



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, April 17, 2024, 6:30 PM

Location of Meeting: Council Chambers in-person, or via zoom teleconference

DRAFT MEETING AGENDA

The Meeting will be held in-person at the Council Chambers, 4324 Corrales Road, or via zoom: To access via zoom meeting go to Zoom.com and click "Join a Meeting". Meeting ID: 862 4276 9027, Passcode: 367043
*Please join the meeting a few minutes before 6:30 pm. To call: 1-408-638-0968.

PLEASE NOTE: The deadline to submit *written* comments you wish to have included in Commissioner Packets regarding an agenda item, is 1pm on Wednesday, April 10.

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. APPROVAL OF MINUTES
March 20, 2024 Meeting Minutes
- V. CORRALEÑOS PUBLIC FORUM (Comment on items not otherwise on Agenda – 3- Minute limit)
- VI. PUBLIC HEARING ITEMS

STR 24-03. (Short-Term Rental) Applicant and property owner Laurel Wyckoff is requesting a 1-bedroom, two-person maximum occupancy **Short-term rental permit** at 170 Don Quijote Court. Although the bedroom is in a detached structure, the STR has been in operation since prior to the ordinance disallowing accessory buildings for that use. This application is to bring the use into compliance with a permit, fire inspection, business license and payment of Lodger's Tax. This 1-acre property is zoned *A-1 Agricultural and Rural Residential*.

45 **SDP 24-02. (Site Development Plan) Applicant Ex Novo Brewing, LLC** is requesting **Site**
46 **Development Plan** permit approval to add an approximately 30-foot-tall second grain silo onto
47 the property behind (west of) the existing brewery building. This 2.85-acre property is zoned *C*
48 – *Neighborhood Commercial* and currently contains a brewery, tap room, and various outdoor
49 structures including an outdoor bar with bathroom facilities.

50
51 **SDP 24-03. (Site Development Plan) Applicant Doug Findley, PO Box 1757, Corrales,**
52 requests **Site Development Plan** approval for property he owns at **4678 Corrales Road**. This
53 .53-acre property is newly zoned *C – Neighborhood Commercial*. He plans to lease the space,
54 which currently contains an 830 square foot residence that will be converted to commercial use,
55 for light retail/office usage.


- 56
57
58 **VII. OTHER BUSINESS**
59
60 **VIII. PZA REPORT**
61
62 **IX. COMMISSIONERS FORUM**
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64 **X. NEXT MEETING: May 15, 2024 at 6:30pm**

65
66 **ADJOURNMENT**

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72 The above requests will be heard in the Courthouse/Chambers at 4324 Corrales Road (or via zoom) on **Wednesday, April 17, 2024, at 6:30 p.m.**
73 **before the Planning and Zoning Commission.** If anyone wishes to comment on these requests but cannot attend the meeting, written comments may
74 be sent to Planning and Zoning Administrator Laurie Stout at LStout@corrales-nm.org no later than **1:00 P.M. on Wednesday, April 10, 2024.**
75 **Those communications will be distributed to the Commission and the applicant by the Planning and Zoning Department.** No written
76 documents shall be distributed to the Commission except through the Planning and Zoning Department. **Written communication received fewer**
77 **than five (5) working days prior to the public hearing must be read into the record by the writer of the communication, under oath.** Please note that
78 written communication **must be received by 1 P.M. on April 10,** to be included in the Commission hearing packets. Citizens are invited and
79 encouraged to attend the meeting and may choose to comment on agenda items in-person.

80
81 If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any form of auxiliary aid or service
82 to attend or participate in the meeting, please contact the Village Clerk at the Village Offices located at 4324 Corrales Road, at least five (5) days
83 prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.
84 Please contact the Village Clerk at 897-0502, or by email at: MRomero@corrales-nm.org if a summary or other type accessible format is needed.

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91 _____
92 Laurie Stout, Planning & Zoning Administrator

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95 _____
96 Date





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Date of Meeting: Wednesday, March 20, 2024, 6:30 PM

Location of Meeting: Council Chambers in-person, or via zoom teleconference

DRAFT MEETING MINUTES

I. CALL TO ORDER

II. ROLL CALL

Present: Jerry Stermer, Melissa Morris, Mick Harper, Mary Chappelle, Elizabeth Marshall, Heather Balas, Rob Black.

III. APPROVAL OF AGENDA

Motion to Approve: Heather Balas, Second: Mick Harper. Vote, yes: Jerry Stermer, Melissa Morris, Mick Harper, Mary Chappelle, Elizabeth Marshall, Heather Balas, Rob Black.

IV. APPROVAL OF MINUTES

Feb. 21, 2024 Meeting Minutes

Motion to Approve: Melissa Morris, Second: Heather Balas. Vote, yes: Jerry Stermer, Melissa Morris, Mick Harper, Mary Chappelle, Elizabeth Marshall, Heather Balas, Rob Black.

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

VI. PUBLIC HEARING ITEMS

STR 24-02. (Short-Term Rental) Applicant and property owner **Jon Epperson**, of 3375 Lorraine Rd, Larkspur, CO is requesting a short-term rental permit for a 4-bedroom residence at **183 El Camino Campo**. Two bedrooms of the house already have Village STR approval and permit from 2022, and he wishes to add the final two for a total occupancy of 8 persons in four bedrooms. This 2.62-acre property is zoned *A-2 Agricultural and Rural Residential*.

PZA Laurie Stout (sworn): (Summarized staff report and noted original short-term rental approval on August 17, 2022, for two of the four bedrooms. Noted the ordinance had been amended, after the original approval, to limit occupancy of STR's to 2 persons per bedroom. Stated applicants are asking to add the additional two bedrooms to the existing approval. Noted septic capacity is higher than required, and applicants are current on all required inspections, registrations and taxes. Noted there have been no complaints to Code Enforcement or to Corrales Police.)

47 **Jon Epperson, of 3375 Lorraine Rd, Larkspur, CO (applicant, sworn):** (Stated the business is
48 running smoothly and appreciates the Commission's consideration of their application.)
49 **Commissioner Marshall:** Would the house be rented to one group at time or more?
50 **Epperson:** We only plan to rent to one group at a time.
51 **Chair Black:** We're going to go into public comment. Seeing none, we will close public comment and
52 go back to the Commission for discussion.
53 **Commissioner Balas:** Given that the applicant is compliant with Code Section 18-45 (f) and noting the
54 over adequacy of the septic tank as well as the track record of the project under its current rental status,
55 I move approval of STR 24-02.
56 **Move to Approve:** Heather Balas, **Second:** Jerry Stermer. **Vote, yes:** Jerry Stermer, Melissa Morris,
57 Mick Harper, Mary Chappelle, Elizabeth Marshall, Heather Balas, Rob Black.
58
59 **Chair Black:** Mr. Epperson, you have your approval, the item could be appealed within 20 business
60 days. If that happens, Laurie will alert you to that, but otherwise, she will follow up with you with any
61 further information that you may need.
62
63 **ZOC 24-04. (Home Occupation) Applicant Morgann Balkcom of 147 Via Oreada** is requesting
64 **Home Occupation** permit approval to use 800 square feet of a 4,000 square foot home for mental health
65 coaching and therapy. "EM2 Clinic" will have up to 20 clients per week Mon-Fri 9 to 5 and Sat-Sun 9
66 to 4. This 1.55-acre property is zoned *A-2 Agricultural and Rural Residential*.
67
68 **Commissioner Harper:** (Recused himself from this item).
69 **Chair Black:** Thank you, Commissioner.
70 **PZA Stout:** (Summarized her report, noting that the applicant may have up to 20 clients per week, that
71 business days and hours are Monday through Friday, 9 to 5 and Saturday and Sunday, 9 to 4. Noted the
72 applicant is renting the home and has a lease that shows she has permission from the landlord to request
73 this home-based occupation.)
74 She asked the applicant: the website shows a business address of 4436 Corrales Road, which is a
75 commercial property. Are you moving the business from there?
76 **Morgann Balkcom, 147 Via Oreada (applicant, sworn):** No, I plan to keep my commercial property;
77 my plan is bringing someone into that space and then funnel my private coaching clients to the home.
78 **PZA Stout:** (Noted there were quite a few public comments. Concern about how much traffic there will
79 be at the home. Noted the application was compliant with the home occupation section of Code.)
80 **Balkcom:** I plan to operate a coaching business. (She expects 3 to 4 people per week to start. Would
81 love to get up to about 10-12. Described her clients.)
82 **Commissioner Chappelle:** Why is your address on Heritage Way in Albuquerque?
83 **Balkcom:** When I submitted this application, we hadn't moved to Via Oreada yet. I was trying to be
84 ahead of the curve and do everything by the rules.
85 **Commissioner Chappelle:** And the commercial property where you have your business now? Which
86 building is it in?
87 **Balkcom:** Del Rio Plaza, across the street from I think the old Sandia Bar.
88 **Commissioner Chappelle:** Is there a reason you can't do both at the commercial property?
89 **Balkcom:** I'm in an awkward position in my business where I need to grow and I need more space, but
90 I don't quite have the clientele to support it. I'm in a transitionary period where I'd like to bring
91 somebody into my commercial space and build a clientele and free it up. While I can continue doing
92 coaching services with my personal clients and my goal at some point in the next year is to build it up
93 enough to where I can grow into a bigger space.
94 **Commissioner Chappelle:** A bigger commercial space?
95 **Balkcom:** Yes.
96 **Commissioner Chappelle:** What you're asking for now, is a transitory home occupation?
97 **Balkcom:** Ideally yes.

