PLANNING AND ZONING COMMISSION
Date of Meeting: Wednesday, February 19, 2020, 6:30 PM
Location of Meeting: Council Chambers

DRAFT AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

January 15, 2020 Regular Meeting

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

VI. PUBLIC HEARING ITEMS

ZOC 20-04. Applicant Zachary Furlow of 61 Tamarisk Trail in Corrales requests home occupation permit approval for “The Shapen Oar, LLC”, which will use 200 square feet (in an attached garage) for a woodworking/carpentry workshop.

STR 20-03. Owner Karen McVey of Oakland, CA and operators Chip and Linda Babb of 3128 Renaissance Loop SE in Rio Rancho request short-term rental application approval for a 3-bedroom house located at 140 Wagner Lane in Corrales. This property is zoned A-1 Agricultural and Rural Residential.

STR 20-04. Owner and operator Gary Johns of 6461 Coventry Hills Dr. in Rio Rancho requests short-term rental application approval for a 2-bedroom house located at 637 Dixon Road in Corrales. The property is zoned A-1 Agricultural and Rural Residential.
SUB 20-01. Agent Community Sciences Corporation is representing property owner Phillip Cordova of 482 W. Meadowlark Lane, Corrales and Shawn and Caryl Stuart of 648 W. Meadowlark Lane, Corrales. They are requesting Summary Plat approval to adjust a lot line between existing 2.43-acre Lot 2, Lands of Stuart and existing 1-acre Lot 5, Arbole Grande, thereby creating 1.8-acre Lot 2-A, Lands of Stuart and 1.7-acre Lot 5-A, Arbole Grande. These properties are zoned A-1 Agricultural and Rural Residential.

VII. OTHER BUSINESS

VIII. PZA REPORT

IX. COMMISSIONERS FORUM

Work Study discussion

X. NEXT HEARING: March 18, 2020

XI. ADJOURNMENT

Laurie Stout, Planning and Zoning Administrator 2-12-20
PLANNING AND ZONING COMMISSION
Date of Meeting: Wednesday, January 15, 2020, 6:30 PM
Location of Meeting: Council Chambers

DRAFT MINUTES

I. CALL TO ORDER

II. ROLL CALL

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

III. APPROVAL OF AGENDA


IV. APPROVAL OF MINUTES

November 20, 2019 Regular Meeting


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

(None)

VI. PUBLIC HEARING ITEMS
VAR 19-05. Applicant (property owner) Laurie McPherson of 114 Coronado Road, Corrales, NM being represented by Gary Bennett of Gary Bennett Companies, Inc (general contractor) is requesting a Variance to the required 10’ side setback. A pump house and storage shed very near the western property line was damaged and the applicant wishes to replace it in the same spot.

Gary Bennett (representative, sworn): I’m a resident of Corrales and a general contractor. I was contacted by the applicant/owner who had a 12’ X 20’ concrete building that was damaged when a tree fell on it. The tree damaged the building beyond repair. It is used to house equipment for two water wells. The building was constructed in the 1940’s, about 7 inches off the property line. The request is to be able to reconstruct the building in the same location. Part of that request is that there are some logistical challenges between the building and the (drive) entering into the property; we have a large lean-to structure located east of the building. Moving the building to the east would impede this (drive) as we only have 12-13 feet there.

The building has traditionally been used for livestock feed and rodent protection so the use of the building is important to her. We would like to be able to continue that use where it’s located. The owner has obtained letters from neighbors immediately adjacent to the property. The property to the west has a vacant field there. The neighbor to the west has provided a letter saying she has no problem with the building being constructed in the same location. We have also notified other neighbors per the zoning administrator’s requirement, so I think that ostensibly presents the case.

Commissioner Morris: It’s 7 inches from the property line?
Bennett: Correct.

Commissioner Morris: Right on the other side of the property line, is there a building?

Laurie McPherson (property owner, 114 Coronado Rd., sworn): It’s a horse pasture, and a corral.

Commissioner Morris: The Village had made a suggestion, would it be possible for you to make the building a little bit shorter, so that there is a little more room between it and the property line?

McPherson: It’s also my dry heated storage, so all my seasonal clothes and art supplies—it was full.

Bennett: Because it is a vacant field, there are no other structures. I don’t think repair of the fence would be impeded by the building being reinstalled in the same location.

Commissioner Morris: I understand, but I was wondering in the future that there’s a chance someone might want to build, they would still have a certain amount of distance.

Chair McCandless: Does this rebuild entail tearing out the foundation and redoing it?
Bennett: Yes, it does. Of course, that will be permitted through the Building Official here.

