



THE BOARD OF TRUSTEES (BOT) OF THE TOWN OF MESILLA

REGULAR MEETING

**AT THE MESILLA TOWN HALL,
2231 AVENIDA DE MESILLA**

MONDAY, November 24, 2025

6 P.M.

AGENDA

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL & DETERMINATION OF A QUORUM
3. CHANGES TO THE AGENDA & APPROVAL
4. APPROVAL OF CONSENT AGENDA: (The Board will be asked to approve by one motion the following items of recurring or routine business)
 - a) **BOT MINUTES** – November 11, 2025 - BOT Regular Meeting
 - b) **APPROVAL – Purchase Requisition** – Community Center Security Upgrades – Apic Solutions - \$151,778.86 – from Capital Outlay Funding
 - c) **APPROVAL – Purchase Requisition** – Copper & Lead Line Testing – CobbFendley - \$23,952.50 – From Capital Outlay Funding
5. PUBLIC INPUT ON CASES – The public is invited to address the Board as allowed by the chair.
6. ACTION AND CONSIDERATION
 - OLD BUSINESS**
 - a) **DISCUSSION** – 2025 Comprehensive Plan Land Use Map – Updated
 - b) **DISCUSSION** – 2025 Comprehensive Plan Priorities Action Plan (handed out at meeting)
 - c) **APPROVAL** – Personnel Designation for Public Works Grounds Team
 - NEW BUSINESS**
 - d) **DISCUSSION** – Ongoing Projects Listing and Updates (handed out at meeting)
 - e) **DISCUSSION** – 8.15 Code Update – Nuisance [Abatement]

- f) **APPROVAL** – PZHAC CASE #062067 – 2185 Calle de Guadalupe, submitted by Richard Moreno. Requesting approval to construct an accessory building on the property. ZONE: Historical Residential (HR).
 - g) **APPROVAL** – PZHAC CASE #062071 - 2319 Calle de Santiago, submitted by The Fancy Pony Beauty & Boutique. Requesting approval install a projecting sign. ZONE: Historical Commercial (HC).
 - h) **APPROVAL** – PZHAC CASE #062072 - 2319 Calle de Santiago, submitted by The Fancy Pony Beauty & Boutique. Requesting approval install a wall sign. ZONE: Historical Commercial (HC).
 - i) **APPROVAL** – Resolution 2025-68 – Budget Adjustments
 - j) **APPROVAL** – Resolution 2025-69 – CLG Code Amendments
 - k) **APPROVAL** – Resolution 2025-70 – Amendment to Zoning Map – Rezone of Property at 2886 Snow Rd, Parcel number 4005139210015
 - l) **APPROVAL** – Verizon Connect Vehicle Tracking and Asset Management
7. **PUBLIC INPUT** – The public is invited to address the Board as allowed by the chair.
8. **BOARD OF TRUSTEE COMMITTEE REPORTS & LIASION UPDATES**
9. **BOARD OF TRUSTEE/STAFF COMMENTS**
- a) *Calendar of Events*
10. **ADJOURNMENT**

NOTICE

If you need 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 11.21.2025 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. Stream live at www.youtube.com/@townofmesilla7501.

****BOT MEETINGS ARE AVAILABLE LIVE ON TOWN OF MESILLA’S YOUTUBE PAGE****



1
2 **THE BOARD OF TRUSTEES (BOT) OF THE TOWN OF MESILLA**

3 **WORK SESSION MEETING**
4 **AT THE MESILLA TOWN HALL,**
5 **2231 AVENIDA DE MESILLA**

6 **MONDAY, November 10, 2025 – 5:30 P.M.**

7 **WORKSESSION MINUTES**

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9 **TRUSTEES:**

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

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15 **STAFF:**

Ben Azcarate, Marshal
Lorenzo Astorga, Public Works Director
Edward Salazar, Econ & Com Development Director
Gloria S Maya, Town Clerk/Treasurer
Greg Whited, Fire Chief

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21 **PUBLIC:**

Rob Cabello	Sue & Dick VanFrank	Sonya Quintana
Sonia Lopez	Gary & Lori Fichman	Gabriel Quintana
Patricia Lozano	Eugenio Diaz	Karina Oberman
Jacquie Porter	Maggie Davidson	Stewart Oberman
William Davidson	Terry Melendez	Pat Molina
Ken Dickson	DeeAnn Powers	Mary H Ratje
Tim Kraner	Natalie Clayshulte	Sallie Clayshulte
Carolyn Clayshulte	Cecilia Vigil	Edward Gil
Sandra Lopez	Gayle Lowry Boggs	Janice Young
Dave Lowry	Roberto S Lopez	Janice & Bill Cook
Amy Rosser	Nora Barraza	Martha Mulvihill
Catherine Walkinshaw	Erick Walkinshaw	M. Bender
JKathy Clayshulte	Trina Witter	Scott Tufte
Andrea Bryan	Greg Lester	Edward Martinez
Irene Chavez	Joy Trillo	Yolanda Lucero
Beverly Estrada	Sylvia Acchione-Noel	Barb De
Barbara Baremore	Crystal Whited	Melissa Molina

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39 **1. WORKSESSION:**

- 40 **a) Prioritizing 2025 Comprehensive Plan Action Plan**
41 **b) Discussion 2025 Comprehensive Plan Zoning Map**

42 Mayor Hernandez discussed the 2025 Comprehensive Plan Action Plan and Zoning Map.
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50 Trustee Johnson-Burick commented
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52 Trustee Nevarez commented
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54 Trustee Cadena commented
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56 Mayor Pro Tem Merrick commented
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58 Worksession closed at 6:30 p.m.

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60 **THE BOARD OF TRUSTEES (BOT) OF THE TOWN OF MESILLA**
61 **REGULAR MEETING**
62 **AT THE MESILLA TOWN HALL,**
63 **2231 AVENIDA DE MESILLA**
64 **MONDAY, November 10, 2025 –**
65 **IMMEDIATELY FOLLOWING**
66 **WORKSESSION**
67 **6:31 P.M. MINUTES**

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69 **TRUSTEES:** Russell Hernandez, Mayor
70 Adrianna Merrick, Mayor Pro Tem
71 Biviana Cadena, Trustee
72 Stephanie Johnson-Burick, Trustee
73 Gerard Nevarez, Trustee

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75 **STAFF:** Ben Azcarate, Marshal
76 Lorenzo Astorga, Public Works Director
77 Edward Salazar, Econ & Com Development Director
78 Gloria S Maya, Town Clerk/Treasurer
79 Greg Whited, Fire Chief

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81 **PUBLIC:** Rob Cabello Sue & Dick VanFrank Sonya Quintana
82 Sonia Lopez Gary & Lori Fichman Gabriel Quintana
83 Patricia Lozano Eugenio Diaz Karina Oberman
84 Jacquin Porter Maggie Davidson Stewart Oberman
85 William Davidson Terry Melendez Pat Molina
86 Ken Dickson DeeAnn Powers Mary H Ratje
87 Tim Kraner Natalie Clayshulte Sallie Clayshulte
88 Carolyn Clayshulte Cecilia Vigil Edward Gil
89 Sandra Lopez Gayle Lowry Boggs Janice Young
90 Dave Lowry Roberto S Lopez Janice & Bill Cook
91 Amy Rosser Nora Barraza Martha Mulvihill
92 Catherine Walkinshaw Erick Walkinshaw M. Bender
93 JKathy Clayshulte Trina Witter Scott Tufte

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Andrea Bryan	Greg Lester	Edward Martinez
Irene Chavez	Joy Trillo	Yolanda Lucero
Beverly Estrada	Sylvia Acchione-Noel	Barb De
Barbara Baremore	Crystal Whited	Melissa Molina

2. PLEDGE OF ALLEGIANCE

Mayor Hernandez led the Pledge of Allegiance.

3. ROLL CALL & DETERMINATION OF A QUORUM

Roll Call.

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

4. CHANGES TO THE AGENDA & APPROVAL

Motion: To approve agenda, Moved by Mayor Pro Tem Merrick, Seconded by Trustee Nevarez.

Motion passed unanimously

5. APPROVAL OF CONSENT AGENDA: (The Board will be asked to approve by one motion the following items of recurring or routine business)

- a) **BOT MINUTES** – October 27, 2025 - BOT Regular Meeting *Approved by consent agenda*
- b) **APPROVAL** – PZHAC Case #062065 – 2920 Avenida de Mesilla, submitted by Austy, LLC. Requesting approval to re-roof Lucky’s commercial building. **ZONE: Commercial (C).** *Approved by consent agenda*
- c) **APPROVAL** – PZHAC Case #062068 – 1901 Calle Pacana, submitted by EMG Construction. Requesting approval to erect a rock wall. **ZONE: Historical Residential (HR).** *Approved by consent agenda*

Motion: To approve consent agenda, Moved by Mayor Pro Tem Merrick, Seconded by Trustee Nevarez.

Motion passed unanimously

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

Ms. Powers commented

Comment

Ms. Molina commented

Ms. Mulvihill commented

Nora Barraza commented

Comment

Sandra Lopez commented

Trina Witter commented

Ms. Chavez commented

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Mr. Lopez commented

Ms. Clayshulte commented

Ms. Lozano commented

Mr. Lowry commented

Ms. Clayshulte commented

Mayor Hernandez commented

7. PRESENTATION:

a) Fire Department: Holiday Fire Safety

Fire Chief Whited made a presentation on Holiday Fire Safety.

Trustee Nevarez Commented

8. ACTION AND CONSIDERATION

OLD BUSINESS

a) APPROVAL – Resolution 2025-62 - Amendment to Zoning Map - Rezone

Mr. Salazar reviewed Resolution 2025-62.

Motion: To approve Resolution 2025-62 – Amendment to Zoning Map - Rezone, Moved by Mayor Pro Tem Merrick, Seconded by Trustee Nevarez.

Trustee Nevarez commented

Mr. Caro commented

Trustee Johnson-Burick commented

Ms. Caro commented

Roll Call Vote: Motion passed (summary: Yes-3; No-1)

Mayor Pro Tem Merrick Yes

Trustee Cadena Yes

Trustee Johnson-Burick No

Trustee Nevarez Yes

NEW BUSINESS

b) DISCUSSION – MOJAC Supreme Court Ruling & Next Steps

Mayor Hernandez reviewed the MOJAC Supreme Court Ruling & the Next Steps.

Trustee Cadena commented

Mr. Cabello commented

Mayor Pro Tem Merrick commented

c) APPROVAL – Fire Department Battalion Chief Job Description & Position/Salary

Fire Chief reviewed the Fire Department Battalion Chief Job Description & Position/Salary.

Motion: To approve Fire Department Battalion Chief Job Description & Position/Salary, Moved by Mayor Pro Tem Merrick, Seconded by Trustee Nevarez.

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220 Trustee Nevarez commented

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222 Mr. Caro commented

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224 Trustee Johnson-Burick commented

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226 Ms. Caro commented

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

229 Mayor Pro Tem Merrick Yes
230 Trustee Cadena Yes
231 Trustee Johnson-Burick Yes
232 Trustee Nevarez Yes

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234 **d) APPROVAL – Personnel Designation for Battalion Chief**

235 Mayor Hernandez reviewed the Personnel Designation for Battalion Chief.

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237 **Motion: To approve Personnel Designation for Battalion Chief, Moved by Mayor Pro Tem Merrick,**
238 **Seconded by Trustee Cadena.**

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

241 Mayor Pro Tem Merrick Yes
242 Trustee Cadena Yes
243 Trustee Johnson-Burick Yes
244 Trustee Nevarez Yes

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246 **e) APPROVAL – Resolution 2025-63 CLG Code Amendments**

247 Mayor Hernandez reviewed Resolution 2025-63 CLG Code Amendments.

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249 **Motion: To approve Resolution 2025-63 CLG Code Amendments, Moved by Mayor Pro Tem Merrick,**
250 **Seconded by Trustee Johnson-Burick.**

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252 Mr. Salazar commented

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

255 Mayor Pro Tem Merrick Yes
256 Trustee Cadena Yes
257 Trustee Johnson-Burick Yes
258 Trustee Nevarez Yes

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260 **f) APPROVAL – Resolution 2025-67 - Colonias Infrastructure Emergency Funding**
261 **Application**

262 Mayor Hernandez reviewed Resolution 2025-67 – Colonias Infrastructure Emergency Funding
263 Application.

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265 **Motion: To approve Resolution 2025-67 – Colonias Infrastructure Emergency Funding Application, Moved**
266 **by Mayor Pro Tem Merrick, Seconded by Trustee Johnson-Burick.**

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

269 Mayor Pro Tem Merrick Yes
270 Trustee Cadena Yes
271 Trustee Johnson-Burick Yes
272 Trustee Nevarez Yes

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

Mr. Lester commented

10. CLOSED EXECUTIVE SESSION

- a) Discussion concerning limited personnel matters; pursuant to NMSA 1978, Section 10-15-1(H)(2) – Public Works Department

Motion: To enter into Closed Executive Session, Moved by Trustee Johnson-Burick, Seconded by Mayor Pro Tem Merrick.

Motion passed unanimously

Enter Closed Executive Session at 8:34 p.m.

Motion: To enter into Regular Meeting, Moved by Mayor Pro Tem Merrick, Seconded by Trustee Cadena.

Motion passed unanimously

Enter Regular Meeting at 8:42 p.m.

11. Any Actions that may arise as a result of Closed Executive Session.

- a) Public Works Department

Motion: To approve the hiring of Ricardo Rodriguez for the position in the Public Works Department, Moved by Mayor Pro Tem Merrick, Seconded by Trustee Cadena.

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

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

12. BOARD OF TRUSTEE COMMITTEE REPORTS & LIASION UPDATES

Trustee Nevarez: Taylor Historic Site Grand Opening Saturday, SCRTD Wednesday

Trustee Johnson-Burick: MPO meeting Wednesday 1:00 p.m. at the City of Las Cruces; Taylor Historic Site Grand Opening Saturday

Trustee Cadena: Taylor Historic Site Grand Opening Saturday.

Mayor Pro Tem Merrick: MPO meeting Wednesday 1:00 p.m. at the City of Las Cruces; Taylor Historic Site Grand Opening Saturday

Mayor Hernandez: MPO meeting Wednesday 1:00 p.m. at the City of Las Cruces; Taylor Historic Site Grand Opening Saturday, SWCOG Thursday, MPO Bylaws meeting Tuesday, Dignitary Night for the Taylor Historic Site Friday.

13. BOARD OF TRUSTEE/STAFF COMMENTS

- a) *Ongoing Projects Listing*

- b) *Calendar of Events*

Marshal Azcarate gave a department (Marshal) update.

Mr. Astorga gave a department (Public Works) update.

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339 Mr. Salazar gave a department (Com/Economic Development) update.

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341 Ms. Maya gave a department (Finance) update.

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343 Trustee Nevarez commented

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345 Trustee Johnson-Burick commented

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347 Trustee Cadena commented

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349 Mayor Pro Tem commented

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351 Mayor Hernandez commented

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353 **1. ADJOURNMENT**

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

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356 **MEETING ADJOURNED AT 9:27 p.m.**

357 **P.M.**

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359 **APPROVED THIS 24th DAY OF NOVEMBER, 2025.**

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366 **Russell Hernandez**
367 **Mayor**

368 **ATTEST:**

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371 **Gloria S. Maya**
372 **Town Clerk/Treasurer**

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377 ****BOT MEETINGS ARE AVAILABLE LIVE ON TOWN OF MESILLA'S YOUTUBE PAGE****

Town of Mesilla Purchase Requisition



Requesting: (Please select one)

Check Purchase Order

DATE: 11/19/25

QTY	FUND CODE	DESCRIPTION	UNIT PRICE	LINE TOTAL
	35-535-3618	A25-J2027 Community Ctr Security Updates		
		APIC Solutions- Verkada Access Control and Cameras		
		Video Surveillance		\$44,622.84
		Access Control		\$40,616.71
		Wireless Access Points/Displays		\$12,491.13
		Lighting Package		\$2,279.72
		Fire Alarm		\$51,768.46

FUND CODE	AMT from FUND	FUND AMT Remaining	SUBTOTAL	\$151,778.86
FUND CODE	AMT from FUND	FUND AMT Remaining	SALES TAX	
FUND CODE	AMT from FUND	FUND AMT Remaining	TOTAL	\$151,778.86

VENDOR NAME	CES-Apic Solutions
ADDRESS	
PHONE #	
AP ONLY:	W9 COMPLETE YES <input type="checkbox"/> NO <input type="checkbox"/>

REQUESTED BY Briana Gomez	DATE 11/19/2025
AUTHORIZED BY	DATE

00-00000-20-00093AC

Town of Mesilla
2251 Calle De Santiago
Mesilla, NM 88046

November 11, 2025

Attn: Russell Hernandez

RE: Town Of Mesilla - Community Center Verkada Access Control and Cameras

Lead # 506808

APIC Solutions will complete the following work:

Field Hardware – (Provide and install)

- (4) Verkada CH52-E Outdoor Multisensor Camera w/ corner mounts
- (1) Verkada CY53-E Outdoor Two-Camera Multisensor
- (7) Verkada CM42 Indoor Mini Dome Camera
- (1) Verkada CF83-E Outdoor Fisheye Camera
- (1) 48 Port Patch Panel
- 3-Year Camera Licenses for Cameras and Viewing Station
- (1) Verkada AC62 16 Door Controller
- (1) Verkada AC42 4 Door Controller
- (19) Verkada AD34 Multi-format Card Reader
- 3-year Verkada Access Control Licensing
- (5) Ubiquity Wireless Access Points
- (2) 85" and (3) 65-inch LED wall mounted displays
- Provide and install Edwards Fire Alarm System
- (18) Smoke Detectors
- (2) Heat Detectors
- (13) Wall Horn Strobe
- (3) Ceiling Strobes
- (5) Duct Detectors

