

Town of Mesilla, New Mexico

THE BOARD OF TRUSTEES (BOT) OF THE TOWN OF MESILLA
REGULAR MEETING AT THE MESILLA TOWN HALL,
2231 AVENIDA DE MESILLA

MONDAY, APRIL 8, 2024 ~ 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 ON CASES – The public is invited to address the Board as allowed by the chair.
5. APPROVAL OF CONSENT AGENDA: (The Board will be asked to approve by one motion the following items of recurring or routine business. The Consent Agenda is marked with an asterisk *)
 - a) ***BOT MINUTES** – Minutes of BOT, 03.25.2024
 - b) ***PZHAC STR CASE #061799** – 2341 Calle de Arroyo, submitted by Pat Taylor (Taylor Family Trust). Requesting approval to install a 6-foot coyote style fence on her property line for the purpose of privacy. ZONE: Historic Commercial (HC).
 - c) ***PZHAC CASE #061801** – 1701 Calle de Mercado suite #1, submitted by Heart of the Desert. Requesting approval to install a store front wall sign on the building. ZONE: Commercial (C).
 - d) ***PZHAC CASE #061802** – 1701 Calle de Mercado Suite #1, submitted by Hacienda Investments, LLC. Requesting approval to install a triple sink, remove partition walls; extend existing walls of storage/closet area with two (2) doors. ZONE: Commercial (C).
 - e) ***PZHAC CASE #061804** – 1770 Tierra de Mesilla, submitted by Migueles de Mesilla. Requesting approval to enclose front porch of their commercial property. ZONE: Commercial (C).
 - f) ***PZHAC STR CASE #1220** – 2320 Calle de Santiago, submitted by Baltic & Mediterranean LLC. Looking for approval to do business in Mesilla with a short-term rental. ZONE: Historical Residential (HR).
6. NEW BUSINESS
 - a) **DISCUSSION: Budget Planning 2025 – Organization Chart**
7. PUBLIC INPUT – The public is invited to address the Board as allowed by the chair.
8. CLOSED EXECUTIVE SESSION
 - a) Discussion of limited personnel matters pursuant to NMSA 1978, Section 10-15-1(H)(2) – Public Works Department Interviews
9. APPROVAL: Any actions that may arise as a result of discussions in closed session.
10. BOARD OF TRUSTEE COMMITTEE REPORTS
11. BOARD OF TRUSTEE/STAFF COMMENTS
(Written staff reports included in packets)
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 can be found online at www.mesillanm.gov.

Posted 04.05.2024 online and at the following locations: Town Hall and Visitor's Center Avenida de Mesilla, Public Safety Building 2670 Calle de Parian, Mesilla Community Center 2251 Calle de Santiago, Short's Food Mart 2290 Avenida de Mesilla, and the U.S. Post Office 2253 Calle de Parian.



Town of Mesilla, New Mexico

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

MONDAY, MARCH 25, 2024 ~ 6:00 P.M.~

MINUTES

TRUSTEES: Russell Hernandez, Mayor
Adrianna Merrick, Mayor Pro Tem
Biviana Cadena, Trustee
Stephanie Johnson-Burick, Trustee
Gerard Nevarez, Trustee

STAFF: Ben Azcarate, Interim Marshal
Tress Diaz, Sergeant
Edward Salazar, Community Development
Greg Whited, Fire Chief
Gloria S Maya, Town Clerk/Recorder

PUBLIC: Lori Miller Crystal Davis-Whited
Mary F Lucero Greg Lester
Andrea Bryan Ed Madson
Trina Witter Mary H Ratje

1. PLEDGE OF ALLEGIANCE

Mayor Hernandez led the Pledge of Allegiance.

2. ROLL CALL & DETERMINATION OF A QUORUM

Roll Call.

Present: Mayor Hernandez, Mayor Pro Tem Merrick, Trustee Cadena, Trustee Johnson-Burick, Trustee Nevarez

3. CHANGES TO THE AGENDA & APPROVAL

Motion passed unanimously.

4. PUBLIC INPUT ON CASES – The public is invited to address the Board as allowed by the chair.

No Public Input

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

Motion passed unanimously.

- 1 a) ***BOT MINUTES** – Minutes of BOT, 03.11.2024 *Approved by consent agenda*
2 b) ***BOT MINUTES** – Minutes of Public Hearing/Special Meeting, 03.13.2024 *Approved by*
3 *consent agenda*
4 c) ***BOT MINUTES** – Minutes of BOT Special Meeting, 03.18.2024 *Approved by consent agenda*
5 d) ***Resolution 2024-11 – FY23 Audit Acceptance** *Approved by consent agenda*
6 e) ***PZHAC CASE #061791** – 2200 Calle de Los Huertos, submitted by John S Robinson. Requesting
7 approval to pour a concrete sidewalk along the east side of his house and a slab under his patio.
8 Concrete slab will be stained/color light tan to blend into the landscaping. ZONE: Historical
9 Residential (HR). *Approved by consent agenda*

10
11 **6. NEW BUSINESS**

12 a) **APPROVAL: Award of RFP 2024-01: General Engineering Services**

13 Mr. Armijo gave an overview of the RFP process and the committee’s recommendation and the need for two (2)
14 firms, Molzen-Corbin and SMA.