Chair McCandless: And you have explored changing the orientation? As it stands right now, the long axis comes toward the drive; if you shifted it 90 degrees or even not that far—

Bennett: It’s located now between two trees; we’re trying to preserve them. The thought was that perhaps the foundation footings would be in such a way that maybe the tree roots had rerouted themselves. Once we tear that foundation out, we will see. If we rotated the building 90 degrees, as you mentioned, we would tear into a bunch more roots.

McPherson: But the trees are going to be in the way, regardless.

Commissioner Morris: Do you have any concerns about those cottonwoods falling?

McPherson: I spent 6k on tree trimming last year.

Ginger Hunter (112 Coronado Rd, public commenter, sworn): I own the house across the street, I believe. We don’t have any issues. Is it going to be blocking the driveway?
(Mr. Bennett identified the location of the building on the property at 114 Coronado Rd.)

Hunter: I don’t think that’s going to affect us at all. We did receive the letter.

Laurie Stout, PZA: Mr. Chair, could we get affirmation that the roof slope will remain north/south?

Bennett: Yes, we’re going to rebuild the building as close to original as possible.

Stout: To prevent water from running onto the adjacent property.

Bennett: Right, we’re not doing anything to change the drainage.

Commissioner Stermer: I'd just like to publicly comment, it's really good to see the process work. We have the letter, the opportunity to hear about it, and thank you for coming.

STR 20-01. Applicants Juris Zarins and Lynn Newton request short-term rental permit approval for a one-bedroom casita on their property at 837 Camino de la Tierra in Corrales. Applicants live on the property.

Chair McCandless: This is a short-term rental application, our very first one. We have two applications this evening. I would like to say at the outset, this is a new ordinance, and there are probably going to be questions of procedure and interpretation that are going to come up. As Commissioners, we're going to be wrestling with getting it right and setting a good precedent.

Lynn Newton (applicant, sworn): We have a one-bedroom casita on our property. We are currently listed on Airbnb. Our listing occupies two people, max. People stay anywhere from 1-7 nights.

Juris Zarins (applicant, sworn): It's a little casita behind our house. My wife and I live in the house. I'm retired, but use one of the rooms that was originally a bedroom for archeological work. My wife uses that office as well; she is a realtor. We only rent the casita when we are present. If we are away, we block off (those dates). We don't allow people to stay there if we're not there.

Commissioner Killebrew: You have gotten the (short-term rental) ordinance, read through it?

Newton: Yes.

Commissioner Killebrew: You understand what pertains to short-term rentals, licensing, taxes?

Newton: Right. As of last July, Airbnb starting remitting the gross receipts tax automatically. We do understand the 3.5% Lodger's Tax is something that we are responsible for collecting. Our guests that are booking are now subject to that. As soon as I heard about this, I wanted to be on top of it. (Lodger's Tax) is now set up in my system and we are collecting it.

Commissioner Killebrew: Airbnb collects GRT for you, which is nice. Will they do Lodger's Tax?

Zarins: We talked to Laurie about the lodge's tax. That’s something the Village will collect. We collect it, and remit to the Village once a month.

Newton: I've already added it to our listing. All new bookings will include the 3.5% lodger's tax.

Chair McCandless: You have two people that will be staying in the casita. Do you have a limit on parking?

Newton: One car, usually. We ask them to notify us in advance if there's a 2nd car. Very rarely does that happen. We don't allow RV parking. And no parties. We're very conscientious of this, and of our neighbors. We've been doing this for 3 years now, and I can honestly say we've had no issues with noise, or disturbance from people staying there.

Chair McCandless: Ms. Stout, a question for you. Section 18-39 (3) (c) requires one and a half parking spaces per guest room? Have you examined the dimensions here?

Stout: Yes, their driveway is very long, and parking on-property is available.

Newton: We direct our guests to park to the right of the garage. That is the dedicated parking spot.

Chair McCandless: If they have a friend or relative over, where do they park?

Newton: Right behind, but it's rare that that happens.

Zarins: Surprisingly, it's not been an issue.

Chair McCandless: Like I mentioned, one of our concerns is setting a good precedent. We're charged with insuring that we're adhering to the ordinance, which says "one and one-half" parking spaces per guest room. I would have to rely on Ms. Stout to confirm that requirement is met.

Stout: Technically that would be 13 ½ feet wide. There is that much room there, but of course you can't park half a car. There is additional room on the driveway for on-property parking.

Chair McCandless: With your septic system, it's set up for 3-bedrooms on the property.