VIDEO SURVEILLANCE	QTY	UNIT COST	LINE TOTAL
CAT 6 Cable	3000	\$0.35	\$1,050.00
5 Foot CAT 6 Patch cable	26	\$16.65	\$432.90
Surface Mount Biscuit	13	\$7.60	\$98.80
CAT 6 RJ45 Jacks	26	\$16.01	\$416.26
48 Port Patch Panel	1	\$99.21	\$99.21
VX52 Viewing Station	1	\$404.19	\$404.19
3-Year Viewing Station License	1	\$1,052.19	\$1,052.19
Corner Mount	4	\$161.19	\$644.76
Large Arm Mount	4	\$128.79	\$515.16
CH52-E Outdoor Multisensor Camera	4	\$2,915.19	\$11,660.76
CY53-E Outdoor Two-Camera Multisensor	1	\$1,781.19	\$1,781.19
CM42 Indoor Mini Dome Camera	7	\$566.19	\$3,963.33
CF83-E Outdoor Fisheye Camera	1	\$1,457.19	\$1,457.19
Pendant Cap Mount	4	\$93.15	\$372.60
Outdoor 90W PoE++	5	\$242.19	\$1,210.95
3-Year Camera License	7	\$444.69	\$3,112.83
3-Year Two-Camera Multisensor License	1	\$809.19	\$809.19
3-Year Four-Camera Multisensor License	4	\$1,335.69	\$5,342.76
FREIGHT	1	\$1,687.50	\$1,687.50
Material/Equipment Total			\$36,111.77
Labor and Commissioning Total			\$7,885.00
Subtotal			\$43,996.77
Tax on Labor Only		7.9400%	\$626.07
TOTAL PROJECT COST			\$44,622.84

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ACCESS CONTROL	QTY	UNIT COST	LINE TOTAL
18/2 Plenum Cable	2000	\$0.22	\$440.00
AC62 16 Door Controller	1	\$4,292.19	\$4,292.19
18AH Backup Batter	1	\$566.19	\$566.19
AC42 4 Door Controller	1	\$1,457.19	\$1,457.19
4AH Backup Battery	1	\$104.49	\$104.49
AD34 Multi-format Card Reader	19	\$282.69	\$5,371.11
3-Year Door License, Capacity Increase	19	\$485.19	\$9,218.61
Proximity Access Control Cards, 100 Pack	1	\$485.19	\$485.19
22/8 Access Control Cabling Plenum	4000	\$0.38	\$1,520.00
3/4 Inch Door Contracts Pack	2	\$20.24	\$40.48
HES 9600 Rim	1	\$423.90	\$423.90
HES 5200 Door Strike	18	\$180.58	\$3,250.44
FREIGHT	1	\$526.50	\$526.50
Material/Equipment Total			\$27,696.29
Labor and Commissioning Total			\$11,970.00
Subtotal			\$39,666.29
Tax on Labor Only		7.9400%	\$950.42
TOTAL PROJECT COST			\$40,616.71

UBIQUITY/ DISPLAYS	QTY	UNIT COST	LINE TOTAL
UBIQUITY WIRELESS ACCESS POINTS (5 Pack)	1	\$1,169.99	\$1,169.99
CAT 6A CABLE	1000	\$0.38	\$380.00
CAT 6A JACKS	10	\$9.71	\$97.10
SURFACE MOUNT BISCUIT	5	\$5.20	\$26.00
3' CAT 6A PATCH CABLES	10	\$2.60	\$26.00
CAT 6 CONNECTORS (BAG)	1	\$20.79	\$20.79
LG 86" UQ75	2	\$1,039.99	\$2,079.98
LG 65" UA7050	3	\$454.99	\$1,364.97
HDMI SPLITTER 1/8 4K POE CAT 6 W/ 8 RECEIVERS	1	\$781.86	\$781.86
2U WALL MOUNT 19 INCH BRACKET	1	\$31.19	\$31.19
PASS THROUGH BRUSH FACEPLATE	6	\$12.97	\$77.82
LV1 MOUNTING BRACKET	6	\$2.99	\$17.94
FREIGHT	1	\$130.00	\$130.00
Material/Equipment Total			\$6,543.64
Labor and Commissioning Total			\$5,510.00

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Subtotal			\$12,053.64
Tax on Labor Only		7.9400%	\$437.49
TOTAL PROJECT COST			\$12,491.13

FIRE ALARM	QTY	UNIT COST	LINE TOTAL
LCD Annunciator, 4x20 LCD, w/common LEDs, red	1	\$518.35	\$518.35
Edge Red	1	\$1,755.00	\$1,755.00
250 Point Loop	1	\$1,040.00	\$1,040.00
NAC Class A Conversion Module	1	\$123.50	\$123.50
Dual Line Dialer	1	\$118.14	\$118.14
Semi-Flush Mount Trim	1	\$71.50	\$71.50
Edwards Edge 24 Indicator Display Module	1	\$376.36	\$376.36
Filler plate, for EDGE Series	4	\$3.95	\$15.80
Multi-criteria optical smoke detector (UL268 Compliant)	18	\$102.36	\$1,842.48
Multi-criteria optical smoke and heat detector, 135F w/15F/min	2	\$128.27	\$256.54
Standard Detector Base	20	\$14.81	\$296.20
Double Action Fire Alarm Station	10	\$118.42	\$1,184.20
Surface Box for SIGA-278, Red	10	\$15.99	\$159.90
Waterflow / Supervisory Module	1	\$127.22	\$127.22
Monitor Module	2	\$75.21	\$150.42
Dual Input Module	1	\$128.17	\$128.17
Signal Module /w 1 Riser in, 1 Output Ckt, CI 'B'	3	\$111.06	\$333.18
Control Relay Module	7	\$103.62	\$725.34
Signature series diagnostic tool	1	\$799.90	\$799.90
SuperDuct, Controller w/sensor (RJ45), 4-wire	5	\$247.29	\$1,236.45
SuperDuct, Remote test/reset station, keyed - 4-wire	5	\$65.14	\$325.70
SuperDuct, Air sample tube, 42 inch	5	\$13.05	\$65.25
Wall Horn-Strobe, Selectable - 15, 30, 75 cd - High/low dB - Re	13	\$69.52	\$903.76
Cover - Horn/Strobe - Red - Alert	13	\$9.15	\$118.95
Total Universal Mounting Plate, 10 Pack	1	\$64.00	\$64.00
Selectable - 15, 30, 75 cd - Red - Fire	6	\$52.95	\$317.70
Cover - Strobe - Red - Alert	6	\$9.15	\$54.90
Ceiling Strobe, 15-115cd, Red, FIRE Marking	3	\$56.67	\$170.01
Ceiling Cover, Red, FIRE Marking, Visual	3	\$9.15	\$27.45
Potter Fire Alarm Gong Bell	1	\$97.50	\$97.50
14/2 FPLP Cabling Solid Red	2000	\$0.25	\$500.00

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14/2 FPLP Cabling Solid Yellow	2000	\$0.16	\$320.00
14/2 FPLP Cabling Solid White	2000	\$0.26	\$520.00
14/2 FPLP Cabling Solid Blue	2000	\$0.26	\$520.00
16/2 FPLP Cabling Solid	2000	\$0.26	\$520.00
FREIGHT	1	\$585.00	\$585.00
Per Diem and Lodging	1	\$2,996.00	\$2,996.00
Material/Equipment Total			\$19,364.87
Labor and Commissioning Total			\$30,020.00
Subtotal			\$49,384.87
Tax on Labor Only		7.9400%	\$2,383.59
TOTAL PROJECT COST			\$51,768.46

PRODUCT DESCRIPTION	QTY	UNIT PRICE	LINE TOTAL	DISCOUNT	MSRP
Lighting Package	LOT	\$ 682.02	\$ 682.02	5%	\$ 717.92
Material/Equipment Total			\$ 682.02		
Technician Labor	13	\$110.00	\$ 1,430.00		
Subtotal			\$ 2,122.02		
Tax @7.940%			\$ 167.69		
TOTAL PROJECT COST			\$ 2,279.72		

VIDEO SURVEILLANCE	\$44,622.84
ACCESS CONTROL	\$40,616.71
WIRELESS ACCESS POINTS/DISPLAYS	\$12,491.13
Lighting Package	\$2,279.72
FIRE ALARM	\$51,768.46
TOTAL PROJECT COST	\$151,778.86

NOTES AND EXCLUSIONS

- Proposal **INCLUDES** payment/performance bond, tax and all associated permits and fees unless specified.
- Proposal **EXCLUDES** any unforeseen conditions; any equipment not listed in this quote.
- Proposal **EXCLUDES** any additional electrical/cooling upgrades required for this project.
- Proposal **EXCLUDES** patching, painting, and replacement of ceiling tiles.
- Proposal **EXCLUDES** the correction of existing code violations.
- Proposal **EXCLUDES** any warranty on existing equipment.
- Proposal **ASSUMES** all existing equipment and cabling is in proper working order. Unless otherwise stated above.
- Proposal is **VALID** for 30 days, excluding tariffs.
- Proposal **EXCLUDES** Networking Equipment and Monitoring equipment

WARRANTY TERMS

- This project includes a one-year warranty against defects in product or workmanship. This warranty is provided by APIC Solutions and shall begin the day of owner acceptance.

PAYMENT TERMS

- All equipment will be billed 100% once it has been delivered and inventoried / accepted by the agency.
- Progress billings for labor and equipment rental will occur monthly and be based on the percentage complete at the time of billing.
- A 3.5% processing fee will be added to all purchases being made using a credit card.

TARIFF ADJUSTMENT CLAUSE

The pricing provided in this quote is based on current tariff levels as of the date of the quote. In the event that tariff rates change or suppliers impose tariff-based price increases after the issuance of this quote, the final price may need to be adjusted to reflect the new tariff rates prior to procurement or through a cost impact change order. Any such changes will be communicated to the client or contractor and will be subject to the applicable increase or decrease in costs due to tariff adjustments.

The signatures below indicate CUSTOMER and APIC Solutions agreement to the **Scope of Work, Project Pricing, and Terms and Conditions** in this document:

Town of Mesilla	APIC SOLUTIONS
Name:	Name:
Signature:	Signature:
Title and Date:	Title and Date:

If you have any questions, please feel free to contact me at the number below. Thank you for your trust in APIC Solutions. We look forward to working with you!

Sincerely,

Jorge Mata
 915-246-0328
jorge.mata@apicmsi.com

Town of Mesilla Purchase Requisition



Requesting: (Please select one)
 Check Purchase Order

DATE: 11/10/2025

QTY	FUND CODE	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	35-535-3606	COPPER & LEAD INVENTORY		\$22,000
		CES FEE @1.25%		\$275.00
		NMGRT		\$1,677.50
		23-H2415-GF Water Improvement Project		

FUND CODE 35-535-3606	AMT from FUND \$23,952.50	FUND AMT Remaining \$76,047.50	SUBTOTAL	\$22,275.00
FUND CODE	AMT from FUND	FUND AMT Remaining	SALES TAX	\$1,677.50
FUND CODE	AMT from FUND	FUND AMT Remaining	TOTAL	\$23,952.50

VENDOR NAME	CES
ADDRESS	
PHONE #	
AP ONLY:	W9 COMPLETE YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

REQUESTED BY BRIANA GOMEZ	DATE 11/10/25
AUTHORIZED BY <i>Deora Smay</i>	DATE 11.10.2025



Lorenzo Astroga
Public Works Director
Town of Mesilla
2231 Avenida de Mesilla
Mesilla, NM 88046
lorenzoa@mesillanm.gov

VIA E-MAIL

**RE: Professional Engineering Services
Service Line Inventory**

Dear Mr. Astroga:

Cobb, Fendley & Associates, Inc. (CobbFendley) is pleased to submit this proposal for professional engineering services to support the Town of Mesilla in developing a Service Line Inventory (SLI). Our services will focus specifically on gathering existing data on service lines and GIS mapping, in support of the Town's Lead Service Line Replacement Plans (LSLRP) as part of the Lead and Copper Rule Revision (LCRR) requirements.

Project Background & Summary

On March 24th, the Town of Mesilla engaged CobbFendley to assist in creating an SLI that classifies service lines as non-lead or unknown. Our approach follows a systematic methodology to classify service connections from the main to the meter. For lines designated as unknown, there remains a possibility that some sections may contain lead or galvanized steel requiring replacement. These lines will be the focus of visual field inspections to be performed at a later date.

Scope of Services

Cobb Fendley will implement a stepwise approach to service line classification and GIS mapping.

Service Line Classification

- Gather historical service records from water system distribution maps, as-built drawings, water meter installations, repair/maintenance logs, utility bills, and plumbing permits.
- Coordinate with Town field operators for additional information and recollections.
- Classify service connections as either non-lead or unknown material classifications.

GIS Mapping & Database Development

- Develop a GIS map based on address.
- Integrate collected data into a centralized database for ongoing inventory management.
- GIS map attributes will include:
 - Street Address
 - Sensitive Population/Disadvantaged Neighborhood Status
 - System Owned
 - Service Line Installation Date
 - System-Owned Portion Service Line Material Classification (Non-Lead or Unknown)
 - Basis of Material Classification (Non-Lead if installation date after 1988 lead ban)
 - Customer Owned
 - Service Line / Meter Installation Date
 - Customer-Owned Portion Service Line Material Classification (Non-Lead or Unknown)
 - Basis of Material Classification (on-Lead if installation date after 1988 lead ban)

Deliverables

- GIS map categorizing service line data in SHP and/or KMZ format.
- EPA-style spreadsheet for inventory management in Excel format.
- Report summarizing findings and recommendations for future visual field inspections in PDF format.

Basis of Compensation

CobbFendley will invoice for these services on a time and materials, not-to-exceed basis. The total estimated fee to complete the scope of work outlined herein is as follows:

Engineering Fee:	\$22,000.00
CES FEE @1.25%:	\$275.00
NMGRT @7.625%:	\$1,677.50
TOTAL:	\$23,952.50

We look forward to working with you on this project. If this proposal is acceptable, please forward an authorization to proceed. If you have any questions or comments, please do not hesitate to contact me at (575) 650-0649 or at calmy@cobbfendley.com.

Sincerely,
Cobb, Fendley & Associates, Inc.



Christopher S. Almy, P.E.
Senior Project Manager, Senior Associate

- Cc: Sean Wolfe, P.G., | Principal-In-Charge
Cc: Brad Sumrall, P.E., Principal | Municipal Program Manager
Cc: Cesar Madrid, P.E., LSIT, Senior Project Manager



ZONING

- RF: Rural Farm
- RA: Residential/Agricultural
- R-1: Single Family Residential
- H-R: Historical Residential
- C-1: General Commercial
- H-C: Historical Commercial

PROPOSED FUTURE LAND USE CHANGES

- Proposed Future Commercial
- Proposed Residential
- Proposed Parks/Open Space
- Proposed Annexation
- Proposed Mixed-Use Corridor Overlay

Chapter 8.15 ~~NUISANCES*~~ NUISANCE ABATEMENT

Sections:

8.15.010 Public nuisance.

8.15.020 Nuisance declared.

8.15.030 Notice of nuisance.

8.15.040 Complaint.

8.15.050 Removal of nuisance.

8.15.060 Injunctions.

* Code reviser's note: This chapter, per MTC [9.05.010](#), is part of the "offense ordinance" of the town. See Chapter [9.05](#) MTC, Offenses, for definitions and rules of construction for offenses.

8.15.010 Public nuisance.

It is unlawful to commit public nuisance. Public nuisance consists of knowingly creating, performing or maintaining anything affecting any number of citizens without lawful authority which is either: injurious to public health, safety, morals or welfare; or interferes with the exercise and enjoyment of public rights including the right to use public property. [Prior code § 8-6-1]

8.15.020 Nuisance declared.

In the interest of the inhabitants of the municipality, it is necessary to prohibit the accumulation of junk, trash and refuse on property within the corporate limits of the municipality by declaring such accumulation a nuisance. The following are hereby declared to be a public nuisance:

A. Unoccupied Premises. It shall be unlawful for any reason for any person to sweep, place or throw solid waste or other waste materials in or upon any sidewalk, street, alley or unoccupied premises.

B. Unsanitary Premises. It shall be unlawful for any ~~person~~ ~~property~~ to permit or cause to remain in or about his premises any solid waste, weeds, motor vehicles not in operating condition, waste water or any conglomeration of residue thereof, which emits odors or serves as a feeding or breeding place for flies, insects or rodents; and which in the opinion of the sanitation officer is unsanitary, or injurious to public health. The accumulation of building materials, pipes, lumber or boxes may be maintained on

said premises if said accumulation is evenly piled and stacked for a reasonable length of time to be determined by the town marshal or otherwise duly authorized representative.

C. Hazardous Premises. It shall be unlawful for any ~~person~~ **property** to permit in or about his premises weeds, briars, brush or any other solid waste to become in any way hazardous or injurious to public health or to obstruct pedestrian and vehicular traffic.

D. Accumulation of Solid Waste. It shall be unlawful for any ~~person~~ **property** to allow any solid waste to accumulate upon said premises, owned, leased, rented or occupied by him during intervals between collection thereof, except in the manner herein provided.

It shall be unlawful **any property** ~~to deposit~~ **allow** any solid waste in or upon the streets, alleys, sidewalks, gutters, curbing, storm sewers, parkways ~~or vacant lots~~ within the municipality, except in the manner and in the receptacles or containers as provided in subsection (E) of this section.

E. Solid Waste Receptacles. All solid waste receptacles shall be maintained in a clean and sanitary condition by the ~~owner or person~~ **property** using the receptacle and such receptacles shall be located only in such places as shall be readily accessible for removing and emptying the same, but shall not be placed in such place or position as may constitute a nuisance or obstruction to vehicular or pedestrian traffic.

F. Neglected Structures. Any building, dwelling, or accessory structure that, due to inadequate maintenance or care, exhibits visible signs of deterioration, wear, or lack of upkeep that, if left unaddressed, may lead to further decline or create a potential impact on neighboring properties. Such conditions may include, but are not limited to, peeling or damaged exterior finishes, broken or missing building components, overgrown vegetation affecting the structure, accumulation of debris, or failure to maintain weatherproofing. A neglected structure does not rise to the level of a dilapidated or unsafe structure but requires corrective maintenance to preserve its condition and prevent further deterioration.

