



AGENDA
March 26, 2013
Regular Meeting

Town Council Chambers - 120 Civic Plaza Drive
6:30 PM

1. CALL TO ORDER BY THE HONORABLE MAYOR DARREN M. CORDOVA

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA

5. APPROVAL OF MINUTES

A. February 26, 2013 Regular Meeting Minutes

6. AWARDS AND RECOGNITIONS

A. Oath of Office

Judge Richard Chavez will administer the Oath of Office to Jani Davis, Certified Officer and re-hire for the Town of Taos.

B. Presentation of Proclamation

Mayor Cordova will present a proclamation celebrating the 100th Birthday of Jenny Vincent proclaiming April 22, 2013 as Jenny Vincent Day.

7. CITIZENS FORUM - Citizens wishing to speak shall limit their comments to 5 minutes or less at the Mayor's discretion. No action may be taken.

8. MATTERS FROM STAFF

A. Presentation by New Mexico MainStreet

Charlie Deans, New Mexico MainStreet Program Associate, will present the costs and benefits, processes and alternatives for the long-term financing of the capital improvements and operations of the Taos Arts

and Cultural District.

B. **Presentation by Griffin & Associates**

Joanie Griffin, President of Griffin & Associates, will give a presentation on the upcoming marketing plan.

C. **Resolution 13-15 Hiring of an Immediate Family Member of a Current Town Employee**

Consideration and possible approval of Resolution 13-15. The Town of Taos proposes to hire Jacob Montez as a Certified Officer within the Police Department. Jacob is the son of current Town employee Ronald Montez who is also a Certified Officer with the Taos Police Department. The employment of Jacob Montez would not create a direct or indirect supervisor/subordinate relationship.

D. **Financial Update**

Presentation of the monthly financial report for the period ending February 28, 2013.

E. **Out of State Travel**

Consideration and approval of Out of State Travel for Cyndee Perez, Paralegal, to attend NeighborWorks Training Institute May 6-10, 2013 in Portland, Oregon. Total estimated travel expenses are \$2,022.38; registration fees are \$1,250.00. Request to travel on actual expenses. Moneys are available within the Legal Department budget for Fiscal Year 2012-2013. Training is necessary in order to obtain certification for Housing Counseling Certification.

F. **Convention Center Facilities**

Approval of concept for a Request for Proposal for the repurposing of the Convention Center facilities.

G. **Facilities Services Department Review**

Facilities Services Department Review - Power Point presentation on the department's duties and responsibilities, the resources it manages to accomplish them, the service levels achieved and the related issues.

H. **Youth & Family Center Department Review**

Youth & Family Center Department Review - Power Point presentation on the department's duties and responsibilities, the resources it manages to accomplish them, the service levels achieved, and the related issues.

9. PUBLIC HEARINGS

A. **Ordinance 13-02 Sign Code Modifications**

Discussion of Ordinance 13-02 which will replace the Town of Taos Sign Code. Staff recommends denial of the ordinance to allow additional time to address rights-of-way enforcement issues and to clarify the types, size, and design of the signs which would be grandfathered, permitted, exempt, and specifically prohibited under the new code. ***(This item was continued from the February 12, 2013 Regular Council Meeting.)***

B. Ordinance 13-03 Streamlining Planning and Zoning Processes

Discussion of Ordinance 13-03 revising Chapters 15 and 16 of the Town Code to provide for a graduated land development review process, removal of redundant text, combining similar subject matter, relocating the building permit process from the Land Use Development Code (Chapter 16) into Buildings and Construction (Chapter 15), and deleting three unnecessary agricultural districts. ***(This item was continued from the February 12, 2013 Regular Council Meeting.)***

10. MATTERS FROM THE MAYOR AND COUNCIL/YOUTH COUNCILMEMBER

11. ADJOURNMENT

APPROVED:

Darren M. Cordova, Mayor

ATTEST:

Renee Lucero, Town Clerk

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- *If you are an individual with a disability who is in need of aid or service to attend and/or participate in a meeting of the Town of Taos Council, please contact the office of the Town Clerk at 400 Camino de la Placita, Taos New Mexico, 87571 (575) 751-2005 at least 24 hours in advance.*
- *For copies of this agenda please pick-up at Town Hall.*



March 26, 2013

Title:

February 26, 2013 Regular Meeting Minutes

Summary:

Background:

Attachments:

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**MINUTES
February 26, 2013
Regular Meeting**

**Town Council Chambers - 120 Civic Plaza Drive
6:30 PM**

Page 5 of 205

1. CALL TO ORDER BY THE HONORABLE MAYOR DARREN M. CORDOVA

The Regular Meeting of the Taos Town Council was called to order by the Honorable Mayor Darren M. Cordova at 6:30 p.m.

2. ROLL CALL

Ms. Renee Lucero, Town Clerk, called roll and a quorum was present.

Those present were:

Mayor, Darren M. Cordova
Mayor Pro Tem, Andrew T. Gonzales
Councilmember, Rudy C. Abeyta
Councilmember, Michael A. Silva
Councilmember, Frederick A. Peralta

Also present were:

Town Manager, Oscar Rodriguez
Assistant Town Manager, Abigail Adame
Town Attorney, C. Brian James
Town Clerk, Renee Lucero

3. PLEDGE OF ALLEGIANCE

Taos County Commissioner Tom Blankenhorn led the audience in the Pledge of Allegiance.

4. APPROVAL OF AGENDA

Delete Item 8.C. - Presentation by New Mexico MainStreet.

Councilmember Abeyta made a motion to approve. Councilmember Gonzales seconded the motion. The motion was Passed. Those voting AYE were: Councilmembers: Abeyta, Peralta, Silva, Gonzales.

5. AWARDS AND RECOGNITIONS

A. **Recognition of Feliz Espinoza**

Recognition of Feliz Espinoza for her outstanding performances in the NFL Punt, Pass & Kick Competitions.

Feliz is the first female from Taos to place in this competition. She placed first in Glendale, AZ.

B. **Presentation of Proclamation**

Mayor Cordova presented a proclamation to Nonviolence Works for providing a Youth Mentoring Program.

Todd Gravelle was present to accept the proclamation. Mayor Cordova thanked Nonviolence Works for providing this important program for the youth of Taos.

6. CITIZENS FORUM

- Jeff Northrup
- James Gerkin
- Victoria Flores with Ariana Delmerico
- Stephens Hall

7. CONSENT AGENDA

A. **Lease Agreement with Xerox Corporation**

Consideration and possible approval of a 48 month master lease agreement with Xerox Corporation for copies/printer/scanners for the following departments; Executive, Clerks, Finance, Planning, Utility Billing, Communications, Police, Judicial, Landfill, Library (public-coin operated), Library (offices), Visitor Center and the Youth & Family Center. Pricing is in accordance with the State of New Mexico Master Lease Agreement SPD#90-00086. The total monthly amount exclusive of applicable taxes is \$3,959.78.

B. **Apparatus Acquisition**

Consideration and possible approval to enter into a contract with Chastang Ford in the amount of \$125,000 for the purchase of a 2013 Ford F-550 Skeeter Brush Truck to replace Engine 10, a 1993 Dodge 350. This purchase will be made through Houston-Galveston Area Council contract pricing with the funding from: Fire Protection Fund in the amount of \$100,500; Fire RMP Fund in the amount of \$20,000; and Fire Capital Fund in the amount of \$4,500.

C. Amendment No. 2 to Contract TT-12-172 with Daniel B. Stephens and Associates, Inc.

Consideration and possible approval of Amendment No. 2 to Contract TT-12-172 with Daniel B. Stephens and Associates, Inc. increasing the contract amount by \$5,070.63 exclusive of gross receipts tax for work performed relating to the Abeyta Settlement including hydrologic analysis.

D. Contract TT-13-181 with Daniel B. Stephens and Associates, Inc.
Consideration and possible approval of Contract TT-13-181 with Daniel B. Stephens and Associates, Inc. in the amount of \$56,319.45 inclusive of gross receipts tax for hydrological services to provide a viable water supply for current and future residents.

Item Result: Approved

Item D. was removed for discussion.

Councilmember Silva made a motion to approve. Councilmember Gonzales seconded the motion. The motion was Passed. Those voting AYE were: Councilmembers: Abeyta, Gonzales, Peralta, Silva.

Item Result: Approved

Item 7.D. Councilmember Peralta asked why Items C and D were not combined into one contract. Mr. James stated the contractor overran the costs in Contract TT-12-172 which is the reason for the amendment. Contract TT-13-181 is a new contract with a new scope.

Councilmember Silva made a motion to approve. Councilmember Gonzales seconded the motion. The motion was Passed. Those voting AYE were: Councilmembers: Abeyta, Gonzales, Peralta, Silva.

8. MATTERS FROM STAFF

A. Presentation by Donald Gallegos, District Attorney

Mr. Gallegos, along with Lawrence A. Medina, Executive Director of Rio Grande ATP Inc., and Kim Hamstra, CEO Tri-County Community Services, presented the report on the 1st Annual Taos County Substance Abuse Summit that took place on October 24, 2012.

Mr. Gallegos stated Taos ranks high among New Mexico counties in mortality related to alcohol and drugs, through overdose, suicide, alcohol-related fatalities. He stated more than 300 people attended the summit to begin a community-wide dialogue on solutions to the problem of drug and alcohol abuse. Ms. Hamstra stated their funding comes from medicaid, insurances, and grants. Mr. Medina requested support from the Town of Taos for future summits.

Mayor Cordova thanked Mr. Gallegos, Ms. Hamstra and Mr. Medina for the presentation. He stated the Town would be able to support their funding efforts through a resolution.

B. Presentation by Armstrong Consultants

Armstrong Consultants' update on Taos Regional Airport's Runway 12/30 design and construction project.

Michael J. Garcia, consulting engineer, reviewed the work that has been performed as well as upcoming milestones, including the construction of the new runway from October 1, 2013 through September 30, 2014.

C. Financial Update

Presentation of the monthly financial report for the period ending January 31, 2013 and review of gross receipts tax year end projections and distribution calculation process.

Marietta Fambro, Finance Director, reviewed the status of the General Fund as follows:

Revenues - The General Fund's largest revenue source are the Gross Receipts Tax (1 cent) and State Shared Gross Receipts (1.225 cent). Through the month of January both of these streams continue to be less than what was budgeted; however, the Town is still consistent with projected year end figures of a 6% decrease as reported in October . The remainder of the General Fund's revenue sources are consistent with the estimated budget. The Town received a property tax payment of \$358,829 in January from Taos County.

Expenditures - Compared to this time last year, the majority of the Town's departments continue to meet their approved budgets. February's report will reflect all of the mid-year budget adjustments which were approved by the Council in February. This will change the approved budget column reflecting either increases or decreases to the budgeted expenditures.

Ending Balance - The ending balance is still projected to exceed the State's requirement of 1/12 of budgeted expenditures by \$133,004.

D. Resolution 13-06 Public Records Inspection and Fees

Consideration and possible approval of Resolution 13-06 superseding Resolution 10-06 which makes public records available for inspection and copying while establishing reasonable copy fees for public records to comply with state law and Town ordinance. This resolution includes increasing copying fees and adding fees for oversized documents such as maps and plats.

Item Result:

Approved

Mr. Rodriguez stated this is an attempt to update the Town's services with respect to providing public records. He explained the fees to be charged will increase from \$.15 per page to \$1.00 per page after the first three pages. Furthermore, the increase will only effect 12% of people who request records as most records are emailed or inspected in the Town Clerk's Office.

Mr. Rodriguez further stated the goal of the Town Clerk's Office is to have as many records as possible available online to enable citizens to conduct their own

research rather than submitting Requests for Public Records.

Councilmember Abeyta stated this proposed increase is very fair in comparison with Taos County and other municipalities.

Councilmember Silva made a motion to approve. Councilmember Gonzales seconded the motion. The motion was Passed. Those voting AYE were: Councilmembers: Abeyta, Gonzales, Peralta, Silva.

E. Grant Agreement with the Department of Finance and Administration , Local Government Division

Consideration and possible approval of Amendment No. 2 to Grant Agreement No. 10-E-07 with the Department of Finance (DFA), Local Government Division in the amount of \$362,019 for enhanced 9-1-1 services and equipment.

Item Result: Approved

Mr. Rodriguez stated DFA is anxious for the Town to execute this agreement. He indicated the equipment will arrive in several pieces at different times so the Council needs to determine where the equipment should be delivered.

Mayor Cordova recommended approving the grant and requested that Council provide direction to staff to work with Kit Carson Electric to finalize a lease/purchase agreement that is acceptable to the Council so that we can instruct DFA as to where to deliver the equipment.

Councilmember Peralta made a motion to approve. Councilmember Abeyta seconded the motion. The motion was Passed. Those voting AYE were: Councilmembers: Abeyta, Gonzales, Peralta, Silva.

Item Result: Approved

Council instructed Mr. Rodriguez to bring a lease/purchase agreement with Kit Carson Electric at the next Regular Meeting and to notify DFA that the equipment will be delivered to Kit Carson Command Center located on Gusdorf Road pending discussions with Taos County and other stakeholders.

F. Resolution 13-14 Termination of Joint Powers Agreement for Dispatch Services Effective December 31, 2013

Consideration and possible approval of Resolution 13-14 directing the Town Manager to notify the Village of Questa, Village of Taos Ski Valley, and Taos County that the Town will terminate the current Joint Powers Agreement (JPA) for dispatch services effective December 31, 2013, and to continue to work with all of these partners to reach a new and more effective agreement.

Item Result: Approved

Mr. Rodriguez stated the current JPA is not acceptable as circumstances have been changed. He further explained the stakeholders are currently not in

agreement with regard to a new JPA and he urged all stakeholders to continue working toward the new JPA. This action will place notice that that this fiscal year the 7% increase will be implemented in accordance with the JPA and next fiscal year another 7% increase will be implemented. Additionally, the current JPA will be terminated at the end of the calendar year when it expires. He stated this information will be communicated this week at the stakeholders meeting and will be provided in writing as well.

Tom Blankenhorn, Taos County Commissioner, stated he read the JPA and it indicates that one year's notice is required. He also stated if the town chooses to proceed with approving the Grant Agreement and having the equipment delivered to the Kit Carson Command Center, then the County will need to determine whether they will continue with the JPA or establish their own dispatch operations in a building that will be rent-free. He stated one of the proposals the County submitted was to move dispatch into one of the buildings they own.

Dan Barrone, Taos County Commission Chairman, agreed with Commissioner Blankenhorn and stated it is important to work together on this issue. He believes the new Commission has shown good faith that they are willing to work with the Town.

Steve Archuleta, Taos County Manager, stated he believes the proposals submitted by the County addresses all the Town's needs. He also stated the County is more than willing to discuss additional proposals that may come up.

Rick Bellis, Taos County Deputy Manager, discussed the collaboration between the Town and the County during the gas outage that occurred two years ago which resulted in a strong group of people working together to address the safety of the community. He stated he would hate to see that relationship lost because of this issue. Furthermore, he stated Taos County staff worked diligently to come up with the proposals that were submitted to the Town.

Mayor Cordova stated during the gas outage that was mentioned by Mr. Bellis, the entity that was most prepared was Kit Carson Electric. He also indicated that during the last several months he requested meetings on different occasions with Taos County officials to discuss the JPA and was turned down each time. He stated after the Joint Meeting between the Town and the County on February 12th, the County submitted their proposals to the Town. He reiterated that the current JPA no longer works and stated both entities encouraged Kit Carson Electric several years ago to seek funding to build the Command Center. Both entities lobbied for seed money for the project. He believes neither entity should walk away from this investment.

Councilmember Abeyta stated the Town does want to work with the County. He stated dispatch is the Town's first priority and believes that if dialogue continues between both entities they can work on this issue for the benefit of the community.

Councilmember Silva stated he believes the Town and County are working on doing what is right for the community. Furthermore, he stated he is committed to

doing whatever it takes to continue the dialogue.

Councilmember Peralta stated he appreciates the proposals submitted by the County and indicated that they are being considered. He further stated the Town has several questions that need to be answered in order to analyze the proposals. He too believes that both entities can move forward together.

Councilmember Gonzales stated he appreciates the dialogue and also stated he pledges to work together for the benefit of the citizens.

Mayor Cordova directed Mr. Rodriguez to respond to the County's proposals by Friday. He stated he is confident that both entities can work together on this issue.

Councilmember Gonzales made a motion to approve with conditions. Councilmember Abeyta seconded the motion. The motion was Passed. Those voting AYE were: Councilmembers: Abeyta, Gonzales, Peralta, Silva.

Item Result: Approved

Council directed staff to evaluate the yearly budget for dispatch. Councilmember Peralta asked when the 7% increase goes into effect. Mr. Rodriguez stated every quarter until the JPA terminates.

Resolution 13-14 was approved with the condition that the JPA will terminate one year from today's date.

G. Public Works Department Review

Public Works Department Overview - PowerPoint presentation on the department's duties and responsibilities, the resources it manages to accomplish them, the service levels achieved, and the related issues.

Item Result: Approved

Francisco "French" Espinoza, Public Works Director, gave an overview of the Public Works Department and explained the responsibilities and duties of the Department. He also discussed the strengths and weaknesses of the Department and outlined the threats the Department is facing; such as aging infrastructure of streets, fleet and buildings and an increasing gap between expenses and revenues.

Mayor Cordova thanked Mr. Espinoza for doing a great job managing one of the largest departments in the Town of Taos.

9. PUBLIC HEARINGS

A. Ordinance 13-05 Annexation of Properties on Gusdorf Road

Consideration and possible approval of an ordinance which annexes two properties located at 651 and 671 Gusdorf Road. The properties both have water and sewer infrastructure available. The Planning & Zoning Commission reviewed the application at a public hearing held on

December 5, 2012 and recommends approval of the annexation.

Item Result: Approved

Matthew Foster, Interim Planning and Zoning Director, presented Ordinance 13-05 to the Mayor and Council.

Public Opinion

Mayor Cordova opened the public hearing. **No one came forward.**

After closing the public hearing, Mayor Cordova asked for questions from the Council.

Councilmember Silva made a motion to approve. Councilmember Gonzales seconded the motion. The motion was Passed. Those voting AYE were: Councilmembers: Abeyta, Gonzales, Peralta, Silva.

B. Ordinance 13-06 Zone Change of Properties on Gusdorf Road

Consideration and possible approval of an ordinance to amend the Town of Taos Official Zoning Map with respect to properties located at 651 and 671 Gusdorf Road. These properties would be zoned from Taos County Rural Area to R-14 (Multi-Family Residential). The Planning & Zoning Commission reviewed the application at a public hearing held on December 5, 2012 and recommends approval of the annexation.

Item Result: Approved

Matthew Foster, Interim Planning and Zoning Director, presented Ordinance 13-06 to the Mayor and Council.

Public Opinion

Mayor Cordova opened the public hearing. **No one came forward.**

After closing the public hearing, Mayor Cordova asked for questions from the Council.

Councilmember Silva made a motion to approve. Councilmember Abeyta seconded the motion. The motion was Passed. Those voting AYE were: Councilmembers: Abeyta, Gonzales, Peralta, Silva.

10. MATTERS FROM THE MAYOR AND COUNCIL/YOUTH COUNCILMEMBER

11. ADJOURNMENT

A motion was made by Councilmember Silva and seconded by Councilmember Gonzales to adjourn the meeting. The motion carried unanimously and the meeting adjourned at 9:25 p.m.

APPROVED:

Darren M. Cordova, Mayor

ATTEST:

Renee Lucero, Town Clerk

PLEASE NOTE: The Town of Taos records most Town Council Meetings via audio, however, only Regular Town Council Meetings and some Special Town Council Meetings, with controversial issues, are video recorded. Copies are available upon request at the Town Clerk's Office located at 400 Camino de la Placita (575-751-2005) at a fee of \$5.00 for audio recordings and \$10.00 for video recordings.

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March 26, 2013

Title:

Oath of Office

Summary:

Judge Richard Chavez will administer the Oath of Office to Jani Davis, Certified Officer and re-hire for the Town of Taos.

Background:

Attachments:

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No Attachments Available



March 26, 2013

Title:

Presentation of Proclamation

Summary:

Mayor Cordova will present a proclamation celebrating the 100th Birthday of Jenny Vincent proclaiming April 22, 2013 as Jenny Vincent Day.

Background:

Attachments:

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No Attachments Available



March 26, 2013

Title:

Presentation by New Mexico MainStreet

Summary:

Charlie Deans, New Mexico MainStreet Program Associate, will present the costs and benefits, processes and alternatives for the long-term financing of the capital improvements and operations of the Taos Arts and Cultural District.

Background:

The Town of Taos and the ACD were awarded a grant from New Mexico MainStreet for the completion of the Downtown Master Plan. The Downtown Master Plan will identify a variety of capital improvements within the ACD along with recommendations for their long-term financing. Mr. Deans presentation will inform the Town Council of these alternatives.

Attachments:

Click to download

📎 [Presentation](#)



The Nuts and Bolts of Implementing and Financing Arts and Cultural Districts



NM MainStreet Program



A&CDs Funding Sources

- Quality of Life Tax
- Lodgers Tax
- Business Improvement District (BID)
- Local Economic Development Act (LEDA)
- Tax Increment Financing (TIF) District
- Tax Increment Development District (TIDD)



A&CDs Funding Sources

Quality of Life Tax

- funds the promotion and expansion of cultural programs and activities.
- can be at a 1/16% GRT increase.
- must be approved in an election by the majority of the voters.



A&CDs Funding Sources

Taos' Lodgers Tax

- currently over \$800,000 annually.
- allocated to the Convention Center, the Chile Line shuttle, the Visitors Center, and the Market Taos campaign.





A&CDs Funding Sources

Business Improvement District

- a special assessment district created by the Town Council and approved by petition of property owners within the district.
- revenues are provided to an entity, such as the Taos A&CD program, to support marketing, security, maintenance , and other business improvement services.



Local Economic Development Act (LEDA)

- Adopted by the Legislature in the 1990s as a response to the anti-donation clause of the State Constitution
- Local government adopts an economic development plan to enable public investments in local economic development projects.
- 2007 LEDA A&CD amendment allowing “cultural facilities” as a qualifying entity.



NM Metropolitan Redevelopment Code

NM State Statute that empowers municipalities with additional economic development tools to revitalize downtown areas by establishing it as a Metropolitan Redevelopment Area (MRA).



Metropolitan Redevelopment Toolbox

MRA implementation and financial tools

- ✓ Tax Increment Financing (TIF) Districts
- ✓ Revenue bond financing
- ✓ CDBG/State/Federal Brownfield funding eligibility
- ✓ Relief from the NM "anti-donation clause" allowing public/private partnerships.



Tax Increment Financing (TIF) Districts

- Requires an MRA Plan to be adopted.
- Uses existing property tax increment as the revenue stream (no new or increased taxes).
- Tax increment funds that are generated in the district are spent in the district.

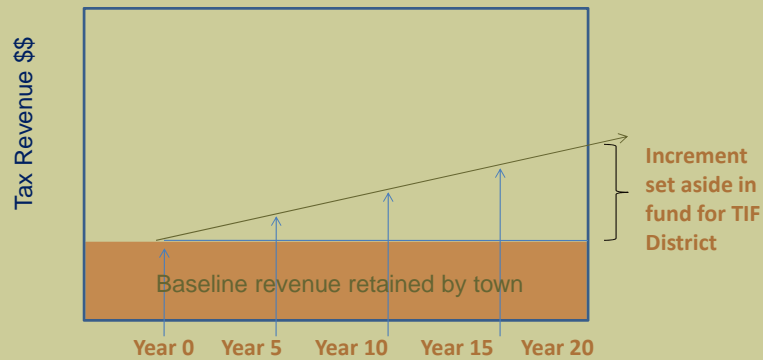


Tax Increment Development Districts (TIDD)

- created by the municipality through a petition of 100% of property owners, or through a general election of the property owners, within the district.
- can collect local and state property and gross receipt tax increments.

Tax Increment Financing Districts

How TIF/TIDD works...



Communities with MRA Plans/TIF Districts:

- Las Cruces- MRA plan/TIDD district approved
- Abq DAT- MRA Plan/TIF district approved
- Upper Nob Hill- MRA plan/TIF district approved
- Lovington- MRA Plan/TIF district approved
- Las Vegas- MRA plan/TIF district approved
- Silver City- MRA Plan approved/TIF district in process
- Deming- MRA Plan/TIF district in process



Recommended Funding Sources For Taos A&CD

- Allocate 10% of Lodgers Tax to the A&CD
- Place an A&CD Quality of Life tax (1/16 %) on the ballot for voter approval
- Create a Tax Increment Financing (TIF) District with approval of the upcoming Taos MRA Plan.
- Continue to research feasibility of Business Improvement District (BID) by Task Force.



Thank you!
Questions?

Contact info:
Charlie Deans
NMMS Urban Design Associate
charlie@communitybydesign.biz
505-471-4218



March 26, 2013

Title:

Presentation by Griffin & Associates

Summary:

Joanie Griffin, President of Griffin & Associates, will give a presentation on the upcoming marketing plan.

Background:

Attachments:

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- 📎 [Marketing Plan](#)
- 📎 [Town of Taos Scorecard](#)
- 📎 [PowerPoint Presentation - Marketing Plan](#)

TOWN OF TAOS TOURISM PROMOTION STRATEGIC MARKETING PLAN FY 2014

INTRODUCTION

This Tourism Marketing Plan (TMP) defines Marketing Strategies and its tactical implementation.

At annual planning sessions and tactically during regular marketing meetings with the community, tourism stakeholders that represent various community interests participate in meetings to collaborate and coordinate for branding, analyzing, packaging and evaluating tourism products and activities, short and long term. The Town of Taos oversees the ongoing delivery of the tourism strategy/actions through daily activity/interaction/direction, weekly conference calls, regular meetings, and provides a partnered/collaborative, community-inclusive approach to tourism development and traveler education for the Town of Taos.

The Town of Taos has contracted with Griffin & Associates, an Albuquerque-based integrated communications firm, to design and implement the Public Relations, Advertising and Promotion efforts of the marketing plan, which promotes the various tourism-related activities in and around Taos. Griffin & Associates conducts national, statewide and local research to determine travel patterns and trends to gauge which strategies and tactics make sense for the Town of Taos. Each year's tourism marketing efforts are reviewed and evaluated and an assets inventory of Taos tourism "products" is conducted.

The fulfillment arm of the TMP is managed by the Taos County Lodgers Association (TCLA) through its website taos.org and the Taos Vacation Guide. The TCLA Board is comprised primarily of Lodgers. The Town's lodging tax is a major contributor to the Town's allocation of monies for the marketing of Taos, hence the role that TCLA plays.

The Lodgers Tax Advisory Board (LTAB), comprised of lodgers, arts and business representatives, oversees the allocation and usage of Lodgers Tax dollars. Meetings are monthly. The board advises the Town Council and Mayor regarding the usage of lodgers' tax, being part of the review and advisory process.

MISSION

- To strengthen Taos' economy and community through the promotion of Taos as a year-round travel destination.
- To provide potential visitors the essential information necessary to make decisions and take action to travel to Taos for an experiential, unique, and memorable trip and to maximize return visits.
- To attract the "psychographic" that will appreciate Taos and support return visits/referrals.
- To encourage improvement of the tourist's Taos experience by educating all tourism stakeholders of the Marketing message and their role in the process.

Tourism Marketing Management

This diagram shows the different groups and organizations that participate in the creation, feedback, analysis and implementation of the Town's Marketing Plan.



ANNUAL OBJECTIVES FOR FY '14

These objectives will be monitored and reported monthly by Griffin & Associates and disseminated by the Chamber of Commerce via their website and communications to their membership. The Lodgers Tax Advisory Board reviews the report and works with the Town Manager and Griffin in implementing any adjustments as deemed necessary.

- Increase Town of Taos lodgers' tax receipts by 1.45% as measured using the Town of Taos lodgers' tax reports. This percentage is recession adjusted based on information from the U.S. Travel Association, which expects a flat to slight 1.45% increase in Lodgers' Tax average for 2013 and 2014.
- Increase earned Taos media travel coverage by 5% with at least 10 stories placed in "A" media (major media with circulations, viewership or online audiences of at least 500,000 – that match Taos' traveler psychographic).
- Increase walk-in traffic to the visitor's center and requests for mailed and downloaded visitors' guides by at least 5%.
- Increase usage of digital/social media by at least 5%. Measurements will include visitors to the YouTube Channel, increases in fans to the Taos Tourism Facebook page and increases in followers on the Taos Tourism Twitter and Pinterest pages.
- Increase traffic to TAOS.org by 10% over FY '13
- Increase ads and local participation in taos.org and Taos Vacation Guide by 10% over FY'13.

MARKET ANALYSIS

I. National

Overall, leisure travel trends continue to include shorter, more frequent getaways and more last-minute bookings. There is more dependence on ground transportation, and increased demand for air travel value. There are more visits taking friends and family in the travel party, and greater intergenerational travel. More travelers are seeking safe destinations, cultural exploration and outdoor activities. Travelers are sophisticated consumers, purchasing quality, value-added travel packages and conducting online travel research, often purchasing online.

With the global recession, numbers have indicated that "value" and "memorable experiences" and "unique adventures" are major considerations for travelers. Leisure travel is expected to be highest among Boomers (72.8%) and Gen Y adults (70.3%) and, as is usually the case, lowest among Matures. **The anticipated domestic travel growth nationally is predicted to be 1.2% in 2013 and 1.7% in 2014.** (US Travel Association, November 2012.) Other sources used in the Marketing Plan are: Smith Travel Research, the CWT report and Adventure Travel/News. The table on the following page describes the demographic groups used in our Marketing Plan.

Name	Birth Range	Age
Gen Yer	> 1980	22 – 32
Gen Xer	1964 – 1980	32 – 48
Boomer	1945 – 1964	48 – 67
Mature	< 1945	< 67

II. New Mexico

The New Mexico Tourism Department continues to market to the drive circle as all research indicates the majority of travelers to the State are from the 800-mile drive circle. The State's most recent Longwood's Research, conducted in December 2012 focused on the state's outreach cities – Lubbock, Amarillo, Midland/Odessa, Tucson, Colorado Springs and Pueblo. Their research documented a 3:1 yield on investment – for every \$1 spent in advertising \$3 was generated in taxes to the state.

Previous research from the NMTD has studied the reasons people come to New Mexico. The research found people come for the unique landmarks and natural attractions, interesting architecture, eco travel, a great place to relax, a wide variety of scenery, fun shopping, and lots to see and do. These are all reasons people would visit Taos in particular.

The top five states for New Mexico visitors are in this order:
New Mexico (27.1%), Texas (20.9%), Arizona (8.5%), California (7.3%) and Colorado (7.2%).

The average age of the New Mexico visitor is 48.1. This shows that it is necessary to straddle between the Boomers and the Gen X demographically and therefore requires at least a two-prong strategy.

The biggest issue identified in the NM Tourism research is that people aren't aware of what they'd do in New Mexico, and there are many misperceptions. Therefore, the State is gearing all its marketing efforts to promoting unique adventures steeped in culture – site doing not just site seeing.

III. The Town of Taos

Using the same methodology that the NMTD used in its ROI study, Taos is experiencing similar results:

The Town spends \$398,000, which in FY13 yielded approximately \$867,000 in lodger's tax and \$1,411,500 in gross receipts tax on the lodging alone. That is a \$5.72 yield for every dollar spent. Additionally, tourists are spending money on activities, dining and retail, which isn't included in the overall ROI for the State or the Town.

In April 2011, the Town of Taos contracted with Southwest Planning & Marketing to survey a sample of people in our databases that had either:

- 1) requested a visitor guide online, or
- 2) visited the Taos Visitor Center. The results of the Taos survey:

The survey found, visitors to Taos come from (in this order)

- New Mexico (41.4%)
- Colorado (23.6%)
- Texas (11%)
- California (5.2%)

The average visitor is female, 55 years of age, with a median income of \$67,232. She also tends to be the one making the travel decision whether traveling alone, with significant others, family, or friends. Visitors spend an average of 2.4 nights in Taos.

Survey respondents visited Taos an average of 8.8 times in the past 10 years.

The things Taos travelers are most interested in (in this order) are: Rest & Relaxation, Native American/Hispanic Culture, and Authentic Experiences (Art-related/creative particularly, which includes exhibits, events, shows, workshops, lectures/readings, and conferences, as well as outdoor recreation/adventure experiences).

Visitors get their information on Taos from: the web (60.2%), a brochure or vacation guide (10.4%) and electronic newsletter (3.2%). This data says that web marketing is critical which is reflected by the tourist's average age. Web marketing should have a bigger emphasis in the Tourism Offer section.

STRATEGY

Based on the survey results, data analysis and stakeholders feedback, marketing messages will continue to:

- Differentiate Taos from other mountain competition through its rich cultural heritage;
- Market to our traditional demographic of Matures with print and web-based approaches;
- Market to Boomers with targeted messages using specific technology (e.g. smart phone) used by this age group;
- Expand marketing efforts to the Gen Xers, which are younger, adventure-seeking travelers who utilize technology to make buying decisions;
- Educate potential travelers (including Gen Ys) about Taos and turn them into frequent repeat travelers, like our older established demographic, utilizing web and smart phone technology.

Taos' Strengths

Taos has seven strong tourism motivators, according to various research sources:

- 1) A rich cultural heritage, particularly its Native American and Spanish cultures. Taos is exotic and authentic and not commercial like many of our mountain competitors.
- 2) Relaxation/rejuvenation, which includes spas and dining that deliver value for the leisure dollar. The Taos way-of-life and its spiritual offerings are appealing to visitors. They frequently comment on how welcomed they felt when visiting.
- 3) Magnificent outdoor activities and beauty. Taos has the Taos Pueblo, the Rio Grande River/Gorge, and Sangre de Cristo Mountains.
- 4) World-class art found in museums and galleries. The art community that is second to none and the Taos Historic District
- 5) Its proximity means a tank or two of gas away from many major markets including cities throughout the state of NM, Colorado, Texas, Arizona, southern California and Oklahoma.
- 6) From an economic standpoint, lodging costs in Taos offer more value for the travel dollar, compared to other tourist destinations within the region, i.e., Santa Fe, Telluride, Aspen and Sedona. The same can be said about the costs of shopping and dining as travelers look for something unique and different. The dollar's international value drop benefits Taos in two ways: foreign visitors find Taos a great value, and Taos offers an average of 300 days of sunshine every year. Taos is appealing year round, a key influencer to Europeans in particular.
- 7) Taos' proximity to the outdoors and vast selection of outdoor areas and the lack of crowds is a major selling point, especially to people who travel within Colorado and are faced with traffic, overcrowded wilderness areas, etc.

Weaknesses

There are a number of weaknesses related to Taos' tourism offer that must be addressed or, at the very least, acknowledged in the Marketing message. The primary weaknesses are:

1. Taos is hard to get to. If not driving to Taos, one must fly and then drive to Taos. Its remoteness can be packaged as part of its unique charm.
2. Neighboring states are our main competitors. Arizona has the Grand Canyon, Utah has more predictable snow and many ski areas in close proximity, and Colorado has an array of outdoor activities. Showing the range of opportunities in Taos can be promoted as a plus.
3. No online booking or central booking functionality. Given that lodging brings in the majority of tourism dollars, not having the ability for tourists to quickly book online is a significant drawback toward growth. Most mountain towns offer this feature including Durango, Sedona and Aspen, to name a few.
4. Taos does not have an "online virtual store" for tourists to purchase services or tours. Considering one of our top targeted Gen Xer demographic purchases a growing amount of services online, Taos has an opportunity to address the future needs of this expected tourism base.
5. The perception is that Santa Fe is the cultural hub of New Mexico, and Taos is a runner up. Marketing and promotion of our world-class art can help to change that perception describing Taos as an intimate art colony experience.
6. Limited funds for tourism marketing. Compared with Santa Fe and Albuquerque, and our neighboring states, Taos is working with a much smaller budget. Even with Taos' marketing budget of nearly \$400,000, Santa Fe and Albuquerque each have \$1.5 million annually for their tourism marketing and our neighboring states spends many millions on their marketing. Coordinating our business and town efforts to maximize marketing dollars is critical.
7. Locals as well as visitors have remarked on poor building and road presentation, particularly in the Historic District, regularly as a drawback. Putting appropriate funding into normal maintenance and repair has been lacking and needs to be addressed.

Opportunities

There are many opportunities Taos is poised to garner and build on, including:

1. Taos is a drive away from our key markets. They can be reached by promotions that attract them to Taos.
2. Converting “day trippers” into overnight travelers and extended stay travelers.
3. Utilizing earned media to garner “free” press and compel visitors to give Taos a try. It also allows us to educate travelers about Taos and its many features and amenities.
4. Using technology effectively to stay in touch with prospective visitors is an avenue that stake-holders plan to utilize – social media, web sites, key word management, pay per click, online ads, contesting and e-blasts. This type of communication is attractive to Gen Xers and also Gen Yers, which are new and important demographics for the town to cultivate. Efforts in this area are still being developed. Therefore this year’s desired results may not be as fruitful.
5. Marketing art as an experience and adventure can be attractive to the Boomers and Gen X and Yers with product that is attractively priced.
6. Coordination with other Taos organizations such as the Chamber of Commerce can bring more synergy in our efforts and extend our impact.

Threats

There are major threats to tourism development in Taos. Some of them are part of the marketing challenge while others involve the stakeholders.

1. Albuquerque, Santa Fe, Sedona and Durango are national and international travel destinations and are in close proximity to Taos. The appeal of these communities has overshadowed Taos, and many of the leisure visitors to the area have considered Taos only as a day trip.
2. There is a relatively small annual budget for marketing Taos. Print and electronic advertising is traditionally very expensive. Therefore, now more than ever, Taos must collaborate with other tourism partners to maximize budgets and results.
3. Town infrastructure needs greater attention. The convention center costs, as an example, prohibit the town from needed infrastructure development.
4. Landlord inattention to property within the Historic District detracts from the desired ambiance for the traveler walking around and sends a negative message.
5. A U.S. economic downturn could cause a depression impacting tourism negatively.

Identification of Target Market Expenditures

Identification of the target market for tourism development consists of determining where limited advertising dollars will be spent and who will be the most viable recipients of the message. Not only is demographic information considered, but also the psychographic or passions of those travelers.

Because the NM Tourism Department is focused on the 800-mile drive circle, and our research shows it to be the most opportune markets for Taos, the major marketing efforts in FY14 will be focused within the states that are within a tank or two of gas to Taos. The range of demographic groups in these states is very suitable as well. These states are:

- New Mexico (specifically Albuquerque, Santa Fe and Los Alamos)
- Colorado (Denver metro to state line)
- Texas (West Texas, Dallas and Houston)
- Arizona (Phoenix and Tucson)
- Oklahoma (Tulsa and Oklahoma City)
- Southern California (San Diego and Orange County)

Their Passions:

Based upon the inventory of strengths within Taos' tourism offerings, we will promote Taos with the *Adventures de Taos* theme targeting people based on their passions including:

- Outdoors Enthusiasts – The key areas are: weather, climate, unique light, individual sports, team sports and indoor recreation
- Creative Culture Lovers – The key areas are: creative art colony activities, tri-cultures, green emphasis, sustainable, unique architecture, the arts, educational courses
- Rejuvenation & Relaxation Seekers – The key areas are: spas and pampering, yoga & meditation, spiritual encounters, enjoying the beauty of the area, reconnection with nature and exploration of labyrinths
- History Buffs – The key areas are: Native American and Spanish Culture, Taos Pueblo, the Town's Historic District, prominent Museums featuring local artisans, Western history, Pre-historic digs, Geologic finds and Historic arts

Demographic

Defining the targeted tourists' demographics helps in deciding which tourists would be attracted to Taos, helps define our promotions and helps define what information to capture to determine what our demographic mix is. This analysis helps for future communications and targeting, i.e. ROI. The demographics discussed below do not suggest pursuing all the segments within the groups, but rather helps describes them in a way that shows how our promotions, PR, etc. impact specific segments within them (i.e. Matures traveling with their children, the Boomers). The Budget details our dollars spent on targeted demographics.

Primary – Boomers (ages 48 – 67)

Baby Boomer households continue to generate the highest travel volume in the U.S. There are 78 million boomers in the U.S. today. The oldest boomers are retiring. They still represent the largest opportunity for Taos.

According to the Association of Travel Marketing Executives, Boomers:

- Consider travel a necessity
- Have traveled considerably more than their predecessors therefore they seek out more exotic destinations and more in-depth ways of experiencing familiar places
- They are time deprived and seek to relax and rejuvenate
- They will pay for luxury, expertise and convenience
- They like to associate with people like themselves

Secondary – Gen Xers (ages 32-48) with or without children traveling with them.

This is a relatively new, but becoming important group regarding travel analysis and targeting. They are the offspring of the Baby Boomers, so share some common traits, but have developed new ways of communication and expectation regarding travel, lodging, and tourism experiences. “They are looking for something different than boomers,” says Mark Lomanno of Smith Travel Research. Today’s phrase is “Bring Your Own Device” (BYOD) for communication.

While Gen Y is not one of our target markets for expenditures, they will be an important market to groom as they become older with more disposable income for travel.

According to the CWT report and Adventure Travel/News, Gen X and Yers:

- Connectivity is important to stay informed using smart phone technology;
- Comfort seekers are looking to enhance their end-to-end travel experience. Examples are mobile check-in services and connecting with friends/family via social media;
- Wi-Fi Connectivity within lodgers’ facilities;
- Boutique hotels: Large hotels have launched mid-priced boutique hotel chains, which are trying to capture the Gen Y and Xers’ business;
- Gen X and Yers’ desire to see the world and their tastes trend from “off the beaten Path” toward exotic luxury travel as social value shifts from material to experiential.

