DRAFT AGENDA

This will be a Teleconference Planning and Zoning Commission meeting. The public is allowed to join. You are encouraged to join the meeting before 6:35pm so that we may know who is in attendance. The meeting link is https://us02web.zoom.us/j/87988305098. Those without internet access or a computer microphone may also phone in to the meeting at 1-669-900-6833. The meeting ID is 879 8830 5098#. Please email Laurie Stout at LStout@corrales-nm.org if you wish to speak during the meeting about a particular agenda item, so we can acknowledge you and have you sworn in.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

May 20, 2020 Regular Meeting

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

VI. PUBLIC HEARING ITEMS

ZOC 20-09 (Home Occupation). Applicant Rachel Reynolds of 149 Angelo Luigi Road in Corrales requests Home Occupation permit approval for “Red Horse Riding Company”. The business will provide private horseback training and trail rides seven days a week.

SUB 20-04 (Sketch Plan). Applicant Raylee Homes and agent Community Sciences Corporation are requesting Sketch Plan review and comment from the Commission for a proposed 5 lot subdivision comprised
of existing Lots B-1-A and B-1-B of Lands of Julian Claude Lucero, a total of 6.26 acres. Access is via Camino de Claudio, a private roadway off Paseo Cesar Chavez.

VAR 20-02. (Variance) Property owners Doug and Carla Clark request a Variance to front and side setback for an existing house located at 25 Leal Lane in Corrales.

VAR 20-03. (Variance) Property owners Doug and Carla Clark request a Variance to side setback for an existing garage/shed located at 25 Leal Lane in Corrales.

SUM 20-05 (Summary Plat). Property owners Doug and Carla Clark are being represented by agent Community Sciences Corporation. They request Summary Plat approval to vacate a tract line between existing .675-acre Tract 84-C-1-D-1 and .627-acre Tract 84 C-1-D-2 (site address 25 Leal Lane in Corrales), thereby creating new 1.3-acre Tract 84-C-1-D-1-A. The property is accessed via Leal Lane, a private roadway. Associated with this platting request are two Variance requests.

VII. OTHER BUSINESS

Discussion of minor changes and possible vote: Planning and Zoning Commission Resolution 20-01 establishing regular meetings and determining reasonable notice; and Resolution 20-03 Rules for Transaction of Business.

VIII. PZA REPORT

IX. COMMISSIONERS FORUM

X. NEXT HEARING: July 15, 2020

XI. ADJOURNMENT

Laurie Stout, Planning and Zoning Administrator Date

Laurie Stout, Planning and Zoning Administrator 6-22-2020
PLANNING AND ZONING COMMISSION
Date of Meeting: Wednesday, May 20, 2020, 6:30 PM
Location of Meeting: TELECONFERENCE

DRAFT MINUTES

This will be a Teleconference Planning and Zoning Commission meeting. The public is allowed to join. You are encouraged to join the meeting before 6:35pm. The meeting link is
https://zoom.us/j/96609340303. Those without internet access or a computer microphone may phone in to the meeting at 1-669-900-6833. The meeting ID is 966 0934 0303#. Please email Laurie Stout at LStout@corrales-nm.org if you wish to speak during the meeting, so we can acknowledge you and have you sworn in when that agenda item is heard.

I. CALL TO ORDER

II. ROLL CALL

Present: John McCandless, Sam Thompson, Michele Anderson, Tim Sawina, Melissa Morris, Jerome Stermer, Ken Killebrew. A quorum was present.

III. APPROVAL OF AGENDA


IV. APPROVAL OF MINUTES

February 19, 2020 Regular Meeting


April 28, 2020 Work Study

V. OTHER BUSINESS

Approval of changes to Resolution 20-01, establishing regular meetings of the Planning and Zoning Commission and determining reasonable notice.

Motion, Approve: Sam Thompson; Second: Jerry Stermer. Vote: Yes: John McCandless, Sam Thompson, Michele Anderson, Tim Sawina, Melissa Morris, Jerome Stermer, Ken Killebrew. (unanimous)

Approval of changes to Rules of Transaction of Business (now Resolution 20-03)

Motion, Approve: Sam Thompson; Second: Melissa Morris. Vote: Yes: John McCandless, Sam Thompson, Michele Anderson, Tim Sawina, Melissa Morris, Jerome Stermer, Ken Killebrew. (unanimous)

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

(None)

VII. PUBLIC HEARING ITEMS

STR 20-05. Owners and operators Jamie and Melanie Chadwick of 149 Arabian Lane request short-term rental application approval for a 4-bedroom house located at 149 Arabian Lane in Corrales.

(Applicants Jamie and Melanie Chadwick, sworn)

Melanie Chadwick: we are applying for a short term rental permit. We’d like to rent out our primary residence from time to time. It is on one acre, 4-bedroom, 3 bath.

Commissioner Anderson: You have a four bedroom for 16 plus guests?

Melanie: we have extra beds.

Commissioner Anderson: I was looking through our ordinance, do we have a regulation on occupancy per bedroom?

PZA Stout: The ordinance does not have an occupancy limit, but a maximum of six bedrooms are allowed.

Commissioner Anderson: Based on environmental, and building code—it’s based on two occupants per room. Unless it’s family, then you can have one more. What are we going to go by? Are we just filling up a house?

Melanie: We just filled out the application.

Commissioner Sawina: I had a question for Commissioner Anderson. You read a cite for a maximum occupancy of two people per bedroom, where is that cite? Legally, who’s covered by that?

Commissioner Anderson: There are federal regulations under HUD, New Mexico environmental is based on an occupancy of two per bedroom, and International Residential Building Code. (IRBC) is based on seventy square feet for the first occupant, and fifty for each additional. My biggest question was do we have anything in our ordinances (regarding occupancy limit)?

Commissioner Anderson: That’s the basic question, are we going to allow as many people as possible to fill a bedroom?

Commissioner Sawina: I think we’re bound by what’s in our ordinances.

Melanie: The house is 4400 square feet, each bedroom is large.

Jamie Chadwick: Also, this is our residence.
Melanie: We actually have six children, the pull out beds are when we have friends over.
Commissioner Morris: If the septic approval for the state is based on two people per bedroom, it seems like we need to clear it up.
Chair McCandless: I looked at NMED regulations. You are approved for a 4-bedroom home, which is 440 gallons of liquid waste per day. I looked at commercial establishments, under hotels/motels; they assume 60 gallons per day per person. If you had 16 people that’s getting up to about 1000 gallons per day. You could potentially swamp the septic system. We do have to take into account the impact on your septic.
Ken Killebrew: You don’t expect to have 16 people 365 nights a year?
Melanie: No.
Ken Killebrew: We may have interpreted it as you want 16 people all the time. I know for short-term rentals that’s probably not going to happen. My concern is with parking and neighbor concerns. It’s not going to be an event center, correct?
Melanie: Right.
Ken Killebrew: That’s not allowed, no events, no parties, no weddings, stuff like that. There are very few families that have 16 people. I just don’t want to overreact.
Commissioner Thompson: Looking through some of the neighbor concerns, I’m wondering what your plan is to help maintain the private road given that there will be more people and wear and tear on it.
Melanie: We don’t think there will be additional traffic. Whoever is renting the home will be driving instead of us. We are the second property on our road, and our portion of road is well-maintained.
Commissioner Thompson: You’re talking about renting it out to many more people than just you two. So there will be more traffic. How many drivers and vehicles in your family?
Melanie: Four vehicles, five drivers.
Commissioner Thompson: To get back to the requirement it not be an event center--one of the comments is saying that you will be in Las Cruces when you’re renting out the house?
Melanie: That is not true. Some of the things in those comments--
Commissioner Thompson: Ok, what I’m wondering is, are you going to be available within one hour if people who have rented it out decide to have a large party?
Melanie: Absolutely. This being our primary residence, we are very concerned about what might take place.
Chair McCandless: The application and summary from Ms. Stout did indicate you said Los Lunas.
Commissioner Thompson: You’re talking about renting it out to many more people than just you two. So there will be more traffic. How many drivers and vehicles in your family?
Melanie: Four vehicles, five drivers.
Commissioner Thompson: To get back to the requirement it not be an event center--one of the comments is saying that you will be in Las Cruces when you’re renting out the house?
Melanie: That is not true. Some of the things in those comments--
Commissioner Thompson: Ok, what I’m wondering is, are you going to be available within one hour if people who have rented it out decide to have a large party?
Melanie: Absolutely. This being our primary residence, we are very concerned about what might take place.
Chair McCandless: The application and summary from Ms. Stout did indicate you said Los Lunas.
Commissioner Thompson: You’re talking about renting it out to many more people than just you two. So there will be more traffic. How many drivers and vehicles in your family?
Melanie: Four vehicles, five drivers.
Commissioner Thompson: To get back to the requirement it not be an event center--one of the comments is saying that you will be in Las Cruces when you’re renting out the house?
Melanie: That is not true. Some of the things in those comments--
Commissioner Thompson: Ok, what I’m wondering is, are you going to be available within one hour if people who have rented it out decide to have a large party?
Melanie: Absolutely. This being our primary residence, we are very concerned about what might take place.
Chair McCandless: The application and summary from Ms. Stout did indicate you said Los Lunas.
Commissioner Thompson: You’re talking about renting it out to many more people than just you two. So there will be more traffic. How many drivers and vehicles in your family?
Melanie: Four vehicles, five drivers.
Commissioner Thompson: To get back to the requirement it not be an event center--one of the comments is saying that you will be in Las Cruces when you’re renting out the house?
Melanie: That is not true. Some of the things in those comments--
Commissioner Thompson: Ok, what I’m wondering is, are you going to be available within one hour if people who have rented it out decide to have a large party?
Melanie: Absolutely. This being our primary residence, we are very concerned about what might take place.
Chair McCandless: The application and summary from Ms. Stout did indicate you said Los Lunas.
Commissioner Thompson: You’re talking about renting it out to many more people than just you two. So there will be more traffic. How many drivers and vehicles in your family?
Melanie: Four vehicles, five drivers.
Melanie: I believe the plus was supposed to be the cribs. That’s the portable cribs for the babies.
Commissioner Morris: It seems that saying 16 “plus” (implies more than 16 people)
Melanie: When I went to list, that seemed to be the closest option that we had.
Commissioner Morris: I understand that having people parking on the road could be a concern. Can you
make your ads clear that they cannot park on (Arabian Lane)?
Jamie: When we first moved in, we had a Matanza, the police came and explained it to us; we learned our
lesson about no on-street parking.
Commissioner Morris: I want to make sure your potential clients are also aware.
Jamie: We know certain people will be up in arms if that happens, so we will be very clear that that can’t
happen.
Commissioner Thompson: Sixteen+ guests sounds like 16 adults plus. You don’t really mean 16 adults, do
you?
Melanie: I wouldn’t expect that.
Commissioner Thompson: It’s not what you expect, it’s what you allow, and what you’re going to advertise. I
don’t think your septic system will accommodate that, even if it’s just for a few days.
Melanie: When we have guests over, say for a birthday party, it’s never been a problem in the past. Renting is
something we would like to do occasionally, it’s still our primary residence.
Commissioner Thompson: I can’t tell you how to resolve it, but I’m concerned with that open ended
description of who can rent it out.
Chair McCandless: Please understand our concern is for you as well. We don’t want your septic system to
fail. It’s not good for you or the neighbors. That accumulated load over time, if you’ve got a thousand gallons
a day going into a (1500 gallon tank), I have a concern that the bio-digestion that has to take place may not
have a chance to happen. It’s these kinds of things we are concerned about. Another concern; the governor has
put a limit on occupancy of 25% right now, want to make sure you honor that restriction until it is lifted.
Jamie: We put in our application before all this. Right now we don’t want anyone else, this is just a step we’re
taking for the future.
Michelle Worm, 17 Arabian Lane, (public commenter, sworn): I have general concerns with the neighbor.
I didn’t know they were applying for a permit. Last year when we had a problem with an Airbnb, there should
have been a general neighborhood notice. If you’ll remember, there was a big neighbor turnout. I would like to
know how many nights per year? I live on the road in front of them. In the wintertime the road gets bad. I have
carens about the width of our road. Now we’re going to be having new people on the road. Who are they
going to be renting out to?
Jamie: We were told to put the sign out by the road in front of our property. I apologize, I should have had a
conversation with you. We haven’t done anything yet. We were thinking a couple of nights every couple of
months, and Balloon Fiesta.
Worm: Nights per year?
Jamie: We really don’t know yet. We live here, we don’t want to be gone that much. Just visit grandma in Los
Lunas. We know the 5220 Corrales Road issue put a bad taste in everyone’s mouth. We just want to have some
families stay over. No parties, no events, no weddings. In our rules, there is a curfew for noise. They will get
kicked out if they break those rules.
Worm: Perhaps you could share your rules with the neighborhood.
Jamie: We can definitely do that for you.
Worm: The road use is important to me.
Chair McCandless: We need to recognize there was an issue in the past. What I hear from the Chadwick’s is
they are willing to work with the neighborhood to make sure you don’t have the same situations. In the
ordinance, the fail-safes for people who abuse the rules, seem to be stronger. These are valid concerns,
certainly.
Commissioner Stermer: There was a concern that some people didn’t see the posting. We heard from other
people who wrote in comments. The Chadwick’s have indicated that they would be interested in further
communication with the neighbors. Would you ask the Commission to hold on this approval until you had that
communication?
Melanie: We had the sign out as instructed by the Village. I guess I don’t know what exactly we have to have approved. We really are trying to work with the Village and follow the policies that you have. I don’t know that we can please every neighbor.