98 **Commissioner Stermer:** I'd like you to clarify the number of customers coming per week. You
99 indicated 11 to 20 (on the application), what do you think will really happen?
100 **Balkcom:** (Restated her goal of 12 clients. Noted that her schedule is flexible because of childcare
101 needs, and that was the reason for the broad number of hours and days (M-F 9-5 and weekends 9-4).
102 **Commissioner Stermer:** Typically, what kind of hours do people come to see you?
103 **Balkcom:** If I were to start tomorrow, there'd be a couple on Saturdays and a few during school hours
104 on the weekdays between 9:00 and 3:00.
105 **Chair Black:** Public comment on this item?
106 **Tonna Bugos, 132 Cadillo Ln. (public commenter, sworn):** (Expressed concern over the potential
107 amount of traffic to the site. Noted that the home occupation should have minimal impact on the
108 neighborhood. She believes that Via Oreada has been designated a trail by the Village of Corrales Trails
109 Master Plan. Noted lots of horse traffic and it near one of only six crosswalks on Corrales Road.)
110 **Patrick McClernon, 2968 Corrales Rd. (public commenter, sworn):** (Noted the pages of the lease
111 agreement did not show the owners signature, felt it did not meet the ordinance. Stated the ordinance
112 says no sales and service that would generate a greater traffic volume than normal. Noted the
113 neighborhood is very small and the impact would be greater than if the property was in a larger
114 neighborhood. Stated he believes the traffic could significantly change the neighborhood because of its
115 small size and because it is designated a trail.)
116 **David Alexander, 96 Via Oreada (public commenter, sworn):** (Expressed concern about people
117 walking, walking dogs and riding horses on the road as it is the shortest route to the Bosque in the area.
118 Stated people come to the area to take pictures, which creates additional traffic daily. Does not support
119 adding additional traffic, as it is a trail. Feels the foot traffic on the road is more important than
120 someone coming into the neighborhood for an appointment.)
121 **Billie Daugherty, 41 Via Oreada (public commenter, sworn):** (Agreed with prior comments, noted
122 who lives on the street. Expressed concern about what a proposed sign might look like, and traffic in the
123 area. Concerned that people visiting the business would not understand horse traffic etiquette.)
124 **David Stinchcomb, 122 Via Oreada (public commenter, sworn):** (Stated he agreed with prior
125 opposition, noted that the additional traffic would be enormous.)
126 **Bill Daugherty, 41 Via Oreada (public commenter, sworn):** (Noted high amount of foot traffic and
127 does not want the application approved.)
128 **Chair Black:** (Asked if there was any online public comment.) I'll bring it back to the Commission.
129 **Commissioner Chappelle:** I think it's important for people who don't know Via Oreada and for the
130 record, to explain where you get to, if you go east on Via Oreada. You've talked about it being an
131 entrance to the Bosque, but if you could explain that in a little bit more detail.
132 **McClernon:** (Explained the road dead-ends, location of parking (for Bosque visitors), where other
133 entrances to the Bosque are located and the lack of vehicle parking in the area, as it is mostly used by
134 pedestrians/horses.)
135 **Commissioner Chappelle:** If I drive a car down Via Oreada towards the east, I can't go any further
136 than the end of the road. If I ride a horse though, I could go over the little path where it goes through the
137 clear ditch and then into the Bosque.
138 **McClernon:** Correct.
139 **Commissioner Morris:** (Asked Attorney Cori Strife about the significance of that road having been
140 designated a trail.) Does that come with any legal restrictions on its use?
141 **Attorney Strife:** Not in the context of whether or not it would authorize a home occupation permit. It
142 does—and I think the residents raised the point, which does bear consideration—what the potential
143 traffic impact may be on a trail. In terms of just a home occupation permit it, it has no legal bearing.
144 **Commissioner Morris:** Could you say that last part again?
145 **Attorney Strife:** In terms of a home occupation permit, there's nothing in the planning and zoning code
146 that gives a trail any more legal weight than any other road.

147 **Commissioner Morris:** I don't know if it's a legal approval, the Commission has the power to make
148 decisions on circumstances that are different. For instance, to deny something on a basis that's not in the
149 ordinances, but based on other reasons, is that true?

150 **Attorney Strife:** Can you give me an example of what you're thinking of?

151 **Commissioner Morris:** I'm thinking there have been many residents who are concerned about
152 increased traffic for short term rentals and other developments in Corrales and generally, those have
153 been approved, but there's not some other reason. These concerns that these neighbors have just feel a
154 little bit more substantial even than that to me, although they're very substantial to the people who are
155 arguing against these things. Can you give us a feel for how much wiggle room or if there is any?

156 **Attorney Strife:** What I'm looking at is specifically the home occupation permit requirements. The
157 basic review process. They need to have their CRS from New Mexico Tax and Revenue. They have to
158 make sure that their business is conducted within the dwelling unit. They can't engage in the
159 manufacture of goods. The request has to be no more than 25% of the floor area. The primary thing I
160 think that the ordinance provides that additional parking needs generated by the conduct of the home
161 occupation permit must met with off-street parking. And that is a critical consideration and testimony.
162 And the applicant I think may help in this situation because if there is consideration to be given, we
163 need to know with certainty on the record that her potential business needs will not cause traffic to
164 bleed out onto a trail because people can't park on a trail.

165 **Commissioner Balas:** Part of our code for the home occupancy permit states the use of the dwelling
166 unit for the home occupancy shall be clearly incidental and subordinate to its use for the residential
167 purposes, do we have any defined term for clearly incidental, how are we supposed to interpret that?

168 **PZA Stout:** In our code there is a square footage limit to the business, no more than 25% of the home.
169 And there's also that portion where the applicant states "here's how much traffic I expect per week".
170 There is a category on the application of "more than 20 cars" which is not chosen here. It was the 11 to
171 20, and she's testified that 8 to 10 in a week would be her ideal. There are customer limits. And the
172 square footage limit which are within the guidelines that Code defines.

173 **Commissioner Balas:** That definition of "clearly incidental" is determined by square footage and cars.

174 **PZA Stout:** Also, that the applicant must live in the home and that the *primary* purpose of this home is
175 for her and her family to live in. The Code intent is to prevent someone from having a house be totally a
176 business, with no one living there.

177 **Commissioner Balas:** Section 7 in the same part of Code, "there shall be no sale of goods or services
178 from the home which would generate greater traffic volume than would be created in a residential
179 neighborhood". When I read this, I thought, up to five extra cars per day in my neighborhood would not
180 be more traffic than normal, but what I'm hearing from the neighbors is there are only six homes on the
181 street. Is the ordinance written to assume in an average residential neighborhood or is the ordinance
182 written to assume in this residential neighborhood? Did I make sense with my question?

183 **PZA Stout:** It's general, do typical residences have people coming and going? Do they get deliveries?
184 Do people who work from home go in and out a couple times, bank, grocery store? Is this requested
185 specific use going to be that much more? Or going to be an instance where you've got people coming in
186 and out all day long? Which is then more than what a home occupation should be under the Code? Or is
187 it going to be one in an hour, maybe no one again till the next day. That's where the judgment call
188 comes in. We've heard testimony that there is extra traffic here already because it is a Bosque entrance.
189 So, you've got some folks that just come there for that. But that's separate from the home occupation.

190 **Commissioner Chappelle:** I disagree a little bit with what Miss Stout just said, I think the testimony
191 was there are very rarely cars parked that use it as an entrance to the Bosque. It's the horses that use it as
192 an entrance to the Bosque and the big concern that the neighbors have is the equine traffic and the
193 people who aren't used to that aren't used to it, and it becomes dangerous to the horse and the rider. And
194 I think what we have and this has come up before in home occupation requests, it's stated, actually Mr.
195 McClernon's letter is home occupation permits were intended to have little or no impact on neighbors
196 and he talks about it generating so many cars per week, disproportional to the neighbors use, given that

197 there's so few houses. My concern is we're talking about a disproportional amount. Because at one point
198 the applicant did say 12 visits, so it's kind of a moving target.

199 **Commissioner Marshall:** I appreciate what you said and want to be certain it's a dirt road. Is that
200 correct?

201 **PZA Stout:** I don't think it's gravel. I think it may just be dirt. (Some residents nodded yes.)

202 **Commissioner Marshall:** Which also causes an additional impact on the neighborhood.

203 **Commissioner Stermer:** (Wanted to know if picture A was depicting a circular driveway.)

204 **PZA Stout:** Asked applicant for clarification. (She stated yes, it's a circular drive).

205 **Commissioner Stermer:** Where is the property located on the road?

206 **PZA Stout:** At the end except for another private driveway going to a property north of it.

207 **Commissioner Stermer:** (Asked for confirmation Via Oreada begins at Corrales Road and ends at the
208 access to the Bosque.)

209 **PZA Stout:** Yes.

210 **Commissioner Stermer:** If I were a customer going to this property, would I pass the other five?

211 **PZA Stout:** I believe so.

212 **Chair Black:** I am concerned about a home occupancy situation on a very calm dirt road that could
213 generate up to 20 additional visits a week in a residential community. (Talked about other home
214 occupation approvals as a comparison.) I am concerned about the intensity of the traffic component for
215 the application on this particular road, and I guess from my perspective I think you do have to look to
216 the characteristics of the of the road itself to understand any disproportionate impacts that it may have.

217 **Commissioner Chappelle:** I would move to deny ZOC 24-04.

218 **Chair Black:** And is there a second?

219 **Commissioner Morris:** I second the motion.

220 **Commissioner Balas:** I want to just point out that when I look at the variables on our form on page 2,
221 they put it in these groupings. This application is in the category of 11-20 cars weekly. The thing that's
222 holding me up in terms of potentially approving this, and the reason I'm going to vote for the motion, is
223 the capacity for 20 cars to a home on a street with only six homes. Had the applicant come in with one
224 of the smaller numbers, I probably would be able to approve this application. I'm just making that
225 observation for the record and in case an application comes back to us.

226 **Commissioner Stermer:** Affirmative. But I agree the application does not allow for more explanation
227 and so we have the proposal which is too much traffic for this particular neighborhood.

228 **Commissioner Chappelle:** I would move to deny ZOC 24-04, given the nature of the road (Via
229 Oreada) and the limited number of residents there. The fact is it's a dirt road and basically dead ends at
230 the clear ditch. The potential traffic would be substantial to the neighborhood.

231 **Motion to Deny:** Mary Chappelle, **Second:** Melissa Morris. **Vote to deny:** Jerry Stermer, Melissa
232 Morris, Mary Chappelle, Elizabeth Marshall, Heather Balas, Rob Black.

233 **Chair Black:** Ma'am, sorry, your application is denied. You do have the right to appeal this within 20
234 days. Talk with Laurie and she can walk you through that process.

235

236 **SDP 24-01. (Site Development Plan)** Applicant **Modulus Design**, 912 Broadway Blvd NE, ABQ,
237 87102, on behalf of property owners **Carol Rising** and **Dana Brabson (Brabson Rising, LLC)**, of 712
238 Trujillo Lane in Corrales) requests **Site Development Plan** approval for **3923 Corrales Road**. This 1.4-
239 acre property is zoned *C – Neighborhood Commercial* and is located at the southwest corner of Corrales
240 Road and Coronado Road. Owners wish to ultimately have two buildings on the site containing two
241 restaurant spaces and various retail.

242

243 **PZA Stout:** (Summarized her staff report, noted the existing building has been found too expensive to
244 refurbish, which lead to the new proposed Site Development Plan. Stated the proposed plan has two
245 phases, and at the end of the Site Development Plan process there will be 2 new buildings on the site.
246 The Fire Chief is satisfied with fire access as shown. There's an existing Corrales Road ingress/egress
247 and an existing Coronado Road ingress/egress, which will remain.

