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

PLANNING AND ZONING COMMISSION
Date of Meeting: Wednesday, August 19, 2020, 6:30 PM
Location of Meeting: TELECONFERENCE

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/82687189580?pwd=UDgwaDJQVnRmbkl6dEVaSkV0ZE1DQT09
Those without internet access or a computer microphone may also phone in to the meeting at 1-312-626-6799. The meeting ID is 826 8718 9580#. Please email Laurie Stout at LStout@corrales-nm.org if you wish to speak during the meeting about a particular agenda item, so we can email you the link, acknowledge you and have you sworn in.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

July 1, 2020 Regular Meeting

July 15, 2020 Regular Meeting

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

VI. PUBLIC HEARING ITEMS

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

SUM 20-09. (Summary Plat) Property owners Charles Davis and Michael Twining, represented by agent Community Sciences Corporation, wish to adjust a lot line between their respective lots known as Lots 1 and 2, Land Division of Tract 25, total area 2.39-acres. This property is zoned A-I and is located along Lujo de Tres at Corrales Road.

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

VII. OTHER BUSINESS

VIII. PZA REPORT

IX. COMMISSIONERS FORUM

X. NEXT MEETING: September 16, 2020

XI. ADJOURNMENT

Laurie Stout, Planning and Zoning Administrator 8-3-2020
This will be a Teleconference Planning and Zoning Commission meeting. The public is allowed to join. You are encouraged to join the meeting before 6:35 pm 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 L.Stout@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

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

III. APPROVAL OF AGENDA

Motion: Approve agenda, Sam Thompson, Second: Ken Killebrew. Vote: Yes: John McCandless, Sam Thompson, Michele Anderson, Melissa Morris, Ken Killebrew, Jerry Stermer and Cameron Barnes.

IV. APPROVAL OF MINUTES

May 20, 2020 Regular Meeting

Motion: Approve Minutes: Sam Thompson, Second: Melissa Morris. Vote: Yes: John McCandless, Sam Thompson, Michele Anderson, Jerry Stermer, Melissa Morris, Ken Killebrew, Cameron Barnes.

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

Rachel Reynolds, 149 Angelo Luigi Rd, applicant, (sworn): I want a home occupation for my location for horseback training and lessons, maybe boarding, too. I have an application with MRGCD for rides on the ditch in the future.

Commissioner Thompson: How many horses do you have?
Reynolds: Eight.

Commissioner Thompson: How many would be the maximum?
Reynolds: We have 4.8 acres and we lease 5 additional acres. Probably about 12 horses maximum.

Commissioner Thompson: How do you handle manure pick-up?
Reynolds: We have Road Runner. We pick it up 4 times a week from the field and they pick up once a week.

Commissioner Anderson: Do your students always use your horses, or trailer in their own?
Reynolds: We have some clients who want to work with their own horses. I usually go to their location, but I would consider letting them come to me.

Commissioner Anderson: Do you have parking for vehicles and trailers?
Reynolds: Yes, I only have one at a time.

Commissioner Anderson: What about dust control?
Reynolds: Nothing now, but whatever you recommend. I can talk to other horse owners and see what they do.

Commissioner Morris: Do you have any way to control flies?
Reynolds: We pick up manure 4X week, on a monthly basis I get something from the Mercantile that attracts flies. I also use something on the horses that kills the flies.

Commissioner Killebrew: Are you working through a commercial permit process with MRGCD to ride on the ditch banks?
Reynolds: Yes, they said because of Covid, it could take a long time for my application to be looked at. With their insurance, they may not be able to issue permits on the ditch at all. I’m talking to Michael Padilla and Matt Martinez. I have an upcoming meeting with them.

Chair McCandless: You noted a tack room where equipment is stored. Do the horses stay out overnight?
Reynolds: They stay in a pasture. There is a big barn on the other property that we lease, that the horses could go into, but they generally don’t.

Chair McCandless: If they are using the facility that becomes part of the business.
Reynolds: They don’t actually go in there.

Chair McCandless: What is the limit for accessory buildings for a home occupation?
PZA Laurie Stout: 2,000 square feet

McCandless: How big is the barn?

Chair McCandless: That might be a consideration.
Reynolds: If I just close that off to the horses, would that be ok?
McCandless: That would be a solution.

Commissioner Morris: Can you tell me how many classes you give on an average day?
Reynolds: All lessons are private, one person at a time, 2-4 lessons a day.

Commissioner Morris: How many vehicles come to the property?
Reynolds: The most it would ever be would be four, but one at a time.

Chair McCandless: You mention 2-3 groups per day, up to three people per group.
Reynolds: That’s if we got a MRGCD permit, then we would do trail rides. Right now, all I can do is lessons.

Commissioner Barnes: Could you elaborate on whether you have any employees?
Reynolds: I don’t have any employees, but my dad does help sometimes.
Georgia Burmister, (190 Davey Road and 339 Armijo Lane, public commenter, sworn): People rent my Armijo Lane property because of the privacy. There's a lot of traffic on the Conservancy Road. Current renters also have a deck that faces the road and their concern is that they have to block off their deck because of the horse property. People sometimes drive through there and manure doesn't get picked up. My other property's on Davey Road. I know Corrales is a horse community. This is not private horse ownership; this is a business.

Stan Rosenblatt: (113 Davey Road, public commenter, sworn): I have nothing against horses per se. Fecal debris understood—flies, dust, odors—they are part of having horses. We are in a residential zone. My brother and sister in law are elderly and live nearby...the privacy issue is quite an issue for them and for me. This is an area chosen for residential living. I understand the horse business. This is residential. What is quite concerning is availability of emergency access. Davey Road is minute and narrow. We carefully traverse that. We cannot have any impediment to emergency access. I stop and let horses pass, however in an emergency, that's not available. We cannot anticipate disasters; I am asking the Commission to consider emergency availability.

Juliette Bohn (314 Davey Road, public commenter, sworn): My property is directly adjacent. I have direct knowledge of their business and its impacts. I would characterize this as horseback tours. Very little has traditionally been conducted on the property. Most was on the ditch and bosque area. In the past they had become the heaviest user of the ditch, all day long, seven days a week. They knowingly conducted their business during the Covid epidemic during the stay-at-home-order. They have not demonstrated a concern for community welfare and regulations. I don't believe approval is appropriate. With 300 client visits a year, we would forever lose our privacy. Concerned about traffic impact.

Joan Hashimoto, (485 E. La Entrada, public commenter, sworn): I'm the chair of the Corrales Bosque Advisory Commission. The Village and MRGCD jointly co-manage the Corrales Bosque. By Village ordinance, commercial activities are not allowed in the bosque. The western border extends to the two dirt roads along the Sandoval lateral ditch. Where there is no Sandoval lateral, the bosque boundary is the west side right-of-way of the clear ditch. I've learned from MRGCD that this application has been denied. Commercial horse riding should not occur in the Bosque.

Jason Barber, 314 Davey Road (public commenter, sworn): I wanted to speak about manure management. What we've had is Red Horse did not remove manure in at least three years, it was spread throughout the pasture and piled up against fence lines. Not suitable for small areas with high ground water. The pasture where the horses are fed is flood irrigated, and that build-up of manure has been an issue. Areas of ponded water with manure and liquid waste take 2-3 days to dry. Strong odors of manure and urine were readily detectable at our property. Ground water contamination is a concern. After speaking with her, they have now started to move the manure weekly, but the manure ponds still exist, and legacy waste. If Commission does approve, we'd like conditions to grade out low areas, that the company continues to collect and dispose of manure on a regular basis, and the large pile of collected manure close to us and a wellhead be removed.

Robert Martinez, 339 Armijo Lane West, (public commenter, sworn): The conservancy road traffic, people riding horses up and down, invades our privacy. We had to build up our deck so that people are not looking over. Other people use the ditch to exercise, and there is manure all over the road. We rented here so that we would have privacy. It's just a nuisance for us here, living so close to the conservancy road.

Angela Gutierrez: 130 Angelo Luigi, (public commenter, sworn): I'm probably the most direct neighbor. Our road is probably the most heavily trafficked. I want to speak in support. We've had no problem at all. When I look at the map, we are just a few hundred feet away, and we don't experience any of those issues. Not to take away from the other comments, but we're definitely the closest and would see the most traffic. We feel it's a contribution to what Corrales is all about. If it were a real nuisance, we would see it.

Wendy Hoffman, 5665 Corrales Road, (public commenter, sworn): My home is adjacent to Angelo Luigi road. In moving into the area soon, I was very excited to find a business that provides wholesome outdoor activities. I have a grandson with special needs, who has had equine therapy, so I know some of the benefits. I do support it. If I had any hesitation, I wouldn't invest in a home in this area. I respect the other people who've spoken. I am in favor of supporting small entrepreneurial operations. I think her business is very well done and represents the best of Corrales.

Burmister: All the horse traffic is along the ditch bank. The manure doesn't get picked up.
Juliette Bohn: There have been at least 10-12 horses there. The actual acreage to be used is a bit smaller than what is stated. Parking includes their apartment parking. Dust issue is not only from the arena, but from the pasture. I share a property line and fence line with them and therefore am the closest neighbor.

Chair McCandless: I think we’ve heard from a pretty representative group. I would ask that anyone else that would like to speak that you address things that have not been addressed so far.

Angela Gutierrez: It looks like Ms. Bohn’s property is close to the Loma Larga ditch, and even if this wasn’t a business, horses would still be going by. In Corrales we experience dust and manure, business or not. We’re a horse community.