Tertiary - Mature traveler (ages 67+) without children traveling with them. This group has been the traditional Taos traveler. Our research shows that:

- Mature travelers represent 21 percent of all leisure travelers and they take the lengthiest trips of all travelers.
- They take an average of 4.1 leisure trips each year. (U.S. Travel Association, 2011).
- They come to Taos year after year (8.8 times on average in the last 10 years).
- This group will be primarily communicated with via the electronic newsletter and some targeted print and online advertising.

THE TOURISM OFFER

Because people are seeking experiential and different travel experiences, *Adventures de Taos* has been developed, which feature Taoseños and their favorite unique Taos adventures.

The *Adventures de Taos* theme is divided into sections:

1. Creative Adventures
2. Active Adventures
3. Cultural Adventures
4. Playful Adventures

The adventures include everything from great art classes to culinary adventures to outdoor adventures to rest and relaxation adventures and everything in between. The adventures will be appealing to a wide audience and reach both the younger and traditional demographics.

Taos delivers "Adventures Steeped in Culture," which is the current New Mexico Tourism Department's theme for their New Mexico True advertising campaign. Our *Adventures de Taos* ad campaign not only provides a platform for local messaging, but is also amplified by the state's campaign. The real strength and opportunity of *Adventures de Taos* is its cohesive, consistent local message, further backed by the state's multi-million dollar budget to market the state.

All Taos marketing is focused on people, places, and experiences. All the copy will focus on the benefits of a trip to Taos and why people should travel to Taos now. The adventures will be themed around traveler passions.

Additionally, a \$50 gas card will be given away weekly to someone who stops by the Taos Visitors Center either on their way into town or out of town.

MARKETING TACTICS

To oversee the strategy, plans, implementation and reporting:

Internal Tactics

The major players –Griffin & Associates, Town of Taos, LTAB and TCLA- have developed an approach, which is shown in the Tourism Marketing Management diagram on Page 2. The groups oversee the strategy, plans, implementation and reporting in these standing meetings.

- Weekly meetings of the Tuesday Marketing Group
- Monthly Meetings of the Lodgers Tax Advisory Board (LTAB)
- Bi-Monthly Meetings of the Taos Tourism Council
- Monthly meetings of the Taos County Lodgers Association (TCLA)

External Tactics

The most critical component of the strategy to increase tourism in Taos is a cohesive brand and tourism product offering for potential visitors. This brand development can only be accomplished through the integration of tourism and community goals. Stakeholders from all segments of Taos including tourism and related industries, public and private sector organizations and the community at large must coordinate the ongoing strategic development of tourism activities and tactics in order to promote Taos, create promotable events and work together as ambassadors for Taos. Here are the major tactical approaches to achieve our goals:

- Online branding communications to customers
- Targeted print material that supports the on-line communication and branding
- Development and implementation of methodologies that help analyze how customers make online decisions
- Online communications to stakeholders about activities, event status, etc.

Major Groups and Organizations

Griffin & Associates participate in all marketing/PR meetings as well as attend other meetings held by various stakeholders, meeting on their ‘turf’ to participate in critical issue discussions. This strategy has been successfully implemented since October 2007 and continues to yield positive results for all sides. Together, the various stakeholders frequently bring new ideas, which lead to co-op advertising and marketing efforts. Listed here, but not limited to, are the areas that Griffin & Associates participate in.

- **Public Relations/Media Outreach** A major portion of the budget is utilized to write and pitch news media stories on Taos. The tactical implementation is decided at the Tues. Marketing Group, which allows for quick re-directs of funds as opportunities arise. People still react favorably to “earned media,” and Griffin will pitch both media in the drive circle and major national and international “A” list media.

Each month, the Griffin team sends out news releases to both the drive circle and national and international travel media informing them of the events in and around Taos. Griffin utilizes Vocus software to reach the media, as well as track stories mentioning Taos. The major news clips as well as news releases sent out are posted online for visitors and are submitted to the Taos stakeholders so they can share it with their databases.

- Some of the cities regularly pitched include:

National: New York, Los Angeles, Seattle, San Francisco, Chicago and San Diego

Regional: Austin, Dallas, Phoenix Metro area, Denver Metro area, Oklahoma City, Salt Lake City, Colorado Springs, Tulsa

Local: Albuquerque/Santa Fe, Amarillo, Las Cruces, Farmington

Key A-List media pitches will include:

- National Magazines such as National Geographic, Travel & Leisure, Budget Traveler, Frommer's, Fodor's, AAA, Cowboys & Indians, Southwest Art, Conde Nast Traveler, Country Living, Sunset, AARP, NM Magazine, O, Art & Auction, Western Architecture, Conde Nast Traveler
- National Newspapers and wire services including: The Associated Press, The Wall Street Journal, USA Today, NY and LA Times, San Francisco Chronicle
- Network Morning Shows including Fox, CNN, ABC, NBC, CBS
- In-flight Magazines including American, United, Southwest, Delta, US Air
- Other Newspapers including the Denver Post, the Dallas Morning News, the Houston Chronicle and the Arizona Republic.
- Online Travel Sites including the Examiner, About.com, tripadvisor.com

Griffin has been averaging between 500 and 750 news stories each month, with gross impressions of between 50 and 100 million and ad value equivalency of at least \$10 million each month. Third party “endorsements” are of incredible travel marketing value.

- **Media Familiarization Trips (FAM)** Griffin and the Tues. Marketing Group handpick targeted drive circle media. Griffin brings them to Taos for an experiential trip in late spring. These FAM trips always yield national media stories and are a great way to kick off the busy summer season. Griffin works both with the NM Tourism Department's and the Santa Fe Convention & Visitors Bureau's public relations firms to host media when they are visiting Northern New Mexico. Griffin and key stakeholders provide tours, lodging, and meals and roll out the red carpet for visiting media.
- **New Media Public Relations** Griffin will reach out to the Travel bloggers, travel websites and travel pod-casters to feature Taos. This enables us to really segment messages into matching “areas of passion” for each site's audience for 2014.
- **Utilize social media to reach broader & younger cross-section of travelers** Griffin continued a robust social media outreach and advertising campaign in FY 13. They will build on it in FY14. Griffin post daily on Facebook, Pinterest and Twitter and have been very successful in engaging people via contests. Griffin has also

purchased ads on Facebook and is researching opportunities with other social media sites including Linked In and Twitter.

The Town has a You Tube Channel where organizations will post existing video, professionally shot video and video shot by visitors. The videos will be uniquely tagged to reach prospective travelers (i.e., a fishing video may be tagged great fly fishing in North America rather than Taos fly fishing). The thought is that if people are searching for Taos, they already know us. When organizations tag videos by area passion they will reach people who weren't aware Taos offers what they're seeking.

Griffin, and Stakeholders encountering visitors, will encourage visitors to submit both video and still photography that can be used in campaigns as well as social media and online. To encourage participation contests and sweepstakes associated with this portion of the campaign will be created.

Griffin also will post on sites that have fans that are similar in psychographic, geographic and demographic characteristics to the Taos traveler like Outside Magazine, Patagonia, REI, etc.

Griffin will promote all contests –directed by the Tues. Marketing Group- and specials via social media as well.

➤ **Print Advertising**

Griffin only will buy print advertising that includes an online and/or sweepstakes component for value added. Griffin will push all print advertising partners to provide a sweepstakes component and editorial coverage before a buy. Griffin will focus its efforts on drive market publications. Prospective print publications include, but not limited to:

- The New Mexico Vacation Guide
- Santa Fe Visitors Guide
- Albuquerque Journal special guides
- Albuquerque Arts
- The Magazine
- National Geographic Traveler
- 5280 (Denver lifestyle magazine)
- Outside Magazine
- Albuquerque the Magazine
- Sunset Magazine
- TX Monthly
- AARP
- Budget Travel

Madden Pre-Press (a co-op program with the NM Tourism Department), which places ads in travel sections in daily newspapers including:

- The Albuquerque Journal
- The Denver Post
- The Colorado Springs Gazette
- Dallas Morning News
- Orange County Register
- San Diego Union Tribune
- Oklahoma City Oklahoman
- Tulsa World
- San Francisco Chronicle

(Last year, Taos received over 7,000 leads from the Madden program.)

➤ **Online Advertising**

Since a major portion of the budget will go to online advertising, Griffin will require all print advertising to offer an online component. All ads will be directed to ad specific URLs so that results and return on investment can be tracked. Griffin –along with the Tuesday Marketing Group- will consider various online buys to reach travelers nationally and in the drive circle.

➤ **Online Contesting**

Griffin, coordinating with the Tues Marketing Group, will work with media partners and social media outlets to offer opportunities for people to win trips to Taos. They will register by providing their email, which allows us to expand our database and continue marketing to them with our monthly electronic communications.

➤ **E-blasts/electronic newsletters**

Griffin sends out three different e-blasts each month. The e-blast's topics are decided at the Tues Marketing Group meeting with Griffin creating the editorial content, which is reviewed by the Group prior to being sent out.

1. A newsletter promoting activities in the next two months that goes out to a database of about 1,100,000 subscribers (one million is a purchased list of people interested in traveling to the Southwest. An additional 55,000 have opted-in to our e-blast either on our website, via the Visitors Center, through sweepstakes or at special events).
2. E-blasts goes out every other week to the media and residents in the 800-mile drive circle, and receive *Get Out of Town* – which highlights events coming up in the next two weeks.
3. A Taos in the News e-blast is sent out weekly to community stakeholders highlighting that week's major news coverage regarding Taos.

➤ **Media E-blast Partnerships**

Griffin will work with print and broadcast partners to disseminate online e-blasts to their databases in the 800-mile drive circle. The e-blasts will accompany other advertising to further our reach and frequency.

➤ **Radio/TV/Movie Theater ads in the Drive Market**

Griffin will run radio, TV and movie ads during opportune times in the drive markets, which is decided at the Tues Marketing Group. Griffin will look to drive traffic during the shoulder months – November/December and April/May. All spots will have a call to action to drive people to a website to register for a free trip.

➤ **Internet Honey Analysis**

Because tracking Return on Investment (ROI) is a critical measuring tool to know what is working and what is not, Griffin will continue utilizing the Honeycomb tracking software for monthly ROI reports. The Reports are discussed at the LTAB and used to give guidance.

Taos County Lodgers Association (TCLA)

➤ **Taos Vacation Guide/Web Site coordination/Calendars/Distribution**

Working with Griffin, the Town and Chamber of Commerce, and their contractor Webb Design, TCLA will coordinate and partner to have both websites (taos.org and taoschamber.com) work well together. TCLA creates, manages, determines editorial and publishes the Taos Vacation Guide (TVG) annually. Webb Design manages advertising for both TVG and taos.org. Webb Design works regularly with Griffin to coordinate themes and messages that are part of the Taos Vacation Guide and taos.org. Updating taos.org with Griffin's creative, news releases, photos and media coverage illustrates the synergistic effort these organizations demonstrate.

➤ **Banners**

To keep the marketing message prominent in the town, TCLA and Griffin will design and place campaign-themed banners throughout the Taos Plaza and along Paseo del Pueblo Sur. The banners will carry the *Adventures de Taos* message.

➤ **Historic Walking, and Historic Churches Self-Guided Tour Brochures and Online PDFs**

TCLA and Webb Design will work with other organizations to reprint and update the Historic Walking brochures as well as the Historic Churches brochure. Distribution of the pieces and other promotional pieces throughout New Mexico will be coordinated with other printed material. Additionally, those pieces, as well as our Self-Guided Tours, live online as down-loadable PDFs on taos.org.

Taos News

In order to garner community wide participation, efforts will be made to work with the Taos News to create both an essay and photo contest around the *Adventures de Taos* theme. People will submit their photos and essays to the Taos News. Winners will be awarded cash prizes and be featured on taos.org. Taos News will produce tourism maps in coordination with TCLA and Griffin that will be available both at the Visitor Center and online.

Group Special Event Promotions

Every month is chock full of special events in Taos. Griffin –and other stakeholders- will identify the major ones (i.e. Taos Shortz, Taos Solar Music Fest, Eco Park events, etc.), bring to the appropriate organizations for buy-in and promote them via news releases and e-blasts. These messages will give people reasons to visit Taos every month because of these special events and special deals.

Winter Marketing

Winter is a unique marketing opportunity for Taos. Taos Ski Valley, a world-class ski resort, is in our backyard and both Angel Fire and Sipapu a short drive away. The town will work with all three organizations to cross promote the winter season's events and activities.

Grants

State and other organization co-op grants will be solicited, but not limited to, from the New Mexico Tourism Department and the Federal Government. Griffin and other stakeholders also will research other grant opportunities and be responsible for writing and submitting grant requests uncovered.

FY14 Budget

		2014	2013
Social Media Program	FB, Yelp, Twitter, entry, analytics	\$20,000	\$20,000
New Release Wire Svc	sending national releases via PR Web	\$3,000	\$ 1,000
News Clipping Service	A-list contacts, distribution list, Vocus	\$12,500	\$12,000
E-Magazine Outreach	Weekly, monthly by interest area	\$36,000	\$20,000
Graphic Design	Ads, materials, banners, etc.	\$30,000	\$25,000
Media FAM Tours	Bring key media to Taos	\$10,000	\$ 3,000
Photography	Licensing, photo shoot	\$5,000	\$ 2,000
Online Advertising	Regional and National ads	\$50,000	\$83,463
Print Ads	Drive Circle & A-List only	\$40,000	\$20,000
Travel Sweepstakes	Annual grand sweepstakes travel	\$2,000	\$ 2,000
Video Page, Map Page	Content creation, management	\$5,000	\$20,000
TCLA Partnership	TAOS.org and ads on the site	\$13,000	N/A
Historic Churches Tour	Brochure Reprint	\$2,000	\$ 2,000
Walking Tour Brochure	Reprint	\$2,000	N/A
Free/Earned Media	Writing & disseminating news releases	\$52,000	\$52,000
Account Management	Day to day account management, Meetings, planning, grant writing	\$48,000	\$45,000
Broadcast Ads	Radio/TV advertising/Movie ads	\$25,000	\$25,000
Opportunity Fund		\$12,963	N/A
Internet Honey Software	ROI tracking software	\$3,500	N/A
Misc. items not budgeted for 2014 on next page			\$39,500
Subtotal:		\$371,963	\$371,963
NMGRT		\$26,037	\$26,037
TOTAL:		\$398,000	\$398,000

Last Year's items not renewed for this year's Budget

• Rack Card	\$ 5,000
• Art Up	\$ 3,000
• Summer 2012 Promo Items & Banners	\$ 3,000
• Taos Vacation Guide Micro Site	\$ 5,000
• Grant Writer	\$ 2,500
• Thematic Group Tour Outreach	\$ 8,000
• Extend Your Stay	\$ 5,000
• Convention Center Marketing	\$ 8,000

Last Year's Items with Proposed Increases or Decreases and Why

- National News release distribution – actual cost for FY13 was \$3,300
- Vocus Clipping Service – actual cost for FY13 was \$12,500
- E-Blasts –have increased from sending two e-blasts out monthly (one GOOT, one Monthly) to 7 e-blasts monthly (two GOOTs, one monthly and four weekly to the community)
- Graphic Design – actual spent in FY12 and FY13 was \$30,000
- FAMs – actual to be spent in FY13 is \$10,000 (we may not spend this much in FY14, but it gives us the option if we decide to)
- Photography – Actual spent in FY13 was \$5,000
- Print Ads – with State co-op ads actual spent in FY13 was \$40,000 (most have online component, which is why online buy is smaller than FY13)
- Video Page – actual spent in FY13 was \$5,000
- TCLA partnership – actual spent in FY 12 and FY13 was \$13,000 (prior it came out of the online budget line item)
- Account Management – There has been no increase in six years. The actual amount Griffin & Associates spends on Account Management is actually \$120,000. The firm gives a tremendous amount of time in pro bono services.
- Opportunity Fund – we didn't budget for it in FY13, although we do have opportunities that pop up throughout the year
- Internet Honey – wasn't budgeted for FY13 although the firm was contracted mid-way through FY13



Reach

	FY12	Target	YTD 13		
				Trending	% Of Target
PR Impressions	5,481,855,132	5,755,948,032	5,232,517,260		90.9 %
				Trending	% Of Target
Email Impressions	9,355,591	9,823,370	8,322,142		84.7 %

Engagement




Engagement

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Website Traffic	222,930	246,323	175,463	Trending	% Of Target
					71.2 %
Mobile Traffic	14,596	15,326	22,457	Trending	% Of Target
				March 26, 2013	146.5 %
Website Pageviews	1,014,283	1,064,997	814,370	Trending	% Of Target
					76.5 %
Facebook Talking About	169	178	274	Trending	% Of Target
					153.9 %
Email Opens	272,271	285,885	206,815	Trending	% Of Target
					72.3 %

Conversions*

Conversions

				Trending	% Of Target
Lodgers Tax	847,763	863,023	491,791		57.0 %
VC-Walk Ins	109,038	119,941	64,813		54.0 %
Mail Guide	4,516	4,967	3,893		78.4 %

* Conversions thru January

Audience

Audience

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A scenic photograph of two mountain bikers riding down a dirt trail. The sun is low on the horizon, creating a warm, golden glow and long shadows across the landscape. The background features rolling mountains and a dense forest of evergreen trees. The bikers are in the foreground, moving towards the viewer. The woman in the front is wearing a red shirt and a white helmet, while the man behind her is wearing a blue shirt and an orange helmet.

FY 14 Town of Taos Proposed Marketing Plan

TAOS



Objectives:

- Increase Lodgers Tax by 1.45%
- Increase earned media by 5%
- Increase visitors center walk ins and requests by 5%
- Increase taos.org traffic by 10%
- Increase social media traffic by 5%



Target Audiences:

- Boomers 48-67 in 800-mile drive circle
- Gen Xers 32-48 seeking adventure travel
- Mature travelers 67+

TAOS



Budget:

- Paid ads 164,000
- PR 52,000
- Social media 30,000
- Design, Acct mgt., Printing, Web 152,000



March 26, 2013

Title:

Resolution 13-15 Hiring of an Immediate Family Member of a Current Town Employee

Summary:

Consideration and possible approval of Resolution 13-15. The Town of Taos proposes to hire Jacob Montez as a Certified Officer within the Police Department. Jacob is the son of current Town employee Ronald Montez who is also a Certified Officer with the Taos Police Department. The employment of Jacob Montez would not create a direct or indirect supervisor/subordinate relationship.

Background:

Attachments:

Click to download

📎 [Resolution 13-15](#)



RESOLUTION 13-15

A RESOLUTION OF THE TOWN OF TAOS COUNCIL WAIVING THE PROVISIONS OF TOWN OF TAOS CODE TITLE 3, SECTION 3.80.070 WITH RESPECT TO EMPLOYMENT OF RELATIVES

WHEREAS, Title 3, Section 3.80.070(B) states that no one in the immediate family of any other Town employee shall be considered for employment in the Town; and

WHEREAS, Title 3, Section 3.80.070(B) also provides for a waiver by the Mayor, with the advice and consent of the Town Council, when it is clearly in the interest of the Town to do so, or for temporary or seasonal employees; and

WHEREAS, This provision shall apply only when there is no direct or indirect supervisor/subordinate relationship, and when it does not create either an actual conflict of interest or the appearance of a conflict of interest; and

WHEREAS, The Town of Taos has recommended for hire Jacob Montez as a Certified Police Officer within the Police Department. Jacob is the son of Town employee Ronald Montez who is also a Certified Police Officer within the Police Department; and

WHEREAS, the employment of Jacob Montez would not create a direct or indirect supervisor/subordinate relationship nor create an actual conflict of interest.

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Taos that that Section 3.80.070 be waived in this instance.

PASSED, APPROVED and ADOPTED, this 26th day of March 2013, at the Regular Meeting of the Town Council by the following vote:

Mayor Pro Tem Andrew T. Gonzales	_____
Councilmember Rudy C. Abeyta	_____
Councilmember Frederick A. Peralta	_____
Councilmember Michael A. Silva	_____

TOWN OF TAOS

Darren M. Cordova, Mayor

ATTEST:

Renee Lucero, Town Clerk

APPROVED AS TO FORM

C. Brian James
C. Brian James, Town Attorney



March 26, 2013

Title:

Financial Update

Summary:

Presentation of the monthly financial report for the period ending February 28, 2013.

Background:

Submitted by (Marietta Fambro)

Attachments:

Click to download

 [February 2013 Financial Report](#)

FEBRUARY 2013 FINANCIAL REPORT

General Fund

Revenues - The General Fund's largest revenue source are the Gross Receipts Tax (1 cent) and State Shared Gross Receipts (1.225 cent). Through the month of February both of these streams continue to be down from what was budgeted. We have made up some amount but are still going with our projected year end figures reported in October of a 6% decrease. This may change once we received March's figures but only to leave the amount to the ending fund balance for additional over our 1/12 requirement or emergency purchases. The remainder of the General Fund's revenue sources continue to run on track to reach what was budgeted. We received a large franchise tax amount of \$122,954 along with building permits revenues of \$19,238 for the month of February.

Expenditures - Compared to this time last year, the majority of the Department's continue to keep on track to meet their approved budgets. This report reflects under the approved budget column all of the mid-year budget adjustments that were approved by Council in February. Even with these budget adjustments the standard has been that within all of the general funds departments we still continue to return at the end of the year an average of 7% of the original budget. We are addressing this with the new budget cycle but just pointing out a fact that this may be the case for this current fiscal year.

Ending Balance - Based on this report the ending balance is still projected to exceed the State's requirement of 1/12 of budgeted expenditures by \$236,506 which brings us to approximately 40 days of reserve. This is derived from the amount we have made up on the gross receipts revenues since our October projections.

Capital Projects

Through the month of February the percentage of project completion increased about 18%, mainly due to the first payment on the new Airport Runway design in the amount of \$256,574 and the completion of the replacement of carpet at the Taos Public Library in the amount of \$37,500. The Don Fernando Hall Improvements project was also completed 100% and the final payment made in February for \$16,448 along with the fabrication of 4 more bus shelters and completion of the Lama software project for the Planning, Zoning & Buildings Department. No activity in the Utility Construction Fund for the month of February.

<u>Projects</u>	<u>Budget</u>	<u>Spent YTD</u>	<u>Open PO's</u>	<u>Complete</u>
Facilities Fund 50	828,939	308,318	108,849	37%
Capital Projects Fund 51*	1,023,119	409,098	105,169	40%
Airport Construction Fund 52	2,084,569	256,574	885,399	12%
Vehicle Replacement Fund 54	202,401	11,985	43,818	6%
Affordable Housing Fund 56	665,000	5,628	5,628	1%
1999 Gas Tax Acquisition Fund 59**	3,271,321	948,780	13,764	29%
Utility Construction Fund 81	3,292,130	267,291	1,601	8%

* Five completed projects: Genie boom lift, Quick Attack Truck, Urban Interface Engine, Search-Technical- Rescue Cab and Chassis and Lama Software.

**Two completed projects: Del Norte Lane and Chamisa Phase II

Debt Service

All debt service transfers and accounts are on schedule to be paid in accordance with their respective covenant agreements.

	<u>Outstanding Principal July 1, 2012</u>	<u>Principal Payments</u>	<u>Interest Payments</u>	<u>Principal & Interest*</u>
Rural Utility Service Revenue Bond	2,280,600	48,000	118,669	-
New Mexico Finance Authority Loans - Utility, Streets & Landfill	3,708,726	416,169	66,733	-
New Mexico Finance Authority Loans - Land & Eco Park	2,216,119	225,410	67,785	-
New Mexico Environmental Department Loan - WWTP-6-2031	1,200,000	60,000	-	-
Town Hall Bonds	5,510,000	265,000	226,425	-
TOTALS	14,915,445	1,014,579	479,612	-

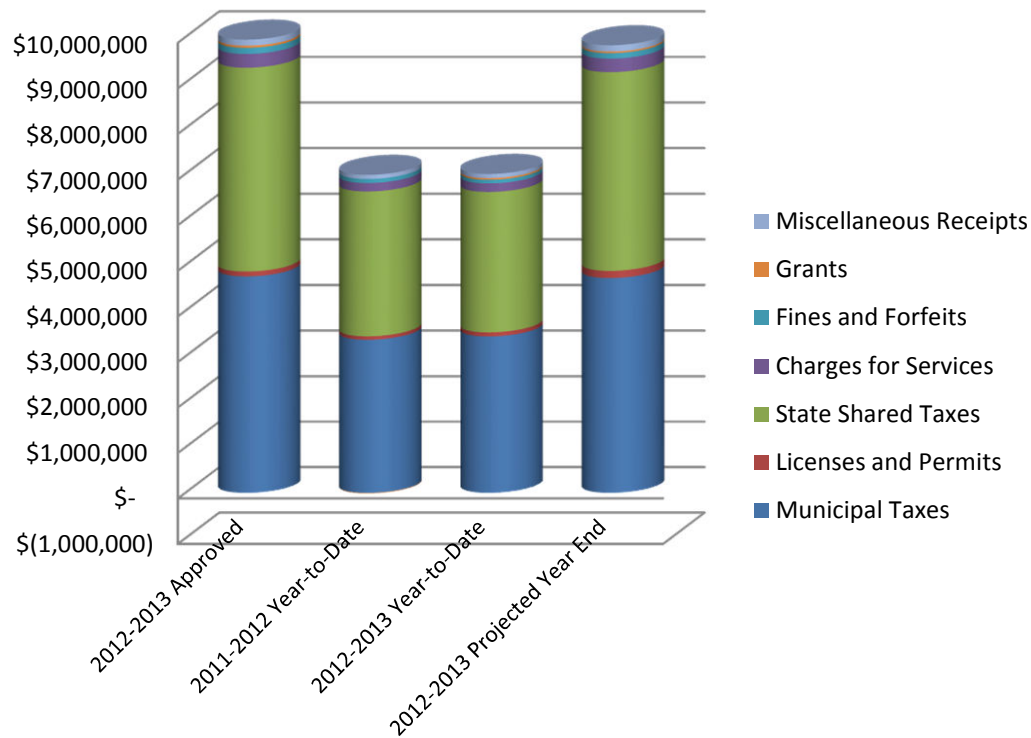
*Principal and interest amounts due within the next 30 days

Retirement of Loans: Eco Park - May 2025; Town Hall - June 2025; Streets -May 2022; 20 Acres of land - May 2017; Rural Utility Services Revenue Bonds June 2031, 2029, 2022, 2021, 2040, 2033, 2035

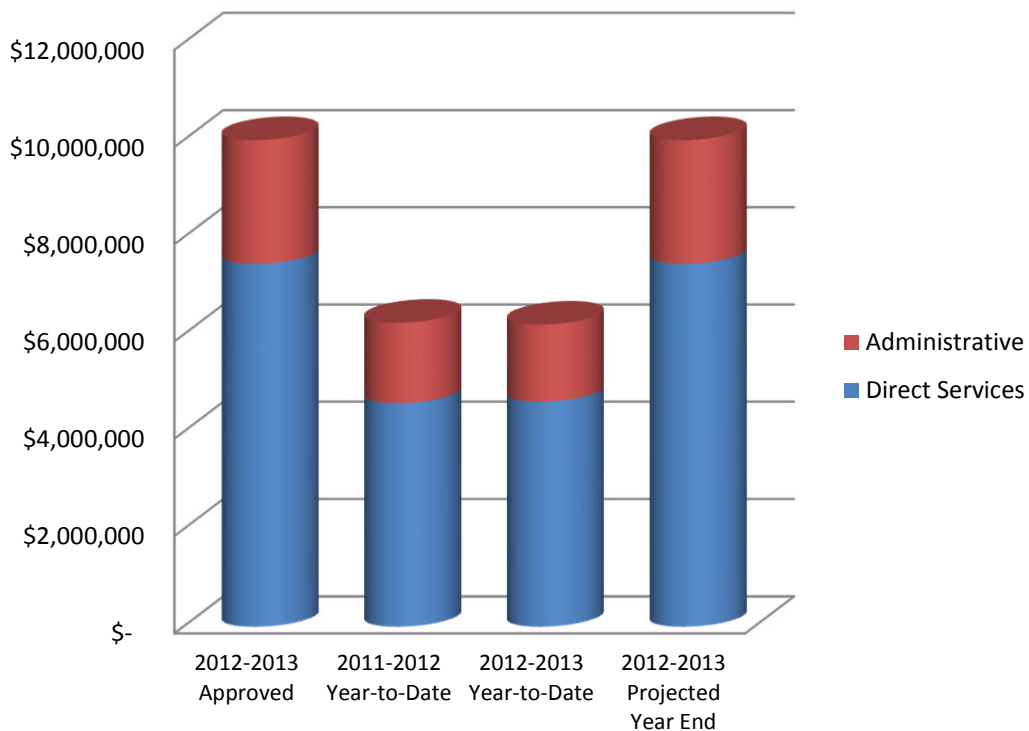
FY 2012-2013 GENERAL FUND OPERATING BUDGET - Revenues-Expenditures YTD through - February 28, 2013

	FY 2012-2013 Approved Budget	FY 2011-2012 Year-to-Date Actuals	FY 2012-2013 Year-to-Date Actuals	FY 2012-2013 Projected Year End
<u>Revenues*</u>				
Beginning Balance July 1, 2012	\$ 1,604,296	\$ 1,893,608	\$ 1,604,296	\$ 1,604,296
<u>Municipal Taxes</u>				
Property Taxes	925,019	611,532	649,605	912,332
Franchise Taxes	370,650	193,704	310,171	310,000
Gross Receipts Tax (1 ¢)	3,458,983	2,560,807	2,478,638	3,496,829
<u>Licenses & Permits</u>				
Business Registrations	44,000	30,480	31,760	51,745
Building Permits	45,000	31,468	42,719	67,812
All Other	18,908	14,044	15,965	37,091
<u>State Shared Taxes</u>				
Auto License Dist 60/40	70,619	37,546	41,294	72,709
State Shared Gross Receipts Tax (1.225 ¢)	4,396,953	3,136,989	3,036,331	4,283,616
<u>Charges for Services</u>				
Parking Meter Fees	87,821	57,628	62,721	90,338
Swimming Pool/Recreation	72,097	45,959	44,340	74,458
All Other	141,641	82,376	80,090	132,074
<u>Fines & Forfeits</u>				
Court Fines	103,600	67,971	62,226	92,788
Library Fines	32,653	21,084	18,660	28,521
<u>Grants</u>				
State/Federal Grants	45,000	(10,308)	35,000	35,000
<u>Miscellaneous Receipts</u>				
All Other	132,338	89,333	91,536	136,558
Total Revenues	\$ 9,945,282	\$ 6,970,613	\$ 7,001,056	\$ 9,821,871
<u>Transfers: In (Out)</u>				
Lodger's Tax Promotional - Marketing	(161,625)	(107,750)	(107,750)	(161,625)
Local Government Correction Fund	(104,048)	(48,729)	(52,024)	(104,048)
Community Grants (i.e. Eco Park)	(110,884)	(91,688)	(50,442)	(110,884)
Communications Fund	(262,691)	(200,993)	(175,127)	(262,691)
1/4 cent GRT Capital Improvements	60,942	-	-	60,942
Civic Center Fund	113,232	80,660	62,649	113,232
Total Net Transfers	\$ (465,074)	\$ (368,500)	\$ (322,695)	\$ (465,074)
<u>Expenditures</u>				
Executive	\$ 661,216	\$ 364,710	\$ 401,894	\$ 661,216
Judicial	226,956	140,663	136,035	226,956
Finance	776,214	617,376	547,029	776,214
Police	2,290,159	1,331,223	1,438,797	2,290,159
Fire	602,435	406,852	390,905	602,435
Streets	844,367	587,375	519,710	844,367
Recreation	533,169	345,513	325,051	533,169
Fleet	222,403	128,253	135,920	222,403
Planning & Zoning	465,108	344,852	316,905	465,108
Library	570,050	382,876	372,004	570,050
Human Resources	295,405	141,856	167,232	295,405
Facilities	1,286,965	715,023	768,310	1,286,965
Town Council	383,958	255,766	253,054	383,958
Airport	141,866	92,150	87,312	141,866
Municipal Elections	-	2,949	0	-
Pool	357,077	208,087	197,027	357,077
Legal	346,792	184,175	151,975	346,792
Employee Benefit Payment				(113,232)
Total Expenditures	\$ 10,004,140	\$ 6,249,699	\$ 6,209,160	\$ 9,890,908
Ending Balance	\$ 1,080,364	\$ 2,246,022	\$ 2,073,496	\$ 1,070,185

Revenues



Expenditures



ALL OTHER FUNDS**FY 2012-2013 OPERATING BUDGET - Revenues-Expenditures - YTD through - February 28, 2013**

Item	FY 2012-2013 Approved Budget	FY 2011-2012 Year-to-Date Actuals	FY 2012-2013 Year-to-Date Actuals	Projected Year End
<u>Special Fund Revenues</u>				
Visitors Center	\$ 50,200	\$ 50,762	\$ 34,699	40,824
Public Transportation	661,055	226,421	238,083	688,364
Communications	603,400	171,114	151,975	602,709
Total-Special Fund Revenues	\$ 1,314,655	\$ 448,297	\$ 424,756	\$ 1,331,896
<u>Special Fund Expenditures</u>				
Visitors Center	\$ 827,612	\$ 572,116	\$ 443,532	747,616
Public Transportation	882,580	318,883	334,944	681,167
Communications	642,275	342,320	371,133	662,868
Total Special Fund Expenditures	\$ 2,352,467	\$ 1,233,319	\$ 1,149,610	\$ 2,091,650
<u>Enterprise Funds Revenues</u>				
Municipal Tax	458,184	\$ 320,101	309,830	436,900
Water-Charges for Service	1,200,860	846,421	914,507	1,305,350
Wastewater-Charges for Service	1,613,497	1,128,680	1,139,633	1,647,511
Solid Waste-Charges for Service	1,281,265	843,210	838,708	1,284,775
Regional Landfill-Charges for Service	967,285	650,554	645,413	947,991
Total-Enterprise Funds Revenues	\$ 5,062,907	\$ 3,468,865	\$ 3,538,261	\$ 5,185,627
<u>Enterprise Funds Expenditures</u>				
Utility Billing	236,591	183,696	145,081	191,725
Water	665,575	334,655	354,947	554,568
Wastewater Collections	332,419	151,622	187,815	296,038
Wastewater Treatment	1,260,199	729,242	702,403	1,165,931
Solid Waste Recycling	539,791	149,919	423,790	148,746
Solid Waste Billing	1,000,000	567,347	571,796	974,994
Regional Landfill	698,586	429,631	372,104	646,883
Total-Enterprise Funds Expenditures	\$ 4,733,161	\$ 2,546,112	\$ 2,757,936	\$ 3,978,885



March 26, 2013

Title:

Out of State Travel

Summary:

Consideration and approval of Out of State Travel for Cyndee Perez, Paralegal, to attend NeighborWorks Training Institute May 6-10, 2013 in Portland, Oregon. Total estimated travel expenses are \$2,022.38; registration fees are \$1,250.00. Request to travel on actual expenses. Moneys are available within the Legal Department budget for Fiscal Year 2012-2013. Training is necessary in order to obtain certification for Housing Counseling Certification.

Background:

Attachments:

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📎 [Agenda and Out of State Travel Request](#)

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			Tuition	Mon 6 Tues 7	MAY Wed 8	Thurs 9 Fri 10
AFFORDABLE HOUSING						
AH102	The Basic Steps of the Affordable Housing Development Process		\$ 460			
AH111	Using the CDBG Program		\$ 230			
AH113	Using the HOME Program		\$ 460			
AH115	Using the Low-Income Housing Tax Credit (LIHTC) Program UPDATED		\$ 460			
AH121	Real Estate Finance Nuts and Bolts UPDATED		\$ 250			
AH134	The Developer's Tool Kit		\$ 500			
AH142	Designing Affordable Housing: From Project Concept to Blueprint NEW!		\$ 460			
AH150	The Silver Tsunami: Housing Seniors in Our Communities NEW!		\$ 460			
AH221	Rental Housing Development Finance UPDATED		\$ 500			
AH225	How To Structure Your Deal: Making It a Reality		\$ 460			
AH228	Effectively Using Market Studies for Affordable Housing Development		\$ 230			
AH238	Condos, Co-ops, Co-Housing, and More: Developing Multifamily Homeownership Options NEW!		\$ 460			
AH254	The City-CLT Partnership: Municipal Support for Community Land Trusts		\$ 230			
AH258	Community Land Trusts: Post Purchase Stewardship of CLT Homes		\$ 460			
AH271	Budget Basics: Decoding the Mysteries of the ProForma		\$ 500			
AH297	No Vacancies: New Ideas to Market Your For-Sale and Rental Units NEW!		\$ 230			
ASSET MANAGEMENT						
AM103	The Board and Senior Management: Stewards of the Assets and the Organization UPDATED		\$460			
AM121	Nuts and Bolts of Asset Management		\$680			
AM224	Asset Management Case Study: Putting the Tools to Work for Properties and Owners		\$460			
AM230	Property Management for Scattered Site Rental Housing		\$460			
AM240	Risk Management for Multi-Family: Managing Your Total Cost of Risk NEW!		\$230			
AM252	Delivering Successful Resident Service Programs		\$500			
AM254	Resident Services: Youth Programs		\$460			
AM258	Resident Services: Financial Literacy		\$230			
AM351	Advanced Housing Asset Management UPDATED		\$1,150			
COMMUNITY AND NEIGHBORHOOD REVITALIZATION						
NR101	The Essential Tools of Successful Neighborhood Revitalization		\$460			
NR116	Building Community and Promoting Equity through Revitalization		\$460			
NR121	Measuring the Impacts of Your Revitalization Work		\$750			
NR150	Understanding Your Community, Analyzing Your Market NEW!		\$500			
NR214	ROUNDTABLE: Neighborhood Revitalization for Organizational Leaders UPDATED		\$230			
NR231	Stabilizing Neighborhoods in a Post-Foreclosure Environment		\$460			
NR270	Walkability and Bikeability for Healthy, Vibrant Neighborhoods NEW!		\$500			
NR275	Marketing Strategies to Support Your Neighborhood Stabilization Work		\$500			
NR124	Reading a Neighborhood: What a Walk Around the Block Can Tell You		\$230			
NR400	Urban Dynamics of a Great American City: Portland		\$485			
COMMUNITY ECONOMIC DEVELOPMENT						
ED101	Community Economic Development Principles, Practices and Strategies		\$500			
ED110	Analytical Tools and Methods Used in Community Economic Development		\$230			
ED127	Transit-Oriented Development NEW!		\$500			
ED141	Fundamentals of Financial Underwriting for Microenterprise and Small Businesses		\$230			
ED144	Essentials of Microenterprise Development NEW!		\$460			
ED151	The Main Street Approach to Revitalization UPDATED		\$500			
ED160	Financing Community Economic Development UPDATED		\$460			
COMMUNITY ENGAGEMENT						
CB100	Breaking with Isolation: The Power of Neighbors		\$460			
CB122	Mobilizing Youth for Community Building		\$230			
CB140	Strong Coalitions: Building on Common Interests		\$460			
CB190	Reaching Your Community and Getting the Media on Your Side NEW!		\$460			
CB200	Community Engagement: Measuring its Impact		\$750			
CB245	Taking Green Action in Your Community		\$500			
CB270	Training Techniques: Designing and Facilitating Successful Training		\$460			
CB273	Community Leadership Development: Lessons from Successful Training Programs NEW!		\$230			
CB275	Training Community Leaders: A Complete Curriculum		\$460			
CB320	Community Organizing: Values and Conflicts UPDATED		\$460			
CONSTRUCTION AND PRODUCTION MANAGEMENT						
CP111	The Science of Building Performance in Housing Rehabilitation		\$500			
CP114	Healthy Housing Rehabilitation		\$230			
CP131	Introduction to Factory Built Housing UPDATED		\$500			
CP133	Adventures in Factory Built Housing - A Mobile Workshop		\$290			
CP189	Automate Rehab with Housing Developer Pro® 3.0 UPDATED		\$500			
CP211	Environmental Hazards in Housing: Due Diligence Basic Skills UPDATED		\$230			
CP212	Materials and Methods of Construction		\$460			
CP215	Environmental Review Basics for NSP1, NSP2, HOME, CDBG and other HUD Grantees		\$500			
CP231	Building Multifamily Housing Part I: Project Managing the Development Process		\$460			

		Tuition	Mon 6 Tues 7	MAY Wed 8	Thurs 9 Fri 10
CONSTRUCTION AND PRODUCTION MANAGEMENT (CONTINUED)					
CP234	Building Multifamily Housing Part II: Project Managing the Design Process	\$230			
CP237	Building Multifamily Housing Part III: Project Managing the Construction Process	\$460			
CP241	Residential Green Building	\$460			
CP249	Green in Action	\$280			
HOMEOWNERSHIP AND COMMUNITY LENDING (PRESENTED BY NCHEC)					
H0103	Lending Basics for Homeownership Counselors	\$730			
H0105	Compliance with State and Federal Regulations	\$500			
H0108	Loan Servicing and Collections UPDATED	\$710			
H0109	Foreclosure Basics UPDATED	\$460			
H0110	Introduction to Homeownership Counseling	\$730			
H0111	Home Equity Conversion Mortgages	\$1,250			
H0202	Making Home Affordable: A Breakdown of Program Components	\$500			
H0209rq	Delivering Effective Financial Education for Today's Consumer	\$760			
H0211	Credit Counseling for Maximum Results UPDATED	\$730			
H0220	Client Management and Tracking with CounselorMax®	\$770			
H0229	Homebuyer Education Methods: Training the Trainer UPDATED	\$1,250			
H0230	Maximizing Client Workflow for Greater Business Results	\$490			
H0247	Post-Purchase Education Methods	\$1,250			
H0248	Program Compliance & Reporting for HUD-Approved Counseling Agencies	\$500			
H0250	Homeownership Counseling Certification: Principles, Practices and Techniques, Part I UPDATED	\$1,250			
H0253	FHA-Insured Loans: An Affordable Mortgage Option	\$460			
H0265	Counseling Clients Seeking Rental Housing	\$230			
H0275	Intermediate HECM Counseling: Skills and Tools	\$530			
H0278	HECM Property Charge Loss Mitigation Counseling	\$250			
H0285	Transitioning Consumers: Counseling Clients To Take The Next Step	\$460			
H0290	Being Green, Seeing Green: Counseling Clients to Maximize Energy Savings	\$230			
H0307	Advanced Foreclosure: Case Study Practicum UPDATED	\$500			
H0310	Financial Coaching: Helping Clients Reach Their Goals	\$500			
H0320	Developing and Implementing an Effective Foreclosure Program UPDATED	\$500			
H0324	Advanced Reporting and Customization for CounselorMax®	\$530			
H0328	Enhancing the Effectiveness of a Foreclosure Intervention Counseling Program NEW!	\$500			
H0345rq	Foreclosure Intervention and Default Counseling Certification, Part I	\$1,250			
H0360	Homeownership Counseling Certification for Program Managers and Executive Directors	\$1,250			
H0370	Advanced Financial Coaching: Taking Your Practice to the Next Level NEW!	\$760			
H0370b	Advanced Financial Coaching: Taking Your Practice to the Next Level NEW!	\$760			
ML102	Effective Office Management	\$460			
ML105	Public Speaking	\$230			
ML120	Strategic Thinking and Planning	\$460			
ML125	Developing a Winning Business Plan	\$460			
ML145	The ABCs of Managing a Project NEW!	\$460			
ML160	Competitively Positioning Your Organization for the Future	\$230			
ML162	Marketing Your Programs and Organizations	\$460			
ML163	Branding Beyond the Logo: Increasing the Visibility and Value of Your Organization NEW!	\$460			
ML166	What's Your Story: Communications for Action	\$460			
ML170	Laying a Foundation for Fundraising	\$460			
ML173	Grant Proposal Writing	\$460			
ML226	How to Create a Social Enterprise	\$500			
ML227	Building a Sustainable, Market-Driven Organization NEW!	\$240			
ML240	Board Oversight and Governance	\$690			
ML280	Coaching Skills for Managers	\$460			
ML282	How to Negotiate: The Most Important Skill You Will Ever Learn!	\$580			
ML285	Coaching For Transformation NEW!	\$690			
ML378	Building a Constructive Partnership for Ensuring Financial Health: A Forum for CFOs, CEOs, and Board Members NEW!	\$230			
ML394	Advanced Leadership for Organization Transformation	\$690			
ML305	Green Organization Leadership Forum	\$500			
ML913	Symposium: Engaging Customers and Community through Social Technology	\$230			
NATIVE AMERICAN COMMUNITY DEVELOPMENT					
NA162	The First Steps to Creating Your Native Individual Development Account Program NEW!	\$460			
NA163	Designing and Implementing an Integrated Asset Building Program NEW!	\$680			
NA250	Creating Successful Partnerships in Indian Country NEW!	\$500			
NA255	Culturally and Environmentally Responsive Design: Sustainable Native Communities Planning and Design Workshop NEW!	\$460			
RURAL DEVELOPMENT					
RD210	USDA Rural Development Sec502 Direct Loans: Affordable Rural Homeownership UPDATED	\$730			

Where

Doubletree Hotel Portland

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Oregon Convention Center

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Portland, OR 97232 • (503) 235-7575

When

March 25 ▶ (Save \$50) Early-Bird Registration Deadline

March 26-April 15 ▶ Late Registration

April 15 ▶ Cancellation Deadline

May 5 ▶ On-Site Registration

Special deadlines for participants from
NeighborWorks Network organizations

March 11 ▶ Registration Deadline

April 5 ▶ Substitution Request

April 15 ▶ Cancellation Deadline

April 15 ▶ Pay Own Expenses Deadline

(see page 28 for more details)

Visit www.nw.org/scholarships for scholarship information



Registration is easy!