248 The applicants will have to go through the Building Permit process for the construction.)
249 **Carol Rising (Brabson Rising, LLC), 712 Trujillo Ln. (applicant, sworn):** (Read a letter she wrote
250 related to the site and their personal and business history in Corrales. Explained how they came to be in
251 business and why Quilts Olé moved out of Corrales due to the building condition. Stated they have
252 worked on the existing building and property so that the current tenants would not have to move until
253 the new building is ready. They plan to develop this site in two phases. The first building will house the
254 existing businesses on site and allow the quilt business to return to Corrales. The second building is to
255 allow for new tenants on the property. Stated that they hope that their existing and new businesses will
256 continue to support the artistic community in Corrales.)
257 **Commissioner Marshall:** How many restaurants are proposed as there is currently one on the site?
258 **Rising:** Right now, we do not have specific tenants who have contacted us to bring in a restaurant or
259 retail. We have talked about adding another restaurant, but that is not certain at this time.
260 **Dana Brabson (Brabson Rising, LLC), 712 Trujillo Ln. (applicant, sworn):** We have worked with
261 MainStreet and they pointed out a second restaurant with a different format than the current one would
262 be appropriate in Corrales. (Stated they are using that as a starting point but have no idea if a second
263 restaurant ultimately will be a part of the property.)
264 **Commissioner Stermer:** I'd like to hear a little bit more about the current capacity for parking and the
265 future capacity, what are the numbers?
266 **Walter Gill, Modulus Design, (agent, sworn):** We showed potential tenants for the new spaces, for
267 proposed buildings 1 and 2. What we are trying to do is create enough parking to accommodate a high
268 volume, so that they have flexibility with what kind of tenant they potentially attract to this new space.
269 The parking calculations on the bottom of the sheet lay out a potential tenant as a restaurant, assembly
270 space and meet the zoning requirements for parking. The buildings are sized based on our best guess for
271 occupancy, especially building 2. The first building is designed to meet the needs of the existing tenants
272 and bring back the owner's business to Corrales.
273 **Commissioner Stermer:** Access is off both Corrales Road and Coronado Road, right? And is the
274 future plan to have both?
275 **Gill:** The main exit and egress will be Corrales Road; we will maintain the existing Coronado access.
276 The main entrance for all commercial use is designed to be Corrales Road as required in Code.
277 **Commissioner Stermer:** How many spaces do you have on here?
278 **Gill:** (Final) Phase two complete parking we have 56 required and we are providing 56.
279 **Commissioner Chappelle:** The current parking area is basically a dirt lot in front of the existing
280 building. Is that going to continue to be a dirt lot?
281 **Walter Gill:** Once we complete both phases the proposed lot will be gravel. We will pave the ADA
282 spots as required, and any access points to the businesses just for ADA access—but the majority, 98%
283 of the parking lot will be gravel.
284 **Commissioner Chappelle:** (Asked for clarification of what businesses are currently on the property
285 and which would be after the construction.) (Corrales Coffee and Tea and a hairdresser now, adding
286 back Quilts Ole. Future additions TBD.)
287 **Commissioner Harper:** We have parking spaces within the 25-foot set back from Corrales Road. Is
288 that setback requirement of 25 feet strictly for buildings?
289 **PZA Stout:** Yes, it is for structures.
290 **Commissioner Harper:** The other question I've noticed is this property runs 424 feet along Coronado
291 Road. But the maximum distance from Corrales Rd. for commercial zoning is 350 feet. Is that right?
292 **PZA Stout:** We evidently have a grandfathered property here. The entirety of this lot on the Village of
293 Corrales zone map shows it as commercial.
294 **(Former property owners confirmed the Commercial zoning has existed since at least 1972.)**
295 **Commissioner Marshall:** (Concerned about the interaction of the proposed development with the
296 existing school across the street. Wanted to verify the business entrance was approved by NMDOT.)
297 **Walter Gill:** Yes. Because it's an already approved DOT exit and entrance for commercial use, we've
298 taken that as an approval to continue it as a commercial use.

299 **Chair Black:** Is there any public comment on this item in the room?
300 **Ginger Hunter, 112 Coronado Rd. (public commenter, sworn):** (Concerned about how the new
301 development would affect an easement agreement for sewer and water on their property.)
302 **Michael Van Wagner, 112 Coronado Rd. (public commenter, sworn):** (Did not comment, had same
303 concerns as Hunter.)
304 **Rich Shore, 91 Coronado Rd. (public commenter, sworn):** (Concerned about doubling (the size) of
305 that use and extending the use into a restaurant space which may have evening traffic as well. Stated the
306 layout is a good fit and he likes it. Has concerns about the construction phase and the effect on their
307 animals (skittish horses). Also concerned with the height and lighting and its effect on their property.)
308 **Chair Black:** I will throw it back to the Commission for any questions or discussion.
309 **Commissioner Harper:** To address a couple of questions from members of the public. I don't believe
310 any action the Commission takes regarding a Site Development Plan could impair an easement owned
311 by another property owner if it's been recorded. Regarding lighting, since the current construction took
312 place on this site, the Village has passed a night skies ordinance that limits light created on this lot. It
313 cannot escape the boundaries of this lot; all lighting must be shielded down. (Noted that proposed walls
314 and fences should help block headlights and some potential noise.) But otherwise, I don't see anything
315 here that's out of compliance with our ordinance.
316 **Commissioner Balas:** (Wanted to make sure that the applicants were communicating with the school
317 across the street as their lot is used by some of the parents dropping off their children at the school, due
318 to the proximity of the crosswalk to their parking lot.)
319 **Chair Black:** Wanted to know if PZA Stout was aware of any easements on the property.
320 **PZA Stout:** (Stated she was not aware of any but did not have plats or recordings related to the
321 property other than the Site Development plan.)
322 **Rising:** There is an encroachment agreement that has been recorded that provides for that encroachment
323 of the fence on the west. As far as I could tell, the terms of the encroachment agreement were
324 accurately stated. With that in place, we would not be disturbing or encroaching on the encroachment.
325 **Commissioner Balas:** Can I clarify what we just heard—that if there's an existing easement, you're
326 going to observe the terms of the existing easement? Is that in summary, what you just said?
327 **Rising:** Well, I'm not sure that it's an easement. It's an encroachment. But that aside, we have no intent
328 to disturb the terms of that.
329 **Commissioner Balas:** OK.
330 **PZA Stout:** Please correct me if I'm wrong. My understanding is that the property to the west has a
331 fence that's a little bit onto your property and that is the encroachment?
332 **Rising:** That's correct.
333 **Commissioner Morris:** I'm still a little unclear about the easement; an encroachment of a fence is
334 completely different. I would think the right to come and use somebody's well, and sewer system—the
335 encroachment of a fence that comes over is not the same as the right to come onto the property.
336 **Rising:** The encroachment is the occupancy within the property line by that other owner. As far as the
337 encroachment agreement is concerned, there are provisions in it concerning well usage, septic usage,
338 location of utility lines and those kinds of things to benefit the owners of that property. That is the
339 subject of the encroachment agreement.
340 **Commissioner Morris:** It sounds to me like an easement.
341 **Rising:** It's a lot like an easement.
342 **Commissioner Chappelle:** I would move for the approval of SDP 24-01, the Site Development Plan
343 for 3923 Corrales Road, given that it meets all the requirements for a site development plan in Code
344 (Section 18-45 (b). Commissioner Harper seconded.
345 **Motion to Approve:** Mary Chappelle, **Second:** Mick Harper. **Vote yes:** Jerry Stermer, Melissa Morris,
346 Mick Harper, Mary Chappelle, Elizabeth Marshall, Heather Balas, Rob Black.
347 **Chair Black:** You have approval, it can be appealed within 20 days.
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VII. OTHER BUSINESS

Commission discussion regarding potential recommendations to Council within *Article V. Terrains and Stormwater Management.*

PZA Stout: (Reviewed proposed language changes to ordinance, which clarifies requirements to request a Variance to Slope disturbance for land more than 15% slope.)

Commissioner Stermer: I would like to express our consensus on this to the Village Council, and that they consider the recommended changes.

Motion to Approve forwarding changes for Governing Body consideration: Jerry Stermer, Second: Elizabeth Marshall. **Vote, yes:** Jerry Stermer, Melissa Morris, Mick Harper, Mary Chappelle, Elizabeth Marshall, Heather Balas, Rob Black.

VIII. PZA REPORT

PZA Stout: (Summarized her report, the Building Official and Code Enforcement Officer reports.)

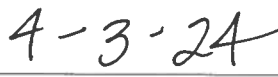
X. COMMISSIONERS FORUM

XI. NEXT MEETING: April 17, 2024 at 6:30pm

ADJOURNMENT



Laurie Stout, Planning & Zoning Administrator



Date



STR 24-03, Short-Term Rental, 170 Don Quijote Court, Staff Summary

Applicant and property owner **Laurel Wyckoff** is requesting a 1-bedroom, two-person maximum occupancy **Short-term rental permit** at **170 Don Quijote Court**. Although the bedroom is in a detached structure, the STR has been in operation since prior to the ordinance disallowing accessory buildings for that use. This application is to bring the existing use into compliance with an STR permit, fire inspection, business license and payment of Lodger's Tax. This 1-acre property is zoned *A-1 Agricultural and Rural Residential*.

Residential short-term rentals are governed by Village Code Section **18-45 (f) Short-term rentals, approval and permit required**.

(2) *Applications must show, at a minimum:*

a. *The maximum number of occupants and vehicles that the dwelling unit can accommodate.*

On page 2 of the application it states one bedroom with up to two persons occupancy.

(ii) In the A-1 and A-2 zones, there can be no more than four guest rooms on a short-term rental property and no more than two occupants per bedroom being used as a short-term rental.

b. *A Google map or similar map showing the entire property, all roads which abut the property and at least 25 feet of adjacent properties, showing on-site parking, areas subject to the short-term rental business, and the location of the septic tank.*

Provided; this property is at the end of Don Quijote. There is parking in the circle drive and also in some spaces located south of the residence. The septic tank is east of the residence.

c. *Floorplan showing all bedrooms within the dwelling unit on the property.*

Provided; in this case there are two bedrooms within the home, and an additional bedroom in the accessory building.

d. *Off-street parking required, with at least one parking space per bedroom on the property.*

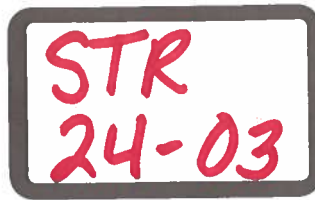
Parking for approximately 5-6 cars is shown. Three spaces are required.

e. *A valid septic permit for the property, showing the number of bedrooms permitted by the State to the septic system on the property.*

The septic permit notes the system is designed for 3 bedrooms. Since the residence could conceivably be reconfigured to contain more than the two bedrooms shown, the applicant should testify under oath that only two bedrooms will be within the home itself.

f. *The name, mailing address, email address, and contact phone numbers (including 24-hour emergency contact numbers) of the owner of the property for which the permit will be issued.*

Ms. Wyckoff is the owner of the property, and her phone number and email are provided.



4324 CORRALES ROAD
CORRALES, NEW MEXICO 87048
PHONE (505) 897-0502
FAX (505) 897-7217

VILLAGE OF CORRALES

EMAIL: Planning@corrales-nm.org
WEBSITE: www.corrales-nm.org

Application for Short Term Rental Permit

Everyone who operates or plans to operate a short term rental at any location within the A-1, A-2, or H zones of the Village of Corrales must obtain a Short Term Rental Permit (STR) issued by the Village. (Ch.18 Sec. 18-45(f), Codified Ordinances of the Village of Corrales.). To obtain an STR you must follow these procedures:

Instructions:

* If you have any questions about filling out the form or about the process, please phone, email or make an appointment with a Planning and Zoning staff member. We are here to help.

1. Fully and accurately complete the application and attach ALL the following:
 - (a) The **maximum number of occupants and vehicles** that the dwelling unit can accommodate. There can be **no more than four total guest rooms** on a residential short-term rental property and **no more than two occupants per bedroom** being used as a short-term rental.
 - (b) A **map (google or other aerial view)** showing the **entire property, all roads** which about the property and at least **25 feet of adjacent properties**, indicating the **on-site parking** and areas subject to the short-term rental business, and location of the **Septic Tank**.
 - (c) **Floorplan** showing **all bedrooms** (not just rentals) within the dwelling unit on the property.
 - (d) Off-street parking required, with **at least one parking space per bedroom** on the property (a regular parking space is 9'x20').
 - (e) A **valid septic permit** for the property, showing the number of bedrooms permitted by the State to the septic system on the property.
 - (f) **The name, mailing address, email address, and contact phone numbers** (including 24- hour emergency contact numbers) of the **owner of the property** for which the permit will be issued.
 - (g) **The name, mailing address, email address, and contact phone numbers** (including 24- hour emergency contact numbers) of the **operator** and the **local contact person** for the owner of the residential rental.
 - (h) Short-term rental permit application fee.
 - (i) A copy of your valid **New Mexico CRS ID** certificate
2. Submit the application, **\$150.00 fee and nine (9) copies of all required materials**, to Planning & Zoning. If the application is complete, the administrator will schedule a hearing by the Planning and Zoning Commission within 40 days of a 100% complete application. If the application is not complete, it will be returned and will not be set for hearing until resubmitted in a complete form.
3. You will **post an easy-to-see notice (yellow sign)**, which you must obtain from the village, for fifteen (15) days prior to the meeting when your application will be heard.
4. **Attend the hearing** and be prepared to answer questions.
5. Obtain a village **business registration** (\$35 fee annually), if your Short Term Rental Permit is approved by the Commission.