Reynolds: I really appreciate hearing everyone’s concerns. I want to be something that the community is happy with and is welcomed here. We are picking up the manure 4x a week, it’s picked up by Road Runner once a week. The manure pile that Jason referred to, we were using for gardening. We had some hauled out in a trailer last week. The irrigation—we are picking up the manure, it’s no longer being spread out. We’re not irrigating in that area where it used to build up. The area next to Juliette where I feed, that is dusty. They spend most of their time in the grassy field. Also, riding along the acequia, I’m not doing that anymore unless something happens with MRGCD. I do have a meeting with the supervisor this coming week. I’m not optimistic, but if we do take out rides, I would want to do something that seems acceptable to the rest of the community. How many rides a day would be acceptable to our neighbors? All of our rides are private, with small groups. Not an amusement ride.

Commissioner Killebrew: I heard someone say that MRGCD had denied (the ditch bank permit)?

Reynolds: They did deny it because of insurance reasons, but Matt Martinez said it’s still something they are willing to talk about. That’s why I have the (upcoming) meeting.

Commissioner Killebrew: But at this point right now, you cannot take groups (on the acequia)?

Reynolds: At this point no paid rides along the acequia.

Commissioner Stermer: I heard one of the community members suggest a list of 3 or 4 things, and I’m not sure Ms. Reynolds addressed each of them. I thought one was to regrade the area that is pooling.

Reynolds: Jason was talking about the area in the past where water had pooled. We changed the irrigation so that area doesn’t get wet anymore.

Jason Barber: Concerns were where water had pooled historically, we were concerned about the amount of manure that has been deposited on this pasture over the last three years. 90 tons of manure deposited on the pasture. I’m not sure recent remediation efforts have fully removed that. I’d like to see where water can pool in the irrigated pasture, that those areas be graded so that there is no pooling beyond a reasonable length of time when it rains or is irrigated.

Commissioner Thompson: It sounds like there have been issues with neighbors over a number of things. You have quite a bit of land there. Is it possible you would consider moving some things, such as where the horses are fed, so that is wouldn’t create so much dust?

Reynolds: Wherever you feed horses, it starts to get dusty over time.

Commissioner Thompson: There are some things you can do; fence off the area where the horses have dug up. You might want to consider that instead of giving free rein over the entire area. Recover some areas with grass.

Commissioner Morris: My concerns are with the wording of the ordinances, such as: business activities take place almost entirely in the home. It seems to me if the other problems are solved, that the ordinance specifically says there needs to be no visible evidence of a business other than activities normally associated with the permissive use of a residence. No equipment or process used to create noxious odors. Also, no sales of goods or services from the home that create greater traffic volume than would be created in a residential neighborhood. I think the privacy issue is a big one. Yes, Corrales is the horse capital, but that doesn’t necessarily mean that people living in residential areas have to give up their privacy.

Chair McCandless: Ms. Stout, I think you mentioned that there are other horse training businesses in Corrales. Is that correct?

PZA Stout: There has been precedent in the Village of Corrales over the years for livestock-based home businesses. Some of you may recall, there was a gentleman last year who had a proposal for a petting zoo and to provide pony rides for children, to host birthday parties. There were some remediation conditions given to him, such as dust control in the arena.
Chair McCandless: I don't know that there is a maximum density of horses in Corrales. A homeowner could have a dozen horses and not be running a business, but the same impacts could be there. Commissioner Morris, your point is well taken. In terms of permissive use, having horses on a property in and of itself is not the problem. Given that, it is the owner's responsibility to make sure that it's not offensive to the neighbors.

Commissioner Morris: I think it's in the way the horses are used. If you have an individual who owns many horses, they're not out riding them constantly during the day. It's the fact that it's a commercial business. But, I see what you're saying, a private owner can own many horses.

Commissioner Thompson: There is no limit on the number of horses you can have on a property.

Commissioner Killebrew: Making this into a business may be more beneficial for the neighbors, because the Village can now impose restrictions on this business. We as a Village can actually help the neighbors. Taking care of manure, flies, dust, mitigation—the Village can step in and enforce those.

Commissioner Morris: Someone has to file a complaint, then it goes before Code Enforcement. That seems like a good thing, but I have my doubt if that would really happen. There seems to be a lot of things (here) that violate our ordinance.

Commissioner Anderson: We have three horse riding academies on our street alone. We used to have horses. There's not a manure problem if you know how to manage it. To have horses going by is normal. It's not like they're parked in front of you and gawking at you. It takes a few seconds to go past a house. Yes, you do need to cross-fence and irrigate pasture properly. That's part of good horse management. As far as manure, she's got Road Runner service. It's manageable, flies are manageable. This is an agricultural A-I area. If everything was properly maintained, it should work just fine.

Commissioner Sterling: What we read in the home occupation was clearly not written for this situation.

Chair McCandless: I would like to point out that Ms. Reynolds has been running this business for several years, and is now coming forward to come into compliance. According to Ms. Stout, there are other businesses of a similar nature that do have permits.

Commissioner Sterling: Are they home occupancies?

Chair McCandless: Ms. Stout, is there any other way to (operate a business in) a residential area?

PZA Stout: No, it would be a home occupancy, in all cases.

Chair McCandless: The way I see it, there are two issues. One is the operation of the business outside the property boundary, using the MRGCD ditch banks, and going into the Bosque. The other issue is the management of the horses on the property, making sure they are not creating a nuisance for the neighbors.

Commissioner Thompson: Businesses are not allowed to be conducted in the Bosque. That's the only area where we have jurisdiction. We can't dictate what happens on the ditch bank, that's MRGCD.

Chair McCandless: Agreed. On the other hand, the home occupation is really meant to take place on the property. To take the business off the property and use the ditch banks, seems to be a violation of the (home occupancy) ordinance.

Commissioner Morris: If it's not possible to use the Bosque or the ditch banks, where would the training go?

Chair McCandless: I had a neighbor who conducted training entirely on his property. It does happen.

Commissioner Anderson: (Corrales) is an agricultural area. Is everyone who has a garden and is selling vegetables, do they have a business license? Where is the divide between purely agricultural and a business and is everyone treated the same?

PZA Stout: The way we handle these, Commissioners; the ordinances allow anyone to raise and manage livestock, and raise crops. When their business activities require them to have a gross receipts tax ID, that's when my office and the Clerk's office now treat it as a business.

Chair McCandless: One other dividing line might be the involvement of other people.

Move: Approve ZOC 20-09 as it stands, Ken Killebrew. Second: Jerry Stermer.

Commissioner Thompson: We could amend the motion to say that we approve on-site training of horses. We would be excluding trail rides, period.

Commissioner Anderson: I'll second the amendment.

Commissioner Thompson: We might want to add conditions that proper pasture management is followed. Mitigation of manure and irrigation issues, to protect ground water, as well as the dust issue.
**Chair McCandless**: What I have is a motion to approve ZOC 20-09, with the condition that all business be conducted on the property, and appropriate pasture and waste management will take place so as not to create a nuisance for the neighbors, or potential ground water contamination. Need a new motion.

**Sam Thompson**: I move we approve ZOC 20-09 contingent on the following: all business be conducted within the property, and proper management of pasture and waste be conducted. Jerry Stermer: Second. Vote: Yes: John McCandless, Sam Thompson, Michele Anderson, Jerry Stermer, Ken Killebrew, Melissa Morris, and Cameron Barnes. (Unanimous)

**SUB 20-44 (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.

**Tom Patrick** (surveyor, sworn): We are here to request a Sketch Plan review. We want to take one existing tract and create Lots 1 through 5 of Primos Pequenos subdivision. We are going to grant a new 30-foot roadway easement, and vacate a portion of the existing (platted) roadway and cul-de-sac that lies within the far west end, on a steep slope. We would be constructing an 18-foot wide road with a bar ditch on the north side, with a PUE within the roadway and a provision for underground easement in the bar ditch area. Also a 5-foot path on the south side of the road. We would ask at the time of platting for a variance to the turnaround (street pull-out) distancing. You may see on your map there is 1000-foot spacing (for pull-outs), which doesn’t reach our property. We would be proposing a road maintenance agreement for all our properties.

**Jeff Grady** (Raylee homes, property owner, sworn): The road maintenance agreement is on the proposal for my five lots, and the existing homeowners (not on his property) could participate. I live very close to (Camino de Claudio). It is gravel, and seems to be maintained.

**Commissioner Thompson**: Am I correct in assuming that along with the next plat we will see a drainage and erosion control plan?

**PZA Stout**: I’ll ask for a topographical survey, and on this particular plat—on the plat drawing itself that gets filed with the County—I will ask that the western end, all that above 15% grade, be labelled as “unbuildable”.

**Commissioner Thompson**: Is unbuildable the same as untouchable?

**PZA Stout**: Yes.

**Commissioner Thompson**: You’re suggesting an erosion control plan wouldn’t be necessary?

**PZA Stout**: When the individual lot owners come to pull building permits, they will need to provide an engineered grading and drainage plan based on their proposed impervious surfaces, unless a specific lot is less than 1% slope.

**Patrick**: The topographic survey has been done, evidenced by the contours that are on there.

**Chair McCandless**: I noticed you put tentative locations for wells and septic systems. State engineer distancing between wells, has that been taken into account?

**Patrick**: I know septic and wells have to be 100 feet apart. The circles you see are existing.

**Chair McCandless**: Within the subdivision itself, it looks like you’ve plotted out potential areas for wells and septic, which is a wise idea.