Zarins: Correct.

Chair McCandless: In the house you have three rooms that could conceivably be considered bedrooms, even though you use one as an office. And the 1-bedroom casita. So technically speaking you have 4 bedrooms there. So I'm a little concerned that your septic system is undersized.
Newton: I’d like to point out that each (short-term rental) permit is for the individuals, and they are not transferable. There are two people living in our home. The way we are using our home is as a 2-bedroom main home plus one-bedroom casita. We (would ask you) to consider that.

Stout: Any new owners of this property would have to come back and do a new application.

Chair McCandless: I understand your situation because that’s my situation as well. The technicality of it is—that if you have a 3-bedroom house, no matter how you use those rooms, you have to size your septic according to that number. When you bought the house, did you add the casita?

Newton: No, it was already there.

Zarins: It was built in 2003 by the previous owner.

Chair McCandless: Ms. Stout, I think this is one of those areas where we are going to have to explore just how tightly we need to adhere to the NMED requirements. This is a difficult situation because it’s pre-existing, when you bought the property it was set up this way…

Newton: That’s why we bought the property.

Chair McCandless: I’m sure, and yet there is, in a sense, a non-compliance there.

Stout: For the purposes of this application, their testimony under oath (is only 3 bedrooms). I was comfortable—that’s why I requested to see the home office.

Chair McCandless: Do we compromise the Village’s position in the long run? I’m not questioning your motives. Let’s say a year down the line we have a similar situation that’s not as clean as this one. Are we compromising the Village’s position by allowing a precedent?

Commissioner Morris: Are we able to approve it with the condition that the study not be used during the period of their permit as a bedroom?

Chair McCandless: I do think the ordinance as written allows us to set additional conditions. That was explicitly stated in the new ordinance. So that might be one way to address that issue.

Commissioner Morris: So, in a way it’s like a variance.

Chair McCandless: Yeah, kind of.

Commissioner Morris: I don’t know if it would be called a variance or if we could just have a condition on the permit that says that will never be used as a bedroom.

Newton: Which I would sign right now!

Stout: A variance wouldn’t be necessary. (The Commission) can certainly make it a condition of approval that the applicant acknowledge this room will remain an office and not a bedroom.

Chair McCandless: OK. Any other questions, Commissioners?

Commissioner Stermer: I move that this short-term rental STR 20-01 be approved with the condition that the owners continue to use only two of the bedrooms in the main house.

Chair McCandless: Commissioner Stermer has moved that we approve the application subject to the owners not using any more than 2 bedrooms in the main house. Second: Melissa Morris. Vote: Yes: John McCandless, Melissa Morris, Jerry Stermer and Ken Killebrew. Unanimous.

STR 20-02. Applicant Linley Simmer York requests short-term rental permit approval for a 2-bedroom house and one-bedroom casita located at 984 Old Church Road in Corrales. The property is entirely rentable; applicant lives elsewhere in Corrales.

Steven York (104 Nobles Lane, applicant, sworn): I’m Linley’s husband. She’s down with the flu. My wife purchased the house in late 2018. It’s a historic house next to the Old Church. We’ve been renovating and improving it. It’s a 2-bedroom house with a 1-bedroom casita right in the back and we would like to be able to rent it on a short-term basis. It’s right next to the Old Church and we are anxious that the way it’s rented is going to be an asset to the area and that it won’t create any kind of issues. Our intention is to ensure there aren’t too many people there, too many cars, noise or whatever. We don’t live there. We spoke with Laurie Stout and understand that there are some concerns about parking. I can explain the situation if you’d like.

Chair McCandless: Go ahead, we can hear your perspective and that will help the Commissioners.
York: Looking at the requirement for 1 ½ parking spaces per guest room, there are 3 guest rooms—two in the larger house and one in the casita. Within the wall on the west side it's about 30 feet wide between the borders there, so that's enough for three, 9-foot spaces there. And the maximum depth there is about 29 feet as well. So from our perspective certainly there are 3 spaces where you can go in facing east, against the west-facing wall, and there is space for an additional 9' x 20' parking space there. In addition, there is parking historically as far as we can tell in the northeast corner of the Old Church parking lot. Typically, there are several cars parked there, and we park there all the time since we've owned the place. Just to see how much of a historical practice there's been I spent some time on Google Earth and went through their historical images and they have images that go back to about 1991 and in many of those you can see there are 2 cars parked facing the south facing side of the house. I also looked into the arrangement the Church had. The Catholic church transferred the church to the Historical Society and it was further transferred to the Village and it seems the transfer was subject to whatever existing easements there were across and through the property. That’s where we are. It looks to us like there are two spaces that have been used historically for 30-some years, and then the three spaces in front with space for an additional slot as well.

