Village of Corrales
Planning & Zoning Department
4324 Corrales Road, Corrales, New Mexico 87048
Phone: (505) 897-0502 / Fax: (505) 897-7217

PLANNING AND ZONING COMMISSION
Date of Meeting: Wednesday, September 16, 2020, 6:30 PM
Location of Meeting: TELECONFERENCE

DRAFT AGENDA

This will be a Zoom Teleconference Planning and Zoning Commission meeting. The public is allowed to join. You are encouraged to join the meeting before 6:35pm so that we may know who is in attendance. The meeting link is:
https://us02web.zoom.us/j/87447221122?pwd=YXRRU3ZmN1ZWPZVM2K3IPb0trUT09

*Please email L.Stout@corrales-nm.org so you can be sent a clickable meeting link!

You may be prompted to enter the meeting ID: 87447221122#. The passcode is: 047134.
If you do not have a built-in microphone on your computer, the phone number to call in to the meeting is: 1-646-876-9923.
*Please join the meeting a few minutes before 6:30 pm.

Please email Laurie Stout at L.Stout@corrales-nm.org if you wish to attend or speak at the meeting about an agenda item, so we can email you the link, acknowledge you and have you sworn in.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

August 19, 2020 Meeting Minutes

V. CORRALEÑOS PUBLIC FORUM (Comment on items not otherwise on Agenda – 3- Minute limit)
VI. PUBLIC HEARING ITEMS

SUB 20-10 (Final Plat) Applicant and trustee Claudia Miller and Jennie Stonecipher of Dehler Surveying are requesting Final Plat approval for a 4-lot subdivision “Lands of Peter and Patricia Smith” from approximately 4.3-acre Tract 107 D-1-A-1-B, Map 18. This property includes the site addresses of 294 Old Church Road, 266 Old Church Road, and 2 Sandy Lane. The platting action will also dedicate the adjoining portion of Old Church Road (an additional approximately .3-acres) to the Village of Corrales. The property is zoned A-I Agricultural and Rural Residential.

SDP 20-02. (Site Development Plan) Applicants Richard and Jacob Thaler are requesting Site Development Plan approval for “Dendro Technologies” at 4404 Corrales Road. The woodworking enterprise will harvest dead and down trees and using a band saw and other tools, fabricate live edge slab planks for sale as is or to create furniture. The property is zoned C- Neighborhood Commercial.

VII. OTHER BUSINESS

VIII. PZA REPORT

IX. COMMISSIONERS FORUM

X. NEXT MEETING: October 21, 2020

XI. ADJOURNMENT

Laurie Stout, Planning and Zoning Administrator

Date
DRAFT MINUTES

This will be a Teleconference Planning and Zoning Commission meeting. The public is allowed to join. You are encouraged to join the meeting before 6:35pm so that we may know who is in attendance. The meeting link is:
https://us02web.zoom.us/j/82687189580?pwd=UDgwaDJQVnRmbkl6dEVaSkV0ZE1DOT09
Those without internet access or a computer microphone may also phone in to the meeting at 1-312-626-6799. The meeting ID is 826 8718 9580#. Please email Laurie Stout at LStout@corrales-nm.org if you wish to speak during the meeting about a particular agenda item, so we can email you the link, acknowledge you and have you sworn in.

I. CALL TO ORDER

II. ROLL CALL

Present: John McCandless, Sam Thompson, Michele Anderson, Jerry Stermer, Ken Killebrew, Cameron Barnes and Melissa Morris. A quorum was present.

III. APPROVAL OF AGENDA


IV. APPROVAL OF MINUTES

July 1, 2020 Regular Meeting

Approve July 1, 2020 Minutes: Ken Killebrew. Second: Cameron Barnes. Vote, Yes: John McCandless, Sam Thompson, Michele Anderson, Jerry Stermer, Melissa Morris, Ken Killebrew, Cameron Barnes. (Unanimous)

July 15, 2020 Regular Meeting

V. CORRALEÑOS PUBLIC FORUM (Comment on items not otherwise on Agenda – 3-Minute limit) (none)

VI. PUBLIC HEARING ITEMS

SUB 20-08 (Sketch Plan) Rachel Mathews Development Corporation, represented by agent Community Sciences Corporation, is requesting Commission review and comment for a proposed 5-lot subdivision, “Pequenos Milagros”. The 6.50-acre property is zoned A-1 and comprises existing Tracts 93A and 94A, and is located between Old Church Road and Loma Larga, north of Old Church Lane.

Tom Patrick (surveyor, sworn): We’re here to present a sketch plat of our proposed Pequenos Milagros subdivision, in which we’re proposing to subdivide that acreage into 5 new lots, to create a road for access with turnaround. We are here to seek your comments about this project.

Commissioner Stermer: Will proposed Lot 1 be accessed via Crew Lane or Old Church Road?

Steve Nakamura (owner of Rachel Matthew Development, sworn): We are creating a gated community, so all lots will be accessed off Crew Lane.

Commissioner Stermer: I see an arrow that says gate, Knox Box and maintained entrance. That’s the gate to the whole Crew Lane?

Patrick: Yes, that’s a gated community.

Commissioner Thompson: I see there’s going to be some kind of decorative wall along Old Church Road?

Nakamura: Our plans are to encompass the whole property with a pipe row fence.

Chair McCandless: You’re not looking at a solid wall along Old Church Road?

Nakamura: No, we’re not.

Chair McCandless: Ms. Stout, has Fire Chief Martinez approved the turnaround?

PZA Stout: It appears to meet our standard. An 80-foot turnaround, with additional space as per Section 18-81: (turnarounds) must have an outside roadway diameter of 80 feet, and a total street diameter of 100 feet. I did also have a question, to clarify something. The plan mentions a five-foot trail within that 32-foot private road easement. But I noticed somewhere else it says “an 8-foot pedestrian trail.” Which is it?

Nakamura: What parallels the road is 5 foot; when you get to the very back of the subdivision past the cul-de-sac, we’re creating an easement so our homeowners can be able to walk on the ditch. It’s 8 feet from cul-de-sac to the Main Canal.

Chair McCandless: A fairly significant unresolved question is the offsetting roads. We do have 125 feet (needed) between roads. What is the current plan for resolving that? Between Pueblito, or Alegria?

Patrick: We’re placing the road along the north side so that we have the maximum separation. We put it as far from Old Church Lane as possible.

Nakamura: It doesn’t line up with Pueblito.

Chair McCandless: In Ms. Stout’s summary to the Commission, she mentioned ordinance 18-81 regarding street jogs, need a minimum offset of 125 feet here. Do we know that the proposed Crew Lane will meet that ordinance requirement?

Patrick: It’s as far away as we can make it.

Chair McCandless: That hasn’t been surveyed and we don’t know the distance?

Nakamura: We are more than 125 feet north of Pueblito.

Chair McCandless: That’s been surveyed and we know that?

Nakamura: Yes, we do.

Commissioner Thompson: I think it’s Alegria that’s the issue.

PZA Stout: In my summary I stated that if the centerline of (proposed Crew Lane) is less than 125 feet from Alegria, a Variance request would be needed, and I can ask Chief Martinez to weigh in. The (streets) certainly aren’t across from one another, but potentially closer than 125 feet.

Chair McCandless: It sounds like that’s something that needs to be confirmed and dealt with if need be.

PZA Stout: In my summary I stated the surveyor and I did discuss the placement of the proposed private access road. It’s in the best spot it can be in, and if it turns out it’s less than 125 feet the Village will request a Variance application to be submitted along with the Preliminary Plat.
Commissioner Anderson: Will the 8’ pedestrian access be gated, or open?
Nakamura: It’s going to be specifically for the homeowners in this subdivision. It will be gated and closed up.
Ross Slough, 699 Old Church Lane, (public commenter, sworn): I’m just here to listen and learn. We live here and are going to watch and see how this goes.
Janet Anthony, 817 Old Church Rd, (public commenter, sworn): I couldn’t find the agenda and packet.
Will there be access to the ditch east of Loma Larga?
Nakamura: That’s what that 8-foot strip is for. Access to the ditch. It will be for horses, pedestrians to go through there, but again, only for the five home owners in that property.
Bonnie Gonzales, 679 Old Church Road, (public commenter sworn): I understand you are doing a pipe fence around the entire property. That will also go along the south side (Old Church Lane). We have irrigation in that north end, and we are concerned that when the pipe fence goes in, it doesn’t compromise our irrigation infrastructure. That it be put in place off our property line.
Nakamura: That is a very reasonable request and we will work with you to not interfere with anything you have in place.
Gonzales: When you put cement footings in, they should also be completely on your property.
Nakamura: We’ll be very cognizant of everything out there. I want to give an overview of what’s on the property right now. There was a major fire on that property and a house was burned that was never torn down. (Another) house was leveled with a basement. Four or five structures were just abandoned. One with graffiti.
We’re going to clean that up, get rid of the debris. I hope the folks who live close will appreciate it. It’s really an eyesore, and a hazard. When you see this in a couple of months it will look much better.
Gonzales: I appreciate your comments. It is very dangerous.
Nakamura: One of the surveyors fell into a well and broke his leg.
PZA Stout: What is the lot width on the eastern border?
Patrick: About 210 feet.
SUM 20-09. (Summary Plat) Property owners Charles Davis and Michael Twining, represented by agent Community Sciences Corporation, wish to adjust a lot line between their respective lots known as Lots 1 and 2, Land Division of Tract 25, with a total area of 2.39-acres. This property is zoned A-1 and is located along Lujo de Tres off Corrales Road.
Tom Patrick: We are proposing to take lots 1 and 2 and just adjust the line between the two. The property owners have come to an understanding of the land they want to swap.
Chair McCandless: I was looking at three circles along the proposed new lot line. I assume those are septic systems?
Patrick: The northerly one and middle one are wells, and the southerly one is septic.
Chair McCandless: What about the one near the house?
Patrick: That is a well.
Chair McCandless: There are three wells currently on that lot?
Steve Nakamura: This is another one of our projects. There’s one that is not operable. And septic is being remedied as part of the new house that’s going up for the Davises.
Patrick: The septic is going to be removed and replaced by a new system?
Nakamura: Yes, it is.
(Discussion of active wells and septic on the properties.)
Charles Davis, 20 Apple Blossom Lane, (property owner, sworn): There’s no cap or pump next to the road. Looks like casing that’s been abandoned. We’ll try to cap that off, no intention to use. Get rid of it altogether.
Chair McCandless: Sounds like you are eliminating two of the three wells.
Davis: There are septic tank lids that will be moved, and the leach field moved as well. From what I understand, those two circles on southeast corner, those are septic lids. There’s a well casing on the north end of the property, that’s going away.
Chair McCandless: You are familiar with the environmental department requirements?
Davis: Yes, sir.
Motion to approve SUM 20-09: Cameron Barnes. Second: Thompson. Vote, Yes: John McCandless, Sam Thompson, Michele Anderson, Jerry Stermer, Melissa Morris, Ken Killebrew, Cameron Barnes. (Unanimous.)

SDP 20-01. (Site Development Plan) Applicant and property owner Jennifer Robinson (with landscape architect Amy Bell) requests Site Development Plan approval for a two-unit short-term rental, office space and laundry located at 4036 Corrales Road. The property is zoned C- Commercial.

Jennifer Robinson, 4036 Corrales Road (property owner, sworn): Our family lives here in the main house. We are proposing to take the existing two car garage that has a side storage room, and convert that space while also adding on a 7-foot extension to the back side of it to turn into two short-term rental suites.

Commissioner Anderson: What is the drive access to get from Corrales Road to the five parking spots?

Robinson: Priestly Road. That's the current access to the garage now.

Commissioner Anderson: Where is the access point relative to the garage? Where do you pull in to get to any of the parking spots?

Robert Robinson, 4036 Corrales Road (property owner, sworn): The access is off Priestly Road where the current garage is. The parking is on the north side of the lot.

Commissioner Anderson: You are saying 64 feet is going to be open?

Jennifer: Yes, open with no fencing to Priestly Road.

Commissioner Anderson: Ms. Stout, do we have a limitation on how big a drive pad can be?

PZA Stout: I don’t remember, I’m going to have to check.

Chair McCandless: There is an ordinance limiting driveways to 24 feet.

Commissioner Anderson: You can’t just have an open space for cars to just drive in off the road. You have to have a driveway to get from point A to point B.

Chair McCandless: I would suggest—from the drawings that you’ve provided—the appearance is that folks would back onto Priestly Road. That doesn’t seem to be a safe condition at all. That doesn’t adhere to our ordinances (regarding) access to a property. I think that is a significant issue.

