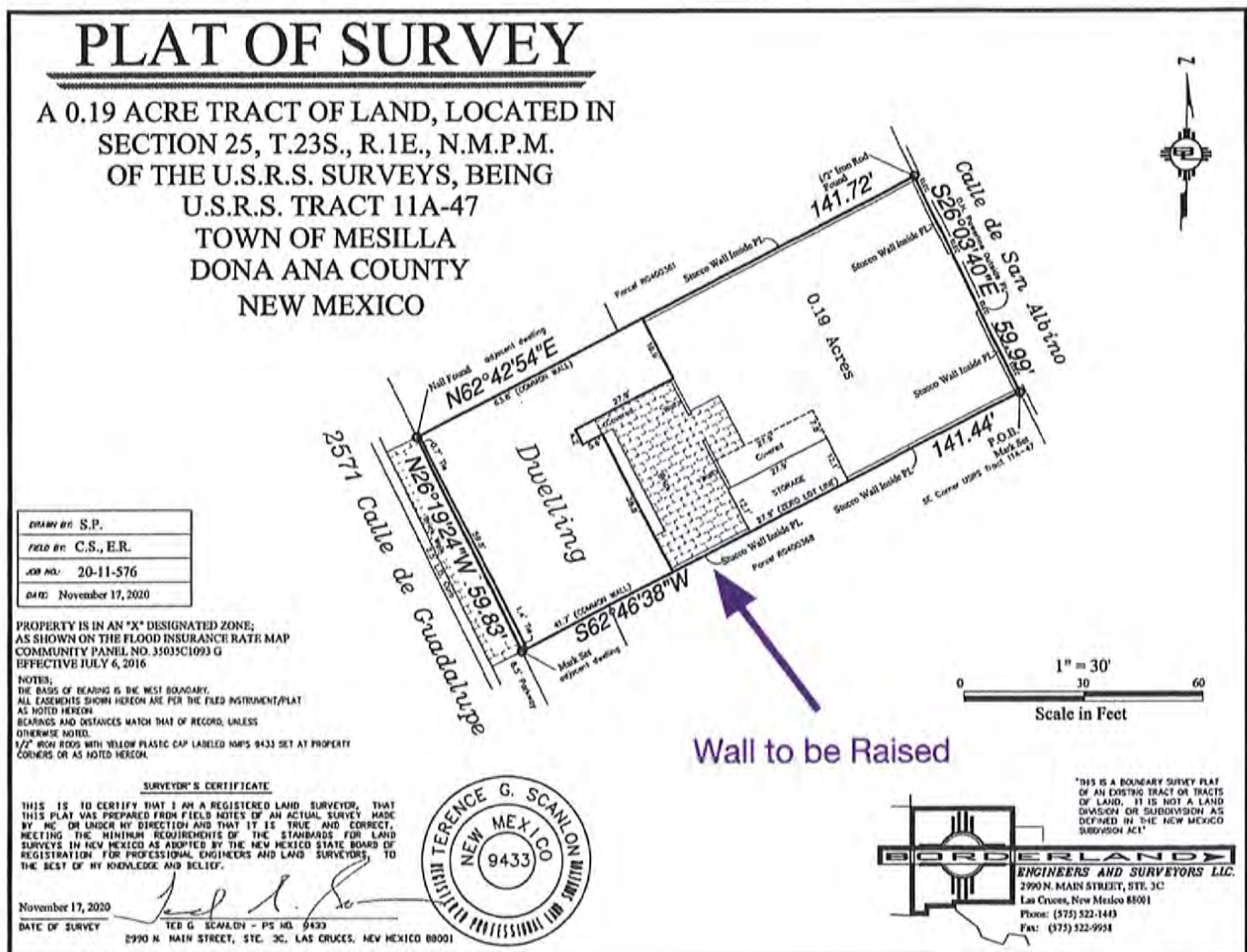
Scope and Objective of the Project

The scope of this project is limited to the wall of the exterior courtyard. This stucco wall is on the southern border of the property and separates the courtyard from the adjacent property owned by Ruben Rivera. It is 22 feet long, 6 feet tall, 12 inches thick and connects the house which is 10 feet in height to the workshop which is 12 feet in height. The objective of this project is to raise the height of the wall to match the lower building height of 10 feet according to the following Mesilla Town Code:

18.60.340 Wall, fence, or hedge

H. A wall may exceed six feet if it is compatible with the development zone, as defined in the Guidelines and Criteria for Preservation and Development manual (YGUADO Plan), and is connected to the building where it surrounds a courtyard, patio, or open room and the height of the wall is to provide privacy and/or environmental protection. The wall shall not exceed the height of the corresponding building nor at any time exceed 10 feet. This criterion shall not be considered for a perimeter wall (property line fence). [Ord. 2006-10 § 1; Ord. 2001-09 § 1; Ord. 94-06 § 1; Ord. 93-08; prior code § 11-2-5.34]

Survey of Property



Pictures of the Wall to be Raised



The adjacent Rivera property has a shed built up against the wall which is unsightly. Below is a photo of the shed as seen from the interior of the courtyard:



Project Labor and Cost

The work will be completed by ourselves with the help of a handyman. The cost estimate of this project is approximately \$1,000.

BOARD ACTION FORM

AGENDA DATE:

PZHAC: December 19, 2022

BOT:

ITEM:

STR #1036 - 2832 Ermindia, submitted by Cesareo Contreras for a short-term rental, Zoned: Historical Residential (HR)

BACKGROUND AND ANALYSIS:

The applicant proposes the property at above address as a Short-Term Rental (STR). It is determined that the proposed application is acceptable and meets all applicable Town codes, the application should continue.