Chair McCandless: I'm having a little difficulty picturing that part of it. I'm familiar with your “front yard.” You come up and there's space between the wall and the road. So you're saying that space is about 30' wide and about 29' long?

York: Yes. The road angles there so it would mean 3 parallel spots pointing to the east. And that would be three, 9' x 20' pieces. And to the west of that you would have a sort of perpendicular one that is also 9' x 20' but is behind the other three.

Commissioner Killebrew: It's off the road?

York: Yes, off the road. It's outside the right-of-way 5' from the pavement.

Chair McCandless: If I'm picturing this correctly that would mean you'd have 3 cars parked and one parked crossways behind them?

York: Yes. Plus the other spots on the south side of the house in the Old Church parking lot.

Commissioner Killebrew: This is a lot of fun because there's case law all over the country about traditional access. If you've gone through a farmer's field for 20 years, or walked through someone's property to get to the beach for 20 years, they cannot stop you. The courts have firmed that over and over. Do you have any paperwork that shows any traditional easements?

York: No, I haven't been able to find anything. I think that at that time there wasn't a whole lot of concern... I do know the land for the Old Church was reportedly donated by one of the families that built at least part of that structure. I would guess that they had access there. There may be information out there but I haven't been able to find it. I'm just looking at the more recent use that I've been able to document and looking at the indication that people have been using it without anyone having an objection.

Chair McCandless: There is an easement that runs through there. It's a legal easement recorded with the County and for the two owners that are on the east side of the parking lot. One of them is south of your wife's property and the next one directly south of that. It's a 20-foot easement—I know because I'm the Preservation and Maintenance Chair over at the Church and I've spoken with your wife about that and I believe I gave her copies of those easements last fall. So, there's a 20-foot easement that runs parallel to (your south property line), and then it makes an L to get to this over here and there's a little bit of a radius in there. Those easements are for those 2 property owners granted by the Village to the property owners at the time. Your wife's property is not part of the easement. I agree it's a bizarre situation because the property line runs down the edge of your portal and the property corner I think is buried in the wall. I guess my hesitation is that you're saying we have 3 rooms and we need 4 ½ parking spots and really you only have three spots. It's going to be difficult to park one car behind the other 3 feasibly. So, you need another 1 ½ parking spaces. I'd be very hesitant to have the Commission approve your use of the Old Church parking lot because I don't know that we have the authority to do that. I think there needs to be some kind of written agreement between your wife and most likely the Village (not the Historical Society since the society manages it but doesn't own it.) I've asked Ms. Stout to look into that and to talk to the Village Administrator to find out who has the authority to grant that permission and settle the
question that way. We are entering into a formal agreement between your wife and the Village by
allowing this (short-term rental) permit. So, it would be wise for the Village’s part, and yours as well,
having something in writing.

York: I understand. I’ve searched the County records looking for the easements and I did find easements
in favor of the two houses there.

Chair McCandless: In my work with the Historical Society there were questions that came up in the 90’s
about existing easements and nobody could find any. And yet you had people who clearly had to have
access to those other two properties, they had no other access. I’m guessing that’s why the easements
were developed and formalized.

York: I guess the easements weren’t creating the right, they were acknowledging the right.

Chair McCandless: And protecting that for both parties.

Commissioner Killebrew: From that parking spot on the Church property--is there direct access to the
casita?

York: There’s direct access to the porch on the south side of the casita from that little parking spot.
Typically, along that wall in the northeast corner that faces north/south there are normally 2-3 cars parked
there when we’re there. There are some railroad ties there so it is clearly set up as a parking spot and has
been used as such for a long time. The parking is kind of out of the way, it’s not by the street so it seems
there’s very little potential harm to the Village.

Commissioner Morris: It seems to me the Commission needs to determine the factors needing
consideration for the future. We’re going to have these historic properties, we’re going to have properties
that have been doing whatever they’ve been doing for a long time. We need to make sure there’s plenty of
room for people to get in and out. I think we need to talk about how we’re going to approach the kinds of
things that will be coming up. I know we have some leeway, but not sure if we have leeway to soften
whatever the requirements of the ordinances are. But if we do have that, we need to know what we’re
going to be looking at. It has to be done on a case-by-case but we have to have some guidelines. I don’t
know if that’s something we can work on among ourselves. Then we’ll have a little more to go on when
we have these questions.