Commissioner Anderson: They are also at a 60 degree angle. That means they would have to back out, and then go forward and turn around to get onto Corrales Road. That is very unsafe, you can’t do that.

Jennifer: I see our landscape architect is here, who helped us design the parking.

Amy Bell, Groundwork Studio and New Mexico Main Street, (landscape architect, sworn): We’ve been providing technical design work for this project. The design challenge here was that we were looking at providing the required or desired number of parking spots. We were trying to avoid having to take out any trees. The backup parking onto Priestly was the most efficient use of space. We understand that’s not ideal, but we do see several instances of it in Corrales, including the Mercado Maya which is out onto the NMDOT right of way.

PZA Stout: I did discuss with Ms. Robinson the fact that there is some existing driveway space west of the building being proposed to converted into short-term rentals, and could that not be utilized?

Bell: We looked at several configurations to use that driveway. Looking at the required number of spaces and ADA spaces, it gets extremely tight. It takes up a lot of valuable green open space for parking. Because Priestly Road is rural and not used very often, and because there is precedence in Corrales for back out parking, we wanted to bring that to the Commission. Just with an understanding of how these spaces are going to be used, it seemed like the most efficient and responsible way to use that space. If it is in violation of Code, we can revise it.

Commissioner Thompson: I really appreciate the desire to keep the Cottonwood trees. But in looking at the ultimate phases, you’re going to be looking at putting in a sizable parking lot someplace on that property.

Bell: Yes, but that will be on the south side where there aren’t many trees.

Commissioner Thompson: That parking is envisioned over where the horse corrals are?

Bell: Correct.

Commissioner Thompson: That would not be acceptable parking for the short-term rentals?

Jennifer: It puts people on the opposite side of the property. We really would like one of the rooms be ADA compliant and have an ADA space right there.

Chair McCandless: Ms. Stout, I noticed the parking spots overlap the setbacks.
PZA Stout: I had suggested they look at parking on the west side, because they (appear to be) flush against the property line. There could conceivably be some parallel parking on that northern side, but moving the other spaces to the west side.

Chair McCandless: Ms. Robinson, you show 6+ parking spaces. Your requirement for the two (short-term rental) rooms is three spaces. You could technically get away with three parking slots. Is there a reason you’ve gone with twice that?

Jennifer: Our family lives there, and our neighbors have concerns about there being street parking. We were looking at keeping our family cars off the street. We tried to make as much parking as we could.

Commissioner Thompson: The proposed laundry, is that just to be used by the homeowners or the people maintaining the short-term rentals? Not a commercial laundry?

Jennifer: No, just for our use. The same with the (proposed new) office space, just for me.

Mary Boliek, 54 Priestly Road, (public commenter, sworn) I appreciate the Commission spending so much time looking at the parking. As the next door neighbors, that is our main concern. We know there are future (plans) for more business and more parking coming into that property. We are concerned about the traffic on Priestly and how congested it already is. Thank you to the Robinsons for being so considerate and coming to talk to us about these things, even before this meeting. We are here in support of our neighbors, while being clear about what is going to happen in the neighborhood.

I have questions about the remodel. Can the Village assure us that any lighting conforms to Village ordinances about light pollution—not having bright lights spill onto (adjoining) properties?

PZA Stout: Yes, that would be addressed in the building permit stage. If something were to be put in that was not compliant, it would have to be removed.

Boliek: We were also concerned about quiet hours. Will the Village and the neighbors assure us that those quiet hours will be observed?

PZA Stout: I would ask that the applicant answer that for the record.

Jennifer: Yes, we will be respectful. We live there as well and will be abiding by noise ordinances.

Boliek: We wondered if there would be a sign advertising the bed and breakfast, and would it be lighted? Block field of vision from Corrales Road and Priestly?

Jennifer: At this time we aren’t planning to erect signage. In the future, the existing historical sign pole out front would be what we would use. I can’t imagine any additional signage that would be needed, that would hinder any sight lines.

Boliek: If incoming guests will be allowed to have pets, can the owners assure the guests know about leash laws and waste management for animals on the property? As we bring people in to the neighborhood, they need to know what the rules are. Can we be assured those rules will be followed?

Jennifer: Yes, if we even decide to have guests bring pets at all, that would be included in their notebook of rules in the rooms. Pet waste on our property would impact us.

Boliek: It seems like there is enough room in that space off Priestly Road that you already use as residents. If the guests who are staying there can make a backup turn before heading onto Priestly. Backing out is the real hazard.

Jennifer: That was always my initial interpretation of the space. It’s pretty easy to pull in and out. You can easily have three cars there. But as we tried to put in the ADA space, and we have plans to create a courtyard (on the west side) which goes into that space as well. It pushes us closer to the cottonwood on the other side. As we started to draw it, we went back and forth on the five parking spaces. We felt this was the best way to preserve the landscape. Laurie, I didn’t ignore that you said maybe the parking would be better inside. It’s a challenge for sure.

Bell: We wanted to be sure we provided enough room not only around the tree, but around the mailboxes.

Boliek: The previous owners ran two businesses out of that property and did not provide off-street parking. We have watched while these ordinances have been abused. We want to support business, but in a good, safe way. Traffic backed up along Priestly Road and it was very dangerous for pedestrians, equestrians, bicyclists and skate boarders trying to get across to the park. We just want it to be safe. I appreciate your time and your answers, and taking our concerns into consideration. Thank you Planning and Zoning.

Commissioner Anderson: We need to talk about the 24 foot limit on the driveway access. The ADA spot and ramp are taking up 20 feet. Do we have a limit to how many driveway openings a business can have? And the
60 degree angle, you can pull in fine, but then you have to back out and you're pointing in the wrong direction.

And where is this cluster mailbox?

Jennifer: It is west of the ADA space.

Commissioner Anderson: So they would be backing up while people are trying to get to their mailboxes.

PZA Stout: I now have the ordinances in front of me that relate to Commercial zone parking placement.

Parking areas shall be placed off the street to the rear and sides of buildings whenever possible. All development within the Corrales Road Commercial Area shall provide driveways for vehicular access based on the following restrictions: primary access should be from Corrales Road; however, the Commission may allow primary access from another street provided the applicant can demonstrate there will be no adverse effect or noise, glare or odors, and that the alternate access will not be contrary to public safety. I will point out there is already a driveway here (off Priestly Road). It goes on to say: for every 150 feet of frontage along Corrales Road there shall be no more than one driveway providing ingress and egress; and no driveway shall have a width in excess of 28 feet, and all driveway areas shall be clearly defined by landscaping walls and/or fences.

Chair McCandless: It would be interesting to look at the ordinances and what they say about parking overlapping the setbacks. I would think the parking should be within the setbacks.

Commissioner Killebrew: The request is for two one-bedroom units. Our parking ordinance is one and a half parking spaces per unit. You should be asking for three off-street parking spaces for your two guest rooms. I also noticed you have designated two parking spaces in front of the big house, for your personal parking.

Jennifer: Correct.

Commissioner Killebrew: You don’t really need (five) parking spaces for those two rental units.

Jennifer: We did provide more spaces than were actually necessary. We were trying to err on the side of having ample spaces in case we were to have people over.

Commissioner Killebrew: The 60 degree angle seems to be the stumbling block.

Bell: Could the 60 degrees be in the other direction, or is the back out parking just not acceptable?

Chair McCandless: The 60 degree issue is part of it. You are backing out into a public street. Granted that it has happened in other parts of the Village, but part of our role is to ensure that ordinances are enforced and safe conditions are met from this time forward; the ordinance only allows a 28 foot driveway opening onto the road. It is a significant issue, more than just the angle.

Jennifer: I noticed when Laurie read the ordinance that it is preferable to have parking to the rear or side when possible. It sounds like the safety of pulling off the street supersedes that.

Chair McCandless: My take is having the parking to the side or rear is an aesthetic issue. I’ve had to back out of the Mercado and it’s an uncomfortable feeling. I don’t think it would behoove us as a Commission to encourage that.

Commissioner Killebrew: Is the back out problem with the Commercial, or all residential roads, period?

Chair McCandless: I don’t know that we have an ordinance that prohibits backing out into a roadway, but we have an ordinance that addresses the width of the driveway opening. Safety is a concern.

Commissioner Stermer: I wonder if what the administrator read didn’t kind of reference that.

PZA Stout: The ordinance references a driveway with maximum width, and that implies you have a driveway that you take into your parking area.

Commissioner Stermer: This road is one that has people coming and picking up their mail. The neighbors mentioned children, skateboards, etc. Commissioner Killebrew made some really good observations about the number of spaces needed, I feel the applicant and the architect could work at this a little more.

Commissioner Anderson: I move we defer SDP 20-01 until we get a better defined access to the property off Priestly road and the parking spaces. Second: Sam Thompson. Vote: Yes: John McCandless, Sam Thompson, Michele Anderson, Jerry Stermer, Melissa Morris, Ken Killebrew, and Cameron Barnes (unanimous).

VII. OTHER BUSINESS

VIII. PZA REPORT (PZA Laurie Stout gave her report.)
Ron Curry, Village Administrator: I wanted to be here tonight to support Laurie in her efforts and to thank the Commissioners for your service to the Village of Corrales. One of the things in Corrales is that there are so many properties that are questionable as to whether they’ve been permitted or permitted correctly. We are trying to protect the Village from any liabilities, so we work for accountability in everything we do—making sure permits are being issued, making sure we are in compliance with the Construction Industries Division of the State. We’re working for sustainability; turnover is not good for any organization. In any municipality, Planning and Zoning is always the most controversial and most highlighted action in any community. It’s where it’s happening, because it’s so personal. I wanted to come here tonight to give support to the work that you do and Laurie’s work. Corrales is challenging. We’re not flush with money but what we are flush with is people who are trying to do the best for the Village, including the Planning and Zoning Commission.

Chair McCandless: Aaron mentioned at our last meeting that there might be some possible ordinance work coming up?

Aaron Gjullin: I believe abandoned properties is still a possibility on the docket. The other was A-1 ancillary building conditions. I believe A-1 ancillary buildings was solved. I doubt that you’ll see that. We had some discussion about private roads. Abandoned buildings may be the next thing that comes up.

Curry: We are glad Aaron has the depth of knowledge that is a plus to all the work that we’re doing in the Village. The Mayor is working on a creative way to have a virtual grand opening for the P&Z building. The old fire house has got a new life. For Laurie and her staff, it’s going to be a much more comfortable place to work. Planning and Zoning is such a challenging place to be no matter what town you’re in.

IX. COMMISSIONERS FORUM

X. NEXT MEETING: September 16, 2020

XI. ADJOURNMENT

Sam Thompson: Move to adjourn. Second: Michele Anderson. (Unanimous yes.)

Laurie Stout, Planning and Zoning Administrator Date
Applicant and trustee Claudia Miller and Jennie Stonecipher of Dehler Surveying are requesting Final Plat approval for a 4-lot subdivision “Lands of Peter and Patricia Smith” from approximately 4.3-acre Tract 107 D-1-A-1-B, Map 18. This property includes the site addresses of 294 Old Church Road, 266 Old Church Road, and 2 Sandy Lane. The platting action will also dedicate the adjoining portion of Old Church Road (an additional approximately .41-acres) to the Village of Corrales. The property is zoned A-1 Agricultural and Rural Residential.

**History:** This proposed platting action came before the Commission first as a Sketch Plan in September of 2019, then as Preliminary Plat on June 17, 2020. After discussion and a proposed waiver to roadway width which was not pursued further, the Preliminary Plat was approved unanimously by the Planning and Zoning Commission with one condition: that the fence located within the proposed dedicated Old Church Road right-of-way be removed by the applicant. This was completed prior to this final plat. The property owner to the west has since had a new fence built, which is on his side of the property line.

**General:** A well sharing agreement exists, that will be filed once lots are sold and the agreements are signed by new owners.

The Commission noted a septic leach field that currently lies under the driveway portion of Lot 4. I have spoken with both their septic contractor and NMED about this. Septic permits are underway. NMED will provide final septic permits for all four lots, but only when the lots have been created (approved and filed in Sandoval County).