**Patrick**: I just pulled out my trusty scale, and they are separated (appropriately).

**Chair McCandless**: I would agree getting that non-buildable area on the plat so the potential purchasers of Lots 4 and 5 are fully aware of what they can and cannot build on, is going to be important.

**Grady**: I will be in full control of the property through ownership. The lots are not going to be sold. I am the builder, and I intend to see this through to completion. I can steer the buyer’s expectations. I don’t have any problem with putting that on the plat.

**Jerry Marx, 50 Camino de Claudio** (public commenter, sworn): I do have questions about what’s being proposed. I have not seen the proposed plan in terms of how the houses will be laid out. Are we in accordance with the ordinances in terms of (lot size)?

**Patrick**: Yes, they meet the requirement for one acre.

**Marx**: What is the intended footprint? Single story homes?

**Grady**: It’s hard to tell. Every home owner is different. We are probably looking at 3-4 thousand square feet heated. Maybe 5-6 with patios and porches. Not unlike the other houses in the area. It’s hard to tell what
buyers are going to want. I'm certainly not going to deny a buyer who wants to go bigger. Being in this
industry a long time, we are certainly conscientious of neighbors. I'm going to try and be competitive with the
area. I don't know that I can definitively answer your question. But houses will be staggered to preserve views.
Chair McCandless: Mr. Marx, what we're looking at here is the plat, not so much the potential houses. We're
looking at the layout of the lots and the roads and utility easements. Does that make sense?
Marx: It does, but it doesn't mitigate my concerns about what gets built in the neighborhood. My other
concern is the road. This is a very minimal road. What gets put into writing? What can we expect in the way of
maintenance of the road? There will be a lot of construction traffic.
Grady: Mr. Patrick and I could not find a recorded maintenance agreement for Camino de Claudio the way it
exes today. What would be open to is a complete and open discussion with what that means. I think in the
next weeks to come I can contact everyone on Camino de Claudio and we have a discussion. I will have a road
maintenance agreement on my acreage that my owners will participate in. I think it makes sense to include the
(existing) neighbors.
George Ghiurcan, 20 Camino de Claudio (public commenter, sworn): Is there a plan to have the road go
through to the west? Or dead-end?
Patrick: We are proposing the current cul-de-sac gets vacated and ends further to the east. There will be no
connection to the road on top of the mesa. The road will end before the slope.
Ghiurcan: There are five houses developed on this road. And you are talking about doubling the occupancy.
All of the new traffic will go past our road. Part of the draw was having a small gravel road without traffic.
Patrick: The road does meet the width and construction standard per Village ordinances.
Ghiurcan: Will the road be required to be paved?
Patrick: It's a private road, and it's going to be a constructed gravel road.
Chair McCandless: Getting back to what Mr. Grady said, if all ten neighbors get together and decide to pave
the road, you can certainly do that. Right now the plat shows that the road being built on the property being
developed will be constructed to Village specifications.
John Tunberg, 116 Mesa Vista (public commenter): Jeff, what are you guys thinking about covenants?
Chair McCandless: I would ask that we hold the questions to the plat itself.
PZA Stout: Mr. Grady expressed his willingness to make contact to discuss the road with the current
neighbors, and a covenant conversation would be appropriate at that time, too.
Tunberg: What design elements do you have for the steep slope on the west side of the property?
Patrick: As Ms. Stout mentioned she wants us to put on the plat that that area is non-buildable. It's going to be
on the plat as a matter of record.
Nickay Manning (public commenter): You already answered my question. I just wanted to make sure the
lots were one acre.
Chair McCandless: We'll look forward to seeing the Preliminary Plat.
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 garageshed 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.
Chair McCandless: We have three applications and are running a little short on time. I thought we could
address these all together.
Tom Patrick, Community Sciences Corporation, sworn: As far as the summary plat, we have two MRGCD
tracts that we want to combine into one tract. We are going to grant a public utility easement. There is an
existing ingress/egress. Leal Lane is very narrow at 12 feet. It can't be widened because of two houses (on
adjacent properties). But, on the back part of that property we are proposing to grant an additional 18 feet of
access to bring that up to 30 feet, because there are other properties to the west on that road. We want to also
grant a pull-off between the end of his wall and vineyard. We are trying to improve the access as we can,
within the constrictions of the structures. We are also asking for two variances, one for the house and one for a
garage. They are very old structures. One of the neighbors thought the house was built in the 20’s. The patio
portion of the house that sticks out into Corrales Road is being mitigated with NMDOT.

**Commissioner Thompson:** It’s nice to see two lots becoming one reasonable sized lot.

**Doug Clark,** (property owner, sworn): I live at 4603 San Jose Road, Rio Rancho, soon to be 25 Leal Lane.
The existing property had a walled courtyard on the east side which extends about 8 feet into the right-of-way
of Corrales Road. NMDOT doesn’t like that. It’s kind of scary trying to exit Leal Lane onto Corrales Road.

**Motion:** Approve SUM 20-05, VAR 20-02, and VAR 20-03. Sam Thompson. **Second:** Michele Anderson.

**Vote:** Yes: John McCandless, Sam Thompson, Michele Anderson, Jerry Stermer, Melissa Morris, Ken
Killebrew and Cameron Barnes. (Unanimous)

**VII. OTHER BUSINESS**

Discussion of minor changes and possible vote: Planning and Zoning Commission Resolution 20-01
Open Meetings; and Resolution 20-03 Rules for Transaction of Business.

**PZA Stout:** For Resolution 20-01, just need to take out the “must join” within five minutes and replace with
“encouraged to join”. I’ve already changed the notices and agendas. For 20-03, I think we’re ok.

**Chair McCandless:** Is everyone clear on the issue? We’re not requiring people to show up within five minutes
(for virtual meetings), merely recommending, to more closely mimic in-person meeting practice.

**Commissioner Stermer:** I so move. **Second:** Melissa Morris. **Vote:** Yes: John McCandless, Sam Thompson,
Michele Anderson, Jerry Stermer, Melissa Morris, Ken Killebrew and Cameron Barnes. (Unanimous)

**VIII. PZA REPORT**

**IX. COMMISSIONERS FORUM**

**X. NEXT HEARING:** July 15, 2020

**XI. ADJOURNMENT**

**Move to Adjourn:** Ken Killebrew. **Second:** Melissa Morris. **Vote:** Yes: John McCandless, Sam Thompson,
Michele Anderson, Jerry Stermer, Melissa Morris, Ken Killebrew and Cameron Barnes.

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Laurie Stout, Planning and Zoning Administrator Date 7-12-2020
This will be a Teleconference Planning and Zoning Commission meeting. The public is allowed to join. You are encouraged to join the meeting before 6:35 pm so that we may know who is in attendance. The meeting link is https://us02web.zoom.us/j/87495372151. Those without internet access or a computer microphone may also phone in to the meeting at 1-346-248-7799. The meeting ID is 874 9537 2151#. 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

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

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES

June 17, 2020 Regular Meeting

Move to approve June 17, 2020 meeting minutes: Ken Killebrew, Second: Sam Thompson. Vote, Yes: John McCandless, Sam Thompson, Michele Anderson, Jerry Stermer, Melissa Morris, Ken Killebrew and Cameron Barnes. (Unanimous)

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

ZOC 20-10 (Home Occupation). Applicant Erica Jacknin of 100 Sherlock Court in Corrales requests Home Occupation permit approval for "Healing Arts Consulting and Counseling, LLC". The business will provide art therapy counseling, up to 15 hours per week at the home (part time), Mondays through Fridays between 8am and 6pm.

Erica Jacknin, 100 Sherlock Court, (applicant, sworn): I just turned 65 and have decided to work part time and I would like to work from my home. I'm a licensed art therapist. I intend to see maybe ten people a week. I do trauma therapy as well. I'll probably be working remotely for a while.

Chair McCandless: Can you describe the physical set up?

Jacknin: One of the bedrooms is already set up as an office. There is space for up to six cars in the driveway, but we won't need that at one time. Clients will come in through the front door.

Commissioner Stermer: I want to know that the appropriate notices have been posted.

Jacknin: Yes, I had the yellow notice sign up right out by the street, and I talked to my neighbors. I'm very low impact on the neighbors because of the way the house is situated.

Move to approve ZOC 20-10: Sam Thompson. Second: Michele Anderson. Vote, Yes: John McCandless, Sam Thompson, Michele Anderson, Ken Killebrew, Jerry Stermer, Melissa Morris, and Cameron Barnes. (unanimous)

SUM 20-06 (Summary Plat) Applicant Community Sciences Corporation, on behalf of property owner William Stefanich, requests Summary Plat approval to vacate lines between existing Tracts 111B2, 111C2, 112C1B and 112C2B, creating proposed 2.419-acre "Jackass Acres" (site address 5375 Corrales Rd.)

Tom Patrick (surveyor, sworn): We are proposing taking four existing MRGCD tracts, and combining them into one new tract. The name is because Mr. Stefanich is looking to have a donkey rescue. We're not granting any new easements, rights of way or access or vacating anything. It's very straightforward, just four lots into one new lot.

Chair McCandless: The access in Ms. Stout's description was from Corrales Road.

Patrick: The driveway, if you look at the site plan, that there's fencing, there's a gap in the fencing at the north property line. That's where the driveway comes in off of Corrales Road.