Chair McCandless: Again, we’re working our way through this. I appreciate your point. My only
hesitation is we don’t know what to anticipate at this point, these things are popping up tonight.

Commissioner Morris: We’ve got the attorney--he can tell us whether we have wiggle room. Have you
discussed this with him?

Stout: Not this particular issue, no. But for the purposes of this particular application: The Old Church
parking is not guaranteed. The parking shown on the west side of the wall, that’s actually excess right-of-
way owned by the Village. Without relinquishing ownership of the land, we’re willing to grant three
parking spaces on that west side, as I believe that is what’s available there, and as long as five feet of
“shoulder” from the pavement remains clear. Another work-around or condition could be that the
applicants tell their guests that this is a historic property and each bedroom has only one parking spot.
That could work.

Commissioner Morris: In their ad?

Stout: Yes, and acknowledge it here, tonight.

Commissioner Stermer: What we see on this sketch, is three parking spaces.

York: I take exception to that. When the land was purchased, it was purchased based on a survey
description that goes out to nails that are in the road.

Stout: I saw the excess right-of-way portion on the most recent Middle Rio Grande Conservancy District
Map from 2014.

York: That’s maybe something that could be clarified at some point.

(Discussion about ownership of the excess right-of-way west of the applicant property.)

Commissioner Killebrew: What I heard Ms. Stout say is that, to get back to your permit application—
that’s what we really want to discuss here. Try and figure out a remedy. Whether you own it or not, you
are going to have three parking spots. One thing you can do is make it clear there are only three parking
spots when you book a short-term rental. You could try and get a parking permit from the Village (for the
Old Church lot). That’s between you and the Village and won’t work right now. If you want your permit at this point, perhaps guarantee that you’ll advertise that there are only three parking spaces.

York: Well, that’s fine to say, but if you’re recognizing that there are three spaces for purposes of the permit, the title of that (piece of) property is different, I think.

Commissioner Killebrew: That’s right. That’s not our venue.

York: If the Commission is saying that for purposes of the short-term rental application, you recognize three spaces to the west, we notify people...

Commissioner Killebrew: And at some point, you want to work out something with the Village at that (Old Church parking lot) area, I don’t think anybody’s ever gotten a parking ticket.

York: How about this as a suggestion. If we limit the application to the two bedrooms in the house, and reserve the additional room in the casita for some time when there’s clarity about the parking situation.

Chair McCandless: I think that’s a good, clean, straightforward solution. I do still think we should sort out the ownership. I suggest you talk to the Village Administrator. I went back and said, well where is the most recent agreement between the Village and the Historical Society? I think it’s relatively moot because the Village owns the (Old Church parking lot) and they’re going to be the ones to grant permission. But if you limit the occupation to two rooms, you would have adequate parking out front. It would be a non-issue. You would then have the opportunity to pursue permission for parking in the Old Church parking lot and open up the casita at some future point.

York: I just wouldn’t want the approval itself to determine or appear to determine who owns what land there in front.

Chair McCandless: It sounds to me, from the Village’s point of view, they’re wanting to work with you on the three spaces to the west. Even if it is technically the Village’s property, they are willing to grant that permission. For the purposes of the application, probably moot. The Old Church parking lot, a little bit different issue.

Commissioner Killebrew: I move that we approve STR 20-02 for 984 Old Church Road with the condition that the rental is only for the two bedrooms in the main house. Second: Jerry Stermer. Vote, Yes: Join McCandless, Melissa Morris, Jerry Stermer and Ken Killebrew. Unanimous.

Chair McCandless: Thank you for your forbearance as we work through these things.

VII. OTHER BUSINESS

VIII. PZA REPORT

IX. COMMISSIONERS FORUM

Chair McCandless: I think Commissioner Morris’ point—can we have some training or a work study where we have a chance to take a look at and perhaps anticipate some issues that will come up with the new ordinance.

Commissioner Morris: Something that will guide us as to how much leeway we can give. Whether we’re just absolutely stuck with the detail of the ordinance or not. If not, then how we can apply it.

Chair McCandless: I’m going to mention this, Ms. Stout, and we can discuss it later, perhaps if we can set up a Work Study we can invite the Village legal counsel to give us some guidance as well.