Per Village Code Section 18-87 Final Plat (2): The final plat of the subdivision and accompanying documents shall show:

a. **Boundary lines with accurate distances and courses.**

b. **Correct legal description which shall refer to permanent monuments, number of each lot in progression, and dimensions of same.** All property corners shall be set with rebar and cap, or other acceptable materials, and identified as such on the final plat. *(See Steve Grollman email dated August 19, 2020)* We located all lot corners properly marked, as well as the new western boundary of Old Church Road. Legal descriptions are correct.

c. **Lines of all proposed streets and alleys with their widths and names.**

d. **Accurate outline of any portions of the property intended to be dedicated for public use or for the use of the owners of the lot fronting or adjacent to the land, together with dimensions of same.** “Parcel A”, at .41 acres, is the portion of Old Church Road being dedicated to the Village of Corrales and is appropriately staked and noted in the legal description.

e. **Line of departure of one street from another.**

f. **Names and widths of adjoining streets and alleys abutting the subdivision drawn in dashed lines.**

g. **All lots designated by numbers or letters, and streets, avenues and other grounds designated by names, letters or numbers.**

h. **Building setback lines shown by narrow dashed lines, if required.**

i. **Location of all easements provided for public use, services or utilities.**

This plat grants a 10’ powerline and communications easement to accommodate existing overhead utilities on the property. In addition, the plat grants a 6’ public waterline easement, as requested by Chief Martinez.
j. All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements and other areas for public or private use.

k. Radii, arcs or chords, points of tangency and central angles for all curvilinear streets and radii for rounded corners.

l. Location of all survey monuments and their descriptions.

m. Name of the subdivision and scale of the plat, north point, name of the owner or owners, name of subdividers and date.

n. Certificate of registered land surveyor attesting to the accuracy of the survey and the correct location of all monuments shown.

o. Certificate of licensed engineer attesting to the adequacy of, and in compliance with, engineering provisions and requirements. (No public improvements shown or needed.)

p. Acknowledgement. Every plat shall contain a statement that the land being surveyed, and the streets, alleys, easements, drainageways and other public ways appearing on the plat are with the free consent and in accordance with the desire of the undersigned owner and proprietor of the land and are dedicated to the public use and shall be acknowledged by all fee simple owners and any contract sellers and purchasers.

q. Certification. A certification by a title or abstract company, or a duly authorized attorney, that there are no delinquent taxes, suits, actions at law, easements, restrictive covenants or rights-of-way affecting the property except those stated on the plat.

r. Affidavit. The plat shall also contain an affidavit by a registered land surveyor or registered engineer that the proposed subdivision does lie within the planning and platting jurisdiction of the Village.

s. Separately signed approval blocks with the names of each utility company involved, typed under the signature, along with the date of each signature. For lands east of the Main Canal, a signature and date of approval block shall be provided for the Middle Rio Grande Conservancy District.

Certified letters were sent timely on August 27, 2020. I observed the legal notice sign properly posted facing Old Church Road on September 1, 2020.

For Final Plat, the Planning and Zoning Commission may Approve, or take one of the following actions 18-87 (e) (1-3) if the proposed final plat is deemed not satisfactory:

1. Approve the plat with conditions that must be met prior to the signature of the Chair and Secretary of the Commission, and the Mayor and Village Clerk.

2. Deny the application for final plat approval; or

3. Postpone taking action on the application for the purpose of obtaining corrections to the plat or for receiving additional information as requested by the Commission, for a maximum of two times... (Final Plat may be presented to the Commission a total of three times before a new application is needed).

Recommendation: Approve. Applicant has met the condition required at Preliminary Plat of removing the fence from the Old Church Road right-of-way. Applicants are working with a septic contractor to remove the leach field from the access drive. Notes #9 and 10 on the plat document declare that well sharing exists between specific lots. The drive into Lot 4 ends with a 40-foot radius cul-de-sac designated as a "non-buildable" area for ease of emergency access and turnaround.

Laurie Stout, Planning & Zoning Administrator

Date
Village of Corrales
Planning and Zoning Department

FINAL PLAT APPLICATION (Sec. 18-87)

APPLICANT INFORMATION

Applicant Name: Claudia Miller
Telephone: 717-9142
Mailing Address: Barbara L. Corrales
Name of Subdivision: Lands of Peter and Patricia Smith
Descriptive Information: 1-41 Tract 107d 18
Acreage of Site: 4.733
Present Number of Lots: 1
Proposed Number of Lots: 4
Land Owner(s): Peter and Patricia Smith Trust, Claudia Miller Trustee
Mailing Address: P.O. Box 1054, Corrales, NM 87048
Signature of Land Owner(s):
Date: 7-29-2020
Relationship of Applicant to Land Owner(s): Trustee
Name/Address of Land Planner:
Name/Address of Engineer:
Name/Address of Surveyor: DeBleen 3827 Palacio De Rio Grande
Preliminary Plat Approval Date: June 17, 2020

Signature of Applicant: [Signature]
Date: 7-29-2020

Page 1 of 6
Revised February 2019
GENERAL INFORMATION

FEES: Six hundred and fifty dollars ($650) plus two hundred dollars ($200) per lot, due at time of application submittal. Cost of Certified mailing and public notice will be invoiced to the applicant. Re-submittals due to errors or incomplete information are $1,000.

DEADLINE FOR SUBMISSION: A minimum of forty (40) days prior to anticipated P&Z hearing. Four (4) copies shall be 24” by 36”; upon statement from the Administrator that application is complete, ten (10) copies shall be 11” by 17” format and an electronic copy (PDF format) is required with EACH submittal.

REQUIREMENTS: per attached checklist.

OFFICE USE ONLY

Date Received: 8-4-2020 Received By: LAB File No.: SUB 20-10

Amount Paid: 1,450 Cash □ Credit □ Credit Card Number:

Check □ Check #: 298 Receipt Number:

Completed Application Acceptance Date: Date of Hearing: Sept. 2020

Developer Invoiced for Legal Notice: 8-28-20 $158.70 Paid: $_

□ Approved: _______________ Filing Fee Paid: $ _______________ Date: _______________

□ Approved with Conditions: ________________________________

□ Denied: _______________ Date _______________

Findings of Facts and Conclusions of Law:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Amended Final Plat Required to Demonstrate Compliance with Orders of the Commission: 
Amended Final Plat Submitting, Reviewed and Approved for Signatures: 
Final Plat Recorded at Sandoval County: 

---

Requirements for Final Plat Application: Sec. 18-87(c)

The final plat shall be in conformity with the requirements of applicable State statutes and shall be an accurate drawing designating specifically the land so laid out, and particularly describing the portions thereof to be dedicated for public use. Such final plat shall be drawn in black ink to a scale of not more than 100 feet to the inch from an accurate survey. It shall contain one or more sheets of dimensions not exceeding 24 inches by 36 inches. If more than two sheets are submitted, an index sheet of the same dimensions shall be attached showing the entire subdivision on one sheet and the component areas on the remaining sheet.

(2) The final plat of the subdivision and accompanying documents shall show:

Completed Application Form and applicable fee. (please initial each)

- [ ] 1. Boundary lines with accurate distances and courses.
- [ ] 2. Correct legal description, which shall refer to permanent monuments, number of each lot in progression, and dimensions of the same. All property corners shall be set with rebar and cap, or other appropriate materials, and identified as such on the final plat.
- [ ] 3. Lines of all proposed streets and alleys with their widths and names.
- [ ] 4. Accurate outline of any portions of the property intended to be dedicated for public use or for the use of the owners of the lots fronting or adjacent to the land, together with dimensions of same.
- [ ] 5. Line of departure of one street from another.
- [ ] 6. Names and widths of adjoining streets and alleys abutting the subdivision drawn in dashed lines.
- [ ] 7. All lots designated by numbers or letters, and streets, avenues and other grounds designated by names, letters or numbers.
- [ ] 8. Building setback lines shown by narrow dashed lines, if required.
- [ ] 9. Location of all easements provided for public use, services or utilities.
- [ ] 10. All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements and other areas for public or private use.
- [ ] 11. Radii, arcs or chords, points of tangency and central angles for all curvilinear streets and radii for rounded corners.
- [ ] 12. Location of all survey monuments and their descriptions.
13. Name of the subdivision and scale of the plat, north point, name of the owner or owners, name of subdividers and date.

14. Certificate of registered land surveyor attesting to the accuracy of the survey and the correct location of all monuments shown.

15. Certificate of licensed engineer attesting to the adequacy of, and in compliance with, engineering provisions and requirements.

16. Acknowledgement. Every plat shall contain a statement that the land being surveyed, and the streets, alleys, easements, drainageways and other public ways appearing on the plat are with the free consent and in accordance with the desire of the undersigned owner and proprietor of the land and are dedicated to the public use and shall be acknowledged by all fee simple owners and any contract sellers and purchasers.

17. Certification. A certification by a title or abstract company, or a duly authorized attorney, that there are no delinquent taxes, suits, actions at law, easements, restrictive covenants or rights-of-way affecting the property except those stated on the plat.

18. Affidavit. The plat shall also contain an affidavit by a registered land surveyor or registered engineer that the proposed subdivision does lie within the planning and platting jurisdiction of the Village.

19. Separately signed approval blocks with the names of each utility company involved, typed under the signature, along with the date of each signature. For lands east of the Main Canal, a signature and date of approval block shall be provided for the Middle Rio Grande Conservancy District.

20. Signature block (same as for Final Plat Subdivision):

This summary plat of subdivision is approved, but such approval does not constitute acceptance for maintenance purposes of any streets, alleys or other dedicated lands.

Chairman, Planning and Zoning Commission

Secretary, Planning and Zoning Commission

Mayor, Village of Corrales

Village Clerk

Date

Date

Date

Date
(d) Required improvements (final plat).

(1) Upon receipt of a final plat and prints thereof from the subdivider, the Planning and Zoning Administrator shall refer the final plat with such letter of transmittal to the Planning and Zoning Commission at its next regular session and shall report on the following:

a. Any improvements that may be required by this article have been constructed in a satisfactory manner in accordance with the minimum standards established by the Village as approved by the Village engineer.

b. In lieu of such prior construction, the subdivider has filed with the Village Clerk a duly executed performance bond with a financially qualified surety in an amount equal to 100 percent of the cost of the total public improvements and on all of the property abutting each such street or other locations within the subdivision.

c. The developer has presented copies of signed contracts containing adequate financial assurance to the Village providing for installation of public improvements which may be required in a satisfactory manner in accordance with the minimum standards established by the Village; such contracts shall be cancelable only upon disapproval of the plat by the Planning and Zoning Commission.

d. The developer has entered into an agreement or contract with the Village providing for the installation of such improvements and pledging the properties of the subdivision as guarantee that such improvements will be installed. Such contract may provide that the subdivider pay for such public improvements made pursuant to the contract with the Village on a block to block basis as the subdivision is developed, providing for payment for such improvements as constructed, and the release of lien placed up on such properties by the instrument of the Village. Payment to the Village for these purposes shall be made at the time of development even though the entire improvements, or a portion thereof, may be required to be deferred, and such money shall be held in escrow by the Village as a trust fund for such purposes.

Section 18-89. Improvements.

The following improvement procedures will be required unless waived by the Planning and Zoning Commission:

(1) Completion of improvements. Plans for improvements shall be prepared by a qualified engineer registered in accordance with the laws of the State. The improvements listed in Subsection (2) of this section shall be installed pursuant to the method decided upon under section 18-87(d).

(2) Required improvements. The improvements to be installed shall include the following:

a. Permanent markers. All subdivision boundary corners shall be marked with a permanent monument. A permanent monument shall be deemed to be concrete with a minimum dimension of four inches, extending three feet below the surface of the ground, or steel pipe or rebar firmly imbedded in concrete which extends at least three feet below the surface of
the ground. Should conditions prohibit the placing of monuments on line, offset marking will be permitted, provided however, the offset courses and distances are shown on the plat. A permanent benchmark shall be accessibly placed within the subdivision, the elevation of which shall be referred to the National Geodetic Survey (formerly U. S. Coast and Geodetic Survey) datum and accurately noted on the subdivision plat.

b. Drainage. Adequate provision shall be made for drainage of storm water. Drainage improvements shall maintain any natural watercourse and shall prevent the collection of water in any low spot. No lot shall be platted to obstruct natural water flow. Storm water drainage shall not be permitted to combine with sanitary sewers. Lined drainage channels may be required and provided with required checks or be installed in concrete storm sewer conduit in accordance with the requirements noted in the master plan and as required by the Governing Body for storm sewers. Drainage structures must be placed on all arroyos where roads intersect them. Drainage structures shall be based on 1.25 inches of rain in one hour as the standard, and may be either of corrugated metal or concrete.

(3) Additional improvement standards. Additional standards for design, construction, specifications and inspection of street improvements, utilities, street name signs, and drainage facilities may be required by the Village. Such standards, rules and regulations shall be approved by the Governing Body and be on file in the Village Clerk’s office.

(4) Completion of improvements. No building permit for construction within the subdivision, except permits for construction of the improvements, shall be issued until all improvements have been completed to the satisfaction of the Village.
8/5/2020

Village of Corrales
Planning and Zoning Commission
4324 Corrales Road
Corrales, NM 87048

RE: Lands of Pete and Patricia Smith Final Plat application

Dear Planning and Zoning Commission Chair and Members of the Commission,

Please accept my application for Final Plat of a 4-lot subdivision. The following addresses The Final Plat approval condition that the fence along the western edge of the Smith property be removed prior to final plat approval.

