PLANNING AND ZONING COMMISSION
Date of Meeting: Wednesday, November 18, 2020, 6:30 PM
Location of Meeting: TELECONFERENCE

DRAFT AGENDA

This will be a Zoom Teleconference Planning and Zoning Commission meeting. The public is allowed to join. You are encouraged to join the meeting before 6:35pm so that we may know who is in attendance. The meeting link is:
https://us02web.zoom.us/j/88243225992?pwd=OFF5dVVPcG9ZzdDbHJYT1E2bjdrdz09

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

You may be prompted to enter the meeting ID: 882 4322 5992#
The passcode is: 869923.

If you do not have a built-in microphone on your computer, the phone number to call in to the meeting is: 1-301-715-8592.
*Please join the meeting a few minutes before 6:30 pm.

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

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

October 21, 2020 Meeting Minutes

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

ZOC 20-20. (Home Occupation) Applicant Christina Savitsky of 334 Cabezon Rd. is requesting Home Occupation permit approval for “Buckaroo Balance”. She will provide horseback riding training (some on property and some at clients’ properties), and board horses at her property. She states business hours as mid-day in winter and mornings in the summer. This property is zoned A-I Agricultural and Rural Residential.

STR 20-07. (Short-Term Rental) Applicant Katrina Jackson requests Short-Term Rental permit approval for a one-bedroom casita located at 96 Ranchitos Road, hosting a maximum of two adults and two children twelve and under. The Jacksons live on site in a residence. This property is zoned A-I Agricultural and Rural Residential.

SUM 20-12. (Summary Plat) Applicants and property owners Kevin and Susan Earl request Summary Plat approval to adjust a lot line between existing Lots 52 and 53 of Vista Corrales Subdivision. Proposed Lots 52-A and 52-B are located along W. Ella east of the Corrales Acequia. This property is zoned A-I Agricultural and Rural Residential.

SUB 19-03. (Final Plat). Property owner Joseph Cuellar, as Trustee, is requesting Final Plat approval to subdivide and create proposed Lots 1, 2, 3 and 4 of “Lands of Cuellar” Subdivision. The 4.2882-acre property is located west of Old Church Road and east of Loma Larga and the Corrales Main Canal and is currently known as “MRGCD Tracts 98-A-1-B and 99-B-1”. This property is zoned A-I Agricultural and Rural Residential. (This application was deferred at the June 17, 2020 meeting due to road engineering design issues.)

VII. OTHER BUSINESS

Approval of 2021 Planning and Zoning Commission regular meeting schedule
Approval of Open Meetings resolution 21-01
Approval of IPRA procedures resolution 21-02

VIII. PZA REPORT

IX. COMMISSIONERS FORUM

X. NEXT MEETING: December 16, 2020

XI. ADJOURNMENT

Laurie Stout, Planning and Zoning Administrator Date

11-6-2020

P&Z Commission Draft Agenda for November 18, 2020 meeting Page 2 of 2
This will be a Zoom Teleconference Planning and Zoning Commission meeting. The public is allowed to join. You are encouraged to join the meeting before 6:35 pm so that we may know who is in attendance. The meeting link is:
https://us02web.zoom.us/j/89656410004?pwd=QVlhsGJpaGNVSmQ3OFJTamtZHTG85Zz09

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

You may be prompted to enter the meeting ID: 896 5641 0004#. The passcode is: 662509.

If you do not have a built-in microphone on your computer, the phone number to call in to the meeting is: 1-646-876-9923.

*Please join the meeting a few minutes before 6:30 pm.

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

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA

Move to approve agenda: Ken Killebrew. Second: Cameron Barnes. Vote, Yes: John McCandless, Michele Anderson, Jerry Stermer, Melissa Morris, Ken Killebrew, Cameron Barnes. (Unanimous)

IV. APPROVAL OF MINUTES

September 16, 2020 Meeting Minutes

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

VI. PUBLIC HEARING ITEMS

ZOC 20-15. (Home Occupation) Applicant Cheryl Humphreys of 408 W. La Entrada is requesting Home Occupation permit approval for “Premier Stables”. She will board up to 12 horses at the site, and provide training, using both this property and the adjacent one to the west at 472 W. La Entrada.

Cheryl Humphreys (applicant, 408 W. La Entrada, sworn): I’m a boarding facility. I manage and take care of twelve horses.

Chair McCandless: Do you also do training of horses and/or riders?

Humphreys: I teach little kids. But not of horses, no.

Commissioner Anderson: Is your boarding a full service? Do you feed them?

Humphreys: Yes.

Commissioner Anderson: On your application you just said storing saddles, where do you store grain?

Humphreys: I have individual hay and grain storage near each stall.

Commissioner Anderson: What about storage for vet supplies, medicine?

Humphreys: There are two 12’ X 16’ community tack rooms. Each boarder has their own space with a lockable trunk.

Cindy Diehl, 6012 Calle Diez NW, Los Rancho 87107 (property owner and applicant’s mother, sworn): We don’t maintain it for them.

Commissioner Anderson: What is your plan for manure removal?

Cheryl: I put it in a manure pile on the leased acre and we have it hauled away every 3 weeks.

Commissioner Anderson: Per our ordinances, it has to be collected and removed every 7 days. Class one solid waste. It’s under Section 30-28.

Cheryl: OK, I’ll adjust that with the man who hauls it.

Commissioner Anderson: What about dust control?

Cheryl: We use a sawdust pellet in our stalls. Sawdust is oily, it keeps dust down. We also water the arena weekly.

Commissioner Anderson: Are the boarded horses turned out during the day?

Cheryl: Yes. They have trees for shade.

Commissioner Morris: You said the only training you do is very small children. You won’t be taking folks out on ditch banks?

Cheryl: No.

Commissioner Morris: We had a discussion at a previous meeting about someone boarding and training on ditch bank or Bosque, and apparently, you’re not allowed to do that.

Chair McCandless: In the case you’re referring to, the clients were riding horses on the ditch banks. The Commission concluded that all of the activities of the home occupation had to take place on the grounds. You indicated in your materials that boarders would have access to the ditch banks, for riding.

PZA Stout: Ms. Humphreys could not take clients out on paid rides on the ditches or Bosque, but folks who are merely boarding their horses with her—if they go out on a ride on their own—that is allowed.

Commissioner Killebrew: That’s my recollection also. If a commercial enterprise takes rides out, that’s not allowed, but an individual on their own horse can ride on the ditch or Bosque.

Commissioner Morris: So essentially your clients or customers can ride their horses in the bosque as well?

As long as they are riding individually, and you aren’t doing trail rides.

Cheryl: We don’t do trail rides.

Chair McCandless: The Bosque is owned by the Village. I had question regarding the number of clients you have. You have stalls for 12 horses. Potentially, you could have 12 people coming and going each day.
Cindy: Yes.

Chair McCandless: One of the concerns is just the volume and impact on the neighborhood. A home occupation should essentially be invisible to the neighbors.

Cindy: Before we even started this project, we had the neighbors sign a letter saying that we had their full support. Unfortunately, we didn’t get them in on time. The neighbors are very supportive. We keep the property clean and do everything we can to keep the neighbors comfortable in their home.

Chair McCandless: For a home occupation our ordinance says it’s meant to take place in the home or in one accessory building. We seem to have three accessory structures here, two tack rooms and an office.

PZA Stout: That is correct, Mr. Chair, and I see that is something that possibly should be changed. It’s not uncommon for someone to have something going on using a shed, then perhaps also in a detached garage. I look at the 2,030 square feet as the governing number. For horse facilities specifically, you’ve got a barn, shade shelter, there may be a tack room. Having more than one actual building being used is just not that uncommon.

Commissioner Barnes: There’s two different criteria? One accessory structure or the 2,000 square feet?

PZA Stout: It’s a total of 2,000 square feet, and it does say in one accessory building, which works for almost anything else but a horse facility.

Commissioner Morris: Is this the sort of thing they can request a variance for?

PZA Stout: A variance is for lot controls such as setbacks, height—as opposed to use. This is again what I’d call a judgement call by the Commission. It’s not uncommon for a horse facility to have a few buildings: barn, tack room, etc.

Chair McCandless: We do want to support letter of the ordinance, but it doesn’t seem terribly unreasonable. Ms. Humphreys, with regards to (stock) trailers. Do you have a provision for trailer storage?

Cheryl: No sir, we don’t offer trailer storage.

Chair McCandless: And you’ve informed your clients that that’s not something you offer?

Cheryl: That’s correct.

Cindy: We do store our own personal trailer and RV on the leased acre.

Chair McCandless: The concern was that there was enough parking for 12 people. If there are trailers to boot, it starts to get pretty congested.

Cheryl: We discovered that too, so we decided no trailer storage.

Commissioner Barnes: Do you have any plans to expand the business? Or capped out at 12 horses?

Cheryl: Until that leased property is purchased, no plans.

Cindy: I would say 12 horses. My daughter has an autistic child, she needs to stay home, home-school him. Just the 12 horses.

Commissioner Killebrew: As far as removal of the manure, because flies are a problem. Road Runner does offer removal service that you should take advantage of. That becomes the biggest complaint of neighbors.

Cindy: We’ll have the gentleman come once a week (to remove manure).

Patty Flanagan, 1800 W. La Entrada, (sworn): I want to support Premier Stables. I have been down there, and as a horse community activist. The place is well organized, low dust, put together. We as an agricultural village, this is what we stand for. That’s how Corrales got its name. I want to support the horse atmosphere.

**Motion to approve ZOC 20-15:** Jerry Stermer. Second: Michele Anderson. Vote, Yes: John McCandless, Michele Anderson, Jerry Stermer, Ken Killebrew, Melissa Morris, Cameron Barnes. (Unanimous).

ZOC 20-17. (Home Occupation) Applicant Efstathia (Eva) Yerende of 23 Calle Blanca South is requesting Home Occupation permit approval for “Mimbres Counseling Services, LLC”. She will provide psychotherapy services to adults, couples and groups Monday through Sunday from 8am until 7pm by appointment only, using a 486 square foot accessory structure on the property.

Applicant, Efstathia (Eva) Yerende, 23 Calle Blanca South, (sworn): I’m in the process of starting private process on the side with a full-time job. There is another established art therapy home occupation on the premises, we will share the space. I work with adults and my colleague primarily works mostly with children.

Chair McCandless: You are providing psychotherapy?
Yerende: Yes, I’m a licensed clinical counselor. For the most part at this time, it will be telehealth until Covid-19 comes down.

Commissioner Morris: You and the other person are going to share the space? One office and you will have people scheduled in at different times?

Yerende: It’s an art studio, and when I’m using it no one else will be in there at that point.

Commissioner Morris: Nobody can book the space twice?

Yerende: Exactly, when it is face to face. My colleague is not really active that much. I don’t anticipate any heavy traffic or problems scheduling. She and I live on the premise.

Chair McCandless: You mentioned you’d be doing group therapy. What would you anticipate the largest size group you’d be working with?

Yerende: Not bigger than 3-7 people. When we can do face to face. And we have parking for that.

Chair McCandless: I saw from the aerial, good size parking. Do you know what size the parking area is?

Yerende: From the gate to the door we can put at least 9 cars there. Don’t really know the dimensions.

Chair McCandless: You don’t anticipate having nine cars there.

Yerende: No, 2-3 at the most.

Chair McCandless: How many sessions per day?

Yerende: Two or three per evening. Maybe on the weekends more.

Commissioner Killebrew: A single parking space is 9’ X 20’. Multiply that by 5 or 6, that’s the space you need.

Yerende: Do we need to provide that in writing?

Chair McCandless: Generally, we do ask for that.

Commissioner Killebrew: Six parking spaces would be a little over 1,000 square feet.

Commissioner Morris: You absolutely cannot have any parking along the street, outside your lot. It’s important that you know that.

Yerende: I understand that, thank you.

Chair McCandless: The whole idea behind a home occupation is that it’s relatively invisible to the neighbors.

Commissioner Barnes: There’s nothing against having home occupations on the same property?

PZA Stout: Our ordinances allow up to four home occupations on any one property.

Commissioner Anderson: (discussion of other home occupation’s business license)

Motion to approve ZOC 20-17: Ken Killebrew, Second: Cameron Barnes. Vote, Yes: John McCandless, Michele Anderson, Ken Killebrew, Jerry Stermer, Melissa Morris, Cameron Barnes. (Unanimous).

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

Applicant Jennifer Robinson, 4036 Corrales Road, (sworn)

Amy Bell (landscape architect) (sworn): We provided New Mexico Main Street technical design assistance.

Robinson: We are back to seek your approval for the conversion of our carriage house/garage into two short-term rental suites. We have amended the parking from what was originally submitted, and have changed nothing else in the plans. As opposed to pulling into the parking spaces straight from Priestly Road, the spaces are reduced to three, and are accessed from a driveway. Two spaces are directly in front of the building and have back-out room in the driveway. The third space can exit the property by pulling thru or backing into the driveway. No need to back out onto the street and it also preserves existing mature trees on the property.

