

**MINUTES OF THE CITY OF HISTORIC PRESERVATION ADVISORY BOARD  
HELD IN THE JANELL WHITLOCK MUNICIPAL COMPLEX ON MARCH 19, 2026,  
AT 1:30 P.M.**

Present:	Ken Britt	Chairman
	Larry Mitchell	Vice Chairman
	Dr. David McIntosh	Board Member
	Veronica Barnhart	Board Member

Also Present:	Stephan Brown	Compliance Clerk
	Jeff Patterson	Director of Planning and Zoning
	Trysha Ortiz	Deputy Director Planning and Zoning

01:40:41                    **1. Roll Call and Determination of Quorum**

Roll was called, confirming the presence of a quorum.

01:41:09                    **2. Approval of Meeting Minutes – February 19, 2026**

**MOTION**

The motion was made by Mr. Mitchell to approve February 19, 2026 minutes seconded by Ms. Barnhart.

**VOTE**

The vote was as follows: Yes – **Mr. Britt, Mr. Mitchell, Dr. McIntosh, Ms. Barnhart**; No – None; Absent – None; the motion carried.

01:41:42                    **3. Transitional Overview – Stephan Brown, Compliance Clerk**

**Stephan Brown** stated that the new Chapter 2 Ordinance is to help resolve any differences between the boards, committees, and commissions. He stated that some changes have been made, such as time, frequency, location, attendance, and the maximum voting members. **Mr. Brown** emphasized that attendance will be strictly enforced moving forward. He also stated that the board will be limited to a maximum of 5 voting members; however, no current members will be removed and will instead complete their terms. **Mr. Britt** inquired whether a board member who is out of town could participate by phone to help establish a quorum. **Mr. Brown** clarified that phone participation is permitted when it is difficult or impossible to attend in person. **Mr. Patterson** stated that during the summer Dr. McIntosh is traveling on business and would not be able to attend in person, would this constitute an automatic resignation. **Mr. Brown** said that he would consult with City Clerk, Nadine Mireles, regarding the possibility of excusing his absences during that time and provide an update at the next meeting.

01:52:56

**4. Nomination and Vote of Chair and Vice-Chair**

**MOTION**

The motion was made by Mr. Mitchell to nominate Mr. Britt for Chairman and Mr. Mitchell as Vice Chairman seconded by Dr. McIntosh.

**VOTE**

The vote was as follows: Yes - **Mr. Britt, Mr. Mitchell, Dr. McIntosh, Ms. Barnhart;**  
No - None; Absent - None; the motion carried.

01:58:30

**5. Nomination and Vote of New Board Member**

**MOTION**

The motion was made by Mr. Britt to nominate Marsha Doss as the new board member seconded by Ms. Barnhart.

**VOTE**

The vote was as follows: Yes - **Mr. Britt, Mr. Mitchell, Dr. McIntosh, Ms. Barnhart;**  
No - None; Absent - None; the motion carried.

02:00:28

**6. Discussion regarding the progress of the research for the Carlsbad Historic District and Downtown Carlsbad**

**Mr. Britt** stated he asked Jameson to research the new overlay to make it more inclusive. He stated he would follow up with Jameson before the next meeting to provide an update.

02:01:34

**7. Discussion of the Historic Preservation Overlay Zone District Ordinance**

**Mr. Patterson** stated that he is working with City Attorney, Barbara Hodgson to incorporate the proposed changes into the Zoning Ordinance, with the goal of presenting the amendments to the Council. **Mr. Britt** requested that Karla McWilliams, Deputy Director of the New Mexico Historic Preservation Division, review the amendments before their presentation. **Mr. Mitchell** asked whether establishing an overlay zone would require approval from a certain percentage of property owners. **Mr. Patterson** responded that communities should have the authority to set eligibility criteria for historic landmark designation. **Mr. Britt** noted that a portion of the Bujac property has been sold and is being prepared for construction. **Dr. McIntosh** indicated that a permit must have been issued and that the property is associated with historic landmarks. **Mr. Mitchell** added that the property is listed on the National Historic Registry and emphasized its significance, noting that its value extends beyond the structure itself to the history of its occupants. **Mr. Britt** expressed interest in the City becoming a Certified Local Government (CLG), explaining that such a designation would help ensure that any permit requests that could impact historic landmarks would be properly flagged and reviewed.

02:11:45


**8. Discussion regarding the property at 202 S. Main St.**

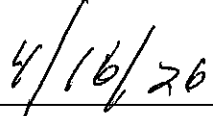
**Trysha Ortiz** stated that the subject property is located within the historic overlay, has deteriorated significantly, and now poses a safety risk. She said aerial photos from January 17, 2026, show structural issues, including a failing roof and an unsecured building. She said the property is owned by Colors Unlimited of Hobbs, which holds three parcels on the site; however, multiple attempts to contact the owner have been unsuccessful. She said vehicles visible on-site are believed to belong to the neighboring property, Granger's Auto Body. **Ms. Ortiz** noted the property was previously listed for tax sale, but the taxes were brought current in 2025. She expressed interest in preserving the structure, citing its historical significance, and offered to seek a contractor estimate to secure and stabilize the building. She outlined the condemnation process, explaining that continued nonresponse would lead to legal notification and a Council hearing, where the owner would have an opportunity to bring the property into compliance before the City proceeds with abatement and places a lien. **Mr. Patterson** stated that an inspection will be arranged to assess the structure, particularly the roof. **Mr. Britt** asked if the assessment could be completed before the next meeting. **Ms. Ortiz** indicated she would coordinate with the building inspector about the structure. **Mr. Patterson** expressed a preference for securing and stabilizing the building rather than demolition, and the potential for historic preservation resources was noted. **Mr. Ortiz** stated that if the city can secure the property and contact the owner, allowing an opportunity to secure funding for repairs. **Mr. Mitchell** asked whether the condemnation could be postponed if the inspector determines the property is in good condition. **Ms. Ortiz** said in such a case, the building would be secure.

02:41:16

**Adjourned**

With no further business to discuss, Mr. Britt adjourned the meeting at 2:41 PM.

  
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Ken Britt, Chairman

  
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Date