***An application without all the required attachments is incomplete. If the application is not complete, it will be returned and will NOT be set for hearing until resubmitted in a complete form.**

GENERAL INFORMATION

The statements below track the requirements of the Village Code section governing Short Term Rental Permits. Chapter 18-45(f). By initialing these items, you certify that you meet these criteria and will abide by them if your Short Term Rental Permit is approved. Violating these requirements may result in revocation of your Short Term Rental Permit, fines, and/or other penalties.

INITIAL EACH APPLICABLE ITEM. (Do not use "X" or a check mark.)

LW a. There can be no more than four guest rooms on a residential short-term rental property.

LW b. All parking must be on the property (off street.) There must be at least one parking space per bedroom on the property.

LW c. Short Term Rental Permits are designed to allow overnight accommodations, with or without breakfast service, to registered overnight guests. No property for which a Short Term Rental Permit has been issued shall be used as an event center for parties, weddings or other gatherings. This is a condition of the issuance of a Short Rental Permit which the permit holder accepts upon issuance of the permit by the Village. In addition to other penalties under the Village Code, a violation of this condition may result in the revocation of the Short Term Rental Permit.

LW d. A business license is required for anyone conducting business within the Village of Corrales.

LW e. A fire inspection will be required, and the property must be compliant with the Fire Code.

LW f. A lodger's tax registration number for the property will be required and lodger's tax must be paid.

LW g. Operation of the short term rental should not create nuisances detectable from adjacent properties.

~~Commission approval: The Planning and Zoning Commission may approve a Short Term Rental Permit if the Commission finds that the applicant has met the requirements of Section 18-45(f). The Commission may add such additional conditions or limitations upon the permit which may be appropriate to minimize any potential adverse impacts upon surrounding properties.~~

~~Appeal Process: An applicant or person who is aggrieved by the decision of the Planning and Zoning Commission may appeal the decision to the Governing Body by written notice to the Clerk of such appeal, to be made within twenty (20) days of the date of the decision by the Planning and Zoning Commission. The matter shall be referred to the Governing Body for hearing at a regular or special meeting in the usual course of business. The decision of the Governing Body made thereof shall be expressed in writing; and the action shall be deemed final.~~

~~Penalties for violation of requirements of subsection (f) of Section 18-45.~~

I certify that I meet the above requirements and will abide by them. I understand that I may lose my Short Term Rental Permit and Business License if I violate any of these requirements. I also understand and agree that any representation made by me in connection with this application, whether orally or in writing, is deemed to be a condition of the Short Term Rental Permit, and violation of such condition may result in loss of Short Term Rental Permit and Business License.

Signature of Applicant: Laurel Wyckoff Date: 02/15/2023

PLANNING & ZONING OFFICE USE ONLY

Received By: _____ Date Received: 2-26-24 File No.: ZOC- 24-03

Amount Paid: 150⁰⁰ Cash Check No.: 194 Receipt No.: _____

Credit Card No. _____

Application Reviewed and certified complete by: LS Date: 2-27-24

Planning and Zoning Commission Approval/Denial:

APPROVED with the following conditions, if any:

Village Approval: _____ Date: _____
Administrator (hearing date, if applicable)

Ninety Day Business License Application Deadline: _____

DENIED with the following findings:

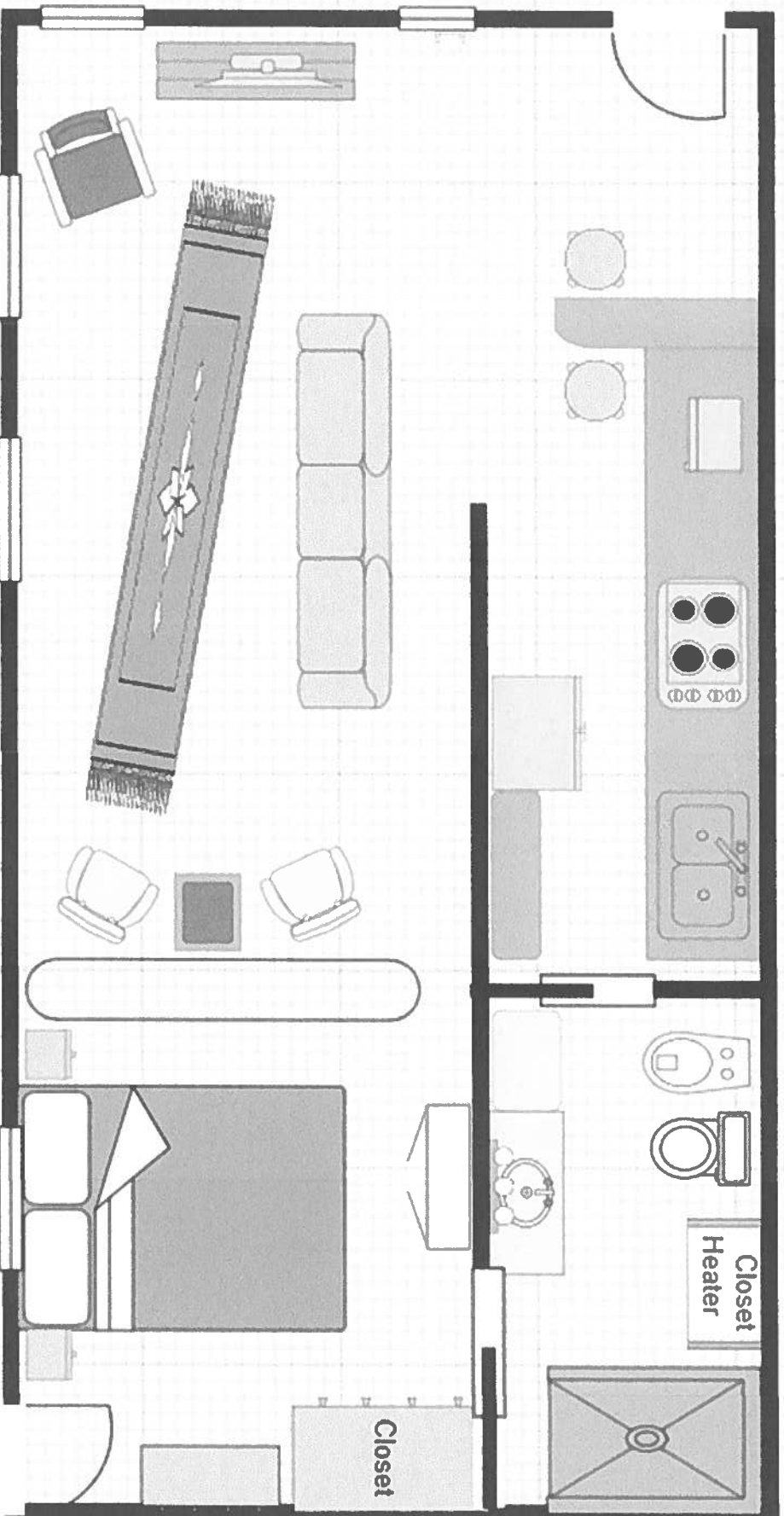
Denial: _____ Date: _____
Administrator (hearing date, if applicable)

Aerial Map of 170 Don Quijote Ct

↑ North



170 Don Quijote - Casita Floor Plan





APPLICATION FOR A LIQUID WASTE PERMIT

NMED Inspection Required No Yes, Call 892 4483 for Appointment

NMED Permit Number: BE030089
RECEIVED FEB 6 2003
Date NMED Received: 6 2003

SYSTEM OWNER'S NAME: Last, First, MI Tuckoff John Home Phone: 897-1150 Business Phone:

MAILING ADDRESS: Street/PO Box, City, State, Zip Code
170 Don Quigate Corrales NM 87048

SYSTEM LOCATION: Street Address Location - give directions to site
170 Don Quigate Corrales Sandover County:

SUBDIVISION BLOCK LOT UNIFORM PROPERTY CODE
Lot 6 of Don Quigate Ct.

TOWNSHIP RANGE SECTION QTR QTR QTR LATITUDE LONGITUDE
T12N R3E

INSTALLER'S NAME & FIRM: Attag Pumping Co. Inc. PHONE: 898-3936

MAILING ADDRESS: Street/PO Box, City, State, Zip Code
200 Sin Nombre NE. Alb NM 87113

CID License No./ Certification 51997 MN-1 MS-3 MS-1 MS-3 Homeowner

I. PERMIT APPLICATION (Instructions on back of pink copy)

A. Proposed Liquid Waste System is for: New construction Modification to an existing system

B. Manufactured Housing (mobile) Yes No

C. Proposed System is: Conventional Mound Holding Tank

II. WASTEWATER SOURCES & DESIGN FLOWS IN GALLONS PER DAY (gpd)
A. Proposed liquid waste system use and design flow: 375 gpd

Single family residence with 3 no. of bedrooms 375 gpd

Multiple family units; 3 no. of units; 3 no. bedrooms per unit 375 gpd

Other (type) Flow sizing units 375 gpd

B. Are there other sewage sources on this property? Yes No

TOTAL WASTEWATER FLOW ON PROPERTY = 375 GPD

III. SITE INFORMATION

A. Lot Size: 1 Acres Date of Record: 6-12-76
(nearest 0.01 acre) (Plat Date or Subdivision Date)

\$5000

B. Depth from Ground Surface to:
Seasonal High Water Table 5 feet
Bedrock, Caliche, Tight Clay 12 feet
Gravel, Cobbles, Highly permeable soil 12 feet
71 to SHW
1 1/2 Seasonal Aquifer

C. Soil Description: (NMED may require both texture description and percolation rate)
Texture: Coarse sand or gravel; (give percolation rate below)
Sand; (give percolation rate below) Fine Sand
Sandy Loam; Loam; Silty Loam;
Clay Loam; Clay;
Other: (describe) 02/09/03

Soil Percolation Rate: min/inch (attach percolation test record)
D. Domestic Water Source: On-site Off-site
 Private Public Shared
Irrigation Well or Flood Irrigated Area on the lot Yes No

IV. SYSTEM DESIGN

A. Treatment Unit: Septic Tank Capacity Existing Gallons
Manufacturer: _____ Certification No.: _____
Other (specify): _____

B. Disposal System: Trench Bed Seepage Pit Mound
Evapotranspiration Other, specify: _____
Materials: Pipe and gravel Gravelless (specify) _____

C. Minimum required absorption area 620.25 square feet
Trench or Bed width 3 ft. Gravel depth below distribution pipe 2 ft.
Total Trench or Bed length 125.25 ft. Number of trenches: 2
Number of gravelless units _____

