Village of Corrales
Planning & Zoning Department
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PLANNING AND ZONING COMMISSION
Date of Meeting: Wednesday, August 19, 2020, 6:30 PM
Location of Meeting: TELECONFERENCE

MEETING 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=UDawaDJQVnRmbkl6dEVaSkV0ZE1DQT09 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

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 the cul-
desac 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.

**PZA Stout:** 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.)

John McCandless, Chair, Planning & Zoning Commission 9/18/20

Laurie Stout, Planning and Zoning Administrator 9/18/20