X. NEXT HEARING: February 19, 2020
XI. ADJOURNMENT

Motion to Adjourn: Ken Killebrew. Second: Jerry Stermer. Vote: Yes: John McCandless, Melissa Morris, Jerry Stermer and Ken Killebrew. Unanimous

Laurie Stout, Planning and Zoning Administrator 1-20-20

John McCandless, Chair

Planning and Zoning Commission
ZOC 20-04, Home Occupation Permit request, 61 Tamarisk Trail,  
“The Shapen Oar, LLC”, Staff Summary

Applicant Zachary Furlow of 61 Tamarisk Trail in Corrales is requesting a home occupation permit to operate “The Shapen Oar, LLC.” He will utilize 200 square feet (attached garage) of a 2600 square foot home as a workshop for woodworking and carpentry. The property is zoned A-1 Agricultural and Rural Residential.

The applicant indicates work will take place Monday through Friday from 8-5. Wood and hardware items will also be stored in the garage workshop. On-property parking is shown, as required, although the applicant states there will be no client visits to his property.

Applicant has obtained a New Mexico CRS (tax identification number) as required.

**Recommendation: Approve ZOC 20-04.** This application is compliant with 18-45 (c) Home Occupation permits.

I observed the yellow “legal notice” sign properly posted at the front of the property on February 7, 2020.

Laurie Stout, Planning and Zoning Administrator  
2-8-20

Date
Application for 2019 Home Occupation Permit

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

**Instructions:**

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

2. Submit the application, $35.00 fee and nine (9) copies of all required materials, to Planning & Zoning. If the application is complete, the administrator will in some cases be able to provide review, or otherwise will schedule a hearing by the Planning and Zoning Commission within 60 days of a 100% complete application. If the application is not complete, it will be returned and will not be set for hearing until resubmitted in a complete form.

3. If Planning & Zoning Commission approval is necessary, you will post an easy-to-see notice (yellow sign), which you must obtain from the Village, for fifteen (15) days prior to the meeting when your application will be heard.

4. Attend the hearing and be prepared to answer questions.

5. Obtain a Village **business registration** ($35 fee annually) within 90 days, if your ZOC is approved by the Commission or Administrator.

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

**General Information**

Name of Applicant: **Zachary L. Furrow**

Date: **1/23/20**

Physical Address: **61 Tamarisk Trl**

Mailing Address: **61 Tamarisk Trl**

Phone: **908 636 9899**

Email Address: **Zach@thechaparral.com**

Legal Description: **Appleton Hills**

Subdivision: **YA**

Lot/Tract: **A**

Map No.: **A**

Acreage: **0.93**

Zoning: **A1**

Are you the property owner? Yes / No / Yes / No. Do you reside here? Yes / No / Yes / No. If you are not the property owner, you MUST attach a letter signed by the owner granting
approval for the proposed business use.

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

Total Square Footage of Home: __2600__
(Exclude Garage unless part of ZOC) Square Feet

How many square feet of the home will you use for your home business? __200__
(Cannot exceed 25% of total, or 45% in Neighborhood Community and Office District NCOD)

Will you use Accessory Structures in your ZOC? Yes ______ No ____

If yes, how many square feet of Accessory Structures will you use for your home business?
__N/A__ (Cannot exceed 2,000 square ft., or 4,000 in NCOD)

What is the name of your business? The Shapeen Door LLC

Briefly describe your business and its functions ________

Woodworking, carpentry

What days/hours will your business operate? ________

Will clients/customers be coming to your home? Yes ______ No ____
If yes, please circle how many persons/vehicles will come to your home for business purposes:
Per Day: 1-5; 6-10; >10; N/A
Per Week: 1-5; 6-10; 11-20; >20.

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

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

Will there be any materials storage? Yes ______ No ______
If yes, please explain what the materials are and how and where they will be stored.
Wood, various hardware items stored in garage.

Will there be any employees who are not residents of the property? Yes ______ No ____

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

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

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

Or, if applicable:

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

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

Or, if applicable:

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

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

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

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

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

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

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

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

I certify that I meet the above requirements and will abide by them. I understand that I may lose my home occupation permit and business license if I violate any of these requirements. I also understand and agree that any representation made by me in connection with this application, whether orally or in writing, is deemed to be a condition of the home occu-
pation permit, and violation of such condition may result in loss of my home occupation permit and business license.