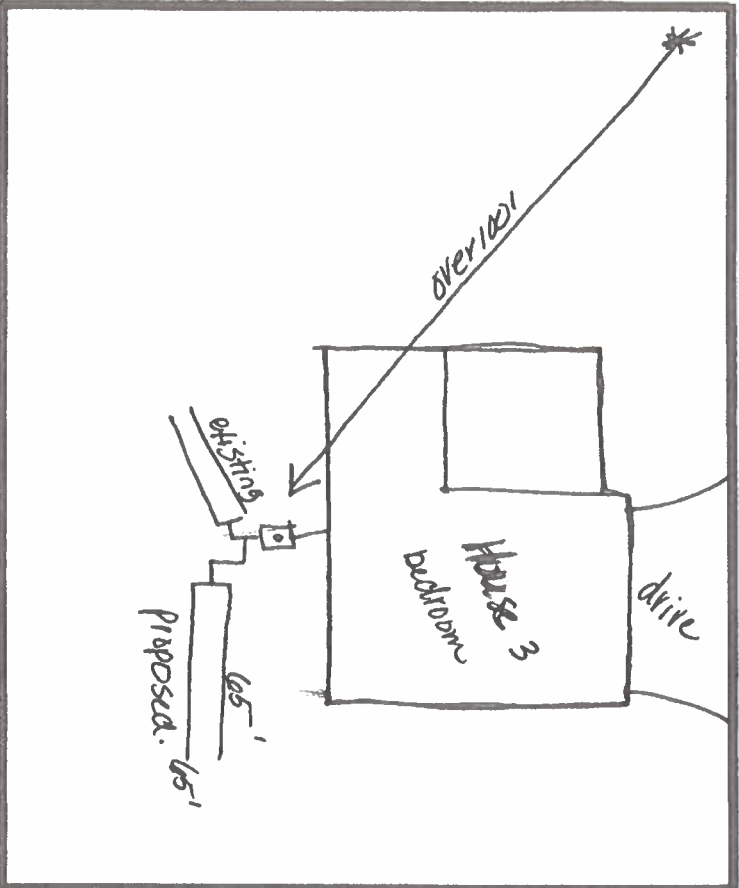
D. Depth from ground surface to bottom of absorption area 4 ft.

V. SITE PLAN: Diagram the lot and liquid waste system. Show setbacks to the objects listed below within 200 feet of system and the direction of groundwater flow. Give distances from:

Treatment Unit to:	40	ft.	Property line	30	ft.
	30	ft.	Property line	35	ft.
	20	ft.	Buildings	40	ft.
	N/A	ft.	Structures	N/A	ft.
	100+	ft.	Wells	100+	ft.
	N/A	ft.	Irrigation	N/A	ft.
	N/A	ft.	Arroyos	N/A	ft.
	N/A	ft.	Surface water	N/A	ft.

Disposal System to:

BE030089



* House is built up 4'
* No other wells within 200'

VI. The foregoing information is correct and true to the best of my knowledge. I understand that the issuing of this permit does not relieve me from the responsibility of complying with all applicable provisions of the New Mexico Plumbing Code and the New Mexico Liquid Waste Disposal Regulations. Obtaining this permit does not relieve me from the responsibility of obtaining any permit required by state, city or county regulation or ordinance or other requirements of state or federal law.

Signature: Wanda Pumping Co. Inc. Date: 2-6-03

Owner: Contractor Other

VII. NEMED PERMIT A permit for construction of the liquid waste disposal system described herein is hereby:

Granted Denied
 Granted subject to conditions Reasons for Denial:

Setback 108 call for inspection 48 hours prior to installing. Setback to street to be verified

NEMED Representative: Chad Morgan Date: 02/07/03

NOTE: This permit may be canceled for failure to meet any condition specified; failure to complete the system within one year, for providing inaccurate or incomplete information; or for failure to notify NEMED that the system is completed. If you have questions call: _____

NEMED Inspection History: NEMED Representative: _____ Date: _____
Thank you for pipe 30" below grade - backfiller required to install a 4ft pipe a metal pipe proposal requires more work depth to not exceed 36"

VIII. NEMED FINAL APPROVAL: The system described above was _____ was not inspected.
 NEMED Representative: Paul Shraga Date: 02/13/03



State of New Mexico
ENVIRONMENT DEPARTMENT



Onsite Liquid Waste System Inspection

Owner's Name: John Tyckoff NMED Permit No.: BE 030 089
System Location: 170 Don Quijote Ct
Corral

Installer's Name & Company: Atlas

Type of Inspection: Initial Final Reinspection Other (specify) _____

Inspector: CS Morgan Inspection Date: 02/17/03

1. Building Sewer

- Existing
- a. Proper material
 - b. Slope = 1/4" per foot drop minimum

2. Septic Tank/Aerated Unit

- a. Properly located; 5' from property line, building, structure, domestic water line, disposal field, 10' from public water line and trees, 50' from streams, 50' from pvt. well, 100' from public well
- b. Properly identified and labeled
- c. Oriented properly
- d. Level
- e. Inlet/outlet pipe properly sealed and watertight
- f. Fiberglass/plastic tanks installed per manufacturer's instructions/bedded with sand
- g. Manholes are properly located and of proper size
- h. Risers are proper size and height
- i. Inlet invert is 2 inches above outlet invert
- j. Fittings are properly vented; legs extend 12" minimum below water level
- k. Concrete tank coating is 6" below water level and of proper material
- l. Outlet pipe is level
- m. Properly backfilled and covered
- n. Filled and watertight

3. Disposal Bed, Trench or Pit

- a. OK as proposed Bed, Trench or Pit is properly sized
- b. Properly located; 5' from property line, building, structure, domestic water line, disposal field, 10' from public water line and trees, 50' from streams, 100' from private well, 200' from public well
- c. N/A If gravelless system, proper number of units used
- d. OK Aggregate material is clean and of correct type and size
- e. OK AS PROPOSED Lines are on proper grade - 0" to 3" per 100'
- f. Aggregate material is properly covered with approved material

- OK AS PROPOSED
- g. Correct depth of aggregate above and below pipe
 - h. Smear soils visible on walls or bed
 - i. Spacing between trenches, beds, or pits correct
 - j. Leach line pipe is 4" minimum diameter

4. Distribution Box

- a. Set level on concrete slab, in natural or compacted soil
- b. Inside properly coated (concrete only)
- c. Invert of inlet is 1" above outlets which are of same height
- d. Baffled where necessary to provide equal flow to all outlets
- e. Located a minimum of 5' from disposal trenches, beds or pits

5. Seepage Pits

- a. Top cover properly coated on underside
- b. Domed covers covered with minimum 2" concrete extending 6" beyond pit wall
- c. Brick or block laid end to end with staggered joints tight together
- d. Sidewall inlet properly vented
- e. Inlet/outlet fittings properly sealed with cement
- f. Aggregate material is clean and proper amount used

Inspection Comments: Head @ 8 1/2' - 1 1/2' second adjustment = 7' SHWT therefore maximum trench depth not to exceed 36" - Outlet pipe at 30" - installer required to install a lift pump - Installer further agrees to hold maximum trench depth at 36" or less = AS BUILT ARE REQUIRED

Inspector's Signature: CS Morgan
Date of Inspection: 02/17/03

LAUREL G WYCKOFF
CASITA ON RIO GRANDE RIVERSIDE PARK
170 DON QUIJOTE CT
CORRALES, NM 87048-7906

February 7, 2024
NM Business Tax ID:
03-647358-00-8
Letter ID: L2033899120

STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT
REGISTRATION CERTIFICATE

Date ID Issued 01-Jan-2023	IDENTIFICATION NUMBER 03647358008-GRT	Business Start Date 01-Jan-2023
Business Location 170 DON QUIJOTE CT	Business End Date	
City and State CORRALES, NM	Zip Code 87048-7906	
Taxpayer Name LAUREL WYCKOFF	Taxpayer Type PROPRIETOR	
Firm Name CASITA ON RIO GRANDE RIVERSIDE PARK	Filing Frequency Quarterly	
Mailing Address 2710 HYDER AVE SE		
City and State ALBUQUERQUE, NM	Zip Code 87106-3033	

This Registration Certificate is issued pursuant to Section 7-1-12 NMSA 1978 for Gross Receipts, County Gross Receipts, and Municipal Gross Receipts Taxes. This copy must be displayed conspicuously in the place of business. Any purchaser of the registrants business is subject to certain requirements under Section 7-1-61 NMSA 1978.

Cabinet Secretary

By 

Any inquiries concerning your Identification Number should be addressed to the Audit & Compliance Division, P.O. Box 630, Santa Fe, New Mexico 87504-0630

Form Revised 02/2003

THIS CERTIFICATE IS NOT TRANSFERABLE

STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT
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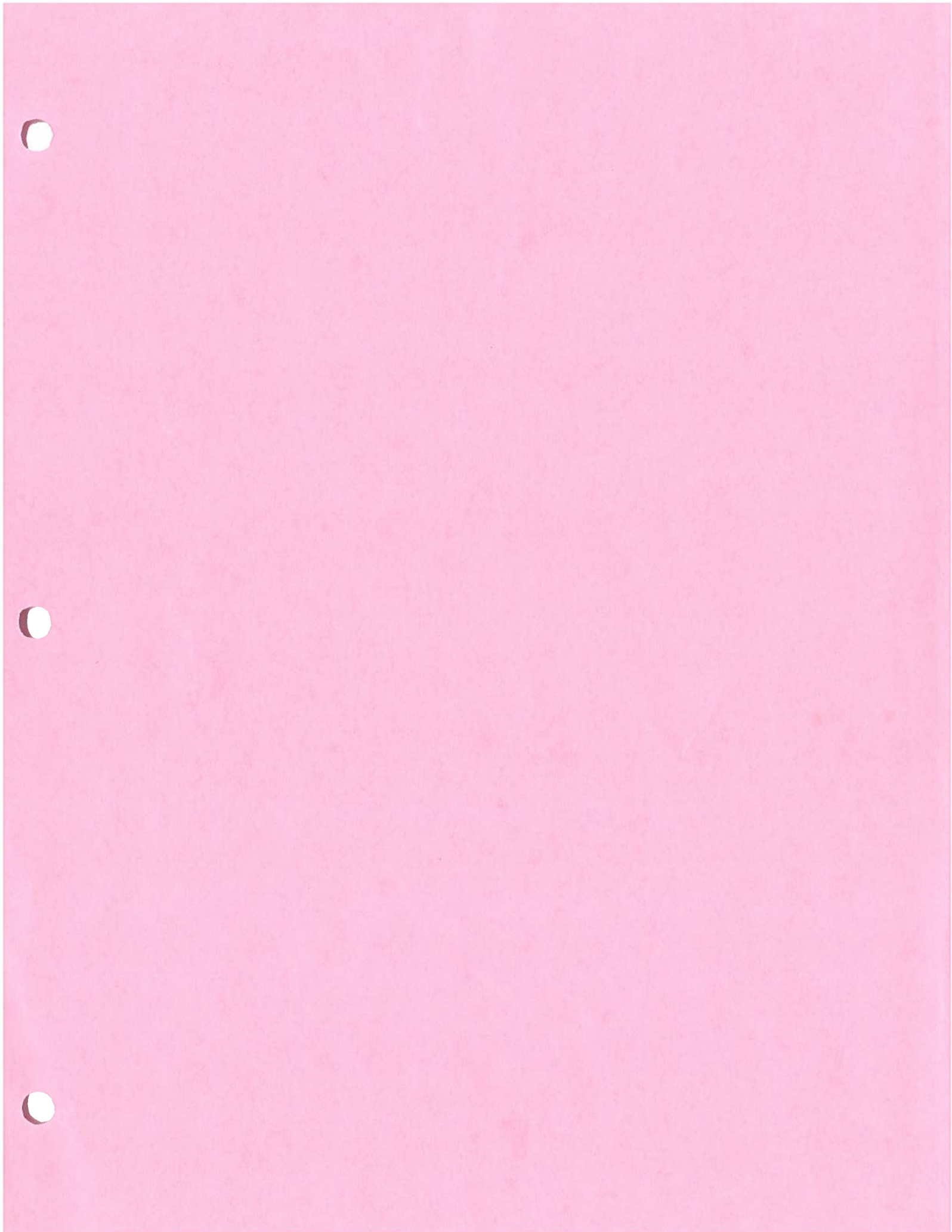
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Form Revised 02/2003

THIS CERTIFICATE IS NOT TRANSFERABLE



SDP 24-02, Amendment to Site Development Plan (adding 2nd grain silo), Ex Novo, Staff Summary

Applicant **Joel Gregory (Ex Novo Brewing LLC)** is requesting **Amended Site Development Plan** approval to add a second grain silo to the brewery and tap house complex at **4895 Corrales Road (MRGCD Map 18, Tract 95-B3B)**. This 2.8-acre property is zoned *C – Neighborhood Commercial*.