"The only condition applied to the Preliminary Plat was that the fence be removed from Old Church Road easement. “ (June18, 2020 email correspondence Laurie Stout).

The property line along the western side of Old Church Road has been fully surveyed and staked all along that section so that the Village Administration can accurately see where the neighboring property line is. The Fence was removed on July 29, 2020. See attached photos.

Thank you for your time and deliberations.

Taudy Miller
Old Church Road looking north, note survey stakes and no fence. 7/29/2020
Old Church Road looking south note no fence on west side of road 7/29/2020
Laurie Stout

From: Stephen Grollman <SGrollman@whpacific.com>
Sent: Wednesday, August 19, 2020 12:44 PM
To: Laurie Stout
Subject: Smith Plat Final

Laurie,

The interior lot corners are staked, as is the outer boundary of the original parcel and the "Roadway Dedication". The areas are all correct and the lots "close". The Legal description and the drawing now match.

The NW corner of the lot is in the travelled way of the abutting road, but it has been located in the field.

Thanks,

SJG
2-Party Shared Well Users Agreement

Document Title: Lands Of Peter and Patricia Smith Shared Well Agreement

Reference Number: __________________________
(Reference Number only required on Satisfaction of Mortgages and/or Deed of Trusts; Release of Liens and Assignment of Mortgages and/or Deed of Trusts)

Grantor(s):
1. Claudia Taudy Miller Trustee, Peter and Patricia Smith Trust

Grantee(s):
1. __________________________
2. __________________________
3. __________________________
4. __________________________
5. Additional grantees on page__________

Legal Description (lot, block and plat name or section, township & range.):
Lot 1 lands of Peter and Patricia Smith

Assessor’s Property Parcel Number:
1. __________________________
2. __________________________
3. __________________________
Additional parcel numbers on page__________.
TWO PARTY WATER SYSTEM USERS AGREEMENT

OWNERSHIP OF THE WELL AND WATERWORKS
It is agreed by the parties that each of said parties shall be and is hereby granted an undivided one-half interest in and to the use of the well on parcel Lot q1, Lands of Peter and Patricia Smith and the associated water system. Each party shall be entitled to receive a supply of water for one residential dwelling and shall be furnished a reasonable supply of potable and healthful water for domestic purposes. The following parcels have the right of usage of this water source:

(Parcel 1) Lot 1
Legal Description: Lot 1 Lands Of Peter and Patricia Smith, Corrales, NM, Sandoval County
Property owner(s): Claudia Taudy Miller, Trustee, Peter and Patricia Smith Trust

(Parcel 2) Lot 3
Legal Description: Lot 3 Lands Of Peter and Patricia Smith, Corrales, NM, Sandoval County
Property owner(s): To Be determined

Cost of Water System Construction
Both parties herein agree to share equally in the cost incurred in well site approval, well construction, and construction and/or installation of the waterworks equipment, the pump house and water distribution pipes, and initial well water quality tests.

Cost of Maintenance of Water System
Each party hereto covenants and agrees that they shall equally share the maintenance and operational costs of the well and water system herein described.

Maintenance and Repair of Pipelines
All pipelines in the water system shall be maintained so that there will be no leakage or seepage, or other defects which may cause contamination of the water, or injury, or damage to persons or property. Cost of repairing or maintaining common distribution pipelines shall be born equally by both parties. Each party in this agreement shall be responsible for the maintenance, repair, and replacement of pipe supplying water from the common water distribution piping to their own particular dwelling and property. Water pipelines shall not be installed within 10 feet of a septic tank or sewage disposal drain field lines.

Prohibited Practices
The parties herein, their heirs, successors and/or assigns, will not construct any potential source of contamination, maintain or suffer to be constructed or maintained upon the said land and within 100 feet of the well herein described, so long as the same is operated to furnish water for two-party domestic use. Any potential source of contamination may include but is not limited to: septic tanks and drainfields, sewer lines, underground storage tanks, feed stations and/or grazing animals pins where manure can accumulate, enclosures for maintaining fowl or animal manure, liquid or dry chemical storage, herbicides, insecticides, hazardous waste or garbage of any kind. New structures and/or barns shall meet required setbacks and not harbor any potential source of contamination. The parties will not cross connect any portion or segment of the water system with any other water source or waste water disposal outlet without prior written approval of the Grant County Health District and/or other appropriate governmental agency.

Provisions for Continuation of Water Service
The parties agree to maintain a continuous flow of water from the well and water system, herein described in accordance with water supply requirements of the State of Washington and Grant County. In the event that the quality or quantity of water from the well
becomes unsatisfactory the parties shall develop a new source of water. Each undivided interest and/or party shall share equally in the cost of developing the new source of water and installing the necessary equipment associated with the new source.

Restriction on Furnishing Water to Additional Parties
It is further agreed by the parties hereto that they shall not furnish water from the well and water system herein above described to any other persons, properties, or dwelling without prior consent of both property owners and written approval from the Grant County Health District.

Restriction on Water Use
State water right laws prohibit this system from using more than 5000 gallons of water for indoor domestic use on any day without first obtaining a permit from the Washington State Department of Ecology. Also each parcel may irrigate no more than 1/4 acre of noncommercial lawn or garden. In order to remain in compliance, each proposed lot of __________________ subdivision, lot __________________ and lot __________________ is prohibited from using more than 2500 gallons of water on any given day for indoor domestic use. Further, the total amount of yard, garden and other irrigation used by each property cannot exceed 1/4 acre or 10,890 square feet.

Termination of this Agreement
This agreement may be revoked at anytime; however, it may not be revoked without each property obtaining a sufficient acceptable potable water source and prior consent of both property owners. Termination of this agreement shall require the property owners to provide: 1) proof of a notarized revocation of this agreement and 2) proof of the potable water source for each property to the Grant County Health District for review and approval. After, review and approval by the health district the property owners shall then file: 1) the notarized revocation of this agreement and 2) proof of the potable water source approved by the health department for each property at the Grant County Auditor’s Office as a recorded document that runs with the title of the land.

Heirs, Successors, and Assigns
These covenants and agreements shall run with the land and shall be binding on all parties having or acquiring any right, title, or interest in this land described herein or any part hereof and it shall pass to and be for the benefit of each owner thereof.

Signed:
____________________________________________________________  
Owner(s) of Property with the Well

Print Name:  
____________________________________________________________

State of Washington )
)ss
County of ______________________________

I, the undersigned, a Notary Public in and for the above named County and State, do hereby certify that on this ______ day of ___________________, 20___, personally appeared before me
____________________________________________________________
to me known to be the individual(s) described in and who executed the within instrument, and acknowledge that he (she) (they) signed and sealed the same as free and voluntary act and deed, for the uses and purposes therein mentioned.
GIVEN under my hand and official seal the day and year last above written.

____________________________________________________________
Notary Public in and for the State of Washington,
Signed: .................................................. Owner(s) of Second Property Served by the Shared Well

Print Name: ..................................................

I, the undersigned, a Notary Public in and for the above named County and State, do hereby certify that on this ______ day of __________________, 20__, personally appeared before me ________________________________ to me known to be the individual(s) described in and who executed the within instrument, and acknowledge that he (she) (they) signed and sealed the same as free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.

Notary Public in and for the State of Washington,
Residing in: ___________________________________
My Commission Expires: __________________________

2 Party Shared Well Users Agreement
I, [Claudia Miller] (applicant/agent) acknowledge receipt of a yellow “public notice” sign from the Village of Corrales that must be displayed and visibly available to passersby on the road at the entrance to the subject property, from end of day September 1, 2020 through 6 pm on Wednesday, September 16, 2020.

A Village representative will be by the property to assure this posting has been completed. If your sign cannot be located by Village rep, your hearing will be postponed till the next meeting and a new round of certified letters will be required.

Signature

4/20/2020

Date

(SUB 20-10, Final Plat, Lands of Pete and Patricia Smith)
Site Development Plan SDP 20-02, Dendro Technology Wood Shop, 4404 Corrales Road, Staff Summary, PHASE 1

Applicant Jacob Thaler (with his father and business partner Richard Thaler) request Site Development Plan approval to operate “Dendro Technology Wood Shop” at 4404 Corrales Road. The business will take dead and down trees (which will be stored on the site), and using a band saw and other tools, create live edge slabs for sale, and also use the slabs to create furniture. This property is zoned C-Commercial for 350 feet eastward from Corrales Road, and zoned A-1 for the remainder.

Background: This property originally consisted of two non-conforming Tracts, one at .22 acres and one at .75 acres. During the Planning and Zoning Commission meeting on July 15, 2020, a Summary Plat (SUM 20-07) was approved by the Commission. This plat combined the two Tracts, one fronting Corrales Road and already zoned C—Commercial, and the adjacent Tract, potentially then allowing the C- zoning to be extended. At that same meeting, the Commission then voted to recommend approval to Village Council of the applicant’s requested extension of the Commercial zoning to the full 350 feet depth allowed by ordinance. (ZMA 20-01) On August 18, 2020 Village Council agreed with the Commission’s recommendation to extend the Commercial zoning to 350 feet, and formally approved the request.

The final step for this business is the Site Development Plan request being heard now.

General: The applicant has provided a drawing of the site, narrative and quite a few other materials referenced here. The temporary use permit letter that allowed the applicant to begin working this spring is also included.

In Village Code, 18-37 C—Neighborhood Commercial Zone, Section (3) Permissive Uses, (bb) “Cabinet Shops” is listed. In the past, the Village of Corrales Planning and Zoning Commission has considered Site Development Plan applications for uses that did not necessarily fit perfectly into the laundry list of permissive uses now noted in 18-37. (A solar farm, for example.) When those cases occur, the requirements of 18-45 (b) remain the guiding considerations.

Site Development Plan applications are governed by Village Code Section 18-45 (b) and must satisfy at least the following minimum requirements listed below. The drawings and other materials provided by the applicant to the Commission are the culmination of several discussions with both he and his architect, going over these requirements in detail:

(a) Show proposed new structure(s) and any existing buildings or structures, total lot coverage, all property lines with dimensions, all roads/streets, easements and setbacks.

There are two circles shown on the top drawing, both indicating proposed future “Phase II”. Within the larger circle to the east is an existing 576 square foot shade shelter that now houses the woodworking equipment. This shelter is shown in greater detail on the bottom enlarged drawing. Total lot coverage of .127% is shown in the list on the right side of the drawing. Property lines with dimensions are shown. Corrales Road is on the west side of the property and Hansen Road (private, and not part of this property) to the south. All proposed NEW structures except the ADA bathroom (future Phase II) meet setback requirements. No easements are shown and none may exist.

(b) Show all locations on-site for water, septic, sewer, refuse, electrical points of connections, proposed service routes and existing utilities on the site.
The well pump house is shown in the northwest corner of the property. Connection to Village wastewater shown in the same area; septic system and cleanout shown. Existing electric and gas shown on the north side of the residence. I do not see a specific refuse container area noted; applicant can explain the process for discarding log remnants if they are not to be put in a general trash container.

(c) Show all required parking, drainage and grading information, (see section 18-39)
Village Code requires one parking space for every 300 feet of “heated floor area”. That is not applicable here as there are no heated spaces for this business; however, clients will be coming to the site. At a site visit I noted a driveway off Corrales Road that heads east well into the property past the residence, with a reasonably wide area farther in to turn around and park. The applicant will need to explain which of the shown parking spaces, if any, apply to this Phase I plan. I did note an area where three cars could easily park on the south side, east of the residence. A grading and drainage plan is not required for this location. In response to my inquiries about drainage, a note was placed on the drawing (Landscaping Requirements section).

(d) Show required landscaping information (see section 18-40).
There are several large elms on the property, most notably at the south property line along Hansen Road. A strict reading of 18-40 specifically excludes Chinese elm as a landscaping option, but true soundproofing and extended fencing (mentioned later) may provide more logical cover and sound mitigation.

(e) Indicated drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes.
None shown, there are no known drainage issues with the structures on this property. Flat lot. It is the architect’s assertion (under Landscaping Requirements) note on drawing that they are not needed.

(f) Include a topographical survey if requested by the Administrator. (not required)
(g) Show all structures on adjacent properties located within 25 feet of the site. (Shown)
(h) Identify the zone designation of adjacent properties. (Shown)
(i) Additional information necessary to demonstrate compliance with the requirements for the article as determined by the Administrator.

Log storage is shown to the south of the existing 576 SF shade shelter in two places. During my site visit I noted a few logs on the ground out of the way of ingress/egress.