Chair McCandless: Typically at this point we would have a discussion amongst the Commissioners, and if there are any conditions we feel we should add, you have the choice to approve with conditions.

Commissioner Killebrew: As septic systems go, the people in Corrales have a lot of community events, where there are hundreds of people who come by over a weekend. In my view, they’re not saying that they are going to have 16 people there every day of the year. To me, it’s not a big concern. The concern is that it not become an event center. In our ordinance their permit can be revoked if they (have events). We have to follow our ordinances. If they have checked off all the marks in the application, it looks ok to me.

Commissioner Sawina: I do appreciate the concerns of this Commission. But at the end of the day, our job is not to write the ordinance but to interpret and apply it. Our ordinance requirements are clearly spelled out, and the applicants have met them. It’s not our place, in my view, to re-interpret that.

Commissioner Anderson: I concur. The way that we wrote the ordinance, they are in full compliance. We need to go back and look at the ordinance. The septic system is not based on 200 people going through an art gallery, but toilet, showers, kitchen use, laundry, things like that. If you had a large group there for three full nights, you’d have a problem.

Commissioner Morris: These might be issues that should be brought to the council.

Chair McCandless: I agree that as the ordinance is written, you can have as many people as you want as long as no more than six bedrooms.

Commissioner Sawina: I thought Ms. Stout’s response to one of the neighbors was very good. I know the neighbors are gun-shy given what’s happened in the past year. I’m pleased to see that under her and the new Code Enforcement, and the rules being clearly laid out, that there is a real mechanism for compliance. I would say to the neighbors, you do have recourse, if needed. Hopefully it won’t be needed.

Motion: Approve STR 20-05, Michele Anderson, Second: Ken Killebrew. Vote, Yes: John McCandless, Sam Thompson, Michele Anderson, Tim Sawina, Melissa Morris, Jerome Stermer, Ken Killebrew. (Unanimous)

SUM 20-03. Agent Community Sciences Corporation is representing Beta Investments, LLC. They are requesting Summary Plat approval to vacate a lot line between existing one-acre Tract B-1, La Tierra and existing 6.8-acre Tract A-1, Lands of Beta Investments, LLC, thereby creating proposed 7.9-acre Tract A-1-A, Lands of Beta Investments, LLC. This property contains the solar farm and is located directly east of the Rio Rancho Industrial Park and west of Don Julio Road in Corrales.

Tom Patrick, surveyor with Community Sciences: (sworn): We are proposing to take existing Tract B-1 of La Tierra subdivision, and combine that with existing Tract A-1, Lands of Beta Investments into one new Tract A-1-A. We’re also proposing to vacate the private access easement that runs from Don Julio Road along the north side of Tract B-2 to the cul-de-sac portion at Tract B-1.

Chair McCandless: There are two Tract B-1’s on the plat I’m looking at. Were they contiguous or are they currently contiguous?

Patrick: No, they’re not. The Tract B-1 that says “not a part” is the B-1 of Lands of Beta Investments. And the B-1 that we are eliminating was Tract B-1 of La Tierra subdivision. Same name, but different subdivisions.

Motion, Approve SUM 20-03: Sam Thompson. Second: Michele Anderson. Vote: Yes: John McCandless, Sam Thompson, Michele Anderson, Tim Sawina, Melissa Morris, Jerome Stermer, Ken Killebrew. (unanimous)

VIII. PZA REPORT
PZA Stout: Most of this report was to have been heard in March. We had three home occupations that were administratively approved. The Village of Corrales website now has Planning and Zoning agendas, packets, and minutes going back to January of 2018.

Commissioner Killebrew: How are home occupations being applied for? Do people come in?

PZA Stout: People contact me via email or phone. They can email everything to me. We also have a little drop-off place between the PD and the Village office. The process is slower; sometimes when you don’t have the face-to-face, it slows things down. All applications are online.

Commissioner Morris: We had talked before about getting to hear from the new Code Enforcement Officer, and the process for complaints. It would be nice if the police were tied together with code enforcement.

PZA Stout: On the website, there is now a section on the code enforcement page describing the steps, from first notice of violation to possible Court citation. And when a short-term rental is approved, both the police department and code enforcement will have the address and 24-hour contact number.

Chair McCandless: Tightening up the procedures over the past few months, with the new code enforcement officer, and my interactions with the building official as well, it has been a pretty significant change.

IX. COMMISSIONERS FORUM

Discuss additional Planning and Zoning Commission meeting(s) to address backlog

Chair McCandless: Commissioner Thompson suggested an extra meeting July 1st.

Motion: schedule additional Planning & Zoning Commission meeting July 1st at 6:30 pm: Sam Thompson. Second: Michele Anderson. Vote, Yes: John McCandless, Sam Thompson, Michele Anderson, Tim Sawina, Melissa Morris, Jerome Stermer, Ken Killebrew. (unanimous)

X. NEXT HEARING: June 17, 2020

XI. ADJOURNMENT

Motion to adjourn: Ken Killebrew: Second: Sam Thompson.
ZOC 20-09, Red Horse Riding Company, 149 Angelo Luigi Rd, Staff Summary

Applicant Rachel Reynolds of 149 Angelo Luigi Road in Corrales currently operates this company from this address, and has submitted a Home Occupation permit application in order to become compliant with home-based businesses as per Village of Corrales Code Section 18-45 (c) Home Occupations. This property is zoned A-1, Agricultural and Residential and is 4.85 acres. The website for the business is: redhorseridingco.com

"Red Horse Riding Company" provides horseback riding lessons and trail rides. Her application notes all business activities take place outside only. She will use a 325 square foot tack shed with the business, to store tack and other horse equipment. The aerial viewpoint of the property shows a lesson arena, corral, and barn. (I believe the building marked “barn” is the “tack shed” referenced, but that can be confirmed by the applicant at the hearing.) Two parking spaces are shown near a white-roofed building and approximately two more on the southeast end of the property. She did mention to me a laptop is used for the business, but that there is no specifically designated “office” area within the home.

Operating hours are noted as every day from 10am through 6pm, with two or three groups per day of up to three people per group. The applicant notes there will be no employees who are not residents of the property. The website does list a few employees, but the applicant can elaborate under oath regarding where those employees are based.

She has submitted a letter from property owner Ken Bostick, as required by Village ordinance, in which he grants permission for her to operate her home-based horseback riding business at the property.

Raising and management of livestock is a permissive use in the Village under 18-33 (2) (e), as long as animal waste is cleaned up as per items 1-3 of that section. Since livestock (horses) are now being proposed for a business use, the guidelines of 18-45 (c) now also come into play with this permit request. 18-45 (c) (5) states that the Commission shall issue approval for a home occupation permit if the Commission finds items (5) (a-j) in that section are met. Those items are nearly verbatim on page 3 of the home occupation application, and have been acknowledged by the applicant.

Also within Code 18-45 (c) is the following, (c) (6) (b) ...all representations made by the applicant in connection with the application for a home occupation permit, whether presented in written form or verbally presented at the hearing, shall be deemed conditions of the home occupation permit. Any subsequent deviation would require submittal of a new application.

There are currently other home-based business in the Village that offer horseback training/lessons, and rides. The Planning and Zoning Commission has the authority to impose conditions, if desired. This applicant states that the business will be small (up to three people per group) and held within reasonable daytime hours (10-6 daily). The Commission may wish to emphasize that this and other representations made in the application are to be followed, to reduce possible effects on neighbors.