1. Look over the course offerings grid on the inside front cover of this brochure, or visit the institute pages online at www.nw.org/training.
2. Explore highlighted course descriptions in this brochure and find full course descriptions and faculty profiles at www.nw.org/training.
3. Decide on your first- and second-choice courses for each day of the week.
4. Click on www.nw.org/onlineereg to set up your profile and register for your courses, or fax us a hard-copy registration form, which can be found at the back of this brochure.
5. IF REGISTERING FOR AN ONLINE COURSE: On the payment page, you'll be required to submit course payment in full by credit card to complete your enrollment. Once your payment is confirmed, you'll be given a link and instructions to log into the course. Each course consists of several modules, and takes between 2 and 4 hours to complete. You'll have 60 days, as your schedule allows, to work through the course and pass the final exam.

It's that easy! Questions or concerns? We're here to help.
Call our Customer Response team at (800) 438-5547 or
(202) 220-2454, or e-mail us at nti@nw.org.

Sunday, May 5

3:00 p.m. – 6:00 p.m. ▶ Registration

Monday, May 6

7:00 a.m. – 5:00 p.m. ▶ Registration
 6:30 a.m. – 8:00 a.m. ▶ Light Continental Breakfast
 8:30 a.m. – 4:00 p.m. ▶ Courses (See options in this brochure and online www.nw.org/training and register for your first and second choices.)

11:30 a.m. – 1:00 p.m. ▶ Lunch on Your Own
 4:30 p.m. – 6:00 p.m. ▶ Free Afternoon Workshops*

Tuesday, May 7

7:00 a.m. – 5:00 p.m. ▶ Registration
 6:30 a.m. – 8:00 a.m. ▶ Light Continental Breakfast
 8:30 a.m. – 4:00 p.m. ▶ Courses
 11:30 a.m. – 1:00 p.m. ▶ Lunch on Your Own
 4:30 p.m. – 6:00 p.m. ▶ Free Afternoon Workshops*

Wednesday, May 8

7:00 a.m. – 5:00 p.m. ▶ Registration
 6:30 a.m. – 8:00 a.m. ▶ Light Continental Breakfast
 8:30 a.m. – 4:00 p.m. ▶ Courses OR Symposium
 11:30 a.m. – 1:00 p.m. ▶ Lunch on Your Own
The Symposium includes a luncheon and speaker

Thursday, May 9

7:00 a.m. – 5:00 p.m. ▶ Registration
 6:30 a.m. – 8:00 a.m. ▶ Light Continental Breakfast
 8:30 a.m. – 4:00 p.m. ▶ Courses
 11:30 a.m. – 1:00 p.m. ▶ Lunch on Your Own

Friday, May 10

7:00 a.m. – 1:00 p.m. ▶ Registration
 6:30 a.m. – 8:00 a.m. ▶ Light Continental Breakfast
 8:30 a.m. – 2:30 p.m. ▶ Courses
 11:30 a.m. – 1:00 p.m. ▶ Lunch on Your Own
 2:30 p.m. ▶ Training Institute Adjourns

*A list of workshops will be included in your on-site registration packet.

See www.nw.org/training for full course descriptions.



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View by content area using the links below. (For a downloadable PDF of 2013 course offerings, [click here](#).)

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HO250 Homeownership Counseling Certification: Principles, Practices and Techniques, Part I

This course is for housing counselors with a minimum of one year of counseling experience providing one-on-one pre-purchase counseling to clients. Through hands-on applications, this intermediate level course teaches counselors the skills, procedures and content needed to create new homeowners. They learn how to provide one-on-one counseling sessions to address savings, credit and debt barriers to homeownership, and use the latest industry tools, including client management systems (HCO, CounselorMax), techniques and resources. They practice mortgage readiness assessment, prequalification, standardized income calculations, credit report review, action plan development, and other key counseling activities. HUD-requirements for file management, code of conduct, and operations guidelines along with implementation of the National Industry Standards for Homeownership Education and Counseling are taught. Full certification in homeownership counseling training is offered by completing this course, passing the exam and completing the Foreclosure Basics course (HO109 or HO109eI).

Course length: 5 Days

Tuition: \$ 1250

Course counts toward a professional certificate: No

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March 26, 2013

Title:

Convention Center Facilities

Summary:

Approval of concept for a Request for Proposal for the repurposing of the Convention Center facilities.

Background:

This item moves one of the Council's top priorities forward. Council is requested to approve the format and content of the Request for Proposals (RFP) for the leasing of the Convention Center facilities. The RFP establishes a number of minimum criteria:

1. Demonstrate their financial solvency.
2. Pay for all of the operations and maintenance costs.
3. Pay for all necessary capital improvements.
4. Not request any subsidy from the Town as a part of their proposal.
5. Maintain the architectural integrity of the exterior of building.
6. Make available public space and public uses.
7. Propose a lease not to exceed a 20 years.

It also establishes weighted preferences for specific aspects of each proposal:

1. Amount of revenue to the Town (30 points)
2. Level of financial solvency (20 points)
3. The amount of space reserved for public uses (10 points)
4. The dollar value and priority schedule for capital improvements (10 points)
5. Plan for integrating and accommodating the existing tenants and leasees (10 points)
6. Maintenance of the architectural integrity of the building (5 points)
7. The proposed length of the lease (5 points)
8. The experience and qualifications of the respondent in managing building renovations (5 points) and managing the operations (5 points).

Estimated date of issue of this RFP will be April 4 so Council can approve an award on May 14.

Attachments:

Click to download

 [Summary](#)

 [Draft RFP](#)

 [CIP](#)

 [Schedule](#)

Town of Taos

Request for Proposals (RFP) – Re-purpose of the Convention Center

Summary

The Request for Proposals includes the following mandatory requirements and evaluation criteria:

The respondents must:

1. Demonstrate their financial solvency.
2. Pay for all of the operations and maintenance costs.
3. Pay for all necessary capital improvements.
4. Not request any subsidy from the Town as a part of their proposal.
5. Maintain the architectural integrity of the exteriors of the buildings.
6. Provide for public space and public uses.
7. Propose a lease not to exceed a 20 years.

The additional criteria for evaluating the proposals are:

1. Amount of revenue to the Town (30 points)
2. Level of financial solvency (20 points)
3. The amount of space reserved for public uses (10 points)
4. Value and priority schedule for capital improvements (10 points)
5. Integrate and accommodate existing tenants and leasees (10 points)
6. Maintain the architectural integrity of the buildings (5 points)
7. The proposed length of the lease (5 points)
8. The experience and qualifications of the respondent in managing building renovations (5 points) and managing the operations (5 points)

Town of Taos

Request for Proposals (RFP) – Re-purpose of the Convention Center

Summary

The Town of Taos Town Council has identified the re-purposing of the Convention Center as a top priority for 2013. Furthermore, the Town of Taos Community Economic Development Plan, adopted in 2011 by Ordinance 11-13, identifies the Convention Center as an economic opportunity for the Town and an added opportunity to form a long-term partnership with the private sector to reduce the operational costs for the Town and to offer the facility to the private sector as a business opportunity located in the Arts and Cultural District. The Arts and Cultural District Cultural Plan, adopted by the Town Council in 2012 by resolution 12-15, identifies the Convention Center as an opportunity for business development and enhancement of the cultural economy in Taos. As a result of these planning efforts, the Town of Taos is soliciting proposals for re-purposing the Town of Taos Convention Center.

The Convention Center includes the following facilities.

- Rio Grande Hall

Rio Grande Hall is the largest, most versatile room with 7,536 square-feet of space, meetings and banquets for up to 400 attendees can be handled with ease in the open hall. Rio Grande Hall can also be divided into four breakout rooms, providing for several concurrent sessions. The Board Room is also accessible from Rio Grande Hall.

- Bataan Hall

Bataan Hall, with its raised ceilings and built in stage area, provides for meetings and banquets of up to 375 attendees and 6,052 square-feet of exhibit space. The room's 560 square foot stage has been used for presentations, lectures, concerts and more. Bataan and Rio Grande are connected by hallways, which provide reception and service areas.

The Town intends to convert this facility into a multi-purpose recreational venue. Proposals should incorporate this future use into their proposal for potential complimentary uses and synergies. The Town of Taos leases the Guadalupe Gym and permits a variety of community groups to occupy the space for recreational purposes. The Town intends to permit these community groups to continue their activities in the Bataan Hall once it is renovated.

- Coronado Hall

Coronado Hall is next to Don Fernando Hall and also faces Rio Grande and Bataan Hall across Civic Plaza Drive. There are four functional breakout rooms: El Alcalde, Los Angelitos, El Taoseño, and Town Council Chambers, which can accommodate 45-75 people each. In addition, two patios provide more than 5,400 square feet of open air space for banquets.

- Don Fernando Hall

Don Fernando Hall faces Rio Grande and Bataan Hall across Civic Plaza Drive. The hall has 4,752 square feet of exhibition space and room for 350 people. A spacious open air patio can be used creatively. Coronado Hall and Don Fernando Hall are connected by a hallway, providing access to all of Coronado Halls breakout facilities.

- Camino Real Building

DATA NOT AVAILABLE AT THIS TIME

A map of the Convention Center facilities is attached to this RFP.

The Town currently leases four areas of the Convention Center. These leases include:

El Pueblo Hall - Northern NM College - (expires 8/31/13)
 Don Fernando Hall - High Altitude Athletics - (expires 7/31/15)
 Coronado Hall - Veteran's Services - (expires 7/1/15)
 Camino Real Building - UNM-Taos - (expires 6/6/15)

Utility cost data is outlined below:

Utilities for Convention Center

(Rio Grande / Bataan / Coronado Hall)				July 2012 to January 2013 (7 months)		
		Gas		Light		Water
		53.38		893.59		582.21
		57.67		1500.65		198.09
		32.82		805.85		659.49
		28.17		1723.29		220.63
		46.00		856.08		569.33
		61.39		1356.47		239.95
		29.06		551.67		572.55
		76.88		1486.34		230.29
		132.55		621.56		672.37
		535.10		2079.69		235.13
		306.80		662.73		524.25
		851.11		1826.18		232.73
		1259.35		885.02		521.03
		1284.88		1521.32		201.77
		1961.93		497.86		\$5,659.82
		\$6,717.09		1960.47		
				\$19,228.77		
					TOTAL	\$31,605.68

- Utilities for El Pueblo Hall and Camino Real are paid by the Leases'.
- \$36,000 balance on the purchase of Camino Real building.

The specific room dimensions are outlined below:

Room Dimensions

	Square Feet	Size	Ceiling Height
Bataan Hall	5,963	67 X 89	15'
Bataan w/ stage	+432	27 X 16	10'
Río Grande Hall	7,238	48 X 157	13'
Room A	2,209	47 X 47	13'
Room B	1,551	47 X 33	13'
Room C	1,363	47 X 29	13'
Room D	2,115	47 X 45	13'
Don Fernando Hall	4,752	54 X 88	12'
Coronado Hall			
El Taoseño Room	1,210	22 X 55	10'
El Alcalde Room	644	33 X 28	10'
Los Angelitos Room	676	24 X 29	10'
Coronado Patio	2,700	30 X 90	Open
Executive Conference	220	10 X 23	
Convention Center Office Space			
Office	216	18 X 12	
Office	108	9 X 12	
Copy Room	120	10 X 12	
Weight Room	759.5	24.5 X 31	
Professional Service	190	10 X 19	
Veteran's Office	171	9 X 19	

Proposal Format

Submit a one page cover letter and no more than 20 pages (on 8 ½ x 11 sheets) to demonstrate your proposal. All applicants must provide the following information wherever applicable:

1. Identification information:
 - a. Complete name and address of the entity;
 - b. Incorporation papers with bylaws;
 - c. List of board of directors and executive directors, with addresses;
 - d. Resumes of all directors and officers.
2. Evidence of financial solvency (personal statements of principals):
 - a. Financial statements (income statements and balance sheets) for the past three (3) years;

- b. Federal tax numbers, New Mexico state taxation and revenue number and town's business license;
- c. Projected income statement for at least three (3) years.

3. Evidence of organizational capacity:

- a. Brief history of the entity;
- b. Organizational chart of the entity;
- c. Business plan for the operation and management and proposed project (including cash flow analysis);
- d. Evidence of ability to manage the project, such as, but not limited to:
 - (1) List and description of previously completed projects; and
 - (2) Resumes of key staff involved with project;
- e. The entity shall disclose the following information (if the answer is yes, the entity shall attach a written explanation):
 - (1) Has the entity or any of its officers ever been involved in a bankruptcy?
 - (2) Has the qualifying entity or any of its officers ever defaulted on obligations on which payments are not current?
 - (3) Does the qualifying entity have any loans or other financial obligations on which payments are not current?

4. Funding sources for the proposed project:

- a. Equity investment of qualifying entity;
- b. Specific assistance being requested of the town (e.g., specific parcel of land, applicable fees, etc.), with the estimate of value; and
- c. Funding sources other than the town with letters of commitment of intent to fund.

5. A complete and specific description of the proposed project, including, but not necessarily limited to:

- a. Business activities to be conducted;
- b. Management and staffing requirements;
- c. Property and equipment requirements;
- d. Market analysis;
- e. Transportation requirements;
- f. Proposed renovations and capital improvements, by cost and priority;
- g. Utility requirements, including, but not limited to, electric, gas, and water;
- h. Solid and liquid waste disposal requirements;
- i. Infrastructure requirements;
- j. Regulatory compliance requirements; and
- k. Environmental assessment.

6. A complete and specific cost benefit analysis. The source and rationale for any multiplier effects shall be identified.

7. A complete and specific description of the proposed project's substantive contributions to the Town including, but not limited to, such factors as in-kind services to the town, jobs, expanded tax base, property or other thing or service of value for the expansion or improvement of the economy.

8. A complete and specific description of the employee job training and career development plan for the proposed project.
9. Any other information necessary for the Town to make a determination as to whether or not the applicant is a qualifying entity.

Selection Criteria

The Town will select the proposal which demonstrates the applicant's experience and ability to complete the proposed project. Each proposal will be evaluated and ranked based on the following criteria:

The respondents must:

1. Demonstrate their financial solvency.
2. Pay for all of the operations and maintenance costs.
3. Pay for all proposed capital improvements.
4. Not request any subsidy from the Town as a part of their proposal.
5. Maintain the exterior of building to a greatest extent possible in order to accommodate any new uses.
6. Incorporate public space and public uses to the greatest extent possible.
7. Propose a lease not to exceed a 20 years.

The additional criteria for evaluating the proposals are:

1. Amount of revenue to the Town (30 points)
2. Level of financial solvency (20 points)
3. The amount of space reserved for public uses (e.g. – community events versus private enterprise) (10 points)
4. The dollar value and priority schedule for capital improvements (10 points)
5. Demonstrated ability to integrate and accommodate a smooth transition among existing tenants and future users (10 points)
6. Amount of renovations which may alter the architectural integrity of the building (5 points)
7. The proposed length of the lease (5 points)
8. The experience and qualifications of the respondent in managing building renovations (5 points) and managing the operations (5 points)

The Town will evaluate and rank each proposal based on the selection criteria. The Town will select the most qualified individual or consultant team and negotiate a contract. The Town may ask for an interview of the selected consultant(s) prior to awarding a contract.

Application of the Local Economic Development Act

If a proposal requests a rent subsidy of any other subsidy from the Town, then the application will be reviewed according to the requirements of the Local Economic Development Act and the Town of Taos Community Economic Development Plan (adopted by Ordinance 11-013).

Delivery and Due Date

Deliver the proposal to Tina Torres, Procurement Office, at 400 Camino de la Placita, Taos, NM 87571 no later than _____ at 5:00 PM (Mountain).

All questions about this RFP should be directed to Tina Torres at (575) 751-2025 or to ttorres@taosgov.com

DRAFT

CIP - ICIP Project Brief
for fiscal years 2014-2019

Updated 11-Jan-13

Departmental Priority: 14

Project Title	<u>Convention Center Renovations</u>
---------------	--------------------------------------

Location	Convention Center
----------	-------------------

Latitude: _____ Longitude: _____

Department Facilities Services

Staff Person Facilities Services Director

Category: Convention Facilities

Background

Several major renovations are required to maintain a safe, secure convention facility.

Objectives/Justification

Years of deferred maintenance now call for the replacement of several major structural repairs and system replacements.

Scope/Implementation

It may be necessary to close the Convention Center to accomplish these renovations.

Constraints

The high dollar costs to upgrade several major aging systems

Assumptions

Measurements

Budget

Line Item

50-21-42005

Budget

\$1,487,000

Budget Balance Date

Amount Spent


Amount Encumbered

Budget Balance

Revenues

Funding Source

Project Status



Timeline

[illegible]

Estimated Capital Costs

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Total	# months to complete
Water Rights							\$ -	
Easements or Rights of Way							\$ -	
Acquisition							\$ -	
Archaeological Studies							\$ -	
Environmental Studies							\$ -	
Planning							\$ -	
Design (Engineer/Architecture)							\$ -	
Construction			\$ 1,432,000.00				\$ 1,432,000.00	
Furnishing/Equipping							\$ -	
Other (Specify)							\$ -	
							\$ -	
Total	\$ -	\$ -	\$ 1,432,000.00	\$ -	\$ -	\$ -	\$ 1,432,000.00	

Estimated Operating Costs

Have you planned for operating expenses for when the project is completed?

If NO, why? Most projects will have warranties.

If YES, please provide estimated annual costs below:

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Total
Annual Operating Expense							\$ -
Debt Services							\$ -
Annual Operating Revenue							\$ -

Funding Sources

	Source	Amount	
1st Funding Source	GRT Capital Revenues (local)	\$ 1,432,000.00	Total Already Funded
2nd Funding Source			Amount Not Yet Funded \$ 1,432,000.00
3rd Funding Source			Total Project Cost \$ 1,432,000.00
4th Funding Source			
5th Funding Source			

Will funds be expended within 4 years from the time funding is made available?

Yes

Additional Project Criteria

Criterion that best describes this project

Necessary

Explanation: Town of Taos Council has made repurposing the center a top priority.

Can this project be phased? Yes What phase is it? 1 of 5

Describe phases:

1. Replace roofs -\$825,000.00
2. Replaster Rio Grande and Bataan Halls exterior \$150,000.00
3. Replace swamp cooling \$62,000.00
4. Replace air walls in Rio Grande Hall \$222,000.00
5. Paint, recarpet and renovate bathrooms \$23000.00
6. Repair vigas at Rio Grande and Bataan Halls. \$150000.00

Is the project mandated by executive order?

Is the project part of a Town of Taos long range plan?

If so which one?

Does the project address a stated Town Council goal or approved resolution?

Yes

Please describe

Town Council priority project.

Does the project reduce a threat to the health and safety of the public?

Yes

Please describe

Major life / safety improvements

Does the project respond to a court mandate or legal requirement?

Please describe

Will the project prevent future damage and additional costs?

Yes

Please describe

Increase efficiency and utility savngs

Is the project partially funded or is funding available and clearly defined?

Please describe

Is the project self funded?

Please describe

Additional Comments or Notes

Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Tuesday, March 26, 2013				
12:00 PM	2:30 PM	UNM Taos-Multi	English 101 UNM-Taos	CH1 CH-EA1
2:00 PM	3:00 PM	Town-Executive	Graffiti meeting	CH1 CH-LA1
6:30 PM	9:00 PM	Town-Executive	Town of Taos Council Meetings	CH1 Council Chambers
Wednesday, March 27, 2013				
8:00 AM	12:00 PM	Cheryl Concha	Domestic Violence Training	CH1 CH-LA1
8:00 AM	5:00 PM	Town-Central Dispatch	Power Phone Dispatch Training	CH1 CH-EA1
Thursday, March 28, 2013				
9:00 AM	3:00 PM	U.S. Forest Service	Safety Journey Sessions	CH1 CH-ET1
12:00 PM	2:30 PM	UNM Taos-Multi	English 101 UNM-Taos	CH1 CH-EA1
Friday, March 29, 2013				
8:00 AM	5:00 PM	Town of Taos	Holiday	BH1 BH1-BH
Saturday, March 30, 2013				
8:00 AM	5:00 PM	Taos U.S. Naval Sea Cadets	Taos US Naval Sea Cadets	CH1 CH-EA1
Sunday, March 31, 2013				
8:00 AM	5:00 PM	Taos U.S. Naval Sea Cadets	Taos US Naval Sea Cadets	CH1 CH-EA1
Tuesday, April 02, 2013				
12:00 PM	2:30 PM	UNM Taos-Multi	English 101 UNM-Taos	CH1 CH-EA1
Wednesday, April 03, 2013				
5:30 PM	7:45 PM	Town-Planning	Planning & Zoning Commission Meeting	CH1 Council Chambers
Thursday, April 04, 2013				
8:00 AM	12:00 PM	Charlie Orona	Veteran's Outreach Program	CH1 CH-LA1
8:00 AM	5:00 PM	Questa High School	Questa Prom - decorate	BH1 BH1-BH/S
10:00 AM	12:00 PM	Town-Police	Enchanted Circle Intel	CH1 CH-EA1
12:00 PM	2:30 PM	UNM Taos-Multi	English 101 UNM-Taos	CH1 CH-ET1
Friday, April 05, 2013				
10:00 AM	1:00 PM	UNM Taos-Multi	UNM Taos Math	CH1 CH-EA1
12:00 PM	3:00 PM	UNM Taos-Multi	UNM Camp	CH1 CH-ET1
8:00 PM	12:00 AM	Questa High School	Questa Prom	BH1 BH1-BH/S

◀ ▶ Indicates event starts on previous day or ends on next day

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Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Saturday, April 06, 2013				
◀ 8:00 PM	12:00 AM	Questa High School	Questa Prom	BH1 BH1-BH/S
1:00 PM	4:00 PM	Contance Archuleta	Leslie Keahbone Baby Shower	CH1 CH-EA1
1:00 PM	4:00 PM	Cresilda Sandoval	Communion / Confirmation - Alyssa	CH1 CH-ET1
Tuesday, April 09, 2013				
12:00 PM	2:30 PM	UNM Taos-Multi	English 101 UNM-Taos	CH1 CH-EA1
6:00 PM	8:00 PM	Lauren Zielinski	EMPSi - US Bureau of Reclamation	RGH1 RG1-RGA
6:30 PM	9:00 PM	Town-Executive	Town of Taos Council Meetings	CH1 Council Chambers
Wednesday, April 10, 2013				
8:30 AM	12:00 PM	Town of Taos	Landfill Board Meeting	CH1 CH-EA1
Thursday, April 11, 2013				
12:00 PM	2:30 PM	UNM Taos-Multi	English 101 UNM-Taos	CH1 CH-EA1
5:00 PM	10:00 PM	Debra Friday-Jagers	HAA Event	BH1 BH1-BH/S
Friday, April 12, 2013				
8:00 AM	5:00 PM	Debra Friday-Jagers	High Altitude Athletics	BH1 BH1-BH/S
8:00 AM	5:00 PM	Debra Friday-Jagers	High Altitude Athletics	RGH1 RG1-RG
10:00 AM	1:00 PM	UNM Taos-Multi	UNM Taos Math	CH1 CH-EA1
12:00 PM	3:00 PM	UNM Taos-Multi	UNM Camp	CH1 CH-ET1
Saturday, April 13, 2013				
9:00 AM	2:00 PM	Debra Friday-Jagers	High Altitude Athletics workout	RGH1 RG1-RG
4:00 PM	11:00 PM	Debra Friday-Jagers	High Altitude Athletics - Nastia Dinner	BH1 BH1-BH/S
Sunday, April 14, 2013				
8:00 AM	12:00 PM	Debra Friday-Jagers	HHA event	BH1 BH1-BH/S
Tuesday, April 16, 2013				
10:00 AM	1:00 PM	NM Department of Transportation	NM DOT Training	CH1 CH-ET1
12:00 PM	2:30 PM	UNM Taos-Multi	English 101 UNM-Taos	CH1 CH-EA1

Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Wednesday, April 17, 2013				
8:00 AM	5:00 PM	Red Willow Arts and Fibers	Spring Fiber Arts Show	BH1 BH1-BH/S
8:00 AM	5:00 PM	Red Willow Arts and Fibers	Spring Fiber Arts Show	RGH1 RG1-RG
8:00 AM	5:00 PM	Town-Human Resources Department	Town of Taos Safety Training	CH1 CH-ET1
12:00 PM	5:00 PM	AARP New Mexico	AARP Driver Safety Program	CH1 CH-EA1
5:30 PM	7:00 PM	Town-Planning	Historic Preservation Committee	CH1 Council Chambers
7:00 PM	9:00 PM	New Mexico Native Plants Society	NM Native Plant Society	CH1 CH-LA1
Thursday, April 18, 2013				
8:00 AM	5:00 PM	Red Willow Arts and Fibers	Spring Fiber Arts Show	BH1 BH1-BH/S
8:00 AM	5:00 PM	Red Willow Arts and Fibers	Spring Fiber Arts Show	RGH1 RG1-RG
12:00 PM	2:30 PM	UNM Taos-Multi	English 101 UNM-Taos	CH1 CH-EA1
Friday, April 19, 2013				
8:00 AM	4:30 PM	Community Against Violence	CAV Workshop	CH1 CH-ET1
8:00 AM	5:00 PM	Red Willow Arts and Fibers	Spring Fiber Arts Show	BH1 BH1-BH/S
8:00 AM	5:00 PM	Red Willow Arts and Fibers	Spring Fiber Arts Show	RGH1 RG1-RG
10:00 AM	3:00 PM	UNM Taos-Multi	UNM Camp	CH1 CH-EA1
Saturday, April 20, 2013				
8:00 AM	5:00 PM	Red Willow Arts and Fibers	Spring Fiber Arts Show	BH1 BH1-BH/S
8:00 AM	5:00 PM	Red Willow Arts and Fibers	Spring Fiber Arts Show	RGH1 RG1-RG
Sunday, April 21, 2013				
8:00 AM	5:00 PM	Red Willow Arts and Fibers	Spring Fiber Arts Show	BH1 BH1-BH/S
8:00 AM	5:00 PM	Red Willow Arts and Fibers	Spring Fiber Arts Show	RGH1 RG1-RG
Tuesday, April 23, 2013				
12:00 PM	2:30 PM	UNM Taos-Multi	English 101 UNM-Taos	CH1 CH-EA1
6:30 PM	9:00 PM	Town-Executive	Town of Taos Council Meetings	CH1 Council Chambers
Wednesday, April 24, 2013				
7:00 AM	4:00 PM	Taos Municipal Schools	Student Council Conference	BH1 BH1-BH
7:00 AM	4:00 PM	Taos Municipal Schools	Student Council Conference	CH1 CH-EA1
7:00 AM	4:00 PM	Taos Municipal Schools	Student Council Conference	CH1 CH-ET1

◀ ▶ Indicates event starts on previous day or ends on next day

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Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Wednesday, April 24, 2013				
7:00 AM	4:00 PM	Taos Municipal Schools	Student Council Conference	CH1 CH-LA1
7:00 AM	4:00 PM	Taos Municipal Schools	Student Council Conference	CH1 council
Thursday, April 25, 2013				
12:00 PM	2:30 PM	UNM Taos-Multi	English 101 UNM-Taos	CH1 CH-EA1
Friday, April 26, 2013				
1:00 PM	5:00 PM	Kit Carson Electric	Home & Garden Expo	RGH1 RG1-RG
Saturday, April 27, 2013				
7:00 AM	4:30 PM	Kit Carson Electric	Home & Garden Expo	RGH1 RG1-RG
8:00 AM	5:00 PM	Taos U.S. Naval Sea Cadets	Taos US Naval Sea Cadets	CH1 CH-EA1
4:00 PM	12:00 AM ▶	Richard Valerio	Valerio Wedding	BH1 BH1-BH/S
Sunday, April 28, 2013				
4 4:00 PM	12:00 AM	Richard Valerio	Valerio Wedding	BH1 BH1-BH/S
8:00 AM	5:00 PM	Taos U.S. Naval Sea Cadets	Taos US Naval Sea Cadets	CH1 CH-EA1
Tuesday, April 30, 2013				
12:00 PM	2:30 PM	UNM Taos-Multi	English 101 UNM-Taos	CH1 CH-EA1
Wednesday, May 01, 2013				
5:30 PM	7:45 PM	Town-Planning	Planning & Zoning Commission Meeting	CH1 Council Chambers
Thursday, May 02, 2013				
8:00 AM	1:00 PM	Charlie Orona	Veteran's Outreach Program	CH1 CH-LA1
10:00 AM	12:00 PM	Town-Police	Enchanted Circle Intel	CH1 CH-EA1
12:00 PM	2:30 PM	UNM Taos-Multi	English 101 UNM-Taos	CH1 CH-ET1
Friday, May 03, 2013				
10:00 AM	1:00 PM	UNM Taos-Multi	UNM Taos Math	CH1 CH-EA1
12:00 PM	3:00 PM	UNM Taos-Multi	UNM Camp	CH1 CH-ET1
Saturday, May 04, 2013				
2:00 PM	5:00 PM	Jennifer Herrera	Dominic's First Communion	CH1 CH-EA1
5:00 PM	12:00 AM ▶	Mae Labella	Taos High School Prom	BH1 BH1-BH/S
5:00 PM	12:00 AM ▶	Mae Labella	Taos High School Prom	RGH1 RG1-RG

◀ ▶ Indicates event starts on previous day or ends on next day

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Taos Convention Center

Event Schedule

	Start	End	Customer	Event	Location
Sunday, May 05, 2013					
◀	5:00 PM	12:00 AM	Mae Labella	Taos High School Prom	BH1 BH1-BH/S
◀	5:00 PM	12:00 AM	Mae Labella	Taos High School Prom	RGH1 RG1-RG
Tuesday, May 07, 2013					
	12:00 PM	2:30 PM	UNM Taos-Multi	English 101 UNM-Taos	CH1 CH-EA1
Wednesday, May 08, 2013					
	8:30 AM	12:00 PM	Town of Taos	Landfill Board Meeting	CH1 CH-EA1
Thursday, May 09, 2013					
	8:00 AM	1:00 PM	AARP New Mexico	AARP Driver Safety Program	CH1 CH-ET1
	9:00 AM	4:00 PM	Eva Baca	NM License Professional Engineers Board	CH1 CH-LA1
	12:00 PM	2:30 PM	UNM Taos-Multi	English 101 UNM-Taos	CH1 CH-EA1
Friday, May 10, 2013					
	10:00 AM	1:00 PM	UNM Taos-Multi	UNM Taos Math	CH1 CH-EA1
	5:30 PM	8:30 PM	UNM Taos-Multi	UNM -Taos Camp	CH1 CH-ET1
Sunday, May 12, 2013					
	1:00 PM	4:00 PM	Town-Conventions	Angelina Trujillo- First Holy Communion	CH1 CH-ET1
Tuesday, May 14, 2013					
	12:00 PM	2:30 PM	UNM Taos-Multi	English 101 UNM-Taos	CH1 CH-EA1
	6:30 PM	9:00 PM	Town-Executive	Town of Taos Council Meetings	CH1 Council Chambers
Wednesday, May 15, 2013					
	5:30 PM	9:30 PM	Anansi Charter School	Anansi Charter School	BH1 BH1-BH/S
	5:30 PM	7:30 PM	Town-Planning	Historic Preservation Commission	CH1 Council Chambers
Thursday, May 16, 2013					
	12:00 PM	2:30 PM	UNM Taos-Multi	English 101 UNM-Taos	CH1 CH-EA1
	7:00 PM	8:30 PM	Linda Anderman	LANL Public Lecture	CH1 CH-ET1
Friday, May 17, 2013					
	8:00 AM	5:00 PM	Penasco High School	Penasco Prom	BH1 BH1-BH/S

◀ ▶ Indicates event starts on previous day or ends on next day

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Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Saturday, May 18, 2013				
8:00 PM	12:00 AM ▶	Penasco High School	Penasco High Prom	BH1 BH1-BH/S
Sunday, May 19, 2013				
◀ 8:00 PM	12:00 AM	Penasco High School	Penasco High Prom	BH1 BH1-BH/S
Tuesday, May 21, 2013				
6:30 AM	5:00 PM	David Tackett	Mine Rescue Competition	CH1 CH-LA1
8:00 AM	7:00 PM	David Tackett	Mine Rescue Competition	RGH1 RG1-RG
Wednesday, May 22, 2013				
6:30 AM	5:00 PM	David Tackett	Mine Rescue Competition	CH1 CH-LA1
6:30 AM	6:00 PM	David Tackett	Mine Rescue Competition	RGH1 RG1-RG
8:00 AM	5:00 PM	Town-Human Resources Department	Town of Taos Safety Training	CH1 CH-ET1
7:00 PM	9:00 PM	New Mexico Native Plants Society	NM Native Plant Society	CH1 CH-EA1
Thursday, May 23, 2013				
6:30 AM	9:00 PM	David Tackett	Mine Rescue Competition	BH1 BH1-BH/S
6:30 AM	5:00 PM	David Tackett	Mine Rescue Competition	CH1 CH-LA1
6:30 AM	5:00 PM	David Tackett	Mine Rescue Competition	RGH1 RG1-RG
8:00 AM	5:00 PM	Town-Planning	Municipal Boundary Commission	CH1 Council
Friday, May 24, 2013				
8:00 AM	5:00 PM	Town-Legal	Boundary Commission Hearing	CH1 Council Chambers
Saturday, May 25, 2013				
8:00 AM	5:00 PM	Taos U.S. Naval Sea Cadets	Taos US Naval Sea Cadets	CH1 CH-EA1
Sunday, May 26, 2013				
8:00 AM	5:00 PM	Taos U.S. Naval Sea Cadets	Taos US Naval Sea Cadets	CH1 CH-EA1
4:00 PM	12:00 AM ▶	Yolanda Tevare	Alejandro's Graduation	RGH1 RG1-RGABC
Monday, May 27, 2013				
◀ 4:00 PM	12:00 AM	Yolanda Tevare	Alejandro's Graduation	RGH1 RG1-RGABC
8:00 AM	5:00 PM	Town-Conventions	Holiday	BH1 BH1-BH

◀ ▶ Indicates event starts on previous day or ends on next day

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Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Tuesday, May 28, 2013				
6:30 PM	9:00 PM	Town-Executive	Town of Taos Council Meetings	CH1 Council Chambers
Thursday, May 30, 2013				
6:00 PM	10:00 PM	Taos High School	Taos High Class Night	BH1 BH1-BH/S
Saturday, June 01, 2013				
1:00 PM	9:00 PM	Cindy Gonzales	Gonzales Graduation	BH1 BH1-BH/S
1:00 PM	4:00 PM	Cresilda Sandoval	Joyce Sandoval Graduation	RGH1 RG1-RGA
4:00 PM	8:00 PM	Patsy Fresquez	Devonne Fresquez Graduation	CH1 CH-EA2
4:00 PM	8:00 PM	Patsy Fresquez	Devonne Fresquez Graduation	CH1 CH-LA2
Monday, June 03, 2013				
9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp classes	CH1 CH-EA1
9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp classes	CH1 CH-ET1
Tuesday, June 04, 2013				
9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp classes	CH1 CH-EA1
9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp classes	CH1 CH-ET1
Wednesday, June 05, 2013				
9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp classes	CH1 CH-EA1
9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp classes	CH1 CH-ET1
5:30 PM	7:30 PM	Town-Planning	P & Z Commission Meeting	CH1 Council Chambers
Thursday, June 06, 2013				
8:00 AM	1:00 PM	Charlie Orona	Veteran's Outreach Program	CH1 CH-LA1
9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp classes	CH1 CH-EA1
9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp classes	CH1 CH-ET1
10:00 AM	12:00 PM	Town-Police	Enchanted Circle Intel	CH1 EXECUTIVE CONFERENCE ROOM
Saturday, June 08, 2013				
2:00 PM	5:00 PM	Florence Saldana	Landon birthday Party	CH1 CH-EA2
Sunday, June 09, 2013				
4:00 PM	8:00 PM	Mary Spears	Jamie Spears Wedding reception	RGH1 RG1-RGAB