(j) Show north arrow and scale on all drawings, unless clearly unnecessary for the specific drawing in question. (Shown.)

Village Code Section 18-45(b) (5) also lists Guidelines for the Commission to consider. Several are identical, but the following are also listed:

Accessibility to property and proposed structures thereon, with reference to automobile and pedestrian safety, traffic control, streets/roads, and emergency access in case of fire, flood or catastrophe.

Applicant has testified in the previous hearing that access to the business will be via Corrales Road, and through a 16’ gate on the property. The large Notes section on the drawing attests that there is an existing NMDOT access permit.

Off-street parking and loading areas where required, with particular attention to the refuse and service areas (Section 18-37 (10)). The existing parking on-site is located well off Corrales Road.

Noise, glare or odor effects of the proposed use on adjoining properties.

Mr. Thaler has gathered quite a number of support letters, some from adjacent properties. There are two citizens (one who owns an adjacent property to the south) who voiced their concerns at the zone map amendment hearing before the Commission and are expected to attend this one as well. It is Mr. Thaler’s assertion (again, email dated August 29, 2020) that the noise level is comparable to traffic on Corrales Road.
In his narrative, page 2, Mr. Thaler says he is installing sound panels as well as a muffler on the saw motor. This appears to have happened and can be confirmed by him at the meeting, under oath.

**The overall health and safety of the community.**

Mr. Thaler has asked for and passed a fire inspection by Corrales FD (certificate, and photo showing it posted.) He has also provided a **Fire Prevention and Safety Plan.**

One of the neighbors filed an air quality complaint with the New Mexico Environmental Department. I spoke on the phone with Cember Hardison of NMED who said there was no issue from their standpoint and no permit needed from their agency.

**The goals and objectives of the Village of Corrales Comprehensive Plan.**

The Comprehensive Plan is on the website under the Planning and Zoning tab, then Comprehensive Plan. A general discussion of commercial development begins on page 29.

Certified letters were sent timely on August 27, 2020. I observed both legal notice signs (I requested one face Corrales Road and another face Hansen Road) property posted on September 1 and 8, 2020.

**Recommendation:** Since there is a requirement for 6’ buffer fencing where commercial property meets residential, approval, if given, should include a condition that the applicant immediately extend the fencing eastward from where it currently stops, to the end of the 350’ Commercial depth on the south side of this commercial property. The Roybal house is currently behind fences on both her property and the commercial property, and shielded by a shed on the applicant property, but this would extend the sound proofing and put the remainder of the business use “out of sight” as well. The property on the north side has been abandoned for many years, with that house situated very near Corrales Road and away from the business use. The applicant does already have some fencing on that end (between the residences on each property), and while it also does not extend the full 350 feet, that could conceivably be a consideration when the Phase II Site Plan is brought forward.

Other conditions: That the applicant always close the sound-proofing walls to the shed housing the saw when in operation. Confirm there is a muffler on the saw motor.

Code Enforcement Officer Sherrie Rice and I toured the site again on September 8th and heard the saw in action. There was a neighboring property also using a saw that was actually much louder. Ms. Rice has made some observations that are included here.

---

Laurie Stout, Planning and Zoning Administrator  
9-7-2020
Site Development Plan Permit Application

Applicant Information

**Applicant Name:** Jacob Thaler  
**Telephone:** 505-980-9918

**Mailing Address:** 4404 Corrales Rd, Corrales, NM  87048  
**Email:** jake.thaler27048@gmail.com

**Property Owner:** Garrett and Smiley Allen  
(if different from applicant)

**Mailing Address:** 227 W La Entrada, Corrales, NM 87048  
(if different from applicant)

**Descriptive Information:** 44A + Portion of Tract 44-B-2A-2

<table>
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<th>Lot Number/Tract Number</th>
<th>Block</th>
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<tbody>
<tr>
<td></td>
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</tr>
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<td></td>
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</tbody>
</table>

**Name of Subdivision:**  
**Zone Designation:** 9877

**MRGCD Map Number**  
**Flood Map Designation**  
**Address for Site:** 4404 Corrales Rd, Corrales, NM 87048

**Acreage:** 87048

**Address for Site:** 4404 Corrales Rd, Corrales, NM 87048

**Additional Comments:**

Will there be any undue negative impact on the community? If yes please explain: **No**

**Is Buffering Required?**  
**If yes:**  
**Linear Feet of Fence:**  
**Number of Parking Spaces:**

Page 1 of 5  
Revised February 2019
GENERAL INFORMATION

1. Corrales Codified Ordinances Chapter 18 Section 18-45(b)
2. The Administrator shall determine if the proposed site development plan satisfies the requirements of Section 18-45(b) before submitting to the P&Z Commission for a public hearing. The Administrator shall schedule a hearing before the Commission no later than sixty (60) calendar days following the submittal of a completed application as determined by the Administrator.
3. Any change in use which would require additional parking and/or any alteration or addition to the site of any structure upon the site shall require a resubmitted application and approval.
4. Fees: 1.5% of the valuation of construction up to $5 million plus 0.1% of the valuation of construction in excess of $5 million, as a condition of approval or a minimum fee payable at the time of application, and any additional fees owed payable prior to issuance of a development permit; plus costs of legal notification for commission hearing (certified mail, signature required). See Resolution 16-06.
5. Requirements: Four (4) copies shall be 24" by 36"; upon statement from the Administrator that application is complete, ten (10) copies shall be 11" by 17" format and an electronic copy (PDF) will be required with EACH submittal

OFFICE USE ONLY

Date Received: 8-6-2020 Received By: LAS File No.: SDP 20-02
Amount Paid: $500.00 Cash □ Credit □ Credit Card Number: ________________________________
Check □ Check #: 212 Receipt Number: ____________________________
Completed Application Acceptance Date: 8-6-2020 Date of Hearing: Sept. 2020
Developer Invoiced for Legal Notice: 828-20 $172.50 Paid: $ 172.50

Page 2 of 5

Revised February 2019
SITE DEVELOPMENT PLAN PERMIT APPLICATION

Section 18-45. Permits, certificates and plan approval.
(b). Site development plan approval.
1. Approval required. No building, structure, or land in any zone may be occupied by a use
designated as requiring site development plan approval without the approval of a site
development plan by the planning and zoning commission.
2. Applications. Anyone requesting a use of a building, structure or land requiring site
development plan approval must obtain and submit a completed application for a site
development plan review. The application shall be returned to the Administrator
accompanied by the appropriate application fee and fourteen (14) sets of required drawings.
All site plans or site development plans must satisfy at least the following minimum
requirements.
 a. Show proposed new structure(s) and any existing buildings or structures, total lot
coverage, all property lines with dimensions, all roads/streets, easements and
setbacks.
 b. Show all locations on-site for water, septic, sewer, refuse, electrical points of
connections, proposed service routes and existing utilities on the site.
 c. Show all required parking, drainage and grading information (see section 18-39).
 d. Show required landscaping information (see section 18-40).
 e. Indicated drainage inflow and outflow locations and specify areas required to be
maintained for drainage purposes.
 f. Include a topographic survey if requested by the Administrator.
 g. Show all structures on adjacent properties located within 25 feet of the site.
 h. Identify the zone designations of adjacent properties.
 i. Additional information necessary to demonstrate compliance with the requirements
for the article as determined by the Administrator.
 j. Show north arrow and scale on all drawings, unless clearly unnecessary for the
specific drawing in question.
3. Review process. The administrator shall schedule a hearing before the Commission no later
than 60 days following the submittal of a completed application as determined by the
administrator.
4. Meeting with P&Z Administrator. Prior to submitting an application, the applicant shall
first schedule a meeting with the administrator. Review and comments shall be given to the
applicant at this time, concerning the relationship of the proposed development to the
Comprehensive Plan, applicable zoning ordinances, along with copies of the pertinent
sections of this article, applications, and other submittal requirements.
5. Guidelines. The P&Z Commission shall not approve any site development plan unless all the
requirements are met. The Commission may, in its discretion, grant conditional approval of a
proposed site development plan subject to satisfactory completion of certain specified
requirements prior to a date certain, and may delegate to the Administrator, the chairman of
the Commission, or other specifically designated individual the authority to determine
whether such requirements have been satisfactorily completed. In addition, no site
development plan shall be approved unless satisfactory provisions have been made
concerning the following, where applicable:
 a. Accessibility to property and proposed structures thereon, with reference to
automobile and pedestrian safety, traffic control, streets/roads, and emergency access
in case of fire, flood or catastrophe.
b. Off-street parking and loading areas where required, with particular attention to the refuse and services areas (Sec. 18-37(10)).

c. Show all on-site locations for water, septic, sewer and liquid waste facilities, with reference to soil limitations, locations, and public health.

d. On-site drainage and storm water runoff.

e. The noise, glare, or odor effects of the proposed use on adjoining properties.

f. General compatibility with existing adjacent properties.

g. The overall health and safety of the community.

h. The goals and objectives of the Village of Corrales Comprehensive Plan.

6. Additional requirements. Any change in use which would require additional parking and/or any alteration or addition to the site of any structure upon the site shall require the resubmittal of an application and approval as required by this section.

7. Completeness of Plan. No site development plan shall be approved unless the submitted plan as presented is complete, or any deficiencies have been fully corrected to the satisfaction of the commission, or other appropriate authority specifically designated by the commission.

8. Expiration. Any site development plan approval will automatically expire on the date that is 24 months after the date of commission approval or conditional approval if development is not complete. The commission, in its discretion, may extend this time in cases in which the project is in litigation or for any other reason that excuses the failure to complete development, provided the extension is not contrary to the public interest. Any decision by the Commission to extend, or not extend, construction time for a site development plan may be appealed to the Governing Body.
NARRATIVE FOR DENDROTECHNOLOGY 4404 CORRALES ROAD

Our business is called DendroTechnology/Tin Shed Millworks. We harvest dead, down and unwanted trees, and turn them into live edge slab planks. The primary owner of DendroTechnology is Jacob Thaler, born and raised in Corrales. Rick Thaler and Garrett Allen are minority partners in the business. Rick has lived in the Village for 45 years, Garrett for 4 years.

We sell the live edge planks as is, to craftsmen, sculptors and artists, hobbyists and construction professionals. We also take commissions for furniture and we are working on a semi custom line of simple garden benches.
March 30, 2020

RE: Future Site Development Plan SDP 20-02

Jacob Thaler/Rick Thaler

Due to the ongoing public health emergency and the inability to currently process applications or hold Planning and Zoning Commission meetings, the Village of Corrales will grant a temporary use permit at 4404 Corrales Road for the following business uses:

1. Dead/down trees to be brought to site.
2. Fabrication of live edge slabs from those trees.
3. The use of tools and machinery, including a bandsaw, to produce wood slabs. Per your email dated March 25, 2020, the bandsaw will run a maximum of 3-4 hours a day, 4-5 days per week.
4. Storage and sale of those slabs to customers who will come to the site.

Once public meetings such as Planning and Zoning Commission are back up and running, I will contact you. You will then have two weeks to complete the Site Development Plan application and pay the fee. Your application will be placed on a future P&Z agenda. About three weeks prior to that meeting, you will be required to place two "legal notice" signs on the property (one facing Corrales Road and one facing the access road). The Village will send certified letters to property owners within 350 feet of all property boundaries, for which you will be invoiced.

If the business use is denied by the Commission, the business use must be stopped. Please keep that in mind when making investments in the site at this time. However, if the business fits the criteria listed within Village Code 18-45 (b) Site Development Plans, I can make a recommendation that the Commission approve. It is their decision, which they will base upon adherence to the ordinance requirements. Impact on the neighbors is also a consideration. Please note, as we’ve previously discussed, the business use cannot extend more than 350 feet east of Corrales Road.

Sincerely,

Laurie Stout
Planning & Zoning Administrator
Village of Corrales

Cc: Ron Curry, Shannon Fresquez
This is a sound sample between 1 pm and 1:12 pm on Saturday the 29th of August. It’s taken from the same distance from Corrales Road as the Roybal residence. When there is no traffic the noise level is down between 32-40 dB, which is a quiet street. When there is any traffic the dB level goes up to 50, and when 2-3 pickup trucks or larger cars go by together it spikes at 60-63.

I’ll provide another sound sample next week when we are running the saw with our sound abatement panel system in place. I’m trying to get a sound engineer to impartially confirm these readings but the only one in Albuquerque is not responding.
1:12 PM
Quiet street

MAX 63

AVG 42

MIN 32

50 dB-A

04:45
September 8, 2020 went out to 4404 Corrales Rd, for a site visit with Laurie Stout Planning and Zoning Manager. The owner has applied for a business license for a sawmill, noise is the concern.