Commissioner Killebrew: That was the only problem we had, as I recall.

Chair McCandless: I believe so.

Commissioner Barnes: Do all vehicles entering the property come in through the driveway on Corrales Road?

Robinson: There are two separate entry and exit points currently existing on the property. One in in front of the house off Corrales Road. The other you see in the plans is off Priestly Road.

Commissioner Barnes: No connecting (between)? Circle driveway is just for the house?

Robinson: Yes, we will use the circle driveway ourselves for our personal vehicles.
Chair McCandless: What is the nature of the fence you have on the east side where your property abuts residential property?

Robinson: It is coyote fencing.

Chair McCandless: And there is nothing on the south side at this time?

Robinson: Chain link fencing.

(Discussion of pedestrian pathway requirement in Village ordinances.)

PZA Stout: Village Code says "in the Corrales Road commercial area, pedestrian pathways shall be required connecting the front door or other main access to the building to the parking area", which is done here. I will say, I think the intent in this case is if you have a restaurant or retail space, having people being able to walk to it. In this case we're talking about two short-term rentals, and that doesn't necessarily preclude having people walk out to Corrales Road if they wanted to. (Code) goes on to say "pedestrian pathways will be considered part of the landscaped area". The applicant has a fence (along Corrales Road). It could be difficult to achieve if they don't own the property on the other side of that fence.

Robinson: On the front there is brick and wrought iron (fencing). On the north and south sides are chain link.

Chair McCandless: Is the fence on the front on the property line? I can see trying to build that into your future plans. To build a pathway along Corrales Road, for the future. As the Village grows, that could be a concern.

Robinson: I'm wondering what that would look like on the other side of the front fence. Other than having a wide opening at the front that allows you to come into the property, do you want a sidewalk at Corrales Road?

Chair McCandless: I don't know how clear this is, I'm trying to work with the intent. We've talked about having a pathway along the commercial district. You are providing access for people to get from one commercial property to another. No specifics such as a concrete sidewalk. I would interpret as being on your property, not outside the property line.

Commissioner Killebrew: I think that's a weird place to go, to require all the businesses to provide a pathway on their own property. Until the village comes up with their own plan, and funds it, I don't feel comfortable trying to require an individual business to put in a path on their property.

Chair McCandless: And yet that's what the ordinance states. We've run into this before where past practices do not align with current ordinances.

Commissioner Morris: Is there any reason why there couldn't be an opening in the fences on either side, so that people can be allowed to walk inside the fence instead of along Corrales Road?

Robinson: I feel like we're probing this subject for the future, because it doesn't apply as much to the carriage house. In the future, a gate opening in the NW corner and SW corner making sure that there's ease of pedestrian flow makes a lot of sense to me. There is also a crosswalk at our front driveway. We cross the road there. Openings on both side, with the front driveway open to the crosswalk.

Commissioner Morris: Would it be particularly difficult to open it now?

Robinson: We live here and have small kids and a dog. I don't feel like it's a very public property at this point.

Commissioner Killebrew: The liability.

Commissioner Barnes: I agree with Commissioner Killebrew, it's important to consider the future. What we're talking about tonight is the carriage house and the parking.

Commissioner Anderson: Any public walkways must be on public property. It's not the responsibility of a private citizen to give up their property and security for that. City sidewalks are on city property. A Village pathway would have to be on Village right-of-way. To tell a person to give up their property, I think we're going the wrong direction.

Mary Beliek, 54 Priestly Road, (citizen commenter, sworn): We want to say how grateful we are that our neighbors have proceeded in the process, and how important this process is for getting this right, for business backing into residential. I've spoken with our neighbors and it's been a good conversation. We've been reassured that this business is not going to blossom into a bigger entity that would add even more parking issues onto Priestly Road. Priestly road was our main concern. They have reassured us that this is it, for this part of the property. There are a lot of people to the east. We walk to the mailbox, grower's market, etc.

SUB 20-11 (Sketch Plan) Applicant Community Sciences Corporation, on behalf of property owners Pat Joseph and Thomas Keleher request Sketch Plan Commission review and comment for a proposed five lot subdivision. Tract 25 A3 and Lands of Keleher/Montano, Parcel 1 (total acreage of 10.66 acres) are proposed to be combined and lots created. This property is west of Corrales Road and south of Applewood Drive, and is zoned A-2 Agricultural and Rural Residential.

Tom Patrick, surveyor with Community Sciences Corporation and agent, (sworn): I would like to make a correction to the agenda item. We identified Pat Joseph as an owner; he's actually a prospective buyer and the current owner is the Lopez Trust. We are proposing to dedicate Applewood Road as public right-of-way in this section. No documents exist that officially say that it is, but it is a paved street maintained by the Village. We are proposing to create five new lots from two existing Tracts. We want to increase the width of the access driveway on the south line. It’s currently 14 feet and we are widening it to 20 feet. As far as emergency vehicle access, we would be looking to the fire chief to the widening. At the end of that street, there is a proposed turnaround. There is an existing gravel turnaround not big enough. Existing diameter now 80 feet. We would be asking for a Variance from the 100-foot requirement, because that easement would be directly on the doorstep of the Keleher’s house. We would be reducing the size of a planter in the middle (of the turnaround). We would be removing some of the trees and fence, all at the approval of the fire chief. We have the driveway which comes from Corrales Road, crosses the Corrales Acequia. We have included a determination by a professional engineer that the culvert at the acequia is satisfactory to carry a 75-thousand-pound fire truck. That driveway will continue to provide access to proposed PCL 1-B, which is the Keleher’s residence, and a property to the west. Proposed Tract PCL 1-A would not have access to that driveway. In substitution, we are proposing a 20-foot wide driveway easement on the property line between Tracts PJ-1 and PJ-2, to cross over an irrigation ditch, to provide a driveway easement with sight lines onto Applewood Road. That would provide access to PCL 1-A.

One more item that has come to our attention in the last day. When we applied the lot width diagram to PCL 1-A, which is very irregularly sized, this lot does not meet the 50% ratio of length to width. We are hoping to ask for a Variance to lot width. There are other lots on the south and existing lots in the back that are all less than 150 feet, so that is in the same character as lots that are around it. All the other proposed lots satisfy the lot width requirement.

Applicant Thomas Keleher, 3045 Corrales Road, property owner (sworn): I don’t need to add anything, but I will be glad to respond to questions. The lots to the west of me are (narrow).

Patrick: The two lots to the west—one is 100 feet wide, and one is 120—well under the 150-foot requirement.

Commissioner Anderson: Looking at Exhibit A, the driveway turnaround. It says you’re going to remove the rock wall on the western edge. What is the material that is in the eastern side where you have a 1-foot diameter tree, a spigot, and a .5 foot diameter tree?

Keleher: I’m not looking at the sketch right now. There is a hose bib, spigot. That would be removed and relocated. And a pinyon tree that would be removed. The other trees would remain. The eastern part of the driveway would be significantly modified to increase the turning radius for ingress/egress. There’s only one tree that would be removed.

Commissioner Anderson: What about the 2’ diameter tree that’s right at the transition between the driveway and circular roundabout?

Keleher: That tree would remain.

Commissioner Anderson: That’s in the middle of the driveway.

Keleher: It’s about thirteen and a half feet from the southerly side of the driveway.

Patrick: That is an item that we would want the Fire Chief to look at and either approve or disapprove it.

PZA Stout: Chief Martinez and I did do a site visit and looked at the driveway and area where the cul-de-sac would be. He would support a Variance for the 80 feet diameter instead of 100 feet, but would ask that everything within that 80 feet be removed, including those trees.

Commissioner Anderson: What is the material that starts as railroad ties and comes off the house?

PZA Stout: It becomes a rock wall; you can see it on the easterly and westerly sides of the turnaround.

Commissioner Anderson: So that would also be removed, with the spigot and the trees?

PZA Stout: If it’s within the 80 feet, we would ask that, yes.
Patrick: You asked about materials, right now it is gravel and outside that, dirt and those features. It would be replaced by gravel.

(Discussion about the need for removal of any items within the turnaround as well as the radius turn from the driveway to it.)

Chair McCandless: The fire trucks have to get in there as well, not only within the (turnaround) but there’s got to be enough clearance for them to turn it into.

PZA Stout: If you can visualize a street going into a cul-de-sac, there needs to be a little bit of radius where they join, so that emergency apparatus can make the turn, they can’t make a sharp right turn.

Chair McCandless: We’d have to clarify what the Chief needs before Preliminary Plat.

Commissioner Anderson: The calculations from Anchor engineering were spot on. Good details on the culvert pipes and the headwalls.

Chair McCandless: And you agree with the engineering calculations for the main ditch?

Commissioner Anderson: I checked them and they are correct.

Chair McCandless: Ms. Stout, do you know if the Village is willing to accept that portion of Applewood Road that’s being dedicated?

PZA Stout: Yes, we thought it was already ours.

Commissioner Anderson: On the Applewood 50’ public right of way, on the far east end it narrows down to 27.8 feet, why?

Patrick: Because the remaining width is on someone else’s property.

Commissioner Stermer: There would be a new driveway between PJ-2 and PJ-1 that would lead to PCL 1-A?

So this Tract which would have the problematic width, would access not through the driveway currently used by Mr. Keleher, but would come from Applewood Road. Is that right?

Patrick: That is correct.

Commissioner Stermer: Why is tract PCL 1-A—who owns this between the PNM easement and the southern boundary of PCL 1-A?

Patrick: Currently Mr. Keleher owns all that property.

Commissioner Stermer: Why is it so narrow?

Patrick: (The driveway to the south) is an existing 14’ access easement. It serves two properties. It is and will remain a driveway and not a street. We will now widen it to 20’ so that emergency vehicles can get down it.

Commissioner Stermer: Why can’t the driveway be moved to the south?

Patrick: That tract (Parcel 2) is under different ownership. Its access is off Corrales Road. Not that driveway.

Keleher: The owner of Parcel 2 is an LLC. My wife and I own that LLC. I don’t want to mislead the Commission. Legal access to that parcel is off Corrales Road. There is a tenant there who lives in that property and has access off Corrales Road. There is a house and garage on that property.

(Discussion of lot width minimum and variance requirement).

Patrick: We’d be asking for two variances. One about the lot width and the other for the diameter of the turnaround.

Chair McCandless: You are asking for the easement along the southern boundary, and because the owner of PCL 1-A would not have access to that easement, that would effectively reduce the width of PCL 1-A to 125’.

PZA Stout: The lot width would still include the private easement in the total lot width calculation.

Chair McCandless: Even if that easement is not accessible to the owner of the property?

PZA Stout: Correct. And I will say the reason that we asked for that driveway (off Applewood Road) for Tract PCL 1-A is because if that lot had access off the southern easement, it would have then triggered the requirement for a 30’ width (per Section 18-81 Design Standards, right-of-way width). So, we needed to keep it limited to the two properties.

Patrick: I would just refer to the definition of street. Section 18-77 which excludes “driveways” as streets. Street “does not include a driveway or similar way designed or created for access to a single property or limited number of properties...” This would not be defined as a street.

Chair McCandless: I would agree. My concern is that driveway easement would be off-limits to the owner of PCL-1A. They are buying land they would never have the opportunity to use.

Keleher: We initially thought access to PCL 1-A could be off this easement, but that would require the size of the easement to be 30 feet, and we’d cut down a number of trees that have been there for 35 years. We did not want to cut down a bunch of trees. The solution was to have access off Applewood, which was fine with us.
Chair McCandless: I have some concern about the impact of your driveway easement on that PCL 1-A.

Keleher: We still need to provide access to the lot owner immediately to our west.

Chair McCandless: I see that you put the clear sight triangles on the new driveway (off Applewood). Is there a similar configuration where the current driveway meets Corrales Road? Do you currently meet NMDOT requirements for that access?

Patrick: I don’t know if Mr. Keleher has a current access agreement with NMDOT. I suppose there is room on the north end for the triangle, but not on the south side.

Keleher: There is nothing there (obstructing) right now. I’m sure the owner of the lot to the south would work with us to create a clear sight triangle. I don’t want to create any obstruction to getting onto Corrales Road.

Chair McCandless: It would be good to have that agreement with NMDOT. You’ve heard the questions and comments of the Commission. We appreciate you bringing it to us to hash out some of these issues. We need to clarify the Fire Chief’s position and what’s needed in terms of access. The connection to Corrales Road…

Commissioner Killebrew: The request for Variance for lot width from 150 to 145, is that what’s being asked for PCL-1A?

Patrick: Yes. At one end, it’s 145. It goes to 148.5 by the road. It’s very close to 150.

Chair McCandless: On that driveway where it goes through, are you imagining a barrier?

Patrick: There is already a fence and trees, correct?