Several neighbors have written both letters of support and letters requesting denial for this application, and they are included here.

Please note: the applicant told me that she takes riders along the MRGCD ditches and into the Corrales Bosque Preserve. She mentioned she is currently working with MRGCD on a licensing agreement to be allowed to continue to take her clients along the ditches. I spoke with MRGCD on June 19, 2020 and they
stated the applicant had submitted an application for a license with them, and that it will go under review at this time.

Approval by the Commission, if granted, is for the applicant's business use on her property only. It does not imply consent for her to use the ditch/acequia service roads without approval from MRGCD; nor will it imply consent for rides into the Corrales Bosque Preserve. In fact, that latter use is prohibited under Chapter 11 of Village Code, Corrales Bosque Preserve, section 11-4 Prohibited activities: (8) Using the preserve for any commercial use.

Recommendation: ZOC 20-09 is compliant with 18-45 (c) Home Occupation permits, as it pertains to the use specifically on the applicant's (leased) private property. One or more of the commenters had concerns about horse waste. The Commission has the authority to impose the condition that this applicant follow the requirements of Section 30-28 (2) of Village Code: Class 1 solid waste (animal manure is in this category) shall be collected at least twice in each seven-day period. Road Runner Waste Service provides “manure-only” carts for this very purpose.

Laurie Stout, Planning & Zoning Administrator

Date
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: Rachel Reynolds

Date: 05/22/20

Physical Address: 149 Angelo Luigi Rd

Email Address: zrachel@gmail.com

Mailing Address: P.O. Box 3836, Corrales NM 87048

Phone: 505-250-3210

Legal Description:

Subdivision

Lot/Tract

Map No.

Acreage: 4.85

Zoning: 

Are you the property owner? Yes [ ] No [ ]

Do you reside here? Yes [x] 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: 2,431 sq ft
(Exclude Garage unless part of ZOC) Square Feet

How many square feet of the home will you use for your home business? outside only
(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?
325 sq ft (Cannot exceed 2,000 square ft., or 4,000 in NCOD) (A small horse shed)

What is the name of your business? Red Horse Riding Co.

Briefly describe your business and its functions: Provide private lessons, private trail rides, Provide training for horses and people.

What days/hours will your business operate? Everyday 10am - 6pm

Will clients/customers be coming to your home? Yes No Only outside
If yes, please circle how many persons/vehicles will come to your home for business purposes:
Per Day: 1-5: 6-10; >10; 2 groups per day 2-3 people per group maximum
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? 0-14

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

Will there be any materials storage? Yes No
If yes, please explain what the materials are and how and where they will be stored. Tack and other horse equipment will be stored in the tack shed.

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 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.
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.

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.

   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.

   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.).

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

   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.

   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.

   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.

   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.

   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: 

License:

PLANNING & ZONING OFFICE USE ONLY

Received By: LA Date Received: 5-22-2020 File No.: ZOC- 20-09

Amount Paid: 35% □ Cash □ Check No.: ___________ Receipt No.: ___________

Credit Card No. ___________

Application Reviewed and certified complete by: LB Date: 6-4-2020

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 Whom it May Concern,

I, Kent Bostick, the owner of the property located at, 149 Angleo Luigi Ln, Corrales NM 87048, give my permission for Rachel Reynolds, to run a home based horseback riding business at the above address, in accordance with Village of Corrales regulations.

Sincerely,

Kent Bostick

5/15/20
**STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT**

**REGISTRATION CERTIFICATE**

<table>
<thead>
<tr>
<th>Date ID Issued</th>
<th>IDENTIFICATION NUMBER</th>
<th>Business Start Date</th>
<th>Business Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-Oct-2016</td>
<td>03-364435-00-7</td>
<td>01-Oct-2016</td>
<td>149 ANGELO LUIGI LN</td>
</tr>
</tbody>
</table>

**City and State**

CORRALES, NM

**Taxpayer Name**

RACHEL REYNALDS

**Taxpayer Type**

PROPRIETOR

**Filing Frequency**

Monthly

**Mailing Address**

PO BOX 3836

**City and State**

CORRALES, NM

**Zip Code**

87048-3836

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.

Cabinet Secretary

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

---

**STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT**

**REGISTRATION CERTIFICATE**

<table>
<thead>
<tr>
<th>Date ID Issued</th>
<th>IDENTIFICATION NUMBER</th>
<th>Business Start Date</th>
<th>Business Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-Oct-2016</td>
<td>03-364435-00-7</td>
<td>01-Oct-2016</td>
<td>149 ANGELO LUIGI LN</td>
</tr>
</tbody>
</table>

**City and State**

CORRALES, NM

**Taxpayer Name**

RACHEL REYNALDS

**Taxpayer Type**

PROPRIETOR

**Filing Frequency**

Monthly

**Mailing Address**

PO BOX 3836

**City and State**

CORRALES, NM

**Zip Code**

87048-3836

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.

Cabinet Secretary

Any inquiries concerning your Identification Number should be addressed to the Audit & Compliance Division, P.O. Box 630, Santa Fe, New Mexico 87504-0630
I, Rachel Reynolds (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 June 16, 2020 through 6 pm on Wednesday, July 1, 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

Date

(20-09, 149 Angelo Luigi, Red Horse Riding Co.)
Laurie Stout

From: Angela Gutierrez <AHXV@msn.com>
Sent: Thursday, June 18, 2020 10:38 AM
To: Laurie Stout
Subject: Red Horse Riding Co.

Dear Ms. Stout,

Please include my communication in the packet for the Planning and Zoning commission regarding the granting of a home occupation permit for Red Horse Riding Co.

To whom it may concern,

I support the Red Horse Riding Company's application for a home occupation license/permit. The company is ethically run and is very much a part of the "heart of Corrales." As a neighbor of Ms. Reynolds, we are able to observe the day-to-day business dealings of Red Horse Riding Company and feel very confident supporting her.

My address is 130 Angelo Luigi. Our property lies directly East of Red Horse Riding Company.

Thank you in advance for your time and consideration,

Angela Gutierrez
505.670.0512
Good Morning Laurie,

I have been a resident of Corrales for 12 years. I am also a neighbor to Red Horse riding company. I am in favor for allowing Red Horse to receive a Home Occupation Permit. We have not had any issues with their business as a neighbor. There is not more noticeable traffic to the area or any other inconveniences. I love that red horse can bring in others to share the horse capital of New Mexico and the beauty of Corrales from horseback. Red Horse is a facility where people can safely ride and be introduced to that lifestyle that otherwise may not have been able to do so. As a horse owner myself, not only is it important to provide a safe riding facility but also keeping the integrity and health of the horses involved at first priority which Red Horse does a fantastic job at providing. I recommend their facility to people I know and will continue to support their business keeping things local.

Thank you for all you do,
Loren

Ms. Petmecky asked that her letter be distributed to Commissioners. She resides at 5575 Corrales Rd.
Hi there,

My name is Julie Culkin and I live just North of Rachel and the Red Riding Company, off of 275 Trosello Lane. I see Rachel and her clients on nearly a daily basis. Every interaction I have with Rachel and her father have been positive. I think she is an exemplary Corrales business owner in the fact that she quickly responds to community and neighbors needs. She sets an example by taking excellent care of all her animals. She provides an example of what a corrales community member would want in a home run business. She provides a unique opportunity for the public to see the beauty of Corrales. Bringing her clients into Corrales supports the local community as her clients mostly live outside of our community. They shop in our small stores and buy food from our restaurants.

I am so happy to support Rachel and her business. I personally find it disappointing that her neighbors have concerns for her riding past on the ditch with her clients. I've never seen them go faster than a walk. They are very respectful of others around them. It just makes me think if you lived next to an airport would you call and complain and demand the planes to stop flying? No. You would just live somewhere else.

Corrales is a farming community, a ranching community. Rachel is just continuing the heritage of our founding Corraleanos. We need to support our small business and our women business owners.

If you have any questions at all please do not hesitate to contact me.

Julie Culkin, MD
505-554-4000
275 Trosello Lane, Corrales
Dear Ms. Stout:

I support Rachel Reynolds' application for a Home Occupation License/Permit re: Red Horse Riding Co. I own the home at 5665 Corrales Road, at the intersection with Angelo Luigi Road, so her property is very near mine.

Ms. Reynolds runs her business with a special wholistic quality - establishing trust between the horse and its rider, which is not something always found in places offering "horseback rides." She exhibits regard for the dignity of both animals and humans, which, in my opinion, is also core to the personality of the Village of Corrales itself.

On a personal note, I have a grandson who, as a toddler, qualified for equine therapy related to a rare genetic condition with which he was born. At the age of 3, he "grew out" of that phase of his pediatric occupational therapy and has not had an opportunity to ride since. Ms. Reynolds welcomed him to her home and allowed him to become reacquainted and comfortable with horses once again - without charge. It means a great deal to our family knowing that such a community-minded business is being established in our neighborhood.

In summary, I request your careful consideration of this permit and thank you in advance for your time.

Sincerely,
Wendy M. Hoffman

Sent from my iPhone

Public comment for
Commission
I am emailing you to request the Commission deny said permit to Red Horse Riding Co. This property and its attendant corrals and horses are 1 lot over from my casita at 311 Davey Rd. This is a quiet residential area chosen by us as a private non business oriented place to live. Said company has a business which needs multiple riders a day for rides along the aquifer eastside of our contiguous properties.

The nature of this business has resulted in loss of privacy, quite an influx of flies and occasional noxious odors from accretions of horse manure.

I and my adjacent neighbors exhort the Commission to deny said permit to preserve our desire to live the choices we made to acquire properties in a distinctly residential—not commercial—environment.

Thank you for considering our concerns.

S.G. Rosenblatt MD
311 Davey Rd
Corrales 87048

Sent from my LG Mobile
To: Members of Corrales Planning and Zoning Commission
From: Jason Barber, resident of 314 Davey Rd.

I have been a resident of Corrales and 314 Davey Road for almost three years and during that time have witnessed the operation and growth of Red Horse Riding Co. Standard operations can occur any day of the week at times between 10 AM and Sunset, include groups of clients from 1-6+ in number, and meet at the corral/hayshed immediately adjacent to the south property line of 314 Davey Rd. Clients of Red Horse Riding Co are clearly visible and audible from 314 Davey Road as they meet for rides at 149 Angelo Luigi Road and as they pass by on the Acequia maintenance road to the East.