I was out there about two weeks ago before owner put up sound barrier panels on the south side of the building and a muffler on the saw.

The sound was not egregious, I could hear a skill saw in the distance over the mill saw and vehicles on Corrales Rd. The owner had a decimal meter it did not go over 58 decimals for the saw and 64 decimals when I spoke.

Respectfully

Officer Rice
Code Enforcement
DendroTechnology Fire Prevention and Safety Plan

Table of Contents

I. Objective: To develop a plan that will help us anticipate and prevent fires, accidents and injuries.

II. Background: DendroTechnology is a 5 month old business currently operating at 4404 Corrales Road in the Corrales Commercial Zone. We harvest dead, down and unwanted trees and make them into live edge slab planks, for sale to the public. We also use the planks in the fabrication of custom furniture and a line of semi custom benches.

III. Assignment of Responsibility: The responsibility for fire prevention and safety lies with every member of the DendroTechnology team. There are currently only 3 people working in the business, including a part time team member who is a firefighter and a paramedic. If and when the business expands to have more employees, each employee will receive a thorough training in fire prevention and safety before starting work.

FIRE

IV. Types of Fire Hazards
   A. Electrical Hazards: At this time there is no electric power to the site. All power tools other than our main saw are battery operated. When we bring power to the site we will use a licensed electrician, and have their work inspected by PNM and by the Village electrical inspector.
   B. Portable Heaters: We are not using portable heaters and have no plans to do so.
   C. Office Fire Hazards: We currently have no office.
   D. Cutting, Welding, and Open-Flame Work: The only cutting, welding and open flame work would be in the construction of future buildings. All of this kind of work is complete in phase 1.
   E. Flammable and Combustible Materials: The only flammable and combustible materials on site, other than the wood materials themselves, would be gasoline. We keep no more than a gallon of gas on the site, in an approved storage container. The wood materials on site are the tree trunks ready to be cut, the sawdust produced in the cutting process, the planks that are stacked and drying or ready for sale, and the scrap wood left over from the cutting process. All of this is potentially flammable but the different piles of wood are kept well separated and if a fire were to start it would be relatively easy to contain it. We produce a very small volume of sawdust and we don’t allow it to build up. We give away most of our scrap lumber for firewood and keep the piles small, neat and manageable. Since there is no flame source anywhere near the wood, the chances of fire are low. One possible flame source is located in the cutting process of our main saw. It is possible for heat to build up around the blade and cause smoldering inside the log. However, our saw is equipped with a water reservoir to
lubricate the blade while cutting, which reduces this possibility greatly, and since we use sharp blades it will almost never occur.

F. Smoking: No smoking is allowed anywhere on our site, and the site is posted clearly.

HEALTH AND LIFE SAFETY

V. Types of Health and Life Safety Risks
A. General
   1. No unattended Children at work site.
   2. No customers or visitors within 15 feet of machinery while operating.
B. Health Risks
   1. Dust: Wear dust masks or respirators while operating machinery.
   2. Noise: Wear approved hearing protection when operating machinery.
C. Injury Risks
   1. From Machinery:
      a. Trained operators only to operate machines.
      b. Lockout/Tag out for repairs and maintenance.
      c. Machinery maintained at all times.
   2. From Operations:
      a. Wear protective footwear and gloves while working with logs and planks
      b. Use approved lifting techniques and machinery aids for heavy lifting
      c. Use extreme caution while loading and unloading logs and planks.
      d. Have first aid supplies on worksite at all times.
      e. Never work alone while operating machinery

VI. Training
A. Implement ongoing training in first aid, machinery safety and general safety for all new employees.

VII. Plan Implementation
A. Good Housekeeping
   1. Scheduled clean up and checkout daily
   2. Weekly overall site inspection and cleanup
   3. Clear scrap and firewood monthly
B. Maintenance
   1. Machinery maintained to manufacturer’s recommendations daily/weekly/monthly
   2. First aid supplies inspected and replenished monthly

VIII. Attachments
D. Fire Risk Survey
E. General Fire Prevention Checklist
F. Exits Checklist
G. Flammable and Combustible Material Checklist
Fire Prevention Plan
for
DendroTechnology 4404 Corrales Rd. Corrales NM 87048
Last Revised: 8/31/2020

I. OBJECTIVE

The purpose of this Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire, and comply with the Occupational Safety and Health Administration's (OSHA) standard on fire prevention, 29 CFR 1910.39. The plan helps employees recognize, report, and control fire hazards.

II. BACKGROUND

DendroTechnology is committed to minimizing the threat of fire to employees, visitors, and property. DendroTechnology complies with all applicable laws, regulations, codes, and good practices pertaining to fire prevention. DendroTechnology's separate Emergency Action Plan outlines procedures for responding to fires. This Fire Prevention Plan reduces the risk of fires at DendroTechnology in the following ways:

A. identifies materials that are potential fire hazards and their proper handling and storage procedures;
B. distinguishes potential ignition sources and the proper procedures for control of those materials;
C. describes fire protection equipment or systems;
D. identifies people responsible for maintaining the equipment and systems installed to prevent or control ignition of fires;
E. identifies people responsible for the control and accumulation of flammable or combustible material;
F. describes good housekeeping procedures for ensuring control of accumulated flammable and combustible waste material and residues; and
G. provides employee training about fire hazards they may encounter.

III. ASSIGNMENT OF RESPONSIBILITY

Fire safety is everyone's responsibility. All employees should know how to prevent and respond to fires, and should understand that they are responsible for adhering to company policy regarding fire emergencies.
A. Management

Management determines the DendroTechnology fire prevention and protection policies. Management will provide adequate controls to provide a safe workplace, and will provide adequate resources and training to its employees to encourage fire prevention and the safest possible response in a fire emergency.

B. Plan Administrator

Jacob Thaler will manage the Fire Prevention Plan for DendroTechnology and will maintain all records pertaining to the plan. The Plan Administrator will also:

1. develop and administer the DendroTechnology fire prevention training program;
2. ensure that fire control equipment and systems are properly maintained;
3. control fuel source hazards; and
4. conduct fire risk surveys (see Appendix A) with the local fire department and other emergency responders, and make recommendations.

C. Supervisors

Supervisors are responsible for ensuring that employees receive appropriate fire safety training and for notifying Jacob or Rick Thaler when changes in operation increase the risk of fire. Supervisors are also responsible for enforcing DendroTechnology fire prevention and protection policies.

D. Employees

All employees will:

1. complete all required training before working without supervision;
2. conduct operations safely to limit fire risk;
3. report potential fire hazards to supervisors; and
4. follow fire emergency procedures.

IV. PLAN IMPLEMENTATION

A. Good Housekeeping

To limit the risk of fires, employees will take the following precautions:

1. Minimize storage of combustible materials.
2. Make sure doors, hallways, stairs, and other exit routes are free of obstructions.
3. Dispose of combustible waste in covered, airtight, metal containers.
4. Use and store flammable materials in well-ventilated areas away from ignition sources.
5. Use only nonflammable cleaning products.
6. Keep incompatible (chemically reactive) substances away from each other.
7. Perform “hot work” (welding or working with an open flame or other ignition source) in controlled and well-ventilated areas.
8. Keep equipment in good working order; inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease.
9. Ensure that heating units are safeguarded.
10. Report all gas leaks immediately to (Responsible Person), who will ensure they are repaired immediately.
11. Repair and clean up flammable liquid leaks immediately.
12. Keep work areas free of dust, lint, sawdust, scraps, and similar material.
13. Do not rely on extension cords if wiring improvements are needed, and take care not to overload circuits with multiple pieces of equipment.
14. Ensure that required hot-work permits are obtained.
15. Turn off electrical equipment when not in use.

B. Maintenance

Jacob and Rick Thaler will ensure that equipment is maintained according to manufacturers' specifications. DendroTechnology must also comply with requirements of National Fire Protection Association (NFPA) codes for specific equipment. Only properly trained people may perform maintenance work.

The following equipment is subject to maintenance, inspection, and testing procedures:

1. equipment installed to detect fuel leaks, control heating, and control pressurized systems;
2. portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems;
3. detection systems for smoke, heat, or flame;
4. fire alarm systems; and
5. emergency backup systems and the equipment they support.

V. TYPES OF HAZARDS

The following sections address the major workplace fire hazards at (DendroTechnology's) facilities and the procedures for controlling the hazards.
A. Electrical Fire Hazards

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections; wiring with frayed insulation; or overloaded fuses, circuits, motors, or outlets.

To prevent electrical fires, employees will:

1. make sure worn wires are replaced;
2. use only appropriately rated fuses;
3. never use extension cords as substitutes for permanent wiring;
4. use only approved extension cords [those with the Underwriters Laboratory (UL) or Factory Mutual (FM) label];
5. check wiring in hazardous locations where the risk of fire is especially high;
6. check electrical equipment to ensure it is properly grounded or double insulated; and
7. ensure adequate spacing during maintenance.

B. Portable Heaters

All portable heaters must be approved by Jacob and Rick Thaler. Portable electric heaters must have tip-over protection that automatically shuts off the unit when it is tipped over. A portable heater may only be plugged into a wall outlet and never into an extension cord or cubicle outlet. Allow adequate clearance between the heater and combustible furnishings or other materials at all times.

C. Office Fire Hazards NA

Fire risks are not limited to **DendroTechnology** industrial facilities. Office fires have become more likely due to increased use of electrical equipment, such as computers and copiers. To prevent office fires, employees must:

1. avoid overloading circuits with office equipment;
2. turn off and unplug nonessential electrical equipment, such as coffee pots, at the end of each workday;
3. keep storage areas clear of rubbish;
4. ensure that extension cords are not placed under carpets; and
5. ensure that trash and paper set aside for recycling is not allowed to accumulate.
D. Cutting, Welding, and Open-Flame Work

Jacob and Rick Thaler will ensure the following:

1. All necessary hot work permits have been obtained before work begins.
2. Cutting and welding are done by authorized personnel in designated areas whenever possible.
3. Adequate ventilation is provided.
4. Torches, regulators, pressure-reducing valves, and manifolds are UL-listed or FM-approved.
5. Oxygen-fuel gas systems are equipped with listed or approved backflow valves and pressure-relief devices.
6. Cutters, welders, and helpers are wearing eye protection and protective clothing, as appropriate.
7. Cutting or welding is prohibited in sprinklered buildings while sprinkler protection is out of service.
8. Cutting or welding is prohibited in areas where explosive atmospheres of gases, vapors, or dusts could develop from residues or accumulations in confined spaces.
9. Cutting or welding is prohibited on metal walls, ceilings, or roofs built of combustible sandwich-type panel construction or combustible covering.
10. Confined spaces, such as tanks, are tested to ensure that the atmosphere is not more than 10 percent of the lower flammable limit before cutting or welding in or on the tank.
11. Small tanks, piping, or containers that cannot be entered are cleaned, purged, and tested before cutting or welding on them begins.
12. Fire watch has been established.

E. Flammable and Combustible Materials

Jacob and Rick Thaler will regularly evaluate the presence of combustible materials at DendroTechnology (see Appendix D).

Certain types of substances can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited. Such substances obviously require special care and handling.

1. Class A combustibles.

These include common combustible materials (wood, paper, cloth, rubber, and plastics) that can act as fuel and are found in non-specialized areas, such as offices.
To handle Class A combustibles safely:

a. Dispose of waste daily.
b. Keep trash in metal-lined receptacles with tight-fitting covers. Metal wastebaskets that are emptied every day do not need to be covered.
c. Keep work areas clean and free of fuel paths that could allow a fire to spread.
d. Keep combustibles away from accidental ignition sources, such as hot plates, soldering irons, or other heat- or spark-producing devices.
e. Store paper stock in metal cabinets.
f. Store rags in metal bins with self-closing lids.
g. Do not order excessive amounts of combustibles.
h. Frequently inspect areas where combustibles are kept.

Water, multi-purpose dry chemical (ABC), and halon 1211 are approved fire-extinguishing agents for Class A combustibles.

2. Class B combustibles.

These include flammable and combustible liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols.