There were previous full Site Development Plans submitted and approved for the initial large brewery building, followed by the conversion of an existing building into a tap room, and finally the addition of some small exterior buildings such as an outdoor bar and some shade structures—beginning December 2017, and most recently in March 2021.

This 2024 amended Site Development Plan is not changing any occupancies or occupied structures or expanding parking. Typically full Site Development Plans go through the entire list of requirements in Village Code Section 18-45 (b), which were thoroughly vetted with the three previous SDP's. The architectural firm, Modulus Design, has included them for reference here.

This submittal is for the Commission to consider the addition of a second grain silo on the property, as shown on the drawing. It will be located behind the brewery building, near the southwest corner of the property. (Scope of new work is indicated on the drawing.)

Please note the page showing the grain bin. At just under 30' tall, it is approximately four feet higher than the Village maximum height of 26 feet. When I mentioned to the applicant the need for a Variance to Height request, he suggested instead that the ladder handrail could be somewhat cut off at the top, and the unit itself be placed into the ground some feet lower than grade.

After speaking with the Building Official, the ladder handrail will need to remain as is (safety feature). The unit can conceivably be placed 4 or so feet into the ground and anchored, but the hole will require an engineered retaining wall to hold up all sides. There may also be a need for a sump pump or other feature that removes ground/flood water from the depression.

As part of normal construction procedures, how the structure attaches to a foundation will also require some engineering.

Items within **Section 18-45 (b) (5) Site Development Plan Guidelines** that can be considered include:

e. The noise, glare or odor effects of the proposed use on adjoining properties. The grain bin does not show lighting on it, but if it is planned, must meet with the Village's shielding requirement, especially for something this tall.

f. General compatibility with existing adjacent properties. There is a residence to the south, next door. Another residence across the acequia, toward the west.)

Certified letters were sent timely, I observed the “notice” sign up and properly facing Corrales Road on April 3, 2024.

Recommendation: In the absence of a Variance to Height request, the nearly 30-foot height will be dealt with at the building permit stage, if the additional grain bin is approved.

Village ordinances (**Section 18-37** (*Neighborhood Commercial Zone*), (10) (d) *Uses by Review*) allow breweries in the commercial district, so by implication, an additional grain silo—two total, if this application is approved—for the actual brewing of the beer can be considered on its merits.

Laurie Stout 4-3-24

Laurie Stout, Planning & Zoning Administrator Date



(Amended) SDP 24-02

4324 CORRALES ROAD
CORRALES, NEW MEXICO 87048
PHONE (505) 897-0502
FAX (505) 897-7217

VILLAGE OF CORRALES

EMAIL: Planning@corrales-nm.org
WEBSITE: www.corrales-nm.org

Application for Site Development Plan Permit

APPLICANT INFORMATION

*Please include a brief narrative summary of existing uses and proposed new uses of structures with hours and days of business operation.

Applicant Name: Ex Novo Brewing, LLC

Telephone: 503-505-1411 Email: Joel@exnovobrew.com

Mailing Address: 4895 Corrales Rd., Corrales, NM 87048

Property Owner: _____
(if different from applicant)

Mailing Address: _____
(if different from applicant)

Descriptive Information: TRACT 95-B-3-B
Lot Number/ Tract Number Block

<u>M.R.G.C.D MAP 18</u>	Name of Subdivision	
MRGCD Map Number		
		<u>2.8516 Acres</u>
Zone Designation	Flood Map Designation	Acreage


Address for Site: 4895 Corrales Rd., Corrales, NM 87048

Additional Comments: Addition of second grain silo to the west of brewery building

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

Is Buffering Required? Yes No If Yes: _____
Linear Feet of Fence Number of Parking Spaces

Name and Address of Architect/Engineer:
Walter Gill, Modulus Design, 912 Broadway Blvd NE, Albuquerque, NM 87102

Signature of Applicant:  Date: 3/1/2024

OFFICE USE ONLY

Date Received: 3-8-24 Received By: Brigitte File No.: SDP 24-02

Amount Paid: 200⁰⁰ Cash Credit Credit Card Number: _____

Check Check #: _____ Receipt Number: _____

Completed Application Acceptance Date: March 8, 2024 Date of Hearing: April 17, 2024

Developer Invoiced for Legal Notice: 147.73 Paid: \$ _____

Approved: _____ Date: _____

Approved with Conditions:

Denied: _____
Date

Findings of Facts and Conclusions of Law:

Amended Drawings Required: _____
Date

Findings of Facts and Conclusions of Law:

Amended Drawings Submitted: _____
Date

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.
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SITE DEVELOPMENT PLAN PERMIT APPLICATION

* If you have any questions about filling out the form or about the process, please phone, email or make an appointment with a Planning and Zoning staff member. We are here to help.

Section 18-45. Permits, certificates and plan approval.

(b) Site development plan approval.

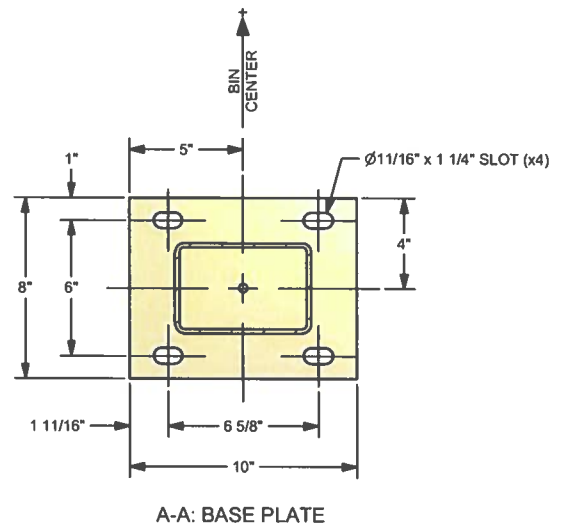
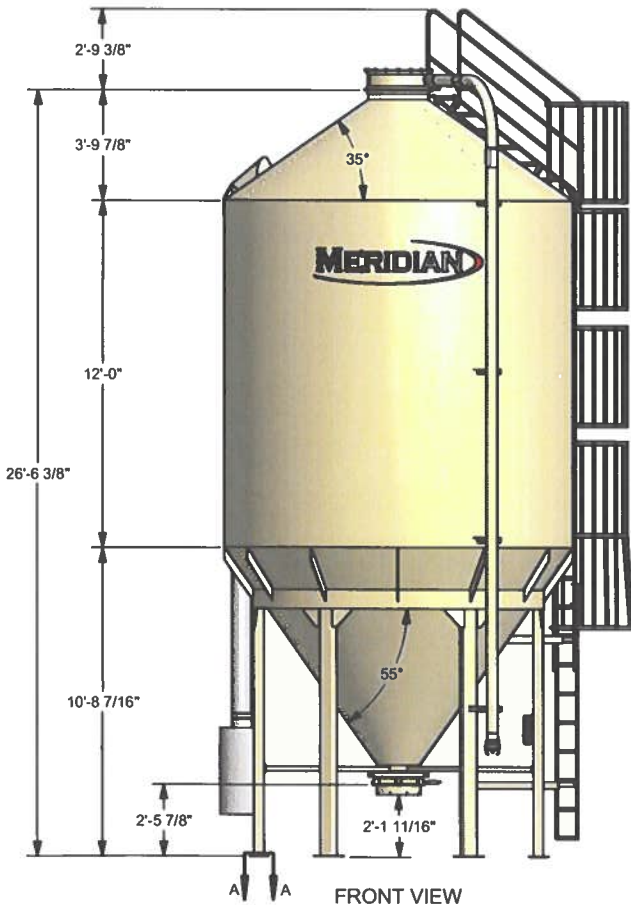
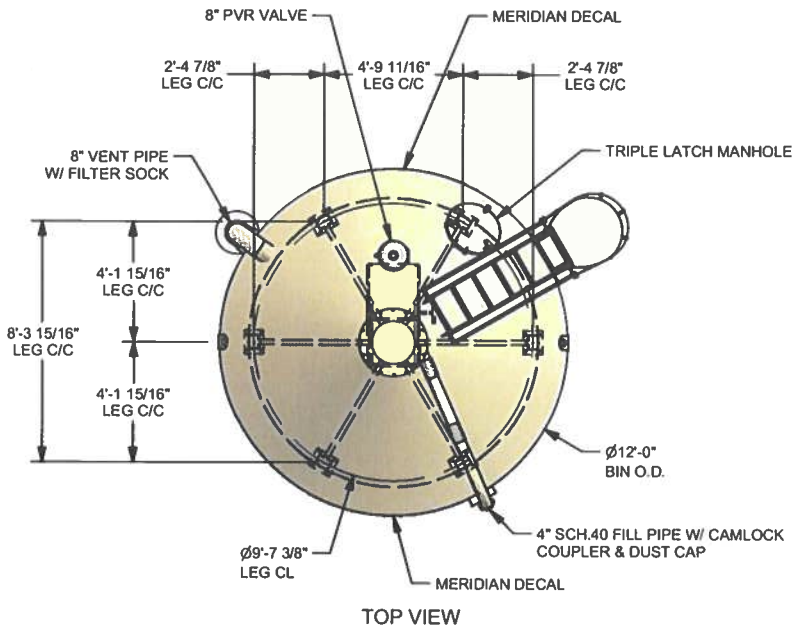
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- b) Show all locations on-site for water, septic, sewer, refuse, electrical points of connections, proposed service routes and existing utilities on the site.
- c) Show all required parking, drainage and grading information (see section 18-39).
- 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:
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 - 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.