Keleher: Currently it’s fenced. We run cows out there. It would remain fenced for now. I imagine it would continue to remain fenced because access to PCL 1-A would not be off that easement.

Chair McCandless: From the standpoint of someone purchasing PCL-1A, if that’s fenced along that driveway, then their lot is effectively 125 feet wide. Which complicates granting a Variance.

Commissioner Morris: I don’t think we have to worry about a future purchaser because they are going to see what they’re getting. If they see the lot is long and skinny and there’s an easement that a couple of other lots drive over, and they then don’t want to buy…if someone with full knowledge still wants to build there, that’s up to them. We don’t have to protect them, at two and a half acres, it’s a pretty good size piece of property. It’s not like we’re squeezing someone in. The fence is already on the easement, and it should be clear.

Patrick: The lot width diagram shows from property line to property line. It does not show from easement line. I believe we are within the ordinance and within the intent of that diagram.

Chair McCandless: I think the intent of the ordinance is that the Village doesn’t end up with a bunch of skinny lots. Do some problem solving, see if there are some solutions that could work, if not, we can come back and visit this Variance idea.

Patrick: Procedurally, we wouldn’t know if a Variance would be approved until Preliminary Plat.

Chair McCandless: Correct.

Commissioner Morris: The neighbors all have these large lots. I wonder if any of them have any concerns?

Keleher: I have spoken with neighbors.

Roger Nagel, 3041 Corrales Rd. (public commenter, sworn): I have been fully informed by the Keleher family. I am a beneficiary of the easement that’s granted from Corrales Road to my property. I would like to leave the lane and cul-de sac exactly as it is. We’ve had heavy equipment in, and we’ve never had a problem with respect to ingress/egress. I would support leaving it as it is.

Chair McCandless: We’ve seen the concerns with the Variances. At issue we have the Fire Chief’s recommendation on what needs to be done with the lane and turnaround. I would ask that you explore some possibilities for the width of that lot. Three main issues: Clearing of materials around the turnaround. Lot width issue. Finally, the access point at Corrales Road.

VII. OTHER BUSINESS

VIII. PZA REPORT (The Planning and Zoning Administrator gave her report.)

IX. COMMISSIONERS FORUM

Chair McCandless: This would be a good time to hear from our two committees working on the Casita issue.
Commissioner Morris: I think we have decided that without the information from the other committee...we need a little information about the maximum load a lot can bear as far as septic. People are allowed to have short term rentals, up to six bedrooms, and part of that can be in an accessory building. We have to allow two kitchens for “multigenerational” families. Defining multigenerational or family is almost impossible. It would be nice if we could come up with something that doesn’t rely on that term.

Right now, the definition of accessory building is fairly useless. Can we change ordinance to say they can’t be used for sleeping, eating, etc. A possibility would be one dwelling unit with two kitchens. Or should we allow a casita with a kitchen? If the parameters can be set somewhat by the environmental limits, then maybe we won’t have to work so hard to define who family is and who can live in those additional rooms.

Commissioner Killebrew: Ordinances for Corrales say one residence per lot. That’s set in stone—we don’t want to change that. The residents at 489 West Ella complained about the size (of the casita). The main issue is using accessory buildings for a use for which they were not originally designed: like a studio or barn turning into a rental. One residence per lot is what we have to stay with. Whatever we do, someone will find a way to work around it.

Commissioner Barnes: What’s the maximum number of people on a lot, from a septic issue perspective? What can a lot physically handle?

Chair McCandless: What if it turns out to be 15 people per acre, for example? What if they want to have two habitable dwellings? Is that something the community wants? Is it consistent with our Comprehensive Plan? I’d be hesitant on relying too much on the environmental load. In a conversation with Ms. Stout, we talked about it all being part of the dwelling unit, with a common wall and/or a door going in there. We should start exploring what that definition of one “single family dwelling” is.

Commissioner Morris: If you have a separate building with a kitchen, it begins to sound a lot like a dwelling, unless it’s fairly small. I heard someone say 400 square feet as a (size) restriction.

Chair McCandless: Not all are rentals. Casitas are being used to take care of elderly parents, for example. Or used by an elderly couple for a caretaker. There are multiple possible uses for these extra living spaces.

Commissioner Killebrew: You don’t want to write an ordinance that cannot be enforced.

Commissioner Anderson: We’re still trying to coordinate with NMED. (She shared a screen with calculations showing amount of acreage needed per bedroom for septic.) Three-quarters of an acre can only have 375 flow, that’s barely three bedrooms. Everything is based on bedrooms, and the size of the lot.

Chair McCandless: Is there information in the (MS4 document) that would be helpful to us?

Morris: For six bedrooms they’d need 1.1 acres? So essentially, that could limit.

X. NEXT MEETING: November 18, 2020

XI. ADJOURNMENT

Motion to adjourn: Cameron Barnes. Second: Michele Anderson.

Laurie Stout, Planning and Zoning Administrator

Date 10-28-2020
Applicant Christina Savitsky of 334 Cabezon Road in Corrales is requesting Home Occupation permit approval for “Buckaroo Balance, LLC”. She will conduct horseback riding instructions (more than half off property at client properties) and board up to four horses on site. This 1.48-acre property is zoned A-2 Agricultural and Rural Residential. (The house on the property pre-dates the 2-acre minimum lot size for a dwelling unit within this zone.)

Village Code Section 18-45 (c) (5) shows the requirements for approval by the Planning and Zoning Commission of a Home Occupation permit.

Ms. Savitsky shows no business use within the home itself. She indicates 800 square feet of accessory structure use, showing on her plan a 4-stall barn with tack room and a separate small hay barn that will be used 50/50 business/personal use. Material storage includes saddles, tack and other gear that will be kept in the tack room of the barn. Ms. Savitsky did send me an email stating that some client’s horses might also be on-site for training, in addition to the boarded horses.

She is renting the property from owners Amy Bryan and John Atkins, who have supplied a letter consenting to the business use on their property.

She states 1-5 business clients per day at the property. A large parking area between the barn and residential area is shown on the plan. Ms. Savitsky’s business hours will be “mid-day in winter, and mornings during the summer”.

The business has an active NM CRS tax number.

I observed the yellow “legal notice” sign properly displayed on November 4, 2020.

**Recommendation:** Approve, but Ms. Savitsky should testify as to the exact maximum number of client horses plus boarded horses that will be housed on property either temporarily or long-term. Compliant with 18-45 (c) Home Occupation permits.

Laurie Stout, Planning & Zoning Administrator
Application for 2019 Home Occupation Permit

Everyone who operates or plans to operate a business at any location within the A-1, A-2, or H zones of the Village of Corrales must obtain a Home Occupation Permit (ZOC) issued by the Village. (Ch.18 Sec. 18-45(c)(1), Codified Ordinances of the Village of Corrales.). In order to obtain a ZOC, you must follow these procedures:

Instructions:

1. Fully and accurately complete the ZOC application and attach ALL of the following: (a) one or more photographs of the home from the road, showing access; (b) a map or sketch clearly showing the location of the proposed business activity on the property; (c) a site plan showing all structures and on-site parking provisions to meet any parking needs of the business; and (d) a copy of your valid New Mexico CRS ID certificate. An application without these required attachments is not complete.

2. Submit the application, $35.00 fee and nine (9) copies of all required materials, to Planning & Zoning. If the application is complete, the administrator will in some cases be able to provide review, or otherwise will schedule a hearing by the Planning and Zoning Commission within 60 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. If Planning & Zoning Commission approval is necessary, 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) within 90 days, if your ZOC is approved by the Commission or Administrator.

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

General Information

Name of Applicant: Christina Savitsky dba Buckaroobalance

Physical Address: 334 Cabazon Rd

Mailing Address:________________________________________

Legal Description: La hermosa addition 1A

Acreage: 1.48 Zoning: A-2

Are you the property owner? Yes No . Do you reside here? Yes No .

If you are not the property owner, you MUST attach a letter signed by the owner granting
approval for the proposed business use.

Are there other ZOCs on the Property? Yes _____ No _____ (Cannot exceed 4 at any one time)
If YES, you must attach copies of the approvals for existing ZOC’s to the application.

Total Square Footage of Home: 2,000 Square Feet
(Exclude Garage unless part of ZOC)

How many square feet of the home will you use for your home business? ______________ Square feet
(Cannot exceed 25% of total, or 45% in Neighborhood Community and Office District NCOD)

Will you use Accessory Structures in your ZOC? Yes _____ No _____
If yes, how many square feet of Accessory Structures will you use for your home business? ______________ Square feet
(Cannot exceed 2,000 square ft., or 4,000 in NCOD)

What is the name of your business? Buckaroo Balance

Briefly describe your business and its functions horseback riding
instructions (more than half off-property) + a few board horses

What days/hours will your business operate? mid-day in winter, mornings in June

Will clients/customers be coming to your home? Yes _____ No _____
If yes, please circle how many persons/vehicles will come to your home for business purposes:

   Per Day: 1-5; 6-10; >10;
   Per Week: 1-5; 6-10; 11-20; >20.

How many additional motor vehicle trips in and out of the property will be generated by your business (deliveries, your own business-related trips, and any other business-related trips) PER WEEK? 0 - 1

Will the business be conducted strictly by mail and/or electronic communications? Y _____ N ______

Will there be any materials storage? Yes _____ N ______
If yes, please explain what the materials are and how and where they will be stored.
saddle, tack, gear are kept in the tack room of the barn

Will there be any employees who are not residents of the property? Yes _____ N ______

The statements below track the requirements of the Village Code section governing ZOC permits. (Chapter 18-45(c)(1)(5)). By initialing these items, you certify that you meet these criteria and will abide by them if your ZOC is approved. Violating these requirements may result in loss of your home occupation permit or business license.
INITIAL EACH APPLICABLE ITEM. (Do not use "X" or a check mark.)
Item a, and Items d through j, MUST be initialed. Initial either b1 OR b2, and either c1 OR c2, whichever is applicable in each case.

CAS a. The use of the dwelling unit for the home occupation shall be clearly subordinate and incidental to its use for residential purposes by the occupants.

CAS b1. No more than 25% of the floor area of the dwelling unit and not more than 2,000 square feet in one accessory building shall be used for all home occupations upon the lot.

Or, if applicable:

b2. My lot is zoned A-1 and is located in the Neighborhood Community and Office District (NCOD); no more than 45% of the floor area of the dwelling unit or more than 4000 square feet of any accessory building will be used for all home occupations upon the lot.

CAS c1. Other than family members, no more than 1 (ONE) person will engage in the home occupation(s) on the premises at any one time.

Or, if applicable:

c2. My lot is zoned A-1 and is located in the NCOD; other than family members, no more than three (3) persons will be engaged in the home occupation on the premises at any one time.

CAS d. There will be no change in the exterior appearance of the buildings or premises (except for a single sign authorized and permitted under Chapter 8, Art. IV.).

CAS e. All business-related tools and materials shall be maintained to have an orderly appearance.

CAS f. No equipment or process shall be used in the home occupation which creates noise, vibration, glare, fumes, noxious odors, or other nuisances detectable from adjacent properties.

CAS g. There shall be no sales of goods or services from the home, which would generate greater traffic volume than would be created in a residential neighborhood.

CAS h. No more than two (2) service vehicles used in the conduct of the home occupation shall be upon the premises at any one time for all home occupations and business registrations.

CAS i. Any parking needs generated by the conduct of the home occupation shall be met by using off-street parking. Short-term parking for lodging shall meet the requirements of Subsection 18-39 (c) (3), Short Term Lodging Establishments.

CAS j. Maximum of four (4) home occupations shall be permitted on any one lot at one time.

I certify that I meet the above requirements and will abide by them. I understand that I may lose my home occupation 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 home occu-
pation permit, and violation of such condition may result in loss of my home occupation permit and business license.

Signature of Applicant: ___________________________ Date: 9/9/2020

PLANNING & ZONING OFFICE USE ONLY

Received By: LJS Date Received: 9-17-20 File No.: ZOC-20-20

Amount Paid: $350.00 □ Cash □ Check No.: 3035 Receipt No.: ___________

Application Reviewed and certified complete by: LJS Date: 9-17-20

Planning and Zoning Commission Approval/Denial:

APPROVED with the following conditions, if any:

________________________________________________________________________

________________________________________________________________________

Village Approval: ___________________________ Date: ___________________________

Village Administrator (hearing date, if applicable)

Ninety Day Business License Application Deadline: ___________________________

DENIED with the following findings:

________________________________________________________________________

________________________________________________________________________

Denial: ___________________________ Date: ___________________________

Village Administrator (hearing date, if applicable)
To: Laurie Stout
4324 Corrales Road
Corrales, NM 87048

Dear Ms. Stout,

This letter is to inform you that my husband, John V. Atkins, and I will be renting our home and horse facilities at 334 Cabezon Rd., Lot numbered 1-A of La Hermosa Subdivision, Corrales, NM, to Christina and Ethan Savitsky, who plan to run a small business on the property: Buckaroo Balance LLC. Rental agreement will begin as of September 14, 2020.