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Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Monday, June 10, 2013				
8:00 AM	5:00 PM	Taos Fiesta Council	Fiesta pageant rehearsal	BH1 BH1-BH/S
Tuesday, June 11, 2013				
8:00 AM	5:00 PM	Siriusware	Siriusware	CH1 CH-ET1
8:00 AM	5:00 PM	Taos Fiesta Council	Fiesta pageant rehearsal	BH1 BH1-BH/S
8:00 AM	5:00 PM	Town-Central Dispatch	Power Phone Dispatch Training	CH1 CH-EA1
6:30 PM	9:00 PM	Town-Executive	Town of Taos Council Meetings	CH1 Council Chambers
Wednesday, June 12, 2013				
8:00 AM	5:00 PM	Siriusware	Siriusware	CH1 CH-ET1
8:00 AM	5:00 PM	Taos Fiesta Council	Fiesta pageant rehearsal	BH1 BH1-BH/S
8:00 AM	5:00 PM	Town-Central Dispatch	Power Phone Dispatch Training	CH1 CH-EA1
Thursday, June 13, 2013				
8:00 AM	5:00 PM	Siriusware	Siriusware	CH1 CH-ET1
8:00 AM	5:00 PM	Taos Fiesta Council	Fiesta pageant rehearsal	BH1 BH1-BH/S
Friday, June 14, 2013				
8:00 AM	5:00 PM	Taos Fiesta Council	Fiesta pageant rehearsal	BH1 BH1-BH/S
Saturday, June 15, 2013				
8:00 AM	9:30 PM	Taos Fiesta Council	Fiesta Royal Pageant	BH1 BH1-BH/S
11:15 AM	7:45 PM	Tammie Romero	Darla Garcia	RGH1 RG1-RG
Monday, June 17, 2013				
9:00 AM	12:00 PM	UNM Taos-Multi	UNM - Taos Camp	CH1 CH-EA1
9:00 AM	12:00 PM	UNM Taos-Multi	UNM - Camp	CH1 CH-LA1
Tuesday, June 18, 2013				
9:00 AM	12:00 PM	UNM Taos-Multi	UNM - Taos Camp	CH1 CH-EA1
9:00 AM	12:00 PM	UNM Taos-Multi	UNM - Camp	CH1 CH-LA1
Wednesday, June 19, 2013				
8:00 AM	5:00 PM	Town-Human Resources Department	Town of Taos Safety Training	CH1 CH-ET1
9:00 AM	12:00 PM	UNM Taos-Multi	UNM - Taos Camp	CH1 CH-EA1
9:00 AM	12:00 PM	UNM Taos-Multi	UNM - Camp	CH1 CH-LA1

Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Wednesday, June 19, 2013				
5:30 PM	7:30 PM	Town-Planning	Historic Preservation Commission	CH1 Council Chambers
7:00 PM	9:00 PM	New Mexico Native Plants Society	NM Native Plant Society	CH1 CH-LA1
Thursday, June 20, 2013				
9:00 AM	12:00 PM	UNM Taos-Multi	UNM - Taos Camp	CH1 CH-EA1
9:00 AM	12:00 PM	UNM Taos-Multi	UNM - Camp	CH1 CH-LA1
Saturday, June 22, 2013				
3:00 PM	12:00 AM ▶	Rhonda Tafoya	Tafoya Wedding Reception / Dance	RGH1 RG1-RG
4:00 PM	11:00 PM	Martika	Martika Wedding	BH1 BH1-BH/S
Sunday, June 23, 2013				
◀ 3:00 PM	12:00 AM	Rhonda Tafoya	Tafoya Wedding Reception / Dance	RGH1 RG1-RG
Monday, June 24, 2013				
9:00 AM	12:00 PM	UNM Taos-Multi	UNM - Taos Camp	CH1 CH-EA1
9:00 AM	12:00 PM	UNM Taos-Multi	UNM -Taos Camp	CH1 CH-LA1
Tuesday, June 25, 2013				
9:00 AM	12:00 PM	UNM Taos-Multi	UNM - Taos Camp	CH1 CH-EA1
9:00 AM	12:00 PM	UNM Taos-Multi	UNM -Taos Camp	CH1 CH-LA1
6:30 PM	9:00 PM	Town-Executive	Town of Taos Council Meetings	CH1 Council Chambers
Wednesday, June 26, 2013				
9:00 AM	12:00 PM	UNM Taos-Multi	UNM - Taos Camp	CH1 CH-EA1
9:00 AM	12:00 PM	UNM Taos-Multi	UNM -Taos Camp	CH1 CH-LA1
Thursday, June 27, 2013				
9:00 AM	12:00 PM	UNM Taos-Multi	UNM - Taos Camp	CH1 CH-EA1
9:00 AM	12:00 PM	UNM Taos-Multi	UNM -Taos Camp	CH1 CH-LA1
Saturday, June 29, 2013				
8:00 AM	5:00 PM	Taos U.S. Naval Sea Cadets	Taos US Naval Sea Cadets	CH1 CH-EA1
4:00 PM	12:00 AM ▶	Jennifer Vigil	Lopez/ Vigil Wedding	BH1 BH1-BH

◀ ▶ Indicates event starts on previous day or ends on next day

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Taos Convention Center

Event Schedule

	Start	End	Customer	Event	Location
Sunday, June 30, 2013					
◀	4:00 PM	12:00 AM	Jennifer Vigil	Lopez/ Vigil Wedding	BH1 BH1-BH
	8:00 AM	5:00 PM	Taos U.S. Naval Sea Cadets	Taos US Naval Sea Cadets	CH1 CH-EA1
Monday, July 01, 2013					
	9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp	CH1 CH-EA1
	9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp	CH1 CH-LA1
Tuesday, July 02, 2013					
	9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp	CH1 CH-EA1
	9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp	CH1 CH-LA1
Wednesday, July 03, 2013					
	10:00 AM	12:00 PM	Town-Police	Enchanted Circle Intel	CH1 CH-EA1
	5:30 PM	7:30 PM	Town-Planning	P & Z Commission Meeting	CH1 Council Chambers
Thursday, July 04, 2013					
	8:00 AM	1:00 PM	Charlie Orona	Veteran's Outreach Program	CH1 CH-LA1
	8:00 AM	5:00 PM	Town-Conventions	Holiday	BH1 BH1-BH
Saturday, July 06, 2013					
	12:00 PM	5:00 PM	Eddie Medina	Christine Medina Bridal Shower	CH1 CH-ET1
Monday, July 08, 2013					
	9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp	CH1 CH-EA1
	9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp	CH1 CH-LA1
Tuesday, July 09, 2013					
	9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp	CH1 CH-EA1
	9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp	CH1 CH-LA1
	6:30 PM	9:00 PM	Town-Executive	Town of Taos Council Meetings	CH1 Council Chambers
Wednesday, July 10, 2013					
	8:30 AM	12:00 PM	Town of Taos	Landfill Board Meeting	CH1 CH-EA1
	9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp	CH1 CH-ET1
	9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp	CH1 CH-LA1

Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Thursday, July 11, 2013				
9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp	CH1 CH-EA1
9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp	CH1 CH-LA1
Monday, July 15, 2013				
9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp	CH1 CH-EA1
9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp	CH1 CH-LA1
Tuesday, July 16, 2013				
9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp	CH1 CH-EA1
9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp	CH1 CH-LA1
Wednesday, July 17, 2013				
9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp	CH1 CH-EA1
9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp	CH1 CH-LA1
5:30 PM	7:30 PM	Town-Planning	Historic Preservation Commission	CH1 Council Chambers
Thursday, July 18, 2013				
9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp	CH1 CH-EA1
9:00 AM	12:00 PM	UNM Taos-Multi	UNM-Taos Camp	CH1 CH-LA1
Tuesday, July 23, 2013				
6:30 PM	9:00 PM	Town-Executive	Town of Taos Council Meetings	CH1 Council Chambers
Wednesday, July 24, 2013				
8:00 AM	5:00 PM	Cindy Spray	New Mexico Main Street Conference	BH1 BH1-BH
8:00 AM	5:00 PM	Cindy Spray	New Mexico Main Street Conference	CH1 CH-EA1
8:00 AM	5:00 PM	Cindy Spray	New Mexico Main Street Conference	CH1 CH-ET1
Thursday, July 25, 2013				
8:00 AM	5:00 PM	Cindy Spray	New Mexico Main Street Conference	BH1 BH1-BH
8:00 AM	5:00 PM	Cindy Spray	New Mexico Main Street Conference	CH1 CH-EA1
8:00 AM	5:00 PM	Cindy Spray	New Mexico Main Street Conference	CH1 CH-ET1

Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Friday, July 26, 2013				
8:00 AM	5:00 PM	Cindy Spray	New Mexico Main Street Conference	BH1 BH1-BH
8:00 AM	5:00 PM	Cindy Spray	New Mexico Main Street Conference	CH1 CH-EA1
8:00 AM	5:00 PM	Cindy Spray	New Mexico Main Street Conference	CH1 CH-ET1
Thursday, August 01, 2013				
8:00 AM	1:00 PM	Charlie Orona	Veteran's Outreach Program	CH1 CH-LA1
10:00 AM	12:00 PM	Town-Police	Enchanted Circle Intel	CH1 CH-EA1
Friday, August 02, 2013				
8:00 AM	10:00 PM	Valorie Mondragon	Pavletich / Weaver Wedding	RGH1 RG1-RGABC
Saturday, August 03, 2013				
3:00 PM	9:00 PM	Lisa Byler	Byler Wedding Reception	CH1 CH-ET1
4:00 PM	10:00 PM	Valorie Mondragon	Pavletich / Weaver Wedding	RGH1 RG1-RGABC
Wednesday, August 07, 2013				
5:30 PM	7:30 PM	Town-Planning	P & Z Commission Meeting	CH1 Council Chambers
Saturday, August 10, 2013				
5:00 PM	12:00 AM ▶	Abigail Gonzales	Taos High Class Reunion	BH1 BH1-BH/S
Sunday, August 11, 2013				
◀ 5:00 PM	12:00 AM	Abigail Gonzales	Taos High Class Reunion	BH1 BH1-BH/S
Tuesday, August 13, 2013				
6:30 PM	9:00 PM	Town-Executive	Town of Taos Council Meetings	CH1 Council Chambers
Wednesday, August 14, 2013				
8:30 AM	12:00 PM	Town of Taos	Landfill Board Meeting	CH1 CH-EA1
Monday, August 19, 2013				
8:00 AM	5:00 PM	New Mexico Municipal League	NMML 56th Annual Conference	BH1 BH1-BH/S
8:00 AM	5:00 PM	Town-Conventions	NMML	BH1 BH1-BH

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Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Monday, August 19, 2013				
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-EA1
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-EA2
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-ET1
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-LA1
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-LA2
8:00 AM	5:00 PM	Town-Conventions	NMML	DFH1 DFH1-DFH
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RG
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGA
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGAB
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGABC
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGB
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGBCD
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGC
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGCD
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGD
Tuesday, August 20, 2013				
8:00 AM	5:00 PM	Town-Conventions	NMML	BH1 BH1-BH
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-EA1
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-EA2
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-ET1
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-LA1
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-LA2
8:00 AM	5:00 PM	Town-Conventions	NMML	DFH1 DFH1-DFH
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RG
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGA
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGAB
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGABC
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGB
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGBCD
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGC
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGCD
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGD
Wednesday, August 21, 2013				
8:00 AM	5:00 PM	Town-Conventions	NMML	BH1 BH1-BH
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-EA1
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-EA2
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-ET1
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-LA1
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-LA2
8:00 AM	5:00 PM	Town-Conventions	NMML	DFH1 DFH1-DFH
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RG

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Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Wednesday, August 21, 2013				
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGA
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGAB
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGABC
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGB
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGBCD
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGC
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGCD
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGD
5:30 PM	7:30 PM	Town-Planning	Historic Preservation Commission	CH1 Council Chambers
Thursday, August 22, 2013				
8:00 AM	5:00 PM	Town-Conventions	NMML	BH1 BH1-BH
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-EA1
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-EA2
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-ET1
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-LA1
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-LA2
8:00 AM	5:00 PM	Town-Conventions	NMML	DFH1 DFH1-DFH
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RG
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGA
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGAB
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGABC
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGB
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGBCD
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGC
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGCD
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGD
Friday, August 23, 2013				
8:00 AM	5:00 PM	Town-Conventions	NMML	BH1 BH1-BH
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-EA1
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-EA2
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-ET1
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-LA1
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-LA2
8:00 AM	5:00 PM	Town-Conventions	NMML	DFH1 DFH1-DFH
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RG
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGA
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGAB
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGABC
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGB
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGBCD

◀ ▶ Indicates event starts on previous day or ends on next day

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Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Friday, August 23, 2013				
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGC
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGCD
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGD
Saturday, August 24, 2013				
8:00 AM	5:00 PM	Town-Conventions	NMML	BH1 BH1-BH
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-EA1
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-EA2
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-ET1
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-LA1
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-LA2
8:00 AM	5:00 PM	Town-Conventions	NMML	DFH1 DFH1-DFH
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RG
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGA
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGAB
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGABC
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGB
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGBCD
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGC
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGCD
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGD
Sunday, August 25, 2013				
8:00 AM	5:00 PM	Town-Conventions	NMML	BH1 BH1-BH
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-EA1
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-EA2
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-ET1
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-LA1
8:00 AM	5:00 PM	Town-Conventions	NMML	CH1 CH-LA2
8:00 AM	5:00 PM	Town-Conventions	NMML	DFH1 DFH1-DFH
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RG
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGA
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGAB
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGABC
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGB
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGBCD
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGC
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGCD
8:00 AM	5:00 PM	Town-Conventions	NMML	RGH1 RG1-RGD
Monday, August 26, 2013				
7:00 AM	6:00 PM	New Mexico Municipal League	NMML 56th Annual Conference	RGH1 RG1-RG

◀ ▶ Indicates event starts on previous day or ends on next day

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Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Tuesday, August 27, 2013				
7:00 AM	6:00 PM	New Mexico Municipal League	NMML 56th Annual Conference	RGH1 RG1-RG
8:00 AM	5:00 PM	New Mexico Municipal League	NMML 56th Annual Conference	BH1 BH1-BH/S
6:30 PM	9:00 PM	Town-Executive	Town of Taos Council Meetings	CH1 Council Chambers
Wednesday, August 28, 2013				
7:00 AM	6:00 PM	New Mexico Municipal League	NMML 56th Annual Conference	RGH1 RG1-RG
8:00 AM	5:00 PM	New Mexico Municipal League	NMML 56th Annual Conference	BH1 BH1-BH/S
Thursday, August 29, 2013				
7:00 AM	6:00 PM	New Mexico Municipal League	NMML 56th Annual Conference	RGH1 RG1-RG
8:00 AM	5:00 PM	New Mexico Municipal League	NMML 56th Annual Conference	BH1 BH1-BH/S
Friday, August 30, 2013				
7:00 AM	6:00 PM	New Mexico Municipal League	NMML 56th Annual Conference	RGH1 RG1-RG
8:00 AM	5:00 PM	New Mexico Municipal League	NMML 56th Annual Conference	BH1 BH1-BH/S
Saturday, August 31, 2013				
4:00 PM	12:00 AM ▶	Jenny Vigil	Vigil / Vialpando wedding	BH1 BH1-BH/S
Sunday, September 01, 2013				
◀ 4:00 PM	12:00 AM	Jenny Vigil	Vigil / Vialpando wedding	BH1 BH1-BH/S
Monday, September 02, 2013				
8:00 AM	5:00 PM	Town-Conventions	Holiday	BH1 BH1-BH
Wednesday, September 04, 2013				
8:00 AM	5:00 PM	Holy Cross Hospital	Holy Cross Hospital Health Fair/Setup/Teardown	RGH1 RG1-RG
5:30 PM	7:30 PM	Town-Planning	P & Z Commission Meeting	CH1 Council Chambers
Thursday, September 05, 2013				
8:00 AM	1:00 PM	Charlie Orona	Veteran's Outreach Program	CH1 CH-LA1

◀ ▶ Indicates event starts on previous day or ends on next day

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Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Thursday, September 05, 2013				
8:00 AM	5:00 PM	Holy Cross Hospital	Holy Cross Hospital Health Fair/Setup/Teardown	RGH1 RG1-RG
10:00 AM	12:00 PM	Town-Police	Enchanted Circle Intel	CH1 CH-EA1
Friday, September 06, 2013				
8:00 AM	5:00 PM	Holy Cross Hospital	Holy Cross Hospital Health Fair/Setup/Teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Holy Cross Hospital	Holy Cross Hospital Health Fair/Setup/Teardown	RGH1 RG1-RG
Saturday, September 07, 2013				
8:00 AM	5:00 PM	Holy Cross Hospital	Holy Cross Hospital Health Fair/Setup/Teardown	RGH1 RG1-RG
Sunday, September 08, 2013				
8:00 AM	5:00 PM	Holy Cross Hospital	Holy Cross Hospital Health Fair/Setup/Teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Holy Cross Hospital	Holy Cross Hospital Health Fair/Setup/Teardown	RGH1 RG1-RG
Monday, September 09, 2013				
8:00 AM	5:00 PM	Holy Cross Hospital	Holy Cross Hospital Health Fair/Setup/Teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Holy Cross Hospital	Holy Cross Hospital Health Fair/Setup/Teardown	RGH1 RG1-RG
Tuesday, September 10, 2013				
6:30 PM	9:00 PM	Town-Executive	Town of Taos Council Meetings	CH1 Council Chambers
Wednesday, September 11, 2013				
8:30 AM	12:00 PM	Town of Taos	Landfill Board Meeting	CH1 CH-EA1
Saturday, September 14, 2013				
6:00 PM	11:00 PM	Josette Smith	Braseda / Duran Wedding	RGH1 RG1-RGAB
Wednesday, September 18, 2013				
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	RGH1 RG1-RG

◀ ▶ Indicates event starts on previous day or ends on next day

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Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Wednesday, September 18, 2013				
5:30 PM	7:30 PM	Town-Planning	Historic Preservation Commission	CH1 Council Chambers
7:00 PM	9:00 PM	New Mexico Native Plants Society	NM Native Plant Society	CH1 CH-LA1
Thursday, September 19, 2013				
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	RGH1 RG1-RG
Friday, September 20, 2013				
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	RGH1 RG1-RG
Saturday, September 21, 2013				
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	RGH1 RG1-RG
Sunday, September 22, 2013				
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	RGH1 RG1-RG
Monday, September 23, 2013				
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	RGH1 RG1-RG

Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Tuesday, September 24, 2013				
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	RGH1 RG1-RG
8:00 AM	5:00 PM	Town-Central Dispatch	Power Phone Dispatch training	CH1 CH-EA1
6:30 PM	9:00 PM	Town-Executive	Town of Taos Council Meetings	CH1 Council Chambers
Wednesday, September 25, 2013				
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	RGH1 RG1-RG
Thursday, September 26, 2013				
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	RGH1 RG1-RG
Friday, September 27, 2013				
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	RGH1 RG1-RG
Saturday, September 28, 2013				
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	RGH1 RG1-RG

Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Sunday, September 29, 2013				
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	RGH1 RG1-RG
Monday, September 30, 2013				
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	RGH1 RG1-RG
Tuesday, October 01, 2013				
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	RGH1 RG1-RG
Wednesday, October 02, 2013				
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival / show / teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival-Setup/Show/Teardown	RGH1 RG1-RG
5:30 PM	7:30 PM	Town-Planning	P & Z Commission Meeting	CH1 Council Chambers
Thursday, October 03, 2013				
8:00 AM	1:00 PM	Charlie Orona	Veteran's Outreach Program	CH1 CH-LA1
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival / show / teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival	RGH1 RG1-RG
10:00 AM	12:00 PM	Town-Police	Enchanted Circle Intel	CH1 CH-EA1
Friday, October 04, 2013				
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival / show / teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival	RGH1 RG1-RG

Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Saturday, October 05, 2013				
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival / show / teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival	RGH1 RG1-RG
Sunday, October 06, 2013				
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival / show / teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival	RGH1 RG1-RG
Monday, October 07, 2013				
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival- Setup/Show/Teardown	BH1 BH1-BH/S
8:00 AM	5:00 PM	Fall Arts Festival	Fall Arts Festival	RGH1 RG1-RG
Tuesday, October 08, 2013				
6:30 PM	9:00 PM	Town-Executive	Town of Taos Council Meetings	CH1 Council Chambers
Wednesday, October 09, 2013				
8:30 AM	12:00 PM	Town of Taos	Landfill Board Meeting	CH1 CH-EA1
Tuesday, October 15, 2013				
8:00 AM	5:00 PM	NM Rural Water Association	NM Rural Water Conference	RGH1 RG1-RG
8:00 AM	5:00 PM	Town-Youth and Family Center	Town of Taos Annual Halloween Party	BH1 BH1-BH/S
Wednesday, October 16, 2013				
8:00 AM	5:00 PM	NM Rural Water Association	NM Rural Water Conference	RGH1 RG1-RG
8:00 AM	5:00 PM	Town-Youth and Family Center	Town of Taos Annual Halloween Party	BH1 BH1-BH/S
5:30 PM	7:30 PM	Town-Planning	Historic Preservation Commission	CH1 Council Chambers
7:30 PM	9:00 PM	New Mexico Native Plants Society	NM Native Plant Society	CH1 CH-LA1
Thursday, October 17, 2013				
8:00 AM	5:00 PM	NM Rural Water Association	NM Rural Water Conference	RGH1 RG1-RG
8:00 AM	5:00 PM	Town-Youth and Family Center	Town of Taos Annual Halloween Party	BH1 BH1-BH/S

◀ ▶ Indicates event starts on previous day or ends on next day

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Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Friday, October 18, 2013				
8:00 AM	5:00 PM	NM Rural Water Association	NM Rural Water Conference	RGH1 RG1-RGAB
8:00 AM	5:00 PM	Town-Youth and Family Center	Town of Taos Annual Halloween Party	BH1 BH1-BH/S
Saturday, October 19, 2013				
7:00 AM	6:00 PM	Hitomi Gilliam	Survival of the Creative Mind	CH1 CH-LA1
8:00 AM	5:00 PM	Town-Youth and Family Center	Town of Taos Annual Halloween Party	BH1 BH1-BH/S
8:00 AM	5:00 PM	Town-Youth and Family Center	Town of Taos Annual Halloween Party	RGH1 RG1-RG
Sunday, October 20, 2013				
7:00 AM	6:00 PM	Hitomi Gilliam	Survival of the Creative Mind	CH1 CH-LA1
8:00 AM	5:00 PM	Town-Youth and Family Center	Town of Taos Annual Halloween Party	BH1 BH1-BH/S
8:00 AM	5:00 PM	Town-Youth and Family Center	Town of Taos Annual Halloween Party	RGH1 RG1-RG
Monday, October 21, 2013				
8:00 AM	12:00 PM	Hitomi Gilliam	Survival of the Creative Mind	CH1 CH-LA1
8:00 AM	5:00 PM	Town-Youth and Family Center	Town of Taos Annual Halloween Party	BH1 BH1-BH/S
8:00 AM	5:00 PM	Town-Youth and Family Center	Town of Taos Annual Halloween Party	RGH1 RG1-RG
Tuesday, October 22, 2013				
6:30 PM	9:00 PM	Town-Executive	Town of Taos Council Meetings	CH1 Council Chambers
Saturday, November 02, 2013				
10:00 AM	5:00 PM	Bridges Project for Education	Bridges Project	RGH1 RG1-RG
Wednesday, November 06, 2013				
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Terror on Civic Plaza Drive Haunted House	DFH1 DFH1-DFH
5:30 PM	7:30 PM	Town-Planning	P & Z Commission Meeting	CH1 Council Chambers

Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Thursday, November 07, 2013				
8:00 AM	1:00 PM	Charlie Orona	Veteran's Outreach Program	CH1 CH-LA1
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Terror on Civic Plaza Drive Haunted House	DFH1 DFH1-DFH
10:00 AM	12:00 PM	Town-Police	Enchanted Circle Intel	CH1 CH-EA1
Monday, November 11, 2013				
8:00 AM	5:00 PM	Town-Conventions	Holiday	BH1 BH1-BH
Tuesday, November 12, 2013				
6:30 PM	9:00 PM	Town-Executive	Town of Taos Council Meetings	CH1 Council Chambers
Wednesday, November 13, 2013				
8:30 AM	12:00 PM	Town of Taos	Landfill Board Meeting	CH1 CH-EA1
Monday, November 18, 2013				
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	BH1 BH1-BH/S
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	DFH1 DFH1-DFH
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	RGH1 RG1-RG
Tuesday, November 19, 2013				
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	BH1 BH1-BH/S
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	DFH1 DFH1-DFH
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	RGH1 RG1-RG
Wednesday, November 20, 2013				
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	BH1 BH1-BH/S
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	DFH1 DFH1-DFH
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	RGH1 RG1-RG
5:30 PM	7:30 PM	Town-Planning	Historic Preservation Commission	CH1 Council Chambers
7:00 PM	9:00 PM	New Mexico Native Plants Society	NM Native Plant Society	CH1 CH-LA1

Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Thursday, November 21, 2013				
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	BH1 BH1-BH/S
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	DFH1 DFH1-DFH
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	RGH1 RG1-RG
Friday, November 22, 2013				
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	BH1 BH1-BH/S
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	DFH1 DFH1-DFH
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	RGH1 RG1-RG
Saturday, November 23, 2013				
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	BH1 BH1-BH/S
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	DFH1 DFH1-DFH
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	RGH1 RG1-RG
Sunday, November 24, 2013				
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	BH1 BH1-BH/S
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	DFH1 DFH1-DFH
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	RGH1 RG1-RG
Monday, November 25, 2013				
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	BH1 BH1-BH/S
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	DFH1 DFH1-DFH
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	RGH1 RG1-RG
Tuesday, November 26, 2013				
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	BH1 BH1-BH/S
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	DFH1 DFH1-DFH

Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Tuesday, November 26, 2013				
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	RGH1 RG1-RG
6:30 PM	9:00 PM	Town-Executive	Town of Taos Council Meetings	CH1 Council Chambers
Wednesday, November 27, 2013				
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	BH1 BH1-BH/S
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	DFH1 DFH1-DFH
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	RGH1 RG1-RG
Thursday, November 28, 2013				
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	BH1 BH1-BH/S
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	DFH1 DFH1-DFH
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	RGH1 RG1-RG
Friday, November 29, 2013				
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	BH1 BH1-BH/S
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	DFH1 DFH1-DFH
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	RGH1 RG1-RG
Saturday, November 30, 2013				
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	BH1 BH1-BH/S
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	DFH1 DFH1-DFH
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	RGH1 RG1-RG
Sunday, December 01, 2013				
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	BH1 BH1-BH/S
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	DFH1 DFH1-DFH
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	RGH1 RG1-RG

Taos Convention Center

Event Schedule

Start	End	Customer	Event	Location
Monday, December 02, 2013				
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	BH1 BH1-BH/S
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	DFH1 DFH1-DFH
8:00 AM	5:00 PM	Town-Youth and Family Center	Annual Yuletide Arts and Crafts Fair	RGH1 RG1-RG
Wednesday, December 04, 2013				
5:30 PM	7:30 PM	Town-Planning	P & Z Commission Meeting	CH1 Council Chambers
Thursday, December 05, 2013				
8:00 AM	1:00 PM	Charlie Orona	Veteran's Outreach Program	CH1 CH-LA1
10:00 AM	12:00 PM	Town-Police	Enchanted Circle Intel	CH1 CH-EA1
Friday, December 06, 2013				
8:00 AM	5:00 PM	Maria Lucero	Lucero / Ospino Wedding	RGH1 RG1-RG
Saturday, December 07, 2013				
4:00 PM	12:00 AM ▶	Maria Lucero	Maria Lucero - Wedding	RGH1 RG1-RG
7:00 PM	10:00 PM	Town-Human Resources Department	Mayoral Blood Drive Challenge Banquet	BH1 BH1-BH



March 26, 2013

Title:

Facilities Services Department Review

Summary:

Facilities Services Department Review - Power Point presentation on the department's duties and responsibilities, the resources it manages to accomplish them, the service levels achieved and the related issues.

Background:

Submitted by Steve Kennebeck, Director, Facilities Services

Attachments:

Click to download

 [PowerPoint](#)

Facilities Services Department

Departmental Overview

“Smarter, Faster, Better”

Duties and Responsibilities

Convention Center Division

- Conferences
- Workshops and trainings
- Council Meetings
- Tenant Services
- Snow Removal
- Manage Arts and Culture District contract

Parks Division

- Maintain parks
 - Kit Carson Park
 - Fred Baca Park
 - Taos Plaza
 - Dog Park
 - La Loma Plaza
 - Youth Center
 - Visitor Center
 - Taos ECO Park
 - Bypass HWY 585
- Snow Removal

Facilities Division

- Maintenance of 69 facilities
- Repairs
- Capital Improvement Projects
- Taos Plaza
- Snow Removal
- 28 Leases
 - 4 revenue leases- \$80,815.40
 - 5 expense leases- \$60,800.00
 - 19 In-kind leases

Duties and Responsibilities

Custodial / Landscaping Division

- Clean 7 Town of Taos facilities
- Landscaping and Irrigation
- Special projects
- Taos Plaza and La Loma Plaza
- Snow Removal

Visitor Center Division

- Greet and assist 100,000+ members of the public
- Promote Taos businesses
- Sale of local products

Resources: Convention Center , Facilities, Parks

Convention Center

6 FTEs

Assets

- Rio Grande Hall
- Bataan Hall
- Coronado Hall
- Don Fernando Hall
- 1 service truck
- Furniture / equipment

Facilities

6 FTEs, 1 TE s

Assets

- 5 service trucks
- Snow plows
- Tools and equipment
- Scissor lift

Parks

6 FTEs

Assets

- 3 service trucks
- Snow plows
- Tractor
- Mower
- Tools and equipment

Custodial/Landscaping

3 FTEs

Assets

- 2 service vehicles
- equipment

Visitor Center

6 FTEs

Assets

- 2 vehicles
- Taos merchandise

Resources: Budgets & Revenue

Facilities Services

General Fund

1 Budget

\$1,286,965

Revenues

Convention \$25,000

Parks \$7,000

Leases \$80,815

Visitor Center

Lodgers Tax

Budget

\$393,552

Visitor Center

Revenues

\$43,000

2012-2013

Capital Improvement Projects Budget

Facilities maintenance \$69,686

Parks maintenance \$77,924

Convention \$150,000

Camino Real \$18,000

Don Fernando Hall \$88,891

Park restrooms \$69,242

Library carpet \$50,000

Dump truck \$45,000

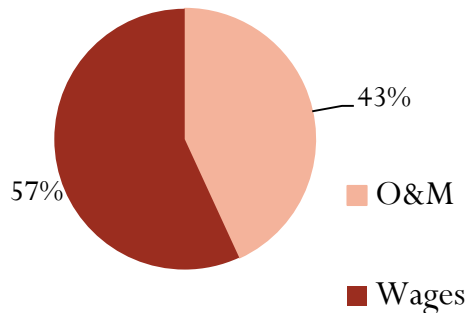
Grants

Re-Leaf \$6,000

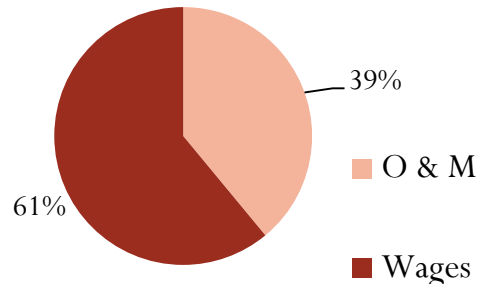
Clean and Beautiful \$8,300

Total - \$538,043

Facilities



Visitor Center



Level of Service

Convention Center Division

- Event staging (659 events from 7/1/12 to 6/30/13)
 - Weddings
 - Conferences
 - Trainings
- Maintenance (per schedule)
 - Cleaning / repairs (daily)
 - Landscaping (3 days per week)
- Snow removal (same day)
- Special Events (as needed)
 - Taos Plaza events
 - (Fiestas, Veteran's Day and Tree lighting)
 - Assist other divisions (as needed)
 - (Baseball League, Yuletide and Halloween)

Facilities Division

- Maintain and repair facilities (per schedule)
- Construction projects (as required)
- Special Events (as required)
 - Fiestas
 - Holiday decorating / takedown
- Work Orders (698 completed within 24 hours)
- Snow removal (same day)
 - Town Hall
 - Civic Plaza Drive (Taos PD/Municipal court)
 - Library
 - ARC

Level of Service:

Parks Division

- Maintain 70 acres of park land (daily)
- Maintain 3 baseball and 3 soccer fields
(daily- April – October)
- Taos Plaza maintenance (daily)
- La Loma cleaning (M-W-F)
- Visitor Center weed and grass trimming
- Banners
fence - 45
Highway - 21
- Special events in Taos Plaza and Parks
(17 scheduled events as of 3/22/13)
- Snow Removal (same day)

Custodial Division

- Clean 7 Town Facilities (daily)
- Assist other Facilities divisions (as needed)
- Landscaping / Irrigation (3 times a week-seasonal)
(TCA, Town Hall, Library, Guadalupe Plaza,
Taos Plaza, La Loma Plaza, Visitor Center, ECO park
and Dunn House)

Visitor Center Division

- Greet and assist 100,000+ visitors
(Mon-Sun, 9-5)
- Historic District / Taos Plaza visits(biannually)
- Special Events
(100,000+ annually)

Strategic Overview:

Strengths

- Integrated work teams
- Provide a wide range of services
- Performance appraisals completed for all staff

Weaknesses

- Lack of professional development
- Insufficient work order system
- ECO Park operations
- Decline of revenue from the Convention Center

Threats

- Aging facilities and equipment
- Deferred facilities maintenance
- Beavers at Fred Baca Park (\$75,000 to fix damaged walkway)

Opportunities

- Repurpose Convention Center
- Working with Taos County counterparts and the public
- Do more construction work “in house”
- No cost training

Work Plan:

Strategic Focus/Priorities

- Stabilize department operations and integrate Visitor Center
- Move from “Reactive” to “Proactive” maintenance
- Focus on Revenue

List of Projects/Objectives

- Renovation / Relocate Police Department to Town Hall
- Repurpose the Convention Center
- Replace TCA and Visitor Center roofs
- Replace tire mulch from Kit Carson Park
- Plant 47 trees in Kit Carson Park / Irrigation placement
- Manage NMML conference
- Negotiate Lease Agreements
- Conduct building assessments and reconcile Town facilities master list and conduct condition assessment



March 26, 2013

Title:

Youth & Family Center Department Review

Summary:

Youth & Family Center Department Review - Power Point presentation on the department's duties and responsibilities, the resources it manages to accomplish them, the service levels achieved, and the related issues.

Background:

Attachments:

Click to download

📎 [Presentation](#)

Youth & Family Center

Departmental Review



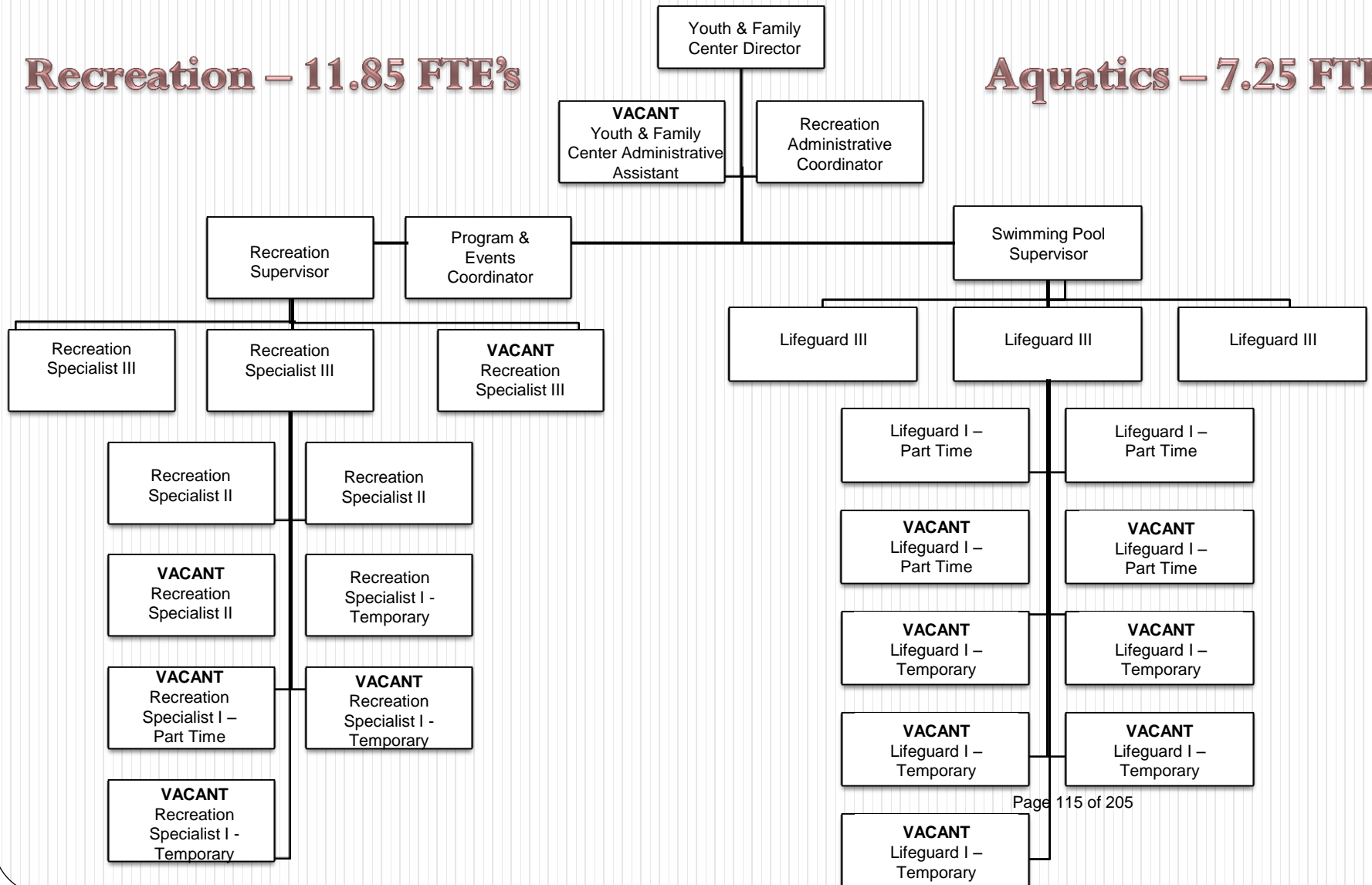
Duties and Responsibilities

- Facilities management and operations
- Contract management
- Event preparation and coordination
- Staff Training
- Public Safety
- Park and Recreation Advisory Board support

Resources - Staff

Recreation – 11.85 FTE's

Aquatics – 7.25 FTE's

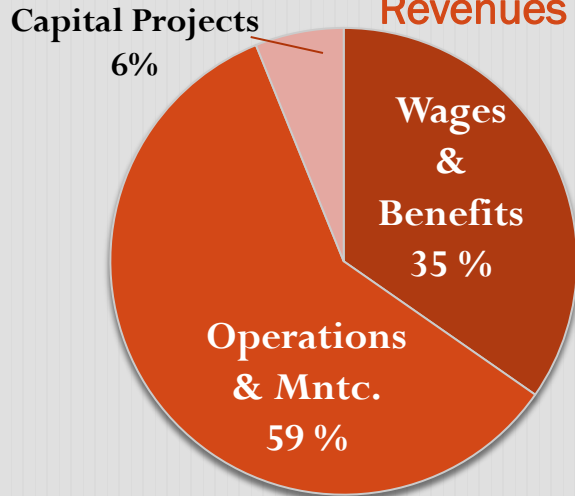


Resources – Budget & Technology

AQUATICS

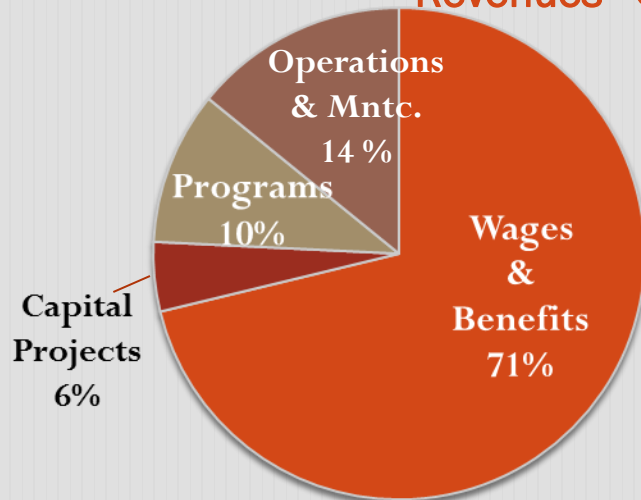
Expenditures - \$407,381

Revenues - \$77,733



Expenditures - \$658,359

Revenues - \$61,554



Technology

- Quik Check® - Point of Sale
- Emoney™ Merchant Front End
- Computer lab, security cameras
- Car, Truck, 15-passenger van
- Olympia Ice Re-surfacer
- Automated chlorination and filters
- Air Handler Dectron® Unit
- 4-stage automated compressors for rink with cooling tower

Level of service

Skating Rink

- November-March
 - Public Skating - 32 hrs/week
 - Figure Skating 5 hrs/week
 - Hockey (practices and games)-30 hrs/week
- 5-7 annual Ice Hockey Tournaments
- Multi-purpose area 7 days/week April 15 -through October 15

Facilities

- 2 rooms available for rent, lobby.