To handle Class B combustibles safely:

a. Use only approved pumps, taking suction from the top, to dispense liquids from tanks, drums, barrels, or similar containers (or use approved self-closing valves or faucets).
b. Do not dispense Class B flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or a bonding wire. Either the tank or container must be grounded.
c. Store, handle, and use Class B combustibles only in approved locations where vapors are prevented from reaching ignition sources, such as heating or electric equipment, open flames, or mechanical or electric sparks.
d. Do not use a flammable liquid as a cleaning agent inside a building. The only exception is in a closed machine approved for cleaning with flammable liquids.
e. Do not use, handle, or store Class B combustibles near exits, stairs, or other areas normally used as exits.
f. Do not weld, cut, grind, or use unsafe electrical appliances or equipment near Class B combustibles.
g. Do not generate heat, allow an open flame, or smoke near Class B combustibles.
h. Know the location of and how to use the nearest portable fire extinguisher rated for Class B fire.
Do not use water to extinguish Class B fires caused by flammable liquids. Water can cause burning liquid to spread, making the fire worse. To extinguish a fire caused by flammable liquids, exclude the air around the burning liquid. The following fire-extinguishing agents are approved for Class B combustibles: carbon dioxide, multi-purpose dry chemical (ABC), halon 1301, and halon 1211. (NOTE: Halon is an ozone-depleting substance and is no longer being manufactured. Existing systems using halon can be kept in place, but employers must post signs indicating where halon or other agents that pose a serious health hazard are used.)

F. Smoking

Smoking is prohibited in all (Company Name) buildings. Certain outdoor areas may also be designated as no smoking areas. The areas where smoking is prohibited outdoors are identified by NO SMOKING signs.

VI. TRAINING

Jacob and Rick Thaler will present basic fire prevention training to all employees upon employment and will maintain documentation of the training, which includes:

A. review of 29 CFR 1910.38, including how it can be accessed;
B. this Fire Prevention Plan, including how it can be accessed;
C. good housekeeping practices;
D. proper response and notification in the event of a fire;
E. instruction in the use of portable fire extinguishers, as determined by company policy in the Emergency Action Plan; and
F. how to recognize potential fire hazards.

Supervisors will train employees about fire hazards associated with the specific materials and processes to which they are exposed, and will maintain documentation of the training. Employees will receive this training:

A. at their initial assignment;
B. annually; and
C. when changes in work processes necessitate additional training.

VII. PROGRAM REVIEW

Jacob and Rick Thaler will review this Fire Prevention Plan at least annually for necessary changes.
Perform a walkthrough of the facility with the local fire department and other emergency responders to assess the layout of the structures, types and volume of hazardous chemical storage, and other hazards they may encounter when responding to an emergency. Provide a copy of this survey to local authorities for their records.

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<th>Type of Fire Hazard</th>
<th>Location</th>
<th>Emergency Actions</th>
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Completed by: ____________________________ Date: __________________

Appendix A

Fire Risk Survey
DendroTechnology 4404 Corrales Rd Corrales NM 87048
8/31/2020
Appendix B

(Company Name)

General Fire Prevention Checklist

Use this checklist to ensure that fire prevention measures conform with the general fire prevention requirements found in OSHA standards.

☒ Yes ☐ No Is the local fire department acquainted with your facility, its location, and its specific hazards?

☐ Yes ☐ No If you have a fire alarm system, is it tested at least annually? NA

☐ Yes ☐ No If you have interior stand pipes and valves, are they inspected regularly? NA

☐ Yes ☐ No If you have outside, private fire hydrants, are they on a routine preventive maintenance schedule and flushed at least once a year? NA

☐ Yes ☐ No Are fire doors and shutters in good operating condition? NA

☐ Yes ☐ No Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights? NA

☐ Yes ☐ No Are automatic sprinkler system water-control valves, air pressure, and water pressure checked weekly or at other intervals? NA

☐ Yes ☐ No Has responsibility for the maintenance of automatic sprinkler systems been assigned to an employee or contractor? NA

☐ Yes ☐ No Are sprinkler heads protected by metal guards? NA

☐ Yes ☐ No Is proper clearance maintained below sprinkler heads? NA

☒ Yes ☐ No Are portable fire extinguishers provided in adequate number and type?*

☒ Yes ☐ No Are fire extinguishers mounted in readily accessible locations?*

☒ Yes ☐ No Are fire extinguishers recharged regularly with the recharge date noted on an inspection tag?*

☒ Yes ☐ No Are employees periodically instructed in the use of extinguishers and fire protection procedures?*

*(NOTE: Use of fire extinguishers is based on company policy regarding employee firefighting in your Emergency Action Plan and local fire code.)

Completed by: Rick Thaler ___________________________ Date: 08/30/2020
Appendix C

DendroTechnology
Exits Checklist

Use this checklist to evaluate (Company Name’s) compliance with OSHA’s standard on emergency exit routes.

☐ Yes ☐ No Is each exit marked with an exit sign and illuminated by a reliable light source? NA

☐ Yes ☐ No Are the directions to exits, when not immediately apparent, marked with visible signs? NA

☐ Yes ☐ No Are doors, passageways, or stairways that are neither exits nor access to exits, and which could be mistaken for exits, marked “NOT AN EXIT” or with another appropriate marking? NA

☐ Yes ☐ No Are exit signs provided with the word “EXIT” in letters at least 5 inches high with lettering at least 1 inch wide? NA

☐ Yes ☐ No Are exit doors side-hinged? NA

☒ Yes ☐ No Are all exits kept free of obstructions?

☐ Yes ☐ No Are there at least two exit routes provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances? NA

☐ Yes ☐ No Is the number of exits from each floor of a building and from the building itself appropriate for the building occupancy? (NOTE: Do not count revolving, sliding, or overhead doors when evaluating whether there is a sufficient number of exits.) NA

☐ Yes ☐ No Are exit stairways that are required to be separated from other parts of a building enclosed by at least one-hour fire-resistant walls (or at least two-hour fire-resistant walls in buildings more than four stories high)? NA

☐ Yes ☐ No Are the slopes of ramps used as part of emergency building exits limited to dimensions of 1 foot vertical and 12 feet horizontal? NA

☐ Yes ☐ No Are glass doors or storm doors fully tempered, and do they meet the safety requirements for human impact? NA

☐ Yes ☐ No Can exit doors be opened from the direction of exit travel without a key or any
special knowledge or effort? NA

☐ Yes  ☐ No  Are doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside? NA

☐ Yes  ☐ No  Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic? NA

☐ Yes  ☐ No  Are doors that swing in both directions and are located between rooms where there is frequent traffic equipped with glass viewing panels? NA

Completed by: Rick Thaler Date: 08/31/2020
Use this checklist to evaluate (Company Name’s) compliance with OSHA’s standards on flammable and combustible materials:

- Yes  No Are combustible scrap, debris, and waste materials, such as oily rags, stored in covered metal receptacles and removed from the worksite promptly?
- Yes  No Are approved containers and tanks used to store and handle flammable and combustible liquids?
- Yes  No Are all connections tight on drums and combustible liquid piping, vapor, and liquid? NA
- Yes  No Are all flammable liquids kept in closed containers when not in use?
- Yes  No Are metal drums of flammable liquids electrically grounded during dispensing? NA
- Yes  No Do storage rooms for flammable and combustible liquids have appropriate ventilation systems? NA
- Yes  No Are NO SMOKING signs posted on liquefied petroleum gas tanks? NA
- Yes  No Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?
- Yes  No Is combustible dust vacuumed rather than blown or swept whenever possible?
- Yes  No Are fuel gas cylinders and oxygen cylinders separated by distances or fire-resistant barriers while in storage? NA
- Yes  No Are fire extinguishers appropriate for the materials in the areas they are mounted?*
- Yes  No Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials?*
- Yes  No Are extinguishers free from obstruction or blockage?*
☐ Yes ☐ No Are all extinguishers serviced, maintained, and tagged at least once a year?*

☐ Yes ☐ No Are all extinguishers fully charged and in their designated places?*

☐ Yes ☐ No Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical switchboards and equipment? NA

☐ Yes ☐ No Are NO SMOKING signs posted in areas where flammable or combustible materials are used or stored?

☐ Yes ☐ No Are safety cans utilized for dispensing flammable or combustible liquids available at the point they would be used?

☐ Yes ☐ No Are all spills of flammable or combustible liquids cleaned up promptly?

☐ Yes ☐ No Are storage tanks adequately vented to prevent development of an excessive vacuum or pressure that could result from filling, emptying, or temperature changes? NA

*(NOTE: Use of fire extinguishers is based on company policy regarding employee firefighting in your Emergency Action Plan and local fire code.)

Completed by: Rick Thaler  Date: 08/31/2020
Certificate of Inspection

Business: Dendrotechnology Address: 4404 Corrales Road

Date issued: 8-17-20 Expiration date: 8-17-21

IFC Code used: 2009 Type of inspection: Annual

Inspected by: J. Pata

This business has satisfactorily passed a Fire and Life Safety Inspection in accordance with International Fire Code 2009 and The Authority Having Jurisdiction. This inspection shall remain valid for one calendar year from date issued unless otherwise stated.

Post in a conspicuous location
From: Sandy Gold <sandybike@centurylink.net>  
Date: August 14, 2020 at 12:03:21 PM MDT  

Subject: 4404 Corrales Road  

I live at 381 Hansen Road less than a third of a mile from the business 4404 Corrales Road and I ride by the site almost daily on my bicycle. I understand the business there has been operating with a temporary business license for about 4 months and I have never been disturbed by noise, traffic or other issues.  
I appreciate the way the owner has cleaned up the property. Great job spiffing up the place; it's so much more attractive now.  
I'm glad to see a craft based business in the commercial zone operated by people who live here.
Jorge does not email. He is about 200 feet north of our business. This is a text he sent:

I know Rick Thaler for at least 30 years, and now they operate a business at 4404 Corrales Road. I am a daily witness to their fine conduct and kindness and civility. I welcome them with open arms. Specially in this difficult time they are a positive contribution to the town of Corrales. They do not make noise. Their activity is music to my ears. I am delighted to have them as a activity that contribute to save the environment. I hope that the gods of fortune can help them in their endeavor.

Jorge Daniel Pizzola
Laurie, the Thaler's business at 4404 Corrales Road has had no effect on me and I have never heard them in operation. If their immediate neighbors have no objections to their business, I don't either.

Anne (Nancy) Baumgardner
848 Andrews Lane
Pob 3006
Corrales NM 87048
505-804-7444
Sent from my iPad

Begin forwarded message:

From: Larry Azevedo <dribblebit@comcast.net>
Date: August 13, 2020 at 6:58:32 PM MDT
To: R THALER <rthaler@msn.com>
Cc: Larry Azevedo <dribblebit@comcast.net>, donn brislen <dbrislen@gmail.com>
Subject: Support of Local Business

Rick,
You have contacted me in the recent past to help assess any potential noise or other issues that might affect the quality of living in our immediate area. You asked me a couple of months ago to see if I could hear any noise from the operation of your saw which is operating under your temporary business license at 4404 Corrales Road. As you know, I am located at 209 Hansen Rd. which is 700 feet from your machinery. When you operated the saw I was unable to hear it on a quiet day. I have not been disturbed by any noise, traffic or any other issues. I like to see the improvements you have made on the property and certainly support your craft in the commercial zone.
Dr. Larry Azevedo
209 Hansen Rd.
Corrales
Begin forwarded message:

From: Jim Bullard <jbullard.nm@gmail.com>
Date: August 15, 2020 at 2:51:34 PM MDT
To: dendrotsm@gmail.com
Subject: 4404 Corrales Road Support

Date: 8/15/2020
TO: Village of Corrales Village Council
From: Jim Bullard and Gail Chynoweth
RE: 4404 Zoning Change

We are Jim Bullard and Gail Chynoweth. We own the property at 52 East Ella RD, where we have lived for over 30 years. We are east of Corrales road approximately 200 feet, and about 900 feet north of the property at 4404 Corrales Road that is being converted to use as a wood recycling and woodworking business.

We read the minutes of the P&Z meeting where the property was discussed. It seems like the owners (Rick and Jacob Thaler), and the commission, have thoughtfully considered issues evolving from using this property for a woodworking operation. We like to think of it also as a wood recycling operation, which has some obvious benefits to a community such as Corrales.

We support the use of the property as proposed. We have seen no adverse effects from the current operation and the owners are aware of potential issues with noise and outside storage which will need to be addressed as the business develops.

We also think that having the business access off of Corrales Road is a plus, and more reason for supporting the business use. It would potentially create more problems if the business was not on Corrales Road and access was through our already overburdened site streets.

We have known the Thalers for many years and are excited that they are looking to stay in Corrales and build up a family run business.
16 August 2020

Rick Thaler/Corrales Village Council
Dendro Technology Woodshop
4404 Corrales Road
Corrales, New Mexico 87048

RE: Dendro Woodshop Development discussion/Village of Corrales, NM Regular Council Meeting

Members of the Village Council:

My wife and I live approximately 250 feet east of the equipment being used to cut custom wood planks. Full disclosure; I am an Architect and was hired by the Thaler’s to prepare the Site development plan. The Cutting equipment has been on the property for about a year or less, by my recollection. I became aware of its intended use in March of this year when I was hired. Before that time, I was asked if we (my wife and I) had any concerns regarding the noise generated by the equipment’s motor or the saw. I asked my wife the same question and honestly we had no idea it had been in use. I asked to have it started so I could get a sense of the sound.