Signature of Applicant: ___________________________ Date: 1/23/20

PLANNING & ZONING OFFICE USE ONLY

Received By: ___________________________ Date Received: _____________ File No.: ZOC-20-04

Amount Paid: $35.00 [ ] Cash [ ] Check No.: ___________________________ Receipt No.: 17395

Credit Card No. ___________________________

Application Reviewed and certified complete by: LAS Date: 1/24/20

Planning and Zoning Commission Approval/Denial:

APPROVED with the following conditions, if any:

_________________________

Village Approval: ___________________________ Date: ___________________________

Village Administrator (hearing date, if applicable)

Ninety Day Business License Application Deadline: ___________________________

DENIED with the following findings:

_________________________

_________________________

Denial: ___________________________ Date: ___________________________

Village Administrator (hearing date, if applicable)
This Registration Certificate is issued pursuant to Section 7-1-12 NMSA 1978 for Gross Receipts, County Gross Receipts, Municipal Gross Receipts, Compensating and Withholding Taxes. This copy must be displayed conspicuously in the place of business. Any purchaser of the registrant's business is subject to certain requirements under Section 7-1-61 NMSA 1978.

Cabinet Secretary

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

This Certificate is NOT TRANSFERABLE
I, [Zackary L. Fowler] (applicant/agent) acknowledge receipt of a yellow “public notice” sign from the Village of Corrales that must be displayed and visibly available to passersby on the road at the entrance to the subject property, from end of day February 19, 2020 through 6 pm on Wednesday, February 19, 2020.

A Village representative will be by the property to assure this posting has been completed. If your sign cannot be located by Village rep, your hearing will be postponed till the next meeting.

[Signature]

[1-27-20]

Date

(ZOC 20-04, The Shapen Oar, 61 Tamarisk Trail.)
STR 20-03, Residential Short-Term Rental Permit Application,
140 Wagner Lane, Staff Summary

Applicants Chip and Linda Babb of 3128 Renaissance Loop SE in Rio Rancho, on behalf of property owner Karen McVey of 1713 Filbert Street, Oakland, CA, request a short-term rental permit for a three-bedroom, 3,900 square foot house Ms. McVey owns at 140 Wagner Lane in Corrales. This property is zoned A-I (Agricultural and Rural Residential).

As per Village of Corrales Ordinance 19-006, the following items are required to be submitted for a STR application, applicable to A-1, A-2 and Historic zoned properties:

(a) (Indicate) the maximum number of occupants and vehicles that the dwelling unit and any accessory structures can accommodate. There can be no more than six guest rooms on a residential short-term rental property.
   (Applicant has provided a short narrative email dated 1-21-20, and an additional email dated 1-27-20: the home accommodates up to 6 adults with ample parking on the lot. Seven parking spaces shown.)

(b) A Google map or similar showing the entire property, all roads which abut the property and at least 25 feet of adjacent properties, showing on-site parking and areas subject to the short-term rental business.
   (Aerial view provided, with house and parking indicated.)

(c) Floorplan showing all bedrooms within the dwelling unit and any accessory structure(s) on the property. (Provided. Two bedrooms downstairs; master bedroom upstairs.)

(d) Off-street parking as required by Section 18-39 (3) Short-term rental lodging establishments. (Provided.)

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

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

(g) The name, mailing address, email address, and contact phone numbers (including 24-hour emergency contact numbers) of the operator and the local contact person for the owner of the residential rental.
   (The Babb’s are the operators. Contact information provided.)

(h) A valid New Mexico gross receipts tax number for the operator. (Included. Ms. McVey is responsible for the GRT for this property and has applied for and received a tax ID number.)

(i) Short-term rental permit application fee. (Paid.)
The applicant has acknowledged in writing on the application form that the short-term rental is to be used for overnight accommodations and not be advertised or utilized as an event center; and that a fire inspection and Village of Corrales business license will be required. All short-term rental applicants also acknowledge that the short-term rental should not create nuisances detectable from adjacent properties.

I observed the yellow “notice” sign properly posted on site on February 6, 2020.

Please note: Ms. McVey plans to move into the house in August 2020, at which point she will continue to rent two of the bedrooms.

Recommendation: Approve STR 20-03. Fully compliant with Ordinance 19-006.

Laurie Stout, Planning & Zoning Administrator

Date
Application for Short Term Rental Permit

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

Instructions:

1. Fully and accurately complete the application and attach ALL the following:

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

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

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

   (d) Off-street parking as required by Section 18-39 (3) Short term rental lodging establishments. (One and one-half spaces dedicated per guest room.)

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

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

   (g) The name, mailing address, email address, and contact phone numbers (including 24-hour emergency contact numbers) of the operator and the local contact person for the owner of the residential rental.

   (h) Short-term rental permit application fee.

   (i) A copy of your valid New Mexico CRS ID certificate. An application without these required attachments is not complete.