15
16 **Motion: To approve Award of RFP 2024-01: General Engineering Services, Moved by Mayor Pro Tem**
17 **Merrick, Seconded by Trustee Nevarez.**

18
19 Trustee Johnson-Burick asked who was on the committee.

20
21 Mayor Hernandez responded himself, Ms. Maya, and Mr. Astorga. Mayor Pro Tem Merrick had an emergency
22 and could not attend.

23
24 **Roll Call Vote: Motion passed (summary: Yes-4)**

25 Mayor Pro Tem Merrick Yes

26 Trustee Cadena Yes

27 Trustee Johnson-Burick Yes

28 Trustee Nevarez Yes

29
30 b) **DISCUSSION: 2025 Budget Schedule**

31 Mayor Hernandez reviewed the proposed 2025 Budget Schedule.

32
33 **7. PUBLIC INPUT – The public is invited to address the Board as allowed by the chair.**

34 Ms. Lucero expressed her concerns.

35
36 Ms. Ratje expressed her concerns.

37
38 **8. CLOSED EXECUTIVE SESSION**

- 39 a) Discussion of limited personnel matters pursuant to NMSA 1978, Section 10-15-1(H)(2)
40 – Marshal Department

41 **Motion passed unanimously.**

42
43 **Entered Closed Executive Session at 6:13 p.m.**

44
45 **Motion passed unanimously.**

46
47 **Entered Regular Meeting at 7:44 p.m.**

48
49 **9. APPROVAL: Any actions that may arise as a result of discussions in closed session.**

1
2 **Motion: To approve any actions that arose because of discussion in Closed Executive Session, Moved by**
3 **Trustee Johnson-Burick, Seconded by Mayor Pro Tem Merrick.**

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

6 Mayor Pro Tem Merrick Yes

7 Trustee Cadena Yes

8 Trustee Johnson-Burick Yes

9 Trustee Nevarez Yes

10
11 **10. BOARD OF TRUSTEE COMMITTEE REPORTS**

12 Trustee Johnson-Burick: MPO meeting April 10th

13
14 Mayor Pro Tem Merrick: MPO meeting April 10th

15
16 **11. BOARD OF TRUSTEE/STAFF COMMENTS**

17 Interim Marshal Azcarate gave an update on inventory, no issues this weekend with the run and on the new
18 deputies.

19
20 Fire Chief Whited gave an update on his department and stated he would be out of town the first week of
21 April.

22
23 Mayor Hernandez stated Mr. Salazar has provided information which is in the packet.

24
25 Trustee Nevarez stated he has met with the Community Development and Community Events Coordinators.

26
27 Trustee Johnson-Burick stated she will be meeting with the Fire Chief.

28
29 Mayor Pro Tem Merrick stated she is meeting with Mr. Astorga.

30
31 Mayor Hernandez stated Public Works interviews will be held. Mr. Burch has donated a painting to the town.
32 Easter Bunny on the plaza will be Wednesday, March 27th at 12:00 noon. He will be meeting with the
33 departments to review their budgets. Joint Worksession with Mr. Zamora on April 1st at 4:30 p.m. Offices
34 will be closed Friday, March 29th as well as Monday, April 1st. On call will be available for any emergencies.

35
36 **12. ADJOURNMENT**

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

38
39 **MEETING ADJOURNED AT 7:54 P.M.**

40
41 **APPROVED THIS 8th DAY OF APRIL, 2024**

42
43
44
45 _____
46 **Russell Hernandez**
47 **Mayor**

48 **ATTEST:**

49
50
51 _____
52 **Gloria S. Maya**
53 **Town Clerk/Treasurer**

BOARD ACTION FORM

AGENDA DATE

PZHAC: 4/1/2024

BOT: 4/8/2024

ITEM: PZHAC STR CASE #061799 – 2341 Calle de Arroyo, submitted by Pat Taylor (Taylor Family Trust). Requesting approval to install a 6-foot coyote style fence on her property line for the purpose of privacy. ZONE: Historic Commercial (HC).

BACKGROUND AND ANALYSIS:

Mr. Taylor, a trustee of the Taylor Family Trust, is requesting to construct a coyote style fence on the property line between 2341 Calle de Arroyo, Doña Ana County account number R0401272 and two other properties;

-2231 Calle de Santiago, Doña Ana County account number R0401247, owned by Mary Helen Ratje and Paul James;

-Doña Ana County account number r0400305, owned by Cheryl Blevins.

Coyote style fence (see pics) meet requirements to the Historic Commercial/Preservation code and development zone. Fence is approximately 130 total feet. Constructed of steel frame with 20-foot gate on rollers.