G. Dilapidated Structures. Any building, dwelling, or accessory structure that has deteriorated through prolonged neglect, damage, or lack of maintenance to the extent that its structural integrity, weatherproofing, safety systems, or essential components are significantly impaired. A dilapidated structure exhibits conditions that, if not promptly corrected, will continue to deteriorate and render the building unsafe, uninhabitable, or no longer capable of being used for its intended purpose. Such conditions may include, but are not limited to, failing or compromised structural elements; extensive deterioration of exterior walls, roofing, or foundation systems; broken or

missing windows or doors that expose the interior; hazardous electrical, mechanical, or plumbing systems; or any condition that poses a threat to life, safety, or continued occupancy. The designation of a structure as dilapidated authorizes municipal intervention to ensure necessary repairs, abatement, or mitigation to prevent further deterioration and protect public health, safety, and welfare.

H. Outdoor Storage – Prohibited Acts – Exceptions.

1. It is unlawful for any ~~person, firm, or corporation~~ **property** to store on, place on, or permit to be stored or placed on, or allowed to remain on any occupied or unoccupied land within the municipal limits, a dismantled, partially dismantled or inoperative motor vehicle, or any parts of a motor vehicle, except in areas where such activity is within the contemplated purposes of duly licensed businesses and are kept in a wholly enclosed garage or structure.

2. Exceptions. Any ~~person being owner or tenant~~ **property**, may store, permit to be stored or allow to remain upon his premises, any dismantled, partially dismantled or inoperative motor vehicle, or parts thereof, for a period not to exceed one week if such motor vehicle is registered in his name; and provided further, that any such ~~owner or tenant~~ **property** may, in the event of hardship, secure permission from the municipality to extend such period of time.

3. Definitions. As used in this section, the following terms shall have the following meanings:

a. "Motor vehicle" means any wheeled vehicle which is self-propelled or intended to be self-propelled;

b. "Inoperative" or "inoperable motor vehicle" means any motor vehicle which by reason of dismantling, disrepair or other cause is incapable of being propelled under its own power;

c. "Dismantled or partially dismantled vehicle" means any motor vehicle from which some part or parts which are ordinarily a component thereof have been removed or are missing.

d. "Code Enforcement Officer" means that person authorized by the Town to carry out and enforce the provisions of Town ordinances, including but not limited to the provisions of this ordinance.

e. "Foreclosed property" means a property for which any mortgage or tax foreclosure

with respect to such property has been initiated.

f. "Legal or equitable interest or right of possession" means every interest, title, estate, or right of possession recognized by law and equity, including without limitations freeholds, life estates, future interests, condominium rights, time-share rights, leaseholds, easements, licenses, liens, deeds of trust, contractual rights, mortgages, security interests, real estate contracts, and any right or obligation to manage or act as agent or trustee for any person or entity holding any of the foregoing.

g. "Nuisance" means anything that is created or maintained on and commercial, industrial, or residential property within the Town limits without lawful authority which is injurious to public health, safety, morals, or welfare, or which by its unsightly appearance would tend to discourage residential or commercial development in its immediate area.

h. "Owner" means the individual or entity in control of the property, and having a legal or equitable interest or right of possession, or their representative, agent, or attorney-in-fact.

i. "Vacant" means a building, structure, or property which has not been legally occupied, used for its intended purpose, actively renovated or constructed, or secured such that there is control over unauthorized entry, for a period in excess of ninety (90) days. A building, structure, or property may be identified as vacant through any documented inspection by the Code Enforcement Officer or by notification by any individual or entity.

j. "Zoning Hearing Examiner" means the person or firm delegated authority by the Governing Body to conduct hearings and make findings of fact and conclusions of law shall have professional experience in both land use and law. Appeals of decisions by the Zoning Hearing Examiner shall be heard by the Planning and Zoning Historical Appropriateness Commission.

4. This section shall be construed as being supplementary to any sections of this chapter relating to rubbish, litter, refuse, and shall not be construed to permit the parking or placing of dismantled, partially dismantled or inoperable motor vehicles on any public street. [Ord.

2006-02 § 1; prior code § 8-6-2]

8.15.25 Prohibitions and Enforcement.

1. For the health, safety, and welfare of the people of the Town, it shall be unlawful for any person or entity who is the owner, manager, tenant, lessee, occupant, or other person having any legal or equitable interest or right of possession in or to any real property, motor vehicle, or other personal property to cause, permit, maintain, promote, facilitate, fail to prevent, or allow the creation or maintenance of a nuisance on such property, or to permit property to become a nuisance. Enforcement of a violation of this ordinance, and administration, supervision or performance of actions taken pursuant to this ordinance shall be through the Town Code Enforcement Officer with review by the Zoning Hearing Examiner, Planning and Zoning Commission, and Governing Body as specified in this ordinance.

2. Notwithstanding all the penalties for abating nuisances that may be imposed by applicable law, if any person or entity fails to abate any nuisance or allows dumping, unsightly storage, nuisance vegetation, nuisance vehicles, dilapidated buildings, or any other nuisance to remain on property that is determined to be hazardous to the health, safety and welfare of the community, the Town may take the action set forth herein to abate the nuisance, charge the owner, and impose a lien on the property.

8.15.030 Notice of nuisance.

Any town marshal, officer or otherwise duly authorized representative, upon observing any violation of this chapter, shall issue a notice directed to the ~~owner of record of the~~ property on which the nuisance occurs, ~~or to the occupant or tenant of the property, or both~~. The notice shall describe the violation and shall establish a reasonable time limit for abatement thereof by ~~the owner or occupant or tenants~~, which limit shall be not less than two days nor more than 30 days after service of the notice. The notice may be served either personally, ~~or~~ by registered mail at the owner's or occupant's last known address. When all possibilities are exhausted in contacting the property responsible party, violation notice shall be posted on the front door. [Ord. 2006-02 § 2; prior code § 8-6-3]

8.15.35 Inspections.

The Code Enforcement Officer shall be authorized, under the provisions of this ordinance, to inspect any premises in the Town for the purpose of enforcing and assuring compliance with the provisions of this ordinance subject to the following procedural requirements:

- A. The Code Enforcement Officer may conduct inspections from right-of-way and may assess the compliance of the subject property. Consent from any owner is not required.
- B. Upon the request of the Code Enforcement Officer, any owner may voluntarily provide access to Town staff to all interior portions of any property in order to assess compliance.

8.15.040 Complaint.

In the event the ~~owner or occupant of the~~ property where the nuisance violation of this chapter exists has failed, within the prescribed time, to abate the nuisance, then ~~any municipal police the~~ Code Enforcer officer or otherwise duly authorized representative shall file a civil complaint charging violation of this chapter with the municipal ~~hearing examiner court~~ demanding that the ~~owner of the~~ property, ~~or the occupant thereof, or both,~~ be held to answer ~~to the court~~ for the violation of this chapter. [Ord. 2006-02 § 3; prior code § 8-6-4]

8.15.45 Notice to Abate.

- A. The Code Enforcement Officer, upon observing any nuisance as described in **MTC 18.15.020** of this chapter, shall issue a written notice to the owner. The notice may be served personally, by certified mail to the property's address, or posted on the property. The notice to abate a nuisance shall contain the following:
 1. An order to abate the nuisance within ten (10) days or other specified reasonable time but not longer than 30 days.
 2. The location of the nuisance, if the nuisance is stationary.
 3. A description of the nuisance and ordinance citation of the nuisance.
 4. A statement of corrective action necessary to abate the nuisance.
 5. A statement that if the nuisance is not abated as directed, the matter will be considered by a Zoning Hearing Examiner, and the Town will take appropriate action, including abatement of the nuisance, imposition of the associated costs on the owner, and pursuit of a lien on the property.
 6. A statement of a right to hearing before a Zoning Hearing Examiner.

- B. If the violation is not fully remedied by the stated deadline, the Code Enforcement Officer may refer the matter to a Zoning Hearing Examiner. The Zoning Hearing Examiner shall conduct a quasi-judicial hearing following appropriate notice to the owner by certified mail to the property's address, or posting on the property. After considering the evidence presented at the hearing, the Zoning Hearing Examiner shall determine whether a nuisance requiring abatement exists. In the event the Zoning Hearing Examiner concludes that a nuisance exists, it shall:
1. Issue an order to abate the nuisance within ten (10) days or other specified reasonable time, specifying the corrective action necessary to abate the nuisance.
 2. Include in the order notice to the owner that in the event the nuisance is not abated as directed, the Town will proceed to abate the nuisance, impose the costs of abatement on the owner, and impose a lien in the amount of the costs on the property.
 3. Include in the order notice to the owner of the right to appeal the decision to the Planning and Zoning Commission within fifteen (15) days.

8.15.48 Right of Hearing

Any person receiving notice to abate a nuisance may request a hearing before the Zoning Hearing Examiner on such matter within fifteen (15) days from the date of filing the notice. Any notice of abatement served by the Town shall advise the person allegedly committing the nuisance of their right to request a hearing before the Zoning Hearing Examiner. The Zoning Hearing Examiner shall consider the facts of the case and this ordinance in its decision. The Zoning Hearing Examiner's decision may be appealed to the Planning and Zoning Commission within thirty (15) days.

8.15.050 ~~Removal of nuisance.~~ Abatement by Town

~~In the event that a person is convicted of violating this chapter and still refuses to remove the junk, trash or refuse, the municipality may enforce this section in any manner consistent with law. Should the person refuse or fail to pay the assessment, the municipality shall collect such assessment as provided by law. [Prior code § 8-6-5]~~

Upon the failure of the person to comply with an order to abate a nuisance in accordance with this title, **MTC 18.15.45**, the Town may proceed without notice to abate such nuisance itself. The Code Enforcement Officer shall proceed to abate such nuisance and shall prepare a statement of costs incurred in the abatement thereof and serve the statement of cost upon the person who failed to

comply.

8.15.55 Town's cost to declared lien.

Any and all costs included by the Town in the abatement of a nuisance, or for amounts or fines assessed or arising under this ordinance, shall constitute a lien against the property upon which the nuisance was removed, which lien shall be filed pursuant to NMSA 1978, § 3-36-. The Town shall be further empowered to foreclose the lien. The Town shall also be entitled to release any lien it holds upon payment of good and valuable consideration, whether such amount is paid by the owner(s) or any other individual or entity.

A. Alternative methods of abatement.

1. This ordinance is not intended to affect other legal remedies available to the Town or affected property owners to address a nuisance.
2. A civil action to abate a public nuisance may be brought in any court of competent jurisdiction against any person or entity who creates, performs, or maintains a public nuisance.
3. A lien against real estate may be foreclosed in the same manner that mortgages or other liens against real estate are foreclosed with like rights of redemption. A lien against personal property may be foreclosed in the same manner security interests are foreclosed. At the trial of any case foreclosing any lien, the recitals of the lien or other evidence of indebtedness shall be received in evidence as prima facie true. In the foreclosure of any lien created by municipal ordinance or under authority of law, a reasonable attorney's fee shall be granted by the court as part of the reasonable costs of the case.
4. The Town may file a criminal complaint for public nuisance in the appropriate court as provided by New Mexico law.
5. Pursuant to NMSA 1978, § 30-8-8(B), as it may be amended, a civil action to abate a public nuisance may be brought, by verified complaint in the name of the state without
cost, by any public officer or private citizen, in the district court of the county where the public nuisance exists, against any person, corporation or association of persons who shall create, perform or maintain a public nuisance.

8.15.58 Appeals

A. Appeal to Planning and Zoning Commission.

1. Any person aggrieved by the decision of a Zoning Hearing Examiner may appeal to the Planning and Zoning Commission, provided that a written application for appeal is filed with the Town Clerk within thirty (30) days after the decision.
2. An application for appeal shall be based on a claim that the true intent of this ordinance has been incorrectly interpreted, the provisions of this ordinance do not fully apply, or the requirements of this ordinance are satisfied.
3. The appellant, the appellant's representative, the Code Enforcement Officer, and any person whose interests are affected shall be given an opportunity to be heard.
4. The Planning and Zoning Commission shall affirm, modify or reverse the decision of the Code Enforcement Officer, Zoning Hearing Examiner at its discretion.
5. A decision of the Planning & Zoning Commission shall be in writing and provide findings and conclusions based on the evidence presented at the hearing before it.
6. The appellant shall pay any applicable costs associated with filing any such appeal. All fees are non-refundable.

B. Appeals to the Governing Body.

1. Any person aggrieved by a decision by the Planning & Zoning Commission acting under this ordinance may appeal to the Town's Governing Body by submitting a written notice of appeal within thirty (15) days of the Commission's final decision. The notice of appeal shall be filed with the Town Clerk.
2. Appeals to the Governing Body shall be based on the record before the Planning & Zoning Commission. The Planning & Zoning Commission shall prepare and provide the record on appeal to the Governing Body.

3. Notice of the appeal and hearing on the appeal shall be provided to those persons who participated in the hearing before the Planning & Zoning Commission.
4. The Governing Body shall affirm, modify or reverse the decision of the Code Enforcement Officer or Zoning Hearing Examiner or P & Z Commission at its discretion.
5. A decision of the Governing Body Planning & Zoning Commission shall be in writing and provide findings and conclusions based on the record.
6. The appellant shall pay any applicable costs associated with filing any such appeal. All fees are non-refundable.

B. Appeals to District Court. A decision of the Governing Body may be appealed to district court in accordance with NMSA 1978 § 39-3-1.1.

8.15.060 Injunctions.

The town marshal, or otherwise duly authorized representative, when a nuisance exists as set forth in this chapter, may maintain a complaint in the name of the municipality, perpetually, to enjoin all persons from maintaining or permitting the nuisance and to abate the same. [Ord. 2006-02 § 4; prior code § 8-6-6]

18.15.70

The Mesilla Town Code is current through Ordinance 2021-03, passed December 30, 2021.

Disclaimer: The town clerk's office has the official version of the Mesilla Town Code. Users should contact the town clerk's office for ordinances passed subsequent to the ordinance cited above.

Town Website: <http://www.mesillanm.gov/>

Town Telephone: (575) 524-3262

[Code Publishing Company](#).

**BOARD ACTION FORM
AGENDA DATE**

PZHAC: 11/24/2025

BOT: 11/24/2025

**DAC ACCOUNT – R0400287
BLDG CODE – AC
EVALUATION COST- \$80,000
FEE - \$1247**

ITEM: PZHAC CASE #062067 – 2185 Calle de Guadalupe, submitted by Richard Moreno. Requesting approval to construct an accessory building on the property. ZONE: Historical Residential (HR).

BACKGROUND AND ANALYSIS:

Mr. Moreno is requesting approval to construct a rammed earth structure approximately 450 sq feet. The structure will be constructed by Earthling Ingenuity. Mr. Moreno needs a place to care for his brother. He is currently caring for him at his residence but recently has required his brother to be more and more wheelchair bound and is struggling due to his home is not ADA constructed. Instead of remodeling his home, he is looking to build this small “Casita” on his property. The plans and design have been reviewed by our review party to include our Historic Specialist, Liana Aguirre. She included some information regarding the request. Mr. Moreno’s site plan show a 3-foot setback on the north and east side boundary lines. According to Mesilla Town Code (MTC) Development Standards 18.35.060(B) –

*Canopies and accessory structures in a rear yard shall not be more than 50 percent of the required area and can be set back **three feet from the side or rear yards if they are made of fire resistive materials.** Any temporary structures can be set back three feet from the side or rear yards if they are made of fire resistive materials.*

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.
- The applicant has the authority to appeal the decision from PZHAC to BOT.

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:

- A workshop has been scheduled according to Mesilla Town Code (MTC)18.33.080
- Mesilla Town Code (MTC) 18.10-Definitions defines a guest house to be accessory to the primary residence and not rented/business. It shall also not exceed 600 sq ft.

“Guest house” is an attached or detached unit used as an accessory building to the primary single-family home and not rented or otherwise conducted as a business. A guest house shall not exceed 600 square feet outside dimensions.

- Structure is constructed of rammed earth. Should it be considered to be fire-resistant material to meet the 3-feet requirement. Small windows facing the property line will need to be constructed with fire resistant glass as allowed by fire and/or building code.

SUPPORTING INFORMATION:

- | | | | |
|--------------------------|------------------|------------------|------------------|
| • Application | -Street view pic | -Floor Plan | -Foundation Plan |
| • Rammed Earth Info | -Elevations | -Electrical Plan | -Wall Section |
| • Satellite Site Picture | -Site Plan 034 | -Plumbing Plan | |

TOWN OF MESILLA
APPLICATION FOR ZONING PERMIT

Permit Fee \$ 1115⁰⁰
 Review Fee \$ 132⁰⁰
 Total Fee \$ 1247⁰⁰

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

CASE NO. 062067 ZONE: HR CODE: ADDITD APPLICATION DATE: _____

Richard Moreno _____

_____ Mesilla _____
 Dona Ana County Account/Parcel # _____ 88046

_____ _____

Property Owner's E-mail Address _____ Property Owner's Telephone Number _____

Earthling Ingenuity
 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: 2185 Calle de Guadalupe Mesilla, NM 88046

Description of Proposed Work: Construction of a 23x28 Rammed Earth Structure complete with plumbing and living areas. Details explained in Project Proposal

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. ___ Site 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. ___ Window replacement, need data sheet of new windows.
3. ___ Foundation plan, new construction plans in full size drawings.
4. ___ Floor plan showing rooms, their uses, and dimensions.
5. ___ Cross section of walls.
6. ___ Roof and floor framing plan.
7. ___ Proof of property ownership/tenant lease. (Warranty Deed/Property Tax Receipt)
8. ___ Drainage plan (commercial).
9. ___ Details of architectural style and color scheme (checklist included for Historical zones) – diagrams and elevations.
10. ___ Valid government issues identification (Driver License/ID/Passport)

\$ 80,000 _____ 10.28.2025
 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 zoning permit. All zoning permits expire after one year from date issued. *ALL permits must be displayed in clear view until final inspection*****

FOR OFFICIAL USE ONLY

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

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

CID PERMIT/INSPECTION REQUIRED: YES ___ NO ___

PERMISSION ISSUED / DENIED BY: _____ ISSUE DATE: _____

Rammed Earth Production

Building with rammed earth is not new. It is mentioned that the Romans introduced it to France. Prior to that its history extends from 9,000-7,000 B.C.E. Various rammed earth buildings have been constructed in England, Africa, Australia, New Zealand, Mexico (and New Mexico) and California. Although building with rammed earth has been practiced for many centuries in many countries, the process is still widely unknown and limited in usage.