Liz Marshall, 5402 Corrales Road (public commenter, sworn): Is the creation of the one new tract, is the objective to make the donkey rescue? What is the objective?

William Stefanich: 5375 Corrales Road, (property owner, sworn): Approximately 2 acres will be dedicated to raising berries, and the remainder for the burro rescue. Trying to work with ARCA and some other non-profits in the area to have employees and volunteers from handicapped agencies to provide employment. I have a special place in my heart for them.

Marshall: Having the burros and berries is great, but the main objective is the farm, and bringing the folks in to help is secondary?

Stefanich: Correct.

Margarita Sexson, 5314 Corrales Road, (public commenter, sworn) How many animals are we talking about?

Stefanich: It's yet to be determined, probably 4-6. Not a huge operation.

Marshall: 4-6 animals and how many volunteers?

Stefanich: Again, yet to be determined. I just purchased the property in January. I've had preliminary discussions with ARCA.

Chair McCandless: Listening to Mr. Stefanich's plans for the business; he will be required to apply for a home occupation permit?

PZA Stout: If the collection of gross receipts tax is involved, from the sale of goods from the property, it would probably cross the line into a home occupation.
Chair McCandless: I ask because we have two things going on here. The consolidation of the lot lines, and
the use to which that land would be put.
Stefanich: The berries will not be for sale.
Chair McCandless: I think even if they were, that would be a permissible use in the Village, am I correct?
PZA Stout: Yes.
Manuel Ruiz, 104 Adobe Rd, (public commenter, sworn): If they replat this land, I want to make sure there
is no encroachment on the access road to our property.
PZA Stout: No existing exterior boundaries are changing at all.
Ruiz: They put some posts two feet into our access.
Patrick: We’re not affecting any of the accesses on the north or south sides. The lathe is a monument of the
property corners at the easement line of the Corrales acequia, which already has a monument. We’re just
monumenting existing property lines.
Ruiz: Access road will not be impacted?
Patrick: That’s correct, it will not.
Commissioner Killebrew: The issue before us now is just the plat? Not any business (approvals)?
Chair McCandless: That is correct.

Move to approve SUM 20-06, Ken Killebrew. Second: Sam Thompson. Vote, Yes: John McCandless, Sam
Thompson, Michele Anderson, Melissa Morris, Ken Killebrew, Jerry Stermer, and Cameron Barnes.
(Unanimous)

SUM 20-07 (Summary Plat). Applicant Richard Thaler and agent Community Sciences Corporation are
requesting Summary Plat approval to vacate a lot line between existing Tract 44-A and a portion of Tract 44-
B-2-A-2 (site address 4404 Corrales Road), combining them to create proposed .97-acre Tract 44-A-1.

Tom Patrick: (surveyor, sworn): This is again a simple platting action taking two MRGCD tracts which are
both under the A-1 acreage minimum, and we are combining them into a larger tract of .97 acres. We are not
granting or vacating any easements, access or right-of-way.
Chair McCandless: It appears the wellhead and the septic are less than 100 feet apart.
Patrick: I think there are some instances on here where that is the case.
Chair McCandless: Particularly the well and septic on tract 44-A.
Patrick: That wellhead is encroaching on the sanitarys on the south side of the property.
Richard Thaler, 483 Hansen Road (sworn): I am acting on behalf of my daughter and son-in-law who own
the property. The well is new, and it was permitted about 2 years ago. I assume it was found to be in
compliance. The property is hooked up to the City sewer. That may be the reason.
Chair McCandless: You don’t have an active leach field?
Thaler: No.
Commissioner Morris: Ms. Stouthas told us that the small commercially zoned tract has received permission
to operate a business under a temporary permit. And I’d like her to guide me to the ordinances that provide for
that step.
PZA Stout: This was unprecedented. That was the word I used with Mr. Thaler when this was discussed.
When the Covid-19 crisis hit, the Village of Corrales was asked by this applicant and one other for a temporary
use permit. There is a special use permit process in Village Code, but those go before Planning and Zoning.
We didn’t know when we were going to be able to have Planning and Zoning Commission meetings again. We
didn’t know initially how we were even going to process applications with Village Hall closed. For Mr. Thaler,
my office—myself—I wrote a letter, after having talked to administration and the mayor. He gave me in
writing exactly what he would be doing. I was very specific in stating that he could begin to do business, but
that once we were up and running, he would need to submit applications, which he has done. The business use
itself will be heard during a future Site Development Plan application hearing. The items tonight set the stage
for that. In the letter, I stated that if the Site Development Plan were denied by the Commission, the business
use would need to stop, and he needed to keep that in mind when making any investments in the site. I
definitely had a bit of heartburn about this, but realized it’s a dry run for us as well. He’s going to be operating
this business, and we’ll know, by the time the Site Development Plan comes along, what the impact really is.
Commissioner Morris: Thank you. It also seems like the ordinance that provides for this process, the Summary Plat has to meet the requirements for Preliminary Plat, and indicate the proposed use for the area?

PZA Stout: Yes, right now, the property already contains some A-1 and some commercial zoning. That’s noted on page 1 of the plat drawing, underneath “Site Data”.

Commissioner Morris: And what is the use?

PZA Stout: It shows the zoning designations. Because if you put the use on a plat document, and that use changes, which it often does—this plat document defines lot boundaries, and may stand as is for (decades). The specific use on a commercially zoned lot can change numerous times.

Commissioner Morris: There is something happening on the lot right now, the business use?

PZA Stout: Yes, I can read what is in the letter: “dead or down trees brought to the site, fabrication of live edge slabs, the use of tools and machinery including a bandsaw to produce wood slabs”. Mr. Thaler let me know that the saw would run a maximum of 3-4 hours a day, 4-5 days a week. And ultimately, some sales and storage of the slabs, to customers who will come to the site.

Commissioner Morris: I have some concerns about waiting until the Site Development Plan to discuss the potential proposed use. We can talk about that in the next step.

Chair McCandless: I would agree, I think right now we need to look at just the Summary Plat application. When it comes time to look at the zone map amendment, the criteria you’re looking at are in the ordinance.

Move to approve Summary Plat 20-07, Sam Thompson. Second: Cameron Barnes. Vote, Yes: John McCandless, Sam Thompson, Michele Anderson, Melissa Morris, Ken Killebrew, Jerry Sterner, and Cameron Barnes (Unanimous)

ZMA 20-01. (Zone Map Amendment) Assuming approval of the above Summary Plat SUM 20-07, applicant Richard Thaler and agent Community Sciences Corporation request Zone Map Amendment approval to extend the current C-commercial zoning eastward from Corrales Road to the full 350-feet allowed under Village ordinance. If approved, the application will then be forwarded to Village Council for final consideration.

Tom Patrick (Community Sciences Corporation): We’re asking for approval for the zone map amendment. I will yield to Mr. Thaler who can speak more effectively to this application.

Chair McCandless: What is the current status of the commercially zoned portion of the property?

Rick Thaler: On the current commercial portion of the property there’s a residence, which my son lives in. This will be my son’s business. I’m a minority partner in the business, if we are granted permission later. The house is occupied. We were not aware that the commercial zoning was so restricted. We thought that like almost all the other commercial properties in the Village, that we already had the full 350 feet. We found out when we made our application for the Site Development plan that we did not have the full 350. We want to operate our business farther back on the property, as far away from any residences as possible. So we then had to file for the Summary plat and the zone map amendment so that we can operate the business in the place where we want to operate it. We have been operating under the temporary license but only on the part that is already zoned commercial.

Commissioner Morris: You want to operate the business as far away from the residence as possible?

Thaler: From the other residences. From our neighbors. And the location is better for what we’re doing.

Commissioner Morris: What consideration have you given that this is a wood cutting operation involving a bandsaw and a certain amount of noise?

Thaler: My son and I have talked to all of our neighbors. None of them have objections. I operated the machine as a hobby starting two years ago. And then we’ve been operating on a low level off and on since the temporary business use was granted. I also took my decibel meter to various locations, and when the machine is running full-blast, at my property line the loudest decibel level is about 74, about the same as traffic on Corrales Road. The noise is not an issue. But the other thing is we intend, if the business thrives, to construct a building that will be shown on the Site plan when it comes up for review. We intend to build a barn type structure to enclose the machine in. We’re only proposing to operate the machine intermittently 3-4 hours a day, we’re finding we can do more than enough cutting in that amount of time. It’s unlikely we’ll be running the machine even five days a week. Also, this application for zone map was purely to get us the commercial
zoning. The merits of our business plan will have to be decided in the next application. If we’re denied, we may have some other use for the property.

Chair McCandless: The ordinance on Zone Map Amendment has conditions that are virtually identical for those of a Site Development plan. We are bound to take a look at the business being proposed. Understanding that you could propose a different Site Plan. It’s a little bit ambiguous. But we are bound to look at the nature of the business, and what kind of noise or glare, odor effects, etc.

Thaler: No glare, no odor that I can detect.

Chair McCandless: You are intending to put all the equipment inside a closed building, correct?

Thaler: In the future.

Chair McCandless: What about storage of the wood? There’s a business like this already running off of Edith or north Broadway. One of the things that struck is me was the haphazard nature of the storage of the trees and slabs. What is your plan for handling the storage of the material?

Thaler: The storage of the tree trunks waxes and wanes as we have more or less. Stored in the open in as orderly a fashion as we can. As we cut the material, we stack it and we store it in piles. It has to be stacked in order to dry. Stored on ¾” lengths of wood 2-3 feet long about 3 feet high to allow air to circulate. From a week to six months. The guy who owns that is a lot less orderly than we are. But if we are granted our business, there will be some tree trunks lying on the ground.