We hereby state that we are the sole owners of the above property, which is without any outstanding mortgages, encumbrances, or liens.

Thank you,

Amy C. Bryan

John V. Atkins
**MESSAGE**

CHRISTINA A SAVITSKY  
***-***-4242

CRS Account  
BUCKAROO BALANCE LLC  
03-013261-00-4

Message

**ADDRESS CHANGE**

Web Logon: Christina@BuckarooBalance.com  
Sent/Received: Wednesday, 09-Sep-2020 14:17:35

Subject: NM TAP - Address Change Confirmation

This is a confirmation that we have received a submission from Taxpayer Access Point (TAP) to change your Mailing address to:

334 CABEZON RD  
CORRALES, NM 870487500

Your confirmation number is 1-882-330-944.

Taxpayer Access Point (TAP) is a resource that allows New Mexico Taxpayers to access and manage their accounts online. To log in or register a new TAP account, please go to https://tap.state.nm.us/tap.

If you have any questions or to report any unauthorized use of your account, please contact us at TRD-Tap-TechicalHelp@state.nm.us or by phone at 1-886-309-2335.

Thank you for using New Mexico Taxpayer Access Point. We hope you find the TAP program to be useful in managing your tax programs.
I, [name of applicant/agent], acknowledge receipt of a yellow “public notice” sign from the Village of Corrales that must be displayed and visibly available to passersby on the road at the entrance to the subject property, from end of day November 3, 2020 through 6 pm on Wednesday, November 18, 2020.

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

[Signature]

[Nov 3, 2020]

(ZOC 20-20, Home Occupation permit, Buckaroo Balance)
Applicant Katrina Jackson is requesting Short-Term Rental permit approval for a one-bedroom casita located at 96 Ranchitos Road in Corrales. This 1.2-acre property is zoned A-1 Agricultural and Rural Residential and also contains the Jackson’s residence. Residential short-term rentals are governed by Village Code Section 18-45 (g) Short-term rentals, approval and permit required.

The maximum number of occupants and vehicles that the dwelling unit and any accessory structures can accommodate. There can be no more than six total guest rooms on a residential short-term rental property.

The applicant will be renting a one-bedroom accessory structure on their property. This application was completed prior to the Council approval of Section 18-45 (g) updates, but applicants acknowledge on page 3 of the application, item “a”, and on their site plan document as well, that there will be no more than two adult guests and two children under the age of 12. The site plan shows one 9’ X 20’ parking space near the guest quarters, which is also compliant with the Code as revised.

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

(The site plan and overall map view provided.)

Floorplan showing all bedrooms (not just rentals) within the dwelling unit and any casita or other accessory structure(s) on the property.

(Provided; the Jackson residence has four bedrooms (none being rented) and the casita contains one.)

Off-street parking (Please note, this section of the application has now been updated to reflect the ordinance change which now requires “off street parking, one parking space per bedroom” instead of the previous “one and a half parking spaces”.)

This application shows the specific designated guest parking space, and ample parking for the residents in front of a two-car garage and separate parking area off driveway.

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

In this case, the Jacksons lived in the casita while their house was being built. They now live in the home. A septic permit was issued for the one-bedroom casita plus the four-bedroom residence, for a total of five bedrooms permitted on-premise.

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.

The name, mailing address, email address, and contact phone numbers (including 24-hour emergency contact numbers) of the operator and local contact person for the owner of the residential rental.
Applicant Katrina Jackson and her husband Aaron are the owners of the property, live on-site, and will also serve as the operators and local contact for this short-term rental.

Short-term rental application fee. (Paid.)

New Mexico CRS ID certificate. (Provided.)

I observed the yellow “legal notice” sign properly posted on November 4, 2020.

**PLEASE NOTE:** I was present when the former building official had a phone discussion (presumably with Mr. Jackson) regarding the casita, which was built before the house. It was made clear that when the house was built and the applicants moved into the house and out of the casita, that the oven/range and the utilities to it would need to be removed from the casita. That has not yet happened.

There have been a series of recent emails between myself and Mr. Jackson regarding the removal of the oven and utilities. In one, he stated that the listing said it was “inoperable”, but in another, he said people who stay will want to cook. Building Official Joe Benney is in contact regarding the removal of the electric line, and if necessary, Code Enforcement will get involved.

Recommendation: Approve STR 20-07 with the condition that the oven/range AND the utility connection to it be removed from the casita. Otherwise, this Short-Term Rental application is compliant with Village Code Section 18-45 (g) and other applicable Village ordinances.

Laurie Stout, Planning & Zoning Administrator

Date 11-10-2020
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(g), Codified Ordinances of the Village of Corrales.). To obtain an STR you must follow these procedures:

Instructions:
1. Fully and accurately complete the application and attach ALL the following:
   
   (a) The maximum number of occupants and vehicles that the dwelling unit and any accessory structures can accommodate. There can be no more than six total guest rooms on a residential short-term rental property.
   
   (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, indicating the on-site parking and areas subject to the short-term rental business.
   
   (c) Floorplan showing all bedrooms (not just rentals) within the dwelling unit and any casita or other accessory structure(s) on the property.
   
   (d) Off-street parking as required by Section 18-39 (3) Short term rental lodging establishments. (One and one-half spaces dedicated per guest room.)
   
   (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. An application without these required attachments is not complete.

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 STR is approved by the Commission.

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

GENERAL INFORMATION

Address of Short-Term Rental 910 Banchitos Rd. Corrales 87048

Name of Property Owner Aaron & Katrina Jackson Date 9/29/20

Physical Address: 910 Banchitos Rd. aj@capstoneproperty.com

Mailing Address 910 Banchitos Rd. Corrales State NM

24-hour Emergency Contact Phone 505. 504. 1141 and/or 505. 850. 7545

Name of Operator Katrina Jackson Date 9/29/20

Physical Address: 910 Banchitos Rd. katrina.jackson13@gmail.com

Mailing Address 910 Banchitos Rd. Corrales State NM

24-hour Emergency Contact Phone 505. 504. 1141 and/or 505. 850. 7545

STR Property Legal Description: 1-A Coronado Acres Map No.: 18

Acreage: Lot or tract Block Subdivision

Does the owner reside on the property? Yes ❑ No ❑

If the operator is not the property owner, they MUST attach a letter signed by the owner granting approval for the proposed short term rental use.

Total Square Footage of Home: 2,108 SF

(Exclude Garage unless part of STR) Square Feet

How many square feet of the home will you use for the STR? ❑

Will you use Accessory Structures for your short term rental? Yes ❑ No ❑

If yes, how many square feet of Accessory Structures will you use for your STR? ❑

What is the name of your business? Capstone Realty, LLC

How many guest bedrooms will be rented on the property? ❑

Short Term Rental Permit Page 2 of 4 Created 11-27-2019
(you must provide a valid septic permit issued by NMED showing the number of bedrooms permitted on this property)

Will there be any employees who are not residents of the property? Yes ___ No √

The statements below track the requirements of the Village Code section governing STR permits. (Chapter 18-45(g)). By initialing these items, you certify that you meet these criteria and will abide by them if your STR 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.)

a. There can be no more than six guest rooms on a residential short-term rental property.
2 adults (age 12+) and 2 children 12 + under ___

b. Per Section 18-39 (3) Short term rental lodging establishments must provide one and one half parking spaces per guest room. All parking must be on the property (off street.)

Per 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 (g). 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 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 Village Clerk of such appeal, to be made within ten (10) 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 (g) 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 my short term rental permit and business license.

Signature of Applicant: \[\text{Signature}\] Date: 9/29/20

PLANNING & ZONING OFFICE USE ONLY

Received By: [Signature] Date Received: 10/14/20 File No.: STR 26-07

Amount Paid: $150.00 [ ] Cash [x] Check No.: 1248 Credit Card [ ]

Receipt No.: [ ]

Application Reviewed and certified complete by: [ ] Date: [ ]

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)
Application for Liquid Waste Permit or Registration

Section 1 - General Information

Name (Property Legal owner, Inc., LLC partnership, DBA, full legal name):

JASON and KATRINA JACOBS

Phone: 340-967-7471

Field Office: BE

Application Date: JUL 11 2019

Section 2 - Installer Information

Installers Name:

SCOTT CAIN

License Number:

CID-00227

CID License Issuance Date:

01/02/19

CID License Exp.: 01/01/2020

CID License Status: CO-lictor Categories: MM-0 00 00 00

Section 3 - Authorization/Verification

By signing below, I attest that the information in this application is correct and true to the best of my knowledge. I understand the issuance of this permit does not relieve me from the responsibility of complying with applicable provisions of the New Mexico Plumbing Code and the New Mexico Liquid Waste Disposal and Treatment 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.

Scott Cain

Signature: 6/3/19

Section 4 - NMED Construction Approval

A permit for construction of the liquid waste system described herein is hereby: Granted Condition: None

Conditions, Reasons for Cancellation or Denial:

Section 5 - NMED Liquid Waste Fees

Conventional-New $100

Conventional Modification $0

Registration $100

ATS/ADS New $150

ATS/ADS Modification $75

Commercial $150

Variances $50

Total Fee Paid $9730

Date Paid JUL 11 2019

Payment Received By R. PENAVIDES

Final Inspection of Liquid Waste System

Final Inspection Date:

JUL 10 2019

NMED Inspector Name Printed:

REenticated

Final Inspection Conducted by NMED:

Inspection Date:

Data photos received or Registration Form Received by NMED:

RM ED Operational Approval

A permit for operation of the liquid waste system described herein is hereby:

X Granted

X Granted with Conditions

X Denied

X Cancelled

Conditions, Reasons for Cancellation or Denial:

NMED Inspector Signature:

R. PENAVIDES

Date: 8/13/19
New Mexico Environment Department
Environmental Health Bureau

Application for Liquid Waste Permit or Registration

If your lot has more than one LW system, you must fill out a separate application for each system. The site plan drawing must show all liquid waste systems located on your lot. Existing permitted systems must be identified with their LW Permit #. New, modified or unpermited systems must be clearly labeled on the site plan. NMDH agents are not authorized to amend or complete any portion of this application.

**Treatment & Disposal System Design**

### A. Wastewater Sources & Design Flow Calculations

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<th>Units (entered number)</th>
<th>(Q) Flow, calculated gpd</th>
<th>Depth from ground surface to:</th>
<th>Feet</th>
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Total Flow for this LW System:

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<th>No. Units</th>
<th>Total Flow:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4BR</td>
<td>1500</td>
</tr>
</tbody>
</table>

### B. Hydrology Data

<table>
<thead>
<tr>
<th>Type</th>
<th>AR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type A: Coarse Sand</td>
<td></td>
</tr>
<tr>
<td>(or up to 30% gravel)</td>
<td>1.25</td>
</tr>
<tr>
<td>Type B: Medium Sand,</td>
<td></td>
</tr>
<tr>
<td>Loamy Sand</td>
<td>2.0</td>
</tr>
<tr>
<td>Type C: Sandy Loam,</td>
<td></td>
</tr>
<tr>
<td>Fine Sand</td>
<td>2.0</td>
</tr>
<tr>
<td>Type III: Silt Loam,</td>
<td></td>
</tr>
<tr>
<td>Clay Loam, Silty Clay</td>
<td>2.0</td>
</tr>
<tr>
<td>Sand, Clay, Clay</td>
<td>5.0</td>
</tr>
</tbody>
</table>

### C. Soil Description

- **Soil Classification**:
  - Method: DJar Test
  - Type: Loam, Sandy Clay
- **Total Flow for this LW System**: 1500 gpd
- **Soil Type**: Sandy Clay, Silty Clay

### Section 2. Treatment Unit and Pump Design

<table>
<thead>
<tr>
<th>No. Basal Tank(s)</th>
<th>Manufacturer</th>
<th>Series / Model / Certification No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ASTIC, INC.</td>
<td>04-07-153 H</td>
</tr>
</tbody>
</table>

### Section 3. Disposal System Design, Components and Calculations

<table>
<thead>
<tr>
<th>Component</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Minimum Required absorption area, calculated multiply Design Flow (Q) times Application Rate (A):</strong></td>
<td></td>
</tr>
<tr>
<td>Q 590 gpd</td>
<td>AR 2</td>
</tr>
<tr>
<td>X</td>
<td></td>
</tr>
<tr>
<td>= 1180 sq. ft.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>B. Design Components</strong>:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution Box</td>
</tr>
<tr>
<td>Tree</td>
</tr>
<tr>
<td>Drop Box</td>
</tr>
<tr>
<td>Alternating Drainage Valve</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Pipe &amp; Gravel</strong>:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length [in]:</td>
</tr>
<tr>
<td>Width [in]:</td>
</tr>
<tr>
<td>Depth [in]:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Chamber</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>No. Mats</td>
</tr>
<tr>
<td>Size</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Seepage Pit</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Depth below invert</td>
</tr>
</tbody>
</table>

### Section 4. Alternative Disposal System (ADS) Design, Components and Calculations

For all ADS's – calculation sheets & site plan drawings (plan view with cross section views) must be submitted with this permit application.