Rammed-earth construction has also been used by "do-it-yourself"-type owners who prefer to use their own soil and labor to construct buildings. The rammed-earth technique can be used to build substantial structures, which include houses, barns, commercial buildings, walls, and stables. Rammed-earth walls are similar to pressed-earth blocks (similar to adobe bricks), but because of size, type equipment, and forms used to construct the walls, the production method differs.

Rammed-earth walls are built by thoroughly tamping layers of moist soil between wooden, steel, or aluminum forms to form a layer several inches deep (Fig. 77). When a section of wall has been tamped, the forms are moved upwards or sideways and the process is repeated until the wall is completed. The ramming is done with hand-operated or pneumatic tampers that reduce the volume of the soil material 25–30% to a dense and firm compaction (Wolfskill and others, 1970; Fig. 78). The forms require accurate setting and must be held in place so that the rammed-earth wall will be straight and true.

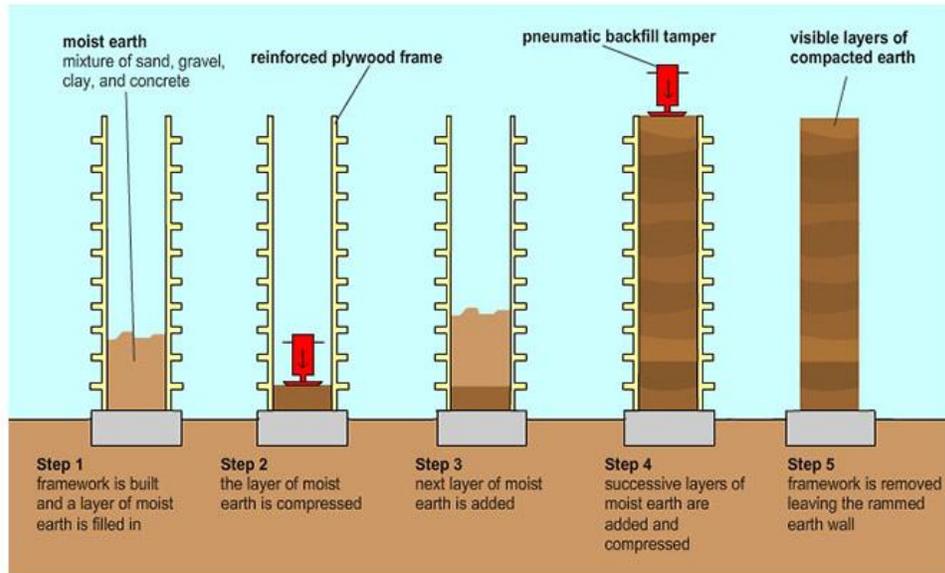
Benefits (similar to that of adobe):

In addition to having a low environmental impact (depending on material sourcing and cement and composition) , thermal mass and natural aesthetic, the benefit of rammed buildings are:

- ↑ Distinct appearance
- ↑ Natural and readily available
- ↑ Low embodied energy (a level similar to brick veneer construction)
- ↑ Unstabilised earth is reuseable post-demolition
- ↑ High moisture mass, hygroscopic - helps regulate humidity
- ↑ Use of local soils supports sustainability practices
- ↑ High thermal mass (though work is still underway to quantify its extent)
- ↑ Airtight construction achievable
- ↑ Traditional form of construction
- ↑ Modern methods are widely tried and tested overseas eg Australia

Rammed earth

- Rammed earth walls (aka pise) are constructed by the compacting (ramming) of moistened subsoil into place between temporary formwork panels. When dried, the result is a dense, hard monolithic wall.



- A vernacular green building material as well as in more recent 'Eco houses', rammed earth is an ancient form of construction, usually associated with arid areas. There remain plentiful examples of the form around the world – evidence that rammed earth is a successful and durable way of building. A few historical rammed earth buildings

In summary, rammed earth is very similar adobe in composition and shares various physical and aesthetic attributes. It will conform easily to the surrounding structures and match the design style in the Town.

Based on the structural design given for this project, within the Historic Zone, I recommend approval.

Liana Aguirre

Historic Preservation Specialist

Town of Mesilla

comdev@mesillanm.gov

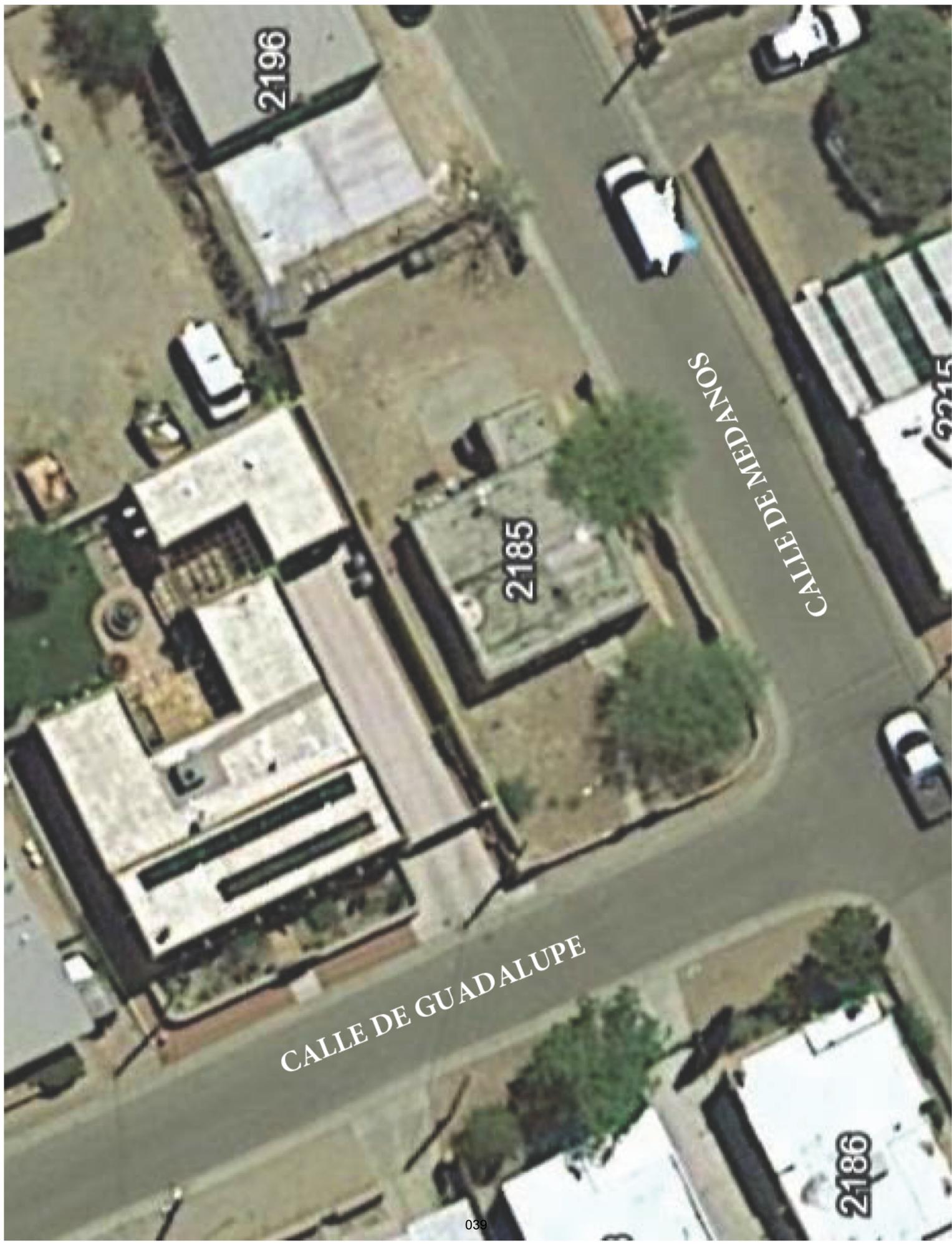
Please feel free to email with any questions!

Resources:

(geoinfo.nmt.edu)-Bulletin127 (with some edits by LA).

Wolfskill, L. A., Dunlap, W. A., and Gallaway, B. M., 1970, Hand-book for building homes of earth: Department of Housing and Urban Development, Office of International Affairs, Washing-ton, D. C., 160 pp.

(images from <https://www.greenspec.co.uk/building-design/rammed-earth/>)



2196

2185

2186

CALLE DE MEDANOS

CALLE DE GUADALUPE



**BOARD ACTION FORM
AGENDA DATE**

PZHAC: 11/24/2025

BOT: 11/24/2025

**DAC ACCOUNT – R0400318
BLDG CODE – N/A
EVALUATION COST- \$N/A
FEE - \$66**

ITEM: PZHAC CASE #062071 – 2319 Calle de Santiago, submitted by The Fancy Pony Beauty & Boutique. Requesting approval install a projecting sign. . ZONE: Historical Commercial (HC).

BACKGROUND AND ANALYSIS:

Mrs. Brady E. Reno is requesting approval of an already installed sign outside her new business in Mesilla. Mrs. Reno was recently approved for a business license last meeting, and a discussion was held regarding signage already installed without a permit. Mrs. Reno advised, she was unaware of permit requirements and is looking to come in compliance.

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.
- The applicant has the authority to appeal the decision from PZHAC to BOT.

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 was installed in an existing projecting sign bracket. Is above 7 ft from sidewalk as required by MTC 18.65.150(A)'
- Signs are in black and white color
- Projecting sign is one of two signs as per MTC 18.65.220
- Applicant fees double the amount as per MTC 15.15.040(D)(1)

SUPPORTING INFORMATION:

- Application
- Street view pictures
- Landlord/Tenant agreement previously submitted during business lic review



Town of Mesilla
 P.O. BOX 10
 MESILLA, NM 88046
 PHONE: (575) 524-3262 FAX (575) 541-6327

SIGN PERMIT

Application Date: 11/5/25

The Fancy Pony Beauty & Boutique Brady E. Reno
 Name of Business Name of Applicant

2319 Calle De Guadalupe
 Address of Business

[Redacted]
 Address of Applicant

Mesilla NM 88047
 City State Zip

Las Cruces NM 88007
 City State Zip

[Redacted]
 Telephone Number

[Redacted]
 Alternate Telephone Number

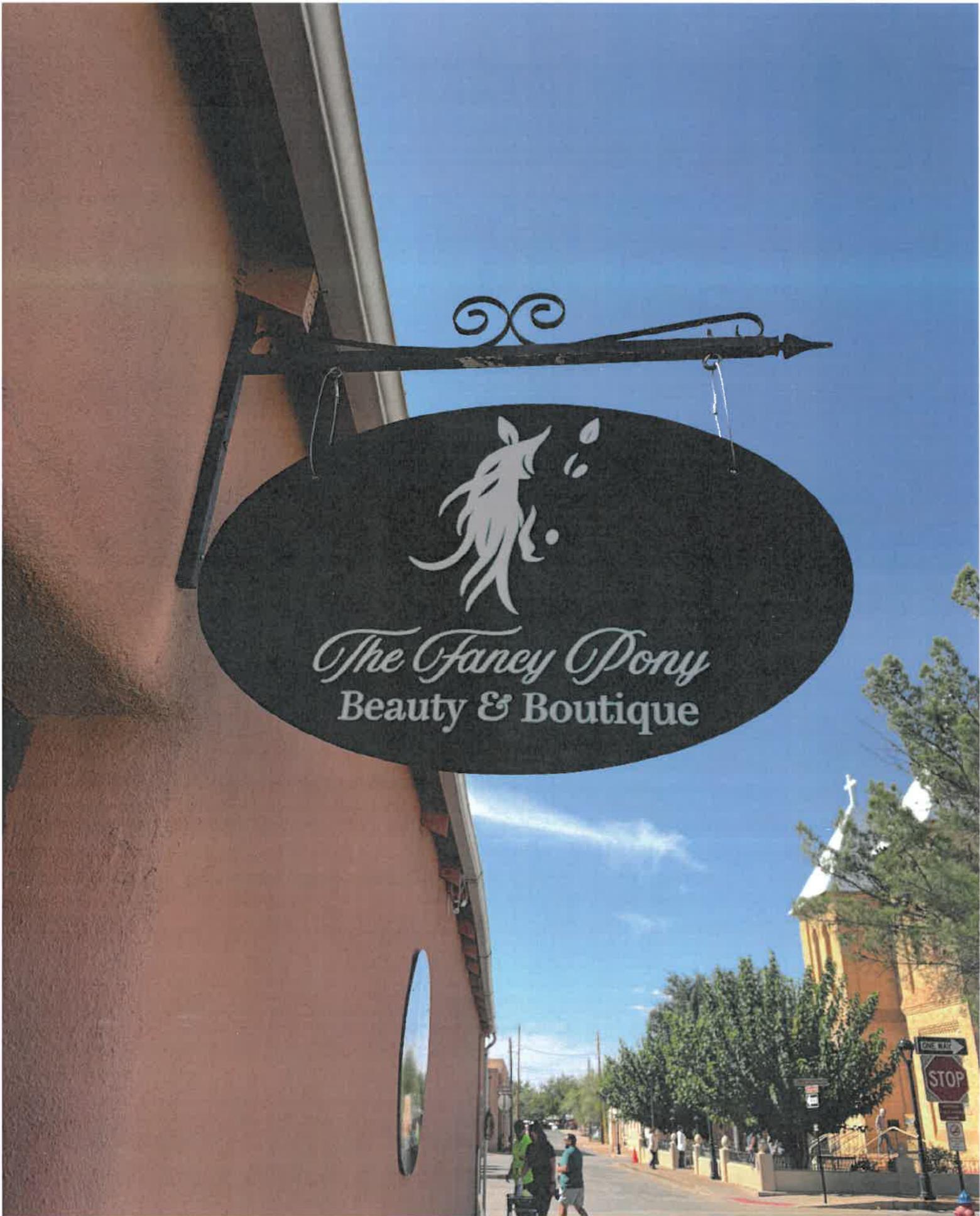
Location and description of Sign:
 (include dimensions, lettering, shape, material, texture, colors, and/or finish to be used. Attach a drawing of the location of the sign, including any other advertising structures on the building or lot.)

Please see attached pics Metal signs

For Office Use Only

Administrative Approval: _____
 PZHAC Approval: 11/17/25
 BOT Approval: 11/27/25

Permit Fee: \$66.00
 Date of Payment: _____
 CASE NUMBER: 061071



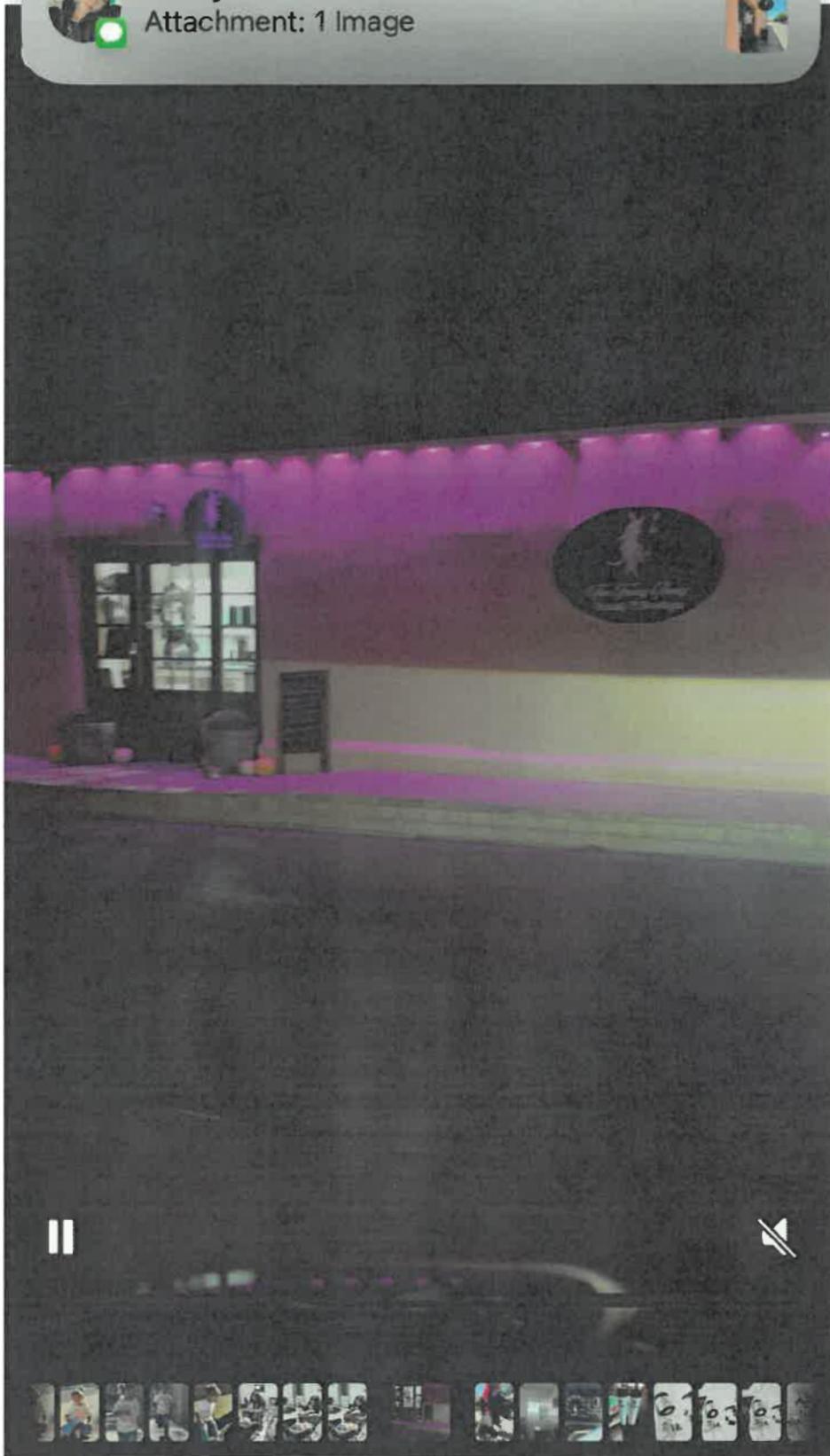


Find similar >



Weslynn Faith Reno
Attachment: 1 Image

now



**BOARD ACTION FORM
AGENDA DATE**

PZHAC: 11/24/2025

BOT: 11/24/2025

**DAC ACCOUNT – R0400318
BLDG CODE – N/A
EVALUATION COST- \$N/A
FEE - \$66**

ITEM: PZHAC CASE #062072 – 2319 Calle de Santiago, submitted by The Fancy Pony Beauty & Boutique. Requesting approval install a wall sign. . ZONE: Historical Commercial (HC).