Guadalupe Gym

- October-April - 70 hours/week

Swimming Pool

- Recreation swim - 30 hrs/week
- Lap swim - 39 hrs/week
- Water aerobics - 2.25 hrs/week
- Therapy pool - 39 hrs/week
- Summer swim lessons 10-11 weeks.
- Swim Clubs – 20 hrs/week

Special Events

- 35 events/year

Strategic Overview

Strengths

- Cross-trained, veteran staff
- Excellent safety record – No serious incident in over 9 years
- Wide variety of partnership throughout community and high volunteer rate
- Low admission fees encouraging high patronage
- Regional attraction
- Well-known hockey tournament site in New Mexico

Weaknesses

- Over-extended personnel and limited access to training
- Lack of standard operating procedures and updated policies
- Deferred maintenance
- Lack of automated ice rink controllers

Threats

- Lack of regional funding support for recreation (75% users non-Town residents)

Opportunities

- Park and Recreation Advisory Board is considering alternatives to the current business model

Work Plan

Strategic Focus/Priorities

Add to the local quality of life and help economic development by being a regional attraction

List of Projects/Objectives

- **Complete Pool Patio**
 - Prior to summer of 2013.
- **Annual Maintenance**
 - Completion by September of 2013.
- **Operation Manual**
 - Completion December 2013.
- **Online Event Planner**
 - Completion December 2013.



March 26, 2013

Title:

Ordinance 13-02 Sign Code Modifications

Summary:

Discussion of Ordinance 13-02 which will replace the Town of Taos Sign Code. Staff recommends denial of the ordinance to allow additional time to address rights-of-way enforcement issues and to clarify the types, size, and design of the signs which would be grandfathered, permitted, exempt, and specifically prohibited under the new code. (***This item was continued from the February 12, 2013 Regular Council Meeting.***)

Background:

The Town Attorney did not sign the draft ordinance because staff will recommend that the ordinance be tabled in order to provide additional time to work with the Town's planning consultant.

Attachments:

Click to download

- 📎 [Draft Sign Code Revisions](#)
- 📎 [Sign Code Power Point Presentation](#)



ORDINANCE 13-02

AN ORDINANCE REPLACING CHAPTER 15, SECTION 15.08 (SIGN ORDINANCE) OF THE TAOS TOWN CODE, PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

This ordinance replaces the Town of Taos Sign ordinance. The overall intent of this replacement is to eliminate unnecessary verbiage, reduce significantly the discretion of the Code Administrator, and to add criteria for the safe placement of non-commercial portable signs.

WHEREAS, The Town Council, the Governing Body of the Town of Taos, finds it necessary to replace Section **15.08** of the Town Code in order to improve the permitting of Signs and enforcement of the Sign ordinance; and,

WHEREAS, These revisions will enhance public safety and encourage business development while minimizing visual blight in the community.

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the Town of Taos, meeting in Regular Session this day of , 2013, and after having held a public hearing on the matter that the following Ordinance is hereby adopted, approved and ratified as follows:

A. In Chapter 15.08: The section is deleted in its entirety and replaced with the following:

Chapter 15.08: SIGN ORDINANCE

15.08.100: BACKGROUND; INTENT AND PURPOSE; OBJECTIVES OF THE SIGN ORDINANCE:

This article shall be known and may be cited as the Sign Ordinance, an ordinance to regulate the construction, repair, alteration, display and maintenance of Signs within the Town of Taos.

A. Background.

- (1) It is recognized that businesses compete with each other and try to "keep up with the competition." In doing so many try to put up Signs bigger than those around them because they feel those they have are not visible enough. If someone puts up a bigger Sign then eventually others will want to do the same. Clutter and confusion result, worsening the perceived lack of visibility. Such a proliferation of Signs leads to visual

pollution, creating significant traffic hazards for motorists and pedestrians. Drivers are distracted, visibility is impaired, access is impeded, and clear vision at intersections is prevented.

- (2) Appropriate Sign regulations can indirectly spur economic development, while cluttered proliferation can hurt. High-quality developments with well-designed Signs attract other high-quality developments. Sign clutter gives the impression that a community doesn't care about its appearance. There is a need to balance the public's right to know, a businesses' right to advertise, and a community's desire to limit the extent of visual pollution and resulting hazards from the proliferation of Signs and Sign clutter.
- (3) Signs which do nothing to help motorists or pedestrians identify a place or help them get to it are the ones which tend to most directly contribute to Sign clutter. Therefore, in order to avoid Sign clutter, Signs messages should direct and confirm correct routes to a site; inform of a site's general organization, elements and layout; identify and name the site; and regulate on-site operations. Signs can use words, symbols, objects, or a combination of these to convey their message. These messages must be simple and direct. Verbiage must be minimized to be more easily and safely read by motorists and pedestrians.
- (4) Proportions of Signs need not be uniform for all businesses. What is important is that Signs do not dominate a site or building Facade, but instead visually accent and appear to fit within the context and character of the building or site, and adjacent businesses.
- (5) The primary consideration for Sign location is visibility. Signs need to be located so they aren't obstructed by other Signs or architectural features. Poorly located Signs can be obstacles and hazards. Signs need to be far enough away from rights-of-way but still close enough to them, and high enough off the ground but not too high off the ground, in order to be seen while not visually dominating the area.
- (6) The primary function of Signs is to index the environment; that is, to tell people where they can find what. Other subordinate purposes should be tolerated, but remain auxiliary and secondary to indexing. The amount, type, size, Height, location, and illumination of Signs need only be the minimum necessary to allow motorists to see them, recognize the activity they represent, and safely slow their vehicle in time to access the establishment, and/or to allow pedestrians to recognize the activity they represent.
- (7) It is further recognized that there are generally accepted and empirically derived standards for the type, size, spacing, area, and setback of Signs based upon the speed limits and number of vehicular traffic lanes on the street that the activity fronts. These standards are generally intended to allow Signs that can be recognized at a given distance by a motorist, allowing them to safely slow down, turn into and access the site for which the Sign advertises.
- (8) However, these standards do not account for the peculiar characteristics of the Town's business corridors. These characteristics include, but are not limited to, unusually narrow widths and shallow depths of commercial properties fronting on the Town's major thoroughfares; the proximity of existing buildings and Signs to each other and to property and rights-of-way; traffic flows and congestion levels; and the goals and objectives of the Town's Master Plan and Chapter 16, Land Use and Development.

- (9) The Town of Taos has thus determined that these peculiar characteristics warrant modifications to the generally accepted and empirically derived Sign standards. The regulations and standards of this article represent these modifications and are considered the minimum amount of regulation necessary to achieve a substantial government interest for public safety, aesthetics, and protection of property values.

B. Intent and Purpose.

- (1) The intent of this Sign ordinance is to create the legal framework for a comprehensive and balanced system of regulating Signs and outdoor advertising. Such regulations are concerned with communication along sidewalks, streets, and highways, and deal with symbols and letters as they appear on Signs, Banners, storefronts, marquees, canopies, and all other stationary visual media whether located on or off the premises of the activity to which the message pertains.
- (2) The purposes of these Sign regulations are:
- (a) To encourage the effective use of Signs as a means of communication in the Town of Taos;
 - (b) To maintain and enhance the aesthetic environment and quality of life within the Town;
 - (c) To maintain and enhance the Town's ability to attract sources of economic development and growth;
 - (d) To avoid the visual clutter that is potentially harmful to traffic and pedestrian safety, property values, business opportunities, and community aesthetics and appearance;
 - (e) To improve pedestrian and traffic safety;
 - (f) To minimize the abundance and size of Signs to reduce motorist distraction and the loss of safe sight distance;
 - (g) To minimize the possible adverse effect of Signs on nearby public and/or private property;
 - (h) To preserve the value of property by assuring the compatibility of Signs with surrounding land uses;
 - (i) To support and complement land use objectives as set forth in the Town's Master Plan and Chapter 16, Land Use and Development;
 - (j) To protect the public safety, health and welfare; and
 - (k) To enable fair and consistent enforcement of these Sign regulations.

C. Objectives.

A Sign may be erected, placed, established, painted, created or maintained in the Town of Taos only in conformance with the restrictions, procedures, standards, exemptions and requirements of this article. The objectives of this article are more specifically set forth herein as:

- (1) To prevent the proliferation of Signs which is unduly distracting to motorists and non-motorized travelers, reduces the effectiveness of Signs directing and warning the public, causes confusion, reduces desired uniform traffic flow, and creates potential for vehicular accidents.
- (2) To reduce visual pollution and physical obstructions caused by a proliferation of Signs that could diminish the Town's image, property values and quality of life.
- (3) To protect the general public from damage and injury caused by the distractions, hazards and obstructions generated and caused by the proliferation of Signs.
- (4) To protect and enhance the aesthetic quality of the Town of Taos by encouraging Signs which are compatible with conforming existing Signs, have good viewing qualities with passing motorists, and are compatible with buildings and streets, through the establishment of specific standards for various areas in the Town.
- (5) To reduce visual distractions and obstruction to motorists traveling along, entering or leaving streets.
- (6) To authorize the use of Signs which are compatible with their surroundings, appropriate to the activity that displays them, expressive of the identity of individual activities and the community as a whole, and legible in the circumstances in which they are seen.
- (7) To keep Signs within a reasonable scale with respect to the buildings to which they relate.
- (8) To prohibit all Signs not specifically permitted by this article.
- (9) To provide for the enforcement of the provisions of this article.
- (10) To prevent Signs that are potentially dangerous to the public due to structural deficiencies, disrepair or distraction to motorists.
- (11) To prevent the placement of Signs in a manner which will conceal or obscure other Signs, directional and/or warning Signs, or Signs of adjacent businesses.
- (12) To keep the number and size of Signs at a level reasonably necessary to identify a business enabling the public to locate goods, services and facilities without excessive difficulty and confusion by restricting the number and placement of Signs.
- (13) To prevent hazards due to collapse, fire, collision, decay or abandonment of Sign.
- (14) To establish a permit system to allow Sign suitable for the Sign Area in which it is located that complies with the regulations and permit procedures contained herein.
- (15) To protect the public right to receive messages, especially noncommercial messages such as religious, political, economic, social, philosophical and other types of information protected by the First Amendment of the United States Constitution.

15.08.XXX: SIGN PERMITS FOR PERMANENT SIGNS; REGULATORY OVERSIGHT:

Any person, corporation, or other entity, shall first obtain a Sign Permit prior to the erection, alteration, or relocation of any Sign. The Code Administrator or designee shall have regulatory oversight of the permitting and inspection of all Sign and the enforcement the Sign ordinance.

15.08.XXX: APPLICATION FORM FOR SIGN:

Every application for a Sign Permit pursuant to this Sign ordinance shall be made on the sworn application supplied by the Code Administrator, and must include the following:

- A. All information required on the application,
- B. A description or a sketch of the proposed site of the proposed Sign, showing its position upon the lot, building or structure in relation to identified adjacent lots, buildings or structures, and public rights of way, easements, and any existing Sign at that location;
- C. A sketch, digital rendering, or a digital photo of the proposed Sign itself, clearly displaying its graphic and lettering content, its overall dimensions, the manner and materials of its construction, and the proposed method of attachment to the building or structure, or the ground, where it will be situated;
- D. Such other information as may, from time to time, be deemed necessary by the Code Administrator to ensure compliance with this Sign ordinance and other ordinances of the Town of Taos.

15.08.XXX: FEES AND PENALTIES APPLICABLE TO PERMANENT SIGNS:

- A. The fee imposed upon all Permanent Signs shall be a nonrefundable payment of two dollars (\$2.00) per square foot of the entire sign area proposed or forty seven dollars (\$47.00), whichever is greater. Square footage shall be calculated as length multiplied by width, in feet, from farthest edge to farthest edge of each sign area.
- B. The fee imposed upon all temporary signage shall be a nonrefundable payment of twenty four dollars (\$24.00).
- C. The fees imposed upon all signs may, from time to time, be adjusted by a resolution of the Town Council of the Town of Taos; and that body may likewise, in the interest of public order, public safety or aesthetics, impose other or additional requirements or surcharges for particular types of signage.

15.08.XXX: ISSUANCE AND DISPLAY OF PERMIT FOR SIGN:

- A. It shall be the duty of the Code Administrator or designee to examine all Sign Permit applications for compliance with the provisions of this Sign ordinance; and issue a Sign Permit, or an explanatory denial thereof, within ten (10) business days of the filing of the

complete application. Any explanatory denial of an application must include a statement concerning why the application is denied, citing the specific reasons for the denial.

- B. A current Town of Taos Sign Permit shall be prima facie evidence of compliance with this Sign ordinance, as well as of the payment in full of all required fees, surcharges, penalties, interest thereon, and costs assessed; and it grants the holder thereof a nontransferable permit to display the approved Sign for the specific location indicated on the permit application and resulting Sign Permit.
- C. Every recipient of a Sign Permit shall be responsible for retaining said permit and to provide evidence of the permit when requested by the Code Administrator or designee.

15.08.XXX: OVERSIGHT, INSPECTION AND REVOCATION OF SIGN PERMIT:

- A. The Code Administrator or designee shall conduct regular inspections of all Sign in order to verify compliance with the provisions of this Sign ordinance.
- B. The Code Administrator or designee shall have the authority to enter upon any lot, property, or premises, at any reasonable time and with reasonable notice to the property owner, to inspect the Sign thereon or within.
- C. The Code Administrator or designee shall ascertain that all Sign upon a premises or property has been properly permitted and in compliance with the provisions of this Sign ordinance. Any noncompliance shall be subject to the penalty clause of this chapter.

15.08.XXX: APPEALS AND VARIANCES

- A. An applicant for a Sign Permit may appeal the final decision of the Code Administrator or designee to the planning and zoning commission or, as applicable, the historic preservation commission;
- B. An applicant for a Sign Permit may apply to the Planning and Zoning Commission for a variance to the standards and provisions of the Sign ordinance; The Planning and Zoning Commission, in hearing and deciding upon any application for a variance from the provisions of this Sign Ordinance, may properly consider a balance between the following:
 - (1) That a literal application of the provisions of this Sign Ordinance would cause undue financial hardship to the applicant because of conditions that are unique to the building, structure, premises, or lot, upon which the proposed signage is to be situate;
 - (2) That the granting of applicant's request for a variance from the provisions of this Sign Ordinance would not be materially detrimental to the public, or to property owners, or existing businesses, in the immediate vicinity of the proposed signage;
 - (3) That the granting of applicant's request for a variance from the provisions of this Sign Ordinance would not be contradictory to the intent, general purposes and

objectives of this Sign Ordinance, the Town of Taos Land Use Development Title, nor any other Ordinance of the Town of Taos;

- (4) That, in the case of Multi-tenant Centers, the requested variance nevertheless substantially meets the goals of the Town of Taos Vision 2020 Master Plan or its successor Master Plan, Comprehensive Plan or similar document approved by the Taos Town Council;
 - (5) That, in the case of Multi-tenant Centers, the requested variance assures that signage visible from public rights-of-way do not exceed the design and dimension requirements set forth elsewhere in this Sign Ordinance.
 - (6) No variance from the provisions of this Sign Ordinance may allow more than a twenty percent (20%) increase in the size, Sign Area, Height or other Sign dimension set forth in this Sign ordinance.
- C. All appeals and variances shall be conducted according to the criteria and procedures specified in Title 16.

15.08.XXX: GENERAL DESIGN REGULATION OF ALL SIGNS:

All Signs must adhere to the following minimum standards:

- A. All Permanent Signs shall relate to the purpose of the specific business entity displaying same, shall be consistent upon any premises in basic design, style, color and manufacture.
- B. No Sign may be constructed of, or incorporate, any reflective material or internal illumination that will constitute a visual hazard to drivers along public rights of way; nor may they be painted, in whole or in part, with fluorescent colors.
- C. The Height of any Sign shall not exceed twenty feet (20').
- D. The maximum total Sign Area of the Permanent Signs for each place of business must not exceed 60 square feet.
- E. The size of the Temporary Sign does not count towards the 60 square foot maximum Sign Area for Permanent Signs.
- F. No single Permanent Freestanding Sign may exceed (40) square feet in Sign Area.
- G. A Mounted Wall Sign shall not exceed 10% of the building Façade upon which it is affixed, but may be a minimum of 12 square feet in Sign Area if the area of the Façade does not permit a sign larger than 12 square feet.

15.08.XXX: NUMBER AND TYPES OF SIGNS PERMITTED**A. Number of Signs Permitted**

- (1) An applicant may be permitted no more than three Signs for each place of business.
- (2) An applicant may apply for three Permanent Signs or two Permanent Signs and one Temporary Sign.
- (3) An applicant may be permitted no more than two Temporary Sign Permits per year and only when there is a 30 calendar day lapse period between Temporary Sign Permits.

B. Types of Signs Permitted**(1) Permanent Sign**

An application for a Permanent Sign may be permitted a combination of the following:

- a. Mounted
 - i. Wall Sign
 - ii. Box Back Lit Sign
 - iii. Hanging Sign
 - iv. Canopy Sign
- b. Free Standing
 - i. Monopole
 - ii. Monument Sign

(2) Temporary Signs

An application for a Temporary Sign may be permitted for one the following:

- (1) A-Frame
- (2) Banner

15.08.XXX: MULTI-TENANT CENTER SIGNS:**A. The following Signs may be permitted in a Multi-Tenant Center:**

- (1) One Multi-Tenant Center Freestanding Sign per Street Frontage;
- (2) One Multi-Tenant Center Directional Sign;
- (3) One Multi-Tenant Center Wall Sign per Facade;

B. The maximum Sign Area for a Multi –tenant Sign shall be as follows:

- (1) For a Multi-tenant Center which has 2 to 5 tenants, the maximum Sign Area shall be 60 square feet.
- (2) For a Multi-tenant Center which has 6 to 9 tenants, the maximum Sign Area shall be 80 square feet.

- (3) For a Multi-tenant Center which has 10 or more tenants, the maximum Sign Area shall be 100 square feet.
- C. The Sign Area of a Sign for each tenant in a Multi-tenant Center shall be distributed evenly among all tenants.
- D. All applicants for a Multi-Tenant Center Sign are required to submit a Master Sign Program to the Code Administrator for approval. The Master Sign Program should include Signs which are compatible in design among all tenant businesses within the Multi-Tenant Center in order to foster integration of all Signs with the architectural style of the building or complex of buildings.

15.08.XXX: TRADITIONAL NEIGHBORHOOD DEVELOPMENT DISTRICT; APPLICABLE SECTIONS:

The Traditional Neighborhood Development District contains specific regulations for Signs in that district and can be found in Title 16.

15.08.XXX: THE HISTORIC OVERLAY ZONE; SPECIAL RULES, REGULATIONS, AND RESTRICTIONS:

All Sign within the Historic Overlay Zone shall comply with the special regulations, particular restrictions, or prohibitions of this section in addition to the general provisions of this Sign ordinance.

- A. Freestanding Signs shall not exceed twelve feet (12') in Height;
- B. Other than an Internally Lit Menu Sign, any Internally Lit Sign, Box Back Lit Sign, LED, and Time and Temperature Sign is prohibited in the Historic Overlay Zone.
- C. Neon Tubing Signs are prohibited unless a Preexisting Nonconforming Sign is said to be of historic significance or is a contributing feature of a locally designated contributing building or is registered as a state cultural property or a federally-listed historic property;
- D. A Sign may be painted on the wall of a building, provided that the total Sign Area does not exceed (20) square feet and consists of no more than two (2) words. The words must only advertise the product or service made available (e.g., "pharmacy" or "art gallery"). Any such Sign painted on a wall which is proposed to exceed (20) square feet or exceed two words or bear a specific product or business name may be approved only after receiving a Certificate of Appropriateness from the Historic Preservation Commission.
- E. An A-Frame Sign shall not exceed four (4') square feet.
- F. A Banner shall not exceed 12 square feet.
- G. A-Frame Signs are prohibited on the Tao Plaza.

15.08.XXX: CONDITIONALLY EXEMPT SIGNS:

The following types of Signs are conditionally exempt from this Sign ordinance and do not require a Sign Permit provided they comply with the defined criteria. Any Exempt Sign which does not meet with defined design criteria will be deemed in noncompliance with the Sign ordinance.

- A. Bulletin Board,
- B. Construction Sign,
- C. Directional Sign,
- D. Drive-Through Menu Sign,
- E. Election Campaign Sign,
- F. Garage Sale and Yard Sale Sign,
- G. Gasoline Station Price Sign,
- H. Government Sponsored Special Event Sign,
- I. Historic or Commemorative Marker,
- J. Menu Sign,
- K. Memorial Sign,
- L. Non Commercial Flag,
- M. Non Commercial Sign,
- N. Picketing Sign,
- O. Real Estate (Residential) Sign,
- P. Real Estate (Commercial, Industrial, Agricultural) Sign,
- Q. Street Address Sign,
- R. Residential Subdivisions Sign,
- S. Time and Temperature Sign (prohibited in the Historic Overlay Zone),

15.08.XXX: EXEMPT SIGNS

The following types of Signs are fully exempt from this Sign ordinance and do not require a Sign Permit.

- A. Government, School, or Hospital Signs
- B. Government Sponsored Wayfinding Signs
- C. Signs Required by Law

15.08.XXX SPECIFICALLY PROHIBITED SIGNS:

In order to accomplish the intent and purposes and to fulfill the objectives of the Sign ordinance, the following types of Signs are strictly prohibited and shall not be permitted:

- A. Signs that flash, blink, rotate, or varies its degree of internal illumination,
- B. Signs with mechanically moving parts,
- C. Signs utilizing or incorporating an Audio Device,
- D. Billboards,
- E. Commercial Flagpole Signs,

- F. Signs which obstructs the view of an operator of any motor vehicle upon any right-of-way, as determined by the "clear sight triangle" as defined within the Town of Taos land use development title, or as may hereafter be defined therein, or as defined by the Town of Taos "Access Management Manual" or its successor documents, or as may hereafter be defined therein,
- G. Signs erected or placed on the ground within, or suspended or projecting above, a right-of-way. This prohibition is for the purposes of traffic and pedestrian safety and avoidance of visual clutter. Directional, safety and construction related Signs or other Signs placed within or above a right of way by or with the permission of a governmental entity with jurisdiction is excepted from this prohibition, provided there is a valid and substantial public health, safety, welfare or aesthetic reason for such Sign,
- H. Signs bearing a similarity in style or design with commonly seen traffic Signs or signals, and making use of such words as "stop", "look", "danger", or similar phrase or symbol, which tend to mislead, confuse, or impede the orderly flow of either pedestrian or vehicular traffic,
- I. Signs illuminated by floodlights or spotlights not complying with the dark skies ordinance of the Town of Taos,
- J. Signs that restrict the free ingress or egress of any sidewalk, window, door, or fire exit;
- K. Signs projecting above a roofline, eave, or parapet,
- L. Signs spanning any public walkway or public access area whose lower edge is less than seven feet (7') above the average grade below,
- M. Signs that are hazardous, or in dilapidated and dangerous physical condition, or from which nails, tacks, screws, wires, or sharp objects of any nature may protrude,
- N. Commercial Sign constructed of cardboard, paper, cloth, or other nondurable material;
- O. Sign attached to a tree, fence, utility pole, transit facility enclosure, or street seating, within any public right-of-way,
- P. Inflatable Sign,
- Q. Flashing Signs,
- Q. The use of neon or LED or similar illumination device to graphically outline any building, exterior walls, fence or other structure,
- R. Commercial Sign placed on or affixed to a sidewalk or stairs unless specifically permitted by this Sign ordinance,
- S. Signs shall not be affixed to public property except for Banners and other Signs placed with permission of the Town of Taos or other governmental entity that owns the property at locations where rental of space for such Banners or Signs is permitted, and except for Signs affixed by the governmental entity that owns the public property, (TEMP EVENT SIGN?)
- T. Commercial Sign Walker Signs,
- V. Animated Signs.

15.08.XXX: NONCOMPLIANT, UNSAFE, OBSOLETE SIGNS:

Upon the determination of the Code Administrator or designee that any Sign is in violation of this Sign ordinance by reason of being situated or intruding upon a public right of way, or creating an immediate danger or peril to public safety, a verbal notification shall be issued to the holder of the Sign Permit, or to the owner, agent, entity or individual enjoying the beneficial use of the noncompliant Sign, or both, to take down and remove same within two (2) hours or such shorter period as public safety may require in the circumstances; after which the noncompliant Sign may be removed by the Town of Taos with the costs of removal assessed against the

property owner, the holder of the sign permit, or the noncompliant owner, agent, entity or individual, or both and will be subject to the penalty clause of this chapter.

Upon the determination of the Code Administrator or designee that any sign is obsolete or abandoned and no longer advertises or informs of a bona fide, existing business or trade, or a product or service being offered at any premises, structure, or lot, or advertises or promotes a person and/or place and/or event for a fixed date that has passed, a written or verbal notice shall be issued to the holder of the sign permit, or to the owner, agent, entity or individual enjoying the beneficial use of the premises, structure, or lot upon which the noncompliant signage is situated, or both, to take down and remove same within seventy two (72) hours; after which the noncompliant signage may be removed by the Town of Taos with the costs of removal assessed against the property owner, the holder of the sign permit, or the noncompliant owner, agent, entity or individual, or both and will be subject to the penalty clause of this chapter.

Upon the removal of any noncompliant, unsafe, obsolete or abandoned sign, the building, structure, or lot from which the sign is removed shall, within ten (10) days thereafter, be cleaned, patched, painted, or otherwise remediated by the owner, agent, entity or individual responsible for the premises. All supports, stanchions, brackets, mounts, attachments, or other sign connecting devices shall be removed, leaving no visible evidence. The Code Administrator or designee shall inspect and certify compliance; or alternatively, issue written notice for further remediation within a specified time, after which the noncompliant remnants may be removed or remediated by the Town of Taos, and the costs of same assessed against the property owner, the noncompliant permit holder, or owner, agent, entity, or individual responsible and will be subject to the penalty clause of this chapter.

15.08.XXX: PREEXISTING LEGAL NONCONFORMING SIGNS

All existing permitted Signs shall be deemed allowable to the following extent:

- A. Existing permitted Sign, as well as existing permitted Sign annexed into the Town of Taos, that is not in compliance with this Sign ordinance shall be allowed to be used as a Preexisting Legal Nonconforming Sign until such time as Sign is altered, replaced, or improved.
- B. Alteration, improvement, or replacement of any one Preexisting Legal Nonconforming Sign located on the premises shall require all Signs upon the property to conform to this Sign ordinance.
- C. Refacing of a faded or similarly compromised Sign that continues to advertise the same business upon the property shall not cause said Sign to lose its Preexisting Legal Nonconforming status.
- D. Any Temporary Legal Nonconforming Signs located must be removed within 30 days of the effective date of this Sign ordinance.

15.08.XXX: PENALTY:

Upon the determination of the Code Administrator or designee that any sign is in violation of this Sign ordinance, the property owner, the holder of the Sign Permit, or the owner, agent, entity, or individual responsible will be fined not less than fifty dollars (\$50.00) for the first offence, and not less than \$150.00 for the second offence, and shall be deemed guilty of a petty misdemeanor and upon conviction thereof, shall be fined not less than fifty dollars (\$50.00) nor more than three hundred dollars (\$300.00). Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punished as such hereunder.

15.08.XXX: SEVERABILITY OF PROVISIONS:

The provisions of this Sign ordinance severable; and if any section, subsection, paragraph or part of this ordinance is held to be invalid, unenforceable, unconstitutional, or inapplicable to any person or circumstance, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect, impair, or render void, the remainder of this Sign ordinance.

15.08.XXX: EFFECTIVE DATE:

The provisions of this ordinance shall become effective five (5) days after its publication unless otherwise provided by law.

15.08.XXX: DEFINITIONS

A-FRAME SIGN: A self-supporting Sign consisting of two (2) equal faces that is easily relocated. The A-Frame Sign Area shall be no more than 6 square feet on each face unless it is located within the Historic Overlay Zone and therefore must be no more than 4 square feet in Sign Area.

ABANDONED SIGN: Any Sign that is in a state of disrepair or is located upon a vacant premises.

ANIMATED SIGN: A Sign whose face changes to simulate motion or changes messages in intervals of less than five (5) minutes.

GOVERNMENT SPONSORED SPECIAL EVENT SIGN: A Banner erected on Town of Taos property which advertises a community event.

AUDIO DEVICE: Any device which emits a sound that is audible to the general public.

BANNER: A Temporary Sign constructed of durable cloth, paper, plastic or other non-rigid material that is affixed to a building through grommets by rope, hooks, or similar anchors. All Banners must be attached to the Facade of the building of the business it is advertising.

BILLBOARD: a Freestanding Sign advertising goods, products, or services of dimensions larger than those permitted by this Sign ordinance and which advertises a good, product, or service in a separate location from where the business is located.

BOX BACK LIT SIGN: An internally lit Permanent Sign where the illumination originates completely within the Sign structure.

BULLETIN BOARD: Cork backed boards or boards surfaced with similar material that allow for information to be affixed to said surface with a tack, staple, or similar anchor, provided it does not exceed eight (8') square feet per Sign Area, nor exceed seven feet (7') in overall Height of the Sign.

CANOPY SIGN: A Sign which is also a canopy affixed to a building.

COMMERCIAL FLAGPOLE: A flag affixed to a pole which advertises a business, product, or service.

COMMERCIAL SIGN WALKER: Any person who carries a Sign in any manner that displays a commercial message.

CONSTRUCTION SIGN: A Sign which identifies an architect, builder, contractor, subcontractor, material supplier, financing entity or others participating in any construction, design or alteration on the property on which the Sign is located. It may also include a picture or representation of the structure under construction. Construction Sign shall be no larger than twenty four (24) square feet in Sign Area and no greater than six feet (6') in the Height.

CUT OUT LETTERING SIGN: A Permanent Sign whose design incorporates the use of separate letters. The Sign Area of a Cut Out Lettering Sign is calculated by the product of the area of the smallest rectangle that would wholly contain each of the letters and Logo (if applicable). A Sign whose design incorporates Cut Out Lettering shall be permitted twice the Sign Area only for that portion of the Sign which incorporates the Cut Out Lettering.

DARK SKIES ORDINANCE: Town of Taos ordinance 99-2.

DIRECTIONAL SIGN: A Sign that guides a pedestrian or vehicle to an entrance, exit, or similar function on a property. Directional Signs shall not have a Height greater than (3') three feet.

DRIVE-THROUGH MENU SIGN: A Sign located at a drive-through that provides a menu of items that may be purchased from a vehicle at a pick up window are exempt from the provisions of this Sign ordinance, provided they do not exceed two (2) in number per premises, nor six (6) square feet per each Sign Area. Any Drive-through Menu Sign must not be located in the Street Frontage Façade of the building.

ELECTION CAMPAIGN SIGN: A Sign which conveys a political message in relation to an election or candidate. An Election Campaign Sign is exempt from the provisions of this Sign ordinance provided they do not exceed five (5) in number per site location, nor exceed six (6') square feet in Sign Area per Sign Area, and are posted with the consent of the property owner. All such Signs shall not be placed earlier than sixty (60) days prior to the election, and shall be removed within three (3) days after the election. These Signs shall not be posted on any right-of-way or Town of Taos property.

EXTERNALLY ILLUMINATED SIGN: A Sign which is illuminated by a light source external to the Sign structure that complies with the Town of Taos Dark Skies Ordinance. Said external illumination may be placed in front of or behind the Sign provided it is external to the Sign structure.

FACADE: The exterior surface of a building.

FLASHING SIGNS: Any Sign which rapidly changes its illumination.

FREESTANDING SIGN: A Permanent Sign which is not attached to a building or wall. A Freestanding Sign may display two (2) faces, and shall be engineered to withstand a gusting wind velocity of seventy five (75) miles per hour; and bear a dead weight load as set forth in the building code of the Town of Taos. Only one Sign Area of a double faced Sign shall be calculated in the Sign Area.

GARAGE SALE AND YARD SALE: A Sign used to advertise sales at residential properties. One on site Sign announcing a garage or yard sale event shall be wholly exempt from the provisions of this Sign ordinance provided it is located on the premises where the sale is to be held. No more than three (3) off site Signs announcing a garage or yard sale event shall likewise be wholly exempt from the provisions of this Sign ordinance provided they are posted with the consent of the owner of the premises. Such Sign shall not be displayed for a period of more than five (5) consecutive days prior to the event and must be removed by the entity or individual who posted them within three (3) days of the conclusion of the event.

GASOLINE STATION PRICE SIGN: One on site single or double faced gasoline price Sign is wholly exempt from the provisions of this Sign ordinance provided they do not exceed twelve (12) square feet per each Sign Area and do not bear any advertising or Logo other than a gasoline brand name and price. No more than one double faced price Sign is permissible at any one location.

GOVERNMENTAL, SCHOOL, OR HOSPITAL SIGN: Sign erected, posted, or displayed by federal, state or local governmental authorities or a hospital are wholly exempt from the provisions of this Sign ordinance.

GOVERNMENTAL SPONSORED WAYFINDING SIGN: Wayfinding Signs sanctioned by the Town of Taos and/or the state of New Mexico are wholly exempt from the provisions of this Sign ordinance

HANGING SIGN: A Sign which is mounted to the ceiling of a Portal, post, or similar structure over a sidewalk or a walkway. It may display two (2) Sign Areas, and shall be engineered to withstand a gusting wind velocity of seventy five (75) miles per hour; Only one Sign Area of a double faced Sign shall be calculated in the Sign Area. All Hanging Signs shall provide a minimum of seven feet (7') of vertical clearance from the average grade below the Sign.

HEIGHT OF A SIGN (ALSO HEIGHT): The distance measured from the average grade of the foundation of the Sign structure to the highest portion of the Sign.

HISTORIC OR COMMEMORATIVE MARKER: A marker placed upon a building, structure, property, or embedded in a sidewalk listing its inclusion on the local, state, or national register of historic places or in commemoration of a person, place or event as approved by the Taos Town council.

HISTORIC OVERLAY ZONE: The area as depicted as the Historic Overlay Zone upon the most recently approved zoning map of the Town of Taos.

INFLATABLE SIGN: Any Sign which uses a gas or air to inflate in order to be deployed.

INTERNALLY LIT SIGN: Any Sign whose light source originates within the Sign structure.

LED / LIGHT EMITTING DIODE SIGN: A Sign which uses light emitting diodes for illumination. Interior static neon, LED, or otherwise Illuminated Window Signs displaying messages such as "open" or advertisements are wholly exempt from the provisions of this ordinance, provided they do not exceed, cumulatively, three (3) square feet in total Sign Area. LED or similarly lit changeable message Signs shall be considered static provided that the message is not animated and the message that is displayed does not change on a cycle of less than five (5) minute intervals.

LOGO: A graphic or artistic symbol, picture, stylized lettering and other images used to identify a particular business or product.

MARQUEE SIGN: A Sign with changeable letters displaying entertainment or event offerings within an area of public assembly such as a theater, motion picture theater, or convention center. A Marquee Sign, whether as a part of a Mounted Sign or a Freestanding Sign will be included in the maximum Sign Area for a Permanent Sign.

MENU SIGN: A Sign in a display case or similar Sign provided on the exterior of a restaurant or eatery listing food and drink offerings and their prices provided on the premises. Menu Signs shall not be greater than (6) square feet.

MEMORIAL: A Sign commemorating historic or public event, individuals, or landmarks significant to local or national history. On-site memorial Signs are wholly exempt from the provisions of this Sign ordinance provided they are permanently attached to the building or structure to which they refer and do not exceed three (3') square feet in Sign Area.

MONOPOLE SIGN: A Freestanding Sign supported by a pole structure that is less than the width of the Sign Area affixed to it.

MONUMENT SIGN: A Freestanding Sign affixed to a solid structure that is equal to or greater than the width of the sign.

MOUNTED SIGN: A Sign which is affixed to a building, wall or similar structure.

MULTI-TENANT CENTER: Multi-Tenant Centers are those premises where two (2) or more businesses share a common building or location; a building or group of buildings with more than one tenant and have the same address, located on the same parcel or share adjoining walls.

MULTI-TENANT CENTER SIGN: A Multi-Tenant Center Sign is any one of the following:

Multi-Tenant Center Freestanding: A Freestanding Sign located along a Street Frontage advertising the name and street address of the center and the names of the tenants of the center. The street address of the center shall be no greater than three (3) square feet and shall be excluded from the calculation of the Sign Area. The name of the center (e.g. – "Taos Shopping Center") shall be no greater than ten percent (10%) of the total Sign Area and shall not be included in the calculation of the total Sign Area. The Sign Area shall not exceed one hundred (100) square feet. Multi-Tenant Center Freestanding Signs may be double-sided and only one Sign Area of the Sign shall be included in the calculation of the Sign Area. If more than

one Sign is permitted, Multi-Tenant Center Freestanding Signs may not be located closer than one hundred feet (100') to one another.

Multi-Tenant Center Directional Sign: A Sign bearing arrows, words, or legends such as "self-service", "drive-through", "parking", "closed", "open", "office", "restrooms", or displaying the premises' logo or street address and are visible from public roadways, provided there are no more than (2) Signs per Multi-Tenant Center and each Sign shall not exceed four (4') square feet nor exceed three feet (3') in Height. They may be double faced.

Multi-Tenant Center Directory Sign: A Sign listing multiple tenants and may include a map depicting the location of tenants. The name or logo of the tenant may appear on such Sign but may not exceed twenty five percent (25%) of the Sign Area. There shall be no restrictions on similar Signs which are both wholly within the confines of the premises and not visible from any public right of way.

Multi-Tenant Center Name Wall Sign: A Wall Sign depicting the name of the Multi-Tenant Center. The Multi-Tenant Center Name Wall Sign shall not extend above the roofline or parapet of the front Facade of the structure. The Multi-Tenant Center name wall Sign shall not exceed ten percent (10%) of the total building Facade to which it is affixed.

MULTI-TENANT CENTER MASTER SIGN PROGRAM: A map illustrating the location and type of each Multi-Tenant Center Sign.

NEON TUBING SIGN: A sign which uses neon tubing as a part of the Sign.

NON COMMERCIAL FLAG: A cloth depicting the symbols associated with a nation, state, city, Town, or other organization. The display of national, state, municipal or other noncommercial flags is wholly exempt from the provisions of this ordinance provided the flags are suitably maintained, securely mounted, their display creating no impediment to traffic, no danger or peril to public safety. The national flag must be flown in accordance with applicable federal regulations.

NON COMMERCIAL SIGN: A Sign identifying a religious, civic, philanthropic or other noncommercial organization or containing any noncommercial message that such an organization or an individual wishes to convey. Permanent, civic, church, service club, political, election campaign, or other noncommercial Signs or emblems, whether for a charitable purpose, a religion, a candidate, a cause, an idea, an ideology, or any other noncommercial purpose, are exempt from this Sign ordinance.

PICKETING SIGN: A handheld Sign which contains a noncommercial message, provided it shall remain in a person's control at all times, provided that a person holds no more than one (1) Sign and which does not exceed six (6') square feet in Sign Area. The person and Sign must stay on a sidewalk if available. If there is no sidewalk, then the person and Picketing Sign may be located in the right-of-way but must be located a minimum of three (3) feet off of the edge of the actual roadway pavement and outside of the clear sight triangle of any intersections or driveways.

PERMANENT SIGN: A Sign Permanently affixed to the ground, wall, or other structure.

PERMIT: The written approval of a Sign Permit application issued by the Code Administrator approving the use of a Sign or Signs.

PORTAL: A covered entrance, porch, or walkway adjacent to or affixed to a building.

PREEXISTING LEGAL NONCONFORMING SIGN: A Sign erected prior to the latest amendment to this Sign ordinance that does not conform to the requirements of this chapter.

REAL ESTATE: RESIDENTIAL SIGN: A Sign advertising the sale, rental or lease of a residential property upon which it is located, and is limited to one such Sign per Street Frontage, which may be double faced, and which shall not exceed six (6) square feet in Sign Area, nor exceed five feet (5') in Height above the average grade below. Such Sign shall be removed within three (3) days of the rental, leasing or sale closing of the property.

REAL ESTATE: COMMERCIAL, INDUSTRIAL, OR AGRICULTURAL SIGN: A Sign advertising the sale, rental or lease of a commercial, industrial or agricultural property upon which it is located and is limited to one such Sign per Street Frontage, and which may be double faced, and which may not exceed twelve (12) square feet in Sign Area, nor exceed eight feet (8') in Height above the average grade below. Such Sign shall be removed within three (3) days of the rental, leasing or sale closing of the property.

RIGHT OF WAY OR PUBLIC RIGHT OF WAY: An area of land that is dedicated for public or private use to accommodate a transportation system and necessary public utility infrastructure, including but not limited to streets, shoulders, bike paths, alleys, walkways, water lines, sewer lines, power lines, drainage and gas lines. In no case shall a right-of-way be construed to mean an easement.

SIGN: Any surface lettering and/or graphics or pictures, or any similar device used to identify or advance a particular business, product, good, or service, or to advance a person, group, organization, candidate, idea, ideology, cause or other message.

SIGN AREA: The total physical dimensions of the size of the Sign as measured by the product of the width multiplied by the height. The Sign Area includes the sign trim and Logo but not any support structure.

SIGNS REQUIRED BY LAW: Signs required by law to conduct business for approved uses within any Town of Taos zoning district are wholly exempt from the provisions of this Sign ordinance.

STREET ADDRESS SIGN: A Sign which depicts the numerical address of a property, provided they do not exceed three (3') square feet per each Sign Area. Whenever possible and practical, the street address of the property shall be clearly visible to the public.

STREET FRONTAGE: A property line bordering a public roadway.

SUBDIVISION SIGN: A Sign identifying a residential or commercial subdivision, provide that residential subdivision Signs that are no larger than twelve (12) square feet in area and no greater than six feet (6') in Height and located at the main intersection or intersections entering into the subdivision are exempt from the provisions of this Sign ordinance.

TEMPORARY SIGN: A Sign not constructed, displayed or intended for display longer than 90 days which directs attention to a business, product, service, or entertainment conducted, sold or offered on which the Sign is located, provided there is a 30 day lapse period between Sign Permits within one year.