There has existed a multitude of deleterious impacts on neighbors from the operation of this business. Loss of privacy, manure management issues, horses breaking through fencing to escape onto neighboring properties, and excessive commercial use of the Corrales Acequia and Bosque are among the most pertinent. Taken together the impacts of this business would certainly affect the marketability and property values of affected properties as these issues must be disclosed prior to sale.

It is important also to consider the impacts that this business has on the wider community of Corrales, and particularly the residents who border or use the Corrales Acequia for irrigation, exercise and recreation. Through their regular operations Red Horse Riding Co have become the heaviest users of the Corrales Acequia and Bosque. The impacts of this business likely extend to all Corrales Citizens along Red Horse Riding Co's singular riding path. It does feel that the unique attributes of living in this community are being taken away from Corrales residents for the sole financial benefit of Red Horse Riding Co.

In conclusion, I have no objection to Red Horse Riding Co restructuring their current business to meet Corrales Zoning Code regarding Home Occupancy Permits to obtain a Permit and operate in compliance. However, I must register an objection to the granting of a Home Occupancy Permit that is predicated on the business operating as it has historically. If Corrales is to continue to be a place where residents can expect to have peaceful enjoyment of their properties then we must uphold both the letter and spirit of the law in this matter.

Thank you for your consideration,

Jason Barber
June 15, 2022

Laurie Stout

To: Administrator of Planning and Zoning: Corrales

We are the neighbors immediately north of the property owned by Juliette Bohn, and we have read her Neighborhood Concerns Message. We are also concerned about these same issues involving the Red Horse Riding business.

We moved into our present home here on Davey Road in Corrales 33 years ago for a peaceful environment, which it has mostly been, located at the end of a dirt road.

So having a neighbor running a business involving multiple horses and trail riding, a truly commercial business in our residential neighborhood, is very upsetting and should not be allowed, as its scale and impacts could bring down our property value, a very real concern for us, as Juliette Bohn has already stated.

Sincerely,

Audrey & Elwood Rosenblatt
309 Davey Road - Corrales
PO Box 294
Corrales, NM 87048
To Laurie Stout and the members of the Corrales Planning and Zoning Commission,

I am emailing in regards to the Red Horse Riding Co. request for a Village of Corrales Home Occupancy Permit. Red Horse Riding Co. is owned by my neighbor’s tenants who started the business approximately three years ago. Under normal business operations, Red Horse Riding Co. conducts multiple out-and-back rides per day, on every day of the week, and at times 7 days per week. The acequia maintenance road leading north from Angelo Luigi Rd. and the Bosque Preserve are the primary locations where this business is conducted. As the business has grown, my neighbors and I have been affected by the impacts associated with having a commercial operation in a residential zone. These impacts include: a dramatic increase in fly populations, unpleasant odors, and the loss of privacy that we are accustomed to.

When my family moved to Corrales in 1984, my father chose this property because it offered a private, quiet place he could come home to. My family also had horses at the time. The Red Horse Riding Co. business operations have eroded this sense of privacy by offering paid rides that run back and forth along the front of my property, and originate in the corral area adjacent to my property line. I feel as if I am enveloped by this business, and that my property and my activities on the land are subject to daily observation from the general public. The privacy created by living between two ditches at the end of a dirt road in Corrales is not only something I personally value, but it is also certainly a part of my property value, and that of my neighbors.

I am requesting that the Planning and Zoning Commission deny Red Horse Riding Co. a Home Occupancy Permit if their business plan is to continue operating as they have historically. This is not only due to the privacy impacts on the neighborhood - which would increase if Red Horse Riding Co. is allowed to further grow their business - but also because this business, under normal operations, does not meet the compliance requirements for a Home Occupancy Permit.

These requirements include:

**18-45 (c)(4)(a):**

#2. Applicant shall conduct all business within the confines of the dwelling unit or a single accessory structure listed in accordance with applicable Village ordinances;

---> The Red Horse Riding business is conducted in the corral area adjacent to my property line, on the acequia maintenance roads and in the Bosque Preserve. I am attaching two pdf documents showing the business website as it appeared from November 14, 2017 through May 3rd 2020 specifically offering rides and lessons in these locations.

#3. There shall be no visible appearance of the business outside the dwelling unit or accessory structure listed on the business registration;

---> As described above in regards to privacy concerns, this business has a very noticeable presence. I am attaching a recent log (two photos) which shows the operations include multiple clients per day, at times 7 days per week. It should be noted that this log is not representative of the high volume of clients/rides under normal operations as it was started during the height of the Covid-19 economic downturn. It should also be noted that each entry counts clients only (e.g. not the instructor and their horse) and each entry represents two passes along the acequia road leading to the Bosque.
#9. The business or occupation is conducted strictly by mail and electronic communications: shall not include the use of heavy equipment, machine tools, or other audible power equipment; and shall not include regular or repeated client visits to the property.

-->This business is based on regular and repeated client visits to the property.

18-45 (c)(4)(c):

#6. 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.

-->The property where Red Horse Riding operates has hosted as many as 12 horses. In the last three years the business did not effectively manage the manure such that the adjacent properties experienced an abundance of flies (in and outside of the house), and periodic inundation with unpleasant manure/urine odors. Additionally, we regularly experience additional localized particulate matter in the air consisting of manure particles + dirt when the wind is blowing.

#7. 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.

-->Under normal operations, this business operates multiple paid rides per day, at times 7 days per week adding not only to the Corrales Road traffic, but also to the traffic along the acequia roads that pass through the residential areas, and traffic within the Bosque Preserve.

Thank you for taking the time to consider my position on this matter.

Sincerely,

Juliette Bohn
Property Owner
314 Davey Rd.

PZA note: this specific item pertains to home occupation permits approved by me, not to those that go before the commission.
All lessons are private and comprehensive. You will not only learn to ride, but also how a horse thinks and moves. The better your understanding of a horse, the better your riding ability will be. Our end goal is to make you comfortable and relaxed with a horse, both in the saddle and on the ground. Lessons begin in the round corral, graduate to the pasture, and end along the Acequia or in the Bosque. We offer lessons not only for beginners, but also for experienced riders who want to refine their skills and comfort level. Each lesson is $125 and lasts approximately 1 and a half hours.
horse do his job. You will learn about tack and horse care, you will saddle up and unsaddle, you will walk, trot, gallop and ride in open country rather than in an arena. You will ride the same horse throughout your lessons and the partnership that grows from that will please you as much as anything you learn. Learning to ride isn't about processing information and pressure. It's about relaxing and communicating and being confident in yourself and in your horse...wherever you are.
Rides from our Corrales location are both along the Acequia and the Rio Grande. We ride the river between Corrales and Bernalillo, water on one side, woods on the other. What we do on these rides depends upon your riding skill and comfort level, easy trails or steep terrain, walk or lope. All of our rides are private. $100 per person for one and half hours. $130 per person for two hours. We welcome children of all ages. We also offer half-day rides, full-day rides, sunrise, sunset, or moonlight rides; call or e-mail us for pricing.

Because horseback riding requires a certain amount of physical fitness, weight limits apply. These limits are to ensure the comfort and safety of both horse and rider.
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/16</td>
<td>11 AM - C</td>
<td>1</td>
</tr>
<tr>
<td>5/17</td>
<td>6:30 PM</td>
<td>3</td>
</tr>
<tr>
<td>5/20</td>
<td>12:35 PM</td>
<td>1</td>
</tr>
<tr>
<td>5/20</td>
<td>2:12 PM</td>
<td>2</td>
</tr>
<tr>
<td>5/21</td>
<td>9:45 AM</td>
<td>1</td>
</tr>
<tr>
<td>5/21</td>
<td>12:50 PM</td>
<td>1</td>
</tr>
<tr>
<td>5/21</td>
<td>6:11 PM</td>
<td>1</td>
</tr>
<tr>
<td>5/22</td>
<td>11:18 AM</td>
<td>1</td>
</tr>
<tr>
<td>5/22</td>
<td>12:25</td>
<td>1</td>
</tr>
<tr>
<td>5/23</td>
<td>11:24</td>
<td>1</td>
</tr>
<tr>
<td>5/23</td>
<td>12:09</td>
<td>2</td>
</tr>
<tr>
<td>5/23</td>
<td>2:39</td>
<td>2</td>
</tr>
<tr>
<td>5/23</td>
<td>4:06</td>
<td>3</td>
</tr>
<tr>
<td>5/24</td>
<td>11:30 AM</td>
<td>2</td>
</tr>
<tr>
<td>5/25</td>
<td>2:23 PM</td>
<td>2</td>
</tr>
<tr>
<td>5/26</td>
<td>11:30 AM</td>
<td>1</td>
</tr>
<tr>
<td>5/26</td>
<td>2:30 PM</td>
<td>1</td>
</tr>
<tr>
<td>5/27</td>
<td>12:32 PM (return)</td>
<td>2</td>
</tr>
<tr>
<td>5/27</td>
<td>2:34 PM</td>
<td>1</td>
</tr>
<tr>
<td>5/27</td>
<td>3:42 PM</td>
<td>1</td>
</tr>
<tr>
<td>5/28</td>
<td>1:00 PM</td>
<td>1</td>
</tr>
<tr>
<td>5/29</td>
<td>9:37 AM</td>
<td>2</td>
</tr>
</tbody>
</table>

**Notes:**
- 6/12 at 10:30 AM: Photos being taken in pasture, either by a parent or as promo.
- 6/12 at 12:30 PM: Rainbow surf with kids.
- 6/12 at 2:00 PM: Ranch petting horses.
- Lesson in corral.
- 3 ppl → Parent & child.

**6/2: 11:19 AM (return) 1**
SUM 20-04, Sketch Plan, proposed “Primos Pequenos” Subdivision,
Staff Summary

Property owner Raylee Homes and agent Community Sciences Corporation request Sketch Plan review and comment by the Commission for a proposed five-lot subdivision. No votes are taken at Sketch Plan review stage, merely advice from the Commission.

The property under consideration consists of the westerly 5.26 acres (Lot B-1-A) of Lands of Julian Claude Lucero. Although gross and net are noted on the existing plat (December 2002), the gross acreage of 5.26-acres applies as the road will remain private and not be publicly dedicated. This property is zoned A-1 Agricultural and Rural Residential.