Chair McCandless: Are you intending to continue using the house on Corrales Road as a residence?

Thaler: Yes.

Chair McCandless: How do you envision customers coming onto the property?

Thaler: From the driveway (off Corrales Road). We don’t expect more than 4-5 people per day, at most. We’ll have adequate parking for more than that. We’ll also be delivering. Will not all be drive in customers. We have a 16 foot gate from Corrales Road onto the property that customers will use. We have no intention of using Hansen Road for any of our operations, and we’ve made that clear to our neighbors.

Chair McCandless: The barn or shop for equipment, where would that be located?

Thaler: The saw will sit next to that pipe fence 300 or so feet from Corrales Road. If we build a building, the building will be 30 feet from the pipe fence and go west, maybe a 50 foot long building. Depends upon what we can afford and what will fit.

Chair McCandless: So, you’re looking at something that’s in the neighborhood of the existing shed?

Thaler: The existing shed is actually pretty far to the west. This is all pretty speculative, by my vision is that the western wall of the shop building would be something like 50-100 feet from the eastern wall of the existing shed on the south property line.

Commissioner Morris: You said you had talked to all the neighbors and there were no complaints, but we have a letter in the file with a concern, from Ms. Roybal.

Thaler: I didn’t consider she was a neighbor. Two properties to the south, then a rental house. I think that rental house is owned by Ms. Roybal and her daughter lives there with her son-in-law. They have been supportive of us. But I read the letter that Ms. Roybal has some concerns; she’s further to the south.

Commissioner Morris: She is just to the other side of what’s being referred to as Hansen Road, but has no sign and may be privately owned.

Thaler: Hansen road is privately owned, and I actually live on Hansen Road, but all the way to the east.

Commissioner Morris: That is a very narrow road, and her property is directly to the south.

Thaler: But I don’t think she lives there. I shouldn’t have said all of my neighbors, all but one.

Antonette Roybal, 4372 ½ Corrales Road (public commenter, sworn): I’m alongside Hansen Road approximately 100-125 feet from the proposed business. There is no rental house here. I’m directly impacted by this business. It’s noisy. I do have to object to something like that being right outside my front door. My friend John Swartz here is representing me.

John Schwartz, 419 Carfax Place SW, Albuquerque, (public commenter, sworn): Two points of order. I want to remind the Village that you have two County ordinances. The first is that the County of Sandoval has the final say on Planning and Zoning. The second is maintaining the existing agricultural environment. I am assuming that any Village rezoning issue also has to be approved by the County.

PZA Stout: The Village of Corrales Planning and Zoning Commission has the authority to approve or deny this zone amendment application; it then goes before the Village Governing Body for final approval. The
Mary Rodriguez, 103 E. La Entrada, (public commenter, sworn): I can sometimes hear the saw from my home, if the wind is blowing right. I have elderly parents and it affects them also. If the wind is blowing just right, you can hear it. I thought it was hobby woodworking—hobby-type work—not cutting logs, which is very noisy. That is my objection, the noise level.

Thaler: First of all, I want to apologize to Ms. Roybal, I didn’t realize you lived in that house. I would have talked to you directly. I spoke with the folks who live there, and they were fine with it. If the noise is really that big a problem, then I guess we could move forward with our enclosure idea sooner, and that would abate the noise. I don’t want to cause anybody any inconvenience of that sort. We are woodworkers, we’re not an industrial operation. We make the wood products, such as furniture, as well as the slabs.

Commissioner Stermer: I’d like an understanding from the administrator as to the other properties that begin on Corrales Road. Are they commercially zoned to a very short distance, or a very long distance?

PZA Stout: I'm looking at the zoning map here so I can answer correctly. It looks like the majority of the lots (zoned Commercial) appear to be close to or at the 350 feet. Assuming a lot has that depth.

Commissioner Stermer: And this property is shorter?

PZA Stout: It was, the platting action just now approved has made it (deeper). Up to now, only the front .22 acres could be zoned commercial. That was the limit allowed before because the lot has to front Corrales Road. Now it’s one lot, and that enables the potential for the 350-foot commercial zoning.

Chair McCandless: To your knowledge, if we were to make a recommendation to approve, to the Council, can we do that with conditions?

PZA Stout: Absolutely. The conditions for zone map amendment mimic the very same conditions that will come up during the site development plan. Typically, you might get a zone map amendment application with the site development plan request. In this case, we had to have a summary plat approved first, and it was just going to be too much. There can be conditions relayed to Council, and they will get a copy of the minutes so that they may see the concerns. Council will also be a publicly noticed meeting so members of the public will have the opportunity to go before them as well. But you can say “approved with the following conditions” and that is something the Council will take under consideration.

Chair McCandless: If we were to allow extending the commercial zone, assuming Mr. Thaler has his business but after a few years decides to change his business—that doesn’t change the nature of the zoning? He would still be subject to a new site development plan if he had a new business plan?

PZA Stout: Yes, if the business changed there would need to be a new site development plan.

Commissioner Killebrew: Is there any noise ordinance that addresses decibels?

PZA Stout: There is no specific mention of decibel levels in Village Code, just no noise after 10pm, fairly general and somewhat subjective language.

Commissioner Morris: I noticed in these materials there was a quite a presumption that we weren’t going to discuss the use until the site development plan. That’s not how the ordinance reads. It says when considering a zone map amendment, the Commission shall consider the noise, glare, odor effect. And compatibility with adjacent properties. We should also consider where the property is. It’s half a block from the Village center, right in the middle of Corrales. It’s not going to be lovely or quiet. We need to consider those things now. If we decide it’s not a good use, why would (the applicant) have wasted all the time and money preparing a site development plan, if the use isn’t going to be approved anyway? This insistence that we’re going to do these two (applications) and not have concerns about the nature of the use until later is misplaced.

Chair McCandless: Those are valid points, and we are bound by the ordinances to consider, and the conditions are exactly the same between the zone map amendment and the site development plan. Not sure I agree with the way the ordinances are set up in this particular case, but that’s what we have to deal with.

Commissioner Barnes: It sounds like we have three different steps; and it seems that there is a barrier that we are trying to get past between steps two and three. Can we combine them, and talk about the zoning extension and site plan?

Chair McCandless: I think this is probably the crucial decision point here.

Commissioner Thompson: This type of business has existed on Corrales Road, and it was Blue Sky woodworking. It was all contained within a building. I think the problem we have here is this type of business
is being conducted outside. If it were in a building, I think this would be a different discussion, because you
wouldn’t have the noise issue being raised by the neighbors.

Chair McCandless: One option might be placing a condition, if we were to recommend to Council that they
approve extending the commercial district out to the 350 feet, but recognizing that the noise and potential mess
from the wood. With all due respect Mr. Thaler, I’ve seen that lot on Edith and it’s a mess. We do have to be
careful. Do we just put conditions, and say, if recommended it’s done so on the basis that the equipment and
storage of materials is kept indoors to abate the noise and potential mess.

Commissioner Killebrew: What’s before us is an application for a zone map amendment. Are we obligated to
address that specific request, or do a site plan also, that we haven’t seen?

Chair McCandless: That’s the rub, we have to consider exactly the same conditions for the zone map
amendment as we would for the site plan. It’s word for word.

Commissioner Killebrew: We have not seen the site plan.

PZA Stout: Mr. Thaler, since you are going to do a Site Development Plan, would you consider having the
zone map amendment heard at that same hearing? Obviously, the Site Plan would have to have the condition
that it only takes effect, if the zone map amendment is then approved by Council. But we could have both
applications at the same hearing, if the Commission thinks that’s a good fix.

Chair McCandless: I think it makes perfect sense. No need to do the same thing twice.

Patrick: This seems to be a matter of zoning equity, that this parcel be allowed to have the same zoning depth
as the others. That seems to be a separate issue from the future use. If you don’t allow the same equity, it
would close off future uses that are unknown, but could also be acceptable.

Chair McCandless: In some ways we’re locked into that by the ordinance, but I see your point.

Commissioner Morris: If we were to consider approving with a condition, would we want to say inside a
building. Does there need to be others such as insulation? What type of building? The reason we want to
consider it now is so the site development plan doesn’t have to be done and discussed before the Commission,
if we aren’t going to approve the use.

Thaler: I’ve already done a Site Plan. The reason that we’re here is that nothing in the documents we got when
my daughter bought the property indicated that the zoning was different from the other properties along
Corrales road with the 350 feet. We had the assumption we had that zoning. I would like the Commission to
consider giving me the commercial zoning, to give us the same shot as everybody else, and then let the
Council and Commission consider the business on its merits as a separate issue.

Commissioner Morris: Nobody is really objecting to extending the commercial zoning. But if you’ve already
got your site development plan, we could approve with the condition that the business be enclosed.

Thaler: When the site development plan goes before the Commission there might be other conditions imposed
on us. That’s a risk we are willing to take.

Commissioner Killebrew: What’s before us right now is the zone map amendment. That does not in any way
guarantee approval of the Site Plan. We are only approving the extension of the commercial setback line.

That’s what I see as the question to be answered yes or no.

Commissioner Barnes: I think that is what is before us. I hear what you are saying Mr. Chair, about our
obligation to look at the use of the site. Is it written in terms of extending the commercial zone or rezoning?