TIME / TEMPERATURE SIGN: A Sign informing the public of the time and/or temperature, whether Freestanding or Mounted, which may not exceed twelve (12') square feet per each Sign Area, nor exceed an overall Height of six feet (6'). Time and temperature Signs are not permitted within the Historic Overlay Zone.

TRADITIONAL NEIGHBORHOOD DEVELOPMENT (TND) DISTRICT: The area as depicted as the Traditional Neighborhood Development District upon the most recently approved zoning map of the Town of Taos.

WALL SIGN: Any Sign affixed to an exterior wall. Wall Signs are limited to ten percent (10%) of the area of the Facade to which it is affixed. The area of a Wall Sign consisting of cutout lettering and logo, with no borders or background defined on the building wall, or Signs constructed of carved wood or similar material that provides articulation and depth to the Sign, will be calculated at one-half ($\frac{1}{2}$) of the area of the smallest rectangle that will wholly contain all the letters and logo. A Wall Sign shall not extend above the roofline or parapet of the structure.

WINDOW SIGN: Any Sign placed within, painted on, or otherwise affixed to the glazing of a window. Window Sign shall not exceed twenty percent (20%) of the window area.

ORDAINED, ADOPTED, AND APPROVED this _____ of _____, 2013 by the following vote:

Mayor Pro Tem Andrew T. Gonzales _____
 Councilmember Rudy C. Abeyta _____
 Councilmember Michael A. Silva _____
 Councilmember Frederick A. Peralta _____

TOWN OF TAOS

Darren M. Cordova, Mayor

ATTEST:

APPROVED AS TO FORM

Renee Lucero, Town Clerk

C. Brian James, Town Attorney

Sign Code Revisions

Town Council

March 26



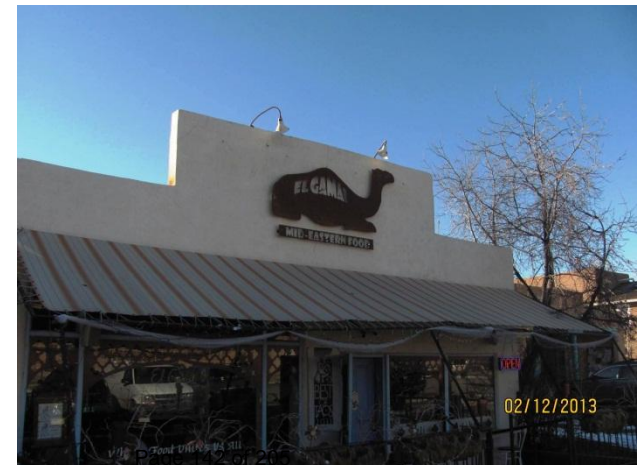
Purposes

- Encourage Business Development
- Promote Compatible Design
- Protect Public Safety
- Increase Enforceability



Permitted Sign Types

- Two Types:
 1. Permanent
 - Mounted & Freestanding
 2. Temporary
 - Banner & A-Frame



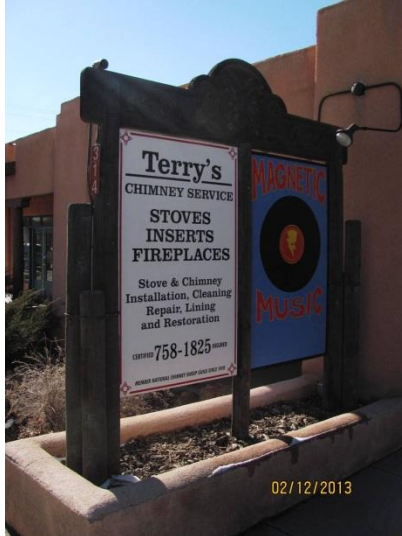
Permitted Sign Types

- Design Requirements
 - 3 per business
 - 60 square foot maximum for combination of all permanent signs
 - 40 square foot maximum for a freestanding sign
 - 20' feet maximum high of freestanding sign
 - 24 square foot maximum for banners & 12 square foot for an a-frame
 - 90 day limit & two per year
 - wall mounted signs no more than 10% of total building façade
 - window signs no more than 20% of window area



Multi-Tenant Center Signs

- each tenant permitted mounted signs and one temporary sign, plus
 - 1 wall sign
 - 1 freestanding sign
 - 1 directory sign
 - must submit a sign plan



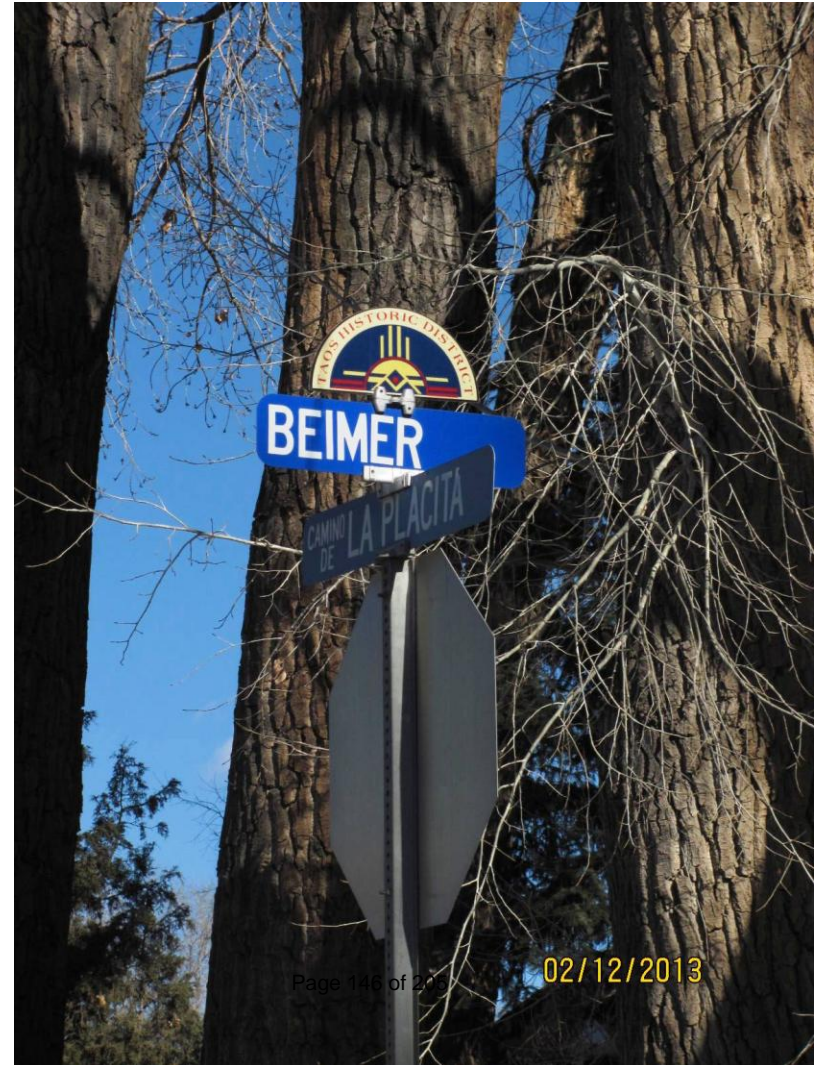
Conditionally Exempt Signs

- Must meet specified design criteria:
 - Bulletin Board
 - Construction Sign
 - Directional Sign
 - Drive-Through Menu Sign
 - Election Campaign Sign,
 - Garage Sale and Yard Sale Sign,
 - Historic or Commemorative Marker,
 - Menu Sign,
 - Memorial Sign,
 - Non Commercial Flag,
 - Picketing Sign,
 - Real Estate (Residential) Sign,
 - Real Estate (Commercial, Industrial, Agricultural) Sign,
 - Street Address Sign,
 - Residential Subdivisions Sign,



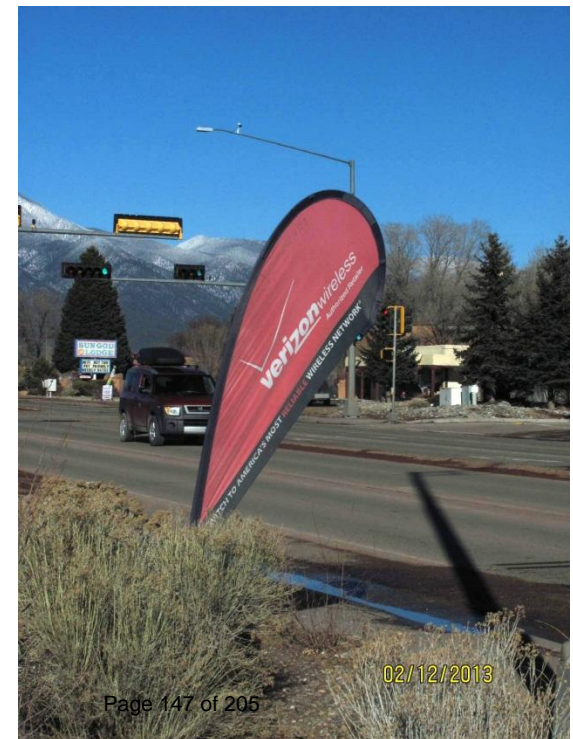
Fully Exempt Signs

- government, school, or hospital
- government wayfinding
- required by law (P&Z hearing)



Prohibited Signs

1. Signs that flash, blink, rotate, or varies its degree of internal illumination
2. Signs with mechanically moving parts
3. Signs utilizing or incorporating an audio device
4. Billboards
5. Commercial Flagpole Signs
6. Inflatable Sign
7. Commercial Sign Walker Signs
8. Projecting above a roofline, eave, or parapet,
9. "stop", "danger", or similar phrase or symbol,
10. Unsafe, obstruct pedestrians, etc.



Historic Overlay Zone

- freestanding sign not exceed 12 feet
- lit signs
 - neon tubing, internally lit, “OPEN” prohibited
- painted wall sign
- a-frame sign not exceed 4 square feet
- banners not exceed 12 square feet
- a-frame prohibited on Taos Plaza



Other Issues

- signs on the right-of-way
- nonprofit special events
- fees
 - Permanent = \$47 minimum + \$2 / sq. foot
 - Banner Fee = \$25
 - A-Frame = \$12
- appeals & variances
- unsafe & non-compliant signs
- preexisting legal nonconformities
 - Permanent (must comply if replaced, altered)
 - Temporary (must comply within 30 days)

Next Steps

- Public Review
- Revise draft
- Council Review Final Draft

Questions

???



March 26, 2013

Title:

Ordinance 13-03 Streamlining Planning and Zoning Processes

Summary:

Discussion of Ordinance 13-03 revising Chapters 15 and 16 of the Town Code to provide for a graduated land development review process, removal of redundant text, combining similar subject matter, relocating the building permit process from the Land Use Development Code (Chapter 16) into Buildings and Construction (Chapter 15), and deleting three unnecessary agricultural districts. ***(This item was continued from the February 12, 2013 Regular Council Meeting.)***

Background:

The Town Attorney did not sign the draft ordinance because staff will recommend that the ordinance be tabled in order to provide additional time to work with the Town's planning consultant.

Attachments:

Click to download

📎 [Draft Ordinance](#)



ORDINANCE 12-15

AN ORDINANCE AMENDING CHAPTER 15, BUILDINGS AND CONSTRUCTION, AND CHAPTER 16, LAND USE DEVELOPMENT CODE, PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

This ordinance amends the Taos Town Land Use Development Code. The intent of these text changes is to eliminate unnecessary verbiage, relocate text to more appropriate parts of the Town Code, and to make the land development review process more streamlined.

WHEREAS, The Town Council, the Governing Body of the Town of Taos, finds it necessary to amend Chapter 16 of the Town Code in order to simplify the Land Use Development Code; and,

WHEREAS, These revisions will include modifying the land development review process to in order to eliminate unnecessary steps in that process, as well as removing redundant text.

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the Town of Taos, meeting in Regular Session this 12th day of December, 2012, and after having held a public hearing on the matter that the following Ordinance is hereby adopted, approved and ratified as follows:

Text to Be Deleted is in Bold and ~~Stuck Thru~~
Text to be Added is in Bold and Underline

1. **Modifying Chapter 15 as follows:**

Note Only: Text Being Relocated into More Appropriate Area

15.04.035 Incorporation Of Codes By Reference:

The following codes, relating to construction in New Mexico, as they may be amended from time to time, are hereby adopted and incorporated as part of this code. The referenced codes are available for inspection during regular business hours in the office of the building inspector of the town of Taos:

- A. International building code standards, 2003.
- B. Uniform building code, 1997.
- C. New Mexico building code, 2004.
- D. Uniform plumbing code, 2003.
- E. Uniform mechanical code, 2003.
- F. New Mexico mechanical and plumbing amendments.
- G. National electric code, 2003.
- H. State of New Mexico electrical code, 2004.
- I. LP gas-1-NM LP gas code, 2004.
- J. NFPA 58 mechanical.
- K. NFPA 54 electrical.
- L. NFPA 101 life safety code, 1997.
- M. Solar energy code, 1997.
- N. Pools and hot tubs code, 1997.
- O. State of New Mexico air codes.
- P. CABO/ANSI 117.1 accessible and usable buildings and facilities, 1997.

The latest adopted state of New Mexico and the town of Taos edition of each of these codes shall apply.

15.04.040: Building Permits, Certificates Of Occupancy And Use:

15.04.040.1: General Provisions:

No building construction governed by this title may be undertaken unless a building permit has been issued pursuant to the provisions of this title. Upon issuance of a building permit, the applicant shall cause the building permit to be posted prominently on the land, dwelling or other structure for which the building permit has been issued for the duration of construction of the project.

15.04.040.2: CONSTRUCTION OF A DWELLING:

The following submittals and review shall apply to an application for a building permit involving the construction, alteration or repair of single-family dwelling or construction and the alteration or repair of a structure which is accessory to a single-family dwelling.

A. Submittals:

1. Proof that the applicant owns the parcel on which the dwelling will be constructed;
2. A sufficient number of complete sets of plans and specifications for the proposed dwelling, as may be reasonably determined to be necessary by the code administrator;
3. Names of all contractors and subcontractors used, and construction industries division assigned license numbers. Each must have a valid and current state contractor's license;
4. If the applicant proposes to use an individual liquid waste disposal system, a state environmental department septic tank registration certificate must be

- submitted, or a town of Taos approved hookup to town of Taos municipal sewer system; and
5. Approved application to appropriate underground water issued by the state engineer's office, if applicable or a town of Taos approved hookup to town of Taos municipal water system.
- B. Zone District Identification And Development Review: The code administrator shall check the location of the proposed dwelling, and shall inform the applicant of any submittals, requirements or reviews required under this title or any applicable ordinance or regulation. The code administrator shall cause all required reviews to be undertaken.
- C. Building Code Review: The code administrator shall cause the submitted plans and specifications to be reviewed for compliance with all applicable fire and construction codes and for engineering design, within fifteen (15) business days of submittal of a complete application. Should the application be determined to be proper and complete, then the building permit shall thereupon be promptly issued.
- D. Mechanical And Electrical Code Review: The applicant shall obtain all required state permits for mechanical and electrical services.
- E. Commencement Of Construction: Once all of the requirements of this title are met, construction must begin within one hundred eighty (180) days of the date of issuance of the building permit, or the building permit becomes void and a new application is required prior to any construction.

15.04.040.3: Commercial, Industrial Or Large Scale Residential Uses:

The following submittals and review shall apply to an application for a building permit for the construction, alteration or repair of commercial, industrial or large scale residential uses. Large scale residential uses are defined as six (6) or more dwellings on a lot.

- A. Site Development Plan: A site development plan containing the elements of section [16.20.080](#) of this title.
- B. Documentation: Documentation satisfying all the performance standards requirements of [chapter 16.20](#) of this title.
- C. Zone District Review: The code administrator shall check the location of the proposed development and shall inform the applicant of any additional submittals or reviews required because of location of the proposed development within a zoning district and cause the required review to be undertaken.
- D. Additional Review: The code administrator and the planning and zoning staff shall review the proposed development and shall inform the applicant of any additional submittals or reviews required under this title, or any other applicable town ordinance or regulation including, but not limited to, storm drainage ordinance, dark skies lighting ordinance, public works standards manual, landscape ordinance, and sign ordinance and shall cause all applicable and required reviews to be undertaken.
- E. Final Drafts: Final drafts of all agreements, contracts, deed restrictions and other legal instruments pertinent to the implementation of the development plan; and a sufficient number of sets of plans and specifications for the construction of any structure as may be reasonable, determined to be necessary by the code

administrator. All commercial, industrial and large scale residential plans shall be stamped by a licensed engineer and/or architect as defined by the state of New Mexico board of examiners for architects and/or engineers.

- F. Special Design Requirements: For proposed construction outside of the historic overlay zone, plans must be in compliance with the standards set forth in section 16.20.030 of this title.
- G. Conformance To Applicable Codes: The code administrator shall cause the submitted plans and specifications to be reviewed for compliance with all applicable fire and building codes and for civil and structural design.
- H. Mechanical And Electrical Code Review: The applicant shall obtain all state permits for required mechanical and electrical services.
- I. Commencement Of Construction: Once all of the requirements of this title are met and a building permit is issued, construction must begin within one hundred eighty (180) days of the date of issuance, or the building permit becomes void and a new application must be made prior to any construction.

15.04.040.4: Certificates Of Occupancy:

- A. It shall be unlawful for any person to occupy any property, including any building, part of a building, any addition to an existing building, or any building in which structural alterations or repairs have been made, unless and until the town has issued a certificate of occupancy specifying the particular type of occupancy for which said property, building, or part of a building may be used.
- B. When the initial occupancy or use of property is desired or when a change in the occupancy or use of property is desired, an application for a certificate of occupancy shall be filed before any such property shall be so occupied. The application shall be filed with the code administrator and the proposed occupancy and use shall be investigated by the code administrator. If the proposed use conforms to the provisions of this code, a certificate of occupancy may be issued.
 - 1. Temporary certificates of occupancy may be issued by the code administrator for a property whose compliance with all of the town codes required for a certificate of occupancy is incomplete. The code administrator shall assure compliance with the international building code standards, and passage of electrical and mechanical/plumbing inspections before a temporary certificate of occupancy may be issued. Temporary certificates of occupancy shall be issued for not more than one hundred eighty (180) days, after which time, the applicant shall obtain a certificate of occupancy or shall be fined five hundred dollars (\$500.00) a day thereafter for noncompliance.
 - 2. Partial certificates of occupancy may be issued by the code administrator for any part or parts of a building for which the code administrator has assured compliance with the international building code standards and passage of electrical and mechanical/plumbing inspections.
- C. The certificate of occupancy shall be issued only after the building or part of a building, or any alterations or repairs thereof, have been completed and finally inspected by authorized representatives of the fire department and the building inspector, and has been found by them to comply with all the requirements of all

applicable codes, town ordinances and regulations, and with the laws of the state of New Mexico, for the occupancy and use as specified in the certificate of occupancy. All inspectors who make code inspections shall first have been certified or licensed as required by state law.

- D. One copy of the certificate of occupancy shall remain on file in the office of the code administrator. The certificate of occupancy shall contain the following information:**
- 1. Name and address of owner or lessee;**
 - 2. Address of property on which use is proposed;**
 - 3. Type of use and occupancy;**
 - 4. Authorized uses incidental to the principal use and occupancy;**
 - 5. Approval by the building inspector and code administrator; and**
 - 6. Signature of building official.**

15.04.040.5: Time To Commence And Complete Development:

In addition to any other provision of this title, final approval for any activity or development governed or regulated by this title shall be deemed automatically withdrawn if a building permit is not obtained, or substantial activity or development is not commenced within one year after final approval was granted, and if construction or other activity or development is not thereafter reasonably and continually carried through to completion.

15.04.040.6: Construction Mitigation Checklist:

- A. Applicability: No building permit shall be issued unless a construction mitigation checklist as provided for herein, has been submitted and approved by the code administrator. These requirements, where applicable, set minimum standards for the operation of the project site to eliminate or minimize impacts to the site and to the neighborhood to include containment of sediment, surface water discharge, erosion of soil, vehicle parking and loading area, traffic control, fencing, placement of materials, safety, neatness and cleanliness.**
- B. Approval; Modifications: The code administrator shall review and approve the construction mitigation checklist plan. The code administrator is hereby authorized to grant modifications to the checklist and its applicable requirements and corresponding standards should the following issues arise:**
- 1. If the approved checklist with its applicable requirements for the proposed project have changed due to unforeseen circumstances which have occurred during the course of working on the project, and/or**
 - 2. Any member of the town of Taos development review committee ("DRC") determines modifications to the approved checklist with its applicable requirements are warranted.**
- C. Summary Of Construction Mitigation Checklist Requirements: The contractor shall submit a construction mitigation checklist with a building permit application which includes, where applicable, the following requirements:**
- 1. Requirements For Off Site Parking:**

- a. Off site parking shall be in compliance with subsection D1c of this section and the following:
 - (1) A single access will be permitted unless additional accesses are approved by the DRC.
 - (2) Buffering for adjacent waterways, acequias, and streets, as approved by the DRC;
 - b. Copy of written permission from public works department, if applicable.
 - 2. Fencing Plan: Fencing plan, when required, showing location, height and type of fence with screening or evidence that proposed construction does not warrant a construction fence.
 - 3. Location Of Construction Trailers: Location of construction trailer(s), loading/unloading area and material storage area.
 - 4. Location Of Chemical Toilets: Location of chemical toilet(s).
 - 5. Location Of Dumpster: Location of dumpster used for construction materials.
 - 6. Traffic Control Plan: Traffic control plan, in accordance with the manual for uniform traffic control, showing:
 - a. Access on adjacent public right of way shall be eighteen feet (18') wide, or twelve feet (12') with restrictions upon approval of the code administrator;
 - b. Delivery of materials plan. Contractor shall make every effort to avoid receiving deliveries during the peak traffic hours around eight o'clock (8:00) A.M. and three o'clock (3:00) P.M.
 - c. Any project that creates an obstruction of the right of way or takes place in the right of way shall have appropriate public works department permits.
 - 7. Other Activities: Other activities, where special conditions are identified by the DRC.
- D. Definitions:
 - 1. Parking During Development Of Project:
 - a. Parking On Site: Contractor shall provide for parking on the project site to the greatest degree possible. Alternative parking sites may include adjacent vacant lot or off site parking upon approval of the property owner.
 - b. Access: Use of the public right of way for access to and from the project site shall be strictly managed by the contractor. Contractor shall maintain the public street adjacent to the project site free of dirt, sand or any other debris resulting from construction activities.
 - c. Off Site Parking: If the construction site management plan illustrates proposed parking in the right of way, the building permit application shall be accompanied by written permission from the public works and police departments. The code administrator may temporarily permit off site parking on vacant lots other than the project site with the written permission of the owner of the lot where the vehicles are to be parked and in compliance with the following standards:

- (1) The lot shall be used for parking only.
 - (2) There shall be no storage of materials, trailers or construction equipment.
 - (3) There shall be no loading and unloading of materials or machinery.
 - (4) Parking within the right of way abutting the off site parking lot may be approved by the code administrator if written permission from the public works and police departments are obtained and sufficient ingress and egress to the vacant lot is maintained. The lot shall remain free of debris or trash.
 - (5) The off site parking shall occur no earlier than seven o'clock (7:00) A.M. and no later than six thirty o'clock (6:30) P.M. Loitering is prohibited.
2. Material Storage: Material associated with the project site including equipment shall be neatly stored on the site (within the fenced area when applicable). The storage of material shall not obstruct access to the structure under construction or create a public safety hazard. All loading or unloading of materials and/or equipment is limited to the construction site.
 3. Construction Fencing: Where applicable for commercial construction, or when applicable in residential construction, the following requirements apply. A project site is required to install a construction fence which means a temporary six foot (6') chainlink fence during all phases of construction.
 - a. Alternative To Fence: An existing hedge or visual barrier of at least six feet (6') in height along any lot line may be considered an equivalent of the construction fence. The contractor shall make this request in writing to the code administrator.
 - b. Installation: Installation of a construction fence shall occur prior to any construction activity or material deliveries. The fence shall not be placed so as to create a public safety hazard. Where the project site is enclosed by a fence, the fence gate shall be locked during nonworking hours.
 4. Signs: A twenty four by thirty six inch (24 x 36") sign shall be posted by the contractor on the project site which is readable from the street. The sign shall contain the street address of the property, phone number for the town of Taos and the name and phone number of the general contractor. The sign is exempt from the sign code in [chapter 15.08](#) of this code. This sign shall be maintained in a readable condition until completion of construction.
 5. Construction Trailer: When a construction trailer is proposed and a construction fence is required, it shall be located on the project site within the fence at the location shown on the construction site management plan.
 6. Chemical Toilets: Chemical toilets shall be located inside the project fence and accessible for servicing. Where a fence is not required, the contractor shall locate the chemical toilet facing towards the rear of the project site and no farther than fifteen feet (15') from the structure under construction except where another location has been authorized by the code administrator due to the size of the lot and ease of access to the chemical toilet.

7. Dumpster: Construction site dumpster shall be located inside the fence. Where a fence is not required, it shall be located on the project site. The dumpster shall be emptied in a timely fashion so there is no overflow of debris or litter. Prior to a certificate of occupancy being issued, the dumpster shall be removed from the site.
8. Site Cleanliness: Contractor shall maintain a clean and orderly project site. "Maintenance" for purposes of this section means, without limitation, removal and placement into a dumpster of all scrap building materials from the project site. The project site shall be free of all loose debris such as cans, metal, plastic and paper.
9. Construction Related Traffic Control: A contractor, owner, vehicle operator or any persons associated with the project site who impede or obstruct the public right of way shall be in violation of this code. Parking, loading, unloading or any related activity on the public right of way is prohibited unless authorized and coordinated with the public works department and the town of Taos police department.
- E. Construction Mitigation Checklist: No building permit shall be issued unless a construction mitigation checklist has been submitted to the code administrator of the town of Taos.

Please answer *yes* or *no* to the following questions and sign & initial:

(1)	<u>Will you provide on site parking for the proposed project?</u>		
-			
-			
-	-	<u>Yes</u>	<u>No</u>
-	-	<u><i>If you answered "No" please refer to the attached requirements for Off-site parking.</i></u>	
-			
(2)	<u>Will there be parking in a public right of way during the course of constructing the proposed project?</u>		
-			
-			
-	-	<u>Yes</u>	<u>No</u>
-	-	<u><i>If you answered "Yes," a letter of approval from the Town of Taos Public Works and Police Departments will be required.</i></u>	
-			
(3)	<u>Will this project require the storage of construction materials on site?</u>		
-			

-			
-	-	<u>Yes</u>	<u>No</u>
-	-	<u><i>If you answered "Yes" please refer to the attached requirements for material storage.</i></u>	
-			
(4)	-	<u>Will this project require fencing? (NOTE TO APPLICANT: Fencing may be required for commercial projects which involve new construction.)</u>	
-			
-	-	<u>Yes</u>	<u>No</u>
-	-	<u><i>If you answered "Yes" please refer to the attached requirements for fencing signs.</i></u>	
-			
(5)	-	<u>Will this project require temporary construction signs advertising the work being done?</u>	
-			
-	-	<u>Yes</u>	<u>No</u>
-	-	<u><i>If you answered "Yes" please refer to the attached requirements for signs.</i></u>	
-			
(6)	-	<u>Will this project require a construction trailer(s) on site?</u>	
-			
-	-	<u>Yes</u>	<u>No</u>
-	-	<u><i>If you answered "Yes" please refer to the attached requirements for construction trailers.</i></u>	
-			
(7)	-	<u>Will this project provide chemical toilets for workers?</u>	
-			
-	-	<u>Yes</u>	<u>No</u>

-	-	<u><i>If you answered "Yes" please refer to the attached requirements for Chemical Toilets.</i></u>	
-			
(8)	<u>Will this project require the use of dumpsters for construction debris?</u>		
-			
-			
-	-	<u>Yes</u>	<u>No</u>
-	-	<u><i>If you answered "Yes" please refer to the attached requirements for dumpsters.</i></u>	
-	-	<u><i>If you answered "No" please refer to the attached requirements for site cleanliness.</i></u>	
-	-		
-			
(9)	<u>Will this project disrupt traffic at any time during the course of the project?</u>		
-			
-			
-	-	<u>Yes</u>	<u>No</u>
-	-	<u><i>If you answered "Yes" please refer to the attached requirements for construction related traffic control.</i></u>	

Construction Activity: Construction activity shall only occur between the following hours, unless otherwise authorized by the Town of Taos Development Review Committee ("DRC"):

***Residential projects: 8 am – 5 pm, Monday through Saturday**

***Commercial projects: 7 am – 6 pm, Monday through Saturday**

(Commercial projects in residential zones: 8 am – 5 pm Monday through Saturday)

By initialing here I understand that my project will comply with the applicable time frame requirements as they are stated above unless I receive written permission from the DRC to deviate from them.

This checklist has been answered to the best of my knowledge. Should circumstances change during the course of my project work that conflict with the answers given in this checklist, it is my responsibility to inform the Town of Taos Zoning, Planning and Building Department. I understand that I shall abide by the applicable regulations that are attached to this checklist. I understand that if I fail to follow the applicable regulations stated in the attachments herein I may be subject to a Stop Order on my project.

Applicant Signature

Requirements for the Construction Mitigation Checklist are outlined in Sec. [16.12.070.6](#) of the Land Use Development Code, and are available at the Town of Taos Planning and Zoning Department offices.

2. Modifying Chapter 16 as follows:

Sections 16.04.010 (Short Title), 16.04.020 (Enactment, Overview), and 16.04.030 (Effective Date) Omitted for Brevity.

Note Only: Deletion of Text to be Relocated

~~16.04.040: Incorporation Or Repeal Of Other Ordinances And Codes:~~**~~16.04.040.1: Incorporation Of Ordinance By Reference:~~**

~~The following, adopted by the town of Taos, may be amended from time to time, and may be incorporated by reference into this title:~~

- ~~A. [Chapter 15.08](#), "Sign Code", of this code;~~
- ~~B. [Chapter 15.12](#), "Landscaping", of this code;~~
- ~~C. [Chapter 15.16](#), "Solar Energy Collection Systems Protection", of this code;~~
- ~~D. [Chapter 15.24](#), "Storm Drainage", of this code;~~
- ~~E. Repealed;~~
- ~~F. [Chapter 15.28](#), "Outdoor Lighting", of this code; and~~
- ~~G. The public works standards manual.~~

~~16.04.040.2: Incorporation Of Codes By Reference:~~

~~The following codes, relating to construction in New Mexico, as they may be amended from time to time, are hereby adopted and incorporated as part of this code. The referenced codes are available for inspection during regular business hours in the office of the building inspector of the town of Taos:~~

- ~~A. International building code standards, 2003.~~
- ~~B. Uniform building code, 1997.~~
- ~~C. New Mexico building code, 2004.~~
- ~~D. Uniform plumbing code, 2003.~~
- ~~E. Uniform mechanical code, 2003.~~
- ~~F. New Mexico mechanical and plumbing amendments.~~
- ~~G. National electric code, 2003.~~
- ~~H. State of New Mexico electrical code, 2004.~~

- ~~I. LP gas-1 NM LP gas code, 2004.~~
- ~~J. NFPA 58 mechanical.~~
- ~~K. NFPA 54 electrical.~~
- ~~L. NFPA 101 life safety code, 1997.~~
- ~~M. Solar energy code, 1997.~~
- ~~N. Pools and hot tubs code, 1997.~~
- ~~O. State of New Mexico air codes.~~
- ~~P. CABO/ANSI 117.1 accessible and usable buildings and facilities, 1997.~~

~~The latest adopted state of New Mexico and the town of Taos edition of each of these codes shall apply.~~

16.12.020.2: Planning And Zoning Commission, Powers And Duties:

The powers and duties of the commission shall be as follows:

- A. To exercise all powers granted to a planning authority or zoning commission pursuant to articles 19, 20 and 21 of [chapter 3](#) New Mexico Statutes Annotated, 1978, as amended, except to the extent that such powers are reserved to or retained by the town council;
- B. To hold public hearings;
- C. To review, modify, reverse, affirm, approve, or disapprove all applications with or without conditions, restrictions, or clarifications, in connection with the following matters pursuant to the requirements of this title:
 - 1. Subdivision applications, including requests for preliminary and final plat approvals within the town limits, and within the concurrent planning and platting jurisdiction;
 - 2. Appeals, where it is alleged there is error in any order, requirement, decision, determination or other action or failure to take action by the code administrator or other administrative staff acting or failing to act pursuant to this title, subject to the requirements and restrictions contained in section [16.12.080](#) of this chapter;
 - 3. Applications for variances from the terms of this title and applications for the grant of special use permits and conditional use permits, so long as:
 - a. The requirements of this title are met; and
 - b. The grant of a variance, special use permit or conditional use permit shall not be contrary to the public interest, health, safety or welfare;
 - 4. Proposed annexations;
 - 5. Planned unit development, cluster overlay zone, neighborhood preservation district overlay zone, special use overlay zone and provisional permit applications;
 - 6. ~~Certificate of appropriateness; and~~
 - 7. Rezoning applications;

D. Thru G. Omitted for Brevity

Note Only: Modification of Text to Create Graduated Review Process

16.12.040.5: Application Procedure:***A. Thru L. Omitted for Brevity***

~~M. If an application is for a special use permit (excluding special use permits for a cellular tower or antenna), variance or conditional use permit, a site development plan containing the elements listed in section [16.20.080.4](#) of this title is required for a special use or conditional use permit or section [16.20.080.6](#) of this title for a variance, and there is a two (2) step procedure for commission review:~~

- ~~1. Preliminary public hearing before the commission; and~~
- ~~2. Final public hearing before the commission at which the commission shall approve, approve with modifications or conditions, or deny.~~

M. Applications for Permitted Uses, Conditional Uses, and Special Uses (excluding cellular towers or antenna) shall following the processes shown below:

<u>Zoning:</u>	<u>Condition:</u>	<u>Process:</u>
<u>Residential</u>	<u>Permitted Use</u>	<u>DRC</u>
	<u>Conditional Use with Change of Occupancy and Minor Exterior Modifications</u>	<u>DRC</u>
	<u>Conditional Uses which are Residential</u>	<u>DRC, One (1) Hearing Before the Planning & Zoning Commission</u>
	<u>Conditional Uses which are Commercial</u>	<u>DRC, Two (2) Hearings Before the Planning & Zoning Commission</u>
<u>Commercial</u>	<u>Permitted Use</u>	<u>DRC</u>
	<u>Conditional Use with Change of Occupancy and Minor Exterior Modifications</u>	<u>DRC</u>
	<u>Conditional Uses which are Residential</u>	<u>DRC, Two (2) Hearings Before the Planning & Zoning Commission</u>
	<u>Conditional Uses which are Commercial</u>	<u>DRC, One (1) Hearing Before the Planning & Zoning Commission</u>
<u>All</u>	<u>Special Uses</u>	<u>DRC, Two (2) Hearings Before the Planning & Zoning Commission</u>

The following is the process steps for each type of use. If a use needing only DRC approval is denied by the DRC, that application will be scheduled for the Planning & Zoning Commission as outlined above.

N. If an application is for a special use permit for a cellular tower or antenna¹, a site development plan containing the elements listed in section [16.20.080.4](#) of this title is required, and there is a three (3) step procedure for review:

1. **Development Review Committee** ~~Preliminary public hearing before the commission;~~

2. **Preliminary and** Final public hearing before the commission, at which the commission shall recommend approval, approval with modifications or conditions, or denial; and
 3. Final public hearing before the town council.
- O. If an application is for a provisional permit to increase commercial and industrial gross size area limitations, **the following process shall apply.** ~~a site development plan containing the elements listed in section [16.20.080.4](#) of this title is required, and there is a three (3) step procedure for review:~~
1. ~~Preliminary public hearing before the commission;~~
 2. ~~Final public hearing before the commission, at which the commission shall recommend approval, approval with modifications or conditions, or denial; and~~
 3. ~~Final public hearing before the town council.~~

<u>Zoning:</u>	<u>Condition:</u>	<u>Process</u>
<u>All</u>	<u>Provisional Permit for Building Between 30,000 to 55,000 Square Feet Floor Area</u>	<u>DRC, One (1) Hearing Before the Planning & Zoning Commission</u>
	<u>Provisional Permit for Building Between 55,000 to 80,000 Square Feet Floor Area</u>	<u>DRC, Two (2) Hearings Before the Planning & Zoning Commission</u>

- P. If an application is for establishment of a planned unit development overlay zone, then a preliminary schematic site development plan containing the elements listed in section [16.20.080.1](#) of this title is required, and there is a three (3) step procedure for review leading to establishment of the overlay zone:
1. **Development Review Committee** ~~Preliminary public hearing before the commission;~~
 2. **Preliminary** ~~Final~~ public hearing before the commission, at which the commission shall recommend approval, approval with modifications or conditions, or denial; and
 3. Final public hearing before the town council at which time the planned unit development overlay rezoning and preliminary schematic site development plan are approved or rejected.

In the event that the requested planned unit development overlay zone and preliminary schematic site development plan are approved by the town council, development of the property may not proceed until a final site development plan has been submitted and approved by the commission in accordance with section [16.20.080.2](#) of this title.

- Q. If an application is for a zone change to other than a planned unit development overlay zone, or for zone designations of newly annexed territory, a site development plan containing the elements stated in section [16.20.080.5](#) of this title is required, and there is a three (3) step procedure for review:
1. **Development Review Committee** ~~Preliminary public hearing before the commission;~~

2. Preliminary ~~Final~~ public hearing before the commission, at which the commission shall recommend approval, approval with modifications or conditions, or denial; and
3. Final public hearing before the town council at which the council approves or rejects the zoning change(s).

R. If an application is for a certificate of appropriateness before the Historic Preservation Commission (HPC), the following procedures shall apply. see section [16.16.220.12](#) of this title for the historic overlay zone review process.

<u>Structure Classification</u>	<u>Change is 10% or Less of All Facades:</u>	<u>Repair to its Original State:</u>	<u>Major Modification:</u>	<u>Demolition:</u>
<u>Contributing</u>	<u>Administrative Permit</u>	<u>Administrative Permit</u>	<u>One (1) Public Hearing before the HPC.</u>	<u>Two (2) Public Hearings before the HPC.</u>
<u>Non-Contributing</u>	<u>Administrative Permit</u>	<u>Administrative Permit</u>	<u>One (1) Public Hearing before the HPC.</u>	<u>One (1) Public Hearing before the HPC.</u>

Original State shall be defined as the architectural configuration and condition as of the date of the structure being placed on the National or State Historic Registry.

Major Modification shall be defined as changes of more than ten (10) percent of all facades.

Demolition shall be defined as the complete razing of the structure.

S. If an application is for one or more variances, the following procedures shall apply.

<u>Degree of Request:</u>	<u>Process:</u>
<u>0% - 5%</u>	<u>Code Administrator</u>
<u>6% - 15%</u>	<u>Development Review Committee (DRC)</u>
<u>16% - 30%</u>	<u>DRC, One (1) Public Hearing Before Planning & Zoning Commission</u>
<u>31% or Greater, or Two (2) or More Variance Requests</u>	<u>DRC, Two Public Hearings Before Planning & Zoning Commission</u>

T. If an application is for voluntary annexation, then the application shall be heard by the Development Review Committee, one (1) Public Hearing in front of the Planning and Zoning Commission, and a final Public Hearing before the Town Council.