Mr. Taylor also requested approval to repair the “vigas” on the west side of the building protruding approximately 10-inches from the wall. Repair would consist of cutting vigas flush to the wall, treat the “vigas” for termite damage, and lime plaster over them.

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.

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 COMMENTS:

- Recommendation for approval

SUPPORTING INFORMATION:

- Right of Entry form x 2
- Pics/Diagrams
- Proof of Ownership
- Site Plan

DETERMINATION NOTES

-Approved unanimously
without conditions 4-0

BOARD ACTION FORM

AGENDA DATE

PZHAC: 4/1/2024

BOT: 4/8/2024

ITEM: PZHAC CASE #061801 – 1701 Calle de Mercado suite #1, submitted by Heart of the Desert. Requesting approval to install a store front wall sign on the building. ZONE: Commercial (C).

BACKGROUND AND ANALYSIS:

Heart of the Desert will be moving into space approximately May 1st. They are doing their due diligence and making accommodations before the time comes. They are looking to install a 20”L H x 216”L wall sign on the top end of the building.

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.

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 COMMENTS:

- Sign meets Mesilla town code 18.65.140 Sec A-2, a maximum of 25 square feet is allowed in a commercial zone.
- There will be no lights being proposed on sign.
- Signed will be professionally done and installed.

SUPPORTING INFORMATION:

- Application
- Picture of proposed sign
- Existing business information

DETERMINATION NOTES

-Approved without conditions 4-0.

BOARD ACTION FORM

AGENDA DATE

PZHAC: 4/1/2024

BOT: 4/8/2024

ITEM: PZHAC CASE #061802 – 1701 Calle de Mercado suite #1, submitted by Hacienda Investments LLC. Requesting approval to install a triple sink; remove partition walls; extend existing walls of storage/closet area with 2 doors. ZONE: Commercial (C).

BACKGROUND AND ANALYSIS:

Hacienda Investments will be leasing the space to Heart of the Desert approximately in May. Some modifications are necessary for new tenant. Heart of the Desert will be having wine tasting on property and need a triple sink to wash serving glass cups.

The request is also to approve removal of partition walls that are currently in the building. Walls do not go all the way up to the ceiling. They are not load bearing walls.

Lastly, there was previously an area in the back of the space where there appears to have been a storage/closet. Currently there is a curtain separating the back storage from the sales/consumption floor. There are markings on the floor where the walls used to be before they were removed. Request is to reinstall walls back as they were in order to remove the curtain. Two interior doors will accompany the wall.

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.

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 COMMENTS:

- Heart of the Desert will be moving from its current location.
- Applicant there will be no kitchen necessary, just the sink.
- Previously approved for front porch enclosure.

SUPPORTING INFORMATION:

- Floor plan of proposed work
- Commercial Lease Agreement
- Proof of Ownership

DETERMINATION NOTES

-Approved with the condition a current contractor license be on file before BOT approval. 4-0.

BOARD ACTION FORM

AGENDA DATE

PZHAC: 4/1/2024

BOT: 4/8/2024

ITEM: PZHAC CASE #061804 – 1770 Tierra de Mesilla, submitted by Migueles de Mesilla. Requesting approval to enclose front porch of their commercial property. ZONE: Commercial (C).

BACKGROUND AND ANALYSIS:

Edward J Michaels, owner of MIGUELES DE MESILLA, is doing business in the town of Mesilla, Arthritis Treatment Specialist (ATS) office. He submitted request to enclose front entrance porch and convert it to a waiting room. Enclosure will include 4 windows and 1 entry door. Addition will be the same architectural design and color as the rest of the building.

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.

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 COMMENTS:

- Meets all requirements,
- Recommended for approval.

SUPPORTING INFORMATION:

- Application
- Floorplan/Site Map
- Proof of Ownership
- Contractor License
- Elevations
- Government ID

DETERMINATION NOTES

-Approved without conditions 4-0.

BOARD ACTION FORM

AGENDA DATE

PZHAC: 4/1/2024

BOT: 4/8/2024

ITEM: PZHAC STR CASE #1220 – 2320 Calle de Santiago, submitted by Baltic & Mediterranean LLC. Looking for approval to do business in Mesilla with a short-term rental. ZONE: Historical Residential (HR).

BACKGROUND AND ANALYSIS:

Mr. Eric Liefeld and Mrs. Trina Witter are requesting to have the property listed as a short-term rental. There is a main house and a “Casita” on property, each with one bedroom. The property is 0.25 acres and able to host its own guest with parking on the property.

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.

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 COMMENTS:

- Recommend Approval

SUPPORTING INFORMATION:

- Application
- Floor plans
- Pictures
- Property plat
- Proof of Ownership
- CRS#

DETERMINATION NOTES

-Approved unanimously 3-0
-No conditions set
-Chair Lucero recused
herself from voting as she
has a STR