### Section 5. Setbacks / Site Plan & Attachments

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.  Does proposed system meet all setbacks required per 20.7.3.302 NMAC (see setback Table 302.1)?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>2.  Site plan attached w/ all structures shown, LW systems, wells &amp; waters w/ 200’ all setbacks clearly shown per 402.A.1 NMAC?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supporting Documents Included:

- Survey
- Plat
- Reconnet
- Easement Deed
- Tax Blt
- Other

LW 401E Form Application for Liquid Waste Permit or Registration Rev 5-1-18
**NEW MEXICO ENVIRONMENT DEPARTMENT**

Environmental Health Bureau

Onsite Liquid Waste Inspection Form

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Keetraa Dakeen</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Address (Street, City):</td>
<td>960 Reventos Rd</td>
</tr>
<tr>
<td>NMED L/W Permit No.</td>
<td>012475</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>NA</th>
<th>MD</th>
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<tbody>
<tr>
<td>1.</td>
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<tr>
<td>1.1</td>
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<tr>
<td>1.2</td>
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<td></td>
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<tr>
<td>1.3</td>
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<td></td>
<td></td>
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<tr>
<td>2.</td>
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<tr>
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<tr>
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</tr>
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<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
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</tr>
<tr>
<td>4.1</td>
<td></td>
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<td></td>
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<td></td>
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<tr>
<td>4.4</td>
<td></td>
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</tr>
</tbody>
</table>

---

**Guidance**

Compliance with the requirements of this inspection form is mandatory. Non-compliance may result in violation of the Environmental Health Code and enforcement action.
### 5.2. Soils Not Present on Trench or Sidewalls
- rake 1" deep; Soil not compacted in soil treatment area

### 5.3. Setback- Correct Clearance to Ground Water or Limiting layer
- 30" L

### 5.4. Trench-Pipe and Gravel
- Aggregate W to 2½ clean washed rock or crushed gravel

### 5.6. Trench-Pipe and Gravel:
- Pipe covered with 2mm aggregate and with Approved Material

### 5.7. Trench-Pipe and Gravel:
- Correct Pipe; 2-hole 30" to 60" from invert, 4" Minimum Diameter, End Caps, 701C, 701D, 701J

### 5.8. Trench-Pipe and Gravel:
- Pipe covered with Geotextile Fabric instead of Aggregate

### 5.10. Trench-Chamber- Type, number of units & spacing matches application; meets manufacturers specs

### 5.11. Trench-Synthetic Aggregate- Type, number of units, configuration & spacing matches application; meets manufacturers specs

### 5.12. Trench- Other Approved Products- Type, number of units, configuration & spacing matches application; meets manufacturers specs

### 5.13. Inspection Port- Inspection Port(s), Capped SDR35 or better

### 5.14. Stepped Systems: Water tight joints on undisturbed ground

### 5.15. Soil Replacement- Type 1b soil required; Replacement soil at least 48" deep below trench bottom

### 5.16. Soil Replacement- Replacement soil at least 24" wide around sides and ends of trench

### 5.17. Absorption Bed- at least 6" aggregate below invert of distribution pipe, up to additional 1 ft of aggregate allowed

### 5.18. Absorption Bed-
- Sized bed is 1.5 X AR for conventional trenches; calculate using total bottom and sidewall area below pipe

### 5.19. Seepage Pit- Meets all material, sizing and installation requirements in Section 702 and 703A, 703L

### 5.20. Seepage Pit- 6" of Bentonite clay or approved material installed at bottom of pit

### 5.21. For any system that include an ATS and/or an ADS, the ATS/ADS Inspection Form must be completed in addition to this inspection form

---

**NMED Inspector Comments**

---

- **Installation Approved**
- **Installation Not Approved**
- **Corrective Action Response required**
- **Re-Inspection required**

**Conditions:**

---

**Installer/Printed Name:** RAFAEL HAW

**NMED Inspector Printed Name:** RAFAEL HAW

**Date:** 8/31/17

---

**NMED Inspector Comments:**

---

**NMED Inspector's Signature:**

---

**Date:** 8/31/17
Subject: Notice of Action Taken, Permit #012475 has been Granted for the on-going Operation of the Liquid Waste Treatment & Disposal System (Septic System)

Dear Aaron & Katrina Jackson,

Your septic system has received final approval to Operate by the New Mexico Environment Department’s (NMED’s) Environmental Health Bureau. This is a permit for the ongoing operation of the septic system as described in your liquid waste permit application. Please review the following requirements:

**Standard Requirements for Operating Your Liquid Waste System**

1. The system owner is responsible for regular maintenance of their liquid waste system. This includes regular pumping of the septic tank to remove the build-up of solids, fats, oils and grease. The EPA recommends that you have your septic system inspected at least every 3 years by a professional and have your tank pumped every 3 to 5 years. The frequency of pumping may increase depending upon the number of people living in the home, water used and the amount of solids.

2. There is an effluent filter on your septic tank which keeps solids in your septic tank. Without this filter, solids will end up in your disposal system and decrease the life of your disposal system by causing clogging and premature failure. This filter will need to be cleaned regularly. It is recommended that you clean this filter semi-annually, but more often if needed.

3. What goes down your drain can have a major impact on how well your septic system works. Do not put the following down your drain because they can clog your system: Dental floss, feminine hygiene products, condoms, diapers, cotton swabs, cigarette butts, coffee grounds, cat litter, paper towels and flushable wipes. Household chemicals, gasoline, oil, pesticides, antifreeze, and paint can stress or destroy the biological treatment taking place in the system or might contaminate surface waters or groundwater.

4. Know the location of your septic tank and disposal system. Do not drive or park over any part of your system. Compaction of the soil above your disposal system will inhibit oxygen transfer to the bacteria that are treating your wastewater.

5. If you plan on adding a bedroom or a guest house to this system, you must submit a
modification permit to your local field office. If you plan on sub-dividing your lot, you should contact your local field office to determine whether you need to submit a modification permit or whether you can amend your permit.

6. Plant only grass over and near your septic disposal system and avoid over-irrigation of this area as damage and over-saturation may result. Roots from nearby trees or shrubs may clog or damage your disposal system. Plant choice is an important consideration to avoid root intrusion or damage to your liquid waste system.

7. Keep roof drains, basement sump pump drains, and other rainwater away from your disposal field. Flooding the disposal field with excessive water slows down or stops treatment processes and can cause plumbing fixtures to back up. Be aware that leaky toilets can lead to over-saturation and failure of your disposal system.

8. If you are a homeowner, you may occasionally empty waste from one personal RV into the on-site liquid waste system serving the residence, provided that the RV is not used as a permanent living quarters. The hose must be disconnected after discharge.

9. Prior to the transfer of a property with an established on-site liquid waste system, the property owner is required to have the system evaluated by a qualified Third Party Evaluator.

10. If you permit to Operate was “Granted with Conditions” you will receive a separate Permit Conditions Letter.

If you have any questions or comments, you may contact me at the address and telephone number stated above.

Sincerely,

Michael Powell, Environmental Health Inspector
Environmental Health Bureau
New Mexico Environment Department
New Mexico Environment Department
Environmental Health Bureau

On-site Liquid Waste System Permit to Operate

Owner Name: Aaron & Katrina Jackson
Installer Name: ASTC, Inc.
System Location: 960 Ranchitos Rd., Corrales, NM 87048
System Type: Conventional - New

The New Mexico Environment Department may cancel this permit for failure to meet any of the following:

- Failure to notify NMED to schedule an inspection within a minimum of 2 working days prior to the inspection,
- Failure to complete the system within one year, for providing inaccurate or incomplete information, or
- Failure to notify NMED to schedule an inspection within a minimum of 2 working days prior to the inspection.

Permit Number: 012475

Date Issued: August 24, 2019

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

Audit and Compliance Division Director

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

This certificate is not transferable.
I, AARON JACKSON (applicant/agent) acknowledge receipt of a yellow “public notice” sign from the Village of Corrales that must be displayed and visibly available to passersby on the road at the entrance to the subject property, from end of day November 3, 2020 through 6 pm on Wednesday, November 18, 2020.

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

Signature

11-2-20

Date

(STR 20-07, Short-Term Rental, 96 Ranchitos Rd.)
SUM 20-12, Summary Plat, Proposed Lots 52-A and 53-A,
Vista Corrales Subdivision, Staff Summary

Applicants and property owners Kevin and Susan Earl request Summary Plat approval to adjust a lot line between existing lots 52 and 53, Vista Corrales Subdivision. This property is zoned A-1 Agricultural and Rural Residential and is located on the south side of West Ella Drive and directly east of the Corrales Acequia.

Summary Plats are governed by Village of Corrales Code Section 18-88 Summary Procedure.

Access: Access to both lots is now and will remain via West Ella Drive, a 50' public right-of-way.

If this Summary Plat is approved, both lots will be the required one acre minimum as per Section 18-33, A-1 Agricultural and Rural Residential zone.

A site plan has been provided that shows adjacent wells and septic systems.

Village Engineer Steve Grollman and I did a site visit and observed boundaries, lot corners and angle points correctly staked. (See Steve’s email dated October 8, 2020). Regarding his comment about a house: when the survey documents were prepared, a home existed on the property. That home has since been demolished and there are currently no structures on either lot.

Certified letters were sent timely on October 29, 2020, and I myself posted the yellow “legal notice” sign on November 2, 2020.

Recommendation: Approve. This simple lot line adjustment between two existing lots will now make each resulting lot at least one acre as required by Village Code; application is compliant with Article III. Subdivisions, Section 18-88 Summary Procedure.

Laurie Stout, Planning and Zoning Administrator

Date 11-2-2020
# Village of Corrales Planning and Zoning Department

**SUMMARY PLAT APPLICATION (Sec. 18-88)**

## APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Kevin and Susan Earl</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>505-238-5545</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>2492 Green Drive, Bosque Farms 87088</td>
</tr>
<tr>
<td>Name of Proposed Subdivision</td>
<td>Lots 52-A and 53-A, Vista Corrales Subdivision</td>
</tr>
<tr>
<td>Zone Classification</td>
<td>__________________</td>
</tr>
<tr>
<td>Location of Proposed Subdivision</td>
<td>On West Ella Drive, west of Corrales Road.</td>
</tr>
</tbody>
</table>

## Descriptive Information:

<table>
<thead>
<tr>
<th>Vista Corrales</th>
<th>Lots 52 &amp; 53</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Subdivision</th>
<th>Lot/Tract Number</th>
<th>MRGCD Map #</th>
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</table>

<table>
<thead>
<tr>
<th>Acreage of Site</th>
<th>2.013</th>
</tr>
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<table>
<thead>
<tr>
<th>Present Number of Lots</th>
<th>Proposed Number of Lots</th>
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</table>

<table>
<thead>
<tr>
<th>Property Owner(s), if different from applicant</th>
<th>Kevin and Susan Earl</th>
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</thead>
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<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>2492 Green Drive, Bosque Farms, NM 87068</th>
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<tbody>
<tr>
<td>Telephone Number</td>
<td>505-238-5545</td>
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<table>
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<tr>
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<table>
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<tr>
<th>Name/Address of Land Planner:</th>
<th>__________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name/Address of Engineer:</th>
<th>__________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name/Address of Surveyor:</th>
<th>Gary Gritsko, 1436 32nd Circle SE, Rio Rancho, NM 87124</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Applicant:</th>
<th>K Earl</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>01/5/2020</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

FEES: Six hundred and fifty dollars ($650) due at the time of application. Cost of certified mailing will be invoiced to the applicant. Re-submittals due to errors or omissions are $1,000.

DEADLINE: A minimum forty days (40) prior to anticipated P&Z Commission hearing; fourteen copies of all documentation are required: four (4) copies shall be 24" by 36"; after the Administrator states the application is complete, then ten (10) copies of the Preliminary Plat, with corrections if any, shall be submitted in 11" by 17" and an electronic copy (PDF format) is required with EACH submittal.

REQUIREMENTS: Chapter 18 Section 18-76 – Section 18-94 (see attached checklist). Public notification required: sign must be requested by applicant and posted per §18-79(b) of the Codified Ordinances.