MUNICIPAL TOWN CODE:

This application falls under the ordinance MTC Chapter 18.35.

SUPPORTING INFORMATION:

- Application
- Letter from Mesilla Farm Home Owner's Association
- Letter from Cesareo Contreras

PZHAC ACTION:

The 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.

BOT OPTIONS:



Date: _____

2231 Avenida de Mesilla
P.O. Box 10

Mesilla, NM 88046

Phone: (575) 524-3262 Fax: (575) 541-6327

Reg. No.: 1036

SHORT TERM RENTAL (STR) REGISTRATION

Note: Any changes to property owner information; additions or alterations to rental units; changes in number or type of rental units; parking; or any other changes to information listed on this form will require a change to the information on file with the Town.

New ☒ Renewal _____

PLEASE PRINT

RENTAL INFORMATION

Name of Rental: Casa de Mesilla

Street Address of Unit: 2832 Ermindia St.

Zone: Res DAC Parcel #: 04- DAC Parcel #: 4-006-137-386-500

Square Footage of Rental Unit: 2,278 No. of Bedrooms: 3 No. of Bathrooms: 2

Number of Off-street Parking Spaces: 4

Current New Mexico Revenue Division ID #: 03606161001

(The location code for reporting earnings received in the Town of Mesilla is 07-303.)

All Short-Term-Rentals in Mesilla are also subject to Mesilla Lodger's Tax payable monthly directly to the Town.

PROPERTY OWNER INFORMATION

Name of Owner/Applicant: Cesareo Contreras

Mailing Address: 2832 Ermindia St.

City: Las Cruces State: NM Zip Code: 88005

E-Mail Address: cesareo.contrerasnm@gmail.com

Phone #1: 575-652-2553 Phone #2: 575-652-2554

Emergency Phone #: 575-652-2553

Property Owner's Physical Address:

Street 2832 Ermindia St.

City: Las Cruces State: NM Zip Code: 88005

PROPERTY MANAGEMENT/AUTHORIZED RENTAL AGENT

Authorized Rental Agent: N/A

Contact/Phone #: N/A E-mail: N/A

(Please complete other side.)

EMERGENCY CONTACT INFORMATION

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

24 HOUR EMERGENCY PHONE #: 575-652-2553

Name	Address	Telephone #
------	---------	-------------

1. Cesareo Contreras, 4218 Cymbeline Ct. Las Cruces NM 88011, 575-652-2553		
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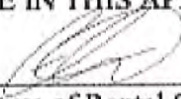
2. Ryan Hefley, 2508 Candlewood Cir. Las Cruces NM 88011, 575-312-6371		
--	--	--

3. _____		
----------	--	--

Do you have an alarm system? Yes^x ☒ No ☐What Type? Home security systemWhich Company, if any, Responds to Alarms? ADT

Compliance with Fire Codes and Occupancy Requirements: All residential short-term rentals are subject to the applicable fire codes, and occupancy must be reviewed and approved for compliance with the Codes by the Town Fire Chief. An on-site inspection may be required.

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



Signature of Rental Owner12/05/2022

Date

Cesareo Contreras

Name (Printed)

Office Use
FOR NEW OR MODIFIED RENTALS

PERMISSION ISSUED/DENIED BY: _____ ISSUE DATE: _____

NOTES/ISSUES:

CONDITIONS:

Reg. Number: _____

Zone: _____

Renewal Date: _____

Date of Payment: _____

Mesilla Farms Home Owner's Association
P.O. Box 1245
Mesilla, New Mexico 88046

November 26, 2022

Mayor Nora Barraza
Mesilla Board of Trustees
Mesilla Planning and Zoning Commission
2231 Avenida de Mesilla
Mesilla, New Mexico, 88046

RE: Cesar Contreras 575-652-2553
Ary Contreras 575-652-2554
Ryan Hefley 575-312-6371
4218 Cymbeline Court
Las Cruces, New Mexico 88011

Dear Madam and Sirs,

Recently a home at 2832 Ermina Street was purchased by the individuals listed above. We anticipated welcoming this young family to our neighborhood, but instead were shocked to see they had listed the home as "Casa de Mesilla" on the Airbnb website.

After a phone call to Cesar on November 11, we sent a certified letter to them stating this is not approved in Mesilla Farms, but yesterday, November 25, the first paying guest arrived at the house. Short term vacation rental business is not wanted here, and to our knowledge there are no permits or licensing of any kind from the town of Mesilla, Dona Ana County, or the state of New Mexico which clearly violates code restrictions.

Please intervene on behalf of Mesilla Farms and the town to prevent this unauthorized activity.

Sincerely,




Board of Directors, Mesilla Farms HOA
Marcy Toomey, President

Marcy Toomey & Mesilla Farms Home Owner's Association
P.O. Box 1245
Mesilla, New Mexico 88046

Dear Marcy & MFHOA,

In response to the letter sent November 23, 2022 by MFHOA. We appreciate MFHOA looking into the matter of property rentals. Prior to purchasing our home we read through the "General Declaration of Covenants and Restrictions" – Final Copy Feb. 11, 2014 document and we did not find restrictions pertaining to short term or long term rentals. Furthermore, we do not own Airbnb, Inc., it is the third-party platform we use to manage potential short term or long term tenants. Nor do we operate a business out of our home, rental request are managed from a different location and the home is only for tenants to stay in.

Sincerely,



Cesareo Contreras 12/14/22
2832 Erminda St.
Las Cruces, New Mexico 88005