The purpose of this plat will be to create five lots within 5.26-acre Lot B-1-A and to vacate a portion of Camino de Claudio Road as currently platted. All lots as proposed are at least one acre and therefore compliant with Code Section 18-33 A-1 Agricultural and Rural Residential, which requires a one acre lot size minimum.

Supplied items pertaining to this Sketch Plan:

1. Portion of Plat entitled “Summary Plat of Lots B-1-A and B-1-B, Lands of Julian Claude Lucero”. (December 2002). Divided into two pages for ease of viewing. This shows the existing layout of the property, with road and cul-de-sac as currently platted.

2. Sketch Plat of “Lots 1 thru 5, Primos Pequenos Subdivision”, with applicant’s proposals

Access: Camino de Claudio, an existing 30’ private access and public utility easement. It connects to Paseo Cesar Chavez, a 60’ public right-of-way. Camino de Claudio was platted through Lot B-1-A (see the December 2002 plat), but the actual developed roadway currently ends somewhere east of this property. The cul-de-sac on the western edge, as currently platted, cannot remain in this location as it sits upon a steep slope. The applicants are proposing to vacate the portion of cul-de-sac on the slope and move the cul-de-sac east, off that slope.

The proposed new cul-de-sac is shown correctly with a 100’ diameter total right-of-way with 80’ drivable surface, as per Code Section 18-81 Design Standards (h) Dead End Streets.

They are also proposing that five feet of Camino de Claudio throughout the subdivision include a “soft” trail.

On the eastern edge of Camino de Claudio at the border of Lots B-1-A and B-1-B, applicant is proposing a 30’ X 14’ street pullout, as per Code Section 18-81 Design Standards, “Street Pull-Off Diagram”. (See “Requested Waivers/Considerations” on Sketch Plan document. The street pull-off is provided where shown due to ownership of the land.)

Although Calle Contenta (a public right-of-way), is located on the western edge of the proposed development, it cannot serve as an alternate access to Camino de Claudio because of the slope.
General: There are five other existing lots on Camino de Claudio, as you travel east. There are homes on those lots. The portion of Camino de Claudio that serves these homes is also 30’ wide, private, and contains a public utility easement.

Proposed Lots 4 and 5, while technically compliant at just over one acre apiece, will each have an abbreviated building pad site due to the slope (approximately one half acre m/l each "buildable"). The decreased area in which to bring in equipment might have ramifications for well and septic placement—or not—as true half acre lots do exist within the Village.

Summary:

- As per Village ordinance (Far Northwest Sector, Ordinance 390), the western slope should be noted on the plat drawing itself, and as most, if not all, exceeds 15% slope, be clearly labeled as “unbuildable”. It’s difficult to tell on the drawing, but there might be some “less than 15%” between the steep areas. That, too, is “unbuildable” as there is no way to access that area without crossing over the steep portions. This will eliminate any surprises to new lot owners, who can clearly see where structures are allowed, and where they are not.
- Applicants should move the cul-de-sac off the slope, as is being proposed.
- A road maintenance agreement for this subdivision was noted on the December 2002 plat, and should be included on any subsequent plat for “Primos Pequenos” subdivision.
- The Preliminary Plat (next step) should incorporate all requirements of Section 18-86 Preliminary Plat.

The next step for the applicant will be to incorporate all items discussed and submit a Preliminary Plat, followed by a Final Plat.

Laurie Stout, Planning & Zoning Administrator
Village of Corrales
Planning and Zoning Department

SKETCH PLAN APPLICATION

APPLICANT INFORMATION

Applicant Name: Community Sciences Corporation  Telephone: 697-0000
Mailing Address: PO Box 1328  Email: tempatrick@communitysciences.com
Name of Proposed Subdivision: Lots 1 thru 5, Primas Pecuaras Subdivision
Zone Classification: A-1
Location of Proposed Subdivision: The west 5 acres at the end of Camino Claudio off Paseo Cesar Chavez
Descriptive Information: Lot B-1-A, lands of Julian Claudio Lucero
Acreage of Site: 5.264 Acres  Proposed Number of Lots: 5

Lot Number/Tract Number  MRGCD Map Number

Land Owner(s): Paylee Homes
Mailing Address: 4131 Berbera Loop, Embudo, NM
Telephone Number: 336-1438
Relationship of Applicant to Land Owner(s): Agent
Name/Address of Land Planner: Community Sciences/Chad Spracklen Sr.
Name/Address of Engineer: TBD
Name/Address of Surveyor: Community Sciences/Tom Patrick

Signature of Applicant: [Signature]  Date: 3.05.2020

Page 1 of 3
Revised February 2019
GENERAL INFORMATION

FEES: $200.00 for five (5) lots or fewer; $400 for six (6) lots or acres to nine (9) lots or acres; $1,000 for ten (10) lots or acres or more; due at time of application; cost of certified mailing shall be invoiced to the applicant. Ten (10) sets of plans in 11” by 17” format shall be submitted to the administrator, and an electronic copy (PDF format) is required with EACH submittal.

DEADLINE: minimum forty days (40) prior to anticipated P&Z Commission hearing.

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: 3-05-2019 Received By: File No.: SUB 20-04
Amount Paid: 200.00 Cash □ Credit □ Credit Card Number: 
Check □ Check #: Receipt Number: 17648
Completed Application Acceptance Date: Date of Hearing: July 1, 2020
Developer Invoiced for Legal Notice: 6-15-20 $269.10 Paid: $

□ Approved: Filing Fee Paid: $ Date:

□ Approved with Conditions:

□ Denied: Date

Findings of Facts and Conclusions of Law:
Requirements for Sketch Plan Application

1. **Location/Vicinity Map.** This map shall consist of data added to an existing base map such as a USCGS, village or county base map, covering at least a one mile radius from the tract proposed for development and shall show the relationship of the proposed plat to existing residential areas, community facilities, all streets, commercial areas, school, and parks.

2. **Sketch plan.** Show in simple sketch form the following:
   a. Title of proposed subdivision and names and addresses of subdivider, legal owners, land planner, engineer and land surveyor.
   b. North arrow, scale and date of sketch plat submission.
   c. The general proposed layout of blocks, lots and other features numbered for identification.
   d. Existing streets and roads including those which abut or serve the proposed development.
   e. Proposed layout of streets indicated as public or private and labeled for identification.
   f. Existing easements.
   g. 100-year floodplain from FEMA approved maps or superseding report.
   h. Existing storm drainage ways and facilities both on the proposed development property as well as those on all adjoining properties.
   i. Identification of any major street or corridor shown on the long-range major street plan.
   j. Existing water and sewer locations and well and septic field locations on-site and on lands adjacent to the land being subdivided.
   k. Existing irrigation access and ditches. (Ord. 07-012.)
   l. Copy(ies) of the recorded plat(s) that created the parcel or parcels of land to be subdivided.
   m. Other features which may include major natural or manmade geographic features.

3. Additional written information may include identification of how and when subdivider intends to construct infrastructure improvements, data on existing covenants, irrigation ditch easements, land characteristics and proposed utilities as well as any information which may be helpful in supplementing the sketch plan and describing the proposed development.
Dear Laurie,

Received your notice regarding meeting on July 1st. My questions are in regard to Raylee Homes sketch plan for Camino De Claudio.

1. With regard to the Village of Corrales, with additional homes being added to Camino De Claudio, does the village have an ordinance regarding the road being paved? If so, does Raylee Homes pave the road?

2. If there is no plan to pave the road, will Raylee Homes be planning on grading the road once the 6.26 acres is cleared? The various construction equipment required for this project will do damage to the existing gravel road that will need to be addressed.

3. Is the Village of Corrales aware that there are two coyote dens at the end of the 6.26 acres near the hill?

Respectfully,

Mark Mitchell
40 Camino De Claudio
Corrales, NM 87048
VAR 20-02, Variance (Residence Setbacks), 25 Leal Lane, Staff Summary

Property owner Doug Clark, represented by agent Community Sciences Corporation, requests a Variance to front and side setbacks for an existing residence located at 25 Leal Lane in Corrales.

The east side of the residence is located 1.9 feet west of the front setback (25 feet required) and the north side of the residence is 4.6 feet south of the north property line (10 feet required). The surveyor provided both a letter and a drawing that shows the placement of the residence in relation to lot boundaries.

All available evidence does support the assertion that the residence is a very old structure, built long before Village incorporation and enactment of setback ordinances. The applicant knows some of the history of the residential structure that he may be able to share with the Commission, if you wish.

When considering a Variance, Village Code Section 18-48 (h) Conditions for variance applies:

The Planning and Zoning Commission may deny any request for a variance that is based on conditions which are the result of the action of the applicant. Where the Planning and Zoning Commission finds that the strict application of the requirements of this article would result in a practical difficulty or unnecessary hardship that would deprive the owner of the reasonable use of the land or building, a variance may be granted provided that:

(1) The variation of this article will not be contrary to the public interest,
(2) The variation will not adversely affect adjacent property owners or residents,
(3) The conditions are unique to the property, and
(4) The variance is authorized only for lot controls and not for use of the premises.

An aerial view from the Sandoval County tax parcel viewer is included, where I show the subject property (25 Leal Lane) and the immediately adjacent lots on either side. Residences on the adjacent properties are similarly placed, as all are on narrow tracts as well.

Certified letters were sent to these and other property owners, and no objections were received by the Planning and Zoning Department.

Recommendation: Approve VAR 20-02. The applicants purchased the property with the residence at its current location, and did not create the situation. Adjacent residences are similarly placed.

(Please Note: The wall encroachment into NM 448 – Corrales Road right-of-way is dealt with in the accompanying application SUM 20-05 and is not a part of this Variance request.)

Laurie Stout, Planning & Zoning Administrator
Date
Village of Corrales  
Planning and Zoning Department  

ZONE MAP AMENDMENT, TEXT AMENDMENT, OR VARIANCE APPLICATION  

APPLICANT INFORMATION

Property Owner: 
Mailing Address: 4603 San Jose Rd., SE RR 87121  
Representative:  
Mailing Address:  
Descriptive Information:  
Lot Number/Tract Number  
Acreage of Site:  
Zoning:  
Type of Request: Zone Change  
Text Amendment  Variance  
Reason for Request:  

Signature of Applicant:  
Date:  

Page | 1 of 5  
Revised February 2019
GENERAL INFORMATION

1. Ten (10) sets of required documentation, in 11” by 17” format and Two full size plan set in 24” by 36” format shall be submitted.