BACKGROUND AND ANALYSIS:

Mrs. Brady E. Reno is requesting approval of an already installed sign outside her new business in Mesilla. Mrs. Reno was recently approved for a business license last meeting, and a discussion was held regarding signage already installed without a permit. Mrs. Reno advised, she was unaware of permit requirements and is looking to come in compliance.

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.
- The applicant has the authority to appeal the decision from PZHAC to BOT.

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 was installed in an existing wall space. Meets requirements set fourth in our MTC 18.65.140
- Signs are in black and white color
- Wall sign is one of two signs as per MTC 18.65.220
- Applicant fees double the amount as per MTC 15.15.040(D)(1)

SUPPORTING INFORMATION:

- Application
- Street view pictures
- Landlord/Tenant agreement previously submitted during business license review



Town of Mesilla
 P.O. BOX 10
 MESILLA, NM 88046
 PHONE: (575) 524-3262 FAX (575) 541-6327

SIGN PERMIT

Application Date: 11/5/25

The Fancy Pony Beauty & Boutique Brady E. Reno
 Name of Business Name of Applicant

2319 Calle De Guadalupe
 Address of Business

[Redacted]
 Address of Applicant

Mesilla NM 88047
 City State Zip

Las Cruces NM 88007
 City State Zip

[Redacted]
 Telephone Number

[Redacted]
 Alternate Telephone Number

Location and description of Sign:
 (include dimensions, lettering, shape, material, texture, colors, and/or finish to be used. Attach a drawing of the location of the sign, including any other advertising structures on the building or lot.)

Please see attached pics. Metal signs

For Office Use Only

Administrative Approval: _____
 PZHAC Approval: 11/17/25
 BOT Approval: 11/24/25

Permit Fee: \$66.00
 Date of Payment: _____
 CASE NUMBER: 061072

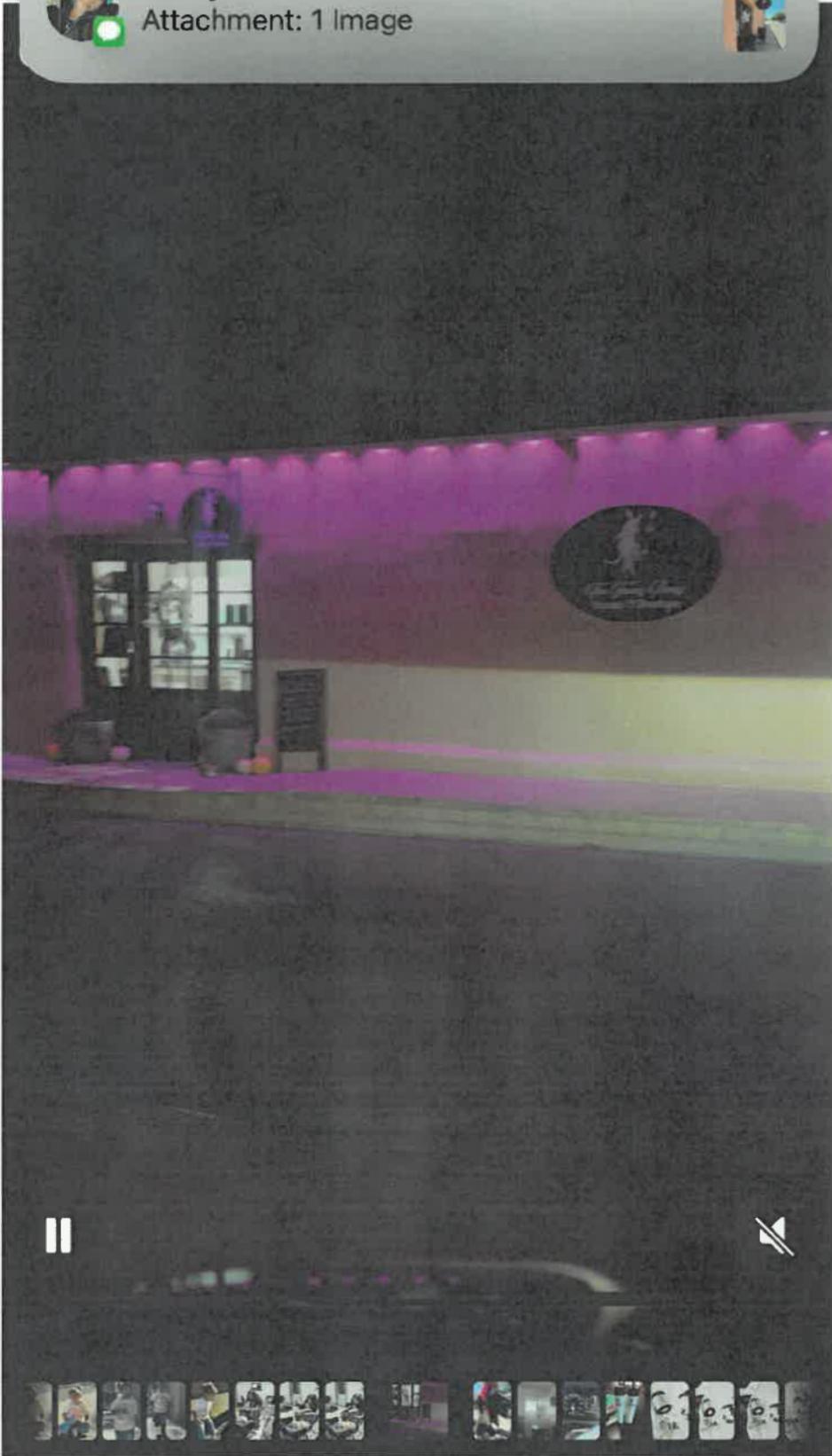


The Fancy Pony
Beauty & Boutique



Weslynn Faith Reno
Attachment: 1 Image

now





RESOLUTION 2025-68

**A RESOLUTION BY THE BOARD OF TRUSTEES FOR BUDGET
ADJUSTMENTS**

WHEREAS, since the development of the Town of Mesilla budget for fiscal year 2025-2026, the Town will require revenue and expense increases; and

WHEREAS, budget adjustments are necessary to account for increased revenue in various departments; and

WHEREAS, attachment "A" provides a list of funds/departments affected by these budget adjustments; and

WHEREAS, the summary of adjustments referenced herein are true and correct to the best of our knowledge.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mesilla, that the budgetary adjustments are subject to the approval of the State of New Mexico Department of Finance and Administration (DFA) and that a copy of this resolution be forwarded to DFA for approval.

PASSED, ADOPTED, AND APPROVED 24TH THE DAY OF NOVEMBER, 2025.

Russell Hernandez
Mayor

ATTEST:

Gloria S Maya
Town Clerk

**ATTACHMENT A
BUDGET ADJUSTMENTS FOR
FY2025-2026 2ND QUARTER**

REVENUE:

CAPITAL PROJECTS (35) \$1,072,772.63 revenue increase to account for new grants.

EXPENDITURE:

CAPITAL PROJECTS (35) \$1,072,772.63 budget authority for new grants.

TRANSFER IN:

TRANSFER OUT:

TRANSFER NET: \$0.00

\$ revenue increase to account for new grants

EXPENDITURE:

CAPITAL	-\$9,335.50	revenue decrease to account for actual state receipt
PROJECTS (35)	\$255,783.43	budget authority for new grants

TRANSFER IN:

TRANSFER OUT:

TRANSFER NET \$0.00



Town of Mesilla, New Mexico

RESOLUTION NO. 2025-69

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF MESILLA APPROVING AMENDMENTS TO TITLE 18.06, “PLANNING, ZONING, AND HISTORICAL APPROPRIATENESS COMMISSION,” AND TITLE 18.33, “HISTORIC PRESERVATION,” OF THE MESILLA TOWN ORDINANCES TO MEET CERTIFIED LOCAL GOVERNMENT REQUIREMENTS ESTABLISHED BY THE NEW MEXICO DEPARTMENT OF CULTURAL AFFAIRS

WHEREAS, the Planning, Zoning, and Historical Appropriateness Commission has reviewed and recommended amendments to Titles 18.06 and 18.33 of the Mesilla Town Ordinances to ensure compliance with Certified Local Government (CLG) requirements established by the New Mexico Department of Cultural Affairs; and

WHEREAS, the Planning, Zoning, and Historical Appropriateness Commission held a duly advertised public hearing on October 20, 2025, to receive public input and to consider the proposed amendments; and

WHEREAS, the proposed amendments incorporate standards relating to Commission member qualifications, interests, and experience to support the Town’s ongoing historic preservation efforts; and

WHEREAS, the amendments further clarify that the Commission shall meet at least four (4) times per year, including at least one (1) meeting dedicated to education and training related to historic preservation; and

WHEREAS, the amendments also provide procedures for the designation of historic landmarks, historic districts, and properties with potential for local historic designation consistent with established preservation objectives; and

WHEREAS, the Board of Trustees finds that the recommended amendments were developed with guidance from the New Mexico Department of Cultural Affairs, are consistent with the goals of the 2025 Comprehensive Plan, and will strengthen the Town’s ability to preserve and protect its historic resources;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mesilla that the amendments to Title 18.06 and Title 18.33 of the Mesilla Town Ordinances, as presented by staff and recommended by the Planning, Zoning, and Historical Appropriateness Commission, are hereby approved and adopted.

PASSED, APPROVED AND ADOPTED by the Board of Trustees at a Regular Board Meeting of **November 24, 2025**.

Russell Hernandez
Mayor

ATTEST:

Gloria Maya
Town Clerk-Treasurer

18.06.010 Creation, purpose and establishment – Title.

18.06.020 Membership – Ex officio members – Appointment – Qualifications – Terms – Pay.

18.06.030 Notice of appointment.

18.06.040 Member – Cause for removal – Procedure.

18.06.050 Vacancy – Appointment – Term.

18.06.060 Officers – Term – Vacancy.

18.06.070 Meetings – Place – Quorum – Voting.

18.06.080 Duties – Powers.

18.06.090 Procedural rules – Records required.

18.06.100 Records – Commission determinations to be filed.

18.06.110 Review of applications within Historical and General Commercial zones – Considerations.

18.06.120 Certificate of appropriateness – Conditions imposed – Permit for demolition or removal.

18.06.130 Disapproval – Notice – Modification of application.

18.06.140 Appeal from historical review action.

18.06.150 Appeal from a planning and platting decision of the planning, zoning and historical appropriateness commission – Grounds – Action in district court.

18.06.160 Appeal from a zoning decision of the planning, zoning and historical appropriateness commission – Grounds – Stay of proceedings.

18.06.010 Creation, purpose and establishment – Title.

A. This chapter may be cited as the “planning, zoning and historical appropriateness commission ordinance.”

B. This commission is created by authority granted municipalities under the New Mexico State Statutes 1978, Sections 3-19-1(A)(1) and (2).

C. There is established a planning, zoning and historical appropriateness commission which shall be the planning commission and the zoning

commission for the town of Mesilla. [Ord. 2009-05 § 2]

18.06.020 Membership – Ex officio members – Appointment – Qualifications – Terms – Pay.

A. The planning, zoning and historical appropriateness commission shall consist of five members who shall be appointed by the mayor with the consent of the board of trustees. A member of the board of trustees may be appointed as ex officio, nonvoting member of the commission.

B. EACH MEMBER MUST HAVE A DEMONSTRATED POSITIVE INTEREST, COMPETENCE OR KNOWLEDGE IN ARCHITECTURE, HISTORIC ARCHITECTURE, ARCHITECTURAL HISTORY, ENGINEERING, ARCHAEOLOGY, ANTHROPOLOGY, HISTORIC PRESERVATION, PLANNING, REAL ESTATE, DESIGN, BUILDING TRADES, LANDSCAPER ARCHITECTURE, CONSERVATION, LAW FINANCE OR RELATED DISCIPLINES TO THE EXTENT THAT THESE PROFESSIONALS ARE AVAILABLE IN THE COMMUNITY.

C. OF THE FIVE MEMBERS OF THE COMMISSION, TWO PROFESSIONAL MEMBERS SHOULD BE QUALIFIED IN THE DISCIPLINES NOTED ABOVE IN 18.06.020.A.-

B. The mayor with the advice and consent of the board of trustees shall appoint residents of the town of Mesilla to membership on the planning, zoning and historical appropriateness commission.

C. On the first planning, zoning and historical appropriateness commission meeting, a majority of the members shall be appointed for one-year terms and the balance of the members shall be appointed for two-year terms. Each subsequent term of a member on the planning, zoning and historical appropriateness commission shall be for two years or less in order to maintain the original staggering of terms of membership. A vacancy in the membership of the planning, zoning and historical appropriateness commission shall be filled for the remainder of the unexpired term.

D. Members may succeed themselves. [Ord. 2010-04 § 1; Ord. 2010-02 § 4; Ord. 2009-05 § 2]

18.06.030 Notice of appointment.

Each person appointed to the planning, zoning and historical appropriateness commission shall be given notice of her/his appointment by a certificate stating that he/she was appointed as a member of the commission. The certificate shall be signed by the mayor, be attested by the town clerk-treasurer, and bear the municipal seal. [Ord. 2009-05 § 2]

18.06.040 Member – Cause for removal – Procedure.

A. After a public hearing and for cause stated in writing and made part of the public record, the mayor, with the approval of the board of trustees, may remove a member of the planning, zoning and historical appropriateness commission.

B. At least 10 days prior to a hearing by the board of trustees, the member in question shall be given a written notice of the specific grounds for which removal might be exercised and the time, date, and place of the public hearing. [Ord. 2009-05 § 2]

18.06.050 Vacancy – Appointment – Term.

If a vacancy occurs on the planning, zoning and historical appropriateness commission, the mayor with the advice and consent of the board of trustees shall appoint a qualified person to fill such vacancy for the remainder of the unexpired term. [Ord. 2009-05 § 2]

18.06.060 Officers – Term – Vacancy.

A. The planning, zoning and historical appropriateness commission shall elect from its membership a chairperson, vice-chairperson and secretary. Officers shall serve for a one-year term and may succeed themselves.

B. Any office vacated shall be filled by the election of a new officer who shall serve for the remainder of the unexpired term. [Ord. 2009-05 § 2]

18.06.070 Meetings – Place – Quorum – Voting.

A. The planning, zoning and historical appropriateness commission shall meet the first and third Monday of each month or on days specified by the board of trustees. Regular and special meetings shall be called as required by MTC [2.70.010](#). *The commission will meet a minimum of four (4) times per year. One meeting/year shall be dedicated to education and training.*”

B. All meetings shall be held in the Mesilla Town Hall unless proper public notice to the contrary is given.

C. A majority of the members of the planning, zoning and historical appropriateness commission shall constitute a quorum for the transaction of business.

D. A motion shall carry upon the affirmative vote of the majority of the members of the planning, zoning and historical appropriateness commission present at a meeting. [Ord. 2009-05 § 2]

18.06.080 Duties – Powers.

A. Duties. The planning, zoning and historical appropriateness commission shall:

1. Prepare, review, hold hearings and recommend to the board of trustees changes, amendments and updating as required to the master plan, comprehensive plan, zoning map, zoning ordinances, subdivision regulations, future land use plan, guidelines and criteria for preservation and development, and historical districts; provided, however, that:

a. No maps, plans or regulations shall be effective until approved by the board of trustees; and

b. The board of trustees may, after a proper public hearing and notice as required by law, adopt maps, plans and regulations without any recommendation from the planning, zoning and historical appropriateness commission;

2. Approve or disapprove applications for business registrations, building permits for non-historically zoned applications, and sign permits;

3. Review and recommend approval/disapproval of applications for building permits within the Historical zones and General Commercial zone, providing reasons for their recommendation to the board of trustees and the applicant;

4. Review and recommend approval/disapproval of applications for special use permits, zone changes, and subdivision applications, (after following proper procedure as defined in the appropriate section of the comprehensive land use ordinance) providing reasons for the recommendation to the board of trustees and the applicant; and

5. Enforce and carry out the provisions of law relating to planning, platting, zoning, and historical appropriateness; and

6. Exercise such power, authority, jurisdiction and duty not inconsistent with this code and incidental and necessary to carry out the purpose of Section 3-19-2 and Sections [3-21-1](#) through [3-21-26](#) NMSA 1978 which have not been reserved to the board of trustees.

B. Powers. The planning, zoning and historical appropriateness commission will also:

1. Recommend preparation, changing or updating as required, the comprehensive plan for the town of Mesilla;

2. Hold public hearings on special use permits, amendments, supplements, or repeals of the zoning ordinances;

3. Recommend changes and amendments to the comprehensive land use ordinance for adoption by the board of trustees;

4. Hold regularly scheduled meetings;

5. Carry out duties as defined in the comprehensive land use ordinance for the town of Mesilla;
6. Make proposed changes or amendments to the future land use plan;
7. Carry out the duties and responsibilities assigned to the commission in this title. [Ord. 2009-05 § 2]

18.06.090 Procedural rules – Records required.

The planning, zoning and historical appropriateness commission shall adopt regulations for the transaction of business and keep a public record of its transactions, findings, resolutions, determinations and attendance of its members at its meetings. [Ord. 2009-05 § 2]

18.06.100 Records – Commission determinations to be filed.

The commission shall keep a permanent record of its resolutions, transactions and determinations, and may make such rules and regulations consistent with this title and prescribe such forms as needed. The commission shall file with the town clerk-treasurer a notice of all determinations made by it. [Ord. 2009-05 § 2]

18.06.110 Review of applications within Historical and General Commercial zones – Considerations.

A. All applications for work in the Historical zones and Commercial zone (not subject to administrative approval) shall be reviewed by the planning, zoning and historical appropriateness commission. The commission shall determine whether the request involved will be appropriate for the purposes of this title. If the request shall be determined to be inappropriate, the board shall determine whether, owing to conditions especially affecting the building or structure involved, but not affecting the historical district generally, such application may be approved without substantial detriment to the public welfare and without substantial derogation of the intent and purposes of this title.