OFFICE USE ONLY

Date Received: 9-23
Received By: LAS
File No.: SUM 20-12
Amount Paid: 650.00
Cash □ Credit □ Credit Card Number: ____________________________
Check □ Check #: 1132
Receipt Number: ____________________________
Completed Application Acceptance Date: Oct 6, 2020
Date of Hearing: Nov 2020
Developer Invoiced for Legal Notice (date/amount): 10-29-20 $138.00
Paid: $11-5

□ Approved: ______________ Date: ______________

□ Approved with Conditions: ____________________________________________

□ Denied: ______________

Date

Findings of Facts and Conclusions of Law:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Page | 2 of 9

Revised July 2019
☐ Amended Plat Required: ______________________

Date

Findings of Facts and Conclusions of Law:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

☐ Amended Grading and Drainage Plan Required: ______________________

Date

Findings of Facts and Conclusions of Law:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
SUMMARY PLAT APPLICATION CHECKLIST

Summary Plat submittal. The applicant seeking approval of a subdivision or re-subdivision under this summary procedure shall submit a completed final plat application. The proposed summary plat and all accompany materials shall:

(1) Be clearly identified as submittals pursuant to the summary plat procedure;
(2) Be prepared in accordance with the standards for plats, data and related materials that are required for preliminary plat approval and for final plat approval as provided in this article; and
(3) Comply fully and completely with all requirements for preliminary plat approval and final plat approval as provided in this article.

Unless waived by the Planning and Zoning Commission, the preliminary plat requirements are as follows: INITIAL IF INCLUDED. Completed application form

---

1. Proof of financial responsibility on the part of the subdivider.

2. The location of all present property lines, projected section lines, streets, watercourses, and other existing features within the area to be subdivided and similar information regarding land immediately adjacent thereto. Buildings, wells and waste water disposal systems shall be shown on the property to be subdivided and on adjacent parcels, on a separate sheet titled “Site Plan.”

3. The proposed location and width of all proposed streets, alleys, utility easements, and areas to be reserved for public use.

4. Existing utilities, drainage courses and culverts within the tract or on streets immediately abutting thereto; the location and size of the nearest water mains and sewer lines.

5. The title under which the proposed subdivision is to be recorded and the name of the land planner, engineer, registered land surveyor, the subdivider and the owner of the tract, with the address to which any notice is to be sent.

6. The layout, numbers and approximate dimensions of proposed lots.

7. The zoning classification and proposed use for the area being platted.

8. Proposed names for all streets in the area being platted.

9. Written and signed statements explaining how and when the subdivider proposed to provide and install all required sewer or other disposal of sanitary wastes, graveled roads, drainage structures and street name signs.
10. The legal description of the area being platted and of each parcel of land proposed as part of the subdivision; legible copies of all prior plats that reflect the history of the land being subdivided, showing how and when the existing lots were created, shall be provided by the subdivider.

11a. Contours referred to the National Geodetic Survey (formerly U. S. Coast and Geodetic Survey) datum with elevation contours shown at not more than one (1) foot intervals on slopes up to eight percent (8%), not more than two (2) foot intervals on slopes between eight percent (8%) and fifteen percent (15%), and not more than five (5) foot intervals on slopes of fifteen percent (15%) or greater. In addition, all areas with slopes greater than eight percent (8%) must be differentiated through shading, tone, color, or line weight; and all areas with slopes of fifteen percent (15%) or greater must be separately differentiated through shading, tone, color, or line weight. Slopes greater than fifteen percent (15%) shall not be disturbed. If there are no slopes greater than fifteen percent (15%) in the area to be platted, an affidavit to that effect, signed and sealed by the surveyor, shall be placed on the preliminary plat.

11b. Land east of the Corrales Main Canal shall be exempt from the requirement to submit a topographic survey unless required by the Commission or the Administrator; an affidavit stipulating that the land has a one percent (1%) or less slope, signed and sealed by the surveyor or professional engineer preparing the plat, shall be placed on the plat.

12. The north point, scale (one inch equal to 100 feet) and date.

13. The acreage of the land to be subdivided.


15. Subsurface conditions on the tract, if required by the Planning and Zoning Commission, including such information as the location and results of tests made to ascertain subsurface soil, rock and groundwater conditions; depth to groundwater, soil percolation and any other subsurface conditions.

16. Such other information and material as may be applicable or required by ordinance or rules and regulations pertaining to utilities, services or streets within the Village or within the area of planning and platting jurisdiction.

Unless waived by the Planning and Zoning Commission, the final plat (Sec. 18-87) requirements are as follows: **INITIAL IF INCLUDED.**

Following preliminary plat approval and the presentation of proof by the subdivider that he has complied with all preliminary plat requirements, the subdivider shall complete and submit a final plat application and fourteen (14) sets of all application materials as required in this section for review by the planning and zoning administrator, the Village engineer, the Village attorney, and the Commission.

**Requirements for Final Plat Application: Sec. 18-87(c)**
The final plat shall be in conformity with the requirements of applicable State statutes and shall be
an accurate drawing designating specifically the land so laid out, and particularly describing the portions thereof to be dedicated for public use. Such final plat shall be drawn in black ink to a scale of not more than 100 feet to the inch from an accurate survey. It shall contain one or more sheets of dimensions not exceeding 24 inches by 36 inches. If more than two sheets are submitted, an index sheet of the same dimensions shall be attached showing the entire subdivision on one sheet and the component areas on the remaining sheet.

(2) The final plat of the subdivision and accompanying documents shall show:
Completed Application Form and applicable fee.

a) Boundary lines with accurate distances and courses.

b) Correct legal description, which shall refer to permanent monuments, number of each lot in progression, and dimensions of the same. All property corners shall be set with rebar and cap, or other appropriate materials, and identified as such on the final plat.

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

d) Accurate outline of any portions of the property intended to be dedicated for public use or for the use of the owners of the lots fronting or adjacent to the land, together with dimensions of same.

e) Line of departure of one street from another.

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

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

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

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

j) All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements and other areas for public or private use.

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

l) Location of all survey monuments and their descriptions.

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

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

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

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

q) Certification. A certification by a title or abstract company, or a duly authorized attorney, that there are no delinquent taxes, suits, actions at law, easements, restrictive covenants or rights-of-way affecting the property except those stated on the plat.
r) Affidavit. The plat shall also contain an affidavit by a registered land surveyor or registered engineer that the proposed subdivision does lie within the planning and platting jurisdiction of the Village.

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

t) Signature block (same as for Final Plat Subdivision):

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

Chairman, Planning and Zoning Commission  Date

Secretary, Planning and Zoning Commission  Date

Mayor, Village of Corrales  Date

Village Clerk  Date

(d) Required improvements (final plat).

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

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

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

c. The developer has presented copies of signed contracts containing adequate financial assurance to the Village providing for installation of public improvements which may be required in a satisfactory manner in accordance with the minimum standards established by the Village; such contracts shall be cancelable only upon disapproval of the plat by the Planning and Zoning Commission.
d. The developer has entered into an agreement or contract with the Village providing for the installation of such improvements and pledging the properties of the subdivision as guarantee that such improvements will be installed. Such contract may provide that the subdivider pay for such public improvements made pursuant to the contract with the Village on a block to block basis as the subdivision is developed, providing for payment for such improvements as constructed, and the release of lien placed up on such properties by the instrument of the Village. Payment to the Village for these purposes shall be made at the time of development even though the entire improvements, or a portion thereof, may be required to be deferred, and such money shall be held in escrow by the Village as a trust fund for such purposes.

(c) Hearing, approval and recordation of summary plat. At hearing, the Commission may approve the proposed summary plat, or may deny it if the Commission determines that the proposed subdivision does not qualify for summary plat approval, the proposed summary plat and accompanying materials are incomplete, or the proposed subdivision fails to meet all standards of this article and other applicable ordinances and policies of the Village. Upon approval, the Village will record the summary plat in the office of the county clerk in accordance with the provisions of Subsection 18-79(e)(3).

Section 18-89. Improvements.
The following improvement procedures will be required unless waived by the Planning and Zoning Commission:

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

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

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

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

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

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

Comments:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
Laurie Stout

From: Stephen Grollman <SGrollman@whpacific.com>
Sent: Thursday, October 08, 2020 2:02 PM
To: Laurie Stout
Subject: Summary Plat Lots 52/53 Vista Corrales

Laurie,

The boundary stakes are set, and the areas of the parcels are correct. The new Lot corners are also set in the field.

My only concern, which I guess can be addressed at the meeting, is that the former house has been removed, but it still shows on the "Site plan-existing conditions" as encroaching into the new Lot 53A.

Thanks,

SJG
SUB 19-03, (Final Plat), Lands of Cuellar, Staff Summary

Applicant Joseph Cuellar (property owner and trustee) of 3615 Gun Club Rd SW, Albuquerque, is requesting Final Plat approval to subdivide two existing adjacent MRGCD Tracts (98-A-1-B-2 and 99 B-1) in Corrales totaling 4.288-acres. This property is zoned A-1, Agricultural and Rural Residential. The two existing tracts lie east of Loma Larga to Old Church Road, south of Entrada de los Martinez. Proposed Lot 1 contains one existing dwelling unit and some outbuildings. All proposed lots 1-4 of “Lands of Cuellar” will be the required one-acre minimum lot size.

PLEASE NOTE: (This application was deferred at the June 17, 2020 Planning and Zoning Commission meeting due to road engineering design issues that needed to be addressed by the applicant’s engineer.) A new engineering drawing is enclosed, and Commissioner Anderson has graciously reviewed it. Her response to the new drawing is also enclosed.

History/Background: At the Preliminary Plat hearing in April of 2019, the Planning and Zoning Commission approved the preliminary plat of this subdivision, subject to certain conditions:

1. A request for engineered design and construction detail for the easement road providing access of Entrada de los Martinez, including cul-de-sac turnaround, irrigation ditch crossing and the continued access to proposed Lots 1, 2, and 3. A drawing was done and submitted with the Final Plat application on June 17, 2020. (See “PLEASE NOTE” above for more details.)
2. Formal MRGCD approval to use the Corrales Main Canal ditch bank to access proposed Lot 1. Mr. Cuellar petitioned MRGCD to secure such access, but although the home on the property had been accessed that way for many years, approval was not granted. Fortunately, proposed Lot 1 can be accessed via the easement and proposed road. Both the plat drawing and engineering design show access to Lots 1, 2 and 3. The Fire Chief has reviewed the drawings and cul-de-sac location. (Proposed Lot 4 will be accessed directly off Old Church Road.)
3. Easement clarification. I met with the property owners to the north, whose land contains the 25’ easement that provides access to Mr. Cuellar’s land. They are aware of its existence and how it will be used. The easement was filed with Sandoval County in 1984 and is legal and valid.
4. Approval of the road by the Fire Chief. Chief Martinez has a copy of the revised engineering drawings, and does wish to inspect the road both during and after construction. (See his email dated November 4, 2020.)

(A Variance to side setback for a 50+ year old outbuilding on the south side of proposed Lot 1 was approved by the Planning and Zoning Commission in April of 2019.)

Access: Proposed Lot 4 fronts Old Church Road, a public right-of-way, and will be accessed from it. Proposed Lots 1, 2 and 3 will be accessed from the north, off Entrada de los Martinez, a public right-of-way, via the 25’ private easement. Where this easement meets proposed Lot 2, the plat grants a turnaround cul-de-sac easement and a 25’ easement (20’ private roadway “Camino Cuellar” and an additional 5’ irrigation easement) continues to the borders of proposed Lots 1 and 3. This access serves three 1-acre lots, and the width is adequate per Village ordinance 18-81 Design Standards, Roadway Width. A proposed Road and Gate Maintenance Agreement has also been provided.

General: The Village engineer and I walked the property and the lot corners are properly marked with rebar and cap. (Please see Steve Grollman’s email dated January 31.) A well/septic site plan was submitted. This property is east of the Corrales Main Canal and contains a slope of 1% or less. (See surveyor Note 9 on plat.)
Summary: I advised Mr. Cuellar that a good course of action would be to build the road before submitting his Final Plat. He elected to submit the Final Plat prior to road construction. Village of Corrales language pertaining to required improvements and "in lieu of" options:

In Village Code, 18-87 Final Plat (d) (1) Required Improvements:

(a) Any improvements required by this article have been constructed in a satisfactory manner...
(b) In lieu of such prior construction, the subdivider has filed with the Village Clerk a duly executed performance bond...(this road is private, and the Village does not wish to become the default builder of a private road, potentially assuming some liability—even if a bond were posted.)
(c) The developer has presented copies of signed contracts containing adequate financial assurance to the Village providing for installation of public improvements. (again, a private road.)
(d) The developer has entered into an agreement or contract with the Village providing for the installation of improvements...(typically for public infrastructure.)

Since Camino Cuellar and the easement are privately owned, Mr. Cuellar has signed documentation acknowledging that the roadway areas must be built, the engineer provide a certified "as-built", and the road approved by the Fire Chief before this plat can be signed by the Village and filed, and these tasks must be completed within one year of Commission approval. (See document signed by Mr. Cuellar on 2-24-2020.)

Certified letters were sent timely on October 29th and 30th, 2020. I posted the legal notice sign myself on November 2, 2020.