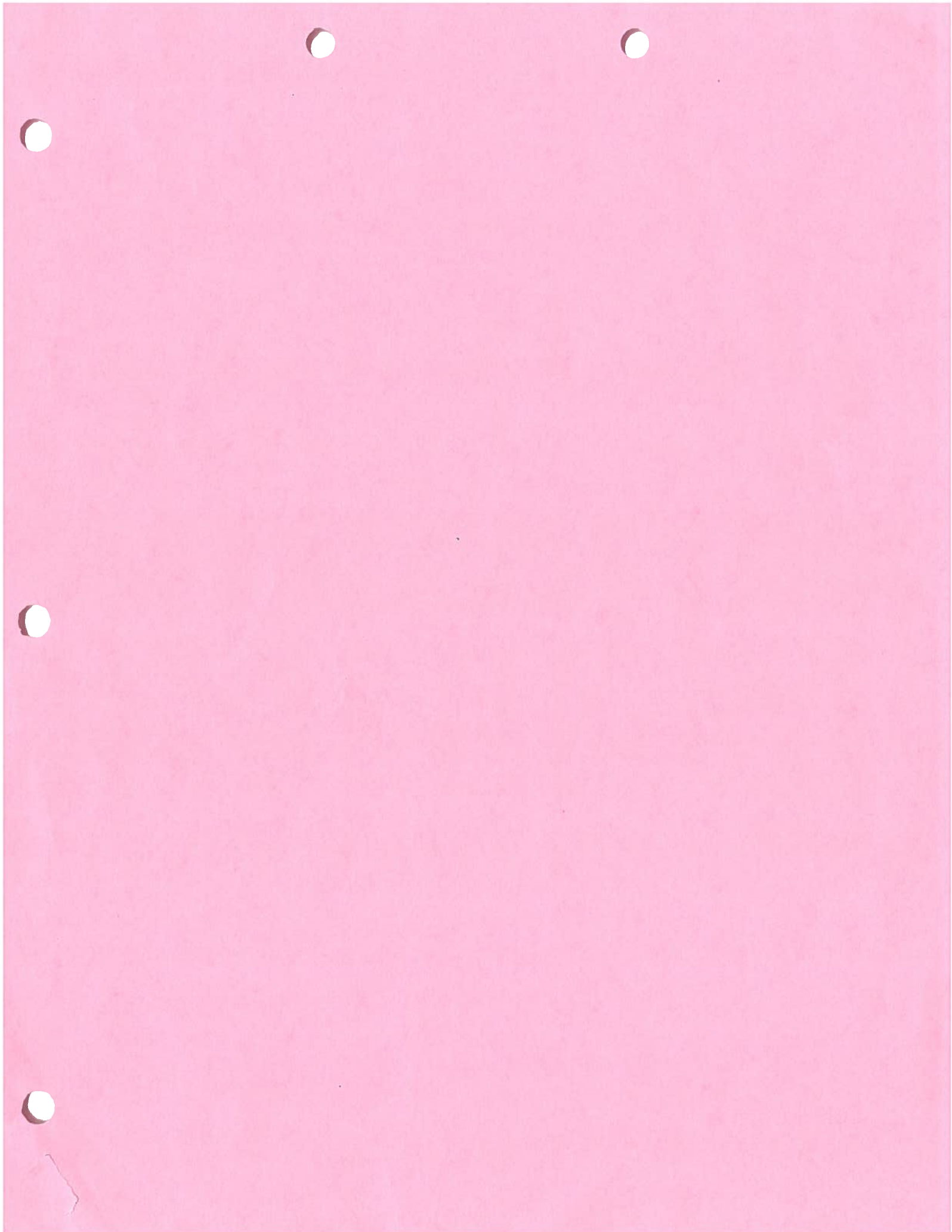
*An application without all the required attachments is incomplete. If the application is not complete, it will be returned and will NOT be set for hearing until resubmitted in a complete form.



BIN MODEL	ITEM #	WEIGHT	VOLUME
1212-55-35	81296	5023 lb	1833 ft ³

COATING SPECIFICATIONS
 EXTERIOR COATING: BONE WHITE
 INTERIOR COATING: BONE WHITE
 ACCESSORY COLOUR: GRAY

DESIGN NOTES
 MAX. PRODUCT DENSITY: 35 p.c.f
 (FREE FLOWING MATERIAL ONLY)
 DESIGN PRESSURES: +8oz/-0.4oz PRESS/VAC
 SEISMIC: S_s = 0.4 (U.S.), S_a (.2) = 0.48 (CAN)
 WIND: 120 mph (U.S.), 0.8 kPa (CAN)



SDP 24-03, Site Development Plan, 4678 Corrales Road, Staff Summary

Applicant **Douglas Findley**, PO Box 1757, Corrales, is requesting **Site Development Plan** approval for a property he owns at **4678 Corrales Road, Map 18, Tract 17-A-1**. The .53-acre lot was recently zoned *C – Neighborhood Commercial*. (The zone change was approved by the Planning and Zoning Commission on November 15, 2023, followed by Governing Body final approval granted via Ordinance No. 24-01 on January 9, 2024.)

At the time of this writing, the applicant had not yet secured a commercial renter, but both his narrative and the architectural drawings describe the requested use as retail/office. With four parking spaces plus one ADA spot, the assumption (which can be confirmed by the applicant under oath) is that the use will be light. He expects business hours between 9-5.

There is an 830 square foot former residence on the lot that will be converted to retail/office occupancy at time of building permit, if approved. I've enclosed a handy **aerial viewpoint** showing the subject property in red, and adjoining properties with some uses noted. Architect Charlie Otero has created the **SDP drawing** for the applicant.

Site Development Plans are governed by Village Code Section 18-45 (b) which outlines 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.* No new structures are being proposed. The business will utilize the existing 830 square foot house, which will be converted to commercial use by building permit if the Site Development Plan is approved. The existing north setback is most likely less than 10'; my assumption is this house was probably built prior to Village incorporation. There is a 10' X 20' shade structure on the property which will remain but is not proposed to be part of the business use. Lot coverage is very minimal at less than 1%. This lot is very narrow and deep, and dimensions are shown. It is adjacent to Corrales Road, which is to the west.
- 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 is located within the house. I have spoken with Building Official Brian Gresham who says that can be appropriately handled during the building permit phase (probably by making it closed off from the customer area). This property is connected to the Village wastewater. Utility poles, electric and gas meter are shown. A solid waste container is shown between the two parking areas (ADA parking and general.)
- c. *Show all required parking, drainage and grading information.* Village Code (Section 18-39 (c) (4)) requires a minimum of three parking spaces for this square footage; four general spaces plus an ADA spot will be provided. This site is flat but in general would drain towards the east, and a retention basin is shown east of the main structure.

- d. *Show required landscaping information (see [Section 18-40](#))*. The architect notes a few existing and planned future landscaping features. Typically 18-40 dictates a number of trees, but the business end of the lot is fairly busy with the structure and ingress/egress, plus parking. Anything larger than small plantings might have to be placed to the east, if required by the Commission.
- e. *Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes*. Flows from the impervious surfaces on the west side of the lot will drain towards the east into the retention basin.
- f. *Include a topographic survey if requested by the Administrator*. (Site is flat, not requested.)
- g. *Show all structures on adjacent properties located within twenty-five (25) feet of the site*. The residence to the south appears to be about 19-20 feet from the property line.
- h. *Identify the zone designations of adjacent properties*. (Shown); Commercial to the west and north. Municipal (school) to the north. The narrow east edge of the lot abuts residential (an apartment complex) and the south side abuts residential.
- i. *Additional information necessary to demonstrate compliance with the requirements for the article as determined by the Administrator*. Applicant is proposing adding a buffer fence on the south side of the property between his lot and the residential lot there. I would suggest that the fence be extended a few more feet eastward to completely buffer the parking area there.
- j. *Show north arrow and scale on all drawings, unless clearly unnecessary for the specific drawing in question*. (Shown)

Other items for the Commission to consider are:

- a. *Accessibility to property and proposed structures thereon, with particular reference to automobile and pedestrian safety, traffic control, streets/roads, and emergency access in case of fire, flood or catastrophe*. The 830 square foot house on site is very close to Corrales Road and has been there for many years. There is a driveway on the south side of the property that connects to Corrales Road, and will provide ingress/egress for parking.
- b. *Off-street parking and loading areas where required, with particular attention to the refuse and service areas (see Subsection [18-37\(j\)](#))*. Customer parking shown on-site. A staff parking area is accessible via a gravel access route. Trash pickup can be accessed via the easterly driveway entrance/exit.
- c. *Show all on-site locations for water, septic, sewer and liquid waste facilities, with reference to soil limitations, locations, and public health*. (Shown. This property is hooked up to the Village wastewater system which still requires a septic tank for solid waste.)
- d. *On-site drainage and storm water runoff*. (Shown on the drawing.)
- e. *The noise, glare, or odor effects of the proposed use on adjoining properties*. There is a proposed 6-foot buffer fence shown on the south, where this property abuts a residential

one. I would ask that it be extended to include the entirety of the parking on that side. In my opinion the apartments to the east are far enough away that impact should be minimal, but the Commission may choose to request buffer fencing on the narrow east side as well, or more along the south side. Proposed hours are that whichever retail or office renter ends up moving in, they'll be closing at or around 5pm daily.

f. *General compatibility with existing adjacent properties.* There is an existing commercial business plaza to the north, with teacher parking for Corrales Elementary located behind that. East of this property is an apartment complex relatively far from the proposed business use. To the south is a residence, and across Corrales Road are various commercial uses. There is a proposed buffer fence on the south side of the property.

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

h. *The goals and objectives of the Village of Corrales Comprehensive Plan.* The Comp plan supports business uses within the Corrales Road Commercial area that are compatible with the Village, and those are noted within Section 18-37.

Certified letters were sent timely. I observed the "notice" sign facing Corrales Road on April 4, 2024.

Recommendation: Light retail and office uses are permissive uses within the Corrales Road Commercial Area per Village Code Section 18-37. The application as presented is compliant with Site Development Plan requirements. With 4 general plus 1 ADA parking, the implication is use will be light.

If approved, the next step would be a building permit to convert the house to a commercial occupancy, and creation of the ADA and general parking areas, followed by a fire inspection and business license.

Laurie Stout 4-5-24

Laurie Stout, Planning & Zoning Administrator

Date



SDP
24-03

4324 CORRALES ROAD
CORRALES, NEW MEXICO 87048
PHONE (505) 897-0502
FAX (505) 897-7217

VILLAGE OF CORRALES

EMAIL: Planning@corrales-nm.org
WEBSITE: www.corrales-nm.org

Application for Site Development Plan Permit

APPLICANT INFORMATION

*Please include a brief narrative summary of existing uses and proposed new uses of structures with hours and days of business operation.