Note Only: Deletion of Relocated Text

16.12.070: Building Permits, Certificates Of Occupancy And Use:

16.12.070.1: General Provisions:

~~No building construction governed by this title may be undertaken unless a building permit has been issued pursuant to the provisions of this title. Upon issuance of a building permit, the applicant shall cause the building permit to be posted prominently on the land, dwelling or other structure for which the building permit has been issued for the duration of construction of the project.~~

16.12.070.2: CONSTRUCTION OF A DWELLING:

~~The following submittals and review shall apply to an application for a building permit involving the construction, alteration or repair of single family dwelling or construction and the alteration or repair of a structure which is accessory to a single family dwelling.~~

A. ~~Submittals:~~

- ~~1. Proof that the applicant owns the parcel on which the dwelling will be constructed;~~
- ~~2. A sufficient number of complete sets of plans and specifications for the proposed dwelling, as may be reasonably determined to be necessary by the code administrator;~~
- ~~3. Names of all contractors and subcontractors used, and construction industries division assigned license numbers. Each must have a valid and current state contractor's license;~~
- ~~4. If the applicant proposes to use an individual liquid waste disposal system, a state environmental department septic tank registration certificate must be submitted, or a town of Taos approved hookup to town of Taos municipal sewer system; and~~
- ~~5. Approved application to appropriate underground water issued by the state engineer's office, if applicable or a town of Taos approved hookup to town of Taos municipal water system.~~

~~B. Zone District Identification And Development Review: The code administrator shall check the location of the proposed dwelling, and shall inform the applicant of any submittals, requirements or reviews required under this title or any applicable ordinance or regulation. The code administrator shall cause all required reviews to be undertaken.~~

~~C. Building Code Review: The code administrator shall cause the submitted plans and specifications to be reviewed for compliance with all applicable fire and construction codes and for engineering design, within fifteen (15) business days of submittal of a complete application. Should the application be determined to be proper and complete, then the building permit shall thereupon be promptly issued.~~

~~D. Mechanical And Electrical Code Review: The applicant shall obtain all required state permits for mechanical and electrical services.~~

~~E. Commencement Of Construction: Once all of the requirements of this title are met, construction must begin within one hundred eighty (180) days of the date of issuance of the building permit, or the building permit becomes void and a new application is required prior to any construction.~~

16.12.070.3: Commercial, Industrial Or Large Scale Residential Uses:

~~The following submittals and review shall apply to an application for a building permit for the construction, alteration or repair of commercial, industrial or large scale residential uses. Large scale residential uses are defined as six (6) or more dwellings on a lot.~~

- ~~A. Site Development Plan: A site development plan containing the elements of section [16.20.080](#) of this title.~~
- ~~B. Documentation: Documentation satisfying all the performance standards requirements of [chapter 16.20](#) of this title.~~
- ~~C. Zone District Review: The code administrator shall check the location of the proposed development and shall inform the applicant of any additional submittals or reviews required because of location of the proposed development within a zoning district and cause the required review to be undertaken.~~
- ~~D. Additional Review: The code administrator and the planning and zoning staff shall review the proposed development and shall inform the applicant of any additional submittals or reviews required under this title, or any other applicable town ordinance or regulation including, but not limited to, storm drainage ordinance, dark skies lighting ordinance, public works standards manual, landscape ordinance, and sign ordinance and shall cause all applicable and required reviews to be undertaken.~~
- ~~E. Final Drafts: Final drafts of all agreements, contracts, deed restrictions and other legal instruments pertinent to the implementation of the development plan; and a sufficient number of sets of plans and specifications for the construction of any structure as may be reasonable, determined to be necessary by the code administrator. All commercial, industrial and large scale residential plans shall be stamped by a licensed engineer and/or architect as defined by the state of New Mexico board of examiners for architects and/or engineers.~~
- ~~F. Special Design Requirements: For proposed construction outside of the historic overlay zone, plans must be in compliance with the standards set forth in section [16.20.030](#) of this title.~~
- ~~G. Conformance To Applicable Codes: The code administrator shall cause the submitted plans and specifications to be reviewed for compliance with all applicable fire and building codes and for civil and structural design.~~
- ~~H. Mechanical And Electrical Code Review: The applicant shall obtain all state permits for required mechanical and electrical services.~~
- ~~I. Commencement Of Construction: Once all of the requirements of this title are met and a building permit is issued, construction must begin within one hundred eighty (180) days of the date of issuance, or the building permit becomes void and a new application must be made prior to any construction.~~

16.12.070.4: Certificates Of Occupancy:

- ~~A. It shall be unlawful for any person to occupy any property, including any building, part of a building, any addition to an existing building, or any building in which structural alterations or repairs have been made, unless and until the town has~~

~~issued a certificate of occupancy specifying the particular type of occupancy for which said property, building, or part of a building may be used.~~

~~B. When the initial occupancy or use of property is desired or when a change in the occupancy or use of property is desired, an application for a certificate of occupancy shall be filed before any such property shall be so occupied. The application shall be filed with the code administrator and the proposed occupancy and use shall be investigated by the code administrator. If the proposed use conforms to the provisions of this code, a certificate of occupancy may be issued.~~

~~1. Temporary certificates of occupancy may be issued by the code administrator for a property whose compliance with all of the town codes required for a certificate of occupancy is incomplete. The code administrator shall assure compliance with the international building code standards, and passage of electrical and mechanical/plumbing inspections before a temporary certificate of occupancy may be issued. Temporary certificates of occupancy shall be issued for not more than one hundred eighty (180) days, after which time, the applicant shall obtain a certificate of occupancy or shall be fined five hundred dollars (\$500.00) a day thereafter for noncompliance.~~

~~2. Partial certificates of occupancy may be issued by the code administrator for any part or parts of a building for which the code administrator has assured compliance with the international building code standards and passage of electrical and mechanical/plumbing inspections.~~

~~C. The certificate of occupancy shall be issued only after the building or part of a building, or any alterations or repairs thereof, have been completed and finally inspected by authorized representatives of the fire department and the building inspector, and has been found by them to comply with all the requirements of all applicable codes, town ordinances and regulations, and with the laws of the state of New Mexico, for the occupancy and use as specified in the certificate of occupancy. All inspectors who make code inspections shall first have been certified or licensed as required by state law.~~

~~D. One copy of the certificate of occupancy shall remain on file in the office of the code administrator. The certificate of occupancy shall contain the following information:~~

- ~~1. Name and address of owner or lessee;~~
- ~~2. Address of property on which use is proposed;~~
- ~~3. Type of use and occupancy;~~
- ~~4. Authorized uses incidental to the principal use and occupancy;~~
- ~~5. Approval by the building inspector and code administrator; and~~
- ~~6. Signature of building official.~~

~~16.12.070.5: Time To Commence And Complete Development:~~

~~In addition to any other provision of this title, final approval for any activity or development governed or regulated by this title shall be deemed automatically withdrawn if a building permit is not obtained, or substantial activity or development is not commenced within one year after final approval was granted, and if construction or other activity or development is not thereafter reasonably and continually carried through to completion.~~

~~16.12.070.6: Construction Mitigation Checklist:~~

- ~~A. Applicability: No building permit shall be issued unless a construction mitigation checklist as provided for herein, has been submitted and approved by the code administrator. These requirements, where applicable, set minimum standards for the operation of the project site to eliminate or minimize impacts to the site and to the neighborhood to include containment of sediment, surface water discharge, erosion of soil, vehicle parking and loading area, traffic control, fencing, placement of materials, safety, neatness and cleanliness.~~
- ~~B. Approval; Modifications: The code administrator shall review and approve the construction mitigation checklist plan. The code administrator is hereby authorized to grant modifications to the checklist and its applicable requirements and corresponding standards should the following issues arise:~~
- ~~1. If the approved checklist with its applicable requirements for the proposed project have changed due to unforeseen circumstances which have occurred during the course of working on the project, and/or~~
 - ~~2. Any member of the town of Taos development review committee ("DRC") determines modifications to the approved checklist with its applicable requirements are warranted.~~
- ~~C. Summary Of Construction Mitigation Checklist Requirements: The contractor shall submit a construction mitigation checklist with a building permit application which includes, where applicable, the following requirements:~~
- ~~1. Requirements For Off Site Parking:~~
 - ~~a. Off site parking shall be in compliance with subsection D1c of this section and the following:~~
 - ~~(1) A single access will be permitted unless additional accesses are approved by the DRC.~~
 - ~~(2) Buffering for adjacent waterways, acequias, and streets, as approved by the DRC;~~
 - ~~b. Copy of written permission from public works department, if applicable.~~
 - ~~2. Fencing Plan: Fencing plan, when required, showing location, height and type of fence with screening or evidence that proposed construction does not warrant a construction fence.~~
 - ~~3. Location Of Construction Trailers: Location of construction trailer(s), loading/unloading area and material storage area.~~
 - ~~4. Location Of Chemical Toilets: Location of chemical toilet(s).~~
 - ~~5. Location Of Dumpster: Location of dumpster used for construction materials.~~
 - ~~6. Traffic Control Plan: Traffic control plan, in accordance with the manual for uniform traffic control, showing:~~
 - ~~a. Access on adjacent public right of way shall be eighteen feet (18') wide, or twelve feet (12') with restrictions upon approval of the code administrator;~~

- b. ~~Delivery of materials plan. Contractor shall make every effort to avoid receiving deliveries during the peak traffic hours around eight o'clock (8:00) A.M. and three o'clock (3:00) P.M.~~
 - c. ~~Any project that creates an obstruction of the right of way or takes place in the right of way shall have appropriate public works department permits.~~
- 7. ~~Other Activities: Other activities, where special conditions are identified by the DRC.~~
- D. ~~Definitions:~~
 - 1. ~~Parking During Development Of Project:~~
 - a. ~~Parking On Site: Contractor shall provide for parking on the project site to the greatest degree possible. Alternative parking sites may include adjacent vacant lot or off site parking upon approval of the property owner.~~
 - b. ~~Access: Use of the public right of way for access to and from the project site shall be strictly managed by the contractor. Contractor shall maintain the public street adjacent to the project site free of dirt, sand or any other debris resulting from construction activities.~~
 - c. ~~Off Site Parking: If the construction site management plan illustrates proposed parking in the right of way, the building permit application shall be accompanied by written permission from the public works and police departments. The code administrator may temporarily permit off site parking on vacant lots other than the project site with the written permission of the owner of the lot where the vehicles are to be parked and in compliance with the following standards:~~
 - (1) ~~The lot shall be used for parking only.~~
 - (2) ~~There shall be no storage of materials, trailers or construction equipment.~~
 - (3) ~~There shall be no loading and unloading of materials or machinery.~~
 - (4) ~~Parking within the right of way abutting the off site parking lot may be approved by the code administrator if written permission from the public works and police departments are obtained and sufficient ingress and egress to the vacant lot is maintained. The lot shall remain free of debris or trash.~~
 - (5) ~~The off site parking shall occur no earlier than seven o'clock (7:00) A.M. and no later than six thirty o'clock (6:30) P.M. Loitering is prohibited.~~
 - 2. ~~Material Storage: Material associated with the project site including equipment shall be neatly stored on the site (within the fenced area when applicable). The storage of material shall not obstruct access to the structure under construction or create a public safety hazard. All loading or unloading of materials and/or equipment is limited to the construction site.~~
 - 3. ~~Construction Fencing: Where applicable for commercial construction, or when applicable in residential construction, the following requirements~~

apply. A project site is required to install a construction fence which means a temporary six foot (6') chainlink fence during all phases of construction.

- a. ~~Alternative To Fence: An existing hedge or visual barrier of at least six feet (6') in height along any lot line may be considered an equivalent of the construction fence. The contractor shall make this request in writing to the code administrator.~~
- b. ~~Installation: Installation of a construction fence shall occur prior to any construction activity or material deliveries. The fence shall not be placed so as to create a public safety hazard. Where the project site is enclosed by a fence, the fence gate shall be locked during nonworking hours.~~
4. ~~Signs: A twenty four by thirty six inch (24 x 36") sign shall be posted by the contractor on the project site which is readable from the street. The sign shall contain the street address of the property, phone number for the town of Taos and the name and phone number of the general contractor. The sign is exempt from the sign code in [chapter 15.08](#) of this code. This sign shall be maintained in a readable condition until completion of construction.~~
5. ~~Construction Trailer: When a construction trailer is proposed and a construction fence is required, it shall be located on the project site within the fence at the location shown on the construction site management plan.~~
6. ~~Chemical Toilets: Chemical toilets shall be located inside the project fence and accessible for servicing. Where a fence is not required, the contractor shall locate the chemical toilet facing towards the rear of the project site and no farther than fifteen feet (15') from the structure under construction except where another location has been authorized by the code administrator due to the size of the lot and ease of access to the chemical toilet.~~
7. ~~Dumpster: Construction site dumpster shall be located inside the fence. Where a fence is not required, it shall be located on the project site. The dumpster shall be emptied in a timely fashion so there is no overflow of debris or litter. Prior to a certificate of occupancy being issued, the dumpster shall be removed from the site.~~
8. ~~Site Cleanliness: Contractor shall maintain a clean and orderly project site. "Maintenance" for purposes of this section means, without limitation, removal and placement into a dumpster of all scrap building materials from the project site. The project site shall be free of all loose debris such as cans, metal, plastic and paper.~~
9. ~~Construction Related Traffic Control: A contractor, owner, vehicle operator or any persons associated with the project site who impede or obstruct the public right of way shall be in violation of this code. Parking, loading, unloading or any related activity on the public right of way is prohibited unless authorized and coordinated with the public works department and the town of Taos police department.~~
- E. ~~Construction Mitigation Checklist: No building permit shall be issued unless a construction mitigation checklist has been submitted to the code administrator of the town of Taos.~~

Please answer *yes* or *no* to the following questions and sign & initial:

(1)	Will you provide on site parking for the proposed project?	
-		
-		
-	-	_____ Yes _____ No
-	-	<i>If you answered "No" please refer to the attached requirements for Off-site parking.</i>
-		
(2)	Will there be parking in a public right of way during the course of constructing the proposed project?	
-		
-		
-	-	_____ Yes _____ No
-	-	<i>If you answered "Yes," a letter of approval from the Town of Taos Public Works and Police Departments will be required.</i>
-		
(3)	Will this project require the storage of construction materials on site?	
-		
-		
-	-	_____ Yes _____ No
-	-	<i>If you answered "Yes" please refer to the attached requirements for material storage.</i>
-		
(4)	Will this project require fencing? (NOTE TO APPLICANT: Fencing may be required for commercial projects which involve new construction.)	
-		
-		
-	-	_____ Yes _____ No
-	-	<i>If you answered "Yes" please refer to the attached requirements for fencing signs.</i>
-		
(5)	Will this project require temporary construction signs advertising the work being done?	
-		

-		
-	-	_____ Yes _____ No
-	-	If you answered "Yes" please refer to the attached requirements for signs.
-		
(6)	Will this project require a construction trailer(s) on site?	
-		
-		
-	-	_____ Yes _____ No
-	-	If you answered "Yes" please refer to the attached requirements for construction trailers.
-		
(7)	Will this project provide chemical toilets for workers?	
-		
-		
-	-	_____ Yes _____ No
-	-	If you answered "Yes" please refer to the attached requirements for Chemical Toilets.
-		
(8)	Will this project require the use of dumpsters for construction debris?	
-		
-		
-	-	_____ Yes _____ No
-	-	If you answered "Yes" please refer to the attached requirements for dumpsters.
-	-	If you answered "No" please refer to the attached requirements for site cleanliness.
-		
(9)	Will this project disrupt traffic at any time during the course of the project?	
-		
-		

-	-	_____ Yes _____	_____ No _____
-	-	<i>If you answered "Yes" please refer to the attached requirements for construction related traffic control.</i>	

~~Construction Activity: Construction activity shall only occur between the following hours, unless otherwise authorized by the Town of Taos Development Review Committee ("DRC"):~~

~~*Residential projects: 8 am _ 5 pm, Monday through Saturday~~

~~*Commercial projects: 7 am _ 6 pm, Monday through Saturday~~

~~(Commercial projects in residential zones: 8 am _ 5 pm Monday through Saturday)~~

~~By initialing here _____ I understand that my project will comply with the applicable time frame requirements as they are stated above unless I receive written permission from the DRC to deviate from them.~~

~~This checklist has been answered to the best of my knowledge. Should circumstances change during the course of my project work that conflict with the answers given in this checklist, it is my responsibility to inform the Town of Taos Planning and Zoning Department. I understand that I shall abide by the applicable regulations that are attached to this checklist. I understand that if I fail to follow the applicable regulations stated in the attachments herein I may be subject to a Stop Order on my project.~~

~~Applicant Signature~~

~~Requirements for the Construction Mitigation Checklist are outlined in Sec. [16.12.070.6](#) of the Land Use Development Code, and are available at the Town of Taos Planning and Zoning Department offices.~~

~~16.12.080: Appeals:~~

~~Any final decision of the code administrator or commission may be appealed as provided in this section 16.12.080.~~

~~16.12.080.1: Who May Appeal:~~

~~A. Any person or public entity aggrieved by the decision of the code administrator or commission in the enforcement of these ordinances, resolutions, rules or regulations adopted pursuant to this section [16.12.080](#) may appeal to the commission or zoning authority. An appeal shall stay all the proceedings and furtherance of the action appealed unless the code administrator or commission from whom the appeal is taken certifies that by reason of fact stated in the certificate, the stay would cause eminent peril of life or property. Upon certification, the proceedings shall not be~~

~~stayed except by order of the district court after notice to the code administrator or commission from whom the appeal is taken and due cause shown.~~

~~B. When an appeal alleges that there is an error in any order, requirement, decision or determination by the code administrator or commission in the enforcement of this title or any other ordinance, resolution, rule or regulation adopted pursuant to this section [16.12.080](#), the commission or zoning authority by a majority vote of all its members may:~~

~~1. Authorize, in appropriate cases and subject to appropriate conditions and safeguards, variances from the terms of this title not inconsistent with this title:~~

~~a. Which are not contrary to public interest;~~

~~b. Where, owing to special conditions, a literal enforcement of this title will result in unnecessary hardship; and~~

~~c. So that the spirit of this title is observed and substantial justice is done; or~~

~~2. In conformity with sections 3-21-1 through 3-21-14 New Mexico Statutes Annotated, 1978:~~

~~a. Reverse any order, requirement, decision or determination of the code administrator or commission;~~

~~b. Decide in favor of the appellant; or~~

~~c. Make any change in any order, requirement, decision or determination of the code administrator or commission.~~

Note Only: Deletion of 3 of 4 Agricultural Districts

16.16.030: RA-20 RESIDENTIAL/AGRICULTURAL ZONE:

16.16.030.1: INTENT AND PURPOSE:

~~The RA-20 zone is intended for rural residential areas and larger scale agricultural and/or ranching activity with low population densities. Areas within this zone are characterized by large parcels of land not less than twenty (20) acres.~~

16.16.030.2: PERMITTED PRINCIPAL USES:

~~The following uses shall be permitted in the RA-20 zone:~~

~~Agriculture and ranching.~~

~~Farms and ranches.~~

~~Home occupation, provided that all conditions of section [16.20.070](#) of this title are met.~~

~~Manufactured homes on individual lots, provided that:~~

~~A. The manufactured home is the core unit of a single-family residence;~~

~~B. The manufactured home is modified in appearance to conform to neighborhood buildings;~~

~~C. The axle and tongue of the unit are removed, and such modifications are completed within six (6) months of placement of the manufactured home on the property;~~

- ~~D. The construction of the manufactured home shall comply with the department of housing and urban development's national manufactured housing construction and safety standards act of 1974, as may be amended from time to time;~~
- ~~E. The installation, tie down, hook up and the like of the manufactured home shall comply with the state of New Mexico manufactured housing division rules and regulations (14 NMAC 12.2);~~
- ~~F. The manufactured home shall be anchored to a concrete foundation and shall be skirted;~~
- ~~G. Minimum requirements for lot size, front, side and rear yard setbacks, and all other standards pertaining to single family residential land use set forth in this title and in all other applicable town ordinances and regulations shall apply; and~~
- ~~H. The application procedure outlined in section [16.12.040.4](#) of this title is followed. The penalty provisions of section [16.04.120](#) of this title shall apply to the owner of a manufactured home and/or to any person engaged in transporting and/or installing a manufactured home in violation of section [16.12.040.4](#) of this title.~~

~~Riding stables.~~

~~Single family dwelling located on a single lot.~~

~~Temporary manufactured home or other temporary prefabricated dwelling used as a residence during construction of a permanent residence, provided that:~~

- ~~A. The temporary residential use does not exceed six (6) months;~~
- ~~B. The unit shall not be skirted nor shall the wheels, axle, or tongue be removed;~~
- ~~C. Rental or lease is prohibited;~~
- ~~D. Minimum requirements for lot size, front, side and rear yard setbacks, and all other standards pertaining to single family residential land use set forth in this title and in all other applicable town ordinances and regulations shall apply; and~~
- ~~E. The application procedure outlined in section [16.12.040.4](#) of this title is followed. The penalty provisions of section [16.04.120](#) of this title shall apply to the owner of a manufactured home and/or to any person engaged in transporting and/or installing a manufactured home in violation of section [16.12.040.4](#) of this title.~~

~~16.16.030.3: PERMITTED ACCESSORY USES:~~

~~The following accessory uses shall be permitted in the RA 20 zone:~~

~~Guesthouse, so long as it is used only as an accessory to the primary residence.~~

~~Storage of no more than a total of two (2) operational sports trailers, recreational vehicles, motor homes, trailers and/or campers, provided that such units:~~

- ~~A. Are located within the setback requirements of this zone;~~
- ~~B. Are not more than thirty feet (30') in length;~~
- ~~C. Are not used for human habitation for more than two (2) weeks in a calendar year while parked;~~
- ~~D. Are not permanently connected to any public or private utility system such as water, gas or electricity;~~
- ~~E. Are parked on the side or rear of the lot and are not parked or situated on any public street, thoroughfare, right of way; and~~
- ~~F. Are currently licensed and registered as required with the state of New Mexico.~~

~~Temporary roadside stands, offering, for sale only, farm products which are produced upon the property, provided such stands shall be removed during any period when they are not in use. Other uses customarily accessory, clearly incidental and subordinate to the permitted principal uses which are located on the same lot or parcel and do not involve the conduct of a business other than a business permitted in the RA-20 zone.~~

~~16.16.030.4: CONDITIONAL USES:~~

~~The following uses shall be permitted in the RA-20 zone only if a conditional use permit is granted:~~

~~Bed and breakfast inn or boarding house, provided that:~~

- ~~A. The bed and breakfast inn or boarding house is accessed by a public road;~~
- ~~B. The site of the bed and breakfast inn or boarding house is no less than one-half ($\frac{1}{2}$) acre;~~
- ~~C. Not more than ten (10) rooms are available for guest lodging, and this limitation may not be increased by variance;~~
- ~~D. The manager resides in and occupies the bed and breakfast inn or boarding house;~~
- ~~E. Provision of food and meals shall meet all applicable state and local regulations and shall be served only to guests of the bed and breakfast inn or boarding house;~~
- ~~F. All applicable codes shall be met, including, but not limited to, fire code, building code and this title;~~
- ~~G. The following off street parking requirements shall be met:~~
 - ~~1. One parking space per employee;~~
 - ~~2. One marked parking space for each guestroom; and~~
 - ~~3. One parking space for the resident manager.~~
- ~~H. Only one sign, not to exceed four (4) square feet, that may be externally illuminated; and~~
- ~~I. Landscaping and all other applicable performance standards of this title and any other applicable town ordinance or regulation shall be met.~~

~~Convenience or small grocery store without fuel sales.~~

~~Farm and ranch labor housing which does not exceed occupancy by more than five (5) persons.~~

~~Guesthouse used for long term rental.~~

~~Recreational uses, excluding golf course/driving range.~~

~~The following nonresidential uses, provided that the goods and/or services provided by these establishments support "agricultural land use" as defined in section [16.08.020.3](#) of this title:~~

- ~~A. Feed or farming store;~~
- ~~B. Nursery or greenhouse;~~
- ~~C. Veterinary establishment;~~
- ~~D. Animal kennel or boarding;~~
- ~~E. Club.~~

~~16.16.030.5: DEVELOPMENT STANDARDS:~~

~~The following development standards shall apply to all property in the RA-20 zone:~~

- ~~A. Maximum Overall Density: One single family dwelling and one nonresidential unit if conditionally or specially permitted per twenty (20) acres;~~
- ~~B. Minimum Lot Size: Twenty (20) acres;~~

- ~~C. Minimum Lot Width: One hundred fifty feet (150');~~
- ~~D. Minimum Setback Requirements:~~
 - ~~1. Front Yard: Thirty feet (30') from the front property line;~~
 - ~~2. Side Yards: Twenty feet (20') from the side property lines; and~~
 - ~~3. Rear Yard: Thirty feet (30') from the rear property line.~~
- ~~E. Maximum Lot Coverage: Five percent (5%) by all structures.~~
- ~~F. Hoofed Animals: No more than two (2) hoofed animals per acre, including, but not limited to, cattle, horses, swine and sheep, shall be raised or kept at any one time.~~
- ~~G. Small Fowl: No more than twenty (20) small fowl per acre, including, but not limited to, chickens and turkeys, shall be raised or kept at any one time.~~
- ~~H. Incompatible Uses: No livestock pens or other intensive ranching or agricultural uses which are considered incompatible with residential development by virtue of their appearance, noise, odor, or adverse impact on health conditions shall be located closer than one hundred feet (100') to any property line, watercourse or acequia.~~
- ~~I. Distance From Watercourse: No outbuilding, guesthouse, or single family dwelling shall be located closer than one hundred feet (100') from any watercourse or acequia.~~
- ~~J. Nonresidential Uses: Nonresidential uses, except bed and breakfast inns and boarding houses, shall comply with the following additional development standards:~~
 - ~~1. One commercial unit per twenty (20) acres;~~
 - ~~2. One sign not to exceed four (4) square feet;~~
 - ~~3. The use is accessed by a public road;~~
 - ~~4. Adequate, safe and marked access, egress, and ingress is provided; and~~
 - ~~5. Parking required in section [16.20.040](#) of this title is provided within the setback requirements of this zone.~~
- ~~K. Performance Standards: All development, erection of structures, use of property, alteration of structures or land, or other matters occurring within the RA-20 zone governed by this title shall meet or exceed all applicable performance standards¹ and criteria as set forth in this title and any other applicable town ordinance or regulation.~~

~~16.16.040: RA-10 RESIDENTIAL/AGRICULTURAL ZONE:~~

~~16.16.040.1: INTENT AND PURPOSE:~~

~~The RA-10 zone is intended for rural residential areas and larger scale agricultural and/or ranching activity with low population densities. Areas within this zone are characterized by large parcels of land not less than ten (10) acres.~~

~~16.16.040.2: PERMITTED PRINCIPAL USES:~~

~~The following uses shall be permitted in the RA-10 zone:~~

~~Agriculture and ranching.~~

~~Farms and ranches.~~

~~Home occupation, provided that all conditions of section [16.20.070](#) of this title are met.~~

~~Manufactured homes on individual lots, provided that:~~

~~A The manufactured home is the core unit of a single family residence;~~

- ~~B. The manufactured home is modified in appearance to conform to neighborhood buildings;~~
- ~~C. The axle and tongue of the unit are removed, and such modifications are completed within six (6) months of placement of the manufactured home on the property;~~
- ~~D. The construction of the manufactured home shall comply with the department of housing and urban development's national manufactured housing construction and safety standards act of 1974, as may be amended from time to time;~~
- ~~E. The installation, tie down, hook up and the like of the manufactured home shall comply with the state of New Mexico manufactured housing division rules and regulations (14 NMAC 12.2);~~
- ~~F. The manufactured home shall be anchored to a concrete foundation and shall be skirted;~~
- ~~G. Minimum requirements for lot size, front, side and rear yard setbacks, and all other standards pertaining to single family residential land use set forth in this title and in all other applicable town ordinances and regulations shall apply; and~~
- ~~H. The application procedure outlined in section [16.12.040.4](#) of this title is followed. The penalty provisions of section [16.04.120](#) of this title shall apply to the owner of a manufactured home and/or to any person engaged in transporting and/or installing a manufactured home in violation of section [16.12.040.4](#) of this title.~~

~~Riding stables.~~

~~Single family dwelling located on a single lot.~~

~~Temporary manufactured home or other temporary prefabricated dwelling used as residence during construction of a permanent residence, provided that:~~

- ~~A. The temporary residential use does not exceed six (6) months;~~
- ~~B. The unit shall not be skirted nor shall the wheels, axle and or tongue be removed;~~
- ~~C. Rental or lease is prohibited;~~
- ~~D. Minimum requirements for lot size, front, side and rear yard setbacks, and all other standards pertaining to single family residential land use set forth in this title and all other applicable town ordinances and regulations shall apply; and~~
- ~~E. The application procedure outlined in section [16.12.040.4](#) of this title is followed. The penalty provisions of section [16.04.120](#) of this title shall apply to the owner of a manufactured home and/or to any person engaged in transporting and/or installing a manufactured home in violation of section [16.12.040.4](#) of this title.~~

~~16.16.040.3: PERMITTED ACCESSORY USES:~~

~~The following accessory uses shall be permitted in the RA-10 zone:~~

~~Guesthouse, so long as it is used only as an accessory to the primary residence.~~

~~Storage of no more than a total of two (2) operational sports trailers, recreation vehicles, motor homes, trailers and/or campers, provided that such units:~~

- ~~A. Are located within the setback requirements of this zone;~~
- ~~B. Are not more than thirty feet (30') in length;~~
- ~~C. Are not used for human habitation for more than two (2) weeks in a calendar year while parked;~~
- ~~D. Are not permanently connected to any public or private utility system such as water, gas or electricity;~~

- ~~E. — Are parked on the side or rear of the lot and are not parked or situated on any public street, thoroughfare, right of way; and~~
 - ~~F. — Are currently licensed and registered as required with the state of New Mexico.~~
- ~~Temporary roadside stands, offering, for sale only, farm products which are produced upon the property, provided such stands shall be removed during any period when they are not in use.~~

~~Other uses customarily accessory, clearly incidental and subordinate to the permitted principal uses which are located on the same lot or parcel and do not involve the conduct of a business other than a business permitted in the RA-10 zone.~~

~~16.16.040.4: CONDITIONAL USES:~~

~~The following uses shall be permitted in the RA-10 zone only if a conditional use permit is granted:~~

~~Bed and breakfast inn or boarding house, provided that:~~

- ~~A. — The bed and breakfast inn or boarding house is accessed by a public road;~~
- ~~B. — The site of the bed and breakfast inn or boarding house is no less than one-half ($\frac{1}{2}$) acre;~~
- ~~C. — Not more than ten (10) rooms are available for guest lodging, and this limitation may not be increased by variance;~~
- ~~D. — The manager resides in and occupies the bed and breakfast inn or boarding house;~~
- ~~E. — Provision of food and meals shall meet all applicable state and local regulations and shall be served only to guests of the bed and breakfast inn or boarding house;~~
- ~~F. — All applicable codes shall be met, including, but not limited to, fire code, building code and this title;~~
- ~~G. — The following off street parking requirements shall be met:

 - ~~1. — One parking space per employee;~~
 - ~~2. — One marked parking space for each guestroom; and~~
 - ~~3. — One parking space for the resident manager.~~~~
- ~~H. — Only one sign, not to exceed four (4) square feet, that may be externally illuminated; and~~
- ~~I. — Landscaping and all other applicable performance standards of this title and any other applicable town ordinance or regulation shall be met.~~

~~Convenience or small grocery store without fuel sales.~~

~~Daycare.~~

~~Farm and ranch labor housing which does not exceed occupancy by more than five (5) persons.~~

~~Guesthouse used for long term rental.~~

~~Recreational uses, excluding golf course/driving range.~~

~~The following nonresidential uses, provided that the goods and/or services provided by these establishments support "agricultural land use" as defined in section [16.08.020.3](#) of this title:~~

- ~~A. — Feed or farming store;~~
- ~~B. — Nursery or greenhouse;~~
- ~~C. — Veterinary establishment;~~
- ~~D. — Animal kennel or boarding;~~
- ~~E. — Club.~~

~~16.16.040.5: DEVELOPMENT STANDARDS:~~

The following development standards shall apply to all property in the RA-10 zone:

- A. ~~Maximum Overall Density: One single family dwelling and one nonresidential unit if conditionally or specially permitted per ten (10) acres;~~
- B. ~~Minimum Lot Size: Ten (10) acres;~~
- C. ~~Minimum Lot Width: One hundred fifty feet (150');~~
- D. ~~Minimum Setback Requirements:~~
 - 1. ~~Front Yard: Thirty feet (30') from the front property line;~~
 - 2. ~~Side Yards: Twenty feet (20') from the side property lines; and~~
 - 3. ~~Rear Yard: Thirty feet (30') from the rear property line.~~
- E. ~~Maximum Lot Coverage: Ten percent (10%) by all structures;~~
- F. ~~Hoofed Animals: No more than two (2) hoofed animals per acre, including, but not limited to, cattle, horses, swine and sheep, shall be raised or kept at any one time;~~
- G. ~~Small Fowl: No more than twenty (20) small fowl per acre, including, but not limited to, chickens and turkeys, shall be raised or kept at any one time;~~
- H. ~~Incompatible Uses: No livestock pens or other intensive ranching or agricultural uses which are considered incompatible with residential development by virtue of their appearance, noise, odor, or adverse impact on health conditions shall be located closer than one hundred feet (100') to any property line, watercourse or acequia.~~
- I. ~~Distance From Watercourse: No outbuilding, guesthouse, or single family dwelling shall be located closer than one hundred feet (100') from any watercourse or acequia.~~
- J. ~~Nonresidential Uses: Nonresidential uses, except bed and breakfast inns and boarding houses, shall comply with the following additional development standards:~~
 - 1. ~~One commercial unit per ten (10) acres;~~
 - 2. ~~One sign not to exceed four (4) square feet;~~
 - 3. ~~The use is accessed by a public road;~~
 - 4. ~~Adequate, safe and marked access, egress, and ingress is provided; and~~
 - 5. ~~Parking required in section [16.20.040](#) of this title is provided within the setback requirements of this zone.~~
- K. ~~Performance Standards: All development, erection of structures, use of property, alteration of structures or land, or other matters occurring within the RA-10 zone governed by this title shall meet or exceed all applicable performance standards² and criteria as set forth in this title and any other applicable town ordinance or regulation.~~

16.16.050: RA-6 RESIDENTIAL/AGRICULTURAL ZONE:

16.16.050.1: INTENT AND PURPOSE:

The RA-6 zone is intended for rural residential areas and small scale agricultural and/or ranching activity with low population densities. Areas within this zone are characterized by large parcels of land not less than six (6) acres.

16.16.050.2: PERMITTED PRINCIPAL USES:

The following uses shall be permitted in the RA-6 zone:

~~Agriculture and ranching.~~

~~Farms and ranches.~~

~~Home occupation, provided that all conditions of section [16.20.070](#) of this title are met.~~

~~Manufactured homes on individual lots, provided that:~~

- ~~A. The manufactured home is the core unit of a single family residence;~~
 - ~~B. The manufactured home is modified in appearance to conform to neighborhood buildings;~~
 - ~~C. The axle and tongue of the unit are removed, and such modifications are completed within six (6) months of placement of the manufactured home on the property;~~
 - ~~D. The construction of the manufactured home shall comply with the department of housing and urban development's national manufactured housing construction and safety standards act of 1974, as may be amended from time to time;~~
 - ~~E. The installation, tie down, hook up and the like of the manufactured home shall comply with the state of New Mexico manufactured housing division rules and regulations³;~~
 - ~~F. The manufactured home shall be anchored to a concrete foundation and shall be skirted;~~
- ~~Minimum requirements for lot size, front, side and rear yard setbacks, and all other standards pertaining to single family residential land use set forth in this title and in all other applicable town ordinances or regulations shall apply; and~~
- ~~A. The application procedure outlined in section [16.12.040.4](#) of this title is followed. The penalty provisions of section [16.04.120](#) of this title shall apply to the owner of a manufactured home and/or to any person engaged in transporting and/or installing a manufactured home in violation of section [16.12.040.4](#) of this title.~~

~~Riding stables.~~

~~Single family dwelling located on a single lot.~~

~~Temporary manufactured home or other temporary prefabricated dwelling used as residence during construction of a permanent residence, provided that:~~

- ~~A. The temporary residential use does not exceed six (6) months;~~
- ~~B. The unit shall not be skirted nor shall the wheels, axle or tongue be removed;~~
- ~~C. Rental or lease is prohibited;~~
- ~~D. Minimum requirements for lot size, front, side and rear yard setbacks, and all other standards pertaining to single family residential land use set forth in this title and all other applicable town ordinances and regulations shall apply; and~~
- ~~E. The application procedure outlined in section [16.12.040.4](#) of this title is followed. The penalty provisions of section [16.04.120](#) of this title shall apply to the owner of a manufactured home and/or to any person engaged in transporting and/or installing a manufactured home in violation of section [16.12.040.4](#) of this title.~~

~~16.16.050.3: PERMITTED ACCESSORY USES:~~

~~The following accessory uses shall be permitted in the RA-6 zone:~~

~~Guesthouse, so long as it is used only as an accessory to the primary residence.~~

~~Storage of no more than a total of two (2) operational sports trailers, recreation vehicles, motor homes, trailers and/or campers, provided that such units:~~

- ~~A. Are located within the setback requirement of this zone;~~
- ~~B. Are not more than thirty feet (30') in length;~~

- ~~C. Are not used for human habitation for more than two (2) weeks in a calendar year while parked;~~
 - ~~D. Are not permanently connected to any public or private utility system such as water, gas or electricity;~~
 - ~~E. Are parked on the side or rear of the lot and are not parked or situated on any public street, thoroughfare, right of way; and~~
 - ~~F. Are currently licensed and registered as required with the state of New Mexico.~~
- ~~Temporary roadside stands, offering, for sale only, farm products which are produced upon the property, provided such stands shall be removed during any period when they are not in use.~~

~~Other uses customarily accessory, clearly incidental and subordinate to the permitted principal uses which are located on the same lot or parcel and do not involve the conduct of a business other than a business permitted in the RA-6 zone.~~

~~16.16.050.4: CONDITIONAL USES:~~

~~The following uses shall be permitted in the RA-6 zone only if a conditional use permit is granted:~~

~~Bed and breakfast inn or boarding house, provided that:~~

- ~~A. The bed and breakfast inn or boarding house is accessed by a public road;~~
- ~~B. The site of the bed and breakfast inn or boarding house is no less than one-half ($\frac{1}{2}$) acre;~~
- ~~C. Not more than ten (10) rooms are available for guest lodging, and this limitation may not be increased by variance;~~
- ~~D. The manager resides in and occupies the bed and breakfast inn or boarding house;~~
- ~~E. Provision of food and meals shall meet all applicable state and local regulations and shall be served only to guests of the bed and breakfast inn or boarding house;~~
- ~~F. All applicable codes shall be met, including, but not limited to, fire code, building code and this title;~~
- ~~G. The following off street parking requirements shall be met:

 - ~~1. One parking space per employee;~~
 - ~~2. One marked parking space for each guestroom; and~~
 - ~~3. One parking space for the resident manager.~~~~
- ~~H. Only one sign, not to exceed four (4) square feet, that may be externally illuminated; and~~
- ~~I. Landscaping and all other applicable performance standards of this title and any other applicable town ordinance or regulation shall be met.~~

~~Convenience or small grocery store without fuel sales.~~

~~Daycare.~~

~~Guesthouse used for long term rental.~~

~~Recreational uses, excluding golf course/driving range.~~

~~The following nonresidential uses, provided that the goods and/or services provided by these establishments support "agricultural land use" as defined in section [16.08.020.3](#) of this title:~~

- ~~A. Feed or farming store;~~
- ~~B. Nursery or greenhouse;~~
- ~~C. Veterinary establishment;~~

- ~~D. Animal kennel or boarding;~~
- ~~E. Club.~~

~~16.16.050.5: DEVELOPMENT STANDARDS:~~

The following development standards shall apply to all property in the RA-6 zone:

- ~~A. Maximum Overall Density: One single family dwelling and one nonresidential unit if conditionally or specially permitted per six (6) acres;~~
- ~~B. Minimum Lot Size: Six (6) acres;~~
- ~~C. Minimum Lot Width: One hundred fifty feet (150');~~
- ~~D. Minimum Setback Requirements:

 - ~~1. Front Yard: Thirty feet (30') from the front property line;~~
 - ~~2. Side Yards: Twenty feet (20') from the side property lines; and~~
 - ~~3. Rear Yard: Thirty feet (30') from the rear property line.~~~~
- ~~E. Maximum Lot Coverage: Fifteen percent (15%) by all structures;~~
- ~~F. Hoofed Animals: No more than two (2) hoofed animals per acre, including, but not limited to, cattle, horses, swine and sheep, shall be raised or kept at any one time;~~
- ~~G. Small Fowl: No more than twenty (20) small fowl per acre, including, but not limited to, chickens and turkeys, shall be raised or kept at any one time;~~
- ~~H. Incompatible Uses: No livestock pens or other intensive ranching or agricultural uses which are considered incompatible with residential development by virtue of their appearance, noise, odor, or adverse impact on health conditions shall be located closer than one hundred feet (100') to any property line, watercourse or acequia;~~
- ~~I. Distance To Watercourse: No outbuilding, guesthouse or single family dwelling shall be located closer than one hundred feet (100') from any watercourse or acequia;~~
- ~~J. Nonresidential Uses: Nonresidential uses, except bed and breakfast inns and boarding houses, shall comply with the following additional development standards:

 - ~~1. One commercial unit per six (6) acres;~~
 - ~~2. One sign not to exceed four (4) square feet;~~
 - ~~3. The use is accessed by a public road;~~
 - ~~4. Adequate, safe and marked access, egress, and ingress is provided; and~~
 - ~~5. Parking required in section [16.20.040](#) of this title is provided within the setback requirements of this zone.~~~~
- ~~K. Performance Standards: All development, erection of structures, use of property, alteration of structures or land, or other matters occurring within the RA-6 zone governed by this title shall meet or exceed all applicable performance standards⁴ and criteria as set forth in this title and any other applicable town ordinance or regulation.~~
- ~~L. Planned Unit Development Standards: In addition to all other requirements of this title, if a planned unit development is proposed in the RA-6 zone, then such a planned unit development shall meet or exceed all planned unit development standards set out in section [16.16.190](#) of this chapter.~~

<p>Note Only: Deletion of Redundant Text</p>

16.16.220.7: PRESERVATION REQUIREMENT:

A. Thru B. Omitted for Brevity.

~~C. **Role Of Historic Preservation Commission: Buildings or structures requiring preservation may be observed by the historic preservation commission or the need for preservation may be reported to town staff. It shall not be the historic preservation commission's responsibility to inspect the historic overlay zone to determine the state of buildings or structures. All decisions by the historic preservation commission that a building or structure requires preservation shall be made at a public hearing, and in determining whether the building or structure required preservation, the owner of such building shall be given fifteen (15) days' prior written notice of the public hearing by registered mail that his or her building or structure is being reviewed for preservation. If the historic preservation commission determines that a building or structure within a historic overlay zone requires preservation, the owner of said building or structure shall provide and furnish the suggested preservation within a reasonable time after the historic preservation commission's decision. The historic preservation commission shall consider financial hardship in making its decision. If a property owner fails to provide suggested preservation, he/she shall be subject to the penalty provisions hereinafter provided.**~~

Sections 16.16.220.9 (Standards For Contributing Properties), 16.16.220.10 (Reconstruction And Restoration), and 16.16.220.11: Demolition) Omitted For Brevity.