18-87 (d) (2) (e) Action if proposed Final Plat is not satisfactory. If upon conclusion of the hearing under Subsection (b) of this section the Commission shall find that such final plat does not satisfy the requirements of the article, the Commission may:

(1) Approve the plat with conditions that must be met prior to the signature of the Chair and Secretary of the Commission and the Mayor and Village Clerk;
(2) Deny the application for Final Plat approval; or
(3) Postpone taking action on the application (for the purpose of obtaining corrections to the plat or for receiving additional information as requested by the Commission), for a maximum of two times.

Recommendation: Approval of SUB 19-03 be given with the following conditions (along with any other conditions the Commission deems necessary). These items must be completed prior to this plat being signed by the Village and filed at Sandoval County. If the conditions are not met within 365 calendar days of Commission approval, the application will be null and the applicant must submit a new Final Plat application:

(1) The private road must be built, with an "as-built" certification provided by the applicant’s engineer;
(2) Chief Martinez inspects and approves the road both while under construction, especially the grade over the irrigation ditch(es), and after the roadway is complete;
(3) A note added to the plat, "Note 10: Maintenance of the gate and roadway areas that lead to Entrada de los Martinez are the responsibility of the owners of Lots 1, 2 and 3." (The agreement itself cannot be filed in Sandoval County until the lots are sold and the new owners have signed.)

Laurie Stout, Planning & Zoning Administrator

Date 11-7-2020
APPLICANT INFORMATION

Applicant Name: JOSEPH V. CUELLAR
Telephone: 505-235-6699
Mailing Address: 3615 Gun Club Rd SW
Name of Subdivision: Lands of Cuellar
Zone District:
Descriptive Information: TR 98A-1 B 2 E Tr. 99-B1 # 18
Lot Number/Tract Number
MRGCD Map Number
Acreage of Site: Present Number of Lots: 2 Proposed Number of Lots: 4
Land Owner(s): JOSEPH V. CUELLAR - Shirley Archuleta
Mailing Address: SAME AS ABOVE
Signature of Land Owner(s):
Telephone Number: 505-235-6699 Date: 15 November 2019
Relationship of Applicant to Land Owner(s): SELF
Name/Address of Land Planner: N/A
Name/Address of Engineer:
Name/Address of Surveyor:
Preliminary Plat Approval Date: April SUB-19-03 (Final)

Signature of Applicant: Date: 15 Nov 2019
GENERAL INFORMATION

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

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

REQUIREMENTS: per attached checklist.

OFFICE USE ONLY

Date Received: 12-10-19  Received By: __________________________ File No: SUB 19.03

Amount Paid: 1,450.22  Cash □  Credit □  Credit Card Number: __________________________

Check □  Check #: 294724  Receipt Number: 17175

Completed Application Acceptance Date: 12-24-2020  Date of Hearing: June 17, 2020 (Tabled)

Developer Invoiced for Legal Notice: #248.40/3-1-20  Paid: $ 248.40  Nov. 13, 202

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

□ Approved with Conditions: __________________________

□ Denied: __________________________  Date: __________________________

Tabled at June 17, 2020 mtg. due to engineering design issues - Broadway + irrigation ditch crossing.

Findings of Facts and Conclusions of Law:

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

Page | 2 of 6

Revised February 2019
Amended Final Plat Required to Demonstrate Compliance with Orders of the Commission: 

Amended Final Plat Submitting, Reviewed and Approved for Signatures: 

Date

Final Plat Recorded at Sandoval County: 

Date

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

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

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

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

1. Boundary lines with accurate distances and courses.

2. Correct legal description, which shall refer to permanent monuments, number of each lot in progression, and dimensions of the same. All property corners shall be set with rebar and cap, or other appropriate materials, and identified as such on the final plat.

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

4. Accurate outline of any portions of the property intended to be dedicated for public use or for the use of the owners of the lots fronting or adjacent to the land, together with dimensions of same.

5. Line of departure of one street from another.

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

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

8. Building setback lines shown by narrow dashed lines, if required.

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

10. All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements and other areas for public or private use.

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

12. Location of all survey monuments and their descriptions.
13. Name of the subdivision and scale of the plat, north point, name of the owner or owners, name of subdividers and date.

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Chairman, Planning and Zoning Commission</th>
<th>Date</th>
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<tr>
<td>Secretary, Planning and Zoning Commission</td>
<td>Date</td>
</tr>
<tr>
<td>Mayor, Village of Corrales</td>
<td>Date</td>
</tr>
<tr>
<td>Village Clerk</td>
<td>Date</td>
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</tbody>
</table>
(d) Required improvements (final plat).

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

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

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

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

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

Section 18-89. Improvements.

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

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the ground. Should conditions prohibit the placing of monuments on line, offset marking will be permitted, provided however, the offset courses and distances are shown on the plat. A permanent benchmark shall be accessibly placed within the subdivision, the elevation of which shall be referred to the National Geodetic Survey (formerly U. S. Coast and Geodetic Survey) datum and accurately noted on the subdivision plat.

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

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

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

From: Stephen Grollman <SGrollman@whpacific.com>
Sent: Friday, January 31, 2020 7:16 AM
To: Laurie Stout
Subject: Cuellar Final Plat Comments for your review

Laurie,

The boundaries and areas of the Plat parcels are correct and the corners have been staked in the field.

I understand that the P & Z Commission stipulated that the Fire Chief must certify regarding the proposed site improvements submitted on a separate sheet.

My suggestions for his review, in addition to his concerns:

The material, width and cross-section of the proposed private roads and cul-de-sac

The material, diameter, length, end sections, and height of cover of the proposed culvert under the new roadway

 Provision for continued maintenance of the improvements subsequent to his approval of the completed construction

Thanks,

SJG
Laurie Stout

From: michele anderson <myk9sniper@gmail.com>
Sent: Tuesday, September 15, 2020 3:36 PM
To: Laurie Stout; John McCandless
Subject: Re: Cuellar new engineering
Attachments: Lands Of Cuellar Redlines.docx

Laurie,

This is how a submittal should look. Much better. I attached a response to my original redline write-up. The only thing I could not see was the "NMDOT Section 206 Excavation and Backfill for Culverts and Minor Structures" standards were not noted in this submittal but it is clear the requirements were shown in the detail drawing. We'll just have to see if it gets translated to the contractor. The only thing I don't know is if Anthony's lowest clearance vehicle can transverse the culvert crossing without bottoming out. That is something you and he need to figure out. Basically he needs 2.5 feet of clearance between the roadway and anything hanging low under the truck (exhaust system, driveshaft, etc.?). Let me know if you need anything else. I don't know why some of the dots on my attachment are red and some are black 😊.

Michele
Lands of Cuellar Submittal Missing Information

- CMP shown in plan view and profile view but detail is for RCP. CMP Corrected in detail.
- Dual new CMP shown on plan and profile views. Only a single CMP shown in detail. Need to see both pipes in detail. New Title for new CMP only, existing not required.
- R/R Tie Bridge shown on plan view. Detail of bridge missing. Existing bridge to be removed.
- PROFILE 2 shown in profile view indicates begin construction STA 10+10.00 end construction STA 11+36.27. Label Begin Construction and End Construction/Match new construction should be shown to define PROFILE2. New labels show Begin Construction and Gravel Dr = Camino Cuellar.
- Typical Road Section shown for Profile 1 (STA 10+15 to STA 11+25 and STA 11+98 to 13+89.29). TYP or transition for STA 11+25 to 11+98 not shown. Transition shown.
- Typical Road Section for Profile 2 not shown. Transition shown.
- North Arrow does not match north arrow shown on survey plan. North Arrow corrected.
- Plan view Camino Cuellar (East-West) begin construction not shown. Begin construction added.
- Plan view Camino Cuellar (East-West) end construction not shown. End construction added.
- Plan view Camino Cuellar (East-West) S66°37'48E" length 190.75' not consistent with Survey plot S66°37'48E" length 218.01'. 218.01' corrected.
- Begin and end pipe call out not shown. STA call-outs added.
- NMDOT 206-03-1/1 requires minimum 12 inch cover over CMP. New CMP Pipe Detail corrected.
- NMDOT 206-07-1/1 requirement for backfill details. New CMP Pipe Detail corrected.
- NMDOT Section 206 Excavation and Backfill for Culverts and Minor Structures standards for construction not noted in submittal. This may be in other submittal information.
- NMDOT Section 516 Flowable Fill standards not noted in submittal including 516.2.9 (7). Compressive strength will not exceed 150 psi at 28 days. Flowable Fill removed, Select Backfill added.
- Manufacturer (ConTech) requires minimum 12 inch cover over CMP and additional cover for temporary road during construction of 2 ft. New CMP Pipe Detail corrected.
- Headwall detail for dual CMP missing (NMDOT 511-03-1/2, 2/2) Note: Attach Headwalls per NMDOT added in detail.
Laurie,  

I feel confident with the most recent design you provided me after discussing with Mr. Miller. I recommend approval with the conditions stated in Mr. Miller response below.  

Thank you,  

Corrales Fire Chief  
Anthony Martinez

-----Original Message-----  
From: Verlyn Miller <vmiller@mecnm.com>  
Sent: Wednesday, November 4, 2020 1:14 PM  
To: Anthony J. Martinez <AMartinez@corrales-nm.org>  
Subject: RE: Lands of Cuellar ditch crossing

Anthony,  

Per our telephone conversation earlier we believe the driveway grades are mild enough to accommodate emergency vehicles. I would recommend that you and I conduct a site inspection during construction to view the grades to ensure that we are both satisfied before we sign-off and accept the final product.

Thanks,  

Verlyn A. Miller, P.E., President  
Miller Engineering Consultants, Inc.  
3500 Comanche NE, Bldg. F  
Phone: 505-888-7500  
Fax: 505-888-3800

-----Original Message-----  
From: Anthony J. Martinez <AMartinez@corrales-nm.org>  
Sent: Wednesday, November 4, 2020 1:05 PM  
To: Verlyn Miller <vmiller@mecnm.com>  
Subject: Lands of Cuellar ditch crossing

Good afternoon- I have a question about the angle of approach and departure on the proposed road over the irrigation ditch. Please call when you have a minute to discuss.

Thank you,  

Corrales Fire Chief
Mr. Cuellar,

If the Final Plat for Lands of Cuellar is approved by the Village of Corrales Planning and Zoning Commission, please sign your acknowledgment and agreement that the Plat will not become effective (i.e. signed and filed with Sandoval County) until the following have occurred (this agreement may or may not be specifically stated as a condition by the Commission, and is separate from any additional conditions the Planning and Zoning Commission may impose):

Your private road as designed by Miller Engineering, entering the proposed subdivision from Entrada de los Martinez, and providing access to proposed Lots 1, 2 and 3, shall be fully constructed within one year (365 days from the Planning and Zoning Commission approval date). A certified “as-built” by your engineer must also be provided to the Village of Corrales within the one-year period, as well as approval of the road by the Corrales Fire Department, which was a condition of the Preliminary Plat.

If these conditions are not met within the year, the Final Plat shall become null and a new Final Plat application with all fees will be required, along with a new hearing before the Planning and Zoning Commission. If the conditions are met within the year, the plat will then be signed and filed and the four lots created upon filing.

Signed and acknowledged:

[Signature]

[Printed Name]

24 Feb 2020

Date
ROAD and GATE MAINTENANCE AGREEMENT

1. Parties. The parties to this agreement are the owners of Lots 1, 2, and 3 of The Lands of Cuellar Subdivision (and owners of land) that utilize the gate and access road(s) onto the properties via Entrada de los Martinez, located in the Village of Corrales, Sandoval County, State of New Mexico.

2. Purpose. The purpose of this agreement is to establish a means for the repair and maintenance of the above referenced road(s) and gate and any emergency access that will be equitably shared among the parties utilizing the road(s) and gate.

3. Consideration. The considerations for this agreement are the mutual benefits to be derived by the parties, their heirs, and assigns.

4. Agreement. The owners of the above referenced land shall, at their own expense, repair and maintain the above referenced road(s) and gate to, at a minimum, local Village of Corrales, New Mexico standards in effect at the time of filing of the above referenced subdivision. The road(s) and gate repair and maintenance responsibility will be equally (proportionally) shared among the land owners. A meeting may be held between the owners at specific time intervals or called when required, to discuss the specifics and responsibilities in ensuring the road(s) and gate is/are kept at the above referenced standard.

5. Persons Bound by Agreement. This agreement shall be binding upon the heirs, successors, and assigns of the parties and shall be deemed to be an obligation running with the land.

6. Termination of Agreement. This agreement shall remain in full force and effect until such time as city, county, state, or federal authorities install some other arrangement to facilitate maintenance of said road(s) and/or gate.