2. Fees are as follows:
   a. **Variance Application** - $200.00; cost of legal notice mailing shall be invoiced to the applicant.
   b. **Zone Change without site development plans** - $650.00; cost of legal notice mailing and cost of advertising ordinance, shall be invoiced to the applicant.
   c. **Zone Change with site development plans** - $500.00 plus 1.5% of the valuation of construction as a condition of approval, or a minimum of $700.00, minimum fee payable at the time of application, and any additional fees owed payable prior to issuance of a development permit; plus costs of legal notification for the Commission hearing (certified mail, signature required; plus cost of advertising ordinance in newspaper for Council hearing, and legal notification for Council hearing.

3. The P&Z administrator shall schedule a hearing on the application before the planning and zoning commission no later than sixty (60) days following the submittal of a complete application.

4. Legal notice required by posting in the village and also by mailing written notice by certified mail, return receipt requested, not less than fifteen (15) days before the date of the hearing, to the owners of properties within 300 feet of the property boundaries, excluding public rights-of-way, of the property for which a hearing has been requested.

5. Public notice sign must be requested by applicant and posted per §18-79(b) of the Codified Ordinances.
Requirements for Zone Map Amendment, Text Amendment, or Variance
Application: Sec. 18-48

Anyone requesting a zone map amendment, text amendment, or variance to this article must submit the completed application form for a zone map amendment, text amendment, or variance application, accompanied by the appropriate application fee and number of set of required drawings.

1) Meeting with the P&Z Administrator. Review and comments can be obtained at this time concerning the relationship of the application to the Village Comprehensive Plan and applicable regulations and submittal requirements.

a) Amendment. The Governing Body may amend any part of this article, including the zone district boundaries, following a review and recommendation made by the Planning and Zoning Commission; however, the governing Body is not bound by the recommendation of the Commission.

b) Review process for an amendment. The administrator shall schedule a public hearing on any proposed amendment to this article before the Planning and Zoning Commission no later than sixty (60) days following the submittal of a request for such public hearing by the Governing Body. The Commission shall transmit a recommendation in writing to the
Governing Body within fifteen (15) days after its review of the proposed amendment is completed.

c) **Applications for zone map amendment or variance.** Anyone requesting a zone map amendment or variance to this article must submit the completed application form for a zone map amendment or variance request. This form shall be returned to the Administrator accompanied by the appropriate application fee and number of sets of required drawings.

d) **Meeting the administrator.** Prior to submitting an application for a zone map amendment or variance, the applicant shall first schedule a meeting with the Administrator. Review and comments can be obtained at this time concerning the relationship of the application to the Village Comprehensive Plan and the applicable zoning ordinances, along with copies of the pertinent provisions of this article, applications and other submittal requirements.

e) **Review process for zone map amendment.** The Administrator shall schedule a hearing on an application for a zone map amendment before the P&Z Commission no later than sixty (60) days following the submittal of the completed application. The Commission shall transmit a recommendation on any zone map amendment request in writing to the Governing Body within fifteen (15) days after its review of the proposed zone map amendment is completed. The Governing Body shall schedule a hearing on the application for zone map amendment as soon as reasonably practicable, but no more than one hundred twenty (120) days after the commission’s recommendation is transmitted to the Governing Body.

f) **Conditions for zone map amendment.** In considering a request for approval of a zone map amendment, the Planning and Zoning Commission and Governing Body shall consider the following, and may impose any condition deemed to be in the best interests of the Village:

   (1) **Village-owned property;** request for zone map amendment to “M” Municipal, public and quasi-public zone. In considering a request by the Village for approval of a zone change to “M” (Municipal, public and quasi-public) zone, the Commission and the Governing Body shall consider the overall health, safety and welfare of the community.

   (2) **Other zone map amendment request.** In considering a request for approval of a zone map amendment, other than Village-owned property to the “M” zone, the Commission and the Governing Body shall consider the following, and may impose any condition deemed to be in the best interests of the Village:

      a. Accessibility to property and proposed structures thereon, with particular reference to automobile and pedestrian safety, traffic control, adjoining streets/roads, and emergency access in case of fire, flood or catastrophe;
      b. Off-street parking and loading areas where required, with particular attention to refuse and service areas;
      c. Show all locations on-site for water, septic, sewer and liquid waste facilities, with reference to soil limitations, locations, and public health;
      d. Noise, glare, or odor effects of the proposed use on adjoining properties;
      e. On-site drainage and storm water runoff;
f. Compatibility with the zoning and use of adjacent properties and other properties in the vicinity;
g. Overall health and safety of the community; and,
h. The goals and objectives of the Comprehensive Plan.

2. Review process for variance. The Administrator shall schedule a hearing on the application before the Planning and Zoning Commission no later than sixty (60) days following the submittal of a completed application.

a) Conditions for variance. The Planning and Zoning Commission may deny any request for a variance that is based on conditions which are the result of the action of the applicant. Where the Planning and Zoning Commission finds that the strict application of the requirements of this article would result in a practical difficulty or unnecessary hardship that would deprive the owner of the reasonable use of the land or building, a variance may be granted provided that:

(1) the variation of this article will not be contrary to the public interest;
(2) the variation will not adversely affect adjacent property owners or residents;
(3) the conditions are unique to the property; and,
(4) the variance is authorized only for lot controls and not for use of the premises.

b) In considering a request for approval of a variance, the Planning and Zoning Commission may impose any condition deemed to be in the best interests of the Village. The Commission shall consider the following:

(1) Accessibility to property and proposed structures thereon, with particular reference to automobile and pedestrian safety, traffic control, all streets/roads, and emergency access in case of fire, flood or catastrophe;
(2) Off-street parking and loading areas where required, with particular attention to refuse and service areas;
(3) Show all locations on-site for water, septic, sewer, and liquid waste facilities, with reference to soil limitations, locations, and public health;
(4) The economic, noise, glare, or odor effects of the proposed use on adjoining properties;
(5) On-site drainage and storm water runoff;
(6) General compatibility with adjacent properties and other properties in the vicinity;
(7) Overall health and safety of the community; and
(8) The goals and objectives of the comprehensive plan.

3. Public notification. Requests for zone map amendment and variance require legal notice mailing, as well as public notice (applicant shall request a public notice sign) posted a minimum of 15 days prior to the scheduled public hearing (Sec. 18-79(b)).
May 12, 2020

Planning and Zoning Administrator
Planning and Zoning Commission
Village of Corrales, NM

RE: Variances to setbacks
Tract 84-C-1-D-1-A, MRGCD Map No. 16
Site: 25 Leal Lane, Corrales

Dear Ms. Stout, Chair and Members of the Planning and Zoning Commission,

Community Sciences Corporation (CSC) is the agent for Doug and Carla Clark

CSC is requesting several variances to the setback requirements for the two structures on this property.

Variance request No. 1:
The easternmost portion of the residential structure, a utility room, is only 1.9 feet west of the property line/right-of-way line. This violates the 25-foot front yard setback for A-1 zone. The property owner will have to negotiate with the NMDOT about the encroachment of the patio wall. The north side of the house is 4.6 feet south of the north property line. This violates the 10-foot side yard setback for A-1 zone.

In mitigation, this is a very old house and these variances from setbacks have existed for many years. These violations of the setbacks were not created by the owners and are not out of character when compared to other neighboring structures that also crowd their boundary lines.

Variance request No. 2:
The north wall of the garage is 4.6 feet south of the northerly boundary line. This violates the 10-foot side yard setback for A-1 zone. The same reasons for variance approval apply here. The garage is contemporaneous with the house. The owners did not create this situation which has been in existence for a very long time. The garage location presents no problem for the neighbors.

CSC requests your review and approval of these variance requests.

Respectfully,

Thomas W. Patrick
New Mexico Professional Surveyor No. 12651
VARIANCE EXHIBIT
TO ACCOMPANY SUMMARY PLAT
TRACT 84-C-1-D-1-A
MRGCD MAP NO 16
MARCH, 2020

Community Sciences Corporation
Land Surveying
(505) 897.0000
VAR 20-03, Variance (Garage Setback), 25 Leal Lane, Staff Summary

Property owner Doug Clark, represented by agent Community Sciences Corporation, is requesting a Variance to required 10' side setback for an existing detached garage located at 25 Leal Lane in Corrales.

The surveyor has provided a line drawing showing the detached garage and its location in relation to the north property line. The garage is 6.7 feet off that property line.

The same aerial viewpoint provided for VAR 20-02 for the residence shows the garage on the subject property in relation to adjacent properties, with all buildings situated on long, narrow lots.

Similar to the residence Variance, the detached garage was built in this location prior to the Clark's purchase of the property. There are several adjacent long, narrow lots with older structures in this neighborhood. The residence immediately north of the garage is also very close to the property line, by necessity.

When considering a Variance, Village Code Section 18-48 (h) Conditions for variance applies:

The Planning and Zoning Commission may deny any request for a variance that is based on conditions which are the result of the action of the applicant. Where the Planning and Zoning Commission finds that the strict application of the requirements of this article would result in a practical difficulty or unnecessary hardship that would deprive the owner of the reasonable use of the land or building, a variance may be granted provided that:

(1) The variation of this article will not be contrary to the public interest,
(2) The variation will not adversely affect adjacent property owners or residents,
(3) The conditions are unique to the property, and
(4) The variance is authorized only for lot controls and not for use of the premises.

Certified letters detailing both variance requests were sent to these and other property owners, and no objections were received by the Planning and Zoning Department.

Recommendation: Approve VAR 20-03. The applicants purchased the property with the detached garage already in existence at its current location, and did not create the situation.

[Signature]
Laurie Stout, Planning & Zoning Administrator

[Date] 6-22-2020
Village of Corrales
Planning and Zoning Department

ZONE MAP AMENDMENT, TEXT AMENDMENT, OR
VARIANCE APPLICATION

APPLICANT INFORMATION

Property Owner: ___________________________________________________________________
Telephone: 328-1704
Mailing Address: 4603 Sam Jose Rd SE, SE Email: dac0430@hotmail.com
Representative: Community Sciences
Telephone: 877-0000
Mailing Address: PO Box 13282, Corrales, NM 87048
Descriptive Information: Lot Number/ Tract Number
Acreage of Site: 0.3027
Zoning: A-1

Type of Request: ☐ Zone Change ☐ Text Amendment ☑ Variance

Reason for Request: garage violations setback (Variance Request No. 2)

Signature of Applicant: ___________________________ Date: __________________
GENERAL INFORMATION

1. Ten (10) sets of required documentation, in 11” by 17” format and an electronic copy (PDF format) is required with EACH submittal. Two full size plan set in 24” by 36” format shall be submitted.