B. In reviewing an application, the planning, zoning and historical appropriateness commission shall consider in addition to this chapter:

1. The historical and literary value and significance of the site, building, or structure;
2. The general design, arrangement, texture, material and color of the features, sign or billboard involved;
3. The relation of such factors to similar factors or sites, buildings and structures in the immediate surroundings; and

4. The appropriateness of the size and shape of the building or structure in relation to:

- a. The land area upon which the building or structure is situated;
- b. The landscaping and planting features proposed by the applicant; and
- c. The neighboring sites, buildings or structures within the historical district.

5. The commission shall also consider the applicable zoning and other laws of the town.

C. In recommending approval of an application the commission may impose conditions which shall be binding upon the property. Prior to approving an application subject to conditions, the commission may notify the applicant of its proposed action to solicit his

opinion. The concurring vote of three members of the board shall be necessary to make a determination in favor of the applicant on any application. [Ord. 2009-05 § 2]

18.06.120 Certificate of appropriateness – Conditions imposed – Permit for demolition or removal.

A. The planning, zoning and historical appropriateness commission shall review all applications in the Historical zones or Commercial zone for historical appropriateness, following the standards and processes outlined in Chapter [18.33](#) MTC (Historic Preservation). Upon the approval of an application by the planning, zoning and historical appropriateness commission, a certificate of appropriateness or permit for demolition or removal, as appropriate, shall be issued to the applicant. The certificate or permit shall state the nature of the approval and the date given. Following the certificate of appropriateness process, the case shall be reviewed for a building permit by the planning commission for recommendation to the board of trustees. The board of trustees will be the final decision for building permits in the Historical zones and Commercial zone.

B. In approving an application for historical appropriateness, the planning, zoning and historical appropriateness commission may impose conditions which, if the certificate of appropriateness is acted upon, shall be binding upon the applicant, the owner of the property and the owner's successors in title. Prior to approving an application for historical appropriateness subject to conditions, the commission may notify the applicant of its proposed action and permit the applicant to express her/his opinion thereon. The conditions will be part of the subsequent building permit process.

C. Demolition Permit. If the commission recommends approval of an application for a permit for demolition, the commission shall forward its recommendation to the board of trustees. [Ord. 2009-05 § 2]

18.06.130 Disapproval – Notice – Modification of application.

A. Disapproval. In the case of disapproval of an application for a permit for demolition or removal, the commission shall issue a notice of its determination, dated and signed by its chairman to the applicant, detailing the reasons for its determination.

B. The commission may make recommendations to the applicant with respect to appropriateness of design, arrangement, texture, material, color and similar factors before disapproving the application. [Ord. 2009-05 § 2]

18.06.140 Appeal from historical review action.

A. Any person or persons, or any board, taxpayer, or the town government aggrieved by any decision of the planning, zoning and historical appropriateness commission may appeal the commission decision. Appeals from a decision of the planning, zoning and historical appropriateness commission shall be made to the board of trustees by a written notice of appeal which shall be filed and dated in the town clerk-treasurer's office within 20 days of the date of the decision of the planning, zoning and historical appropriateness commission. The town clerk-treasurer shall forthwith forward the notice of appeal to the mayor.

B. The board of trustees shall act to either confirm commission action or to overcome such action in conformance with the submitted appeal within 40 days after a notice of appeal is filed.

C. Action by the board of trustees shall be final and conclusive. [Ord. 2009-05 § 2]

18.06.150 Appeal from a planning and platting decision of the planning, zoning and historical appropriateness commission – Grounds – Action in district court.

A. The board of trustees shall provide by resolution the procedure to be followed in considering appeals from planning, zoning and historical appropriateness commission action on planning and platting matters.

B. Any person, in interest, dissatisfied with any planning and platting order or determination by the planning, zoning and historical appropriateness commission may appeal to the board of trustees. An appeal shall be filed within 20 days of the decision of the planning commission and dated in the town clerk-treasurer's office. The town clerk-treasurer shall forthwith forward the appeal to the board of trustees.

C. If the board of trustees determines that the order or determination or any part thereof of the planning, zoning and historical appropriateness commission is unlawful or unreasonable, the board of trustees may make any appropriate change in any such order or determination. The board of trustees shall act upon the appeal within 40 days after the notice of appeal was filed.

D. An appeal from the decision of the board of trustees may be appealed to the district court as provided by Section [3-19-8](#) NMSA 1978. [Ord. 2009-05 § 2]

18.06.160 Appeal from a zoning decision of the planning, zoning and historical appropriateness commission – Grounds – Stay of proceedings.

A. The board of trustees shall provide by resolution the procedure to be followed in considering appeals from planning, zoning and historical appropriateness commission action on zoning matters.

B. Any aggrieved person or any officer, department or board or bureau of the municipality affected by a zoning decision of the planning, zoning and historical appropriateness commission, or official or committee thereof, in the exercise of its zoning duties and powers may appeal to the board of trustees. An appeal shall be filed within 20 days of the decision of the planning commission and dated in the town clerk-treasurer's office. The town clerk-treasurer shall forthwith forward the appeal to the board of trustees. An appeal shall stay all proceedings in furtherance of the action appealed unless the planning, zoning and historical appropriateness commission, or official or committee thereof, from whom the appeal is taken, certifies that by reason of facts stated in the certificate, a stay would cause imminent peril of life or property. Upon certification, the proceedings shall not be stayed except by order of district court after notice to the planning, zoning and historical appropriateness commission, or official or committee thereof, from whom the appeal is taken and on due cause shown.

C. If the board of trustees determines that the order or determination or any part thereof of the planning, zoning and historical appropriateness commission is unlawful or unreasonable, the board of trustees may make any appropriate change in any such order or determination. The board of trustees shall act upon the appeal within 40 days after the notice of appeal was filed.

D. When an appeal alleges that there is error in any order, requirement, decision or determination by the planning, zoning and historical appropriateness commission, or an official or committee thereof, in the exercise of its powers and duties, the board of trustees by a two-thirds vote of all of its members may:

1. Authorize, in appropriate cases and subject to appropriate conditions and safeguards, special exceptions to the terms of the zoning ordinance or resolution:
 - a. Which are not contrary to the public interest;
 - b. Where, owing to special conditions, a literal enforcement of the zoning ordinance will result in unnecessary hardship; and

- c. So that the spirit of the zoning ordinance is observed and substantial justice done; or
- 2. In conformity with Sections [3-21-1](#) through [3-21-14](#) NMSA 1978:
 - a. Reverse any order, requirement, decision or determination of the planning, zoning and historical appropriateness commission, or official or committee thereof;
 - b. Decide in favor of the appellant; or
 - c. Make any change in any order, requirement, decision, or determination of the planning, zoning and historical appropriateness commission, or official or committee thereof. [Ord. 2009-05 § 2]

Chapter 18.33

HISTORIC PRESERVATION

Sections:

[18.33.010 Title.](#)

[18.33.020 Applicability.](#)

[18.33.030 Authority.](#)

[18.33.040 Declaration of purpose and statement of public policy.](#)

[18.33.050 Definitions.](#)

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18.33.180 Appendix B – Additional standards for preservation, rehabilitation, restoration and reconstruction taken from the Secretary of the Interior’s Standards for the Treatment of Historic Properties as developed in 1992 and codified as 36 CFR 68.

18.33.010 Title.

This chapter shall be known and may be cited and referred to as the historic preservation ordinance of the town of Mesilla. [Ord. 2011-03; Ord. 2008-02 § 1]

18.33.020 Applicability.

This chapter shall apply to all work or acts involving construction of new structures and removal or exterior alteration to existing structures and their sites on any property located as follows:

- A. Any property located within one of the town’s four historic districts.
- B. Any property located outside a historic district or zone that has the “Guidelines for Preservation and Development, 1973,” also known as the Yguado Plan, in place as a zoning overlay.
- C. Any property not located within the town’s historic districts/zones that has been designated as a landmark. [Ord. 2011-03; Ord. 2008-02 § 1]

18.33.030 Authority.

The designation of the town’s historic zones is made pursuant to the Historic Districts and Landmarks Act, Sections [3-22-1](#) through [3-22-7](#) NMSA 1978. [Ord. 2011-03; Ord. 2008-02 §

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18.33.040 Declaration of purpose and statement of public policy.

A. The board of trustees declares that the historical heritage of Mesilla and its historic buildings and its historic districts are among its most valued and important assets. The

board finds that some buildings having historical, architectural, aesthetic and cultural value have been neglected, altered or destroyed notwithstanding the feasibility of preserving and continuing the use of such buildings and without adequate consideration of the irreplaceable loss to the public and the town. The board finds that the historic character of Mesilla is of vital importance in maintaining the economy of the town and that its historic landmarks and the buildings in its historic district can be preserved, rehabilitated and used. The board finds that this chapter benefits all the residents of Mesilla and all the owners of property.

B. The board of trustees declares as a matter of public policy that the preservation, protection and use of historic landmarks and buildings in the historic districts are a public necessity because they have a special character or a special historic, architectural, aesthetic or cultural value and thus serve as visible reminders of the history and heritage of this town, state and nation. The board declares as a matter of public policy that this chapter is required in the interest of the health, safety, welfare and economic well-being of the public. The board declares as a matter of public policy that the identification and designation of historic landmarks and historic districts and the approval or disapproval of exterior changes to designated property or their demolition or relocation or new construction on the site are stated to be a public purpose. [Ord. 2011-03]

18.33.050 Definitions.

“Architectural styles” means five building styles defined in the Yguado Plan as existing in Mesilla at the time the plan was issued (June 1973), to be used as historic precedents for building styles, construction techniques and design details to determine the historically appropriate appearance of new buildings and/or renovations to existing buildings within the historic districts.

“Construction” is defined as the act or process of erecting, removing or altering in any manner any building or structure or part thereof or the erection of a new structure on a lot or parcel of property. The act or process of alteration shall include rehabilitation, restoration, reconstruction, and preservation as defined in this section.

“Contributing structure” as defined in the National Register of Historic Places Inventory Nomination Form is a structure that is at least 50 years old and adds to the physical cohesiveness that ties a historic district together.

“Demolition” means any act or process that destroys a structure in part or in whole.

“Design standard” means a written standard of appropriate activity, the intent of which is to preserve the historic and architectural character of a structure, site or area.

“Development zone” means an area of structures that constitutes examples of historic precedents for building styles, construction techniques and design details. A physical inventory and comparison of these elements within a development zone is used to determine the historically appropriate building style, construction techniques and design details for new construction or alterations to existing structures within the development zone. There are three development zones: interior lot, corner lot and boundary lot, defined and illustrated in MTC [18.33.060](#).

“Historic property” means a building, structure or property individually listed or eligible for listing on the State Register of Cultural Properties or the National Register of Historic Places. The map and list of historic properties in the town of Mesilla and their classification as significant (S), contributing (C), neutral (N) and intrusive (I) are hereby adopted in their entirety by reference and are located in the community development department office.

“Historical appropriateness permit” means a permit issued by the planning, zoning and historical appropriateness commission (PZHAC) indicating that plans, as approved, for a building or structure and the site are historically appropriate for construction or demolition.

“Historical Commercial zone (H-C zone)” means an area or district designated as the “Historical Commercial zone” by ordinance of the town of Mesilla.

Historically Appropriate. When applied to new construction or an exterior alteration, a “historically appropriate” act or work is accomplished in a manner that preserves significant materials or the appearance of significant materials, the historic style and the historic features of the property or the development zone. At the same time, a “historically appropriate” act or work shall differentiate the new structure or design feature from the historic design features so that new work is not confused with what is genuinely part of the past.

“[Historic Landmark](#)” means a structure or site that is worthy of rehabilitation, restoration, reconstruction and preservation because of its historic and/or architectural significance to the town of Mesilla pursuant to the procedures set forth in this chapter.

“[Historic District](#)” An historic district is any area which includes or encompasses such historic sites, landmarks, buildings, signs, appurtenances, structures, or objects as the Commission may determine to be appropriate for historic preservation. Such designated district or districts need not be a single enclosed area, nor do the areas or sites have to be contiguous to constitute a district.

“[Historic Preservation Division](#)” is defined as the division within the State of New Mexico’s Department of Cultural Affairs that is responsible for historic preservation within the state

of New Mexico. The Historic Preservation Division may be referenced as “HPD” and also may be referenced as the New Mexico State Historic Preservation Office or “SHPO”.

“Locally Designated” or Local Designation is defined as designation by the Town of Mesilla as a Historic Landmark or Historic District, pursuant to the procedures set forth in this chapter.

NEW MEXICO CULTURAL RESOURCES INFORMATION SYSTEM (NMCRIS) is defined as a state of New Mexico-wide online database of cultural resource information maintained by the Archaeological Records Management Section (ARMS) of the New Mexico Historic Preservation Division.

“Ordinary maintenance or repairs” is defined as any act or work, undertaken from time to time, that keeps a building or structure in good condition and repair and that does not change the exterior appearance of the building or structure in any way. Such maintenance and repair work requires a building permit but does not require a permit for a certificate of appropriateness. The building permit may be approved administratively.

“OWNER CONSENT” is the act or result of reaching consensus and agreement, through reason and deliberation, by the Owner(s) of real estate when historic designation is proposed at the suggestion of another party.

“OWNER OBJECTION,” is the right of all Owners of Record to object to a proposed Historic Landmark, district or local designation of its buildings, structures, objects, or other improvements and the parcel of land to which those improvements are firmly attached or affixed.

“Planning, zoning and historical appropriateness commission” means a five-member board created by authority granted municipalities under the New Mexico State Statutes Annotated (1978) and appointed by the mayor and board of trustees, pursuant to the Mesilla Town Code.

“Preservation” is the act or process of applying measures necessary to sustain the existing form, integrity and materials of a building or structure and the existing form and vegetation of a site. The process of preservation requires the retention of the greatest amount of historic fabric, along with the building’s historic form, features and detailing as they have evolved over time. New exterior additions are not within the scope of this treatment. See MTC [18.33.180](#) for additional standards for preservation taken from the Secretary of the Interior’s Standards for the Treatment of Historic Properties.

“Property/site” means land, buildings and structures in town-designated historic districts or land, buildings and structures individually designated by the town as historic.

“Public comments” means written comments from members of the public that are given to the planning, zoning and historical appropriateness commission and that relate to items under consideration by the commission.

“Public hearing” means a meeting of the planning, zoning and historical appropriateness commission at which members of the public provide testimony and comment regarding a specific item under consideration by the commission; 14-day notice must be given.

“Public meeting” means a meeting of the planning, zoning and historical appropriateness commission at which members of the public comment on items under consideration by the commission.

“Reconstruction” means using detailed photographic, physical or documentary evidence; reconstruction is the act or process of reproducing by new construction the exact form and detail of a vanished building, structure or site or a portion thereof in its historic location as it appeared at a specific time. See MTC [18.33.180](#) for additional standards for reconstruction taken from the Secretary of the Interior’s Standards for the Treatment of Historic Properties.

“Rehabilitation” is the act or process of making possible an efficient contemporary use for a property or a process of returning a property to a state of utility through repair, alterations, and additions while preserving those portions and features which convey and are significant to the property’s historical, cultural or architectural values. See MTC [18.33.180](#) for additional standards for rehabilitation taken from the Secretary of the Interior’s Standards for the Treatment of Historic Properties.

“Residential – Cultural – Historical zone, H-R zone” means an area or district designated as the “Residential – Cultural – Historical zone” by ordinance of the town of Mesilla.

“Restoration” is defined as the act or process of accurately recovering the form, features, character and setting of a property as it appeared at a particular period of time by means of the removal of features from other periods in history and replacement of missing features from the restoration period. See MTC [18.33.180](#) for additional standards for restoration taken from the Secretary of the Interior’s Standards for the Treatment of Historic Properties.

“Scale” is defined as proper proportion of structures in a historic development zone.

“Significant structure” as defined in the “National Register of Historic Places Inventory Nomination Form” is a structure that is architecturally outstanding or exceptionally important in the history of the community.

“State Historic Preservation Officer” or “SHPO” is defined as the governor-appointed official responsible for a state’s historic preservation program. The SHPO is also known as the Director of the Historic Preservation Division or “HPD” and the office may be referenced as the State Historic Preservation Office.

Structure. For the purposes of this title, “structure” is defined pursuant to the Mesilla Town Code and shall include, but not be limited to, buildings of any kind, fences and walls. [Ord. 2011-03; Ord. 2008-02 § 1. Formerly 18.33.040]

18.33.060 Development zone.

A development zone defines the immediate physical vicinity to be used to identify the historic character of a particular area and includes the predominant architectural style and design standards of existing structures together with their setting.

A. Function of the Development Zone. The function of the development zone is to provide for historically appropriate development within an existing historic district by setting standards for both new construction and alterations to existing structures.

B. Applicability of the Development Zone.

1. All structures shall be considered a part of and be subject to regulation by the development zone within which they are located or proposed to be located.

2. The design components of the individual architectural styles subject to regulation by the development zone include the following: building height, setbacks, proportions, pattern and rhythm, roof types, surface texture, color, site utilization, projections and architectural details.

C. Process to Identify a Development Zone. Identify the immediate vicinity of surrounding, adjacent structures that relate most directly to any new construction or exterior alteration to an existing structure that is to take place on an interior lot, a corner lot or a boundary lot as follows:

1. Development zone for an interior lot shall include any lot fronting on the same street as the lot in question and within the same block, as well as those lots located on the opposite side of the street, except such portions of the zone which fall outside the boundary of the historic district.