Since that time to date I have yet to hear the saw. If I’m outside, usually mid afternoon, I have yet to hear it above the delivery trucks, automobiles, motor cycles and general traffic on Corrales road. I assume you think I’m biest because I’ve been commissioned by the Thalers, but honestly I have not heard a thing from my yard that would cause my wife and I any concern. My dogs are always out during the day and they could care less; even with the pitch of the saw blade.

Regarding air quality it cannot be more of an issue than the dirt roadway dust common to the village. To be honest, I love the smell of fresh cut lumber but have yet to experience even that. As to the issue of increased traffic the Site development plan calls for all traffic be directed access off Corrales road onto the site.

Being somewhat of a Woodworker myself, I’m looking forward to doing business with Dendro. It is a very unique business in and of itself and I believe it compliments the Village.

Sincerley,

Charlie & Donna Oterp

113 Hansen Road, Corrales, NM
Sent from my iPad

Begin forwarded message:

From: Brian Whalley <whamijofarms@gmail.com>
Date: August 16, 2020 at 10:19:39 PM MDT
To: "rthaler@msn.com" <rthaler@msn.com>
Subject: For the council

Dixie Armijo

I live at 4358 Corrales Rd, within 200 yards of Rick and Jacobs business. I have never been disturbed in any way by their operations. It’s encouraging to see local residents starting up small business within our commercial zone.

I can be reached at 5058981110 for any questions or concerns.
Sent from my iPad

Begin forwarded message:

From: Brian Whalley <whalley82@gmail.com>
Date: August 16, 2020 at 10:14:44 PM MDT
To: "rthaler@msn.com" <rthaler@msn.com>
Subject: For the council

Brian & Susan Whalley

We live at 4372 Corrales Road about 150 yards from the business at 4404 Corrales Road. Jacob and Rick have been operating their business with a temporary business license for about 4 months and before that for at least a year as a hobby. We have never been disturbed by noise, traffic or other issues. On the rare occasions that we hear them it’s not for long and no more noise than a weedwhacker, is even that. Jacob has been a good neighbor. We are glad to have a business like this in the commercial zone, run by people who live in the Village.

If any questions concerns, feel free to contact us by email at
whalley82@gmail.com/susie7171@gmail.com or by phone at 5059005587/5053034281.
From: R THALER <rthaler@msn.com>
Sent: Monday, August 17, 2020 7:17 AM
To: Laurie Stout; Aaron Gjullin
Subject: Fwd: Zone map amendment

Sent from my iPad

Begin forwarded message:

From: Mick <bluesky@swcp.com>
Date: August 16, 2020 at 9:58:07 PM MDT
To: "rthaler@msn.com" <rthaler@msn.com>
Subject: Zone map amendment

Mr Thaler
From my perspective as a former Village Concilor and member of the Planning & Zoning commissioner (chairman for 3+ years), your application for zone map amendment must be considered separately from the subsequent application for a business license.
I see no impediment to approval for the ZMA - the property is adequate size, formerly separate property adjoining Corrales Road has had C (commercial) zoning for years now, survey has professional stamp and recording is in order.

On the matter of the future application to convert temporary commercial use to permanent.....cabinetmaking and woodworking shops are specifically called out as allowable uses, as are retail shops.

In an earlier text, I forwarded a response from our tenant residing in our rental home at 058 East La Entrada. As you can read there, she has no recollection of hearing any noise from your wood milling operation. I know from earlier communications that she worked from home on alternating weeks from late March until late May.
I hope this clarifies the issues for you and for the Village Council. The neighbors will have an appropriate opportunity to examine the application for your specific use at a future Planning & Zoning meeting.

Mick Harper
Corrales, NM

Sent from my Verizon, Samsung Galaxy smartphone
Hello,

My name is Terry Bergamo and I am the Operations Manager at La Paloma Greenhouse. We are located at 181 E. La Entrada here in the village of Corrales. I am writing because I wish to state my support for another local business that is very close to La Paloma. Dendro Technology is located 4404 Corrales rd. and is a very short distance from us. They have been in operation for a number of months now. Simply stated, La Paloma has not seen ANY change in the air quality in our neighborhood, nor have we been adversely effected by additional noise or traffic because of Dendor Technology being located near us. I am in strong support of our local business community and feel that a business like Dendor Technology is helping to bring consumers and revenue to the village.

Thank you for your consideration,

Terry Bergamo
Operations Manager/ La Paloma Greenhouse
Program Manager/Corrales Home
tbergamo@arcaspirit.org
505-399-9385

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I don't think this counts as being from me...

Begin forwarded message:

From: Trisha Ludlum <tlcinvest1@yahoo.com>
Date: September 1, 2020 at 2:47:15 PM MDT
To: R THALER <rthaler@msn.com>
Subject: Re: 4404 Corrales Road

Dear Corrales Planning and Zoning...

My husband and I own a home at 275 Hansen Road. Our neighbor, Rick Thaler and his son have opened a business at the corner of Corrales Road and Hansen Road.

We have never been bothered by noise from this business. We don't see how this business would have any negative safety issues associated with it. Our home is approximately 900 feet from their business and we feel this business is an asset to the Village of Corrales.

We feel in this time of economic hardship, we need to foster and support our small businesses. We support Mr. Thaler and his son in their endeavor.

Sincerely,

Patricia Ludlum
Neil Colella
To the Corrales Planning and Zoning Commission,

Our address is 319 East Ella Dr. We are about 1/2 mile distance from 4404 Corrales Road.

In the 5 months that DendroTechnology has been operating on a temporary business license we have noticed the following:

Please circle one

Noise

Air Quality Issues

Increased Vehicle Traffic

Fire danger

We find the appearance of the property at 4404 Corrales Road improved / just fine / objectionable (please circle one)

We [support/ object (please circle one) to the nature of this business in the Corrales commercial zone

Comments:
To the Corrales Planning and Zoning Commission,

Our address is 106 E. Ellas Drive. We are about 1/4 mile distance from 4404 Corrales Road.

In the 5 months that DendroTechnology has been operating on a temporary business license we have noticed the following:

Please circle one

Noise  [ ] None  [ ] Minor  [ ] Unacceptable

Air Quality Issues  [ ] None  [ ] Minor  [ ] Unacceptable

Increased Vehicle Traffic  [ ] None  [ ] Minor  [ ] Unacceptable

Fire danger  [ ] None  [ ] Minor  [ ] Unacceptable

We find the appearance of the property at 4404 Corrales Road improved / just fine / objectionable (please circle one)

We support / object (please circle one) to the nature of this business in the Corrales commercial zone

Comments: Would love to see them succeed & improve their lot & the lot to their North.

[Signature]
To the Corrales Planning and Zoning Commission,

Our address is 45 E. Ella Drive. We are about 1/4 mi. distance from 4404 Corrales Road.

In the 5 months that DendroTechnology has been operating on a temporary business license we have noticed the following:

Please circle one

Noise  None  Minor  Unacceptable
Air Quality Issues  None  Minor  Unacceptable
Increased Vehicle Traffic  None  Minor  Unacceptable
Fire danger  None  Minor  Unacceptable

We find the appearance of the property at 4404 Corrales Road improved / just fine / objectionable (please circle one)

We support / object (please circle one) to the nature of this business in the Corrales commercial zone

Comments:

Good luck to DendroTechnology! We need more companies like them.

Thank you.

Maureen Cole
To the Corrales Planning and Zoning Commission,

Our address is 139 West La Entrada. We are about 1 mile distance from 4404 Corrales Road.

In the 5 months that DendroTechnology has been operating on a temporary business license we have noticed the following:

Please circle one

- Noise  None/Minor/Unacceptable
- Air Quality Issues  None/Minor/Unacceptable
- Increased Vehicle Traffic  None/Minor/Unacceptable
- Fire danger  None/Minor/Unacceptable

We find the appearance of the property at 4404 Corrales Road improved/just fine/objectionable (please circle one)

We support/object (please circle one) to the nature of this business in the Corrales commercial zone

Comments:

We encourage commercial endeavors that recycle natural products that would be thrown away or burned. (thaler's)

Good for them that see the value of old trees, that have given to us while they were alive and now dead.

We support this business license.
To the Corrales Planning and Zoning Commission,

Our address is 78 East La Entrada. We are about 2000 distance from 4404 Corrales Road.

In the 5 months that DendroTechnology has been operating on a temporary business license we have noticed the following:

Please circle one

- Noise
  - None
  - Minor
  - Unacceptable

- Air Quality Issues
  - None
  - Minor
  - Unacceptable

- Increased Vehicle Traffic
  - None
  - Minor
  - Unacceptable

- Fire danger
  - None
  - Minor
  - Unacceptable

We find the appearance of the property at 4404 Corrales Road [Improved / just fine / objectionable] (please circle one)

We support / object (please circle one) to the nature of this business in the Corrales commercial zone

Comments:

Lang problems
Lang sickness
Spirock Family Ltd. Company at 4481 Corrales Road has no issue with the proposal. Recommend approval for Dendro Technologies at 4404 Corrales Road.

Cliff A. Spirock
NMPLS 4972, COLO 14155, AZ 32235

Chairman, Community Sciences Corporation
PO Box 1328
Corrales, NM 87048

(505) 897-0000 (office)
(505) 250-1227 (Cell preferred)
caspirock@communitysciences.com

NOTICE REGARDING PROFESSIONAL LIABILITY INSURANCE:
We are required by the State to disclose that CSC (your professional services vendor) carries errors and omissions insurance (our current certificate can be provided on request).
We are advised by our insurance carrier to remind all of our clients, with few exceptions, that ALL work provided is related to our standing contract with you, including the applicable "Standard Contract Particulars" attached to that contract, and including provisions for limitations on liability. Please call or inquire and we will provide that contract, as it attaches to all work performed for you.
I, ______________________________________ (applicant/agent) acknowledge receipt of (2) yellow “public notice” signs from the Village of Corrales that must be displayed and visibly available to passersby on the road (Corrales Road at the entrance to the subject property, and also facing Hansen Road) from end of day September 1, 2020 through 6 pm on Wednesday, September 16, 2020.

A Village representative will be by the property to assure this posting has been completed. If your sign cannot be located by Village rep, your hearing will be postponed till the next meeting and a new round of certified letters will be required.

__________________________
Signature

9/24/2020
Date

(SDP 20-02, Site Development Plan, 4404 Corrales Road, Dendro)
Planning and Zoning Administrator Report
For September 16, 2020 Meeting

The following home occupation permits were administratively approved:

**ZOC 20-16. Ashley Wagner** will be operating "**Nuevo Medico, LLC**" at 60A Quail Trail in Corrales. Ms. Wagner will operate an online business (no client visits to the home) selling health, beauty and wellness products. Work will take place Monday through Friday from noon-5pm, utilizing approximately 300 square feet of a 2,200 square foot home.

**ZOC 20-18. Linda Harrington** will be operating "**Bosque Counseling, LLC**" at 12 Manzano Road in Corrales. Ms. Harrington will be providing mental health counseling for other agencies, online only. She will utilize 260 square feet of a 2,694 square foot home. Work will take place Monday through Friday from 9am – 3pm. No client visits to the home.

**ZOC 20-19. Mark Shipman** will be operating "**Turning Wheel Coaching, LLC**" at 101 Sherlock Court in Corrales. Mr. Shipman will provide business and personal coaching online only; no client visits to the home. He will use 116 square feet of a 1,620 square foot home. Hours are 8-6 Monday through Friday.

On September 8, 2020, Village Council voted to approve ordinance 20-005, making the following changes to the short-term rental ordinance: off street parking only with "at least one parking spot per bedroom on the property". And changing occupancy to "no more than two occupants per bedroom being used as a short-term rental" The following floor amendment was added to this: "Children 12 and under staying with a parent or guardian are not covered by this occupancy limit if the size of the room accommodates it and it is allowed by the owner or operator of the dwelling unit." Revocation was also clarified as an option in the Penalties section.

Certified Building Official Joseph Benney begins working for the Village of Corrales on September 14, 2020. In the meantime, and no doubt with some overlap, I am still sending contractors and homeowner/builders to the Construction Industries Division of the State for permitting and inspections. As of this report, four houses, three pools, and approximately ten additions/remodels /porch/garages have been sent to them.

The move to the new Planning and Zoning offices in the Village Hall complex is nearly complete.

Laurie Stout, Planning & Zoning Administrator

Date