2. Fees are as follows:
   a. Variance Application - $200.00; cost of legal notice mailing shall be invoiced to the applicant.
   b. Zone Change without site development plans - $650.00; cost of legal notice mailing and cost of advertising ordinance, shall be invoiced to the applicant.
   c. Zone Change with site development plans - $500.00 plus 1.5% of the valuation of construction as a condition of approval, or a minimum of $700.00, minimum fee payable at the time of application, and any additional fees owed payable prior to issuance of a development permit; plus costs of legal notification for the Commission hearing (certified mail, signature required; plus cost of advertising ordinance in newspaper for Council hearing, and legal notification for Council hearing.

3. The P&Z administrator shall schedule a hearing on the application before the planning and zoning commission no later than sixty (60) days following the submittal of a complete application.

4. Legal notice required by posting in the village and also by mailing written notice by certified mail, return receipt requested, not less than fifteen (15) days before the date of the hearing, to the owners of properties within 300 feet of the property boundaries, excluding public rights-of-way, of the property for which a hearing has been requested.

5. Public notice sign must be requested by applicant and posted per §18-79(b) of the Codified Ordinances.

OFFICE USE ONLY

Date Received: May 13, 2020 Received By: L. Stout File No.: VAR 20-03

Amount Paid: $200.00 Cash □ Credit □ Credit Card Number:_____________________

Check □ Check #: 268 Receipt Number:__________________

Completed Application Acceptance Date: ___________________ Date:

Applicant Invoiced for mailing (certified, return receipt): 6-15-20 $39.70 Paid: $ 89.70
(Part of overall Summary, plat mailing)

□ Approved: _______________ Date: _______________ Check 271

Findings of Facts and Conclusions of Law:

________________________________________
Requirements for Zone Map Amendment, Text Amendment, or Variance Application: Sec. 18-48

Anyone requesting a zone map amendment, text amendment, or variance to this article must submit the completed application form for a zone map amendment, text amendment, or variance application, accompanied by the appropriate application fee and number of sets of required drawings.

1) Meeting with the P&Z Administrator. Review and comments can be obtained at this time concerning the relationship of the application to the Village Comprehensive Plan and applicable regulations and submittal requirements.

   a) Amendment. The Governing Body may amend any part of this article, including the zone district boundaries, following a review and recommendation made by the Planning and Zoning Commission; however, the governing Body is not bound by the recommendation of the Commission.

   b) Review process for an amendment. The administrator shall schedule a public hearing on any proposed amendment to this article before the Planning and Zoning Commission no later than sixty (60) days following the submittal of a request for such public hearing by the Governing Body. The Commission shall transmit a recommendation in writing to the
Governing Body within fifteen (15) days after its review of the proposed amendment is completed.

c) **Applications for zone map amendment or variance.** Anyone requesting a zone map amendment or variance to this article must submit the completed application form for a zone map amendment or variance request. This form shall be returned to the Administrator accompanied by the appropriate application fee and number of sets of required drawings.

d) **Meeting the administrator.** Prior to submitting an application for a zone map amendment or variance, the applicant shall first schedule a meeting with the Administrator. Review and comments can be obtained at this time concerning the relationship of the application to the Village Comprehensive Plan and the applicable zoning ordinances, along with copies of the pertinent provisions of this article, applications and other submittal requirements.

c) **Review process for zone map amendment.** The Administrator shall schedule a hearing on an application for a zone map amendment before the P&Z Commission no later than sixty (60) days following the submittal of the completed application. The Commission shall transmit a recommendation on any zone map amendment request in writing to the Governing Body within fifteen (15) days after its review of the proposed zone map amendment is completed. The Governing Body shall schedule a hearing on the application for zone map amendment as soon as reasonably practicable, but no more than one hundred twenty (120) days after the commission’s recommendation is transmitted to the Governing Body.

f) **Conditions for zone map amendment.** In considering a request for approval of a zone map amendment, the Planning and Zoning Commission and Governing Body shall consider the following, and may impose any condition deemed to be in the best interests of the Village:

(1) **Village-owned property;** request for zone map amendment to “M” Municipal, public and quasi-public zone. In considering a request by the Village for approval of a zone change to “M” (Municipal, public and quasi-public) zone, the Commission and the Governing Body shall consider the overall health, safety and welfare of the community.

(2) **Other zone map amendment request.** In considering a request for approval of a zone map amendment, other than Village-owned property to the “M” zone, the Commission and the Governing Body shall consider the following, and may impose any condition deemed to be in the best interests of the Village.

   a. Accessibility to property and proposed structures thereon, with particular reference to automobile and pedestrian safety, traffic control, adjoining streets/roads, and emergency access in case of fire, flood or catastrophe;
   b. Off-street parking and loading areas where required, with particular attention to refuse and service areas;
   c. Show all locations on-site for water, septic, sewer and liquid waste facilities, with reference to soil limitations, locations, and public health;
   d. Noise, glare, or odor effects of the proposed use on adjoining properties;
   e. On-site drainage and storm water runoff;
f. Compatibility with the zoning and use of adjacent properties and other properties in the vicinity;
g. Overall health and safety of the community; and,
h. The goals and objectives of the Comprehensive Plan.

2. Review process for variance. The Administrator shall schedule a hearing on the application before the Planning and Zoning Commission no later than sixty (60) days following the submittal of a completed application.
   a) Conditions for variance. The Planning and Zoning Commission may deny any request for a variance that is based on conditions which are the result of the action of the applicant. Where the Planning and Zoning Commission finds that the strict application of the requirements of this article would result in a practical difficulty or unnecessary hardship that would deprive the owner of the reasonable use of the land or building, a variance may be granted provided that:
   (1) the variation of this article will not be contrary to the public interest;
   (2) the variation will not adversely affect adjacent property owners or residents;
   (3) the conditions are unique to the property; and,
   (4) the variance is authorized only for lot controls and not for use of the premises.

   b) In considering a request for approval of a variance, the Planning and Zoning Commission may impose any condition deemed to be in the best interests of the Village. The Commission shall consider the following:
   (1) Accessibility to property and proposed structures thereon, with particular reference to automobile and pedestrian safety, traffic control, all streets/roads, and emergency access in case of fire, flood or catastrophe;
   (2) Off-street parking and loading areas where required, with particular attention to refuse and service areas;
   (3) Show all locations on-site for water, septic, sewer, and liquid waste facilities, with reference to soil limitations, locations, and public health;
   (4) The economic, noise, glare, or odor effects of the proposed use on adjoining properties;
   (5) On-site drainage and storm water runoff;
   (6) General compatibility with adjacent properties and other properties in the vicinity;
   (7) Overall health and safety of the community; and
   (8) The goals and objectives of the comprehensive plan.

3. Public notification. Requests for zone map amendment and variance require legal notice mailing, as well as public notice (applicant shall request a public notice sign) posted a minimum of 15 days prior to the scheduled public hearing (Sec. 18-79(b)).
May 12, 2020

Planning and Zoning Administrator
Planning and Zoning Commission
Village of Corrales, NM

RE: Variances to setbacks
    Tract 84-C-1-D-1-A, MRGCD Map No. 16
    Site: 25 Leal Lane, Corrales

Dear Ms. Stout, Chair and Members of the Planning and Zoning Commission,

Community Sciences Corporation (CSC) is the agent for Doug and Carla Clark

CSC is requesting several variances to the setback requirements for the two structures on this property.

Variance request No. 1:
The easternmost portion of the residential structure, a utility room, is only 1.9 feet west of the property line/right-of-way line. This violates the 25-foot front yard setback for A-1 zone. The property owner will have to negotiate with the NMDOT about the encroachment of the patio wall. The north side of the house is 4.6 feet south of the north property line. This violates the 10-foot side yard setback for A-1 zone.

In mitigation, this is a very old house and these variances from setbacks have existed for many years. These violations of the setbacks were not created by the owners and are not out of character when compared to other neighboring structures that also crowd their boundary lines.

Variance request No. 2:
The north wall of the garage is 4.6 feet south of the northerly boundary line. This violates the 10-foot side yard setback for A-1 zone. The same reasons for variance approval apply here. The garage is contemporaneous with the house. The owners did not create this situation which has been in existence for a very long time. The garage location presents no problem for the neighbors.

CSC requests your review and approval of these variance requests.

Respectfully,

Thomas W. Patrick
New Mexico Professional Surveyor No. 12651
SUM 20-05, Summary Plat, 25 Leal Lane, Staff Summary

Property owners Doug and Carla Clark are being represented by surveyor Tom Patrick of Community Sciences Corporation. (The Clark’s son and daughter-in-law Phillip and Abigail Clark also co-own one of the two Tracts.) They are requesting Summary Plat approval to vacate a Tract line between existing .675-acre Tract 84 C-1-D-1 and .627-acre Tract 84 C-1-D-2, thereby creating 1.3-acre Tract 84 C-1-D-1-A. This property fronts Corrales Road and is accessed via Leal Lane, a private roadway, and is zoned A-1 Agricultural and Rural Residential.

There is an existing residence, detached garage and outbuilding (shed) on the front Tract. Two Variance applications have been submitted, discussed separately from this platting request, dealing with setback issues.

This proposed platting action takes two non-conforming Tracts and creates one new conforming parcel, at more than one acre.

The Village engineer and I walked the property and observed that corners are set, as required. Engineer Steve Grollman’s email dated May 26, 2020 noted the boundary and area of the proposed lot is calculated correctly.

Access: Leal Lane is an existing 12’ private access easement. The entirety of the easement cannot be widened due to both the residence on this property and another residence on a property immediately south of Leal Lane which restricts the initial access off Corrales Road only to the 12 foot width. The owners have granted an additional pull-off easement on a piece of the existing easterly Tract and the full 30’ (an additional 18’ being granted on Leal Lane) on the existing westerly Tract. I discussed this access with the Fire Chief who is satisfied with the width being added as possible. There are three other properties to the west of this one that access off Leal Lane.

In addition, because Leal Lane intersects Corrales Road (a state highway) and because the Clark’s are new owners (2020), they have applied for an access permit with NMDOT. That permit is approved and underway. (See May 26, 2020 email from Israel Suazo of NMDOT.)