2. Development zone for a corner lot shall include any lot fronting on the same streets as the lot in question and within the same block, as well as those lots located on the opposite side of the streets, including the opposite corner, except such portions of the zone which fall outside the boundary of the historic district.

3. Development zone of any lot located adjacent to a historic district boundary shall include all lots located in the same block plus those lots located on the opposite side of any street adjoining that block, as well as those lots located on the opposite corners, except such portions of the zone which fall outside the boundary of the historic district.

Illustrations of the three types of development zones are available in the office of the community development department.

D. Process to Use a Development Zone.

1. Identify the development zone for the work to be performed: interior, corner or boundary lot.
2. Obtain a photograph of the development zone from the community development department. If one does not exist, staff will prepare one.
3. If applicable, use the National Register of Historic Places Inventory Nomination Form to identify the historic structures in the zone.
4. Conduct a physical inventory and comparison of the structures within the development zone to identify the predominant architectural style and the predominant architectural details that exemplify the particular style together with the setting.
5. Once an appropriate architectural style and/or architectural details have been determined, proceed with the process to obtain a permit for a certificate of historical appropriateness.
6. If there is no predominant architectural style within the selected development zone, then the historic district (H-C or H-R) as a whole shall become the development zone for the architectural style.
7. If particular design criteria are missing from the selected architectural style within the development zone, then the historic district as a whole (H-C or H-R) shall become the development zone for the missing design criteria for the architectural style. [Ord. 2011-03; Ord. 2008-02 § 1. Formerly 18.33.050]

18.33.070 Powers and duties of the PZHAC relating to historic preservation.

In addition to the powers and duties stated elsewhere, the PZHAC shall take action necessary and appropriate to accomplish the historic preservation goals of this chapter. These actions may include, but are not limited to, the following:

A. Conducting and maintaining a survey of ~~locally designated~~ historic buildings, landmarks, districts, places and areas and preparing a plan for their preservation; inclusive of a survey standard for historic properties.

B. Recommending to the board of trustees the Town of Mesilla's designation of historic landmarks and historic districts; and properties with potential for local historic designation using the corresponding form

C. Adopting written guidelines for making exterior changes to designated property and for undertaking new construction on designated property;

D. Regulating exterior alterations proposed for designated property and regulating demolitions, relocations and new construction involving designated property;

E. Working with and advising the federal, state and county governments and other parts of the town government on historic preservation issues;

F. Advising and assisting owners of historic property and other persons and groups who are interested in historic preservation;

G. Reporting to the board of trustees on the present condition of historic properties in order to prevent demolition by neglect;

H. Conducting educational programs for property owners and the public, preparing publications and placing historical and architectural plaques on buildings;

I. Attending educational programs covering the historic preservation duties of the PZHAC and current developments in historic preservation; THERE WILL BE, AT MINIMUM, ONE REGULAR MEETING SET ASIDE FOR INFORMATIONAL OR EDUCATIONAL PURPOSES PER YEAR, PERTAINING TO THE WORK AND THE FUNCTIONS OF THE PLANNING AND ZONING HISTORICAL APPROPRIATENESS COMMISSION. MEETING NOTIFICATIONS SHALL BE SENT TO HPD IN A TIMELY MANNER SO THAT THEY MAY ATTEND SUCH MEETINGS AND/OR PROVIDE INFORMATION. REPORTING ABOUT HPD AND GRANT FUNDING SHALL CONFORM WITH FISCAL ACCOUNTABILITY GUIDELINES IN THE CLG MANUAL/GRANTS MANUAL AND TO MAINTAIN CLG CERTIFICATION STATUS.

J. Participating in the nomination of properties to the State Register of Cultural Properties, the National Register of Historic Places and of locally designated Historic Properties

K. Performing duties that may be delegated to the town by the State Historic Preservation Officer under the Certified Local Government Program;

L. Recommending that the town apply for, receive and use public and private grants or gifts to help historic preservation activities. [Ord. 2011-03]

M. AN ANNUAL REPORT OF THE PZHAC COMMISSION SHALL BE REPORTED TO the State Historic Preservation Officer, THIS INCLUDES: NUMBER OF CASES REVIEWED, NEW DESIGNATIONS MADE, RESUMES OF COMMISSION MEMBERS, SCHEDULE OF COMMISSION, ATTENDANCE RECORDS, ALL COMMISSION MINUTES. THE REPORT SHALL ALSO DOCUMENT THE EDUCATIONAL AND TRAINING EFFORTS OF COMMISSION MEMBERS. THE REPORT SHALL BE DUE WITHIN 60 CALENDAR DAYS OF THE END OF EACH FISCAL YEAR. SUBMITTAL OF THIS REPORT IS REQUIRED TO MAINTAIN THE TOWN'S CLG STATUS. -

18.33.071-(Newly added section) Survey Standards of Historic Properties

- A. INVENTORY EFFORTS SHALL CONFORM WITH AND BE COORDINATED WITH THE NEW MEXICO CULTURAL RESOURCES INFORMATION SYSTEM (NMCRIS) UTILIZED AND MAINTAINED BY THE HISTORIC PRESERVATION DIVISION.
- B. SURVEYS SHALL UTILIZE THE HISTORIC CULTURAL PROPERTIES INVENTORY FORM (HCPI) AND BE REQUIRED FOR EACH PROPERTY SURVEYED.
- C. HCPI FORMS SHALL BE CREATED FOR ALL PROPERTIES THAT ARE DESIGNATED BY THE TOWN OF MESILLA AND BE PERIODICALLY UPDATED TO REFLECT CHANGES, ALTERATIONS AND DEMOLITION.
- D. HCPI SURVEY FORMS SHALL BE COMPLETED BY HISTORIC PRESERVATION PROFESSIONALS WHO MEET THE SECRETARY OF THE INTERIOR'S PROFESSIONAL QUALIFICATIONS STANDARDS. FOUND HERE: <https://www.nps.gov/articles/sec-standards-prof-quals.htm>
- E. SURVEY AND INVENTORY MATERIALS SHALL BE MAINTAINED SECURELY AND BE ACCESSIBLE TO THE PUBLIC EXCEPT WHEN CONFIDENTIALITY OF SITE INFORMATION IS MANDATED THROUGH 18-6-11 NMSA (EXCAVATION PERMIT) AND THE ARCHAEOLOGICAL RESOURCES PROTECTION ACT, 163 USC 470HH (PROTECTION OF ARCHAEOLOGICAL RESOURCES ON PUBLIC AND NATIVE/PUEBLO LANDS.)

18.33.080 Historical appropriateness permit.

A. Identification. A permit for a certificate of historical appropriateness shall be required before any of the following actions or work is undertaken: new construction, exterior alteration, demolition or removal. All work or acts of new construction or exterior alteration requiring a permit for a certificate of appropriateness shall comply with the design criteria established by the precedent styles within the development zone of the proposed work.

B. Process to Obtain a Certificate of Historical Appropriateness Permit.

1. Preapplication Procedure. A planning conference shall be held with community development staff. This conference is designed to provide the applicant with an opportunity to become acquainted with the rules and regulations of the historic conservation standards and processes and does not require a formal application. A copy of “A Guide to Building Permits in the Historic Zones” shall be provided to the applicant and shall be used during the review process outlined below.

2. Preliminary Application. At this stage, the applicant shall be required to submit a preliminary application containing the following information: type of structure, location, proposed use and type of work proposed.

3. Planning Conference. In this conference, the applicant and staff shall determine and review the following:

a. Identify the development zone;

b. For new construction, select an architectural style appropriate to the development zone. For work involving alterations to an existing structure, identify the structure’s architectural style;

c. Complete a compliance checklist of design standards/a building permit submittal checklist for the identified architectural style as set forth in MTC [18.33.170](#);

d. As applicable, complete a compliance checklist of rehabilitation standards as set forth in MTC [18.33.180](#);

e. If building style does not substantially comply with the checklist of design standards, staff will evaluate the style or features for compliance on a case-by-case basis.

4. Work Session with PZHAC. Applicant shall then submit to the PZHAC a formal application with a preliminary plan and supporting data containing the information gathered in the steps above for review by the PZHAC for historical appropriateness.

5. PZHAC Agenda. After the preliminary plan and supporting data are reviewed for completeness by the PZHAC during the work session, the application shall be placed on the PZHAC agenda for consideration for a permit for a certificate of historical appropriateness. Public notice shall be given about the application including conspicuous posting on the property. The PZHAC may schedule a public hearing on an application involving a structure with a “significant” designation on one of the historic registers. Conspicuous notice of the hearing shall be given by posting one sign in front of the property and the posting of additional signs at 300-foot intervals on the property for large properties of more than 600 feet frontage.

6. Decision by the PZHAC. The PZHAC shall make a decision on the application within 45 days after the receipt of complete plans and supporting data; provided, that the PZHAC may extend the time for its decision an additional 30 days when the application is for a demolition. The PZHAC shall recommend approval, approval with modifications, or disapproval of application. The recommendation with modifications shall contain the revisions that the applicant may accept in order to receive a certificate of historical appropriateness. If the PZHAC disapproves an application, it shall give the applicant its reasons in writing, and the applicant may appeal the decision. If the PZHAC fails to decide on an application within the specified time period, the application shall be deemed recommended for approval and forwarded to the board of trustees.

C. Routine Maintenance and Repairs. The commission shall adopt a policy setting forth the standards and process for routine maintenance and repairs to structures within the historic districts that may be approved administratively by staff without consideration at a meeting provided the applicant files a building permit, pays the appropriate fee and complies with the design and materials guidelines set forth in this chapter. This includes but is not limited to elements of the individual architectural styles; colors for stucco, trim and doors, fences and gates; and roofing material and color. Staff shall report these administrative approvals in a timely manner on the agenda of each PZHAC meeting.

D. Exemptions. Work in any of the following categories shall be exempt from obtaining a certificate of historical appropriateness permit:

1. Maintenance or repairs which do not involve a change of the existing design, exterior materials or scale or outward appearance of the structure.
2. Work required by a town staff to eliminate an unsafe condition; provided, that any permanent repairs shall meet the criteria of subsection (D)(1) of this section.
3. Installation of storm windows or storm doors, with or without screens, painted or unpainted; provided, however, that no such windows or doors shall have any ornamental feature such as grilles, monograms, etc. This provision shall not be construed to prohibit the installation of plain bars on the inside of such windows or doors for protection of the screens or glass. If a study indicates that storm windows are necessary, the use of interior storm windows is preferred, and interior storm windows are also exempt from obtaining a certificate.
4. Erection of any accessory structure designed for the shelter of very small animals, such as rabbits and poultry; and provided, that such proposed accessory structure is not prohibited by another statute, regulation or ordinance; and provided, that the maximum

horizontal or vertical dimension of any such proposed structure does not exceed four feet. [Ord. 2011-03; Ord. 2008-02 § 1. Formerly 18.33.060]

18.33.090 Design components or development criteria and compliance checklists.

A. Design Components – Definition. Within the town’s historic districts there exist similarities in the design components and construction of the buildings. The similarities are expressed by a number of basic design components which include but are not limited to building height, setback, proportions, pattern and rhythm, roof types, surface texture, color, site utilization, projections and architectural details. These similarities provide the basis for determining precedent examples of the five architectural styles and their architectural details. The precedent examples themselves, identified by Yguado & Associates in 1973, are used to assure both the retention of an individual structure’s exterior historic form, features and detailing and the historically appropriate development of the district.

B. Design Components – Use. The design components define the building materials and exterior character-defining features for each of five architectural styles, such as:

1. The form and detailing of exterior materials, such as masonry, wood, and metal.
2. The form and detailing of exterior features, such as roofs, porches, doors and windows, as well as structural and mechanical systems. Where publicly visible, structural and mechanical systems, including solar and other energy collecting and conserving equipment, shall be architecturally integrated or screened.
3. The structure’s site and setting.

C. Design Components – Checklist. When considering an application for a permit for a certificate of historical appropriateness, the commission shall determine if the application complies or does not comply with each of the design components or development criteria which are organized by architectural style and presented in checklist form in MTC

18.33.170. [Ord. 2011-03; Ord. 2008-02 § 1. Formerly 18.33.070]

18.33.100 Miscellaneous, including colors for architectural components, gates, fences, and stucco and material and color for metal roofing.

A. Colors for Architectural Components, Including Windows, Trim, Doors, and for Gates and Fences.

1. Criteria to be used in selecting an appropriate color for architectural components, gates and fences include, but are not limited to:

- a. The size of the surface area to be covered.

b. Other colors that will surround the architectural component, gate or fence.

c. Type and texture of the surface, such as rough stucco, smooth metal or wood.

2. An album of color charts and photographs to be used by commissioners, staff and citizens in determining appropriate colors for architectural details and, by extension with this chapter, for gates and fences, is available in the community development department office.

B. Colors for Exterior Stucco.

1. Appropriate colors include colors in the cream to medium brown earth tones referred to in the individual architectural styles found in MTC [18.33.170](#) as characteristic of a particular style. Permitted acrylic latex paint colors shall be subtle and muted rather than bright and reflective.

2. The combination of exterior wall and trim colors on the same structure shall be historically appropriate, which for trim colors includes natural wood, off whites, creams and beiges as described in the individual architectural styles found in MTC [18.33.170](#), along with the colors presented in the color chart album.

C. Metal Roofing. Historically appropriate material and colors for new and replacement metal roofs are corrugated metal in either the natural gray or brick red color. [Ord. 2011-03; Ord. 2008-02 § 1. Formerly 18.33.080]

18.33.110 Standards for alterations.

The Secretary of the Interior's Standards for the Treatment of Historic Properties authorized by the National Historic Preservation Act of 1966, developed in 1992 and codified as [36 CFR 68](#), and subsequent revisions, amendments and additions thereto adopted by the Secretary of the Interior are hereby adopted in their entirety into this chapter by reference.

A. Application. These standards shall apply to all work or acts performed on the exterior of historic buildings and structures used commercially and zoned H-C, Historical Commercial, that are designated "significant" or "contributing."

B. Function. The standards identify and define appropriate treatments for the alteration of exterior character-defining features, including the form and detailing of materials, spatial relationships, and structural and mechanical systems. The standards also encompass related landscape features and the building's site as well as attached adjacent or related new construction. The standards are to be applied to specific projects in a reasonable manner, taking into consideration economic and technical feasibility.

C. Guidelines. Guidelines to be used to assist in implementing the standards are found in the Secretary of the Interior's Standards for the Treatment of Historic Properties, and are available in the community development department. The guidelines are divided into two categories:

1. Recommended approaches, treatments and techniques that are consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties; and
2. Not recommended approaches, treatments and techniques that are not consistent with the Secretary's standards and could adversely affect a building's historic character. [Ord. 2011-03; Ord. 2008-02 § 1. Formerly 18.33.090]

18.33.120 Demolition.

A. The demolition of a significant or contributing structure within a historic district shall require a permit that includes verification by a qualified architect or certified structural engineer, with a background in architecture preferred, that the structure is not repairable or reusable.

The applicant shall provide the report containing the verification. The applicant shall also provide the plans for the site in order to demonstrate that it will not harm adjacent properties. The PZHAC may schedule a public hearing on the application. Conspicuous notice of the hearing shall be given by posting one sign in the front of the property and the posting of additional signs at 300-foot intervals, on said property, for large properties of more than 600 feet frontage.

B. Before voting on the demolition application, the PZHAC shall discuss with the applicant to see if an alternative to demolition can be found. The PZHAC may ask the applicant for additional information to be used in making its decision.

C. The PZHAC shall study the question of financial hardship for the applicant and shall determine whether the property can be put to reasonable beneficial use without the approval of the demolition application. Using the record that was developed, the PZHAC shall vote on the application following the procedures in MTC [18.33.080](#), Historical appropriateness permit. Options to prove financial hardship shall be: (1) income of 50 percent or lower of the average median income standards established for Dona Ana County; (2) proof of income documented with tax returns and annual expenditures.

D. If a demolition permit is issued, prior to the demolition the structure shall be documented with photographs, sketch plans and a brief historical description.

E. Demolition of intrusive features on a structure for the purpose of restoring original historic features should be encouraged and shall be exempt from the architect/engineering

requirement. Documentation of the original features shall be provided in order to receive demolition approval. [Ord. 2011-03]

18.33.130 Preservation of historic property.

Every person in charge of a landmark or a property in a historic district shall keep in good repair: (A) all of the exterior portions of such property and (B) all interior portions which, if not maintained, may cause the exterior of the structure to deteriorate or to become damaged or otherwise to fall into a state of disrepair. The purpose of this section is to prevent a person from forcing the demolition of a building or structure by neglecting it or by permitting damage to it because of weather or vandalism. No provision in this chapter shall be interpreted to require an owner or tenant to undertake an alteration or to restore a building or structure to its original appearance. PZHAC shall consider financial hardship per MTC [18.33.120\(C\)](#). [Ord. 2011-03]

18.33.140 Designation of landmarks and historic districts.

A. The PZHAC may study a property or an area in order to make a recommendation on whether it qualifies for designation as a **locally designated historical property, a historic** landmark or a historic district. **The Town encourages any property Owner of Record; a contract purchaser of a nominated property; individual or group of Town residents; association with members who are Town residents; or the PZHAC, on its own initiative and with prior consent of the Town, that they may request landmark or district designation for any building, structure, object, improvement, or site which is located within the corporate limits of the City and which may have historic significance as set forth in the criteria for evaluation. These nominations can be made by using the Local, Landmark or Historic District Designation Nomination Form for the Town of Mesilla, supplied by the Historic Preservation Specialist upon request. Any structure listed in the National Register of Historic Places may be designated as a Historic, subject to the procedures stipulated herein.**

B. **No such person, group of persons or association, nor the Commission, shall be required to obtain the consent of the Owner of Record of the building, structure, object, improvement, or site prior to filing the application for Historic Landmark, district or local designation. Owners of Record have the right to file an objection to the proposed Historic Landmark designation of its property, as set forth in Section 18.33.141**

C. **The PZHAC** applying party shall assemble information about the property or the area being considered for designation and shall schedule a public hearing on the proposed designation. Public notice of the hearing shall be given, including conspicuous posting on the property or in the proposed district for 14 days immediately prior to the hearing.