7. Enforcement of Agreement. This agreement may be enforced by all remedies available under New Mexico law, including the placement of a lien against the property, or properties, of an owner who does not pay their share of the repair or maintenance required by law or deemed necessary by the majority of the parties of this agreement that utilize the road(s) and gate. If legal action is taken to enforce this agreement, the successful party or parties, shall be entitled to be reimbursed for reasonable and necessary costs incurred, including attorney fees. Enforcement of this ROAD and GATE MAINTENANCE AGREEMENT shall be by proceedings at law or in equity against any person or persons violating or attempting to violate any of the aforementioned restrictions, either to restrain violation or to recover damages. Invalidation of any one of these conditions, covenants, or restrictions, by judgment, or by court order, shall in no way affect any of the other provisions hereof which shall remain in full force and effect.

Signed by:

Owner of Lot 1: ___________________________ Date: ___________________________
STATE OF NEW MEXICO  )  ) ss.
SANDOVAL COUNTY  )  )

Signed and sworn to by __________________________ before me this ____ day of __________, 2020

Notary Public
My commission expires: ________________

Owner of Lot 2:

____________________________

STATE OF NEW MEXICO  )  ) ss.
SANDOVAL COUNTY  )  )

Signed and sworn to by __________________________ before me this ____ day of __________, 2020

Notary Public
My commission expires: ________________

Owner of Lot 3:

____________________________

STATE OF NEW MEXICO  )  ) ss.
SANDOVAL COUNTY  

Signed and sworn to by ______________________ before me this ___ day of __________, 2020

Notary Public

My commission expires: ______________
<table>
<thead>
<tr>
<th>2021 Regular Meeting Schedule</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public comment</td>
<td>December</td>
</tr>
<tr>
<td>15-day notice for this month</td>
<td>November</td>
</tr>
<tr>
<td>30-day notice</td>
<td>October</td>
</tr>
<tr>
<td>30-day notice for this month</td>
<td>September</td>
</tr>
<tr>
<td>Complete Applicant Submittal</td>
<td>August</td>
</tr>
<tr>
<td>Applicant hearing prior to 40 days</td>
<td>July</td>
</tr>
<tr>
<td>Applicant hearing prior to 40 days</td>
<td>June</td>
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<tr>
<td>Applicant hearing prior to 40 days</td>
<td>May</td>
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<td>April</td>
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<tr>
<td>Applicant hearing prior to 40 days</td>
<td>March</td>
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<tr>
<td>Applicant hearing prior to 40 days</td>
<td>February</td>
</tr>
<tr>
<td>Applicant hearing prior to 40 days</td>
<td>January</td>
</tr>
</tbody>
</table>

PLANNING & ZONING COMMISSION
VILLAGE OF CORRALES
WHEREAS, Section 10-15-1 NMSA 1978, the Open Meetings Act requires that all meetings of a quorum of members of a public body held for the purpose of formulating public policy or the purpose of taking any action within its authority, are declared to be public meetings open to the public at all times, unless excepted from the Open Meetings Act; and

WHEREAS, Section 10-15-1D of the Open Meetings Act requires that the Village of Corrales Planning and Zoning Commission, a public body (Commission) of the Village of Corrales (the “Village”), determine annually what notice of meetings is reasonable when applied to the Commission.

THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE VILLAGE OF CORRALES:

Section 1. Regular Meetings

A. The Commission will meet on the third Wednesday of the month for regular Commission meetings at 6:30 pm and work study sessions will be held as needed. All Commission meetings will be held at the Village of Corrales Council and Municipal Court Chambers, or as indicated in the meeting notice.

B. Notice of regular meetings will be given at least 10 days in advance of the meeting date and shall indicate how a copy of the agenda may be obtained.

C. The agenda shall be available to the public in the Village Municipal Offices and shall be posted on the Village’s website at least seventy-two (72) hours in advance of the meeting.

Section 2. Special Meetings

A. Special Meetings may be called by the Chair or a majority of the members of the Commission.

B. Notice of Special Meetings will be given at least 3 days in advance of the meeting.

C. Notice of Special Meetings shall include a list of specific items of business to be discussed or transacted at the meeting, or information on how a copy of the agenda may be obtained.

D. The agenda shall be available at least 24 hours in advance of the meeting in the Village Municipal Offices, 4324 Corrales Road.

Section 3. Emergency Meetings

A. Emergency Meetings will be called only under unforeseen circumstances which are such that the matter to be considered, if not addressed immediately by the Commission, will likely result in injury or damage to persons or property or substantial financial loss to the Village.

B. Emergency Meetings may be called by the Chair or a majority of the Commission upon 24-hour notice.

C. The notice of all Emergency Meetings shall include an agenda for the meeting.

Approved November 18, 2020
D. Within ten (10) days after the Commission takes any action on an emergency matter, the Village shall report to the office of the New Mexico Attorney General the action taken and the circumstances creating the emergency.

Section 4. Closed Meetings

A. If any open meeting is closed subsequently pursuant to the exclusions contained in Subsection H of the Open Meeting Act, the closure shall:
   1. Be approved by a majority vote of a quorum of the Commission.
   2. The authority for the closure and the subject to be discussed shall be stated with reasonable specificity in the motion calling for the vote on a closed meeting.

B. If any closed meeting is called when the Commission is not in an open meeting, the meeting shall not be held until public notice, appropriate under the circumstances, is given to the general public. The notice shall include:
   1. The subject to be discussed with reasonable specificity and
   2. The specific provision of the law authorizing the closed meeting.

C. Following completion of any closed meeting, the minutes of the next open meeting, reconvened meeting, shall state the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure. The Commission shall approve the statement as part of the minutes.

Section 5. Virtual Meetings

A. Virtual meetings by videoconference or teleconference may be called by the Chair, or a majority of the Commissioners, in the event that a state of emergency is called by a Federal, State, County or Village government. All process that is due applicants and parties to land use hearings shall continue to be provided for.
   1. The videoconference or teleconference meeting may be used for Regular, Special, Emergency or Closed Meetings, as defined in this document.
   2. Notification requirements shall follow those noted above for each type of meeting, except that agendas for all types of meetings will also be posted on the Village website. Such notifications shall include instructions on how to attend the meeting.
   3. All virtual meetings shall be recorded.
   4. The Chair may suspend any virtual meeting if technical difficulties arise.
   5. Upon notice to the individual, the Chair may mute the comments of a participant in the event of unruly/inappropriate comments or behavior.
   6. During a virtual meeting, the Chairperson shall recognize each speaker by name each time that person speaks.
   7. Community participants are encouraged to join the meeting no earlier than 15 minutes before and no later than the first five minutes, after the Call to Order.
   8. All votes of the Commissioners will be counted by Roll Call vote.

Section 6. Notice

A. For the purpose of meetings described in Sections 1, 2, 3 and 4 of this resolution, notice requirements are met if notice of the date, time and place is posted in the following locations:
   1. Lobby of Municipal Administrative Offices
   2. Bulletin board in front of the Village Administrative Offices
   3. Corrales Fire Station (Corrales Road)

B. In addition to the information specified above, all notices shall include the following language: If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at the Village Offices located at 4324 Corrales Road, at least five (5) days prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in

Approved November 18, 2020
various accessible formats. Please contact the Village Clerk at 897-0502, or by email at: 
AGjullin@corrales-nm.org if a summary or other type accessible format is needed.

APPROVED this 18th day of November, 2020.

APPROVED:

________________________________________
John McCandless, Chair
Corrales Planning and Zoning Commission

ATTEST:

________________________________________
Laurie Stout
Planning and Zoning Administrator
NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

Pursuant to the New Mexico Inspection of Public Records Act (NMSA Section 14-2-1 et seq.), every person has the right to inspect public records of the Corrales Planning and Zoning Commission except for documents that are in the following categories:

1. Records pertaining to physical or mental examinations and medical treatment of persons confined to any institutions;
2. Letters of reference concerning employment, licensing or permits;
3. Letters or memorandums which are matters of opinion in personnel files or student cumulative files;
4. Law enforcement records that reveal confidential sources, methods, information or individuals accused but not charged with a crime. Law enforcement records including evidence in any form received or compiled in connection with any criminal investigation or prosecution by any law enforcement or prosecuting agency, including inactive matters or closed investigations to the extent that they contain the information listed above;
5. As provided by the Confidential Materials Act (14-3A-1, 14-3A-2 NMSA 1978);
6. As otherwise provided by law.

The Planning and Zoning Commission will not create a record that does not exist.

Procedures for Requesting Inspection

Requests to inspect public records should be submitted to the Village’s designated Records Custodian:

Aaron Gjullin, Village Clerk
Address: 4324 Corrales Road, Corrales, NM 87048
FAX: 505-897-7217
Email: AGjullin@corrales-nm.org

A person desiring to inspect public records may submit a request to the records custodian orally or in writing, however, the procedures and penalties prescribed by the Act apply only to written requests.

A written request must include the name, address and telephone number of the person making the request. Written requests may be submitted in person or sent via US mail, email or facsimile. The request must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.

The records custodian must permit inspection immediately or as soon as practicable, but no later than 15 calendar days after the records custodian receives the inspection request. If inspection is not permitted within three business days, the person making the request will receive a written response explaining when the records will be available for inspection of when the public body will respond to the request.

The three-day period shall not begin until the written request is delivered to the Office of the Village Clerk, Attention: Aaron Gjullin. If any of the records sought are not available for public inspection, the person making the request is entitled to a written response from the records custodian explaining the reasons inspection has been

November 18, 2020
denied. The written denial shall be delivered or mailed within 15 calendar days after the records custodian receives the request for inspection.

**Procedures for Requesting Copies and Fees**

If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged.

- The fee for printed black and white documents 11” X 17” or smaller is $1 per page.
- Color copies are $2 per page.
- Each side of a two-sided document is counted as one page.
- CD/DVDs (or any document or audio file) - $10.
- Audio cassette tape - $10 per tape.
- Electronic information research and production - $15 per hour.
- Additional charges may be listed in the Village of Corrales IPRA Resolution that is posted on the Village website.

The fee for downloading copies of public records to a computer disk or storage device will depend on the device and is dependent on whether the Village can accommodate the format requested. If a person requests that a copy of a public record be transmitted, a nominal fee in addition to pre-paid postage may be charged for transmission by mail, for transmission by e-mail and for transmission by facsimile.

The records custodian may request that applicable fees for copying public records be paid in advance, before the copies are made. A receipt indicating that the fees have been paid will be provided upon request to the person requesting the copies.

APPROVED THIS 18TH day of November, 2020

VILLAGE OF CORRALES
PLANNING AND ZONING COMMISSION

John McCandless, Chair
Planning and Zoning Commission

ATTEST:

Laurie Stout
Planning and Zoning Administrator
Planning and Zoning Administrator Report
For November 18, 2020 Meeting

The following home occupations were administratively approved this past month:

ZOC 20-21. Applicant (Bonnie) Leigh Gonzales is operating "The Corrales Grower's Market" at 679 Old Church Road in Corrales. Only bookkeeping for the business will take place at the property, with no visits from the public.

ZOC 20-22. Applicant Orlando Benavidez, Jr. is operating "O & M Benavidez Construction" at 361 Camino sin Pasada in Corrales. No work done on the premises; only at client properties. He will park a work truck and keep some block and stucco materials on site. No client visits.

The Capital Improvements Advisory Committee made a recommendation to the Governing Body that the Land Use Assumptions and Capital Improvements (impact fees) ordinances be approved with minor updates. (Such as number of impact fees collected to date, calls originating from Fire Station #2, etc.) The impact fee charts were not changed. Village ordinance and NM Statute requires that the two ordinances be reviewed and reaffirmed every five years, in order for the Village to continue to collect impact fees in this area. On October 27, the Governing Body voted to publish and post with a final approval date of November 12, 2020 during a special Council meeting.

Workflow in the Planning and Zoning office is greatly improved, with Building Official Joe Benney and myself in the office every day to provide floodplain and zoning review, as well as general building permitting and general inspections, as quickly as possible. The City of Rio Rancho is now providing the trade inspections (electrical, mechanical and plumbing) to Village of Corrales projects.

The Mid-Regions Council of Governments has provided a proposed contract to assist the Village with needed Chapter 18 revisions and clarifications. Built-in to the project is work behind the scenes, followed by a number of public hearings (Planning and Zoning Commission meetings and perhaps also Work Studies as needed) to give members of the public an opportunity to have a say in any proposed changes, prior to recommendations to Council.

Laurie Stout, Planning & Zoning Administrator

Date

11-8-2020
November 2, 2020

Village of Corrales council members.

Everyone has been very gracious to work with, thank you for that. I continue to work my complaints first, trying to respond within 24 hours.

I do proactive patrols; my focus currently is dead weeds or brush and trees. Also looking for trees or vegetation obstructing the road causing issue for the fire department equipment.

I have also been working empty properties on Corrales rd. before and after pictures of two are attached.

October numbers.

37 First notice
20 2nd notice
24 Resolved

Respectfully

Sherrie Rice
Code Enforcement