Chair McCandless: It simply says zone map amendment—any change to the zone map.

Commissioner Thompson: I agree we really need to look at this as one item right now. Just look at the
extension to 350 feet, which would be reasonable since others have it. I do think the applicant has heard loud
and clear what the concerns will be when he comes before us with the site plan.

Commissioner Sterner: I agree with the direction of the thinking. This question of keeping some things
outside—could be done tastefully. I too have driven by that property on Edith and it is shocking. The applicant
has stated that the sins of one craftsman should not be put upon the shoulders of another. I like the direction we
are going now, because the applicant is saying he’s willing to take the risk that we’ve pointed out he will be
taking.

Commissioner Barnes: What are the pros and cons of extending the commercial zone, what does extending
the commercial zone do for the Village? I think it’s beneficial, I don’t see anything wrong with extending the
commercial zone to what is comparable with other areas.
I move we approve zone map ZMA 20-01: Ken Killebrew. Sam Thompson: Second. Vote; Yes: John McCandless, Sam Thompson, Michele Anderson, Jerry Stermer, Ken Killebrew, Melissa Morris, Cameron Barnes. (Unanimous)

Thaler: I want to say something to the neighbors. Can I give you my phone number, and you call me if the noise is disturbing you? My hope is that I can get some idea of what the conditions are when there's noise, and move to ameliorate it. In particular any time of day when it's a problem. That would help me make sure you're ok with what we're doing.

Rodriguez: My concern was the noise level. We are residential. We're losing more of our residential and agricultural properties. Blue Sky was totally enclosed, it was not to the level where I could hear it from my house. And I was closer to them.

Thaler: We'll do our best to fix that if we're granted the opportunity to do business.

Chair McCandless: Thank you, Mr. Thaler. If the neighbors can give you feedback and you make adjustments as needed to address their concerns, that's going to benefit everybody.

Thaler: My goal.

VII. OTHER BUSINESS

VIII. PZA REPORT

IX. COMMISSIONERS FORUM

Village Clerk Aaron Gjullin: Mr. Chair and Ms. Stout, if I could talk about potential Council agenda items that would relate to you. We're having a possible discussion about A-1 (accessory) buildings and fencing, coming up. There's a possibility the Council will charter you to do some sort of study into that. I believe it's related to an issue Laurie is familiar with, about a building that is in compliance, but is a bit of an eyesore. Another issue is zoning ordinances relating to abandoned properties, that they may ask you to look into. July 21 or August council.

Chair McCandless: We had a rather drawn-out discussion regarding the (zone map amendment). I find myself uncomfortable with the ordinance. Not the decision that we made, but the ordinance. It is very awkward, to have these two things have the exact same wording.

X. NEXT HEARING: August 19, 2020

XI. ADJOURNMENT

Move to adjourn: Sam Thompson. Second: Ken Killebrew. Vote, Yes: John McCandless, Sam Thompson, Michele Anderson, Jerry Stermer, Melissa Morris, Ken Killebrew and Cameron Barnes. (Unanimous)

Laurie Stout, Planning and Zoning Administrator Date
Applicant **Rachel Matthews Development Corporation** and agent **Community Sciences Corporation** are requesting the Planning and Zoning Commission provide Sketch Plan review and comment for proposed “Pequenos Milagros” subdivision. The proposed 5-lot subdivision consists of 6.5 acres on existing MRGCD tracts 93-A and 94-A. The property is zoned **A-1 Agricultural and Rural Residential** and is located directly west of Old Church Road between Old Church Lane and Mission Valley Road.

**General:** Because the proposed access road is private, the gross acreage number applies. All five proposed lots are the required one acre minimum as per Section 18-33.

The applicant has provided three pages for the Commission to consider: Sheet 1 shows existing conditions at the property with adjacent structures, wells and septic systems. The developer states that existing structures on the site will be demolished. The proposed platting action will eliminate the line between Tracts 94A and 93A, and create five new lots.

Sheet 2 shows the proposed platting, and private road with pull-off and cul-de-sac. A pedestrian trail serving the subdivision is shown extending westward beyond the cul-de-sac to connect to the Main Canal east of Loma Larga.

Sheet 3 shows a hypothetical layout of homes on the five lots, assuming 5,000 square foot homes, with driveway connections and utilities on each lot.

Lot width standard. The Village has a minimum lot width requirement of 75 feet. The surveyor can attest to the actual width on the eastern border, as it is unclear to me.

**Access:** Will be via a newly-created private road off Old Church Road, a public right-of-way. This new road should be constructed by the developer with the minimum standard of gravel or RAP over base course, prior to Final Plat. The street section shown on Sheet 2 shows the proposed base course and compacted subgrade, with a 2% slope built-in to facilitate storm water drainage.

As per Section 18-81 **Design Standards**, a street serving more than five acres requires a minimum 30-foot width easement. Sheet 2 shows a 32’ road easement that includes a 5’-7’ bar ditch for drainage. A 5’ soft trail (crusher fines or wood chips), is shown on the north side within the 32’ easement. (The pedestrian trail is noted as 8 feet elsewhere.) A 5’ trail creates a minimum “drivable” roadway area of 20 feet, which is sufficient. An additional 10’ public utility easement on the south is shown outside the 32’ road easement area.

The cul-de-sac should be designed as per 18-81 (h) **Dead-end streets.** Dead-end streets shall be provided at the closed end with a turnaround having an outside roadway diameter of at least 80 feet and a street right-of-way diameter of 100 feet. In other words, the full easement needed for the turnaround cul-de-sac is a 100 foot radius, but only the 80 feet radius portion will need to be “drivable”.

The private road serving this subdivision is proposed to be controlled access with an entry gate. I spoke with Fire Chief Martinez who requests at least a 20-foot width gate with Knox lock for emergency access. This requirement is supported by Village Code. In addition, the proposed subdivision creates a
pull-off area on the eastern terminus of the private road where it connects to Old Church Road, for mailboxes and vehicle jockeying at the gate.

There is a section in Village Code that requires 125-foot separation between street centerlines, and is the subject of the Variance mention on Sheet 1. 18-81 Street jogs. Street jogs with centerline offsets of less than 125 feet shall not be allowed, whether between two proposed streets or between an existing and a proposed street. The surveyor and I discussed the placement of the proposed private access drive off Old Church Road prior to the submittal of this Sketch Plan, and it is in the logical best spot. If the centerline of the private drive is less than 125 feet from any adjacent street centerline (Alegría Lane across Old Church Road and to the south may be closest), the Village will request a Variance application be submitted along with the Preliminary Plat.

Certified letters were sent timely on July 31, 2020. I observed the yellow “legal notice” sign properly posted on-site on August 6, 2020.

Laurie Stout, Planning & Zoning Administrator  
Date  

Laurie Stout  8-7-2020
SKETCH PLAN APPLICATION

Applicant Information

Applicant Name: Community Sciences Corporation
Mailing Address: P.O. Box 1328, Corrales, NM 87048
Name of Proposed Subdivision: Requemos Milagros
Zoning Classification: A-1
Location of Proposed Subdivision: West of Old Church Rd. between Old Church Lane & Mission Valley Road

Descriptive Information:

Lot #s

93-A, 94-A

Tract #s

16

MRGCD Map #

Acreage of site: 6.5076
Present # of Lots: 2
Proposed # of Lots: 5

Land Owner(s): Rachel Matthews Development Corp.
Mailing Address: P.O. Box 73, Corrales, NM 87048
Relationship of Applicant to Land Owner: Agent
Name/Address of Land Planner:
Name/Address of Engineer:
Name/Address of Land Surveyor:
Signature of Applicant: [Signature]
Date: 7-9-2020

General Information

FEES: two hundred dollars ($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. Cost of engineer review, if required, shall be invoiced to the applicant. Ten (10) sets of plans in 11" by 17" format shall be submitted. Real Property transactions permit $35.00, one time per case (Ord. 09-008.)

DEADLINE: 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: 7-9-2020
Received by: [Signature]
File No.: SUB 20-08
Amount Paid: $200.00
Cash Credit Card
Check No.: 1820
Receipt No.: [Signature]

Completed Application Acceptance Date: [Signature]
P&Z Hearing Date: 1-31-2020

Page 1 of 2 Revised March 2011
Requirements for Sketch Plan Application

1. Location/Vicinity Map. The 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 the following:
   a. Infrastructure improvements (how and when construction to be completed).
   b. Data on existing covenants, if any are proposed.
   c. Irrigation ditch easements and land characteristics.
   d. Proposed utilities.
   e. Other information helpful in supplementing the sketch plan and describing the proposed development
July 9, 2020

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

RE: Sketch Plat for Pequenos Milagros
Site address: not addressed

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

Community Sciences Corporation (CSC) is the agent for Rachel Matthew Development Corp.

Our client wishes to divide two existing tracts (Tracts 93A and 94A into five new lots, granting a Village standard Private Road Easement, and utility and drainage easements. The Village will determine if a variance for street separation will be required. These lots meet the A-1 zone minimum requirements for lot size.

CSC therefore requests your review and comments for this Sketch Plat application.

Respectfully,

Thomas W. Patrick
New Mexico Professional Surveyor No. 12651
SUM 20-09 (Summary Plat), Lots 1A and 2A, Tract 25, Staff Summary

Property owners Charles Davis and Michael Twining, represented by agent Community Sciences Corporation, wish to adjust a lot line between their respective lots currently known as Lots 1 and 2, “Land Division of Tract 25”, total area 2.39-acres. This property is zoned A-1 and is located along Lujo de Tres east of Corrales Road.