Conspicuous notice of the hearing shall be given by posting one sign in the front of the property and the posting of additional signs at 300-foot intervals for large properties of more than 600 feet frontage. Notice of the hearing shall be given by certified mail at least 14 days in advance of the hearing to the owners of property under consideration. Written notice shall be considered sufficient when it is mailed to the person listed on the tax records of the government.

D. A landmark, or a historic district shall qualify for designation when it meets one or more of the following criteria that will be discussed in a PZHAC report making its recommendation to the board of trustees:

1. Its value as a reminder of the cultural or archaeological heritage of the town, state or nation;
2. Its location as a site of a significant local, state or national event;
3. Its identification with a person or persons who significantly contributed to the development of the town, state or nation;
4. Its identification as the work of a master builder, designer or architect whose individual work has influenced the development of the town, state or nation;
5. Its value as a building or buildings that are recognized for the quality of their architecture and that retain sufficient elements showing their architectural significance;
6. Its distinguishing characteristics of an architectural style valuable for the study of a period, method of construction or use of indigenous materials;
7. Its character as a geographically definable area possessing a significant concentration of buildings, structures or sites united by past events or aesthetically by plan or physical development; and
8. Its character as an established and geographically definable residential neighborhood, united by culture, architectural styles, plan or physical development.

E. After evaluating the testimony at its public hearing and the other material it has assembled, the PZHAC shall decide whether or not to recommend the proposed designation to the board of trustees. If the PZHAC decides to recommend the designation, it shall submit a written report with information on the property or properties. The board of trustees shall approve, modify or disapprove the proposed designation within 60 days after receiving the recommendation and report from the PZHAC.

F. The PZHAC shall notify the owners of the property that has been designated and shall arrange that the designation of a property as a landmark or as a part of a historic district

shall be recorded in the land records of the county. The PZHAC shall also give notice of the designation to the government offices in the town and in the county which shall retain the information for future reference.

G. The amendment or rescission of a designation shall be accomplished through the same steps as were followed in the original designation. [Ord. 2011-03]

18.33.141 (NEWLY ADDED SECTION) OWNER CONSENT FOR REGISTER DESIGNATION

- A. The Town of Mesilla, with approval from the Planning and Zoning Historical Appropriateness Commission, may designate historically significant properties, structures, sites, or districts as historic landmarks or historic districts based on criteria established in the municipal code, regardless of property owner consent.
- B. Property owners and members of the public shall have the opportunity to provide comments during the designation process at PZHAC determination meetings. However, lack of owner consent shall not preclude designation if the property meets the criteria for historic significance.
- C. Property owners may appeal the designation to the Town Council within 30 days of final notice. PZHAC may uphold or overturn the designation based on evidence presented.
- D. This provision affirms the Town's commitment to preserving its cultural, architectural, and historical resources for the benefit of the community and future generations.

18.33.150 Appeal from historical appropriateness action.

The process for an appeal from a PZHAC historical appropriateness action shall be pursuant to this title. [Ord. 2011-03; Ord. 2008-02 § 1. Formerly 18.33.100]

18.33.160 Enforcement.

Responsibility for enforcement shall be pursuant to the Mesilla Town Code. All work performed pursuant to a certificate of historical appropriateness shall conform to the provisions of such certificate. It shall be the responsibility of the town staff to inspect from time to time work being performed to assure such compliance. In the event work is being performed that is not in accordance with such certificate, the town may issue a stop work

order. In the event work is being performed without the required certificate of historical appropriateness, the town may issue a stop work order. The PZHAC or its representative shall meet with the owner or tenant to resolve the problem. When necessary, the town attorney may seek an injunction and any other appropriate relief in order that the intent of this chapter shall be carried out. [Ord. 2011-03; Ord. 2008-02 § 1. Formerly 18.33.]

DRAFT



Town of Mesilla, New Mexico

RESOLUTION NO. 2025-70

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF MESILLA APPROVING AN AMENDMENT TO THE OFFICIAL ZONING MAP TO REZONE PROPERTY AT 2886 SNOW ROAD, PARCEL NUMBER 4005139210015, FROM RURAL FARM (RF) TO SINGLE-FAMILY RESIDENTIAL (R-1)

WHEREAS, a request has been submitted by the property owner, Jesus M. Caro Jr., seeking an amendment to the Town of Mesilla Zoning Map to rezone the property located at 2886 Snow Road, identified as Dona Ana County Parcel No. 4005139210015, from Rural Farm (RF) to Single-Family Residential (R-1); and

WHEREAS, the subject property is legally accessible by automobile via a non-exclusive fifteen-foot (15') roadway easement known as Fresquez Road; and

WHEREAS, a strip of approximately fourteen (14) acres of properties adjacent to the north side of Fresquez Road was rezoned from Rural Farm (RF) to Single-Family Residential (R-1) on January 14, 1980, by Mesilla Ordinance No. 80-2; and

WHEREAS, the petitioner's parcel consists of approximately 5 acres, with a 37-foot-wide Del Rio Drain right-of-way extending from the northwest corner to the southwest corner of the property, which may be used by the petitioner but not obstructed or built upon; and

WHEREAS, the subject property is the final parcel on the north side of Fresquez Road that remains zoned Rural Farm (RF), directly adjacent to the previously rezoned R-1 properties; and

WHEREAS, the petitioner has stated that, if rezoning is approved, the intent is to pursue subdivision of the 4.35-acre developable area into no more than four (4) parcels, each consisting of at least one acre; and

WHEREAS, on October 6, 2025, the Planning, Zoning, and Historical Appropriateness Commission held a duly advertised meeting, heard testimony from the petitioner, reviewed staff findings, and determined that the rezoning request meets the requirements of Mesilla Town Code §18.90.120; and

WHEREAS, the Commission recommended approval of the rezoning request, finding that (1) legal access to the property has been clearly established, (2) the request is consistent with adjacent zoning patterns, and (3) approving the request will not be materially detrimental to the public welfare nor injurious to surrounding properties or improvements;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Mesilla that the request submitted by Jesus M. Caro Jr. to amend the Official Zoning Map for Parcel No. 4005139210015, located at 2886 Snow Road, rezoning the property from Rural Farm (RF) to Single-Family Residential (R-1), is hereby **APPROVED**.

PASSED, APPROVED AND ADOPTED by the Board of Trustees at a Regular Board Meeting of **November 24, 2025**.

Russell Hernandez
Mayor

ATTEST:

Gloria Maya
Town Clerk-Treasurer

SERVICES ORDER FORM



Customer Service: 1-844-617-1100
Customer Service:
www.verizonconnect.com

GENERAL INFORMATION				
Order Date: November 20, 2025	Customer Reference Number:		VCF Salesperson Name: Shawn James Hartman	Region: VZT
Company Name: Town of Mesilla		Officer or Owner: Russell Hernandez		Telephone: [REDACTED]
Address (Mailing or Invoicing Address): 2231 Avenida De Mesilla			Officer/Owner Email Address: [REDACTED]	Cell Phone:
City: Mesilla	State: NM	Zip Code: 88046	Installation Contact if other than Officer/Owner:	Telephone:
<i>Please advise your VCF scheduler if there are multiple shipping or installation addresses</i>			Accounts Payable Contact, if other than Officer/Owner:	Telephone:
			Email:	

SUBSCRIPTION SERVICES:			
QUANTITY	DESCRIPTION	MONTHLY PER UNIT FEE	MONTHLY TOTALS
20	Vehicle Tracking Subscription	18.95 USD	379.00 USD
2	Powered Asset Tracking Subscription	12.95 USD	25.90 USD

TOTAL MONTHLY AMOUNT		404.90 USD
<p>Agreement Length: 12 Months from the Subscription Start Date.</p> <p>The "Subscription Start Date" is the earlier of (i) the date of installation of any Equipment or (ii) passage of 90 days after the date of shipment. The monthly bundled rate for is invoiced monthly on the first of the month following the month of the Subscription Start Date if Customer elects to be invoiced monthly. If Customer elects to be invoiced annually, the monthly bundled rate for twelve (12) months is invoiced as a lump sum on the first of the month following the month of the Subscription Start Date. Billing for each ordered subscription shall start at the earlier of (i) the date of installation of the applicable Equipment or (ii) the passage of 90 days after the date of shipment.</p> <p>This promotion is available to new and existing Reveal Sourcewell contract customers; excluding GSA, OEM customers, Seasonal contracts, Month to Month contracts, Annual billing, Networkfleet customers, and migrations. Purchasers of Reveal Vehicle Tracking Subscriptions, may qualify for a \$50 Bill Incentive Credit, to be applied in \$6.25 increments over 8 months. Application of this promotional discount will commence on the 4th billing cycle from the date of shipment. Purchasers of Reveal Road-facing AI Dashcams or Dual Channel AI Dashcams, may qualify for a \$75 Bill Incentive Credit, to be applied in \$9.38 increments over 8 months. Application of this promotional discount will commence on the 4th billing cycle from the date of shipment. Purchasers of both Reveal Vehicle Tracking Subscriptions and Road-facing AI Dashcams or Dual Channel AI Dashcams, may qualify for a combined \$150 Bill Incentive Credit: a \$75 Bill Incentive Credit will be applied to each Subscriptions Product, to be applied in \$9.38 increments over 8 months. Application of this promotional discount will commence on the 4th billing cycle from the date of shipment. Minimum purchase of 5 units each product required to qualify for promotion: 5 Reveal Vehicle Tracking Subscriptions, 5 Road-facing AI Dashcams or 5 Dual Channel AI Dashcams, or 5 of both Reveal Vehicle Tracking Subscriptions and Road-facing AI Dashcams or Dual Channel AI Dashcams. Minimum 12 month subscription. Promo credits end if eligibility requirements are no longer met. We reserve the right to charge the amount of the credit to your account if you cancel service or drop a qualifying service during the credit period. May not be combined with any other offers or promotions; must be purchased from a Verizon Connect representative; subject to credit review and a deposit may be required; excludes unit rewrites. Early cancellation or termination fees and other taxes, fees and terms may apply. In the event of a conflict between the terms of this promotion and the terms in the customer contract, including but not limited to terms regarding minimum purchase obligations, the terms in the customer contract govern. Offer valid through December 31, 2025 or while supplies last. (c) 2025 Verizon</p>		<p>Excludes Applicable Taxes and Fees</p>

ONE-TIME FEES (per Occurrence):			
QUANTITY	DESCRIPTION	AMOUNT	EXTENDED PRICE
	087		

5055 North Point Pkwy
 Alpharetta, GA 30022-3074
 Fax: (781) 577-4793

SERVICES ORDER FORM



Customer Service: 1-844-617-1100
Customer Service:
www.verizonconnect.com

Total One-Time Fees	0.00 USD
COVERT INSTALLATION: Unknown	EXCLUDES APPLICABLE TAXES AND FEES

ORDER TERMS:

Customer agrees that the purchase and/or licensing of the products and/or services set forth in this order is subject to the terms and conditions in the contract between Verizon Connect NWF Inc.(VCN) (formerly Networkfleet, Inc.) and Sourcewell (formerly NJPA) (Contract #020221-NWF) that are in effect as of the date the order was received by VCN ("Sourcewell Contract"). The Sourcewell Contract terms and conditions are available at <https://www.sourcewell-mn.gov/cooperative-purchasing/020221-nwf>. If, in accordance with the terms of the Sourcewell Contract, Customer and VCN have executed an additional separate written agreement ("Customer Addendum") with respect to the products and/or services set forth in this order, the terms and conditions set forth in the Customer Addendum shall also apply with respect to the products and/or services set forth in this order. Unless otherwise specified, this Order Form is valid for 30 days after the Order Date. Please remit a signed copy of this Order Form to your VCF Salesperson within the validity period.

INSTALLATION NOTES (not valid for changes to billing, payment or other contract terms):

Customer Name:
 Town of Mesilla

By (signature)

Date:



Memorandum

To: Mayor and Trustees

From: Gloria S Maya
Town Clerk-Treasurer

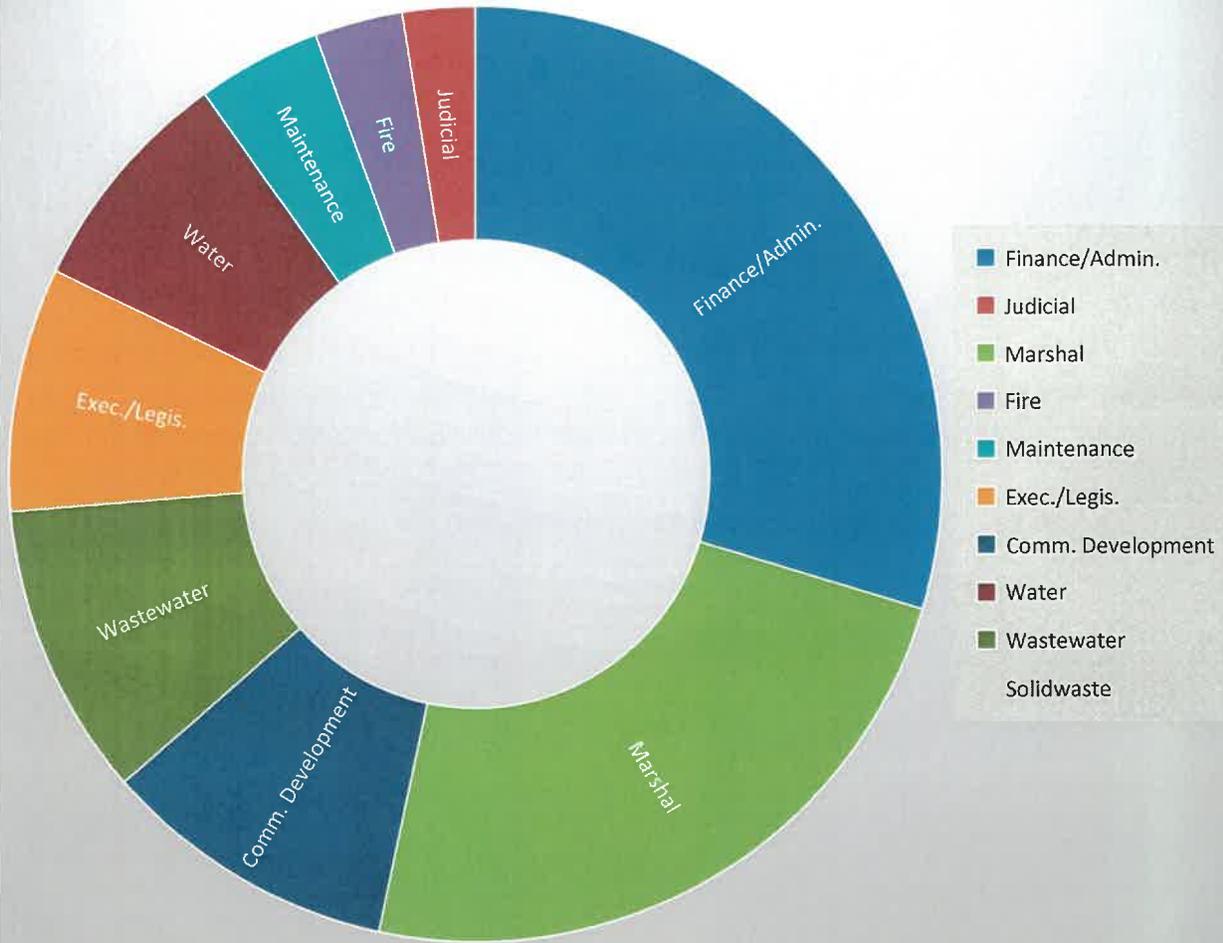
RE: Monthly Finance Report

Listed below is a review of department and fund expenditures for: Oct-25
General Fund should be at: 33% spending

EXPENDITURES ARE HIGHER DUE TO 1ST HALF OF INSURANCES BEING DUE IN JULY

YTD EXPENDITURES	%Exp.	\$ Money YTD	Mo.%	YTD % over/under	Approved Budget
Finance/Admin.	39.83%	\$341,712	100.00%	-60.17%	\$ 859,057
Judicial	29.94%	\$28,874	100.00%	-70.06%	\$ 96,434
Marshal	35.40%	\$272,446	100.00%	-64.60%	\$ 769,604
Fire	21.80%	\$35,503	100.00%	-78.20%	\$ 162,863
Maintenance	49.62%	\$49,367	100.00%	-50.38%	\$ 99,500
Exec./Legis.	48.91%	\$96,755	100.00%	-51.09%	\$ 197,826
Comm. Development	37.50%	\$117,807	100.00%	-62.50%	\$ 314,148
General Fund	37.71%	\$942,465	100.00%	-62.29%	\$ 2,499,431
Water	38.74%	\$124,297	100.00%	-61.26%	\$351,213
Wastewater	31.90%	\$91,349	100.00%	-68.10%	\$286,378
Solidwaste	33.77%	\$116,917	100.00%	-66.23%	\$346,174
Enterprise Fund	30.34%	\$208,266	100.00%	-69.66%	\$ 686,553

EXPENDITURES



REVENUE					
YTD REVENUES	% Rec.	YTD Money \$	% Est.	YTD % over/under	AMOUNT BUDGETED
Taxes-Local	42.37%	\$505,377	100.00%	-57.63%	\$1,192,711
Taxes-State	37.22%	\$349,800	100.00%	-62.78%	\$939,754
Licenses&Permits	35.89%	\$30,035	100.00%	-64.11%	\$83,685
Charges for Service	44.07%	\$23,746	100.00%	-55.93%	\$53,884
Fines&Forefeits	36.87%	\$11,208	100.00%	-63.13%	\$30,397
Misc. Revenues	18.13%	\$11,150	100.00%	-81.87%	\$61,508
Inter-Gov. Grants	0.00%	\$0	100.00%	-100.00%	\$106,177
General Fund	37.73%	\$931,316	100.00%	-62.27%	\$2,468,117
Water	37.54%	\$172,991	100.00%	-62.46%	\$ 460,771
Wastewater	33.00%	\$98,636	100.00%	-67.00%	\$ 298,894
Solidwaste	35.30%	\$108,334	100.00%	-64.70%	\$ 306,917
Enterprise Fund	35.62%	\$379,961	100.00%	-64.38%	\$1,066,581

REVENUES