Applicant Name: DOUGLAS FINDLEY

Telephone: 505-895-1737 Email: dougfindley55@gmail.com

Mailing Address: PO BOX 1757 CORRALES, NM 87048

Property Owner: SELF
(if different from applicant)

Mailing Address:
(if different from applicant)

Descriptive Information: 17-A

18 Lot Number/ Tract Number Block

MRGCD Map Number Name of Subdivision
COMERCAL .5325

Zone Designation Flood Map Designation Acreage

Address for Site: 4678 CORRALES ROAD

Additional Comments:

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

Is Buffering Required? Yes No If Yes: 50 ^{x4x} 3
Linear Feet of Fence Number of Parking Spaces

Name and Address of Architect/Engineer:
CHARLIE OTERO 8000 PENNSYLVANIA CIRCLE NE, ABQ ,NM

Signature of Applicant:  Date: 2/4/2024

OFFICE USE ONLY

Date Received: 3-11-24 Received By: bs File No.: **SDP** 24_03

Amount Paid: 500⁰⁰ Cash Credit Credit Card Number: ✓

Check Check #: _____ Receipt Number: _____

Completed Application Acceptance Date: March 11, 2024 Date of Hearing: April 17, 2024

Developer Invoiced for Legal Notice: ✓ Paid: \$ ✓ yes

Approved: _____ Date: _____

Approved with Conditions:

Denied: _____
Date

Findings of Facts and Conclusions of Law:

Amended Drawings Required: _____
Date

Findings of Facts and Conclusions of Law:

Amended Drawings Submitted: _____
Date

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.
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← All commercially Zoned →

418

4667

4739

656

Residence

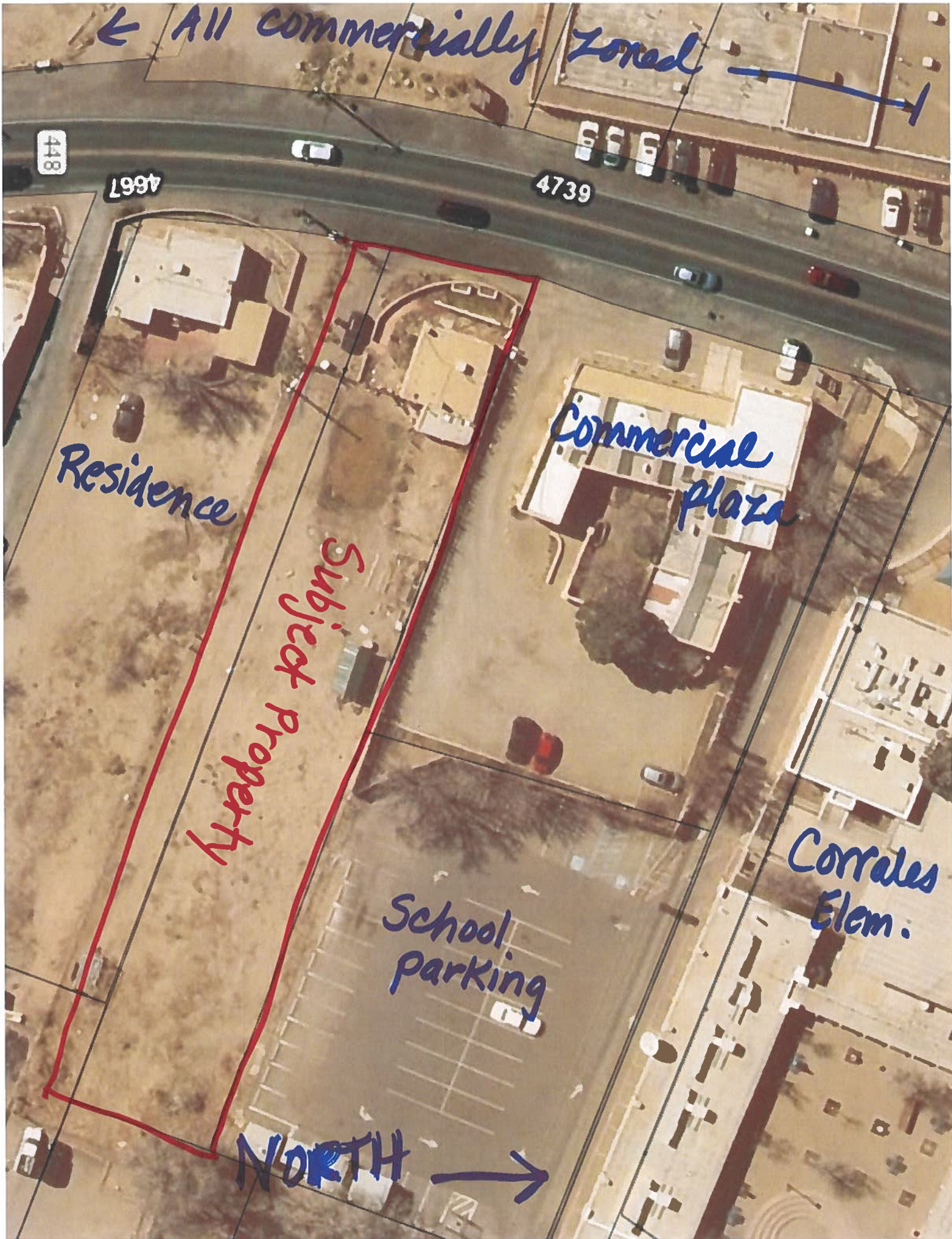
Subject Property

Commercial plaza

School parking

Corrales Elem.

NORTH →



USE FOR 4678 CORRALES ROAD:

PREVIOUSLY THE PROPERTY WAS A RESIDENCE. THE PROPOSED USE WILL BE FOR A RETAIL
OUTLET OPERATING BETWEEN THE HOURS OF 9AM TO 5PM



VILLAGE OF CORRALES
STATE OF NEW MEXICO

ORDINANCE NO. 24-01

AN ORDINANCE PROVIDING FOR THE RE-ZONING OF MAP 18, LOT 17-A-1, 4678 CORRALES ROAD, VILLAGE OF CORRALES, SANDOVAL COUNTY FROM A-1 (AGRICULTURAL AND RURAL RESIDENTIAL) TO C (NEIGHBORHOOD COMMERCIAL)

WHEREAS, Zone Map Amendment (ZMA 23-02) was heard and approved by the Planning and Zoning Commission at the November 15th, 2023 Regular Planning and Zoning Commission Meeting,

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the Village of Corrales, New Mexico, that:

Map 18, Lot 17-A-1, located at 4678 Corrales Road and comprising .51 acres, shall be re-zoned from A-1 Agricultural and Rural Residential to C – Neighborhood Commercial.

SEVERABILITY CLAUSE: Should any section, paragraph, clause or provision of this Ordinance be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance. The Governing Body of the Village of Corrales hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, word or phrase thereof irrespective of any one or more sections, subsections, sentences, clauses, words or phrases being declared unconstitutional or otherwise invalid.


EFFECTIVE DATE AND PUBLICATION: This Ordinance shall become effective and be in full force and effect from and after its passage, publication and posting, according to law.

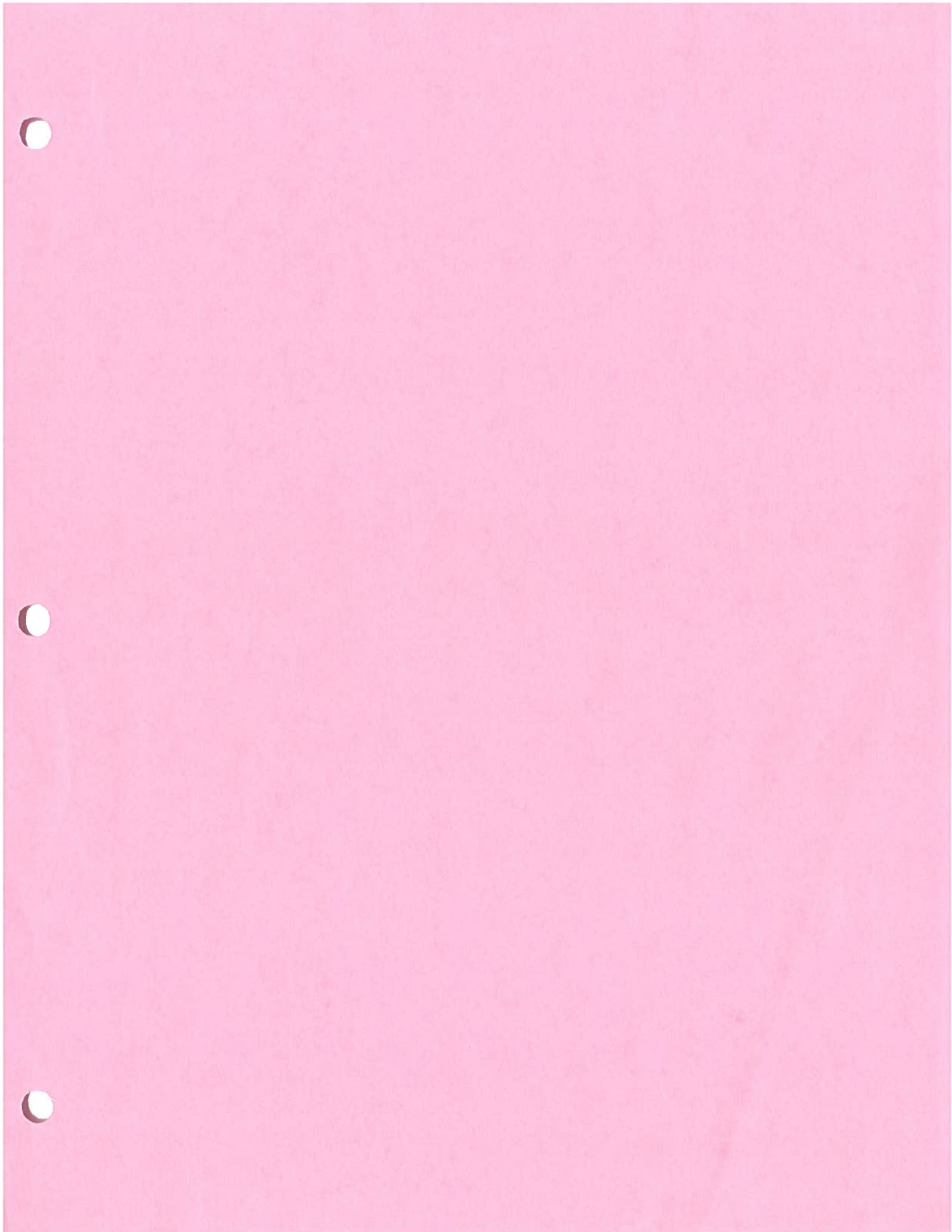
PASSED, APPROVED AND ADOPTED by the Governing Body of the Village of Corrales, New Mexico, this 9th day of January 2024

VILLAGE OF CORRALES


James Fahey, Mayor

ATTEST:


Melanie Romero, Village Clerk
(SEAL)



March 2024

Planning and Zoning Department

Brian Gresham, CBO
Village Building Official
Building and Safety Division Report



The Monthly report from the Planning and Zoning Department includes information regarding activity related to construction permits, interagency assistance, and various administrative duties on behalf of the citizens of the Village of Corrales.

Type of Construction	Number of Permits	Building Permit Fees	Improvement Valuation
New Single Family Dwelling	3	\$15,248.91	\$1,534,711.00
Residential Remodel, Additions	5	\$5,339.01	\$355,766.43
Residential Accessory Structures	3	\$3,008.07	\$213,223.04
Residential Solar	1	\$275.00	\$18,324.10
Residential Reroof	4	\$440.00	\$118,328.19
Residential Pools and Spas	2	\$1,277.82	\$54,475.00
Residential Fence/Wall	1	\$215.00	\$7,290.00
Demolitions	1	\$110.00	\$0.00
Commercial Remodel, Additions	0	\$0.00	\$0.00
Commercial Accessory Structure	1	\$451.32	\$30,000.00
Commercial Solar	0	\$0.00	\$0.00
Commercial Reroof	0	\$0.00	\$0.00
Total for the Month	21	\$26,365.13	\$2,332,117.76



Planning & Zoning Department Village of Corrales

**4324 Corrales Road, Corrales, New Mexico 87048
Phone: (505) 897-0502 Ext. 241 / cell (505) 273-0143
Email: srice@corrales-nm.org**

April 4, 2024

Village of Corrales council members.

Working on Short Term Rental identification
And registration.

The vehicle is not registered and inoperable,
it was not moved until citation was issued. They were sent
two notices before citation.

Numbers for the month of March 2024

51 First notice
8 2nd notice
28 Resolved
1 Citation

Respectfully,

Sherrie Rice
Code Enforcement



321 Reclining Acres Rd