Access: Access is via private 20’ road, irrigation and utility easement “Lujo de Tres” that attaches to Corrales Road, culminates with a cul-de-sac turnaround, and serves only the four lots.

General: The “Land Division of Tract 25” subdivision consists of four lots comprising approximately 4.4 acres in total. Corrales Road borders the western edge and the Bosque Preserve the eastern edge. This platting action is a simple lot line adjustment, taking some land from existing Lot 1, proposed Lot 1A, and adding it to existing Lot 2, proposed Lot 2A. Both remain at least one full acre, per Village ordinance 18-33.

The Village Engineer and I observed all existing and proposed new lot corners properly marked at the site. Lot boundary calculations are correct. (See Steve Grollman email dated July 31, 2020.)

Site Plan shows wells and septic systems on the subject and adjacent properties. There is currently open farmland to the north and south of this little subdivision.

Certified letters were sent timely on July 29, 2020; I observed the yellow “public notice” sign properly displayed at the property on August 6, 2020.

Recommendation: Approve Summary Plat SUM 20-09, adjusting a lot line between Lots 1 and 2.

Laurie Stout, Planning and Zoning Administrator

Date 8-9-2020
SUM 20-09

Village of Corrales
Planning and Zoning Department

SUMMARY PLAT APPLICATION (Sec. 18-88)

APPLICANT INFORMATION

Applicant Name: Community Sciences Corporation
Telephone: 897-0000
Mailing Address: PO Box 1328, Corrales
Email: tempathy@communitysciences.com

Name of Proposed Subdivision: ________________________________
Zone Classification: A-1
Location of Proposed Subdivision: 6822 Corrales Rd. between Lipe Rd.

Descriptive Information: Land Division of Tract 25 1 & 2 15
Subdivision Lot/Tract Number MRGCD Map #
Acreage of Site: 2.9460 Present Number of Lots: 2 Proposed Number of Lots: 2
Property Owner(s), if different from applicant: Charles Davis - 20 Appleblossom Ln. Corrales
Mailing Address: Michael C. Twiney (Trustee) - PO Box 1552, Rio Rancho 87127
Telephone Number: Davis: 470-1524; Twiney: 317-1690
Relationship of Applicant to Land Owner(s): Agent

Name/Address of Land Planner: ________________________________
Name/Address of Engineer: ________________________________
Name/Address of Surveyor: Tom Patrick, NHVS12651

Signature of Applicant: ____________________________ Date: 7.10.2020
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: 7-10-2020 Received By: LJS File No.: SUM 20-09
Amount Paid: $650.00 Cash □ Credit □ Credit Card Number: _______________________
Check □ Check #: 1027 Receipt Number: __________________
Completed Application Acceptance Date: __________________ Date of Hearing: Sept. 2020
Developer Invoiced for Legal Notice (date/amount): 7-29-20 $89.70 Paid: $ □

□ Approved: _____________ Date: _______________

□ Approved with Conditions: _______________________________________________________

□ Denied: __________________

Date

Findings of Facts and Conclusions of Law:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Page | 2 of 9 Revised July 2019
☐ Amended Plat Required: __________________________

Date

Findings of Facts and Conclusions of Law:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

☐ Amended Grading and Drainage Plan Required: __________________________

Date

Findings of Facts and Conclusions of Law:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
SUMMARY PLAT APPLICATION CHECKLIST

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

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

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

1. Proof of financial responsibility on the part of the subdivider.
2. The location of all present property lines, projected section lines, streets, watercourses, and other existing features within the area to be subdivided and similar information regarding land immediately adjacent thereto. Buildings, wells and waste water disposal systems shall be shown on the property to be subdivided and on adjacent parcels, on a separate sheet titled “Site Plan.”
3. The proposed location and width of all proposed streets, alleys, utility easements, and areas to be reserved for public use.
4. Existing utilities, drainage courses and culverts within the tract or on streets immediately abutting thereto; the location and size of the nearest water mains and sewer lines.
5. The title under which the proposed subdivision is to be recorded and the name of the land planner, engineer, registered land surveyor, the subdivider and the owner of the tract, with the address to which any notice is to be sent.
6. The layout, numbers and approximate dimensions of proposed lots.
7. The zoning classification and proposed use for the area being platted.
8. Proposed names for all streets in the area being platted.
9. Written and signed statements explaining how and when the subdivider proposed to provide and install all required sewer or other disposal of sanitary wastes, graveled roads, drainage structures and street name signs.
10. The legal description of the area being platted and of each parcel of land proposed as part of the subdivision; legible copies of all prior plats that reflect the history of the land being subdivided, showing how and when the existing lots were created, shall be provided by the subdivider.

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

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

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

13. The acreage of the land to be subdivided.


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

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

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

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

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

(2) The final plat of the subdivision and accompanying documents shall show:
   Completed Application Form and applicable fee.
   - Boundary lines with accurate distances and courses.
   - 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.
   - Lines of all proposed streets and alleys with their widths and names.
   - 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.
   - Line of departure of one street from another.
   - Names and widths of adjoining streets and alleys abutting the subdivision drawn in dashed lines.
   - All lots designated by numbers or letters, and streets, avenues and other grounds designated by names, letters or numbers.
   - Building setback lines shown by narrow dashed lines, if required.
   - Location of all easements provided for public use, services or utilities.
   - 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.
   - Radii, arcs or chords, points of tangency and central angles for all curvilinear streets and radii for rounded corners.
   - Location of all survey monuments and their descriptions.
   - Name of the subdivision and scale of the plat, north point, name of the owner or owners, name of subdividers and date.
   - Certificate of registered land surveyor attesting to the accuracy of the survey and the correct location of all monuments shown.
   - Certificate of licensed engineer attesting to the adequacy of, and in compliance with, engineering provisions and requirements.
   - 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.
   - 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.

<table>
<thead>
<tr>
<th>Chairman, Planning and Zoning Commission</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary, Planning and Zoning Commission</td>
<td>Date</td>
</tr>
<tr>
<td>Mayor, Village of Corrales</td>
<td>Date</td>
</tr>
<tr>
<td>Village Clerk</td>
<td>Date</td>
</tr>
</tbody>
</table>

(d) Required improvements (final plat).

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

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

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

c. The developer has presented copies of signed contracts containing adequate financial assurance to the Village providing for installation of public improvements which may be required in a satisfactory manner in accordance with the minimum standards established by the Village; such contracts shall be cancelable only upon disapproval of the plat by the Planning and Zoning Commission.
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.
July 10, 2020

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

RE: Summary Plat for Lots 1A and 2A, Land Division of Lot 25
   Site address 6822 Corrales Road

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

Community Sciences Corporation (CSC) is the agent for Charles Davis, owner of Lot 2, and Michael Twining, trustee and owner of Lot 1.

The owners wish to simply adjust the lot line between existing Lots 1 and 2, creating new Lots 1A and 2A, adjusting the acreages by an agreed upon amount. The owners are not granting, dedicating or vacating any easements or rights-of-way by this platting action.

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

Respectfully,

Thomas W. Patrick
New Mexico Professional Surveyor No. 12651
Site Development Plan SDP 20-01, 4036 Corrales Road, Staff Summary

Applicant and property owner Jennifer Robinson (with landscape architect Amy Bell) is requesting Site Development Plan approval for new uses at 4036 Corrales Road. This property is zoned C – Neighborhood Commercial. It was previously a plumbing/HVAC business.

Although Ms. Robinson’s letter describes three total phases of business development, only phase one is being considered with this application. She wishes to convert an existing carriage house (currently used as a garage and storage) at the northeast corner of the property into two short-term rental units, a small office, and laundry. Plans are for the structure to be expanded by approximately 324 square feet. There is a residence elsewhere on the property.

Because this proposed short-term rental is located on commercial property, it is governed by the Site Development Plan ordinance 18-45 (b) instead of the residential short-term rental ordinance passed in December of 2019. Short term rentals are a specific permissive use noted in 18-37 C- Neighborhood Commercial zone (3) (aa) Short-term rental lodging establishments with no more than 6 guest rooms.

Village ordinance Section 18-45 (b) Site Development Plan approval asks for the following:

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

Site Plan page A0.01 shows the residence, some open horse sheds with no foundations in the southeast corner, and the carriage house (focus of this application). The same page shows the total lot coverage as 6.46%. Property lines, roads and setbacks are shown. The page states “no recorded easements” found.

The property fronts Corrales Road on the east side, and is between Coroval Road and Priestly Road.

(b) Show all locations on-site for water, septic, sewer, refuse, electrical points of connections, proposed service routes and existing utilities on the site.

Please see page labeled “Utilities”. It’s a bit difficult to decipher, but the well, septic and power are shown. Property owner is working with a contracted plumber to design the connection to the Village’s wastewater system, which will be part of the building permit process, assuming approval of the SDP.

(c) Show all required parking, drainage and grading information as per Section 18-39.

Section 18-39 Off-Street parking requirements, (c) non-residentially developed properties. (3) Short term rental lodging facilities. One and one-half parking spaces per every guestroom. There are five parking spaces (one ADA compliant) shown on the northeast portion of the property, with three of those required for the short-term rentals. An additional two spots are shown in the circle drive that serves the residence.

This property is less than one percent grade, no grading and drainage plan is required.