<p>Note Only: Modification of Text</p>

16.16.220.12: HISTORIC OVERLAY ZONE REVIEW ADMINISTRATIVE PERMIT PROCESS AND CERTIFICATE OF APPROPRIATENESS PROCESS:

Any act or process which changes an exterior architectural feature or otherwise affects the exterior appearance of a building within the historic overlay zone requires either an administrative permit or a certificate of appropriateness, unless explicitly exempted by this section. No work shall be commenced until the owner has obtained an administrative permit or a certificate of appropriateness for the specific work being permitted. Any substantive change in the nature of the work requires an amendment to the administrative permit or a certificate of appropriateness.

The purpose of the historic overlay zone administrative permit and certificate of appropriateness process and the substantive requirements of this code are not to arbitrarily impede development, but to encourage preservation and enhancement of historic Taos. Applications should be completed and presentations made with this in mind. It is the intent of the town for a review to proceed efficiently with minimum delays. Efficient reviews can be accomplished only if applicants submit complete and accurate applications. The historic preservation commission members shall familiarize themselves with applications prior to the public hearing. In addition, to the extent possible, the various reviews required by the code will proceed concurrently.

- A. Activities Requiring Permit: The following activities within the historic overlay zone require an administrative permit:
1. Replacement in kind or with compatible substitute material, provided that the style of the structure is not altered, of **windows, window frames, doors, doorjambs, canales, replacement roofing, brackets, steps, plaster, lintels, vigas, latillas, or the like, and portals;**
 - a. ~~Windows;~~
 - b. ~~Window frames;~~
 - c. ~~Doors;~~
 - d. ~~Doorjambs;~~
 - e. ~~Canales;~~
 - f. ~~Replacement roofing;~~
 - g. ~~Brackets;~~
 - h. ~~Steps;~~
 - i. ~~Plaster;~~
 - j. ~~Lintels;~~
 - k. ~~Vigas, latillas, or the like;~~
 - l. ~~Portals;~~
 - 2 m.** Change of use, provided that, in the opinion of the code administrator, the proposed change is compatible to the current use and will not cause a nuisance to adjacent property. If, in the opinion of the code administrator, the proposed change of use is not compatible with the current use, then the proposed change in use must receive a certificate of appropriateness;
 - ~~**n.** New construction to noncontributing properties that does not alter the appearance of more than ten percent (10%) of the total of all facades and/or do not increase the building footprint by more than ten percent (10%).~~
- B. Administrative Permit Required: An administrative permit shall be issued by the code administrator for any activity listed in subsection A of this section if the following requirements are met:
1. An application shall be made to the code administrator in writing on forms, the contents of which have been approved by the code administrator. The application shall include photographs of all parts of the building which are the subject of the application;
 2. The code administrator shall inspect the property before issuing the administrative permit;
 3. The code administrator may approve, modify or deny the application in whole or in part. The application shall be approved if the proposed work is consistent with the historic overlay zone development standards and is compatible with the spirit and purposes of this code. If the proposed work may have significant impact on the property, the code administrator may deny the application, causing the applicant to apply for a certificate of appropriateness under this section;
 4. All approved work shall be inspected by the code administrator after the work is completed. No additional work will be completed after the inspection without a new administrative permit.

- C. Activities Exempt From Permit: No permit is required for the following activities within the historic overlay zone unless a building permit is required pursuant to the latest building and fire codes adopted by the town of Taos:
1. Surface cleaning of a building;
 2. Evaluation of the condition of a building to determine its condition and/or what work will be required; provided that the building is returned to its original condition;
 3. Replacement in kind with compatible substitute materials, provided that the style of the building is not altered, **using glass and plaster**:
 - a. ~~—Glass,~~
 - b. ~~—Plaster;~~
 4. Rust removal;
 5. **Caulking**;
 6. **Caulking**, painting, stuccoing, mud plastering or applying protective coatings, provided that the colors used comply with this section [16.16.220](#);
 7. Replacement fencing, provided that the existing fencing meets all requirements of this code;
 8. Temporary protective coverings ("Temporary" is defined by this section as being no longer than 30 calendar days.);
 9. Landscaping;
 10. Installation or upgrading of mechanical, electrical and plumbing systems, or similar code required work, provided such work complies with this section;
 11. Town of Taos public works projects, so long as such projects meet the criteria of this code;
 12. Roof repairs provided that it does not architecturally change the exterior of the subject building;
 13. Emergency temporary repairs.
- D. Certificate Of Appropriateness: Within the boundaries of a historic overlay zone, an application for a certificate of appropriateness must be filed for all demolition, relocation and new construction, including preservation, reconstruction, rehabilitation and restoration, except for those activities requiring an administrative permit or specifically exempt from this code.
1. An application for a certificate of appropriateness shall be made in writing on forms, the contents of which have been approved by the code administrator and shall be accompanied by a site plan prepared according to section [16.20.080.7](#) of this title, photos of all affected elevations of the building and structure, photos of the surrounding area taken from each such elevation of the building or structure, along with the fee established pursuant to appendix A, attached to ordinance 99-05 and available to the public at the office of the code administrator, in good funds. Once an application has been submitted, the code administrator shall review it for completeness and accuracy and whether it is a contributing property or noncontributing property in the historic overlay zone. The application is then submitted to the historic preservation commission and the review proceeds as specified in this title.
 2. **The review and hearing process to be followed is shown in Section 16.12.040.5: (Application Procedure). Preliminary public hearing before the**

~~historic preservation commission shall be scheduled at the next monthly meeting of the historic preservation commission after the application is submitted.~~

~~3. After the preliminary public hearing, a final public hearing shall be scheduled with commission and conducted in accordance with section [16.12.040.5](#) of this title.~~

4. Following the review procedures listed in Section 16.12.040.5: (Application Procedure), the application may be ~~At the final public hearing, the commission shall~~ approved, approved with modifications or conditions, denied ~~y, or suspended~~ ~~an application~~ in whole or in part.

a. "Approval" means that the proposed work is consistent with the development standards and use guidelines contained within this section, and is compatible with the spirit and the purposes of this title. A certificate of appropriateness is granted and the project can proceed, as long as all other permits are obtained.

b. "Approval with modifications or conditions" means that the applicant has agreed to alter the proposal in accordance with the recommendations of the historic preservation commission or commission. A certificate of appropriateness can be granted and the project can proceed.

c. "Denial" means that the preservation commission has found that the proposed project does not conform to this title. Any denial must be accompanied by a written statement from the preservation commission which documents the specific guidelines which have not been met and the reasons they have not been met.

d. "Suspension" means that the preservation commission lacks adequate information to review an application. Once that information has been requested and supplied, the review process can proceed, with proper notification. An application cannot be suspended for more than one hundred eighty (180) days.

E. Notification Of Preservation Commission's Decision: Notification of the preservation commission's decision shall be made in writing to the applicant or the property owner(s) within fifteen (15) days after the final decision.

16.16.220.13: PENALTIES, REMEDIES:

A. Any person who violates any provision of this section [16.16.220](#) shall be subject to the penalties listed in Section 16.04.120.5 and 16.04.120.6. ~~, upon conviction, be punished by a fine not exceeding five hundred dollars (\$500.00) and/or imprisonment for a period not exceeding ninety (90) days. A violation exists whenever there is a performance of an act which is prohibited by the provisions of this section [16.16.220](#), or a failure to perform an act which is required by this section 16.16.220. Each day a violation exists shall be considered a separate offense.~~

B. In case any building or structure is erected, constructed, externally reconstructed, externally altered, added to, or demolished in violation of this title, the town or any person may institute an appropriate action or proceeding in a court with competent

jurisdiction to prevent such unlawful erection, construction, reconstruction, exterior alteration, addition or demolition, and the violating party shall pay all court costs and expenses, including reasonable attorney fees, if the court should find in favor of the town or persons suing on behalf of the town to enforce the provisions of this section 16.16.220.

16.20.070: HOME OCCUPATIONS:

16.20.070.1: PURPOSES, STANDARDS:

- A. Purpose: The purpose of this section [16.20.070](#) is to increase the economic vitality of the town of Taos; provide increased worker independence, self-sufficiency and motivation; decrease traffic congestion in the town of Taos through the enhancement of community; increase the safety of the neighborhoods by promoting neighborhood activity; integrate the ideas of working and residing in the same environment; protect the stability and character of the neighborhood; and encourage neighborhood participation in the determination of a successful balance between neighborhood residents and home based businesses.
- B. Use Standards: Home occupations are allowed in all zones in which they are permitted uses, provided that the following standards are met:
 - 1. There shall be no visual appearance of the home occupation on the lot;
 - 2. There shall be no external evidence of the home occupation such as signs (unless required by law), commercial vehicles or outside storage of stock or materials;
 - 3. The home occupation shall involve the primary sale of goods or services in connection with such home occupation, including:
 - a. Goods which are prepared, produced or grown on the premises; or
 - b. Services which are developed on the premises and provided on or off the premises; or
 - c. The sale of goods which are not produced on the premises and which are only distributed off the premises; or
 - d. Repair services that take place solely within the premises;
 - 4. The home occupation shall be located in the primary dwelling unit or an accessory structure on a single lot; **and comprise no more than twenty five percent (25%) of the gross floor area of the dwelling unit, including accessory buildings.**

5. Thru 9. Omitted for Brevity.

10. Nothing associated with a home occupation shall be visible from any adjacent or neighboring property.

~~16.20.070.2: STRUCTURAL STANDARDS:~~

- ~~A. Not more than twenty five percent (25%) of the gross floor area of the dwelling unit, including accessory buildings, shall be used to conduct a home occupation. Stricter federal regulations may apply.~~

- 11.** Any person who conducts a home occupation and applies for a building permit shall demonstrate to the code administrator that the proposed construction does not violate this section 16.20.070.

Sections 16.20.070.3 (Parking Standards), 16.20.070.4 (Other Requirements), and 16.20.070.5 (Notice, Registration, Violations, Complaints, Variances, Appeals) Omitted For Brevity

<p>Note Only: Deletion of Redundant Text</p>

16.20.080: SITE DEVELOPMENT PLANS:

16.20.080.1: PLANNED UNIT DEVELOPMENT PRELIMINARY SCHEMATIC SITE DEVELOPMENT PLANS:

- A. Application for a planned unit development overlay zone shall include a preliminary schematic site development plan that, if approved as submitted or as modified, shall become part of the zoning map of the town and designated by the symbol "PUD". Such symbol shall be followed by an identifying serial number that shall be placed upon the approved preliminary site development plan for that property.
- B. Applicants are encouraged to discuss plans with adjacent and affected property owners and neighborhood residents. The applicants should schedule a predesign meeting with town planning staff to review and discuss submittal requirements and design standards, before preparing and submitting a preliminary schematic site development plan.
- C. A preliminary schematic site development plan shall be accompanied by: 1) a site threshold assessment (STH) form obtained from the code administrator; and 2) the applicant's narrative statement outlining, at a minimum, the following:
 - 1. An enumeration of requested differences between the development and performance standards of the underlying zone or zones and the proposed plan;
 - 2. A detailed calculation of density. A statement of total floor area for all commercial and industrial structures shall be calculated. For residential, the density shall be calculated in accordance with section [16.16.190.4](#) of this title related to calculation of density for planned unit developments;
 - 3. The suitability of the planned unit development with existing infrastructure and services and its compatibility with adjoining land uses;
 - 4. A statement addressing the consistency (or lack of consistency) of the proposed plan with the policies of the town of Taos;
 - 5. A statement setting out any benefits or detriments that the plan will have concerning public health, safety or welfare.
- D. The preliminary schematic site development plan submitted for the commission's preliminary public hearing shall consist of at least two (2) parts, one of which shall reflect existing conditions, and one of which shall show proposed land form alterations, improvements and structures, utilities, circulation patterns, land uses and all other detail necessary to describe the proposed plan. The preliminary schematic site development plan shall contain the following basic information, where applicable; provided, the code administrator may require additional information or more detail as is deemed reasonably

necessary to properly interpret and evaluate such plan and zoning application, and shall be prepared according to the requirements of Section 16.20.080.8:

1. ~~Specifications: The preliminary schematic site development plan maps shall include an accurate true north arrow and shall be illustrated at a minimum scale of one inch equals twenty feet (1" = 20'), on a paper size not to exceed twenty four inches by thirty six inches (24" x 36"). If the subject parcel must be illustrated on more than one sheet of paper, then the applicant shall also include a complete site development plan at the largest scale possible so that the parcel can be illustrated on a single sheet of twenty four inch by thirty six inch (24" x 36") paper.~~
2. ~~Existing Conditions:~~
 - a. ~~A boundary survey with a legal description of all property in the development;~~
 - b. ~~A description of existing topography with elevation contour lines at a maximum of four foot (4') intervals;~~
 - c. ~~Location, size and names of existing public and private streets, public rights of way, public and private parking areas, alleys, walkways and trails, both on the property and within three hundred feet (300') of the property;~~
 - d. ~~Location and description of all existing easements, noting purpose and grantee of the easement, both on the property and within three hundred feet (300') of the property;~~
 - e. ~~A description of existing capacities of public utilities, including, but not limited to, sewer, water, gas, electric, telephone and cable;~~
 - f. ~~A description of existing sizes, locations and arrangements of the buildings, structures, ingress/egress of existing parking areas, land uses, dedicated/reserved parks and open spaces, both on the property and within three hundred feet (300') of the property;~~
 - g. ~~Location and size of existing signs, fences, walls and landscaped areas including a description of significant vegetation and other environmental features;~~
 - h. ~~Locations and size of existing acequias and watercourses, including a description of existing drainage plan and any existing method of treatment or correction of flooding or erosion problems.~~
3. ~~Proposed Changes:~~
 - a. ~~If the application proposes any alterations to topography, a conceptual description of such proposed alterations;~~
 - b. ~~A conceptual discussion of any proposed modifications to public utilities, including, but not limited to, sewer, water, gas, electric, telephone and cable;~~
 - c. ~~A proposed conceptual landscape improvement and maintenance plan in conformance with the town of Taos landscape ordinance, including location, species and size of proposed shrub groupings and trees, with identification of any such trees or other significant environmental features that are proposed to be removed;~~

- ~~d. A conceptual description of any proposed method of treatment for storm drainage in conformance with the town of Taos storm drainage ordinance or correction of flooding or erosion problems, and documentation that accquia rights of way will be respected;~~
- ~~e. If the application proposes to create new lots for sale, a conceptual description of proposed lot designs and building envelopes and if any variation from standard setbacks are requested. The final design for lots shall meet all subdivision regulations, requirements and obtain necessary subdivision approvals;~~
- ~~f. A conceptual description of the proposed sizes, locations and arrangements of the buildings, structures, land uses, dedicated/reserved parks and open spaces within the planned unit development;~~
- ~~g. The conceptual layout of and improvement standards for proposed private and public streets, parking areas, loading areas, and a conceptual plan for circulation of vehicles, goods and pedestrians on and off the site. The plan shall show the proposed arrangement of spaces and locations of ingress and egress points;~~
- ~~h. Location and size of any proposed signs, fences, and walls;~~
- ~~i. Conceptual description and location of all proposed public facilities including, but not limited to, any on site and off site traffic mitigation improvements (such as roadway, signalization, or other measures), public utility improvements (including, but not limited to, sewer, water, electric lines, telephones lines, gas lines, cable), schools, cultural centers, dedicated open spaces, trails, park sites and the like;~~
- ~~j. Pictures of the site and surrounding context, submitted as photographs, printed scanned images or in a digital format;~~
- ~~E. Prior to the commission's final public hearing the following additional information, where applicable, shall be supplied provided the commission and/or code administrator may require additional information as is deemed reasonably necessary to properly interpret and evaluate the plan and planned unit development zoning application:~~
 - ~~1. Preliminary building footprints, elevations and/or perspective drawings of all proposed improvements, in sufficient detail to suggest the architectural style and detail, screening and visual impacts of the project when completed;~~
 - ~~2. A completed traffic study as required by the "Town Of Taos Access Management Manual" and as requested by the code administrator.~~

16.20.080.2: PLANNED UNIT DEVELOPMENT OVERLAY ZONE FINAL SITE DEVELOPMENT PLAN:

A final site development plan shall conform to the preliminary site development plan for the development as approved by the town council. The final site development plan shall contain the following basic information, where applicable; provided, that the commission or town council may require additional information as is deemed reasonably necessary to properly interpret and

evaluate such plan, and shall be prepared according to the requirements of Section 16.20.080.8:

- A. ~~The final site development plan map(s) shall include an accurate true north arrow and shall be illustrated at a minimum scale of one inch equals twenty feet (1" = 20'), on a paper size not to exceed twenty four inches by thirty six inches (24" x 36"). If the subject parcel must be illustrated on more than one sheet of paper, then the applicant shall also include a site development plan at the largest scale possible so that the parcel can be illustrated on one sheet of twenty four inch by thirty six inch (24" x 36") paper. The final site development plan shall contain the following detail:~~
- ~~1. Surveyed boundaries or legal descriptions of all property included in the development;~~
 - ~~2. The size (in square feet), location, arrangement and land uses of all property and all structures, buildings, and development;~~
 - ~~3. If lots for sale are to be created, the final site development plan shall be accompanied by a proposed or approved subdivision map that meets all applicable subdivision regulations, requirements, and approvals;~~
 - ~~4. The layout and improvement standards of private and public streets, pedestrian and bicycle ways, parking areas, loading areas and the proposed plan for circulation of vehicles, goods and pedestrians, including any on site or off site traffic mitigation measures. The plan shall show the detailed arrangement of parking and loading spaces and the locations and design improvements of ingress and egress points;~~
 - ~~5. A lighting plan submitted in conformance with dark skies ordinance ([chapter 15.28](#) of this code);~~
 - ~~6. The final site plan shall contain an enumeration of all differences between the zoning ordinance standards of the underlying zone and the variations requested in the final site development plan;~~
 - ~~7. The final site plan shall contain a detailed calculation of unit density. The calculation shall be made by dividing the number of acres into the total number of units;~~
 - ~~8. The final site plan shall show all existing easements noting purpose, streets and public rights of way within three hundred feet (300') of the boundaries of the development including names and all public and private proposed streets, alleys, trails, pedestrian or bicycle ways, and rights of way within the boundaries of the development;~~
 - ~~9. The final site plan shall contain a final landscape improvement and maintenance plan, completed by a certified professional landscape architect or a landscape designer and in conformance with the town of Taos landscape regulations ([chapter 15.12](#) of this code) and bonding or other assurance for replacement and maintenance of landscaping that fails during the first two (2) years following issuance of occupancy permits for the project;~~
 - ~~10. Drawings of the location, design and size of any proposed or existing signs, fences, and walls;~~
 - ~~11. A detailed description and location of open spaces including proposed dedicated open spaces and park sites, and reserved open spaces, together with proposed instruments, such as irrevocable offers of dedication, deeds,~~

- ~~improvement bonds, covenants, conditions and restrictions, or easements that will effectively implement such projects and/or dedications;~~
- ~~12. A utilities improvement plan containing detailed construction drawings and provisions for any required bonding or other financing for public utility improvements including, but not limited to, improvements to sewer, water, electric lines, telephones lines, gas lines, cable, drainage and walkways;~~
- ~~13. Engineered grading, drainage, erosion control and terrain management plan in conformance with the town of Taos storm drainage ordinance and flood damage prevention ordinance;~~
- ~~14. Architectural plans including floor plans, and elevations at one-eighth inch ($\frac{1}{8}$ ") scale and exterior details of all improvements in accordance with the design standards of section [16.20.030](#) of this chapter;~~
- ~~15. Final implementation plan for all proposed public facilities including, but not limited to, any on-site and off-site traffic mitigation improvements (such as roadway, signalization, or other measures), public utility improvements (including, but not limited to, sewer, water, electric lines, telephones lines, gas lines, cable), schools, cultural centers, dedicated open spaces, trails, park sites and the like. Such plan shall provide for any required bonding or other financing necessary to implement the plan.~~

16.20.080.3: MINOR AMENDMENTS TO A COMMISSION APPROVED PUD OVERLAY ZONE FINAL SITE DEVELOPMENT PLAN:

Minor amendments to a commission approved PUD overlay zone final site development plan may be initiated by the property owner or the owner's agent upon submittal of a written request. Minor changes to the commission approved final site development plan may be approved by the code administrator, with possible conditions, provided that changes do not involve:

- A. Allowing uses not otherwise permitted in the underlying zone or zones;
- B. Increasing the number of dwelling units or the density maximums approved in the final site development plan;
- C. A substantial relocation of structures and buildings;
- D. Increasing the building height, lot coverage, lot size, lot width or reducing building setbacks;
- E. Reduction in planned pedestrian or traffic circulation facilities, parking spaces, and/or open space set aside, including buffers;
- F. Alteration of any conditions attached to the final site development plan; or
- G. A significant change from the intent and purpose of the PUD overlay zone.

If the code administrator determines that the amendment request is not authorized by the express terms of this section, then the request shall be referred to the commission for public hearing.

16.20.080.4: SPECIAL USE PERMIT / CONDITIONAL USE PERMIT/PROVISIONAL PERMIT; SITE DEVELOPMENT PLAN REQUIREMENTS:

- A. Applications for special uses, conditional uses or provisional permits shall be accompanied by: 1) a site development plan; 2) a site threshold assessment (STH) form obtained from the code administrator; and 3) the applicant's narrative statement outlining, at a minimum, the following:
1. A statement addressing the consistency (or lack of consistency) of the proposed special, conditional or provisional use with the policies of the town of Taos;
 2. A statement setting out any benefits or detriments that the proposed special, conditional or provisional use will have concerning public health, safety or welfare.
- B. The special, conditional, or provisional use site development plan shall consist of at least two (2) parts, one of which shall reflect existing conditions, and one of which shall show proposed land form alterations, improvements and structures, utilities, circulation patterns, land uses and all other detail necessary to describe the proposed special, conditional or provisional use. The site development plan shall contain the following basic information, where applicable; provided, the code administrator may require additional information or more detail as is deemed reasonably necessary to properly interpret and evaluate such plan, **and shall be made in conformance with Section 16.20.080.8:**
1. ~~Existing Conditions:~~
 - a. ~~The special, conditional or provisional use permit site development plan map(s) shall include an accurate true north arrow and shall be illustrated at a minimum scale of one inch equals twenty feet (1" = 20'), on a paper size not to exceed twenty four inches by thirty six inches (24" x 36"). If the subject parcel must be illustrated on more than one sheet of paper, then the applicant shall also include a site development plan at the largest scale possible so that the parcel can be illustrated on one sheet of twenty four inch by thirty six inch (24" x 36") paper. The site development plan shall contain the following detail:~~
 - (1) ~~Boundary survey with a legal description of all property in the development;~~
 - (2) ~~Description of existing sizes, locations and arrangements of the buildings, structures, public and private parking areas, land uses, dedicated/reserved parks and open spaces, both on the property and within three hundred feet (300') of the property;~~
 - (3) ~~Description of existing topography with elevation contour lines at a maximum of four foot (4') intervals;~~
 - (4) ~~Location, size and names of existing public and private streets, public rights of way, alleys, walkways and trails, both on the property and within three hundred feet (300') of the property;~~
 - (5) ~~Location and description of all existing easements, noting purpose and grantee of the easement, both on the property and within three hundred feet (300') of the property;~~
 - (6) ~~The layout and improvement standards of existing private and public streets, pedestrian and bicycle ways, parking areas, and loading areas. The site development plan shall show the~~

~~detailed arrangement of existing parking and loading spaces and the locations of ingress and egress points;~~

~~(7) The location of existing signs, fences, walls and landscaped areas, including a description of existing vegetation and size, location of significant vegetation and other environmental features;~~

~~(8) Locations and size of existing acequias and watercourses, including a description of existing drainage plan and any existing or proposed method of treatment or correction of flooding problems.~~

2. ~~Proposed Changes:~~

~~a. Proposed private and public streets, pedestrian and bicycle ways, parking areas, loading areas and the proposed plan for circulation of vehicles, goods and pedestrians, including any on site or off site traffic mitigation measures. The site development plan shall show the detailed arrangement of proposed parking and loading spaces and the locations and design improvements of ingress and egress points;~~

~~b. Landscape improvement and maintenance plan in conformance with the town of Taos landscape ordinance, identification of any such trees or other significant environmental features that are to be removed and proposed bonding or other assurances for replacement and maintenance of landscaping that fails during the first two (2) years following issuance of occupancy permits for the project;~~

~~c. Drawings of the location, design and size of any proposed signs, fences, or walls;~~

~~d. Detailed description and location of any proposed open spaces including dedicated open spaces and park sites and reserved open spaces, together with proposed instruments, such as irrevocable offers of dedication, deeds, improvement bonds, covenants, conditions and restrictions, or easements that will effectively implement such projects and/or dedications;~~

~~e. Conceptual description of any proposed method of treatment in conformance with the town of Taos storm drainage ordinance or correction of flooding problems, and documentation that acequia rights of way will be respected.~~

C. Prior to the final public hearing before the commission, the following additional information, where applicable, shall be supplied provided the commission and/or code administrator may require additional information as is deemed reasonably necessary to properly interpret and evaluate the plan:

1. Completed traffic study as required by the "Town Of Taos Access Management Manual" and as requested by the code administrator;
2. Utilities improvement plan containing detailed construction drawings and provisions for any required bonding or other financing for any proposed or required public utility improvements including, but not limited to, improvements to sewer, water, electric lines, telephones lines, gas lines, cable, drainage and walkways;

3. Engineered grading, drainage, erosion control and terrain management plan in conformance with the town of Taos storm drainage ordinance and flood damage prevention ordinance;
4. Architectural plans including floor plans, elevations and/or exterior perspectives, and exterior details of all improvements. Construction level detail of floor plans, elevations and/or perspective drawings, and exterior details of all proposed improvements, if applicable;
5. A lighting plan submitted in conformance with the dark skies ordinance ([chapter 15.28](#) of this code);
6. Final implementation plan for all proposed public facilities including, but not limited to, any on site and off site traffic mitigation improvements (such as roadway, signalization, or other measures), public utility improvements (including, but not limited to, sewer, water, electric lines, telephone lines, gas lines, cable), schools, cultural centers, dedicated open spaces, trails, park sites and the like. Such plan shall provide for any required bonding or other financing necessary to implement the plan.

16.20.080.5: ZONE CHANGE SITE DEVELOPMENT PLAN REQUIREMENTS:

- A. Where applicable, the zone change site development plan shall be accompanied by: 1) a site threshold assessment (STH) form obtained from the code administrator; and 2) the applicant's narrative statement outlining, at a minimum, the following:
 1. A statement addressing the consistency (or lack of consistency) of the proposed zone change with the policies of the town of Taos;
 2. How the proposed zone change is consistent with the criteria for approval of an amendment to the code as set forth in section [16.12.060.2](#) of this title for zone changes or for approval of variances as set forth in the definition of "variance", section [16.08.020.3](#) of this title.
- B. The site development plan shall contain the following basic information, where applicable; provided, that the code administrator, commission and/or town council may require additional information as is deemed reasonably necessary to properly interpret and evaluate such plan, **and shall be made in conformance with Section 16.20.080.8:**
 - ~~1. The preliminary schematic site development plan maps shall include an accurate true north arrow and shall be illustrated at a minimum scale of one inch equals twenty feet (1" = 20'), on a paper size not to exceed twenty four inches by thirty six inches (24" x 36"). If the subject parcel must be illustrated on more than one sheet of paper, then the applicant shall also include a site development plan at the largest scale possible so that the parcel can be illustrated on one sheet of twenty four inch by thirty six inch (24" x 36") paper;~~
 - ~~2. Boundary survey with a legal description of the subject property;~~
 - ~~3. Description of existing sizes, locations and arrangements of the buildings, structures, public and private parking areas, ingress/egress of existing parking areas, land uses, dedicated/reserved parks and open spaces, both on the property and within three hundred feet (300') of the property;~~

- ~~4. Location and description of all existing easements, noting purpose and grantee of the easement, both on the property and within three hundred feet (300') of the property;~~
- ~~5. Location, size and names of existing public and private streets, public rights of way, alleys, walkways and trails, both on the property and within three hundred feet (300') of the property;~~
- ~~6. Location and size of existing signs, fences, walls and landscaped areas, including description of existing vegetation and size, location of significant vegetation and other environmental features;~~
- ~~7. Locations, size and names of existing acequias and watercourses, including a description of existing drainage plan and any existing or proposed method of treatment or correction of flooding problems;~~
- ~~8. Description of existing topography with contour lines at a maximum of four foot (4') intervals;~~
- ~~9. Description of capacities of existing public utilities, both on the property and within three hundred feet (300') of the property, to meet utility demands in the event that the property is ultimately developed to the highest extent allowed by any permitted use within the zoning district sought by the applicant;~~
- ~~10. Description of the applicant's proposed method of assuring implementation of any necessary infrastructure, including, but not limited to, traffic mitigation improvements, utility capacity improvements, and other measures that address future potential demands on public resources or public health, safety and welfare by virtue of the uses permitted by the requested zone change or variance. Assurances may take the form of bonding, certificates of deposit or other binding methods acceptable to the town.~~

16.20.080.6: VARIANCE SITE DEVELOPMENT PLAN REQUIREMENTS:

- A. The site development plan shall contain the following basic information, where applicable; provided, that the code administrator may require additional information as is deemed reasonably necessary to properly interpret and evaluate such plan:
 1. Where applicable, the variance site development plan shall be accompanied by: a) a site threshold assessment (STH) form obtained from the code administrator; and b) the applicant's narrative statement outlining, at a minimum, the following:
 - a. A statement addressing the consistency (or lack of consistency) of the proposed zone change with the policies of the town of Taos;
 - b. How the proposed zone change is consistent with the criteria for approval of a variance as set forth in the definition of "variance", section [16.08.020.3](#) of this title.
- B. The variance shall consist of at least two (2) parts, one of which shall reflect existing conditions, and one of which shall show proposed land form alterations, improvements and structures, utilities, circulation patterns, land uses and all other detail necessary to describe the proposed variance. The site development plan shall contain the following basic information, where applicable; provided, the code administrator may require additional information or more detail as is deemed reasonably necessary to properly

interpret and evaluate such plan, and shall be made in conformance with Section 16.20.080.8:

1. Existing Conditions:

~~a. The variance site development plan map(s) shall include an accurate true north arrow and shall be illustrated at a minimum scale of one inch equals twenty feet (1" = 20'), on a paper size not to exceed twenty four inches by thirty six inches (24" x 36"). If the subject parcel must be illustrated on more than one sheet of paper, then the applicant shall also include a site development plan at the largest scale possible so that the parcel can be illustrated on one sheet of twenty four inch by thirty six inch (24" x 36") paper. The site development plan shall contain the following detail:~~

- ~~(1) Boundary survey with a legal description of all property in the development;~~
- ~~(2) Description of existing sizes, locations and arrangements of the buildings, structures, public and private parking areas, land uses, dedicated/reserved parks and open spaces, both on the property and within three hundred feet (300') of the property;~~
- ~~(3) Description of existing topography, if applicable;~~
- ~~(4) Location, size and names of existing public and private streets, public rights of way, alleys, walkways and trails, both on the property and within three hundred feet (300') of the property;~~
- ~~(5) Location and description of all existing easements, noting purpose and grantee of the easement, both on the property and within three hundred feet (300') of the property;~~
- ~~(6) The layout and improvement standards of existing pedestrian and bicycle ways, parking areas, and loading areas. The site development plan shall show the detailed arrangement of existing parking and loading spaces and the locations of ingress and egress points;~~
- ~~(7) The location of existing signs, fences, walls and landscaped areas, including a description of existing vegetation and size, location of significant vegetation and other environmental features;~~
- ~~(8) Locations and size of existing acequias and watercourses, including a description of existing drainage plan and any existing or proposed method of treatment or correction of flooding problems.~~

2. Proposed Changes:

~~a. Proposed changes to the site development plan affected by the variance request, if applicable:~~

- ~~(1) Architectural plans including building footprints, floor plans, elevations and/or exterior perspectives, and exterior details of all improvements. Construction level detail of floor plans, elevations and/or perspective drawings, and exterior details of all proposed improvements, if applicable;~~

- ~~(2) Private and public streets, pedestrian and bicycle ways, parking areas, loading areas and the proposed plan for circulation of vehicles, goods and pedestrians, including any on site or off site traffic mitigation measures;~~
 - ~~(3) Arrangement of proposed parking and loading spaces and the locations and design improvements of ingress and egress points;~~
 - ~~(4) Identification of any such trees or other significant environmental features that are to be removed;~~
 - ~~(5) Drawings of the location, design and size of any proposed signs, fences, or walls;~~
 - ~~(6) Detailed description and location of any proposed open spaces including dedicated open spaces and park sites and reserved open spaces, together with proposed instruments, such as irrevocable offers of dedication, deeds, improvement bonds, covenants, conditions and restrictions, or easements that will effectively implement such projects and/or dedications;~~
 - ~~(7) Conceptual description of any proposed method of treatment in conformance with the town of Taos storm drainage ordinance or correction of flooding problems, and documentation that acequia rights of way will be respected.~~
- ~~C. Prior to the final public hearing before the commission, additional information, where applicable, shall be supplied provided the commission and/or code administrator may require additional information as is deemed reasonably necessary to properly interpret and evaluate the plan.~~

Note Only: Addition of Standards of Review
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C. Standards of Review will Include:

1. Special circumstances or conditions, fully described in the planning commission's findings, are peculiar to the land or building for which the adjustment is sought and do not apply generally to land or buildings in the neighborhood and have not resulted from any act of the applicant subsequent to the adoption of this article. Substandard lot size shall be considered a special circumstance.
2. The circumstances or conditions are such that the strict application of the provisions of this article would deprive the applicant of the reasonable use of the land or building, the granting of the variance is necessary for the reasonable use thereof and the variance as granted is the minimum adjustment that will accomplish this purpose; and
3. The granting of the variance is in harmony with the purpose and intent of this article and will not be harmful to the neighborhood or otherwise detrimental to the public welfare.

Note Only: Deletion of Redundant Text

16.20.080.7: CERTIFICATE OF APPROPRIATENESS REQUIREMENTS:

- A. Applications for a certificate of appropriateness shall be accompanied by a preliminary site development plan and the applicant's narrative statement describing any demolition, relocation and/or new construction, including preservation, reconstruction, rehabilitation and restoration.
- B. The preliminary site development plan shall consist of at least two (2) parts, one of which shall reflect existing conditions, and one of which shall show proposed alterations, improvements and structures, utilities, circulation patterns, land uses and all other detail necessary to describe any changes in use, demolition, relocation and/or new construction, **and shall be made in conformance with Section 16.20.080.8:**
- ~~C. The preliminary site development plan shall include an accurate true north arrow and shall be illustrated at a minimum scale of one inch equals twenty feet (1" = 20'), on a paper size not to exceed twenty four inches by thirty six inches (24" x 36"). If the subject parcel must be illustrated on more than one sheet of paper, then the applicant shall also include a site development plan at the largest scale possible so that the parcel can be illustrated on one sheet of twenty four inch by thirty six inch (24" x 36") paper.~~
- ~~D. The site development plan shall contain the following basic information, where applicable; provided, the code administrator may require additional information or more detail as is deemed reasonably necessary to properly interpret and evaluate the certificate of appropriateness request.~~
- ~~E. The preliminary site development plan shall contain the following minimum detail:~~
 - ~~1. Existing Conditions:~~
 - ~~a. Boundary survey with a legal description of all property in the development;~~
 - ~~b. Description of existing sizes, locations and arrangements of the buildings, structures, parking areas, land uses, dedicated/reserved parks and open spaces on the property;~~
 - ~~c. Location and description of all existing easements, noting purpose and grantee of the easement on the property;~~
 - ~~d. The layout of pedestrian and bicycle ways, parking areas, and loading areas, if any. The preliminary site development plan shall also show the locations of ingress and egress points;~~
 - ~~e. The location of existing signs, fences, walls and a description of any significant vegetation, landscaping and environmental features.~~
 - ~~2. Proposed Changes:~~
 - ~~a. Sketch of architectural plans, including floor plans and elevations, with indications of all improvements including building windows and doors and proposed colors for all street visible surfaces;~~
 - ~~b. Proposed locations and design improvements of ingress and egress points, if applicable;~~
 - ~~c. Landscape identification of any such trees or other significant environmental features that are to be removed;~~

- ~~d. Drawings of the location, design and size of any proposed signs, fences, or walls;~~
- ~~e. Description and location of any proposed open spaces.~~

16.20.080.8: GENERAL SITE PLAN REQUIREMENTS:

A site development plan for building permits shall be accompanied by a site threshold assessment (STH) form obtained from the code administrator. The general site development plan shall contain the following basic information, where applicable; provided, the code administrator may require additional information or more detail as is deemed reasonably necessary to properly interpret and evaluate such building permit application:

- A. A site development plan that includes an accurate true north arrow and shall be illustrated at a minimum scale of one inch equals twenty feet (1" = 20'), on a paper size not to exceed twenty four inches by thirty six inches (24" x 36"). If the subject parcel must be illustrated on more than one sheet of paper, then the applicant shall also include a site development plan at the largest scale possible so that the parcel can be illustrated on one sheet of twenty four inch by thirty six inch (24" x 36") paper;
- B. Boundary survey with a legal description of all property in the development;
- C. Warranty deed or notice of valuation showing proof of ownership;
- D. Description of existing public utilities, including, but not limited to, sewer, water, gas, electric, telephone and cable and plans for proposed public utility improvements;
- E. Location and description of all existing easements (including overhead easements), noting purpose and grantee of the easement, both on the property and within three hundred feet (300') of the property;
- F. Location, size and names of public and private streets, public rights of way, public and private parking areas, alleys, walkways and trails on the property;
- G. A description of sizes, locations and arrangements of the buildings and structures and their land uses;
- H. Ingress/egress of parking areas, location, arrangement and dimensions of parking spaces showing ADA spaces if applicable;
- I. Dedicated/reserved parks and open spaces on the property;
- J. Location and size of landscaped areas including a description of existing and significant vegetation and other environmental features. The site plan shall contain a final landscape improvement and maintenance plan in conformance with the town of Taos landscape regulations ([title 15, chapter 15.12](#) of this code);
- K. Drawings of the location, design and size of any proposed or existing signs, fences, and walls;
- L. If applicable, final implementation plan for all proposed public facilities including, but not limited to, any on site and off site traffic mitigation improvements (such as roadway, signalization, or other measures), schools, cultural centers, dedicated open spaces, trails, park sites and the like. Such plan shall provide for any required bonding or other financing necessary to implement the plan;
- M. A description of existing topography with elevation contour lines at a maximum of two foot (2') intervals;
- N. Locations and size of existing acequias, watercourses and arroyos, including a description of existing drainage plan and any existing method of treatment or correction of flooding

- or erosion problems and documentation that existing acequia rights of way shall be respected;
- O. Stamped engineered grading, drainage, erosion control and terrain management plan in conformance with the town of Taos storm drainage ordinance and flood damage prevention ordinance and any other applicable ordinance for commercial, multi-family and subdivisions;
 - P. Conformance with dark skies ordinance ([title 15, chapter 15.28](#) of this code);
 - Q. Architectural and engineer plans (stamped by a registered architect and/or engineer in the state of New Mexico) for all commercial, industrial and large scale residential projects, including:
 - 1. Floor plans showing all rooms and uses, locations, sizes and types of windows and doors;
 - 2. Label all smoke detection devices;
 - 3. Framing plan showing size, spacing and spans of joists and girders, rafters and headers with wood products specified;
 - 4. All truss details showing method of attachment to columns, walls, etc.;
 - 5. Foundation plans indicating the size, location and depth below grade of all footings, piers and stem walls and also showing the size and spacing of all steel reinforcements;
 - 6. Roof plans including slope and material;
 - 7. Grade elevations at one-eighth inch ($\frac{1}{8}$ ") scale with respect to finished floor elevations showing all four (4) views (north, south, east and west) and exterior details of all improvements in accordance with the design standards of section [16.20.030](#) of this chapter;
 - R. Approved construction industries division mechanical and electrical plan reviews required for commercial projects;
 - S. Submittal of septic tank permit and well permit or the completed town of Taos water and sewer hookup application.

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- 3 Severability.** If any provision of this ordinance is, for any reason, held to be unconstitutional or otherwise unlawful by a court of competent jurisdiction, such decision shall not affect the legality or validity or enforceability of any other provision of this ordinance. The Council hereby declares that it would have passed this ordinance irrespective of the fact that any one or more of its provisions would be declared unconstitutional or otherwise unlawful.
 - 4 Effective Date.** This ordinance shall be effective immediately upon its final passage and adoption.

ORDAINED, ADOPTED, AND APPROVED this 12th of December, 2012 by the following vote:

Mayor Pro Tem Andrew T. Gonzales	_____
Councilmember Rudy C. Abeyta	_____
Councilmember Michael A. Silva	_____
Councilmember Frederick A. Peralta	_____

TOWN OF TAOS

Darren M. Cordova, Mayor

ATTEST:

APPROVED AS TO FORM

Renee Lucero, Town Clerk

C. Brian James, Town Attorney