Another issue with the property is that a wall on the east side of the house encroaches into Corrales Road public right-of-way. It can be seen on the Site Plan document, and a separate closer view provided by the surveyor. The applicants were presented some options by NMDOT. They have chosen to remove the wall and are currently working with NMDOT on that process. (See June 1, 2020 email from Israel Suazo.) The residence itself does not encroach into Corrales Road.

General:

A Site Plan document showing on-site and adjacent wells and septic has been submitted, as required.

A 12’ public utility easement along the southern edge of Leal Lane is being granted by this plat.

No topographic survey is required for this property. The surveyor has included an affidavit of less than 1% slope on the plat.
Summary: Recommendation: Approve. This proposed platting action takes two existing non-conforming Tracts and combines them into a 1.3-acre conforming parcel under Village of Corrales ordinances governing lot size. Application is substantially compliant with Article III. Subdivisions, Section 18-88 Summary Procedure.

Laurie Stout, Planning & Zoning Administrator

Date 6-15-2020
Village of Corrales
Planning and Zoning Department

SUMMARY PLAT APPLICATION (Sec. 18-88)

APPLICANT INFORMATION

Applicant Name: Community Services Corporation
Telephone: 897-0000
Mailing Address: PO Box 1329, Corrales, NM 87048
Name of Proposed Subdivision: Tr. 84 C-1 D-1-A
Zone Classification: A-1
Location of Proposed Subdivision: 25 feet lane

Descriptive Information: Tr. 84 C-1 D-1 16
Subdivision Lot/Tract Number MRGCD Map #

Acreage of Site: 1.5032 Present Number of Lots: 2

Property Owner(s), if different from applicant: Doug & Carta Clark; Phillip & Abigail Clark
Mailing Address: 4603 San Jose Rd. SE, Rio Rancho, NM 87124
Telephone Number: 328-1704
Relationship of Applicant to Land Owner(s): Agent

Name/Address of Land Planner: NA
Name/Address of Engineer: NA
Name/Address of Surveyor: Tom Patrick / Community Sciences

Signature of Applicant: ___________________________ Date: 3-05-2020
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: 4-9-20  Received By:  File No.: SUM 20 05

Amount Paid: 650.00  Cash □  Credit □  Credit Card Number: ____________________________

Check □  Check #: 205  Receipt Number: ____________________________

Completed Application Acceptance Date:  Date of Hearing:  July 1

Developer Invoiced for Legal Notice (date/amount): 6-16-2020 $89.70  Paid: $89.70

□ Approved: Date: ____________________________

□ Approved with Conditions: ____________________________

□ Denied: ____________________________

Date

Findings of Facts and Conclusions of Law:

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________
☐ 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: ____________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________
April 9, 2020

Planning and Zoning Coordinator
Planning and Zoning Commission
Village of Corrales, NM

RE: Summary Plat, Tract 84-C-1-D-1-A, MRGCD Map 16

Ms. Stout, Chair and Members of the Planning and Zoning Commission,

Community Sciences Corporation (CSC) is the agent for Doug and Carla Clark, and Phillip and Abigail Clark. The Clarks' wish to combine two existing MRGCD tracts into one new tract. Both of the existing Tracts are less than one acre each. We submit that this replat will combine the two sub-standard lots into one new standard lot.

We are granting an additional 18 foot wide access easement on the existing rear Tract 84-C-1-D-1 to bring the access easement width to 30 feet wide.

The front Tract 84-C-1-D-2 has an existing 12 foot wide access easement. This cannot be widened because of the narrow road between existing buildings and the existence of a vineyard further down in the tract. To mitigate this situation, we are proposing a pull-off exceeding Village Design Standards located between the end of the client's walls and the beginning of the vineyard.

We are also asking for variances to setback requirements on existing buildings, if that is something that would be required. These buildings have been in these positions for many years and it seems appropriate to ask for confirmation that these structures can remain with the appropriate variances. Please see the attached Variance Exhibit that is part of this Submittal package.

CSC requests your review and approval of this Summary Plat application.

Respectfully,

Thomas W. Patrick
New Mexico Professional Surveyor No.12651
Laurie Stout

From: Stephen Grollman <SGrollman@whpacific.com>
Sent: Tuesday, May 26, 2020 11:18 AM
To: Laurie Stout
Subject: Leal Lane Plat

Laurie,

The boundary closes and the area of the new lot is calculated correctly. The Legal description and the Plat drawing match properly. All of the corners are now marked in the field.

Thanks,

SJG
Good morning Laurie,

I would like to give you an update that I have been working closely with the property owner at 25 Leal Rd. Corrales Rd, and have received all supporting documents to process the access permit. Please contact me with any questions or concerns that you may have.

Thank you and have a great day!

Israel Suazo
Traffic Permit Specialist
7500 Pan American Freeway N.E.
P.O Box 91750
Albuquerque N.M 87199
(505) 382 8786 C
Israel.Suazo@state.nm.us

---

Dear Mr. Suazo,

I am re-sending the permit renewal application, in case it may have gone astray. If a lease can be granted and is affordable we would like to keep things as they are and pursue a lease so long as the Village of Corrales is satisfied that due process is being followed and will continue to work with us on construction permits for other parts of the property. If a lease is prohibitive or the Village requires completion of all processes regarding the encroachment before proceeding with their permitting we would elect to move the courtyard wall back to the right of way line.

Since the encroachment does not involve the access, we hope the permit renewal can proceed independently of resolving the encroachment.

Thank you.

Douglas Clark
1. Type of Access: Residential
2. If Commercial, type of business: Not Applicable
3. If Other, describe: Not Applicable
4. Speed limit for the area: 25 mph
5. Location to the nearest mile post: 3.02 miles north of MP7
6. Sight distance for the area: 300 ft. south, 125 ft. north
7. Will surface be gravel or better: Gravel
8. Type of drainage, if any: existing surface flow
9. Concrete end blankets required: No

NOTES: See NMDOT Existing Right-of-Way & Monumentation Map
Douglas,

Thank you for the update. Moving forward, in regards to the improvements on State Right, way, you will need to submit a road work permit application. I have attached the application to this email. You will be submitting the application to the NMDOT project coordinator Peter Kubiak, he is copied on this email as well. If you have any question or concerns please free to contact Peter or myself.

Thanks,

Israel Suazo
Traffic Permit Specialist
7500 Pan American Freeway N.E.
P.O Box 91750
Albuquerque N.M 87199
(505) 382 8786 C
Israel.Suazo@state.nm.us
Dear Ms. Perea and Mr. Suazo,

My wife and son and daughter-in-law and I have been considering the encroachment on the NM 448 right of way. Community Sciences have marked the exact portion of the block wall that is on the right of way. In view of the improved visibility that would result from removing that portion of the stucco wall, we would like to remove the encroaching wall, rather than seek to lease the encroachment. We will seek a permit from the Village of Corrales to place a wrought iron fence across the front of the house on the property and outside the right of way as shown in red ink on the accompanying drawing.

If this plan meets your approval, I believe Ms. Stout is looking forward to hearing from you so that she can schedule a hearing on replatting the property.

Thank you so much for your help in this matter.

Douglas Clark
Planning and Zoning Administrator Report
For July 1, 2020 Meeting

The following Home Occupation permit was administratively approved:

**ZOC 20-11.** Kristen Ostrem Neimcewicz, DNP, FNP-BC of 651 Camino Sin Pasada is a Nurse Practitioner who will utilize 24 square feet of a 2,100 square foot home for office space. She conducts “telehealth visits” only with patients, from the home. While she may make an occasional house call, there will be no patient visits to the property at any time.

I am still working with the Village attorney on the suggestions the Commission forwarded to Council regarding Streets. The main hang-up is interpreting the different road classifications and coming up with a way to differentiate between them that works for the Village of Corrales.

At the same time these changes officially go to Council, the two suggested changes to the Short-Term Rental ordinance will also be presented: (doing away with the dangling “1/2 parking space” for residential short-term rentals, required parking “at least one parking spot per bedroom on the lot”, and noting only off-street parking is allowed) and setting an occupancy limit of two persons per bedroom (attorney feels this is reasonable.)

For now, the Village of Corrales and other Middle Rio Grande MS4 participants are on administrative continuance with the EPA. We are continuing to monitor water quality, provide public outreach education as possible (no events during Covid-19 precautions) and basically carry the program forward as always.

There are two reports attached; the Building Official and Code Enforcement Officer activity March through May, 2020.

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

### Building Safety Division Permits Data for March-May 2020

**Table 1.0**

<table>
<thead>
<tr>
<th>TYPE OF CONSTRUCTION</th>
<th>No. of permits</th>
<th>Building Permit Fees</th>
<th>Building Valuation *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential New Homes</td>
<td>4</td>
<td>$15,621.57</td>
<td>$1,504,784.00</td>
</tr>
<tr>
<td>Residential Remodel, Additions</td>
<td>5</td>
<td>$2,721.52</td>
<td>$87,305.00</td>
</tr>
<tr>
<td>Residential Accessory Structures</td>
<td>5</td>
<td>$3,754.90</td>
<td>$192,915</td>
</tr>
<tr>
<td>Residential Solar</td>
<td>8</td>
<td>$5,095.34</td>
<td>$174,995.00</td>
</tr>
<tr>
<td>Residential Re-Roof</td>
<td>10</td>
<td>$1,075.00</td>
<td>$14,3448.00</td>
</tr>
<tr>
<td>Residential Pools and Spas</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Residential Fences/Walls</td>
<td>4</td>
<td>$20,840.00</td>
<td>$1,927.88</td>
</tr>
<tr>
<td>Commercial New Construction</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Commercial Remodel, Additions</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Commercial Accessory Structures</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Commercial Solar</td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Commercial Re-roof</td>
<td>0</td>
<td>$50.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Signs</td>
<td></td>
<td>$0.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Totals</td>
<td>36</td>
<td>$30,196.39</td>
<td>$2,124,287.00</td>
</tr>
</tbody>
</table>

*This is an estimate of the value of the construction.*
Report for March, April, and May Activity

Buildings Permit Plan Review:

Plan reviews turnaround times have fallen back to 3 weeks from time of submittal until first review. Some weekend work will be needed to catch back up.

With the office being closed, phone calls have skyrocketed to an average of 25 a day.

Inspections are averaging 6 a day, some of which are now Live Remote Inspections using Skype.
Good day

From March 1\textsuperscript{st} to May 31\textsuperscript{st}

46 courtesy notices
18 Notice of Violation
3 Citation
3 properties (All mail has been returned, properties empty)

26 have complied

Have a good day

Sherrie