(d) Show required landscaping as per Section 18-40.
This is a 1.45-acre property with many established cottonwoods and other trees, shown on the Site Plan page. The minimum standard of one tree per 1,000 square feet of required landscaping (at least 15% of a corner lot) has been met.

(e) Indicated drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes.

The Drainage Plan page A0.02 notes two areas where stormwater can collect and percolate. See “Site Drainage” note on that page. In addition, the site is less than 1% grade.

(f) Include a topographical survey if requested by the Administrator. (not required)

(g) Show all structures located within twenty-five feet of the site.

An adjacent residence and tool shed on the property to the east are noted.

(h) Identify the zone designations of adjacent properties. (done)

Across Corrales Road is the municipally zoned Village of Corrales soccer field and recreation center. To the north is a commercially zoned property, and to the east and south (across Coroval Road) are residentially zoned lots.

(i) Additional information necessary to demonstrate compliance with the requirements for the article as determined by the Administrator.

The required minimum 6’ buffer fencing is already in place along the eastern edge of this property, where it abuts a residentially zoned lot. There are some cottonwoods along that fence. There is no requirement for buffering on the northern edge of the property, as it is adjacent to another commercially zoned lot. Site Development Plan applications for future phases that call for any structures to be built on the south side of the property will need to address buffer fencing on the south side, at the time they are submitted.

Applicant also submitted elevation drawings (height of the existing carriage house is within the limit allowed).

(j) Show north arrow and scale. (done)

Certified letters were sent timely on July 29, 2020; I observed the yellow “legal notice” signs (I supplied two) posted properly facing Coroval and Priestly Roads on August 6, 2020.

Recommendation: Approve Phase 1, SDP 20-01. Substantially compliant with 18-45 (b).

Laurie Stout, Planning and Zoning Administrator

Date: 8-6-2020
Village of Corrales
Planning and Zoning Department

SITE DEVELOPMENT PLAN PERMIT APPLICATION

APPLICANT INFORMATION

Applicant Name: Jennifer Robinson
Telephone: 505-892-9853

Mailing Address: 4036 Corrales Rd.
Email: jenacecrabinson@gmail.com

Property Owner:
(if different from applicant)

Mailing Address:
(if different from applicant)

Descriptive Information:
Tract 61-B1
Lot Number/Tract Number

Name of Subdivision
Block

MRGCD Map Number
Flood Map Designation

Address for Site: 4036 Corrales Rd.

Additional Comments:

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

Is Buffering Required? ☒ Yes ☐ No
If yes: 230.7' 7

Linear Feet of Fence Number of Parking Spaces

Page 1 of 5

Revised February 2019
Name and Address of Architect/Engineer: Michael Robinson
71417 Rainbow Heights Rd, Fallbrook, CA 92028

Signature of Applicant: [Signature]
Date: 6/26/20

GENERAL INFORMATION

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

OFFICE USE ONLY

Date Received: 7-17-2020 Received By: [Signature]
File No.: SDP 20-01
Amount Paid: $500.00
Cash □ Credit □ Credit Card Number: ________________

Check □ Check #: ____________________ Receipt Number: 7-17-20 (Charlotte)
Completed Application Acceptance Date: 7-25-2020 Date of Hearing: Aug, 2020
Developer Invoiced for Legal Notice: $89.70 7-31-20 Paid: $

Page 2 of 5
Revised February 2019
SITE DEVELOPMENT PLAN PERMIT APPLICATION

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

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

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

8. **Expiration.** Any site development plan approval will automatically expire on the date that is 24 months after the date of commission approval or conditional approval if development is not complete. The commission, in its discretion, may extend this time in cases in which the project is in litigation or for any other reason that excuses the failure to complete development, provided the extension is not contrary to the public interest. Any decision by the Commission to extend, or not extend, construction time for a site development plan may be appealed to the Governing Body.
July 1, 2020

The Village of Corrales Planning and Zoning Commission:

We respectfully seek the Committee’s approval to convert our existing carriage house/garage into livable space, to be used primarily as two short term rental suites. A small laundry room and office are also planned within the expanded footprint on the east side of the existing building.

We seek to convert the existing structure from garage and storage and expand it by just under 324 square feet. Simultaneously, we will replace our septic system with a larger tank and hook up to the Village’s wastewater service. These projects are the first of three phases we have planned for the property.

During this first phase, our family will continue to reside in the main house while renting the two, newly-created Carriage House suites to short-term guests.

Our second planned phase, in the years to come, will involve converting the downstairs of the main house into a coffee shop/café, with the dining room as a community meeting space and the front “Women’s Parlor” as a small, local-goods gift shop, converting the upstairs 3 bedrooms into additional inn guest rooms, and building an ample parking lot and pathways around the property.

The third phase of our conversion of the property is to build a barn-like structure in the SE corner to host special events, such as small conferences, weddings, and celebrations.

4036 Corrales Rd. is an exquisitely lovely property that holds a special place in many locals’ hearts. It seems destined to be more than one family’s house. We desire to open its gates and doors to all, creating a destination in the heart of the gem that is Corrales. We want to preserve the house’s turn-of-the-century, Victorian roots with careful maintenance and design choices, and to beautify its special grounds even further with professionally-designed gardens under the Cottonwoods and period-appropriate perimeter fencing.

Whether guests seek a scenic family lunch on the grass or a quiet cup of tea with a friend in front of the century-old fireplace, a charming spot to overnight while visiting the area or to stage their biggest life events and celebrations, we hope the peaceful beauty of our Heritage House will enrich people’s lives in big and small ways.

With great joy and anticipation,

Bob and Jennifer Robinson
Utilities

has been prepared by AL Sewer & Drain, Steve Studley, 343-1030.

Proposed septic replacement plan/hook-up to Village wastewater
Dear Ms. Stout,

Thank you for the letter we received about the upcoming meeting concerning our neighbor's request for approval of their development plans. We appreciate the opportunity to ask questions of the land owners and the commission about this request and it's possible effects on the neighborhood. These questions are in regard to SDP 20-01 site development plan for a two-unit short-term rental and office space at 4036 Corrales Rd.

1. Since access to the building is gained on Priestly road, it is vital the plans include enough off street parking to accommodate all guests and or clients using or patronizing the office space. Previous owners of this property, who operated two businesses from the home, did not provide off street parking. Clients parked on each side of Priestly Rd. and sometimes in front of the communal mailboxes creating a choke down of this narrow, high density road making it quite dangerous for pedestrians, equestrians, cyclists, and skateboarders etc. Will P&Z confirm this Village ordinance is clearly adhered to in these plans?

2. Will P&Z please check and confirm building plans concerning indoor, outdoor, and motion sensor parking lighting if installed conform to the Village lighting ordinance? Light glare is a major problem and concern in our high density neighborhood and Village.

3. Will P&Z assure neighbors the quiet hours will be observed by all guests and tenants using this business/rental site?

4. If visitors and/or renters of this property are allowed to have pets, can P&Z inform owners of Village ordinances concerning leash laws, waste disposal and odor control and assure neighbors these ordinances will be followed?

5. If a business sign is erected, will P&Z affirm the sign will not block view of traffic/pedestrian sight lines, other existing road signs? If the sign is lit or emits light, will the lighting be in compliance with Village lighting rules?

We ask these questions not as a form of opposition to our neighbor's requests but rather an upfront communication about concerns which, if addressed now, may provide a happy coexistence now, for years to come. We are supportive of our neighbor's business endeavor and are glad to be included in the process of making their plans become a reality!

Thank you Planning and Zoning for taking time to address these concerns. You serve such a vital role in our Village and we appreciate the work you do.

Sincerely,
Mary Boliek and Charles Poling
The following home occupation permit was administratively approved:

**ZOC 20-14.** “Massi Wyatt, Psy. D” at 20 El Dorado Road in Corrales. Mr. Wyatt will be providing clinical psychological services via telehealth/video conferencing only (no client visits to the home). Work will take place Saturdays between 8am and 3pm, utilizing approximately 100 square feet of a 2,100 square foot home.

Applications for platting and other zoning actions continue to pour in. Address applications, floodplain questions and certifications, grading and drainage plans, all the usual daily activities continue as normal. I hold meetings with applicants and others outside Village Hall at a table.

The tweaks to the Short-Term Rental ordinance (off-street parking, at least one parking space per bedroom being used for the rental, and specifying occupancy of two maximum persons per rental bedroom) SHOULD be on a Council agenda for first review during September. I'll report if I have the specific date.

Ordinance revisions regarding Streets is still underway, while suitable definitions for the various street “types” is worked out. The NMDOT functional classification guide uses traffic counts and other tools that the Village either doesn't have, or that doesn't work well in our specific situation.

Another important ordinance change is the "every five year" requirement that impact fees and land use assumptions in the far NW sector be re-evaluated by the Capital Improvements Advisory Committee. This will be underway soon.

I am beginning work on the annual MS4 report for the EPA. Our middle Rio Grande coalition is under an administrative continuance, but we are continuing river water monitoring and other efforts as if the permit were still active, as it will no doubt be revived at some point.
Report for July Activity

Planning and Zoning Department

Lee A. Brammeier, Building Official

Building Safety Division Report: August 9, 2020

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 July 2020

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This is an estimate of the value of the construction.
Report for July Activity

Buildings Permit Plan Review:
Plan reviews turnaround times have stayed at 3 weeks from time of submittal until first review.

Building Inspections:
Inspections have been busy and for the second month in a row and have come in at 46.16 of which were Live Remote Inspections for July as the 28 permits issued in May were all in full swing by July.