2. Submit the application, $150.00 fee and nine (9) copies of all required materials, to Planning & Zoning. If the application is complete, the administrator will schedule a hearing by the Planning and Zoning Commission within 40 days of a 100% complete application. If the application is not complete, it will be returned and will not be set for hearing until resubmitted in a complete form.
3. You will post an easy-to-see notice (yellow sign), which you must obtain from the Village, for fifteen (15) days prior to the meeting when your application will be heard.

4. Attend the hearing and be prepared to answer questions.

5. Obtain a Village business registration ($35 fee annually), if your STR is approved by the Commission.

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

GENERAL INFORMATION

Address of Short-Term Rental 140 Wagner Lane

Name of Property Owner Karen McVey (McVey) Date 1-16-2020

Physical Address: 1713 Filbert Stree Oakland CA 94607 propertypleasers@aol.com

Mailing Address 1713 Filbert City Oakland State CA

24-hour Emergency Contact Phone 510-381-8352

Name of Operator Chip & Linda Babb Date 1-16-2020

Physical Address: 3128 Renaissance Loop SE RR 87124 chipbabb@gmail.com

Mailing Address P.O. Box 2546 City Corrales State NM 87048

24-hour Emergency Contact Phone 505-228-5225

STR Property Legal Description: Lot 4 A1C Map No.:

Acreage: 1 acre Zoning: A-1

Does the owner reside on the property? Yes No X (until August 2020)

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

Total Square Footage of Home: 3900 (Exclude Garage unless part of STR)

How many square feet of the home will you use for the STR? 3000

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

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

What is the name of your business? Karen McVey (McVey)

How many guest bedrooms will be rented on the property? 2-3 * (until August 2020, then 2)
Will there be any employees who are not residents of the property? Yes ___ No X__

The statements below track the requirements of the Village Code section governing STR permits. (Chapter 18-45(g)). By initialing these items, you certify that you meet these criteria and will abide by them if your STR is approved. Violating these requirements may result in revocation of your short term rental permit, fines, and/or other penalties.

**INITIAL EACH APPLICABLE ITEM.** (Do not use “X” or a check mark.)

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

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

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

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

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

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

_cb_ g. Operation of the STR should not create nuisances detectable from adjacent properties.

**Commission approval.** The Planning and Zoning Commission may approve a short-term rental permit if the Commission finds that the applicant has met the requirements of Section 18-45 (g). The Commission may add such additional conditions or limitations upon the permit which may be appropriate to minimize any potential adverse impacts upon surrounding properties.

**Appeal Process.** An applicant who is aggrieved by the decision of the Planning and Zoning Commission may appeal the decision to the Governing Body by written notice to the Village Clerk of such appeal, to be made within ten (10) days of the date of the decision by the Planning and Zoning Commission. The matter shall be referred to the Governing Body for hearing at a regular or special meeting in the usual course of business. The decision of the Governing Body made thereof shall be expressed in writing; and the action shall be deemed final.

**Penalties** for violation of requirements of subsection (g) of Section 18-45.

I certify that I meet the above requirements and will abide by them. I understand that I may lose my short term rental permit and business license if I violate any of these
requirements. I also understand and agree that any representation made by me in connection with this application, whether orally or in writing, is deemed to be a condition of the short term rental permit, and violation of such condition may result in loss of my short term rental permit and business license.

Signature of Applicant: Charles Scott  
Date: 1-16-2020

---

**PLANNING & ZONING OFFICE USE ONLY**

Received By: Charles Scott  
Date Received: 1/23/20  
File No.: STR 20-03

Amount Paid: $150.00  
Cash  
Check No.:  
Credit Card  
Receipt No.: 12356

Application Reviewed and certified complete by: LAG  
Date: 1-22-20

Planning and Zoning Commission Approval/Denial:

APPROVED with the following conditions, if any:

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

Ninety Day Business License Application Deadline:  

DENIED with the following findings:

Denial:  
Date:  
Administrator  
(hearing date, if applicable)
Hi Laurie -
Here's the map file with parking and a corrected application form (I hope).

(Narrative:)
Karen McVey purchased the house from Chip and Linda Babb in December 2019. The house has been operated as a short-term rental since 2015 and she intends to continue the rentals, with Chip and Linda Babb taking care of operations until she actually moves to NM from CA in August. She will be living in the house when she moves to Corrales and will continue to rent out at least 2 of the bedrooms.

On Tue, Jan 21, 2020 at 5:13 PM Laurie Stout <LStout@corrales-nm.org> wrote:

From: Laurie Stout
Sent: Friday, January 17, 2020 8:18 AM
To: chip babb <chipbabb@gmail.com>
Subject: Short term application

Chip,

Meant to copy you on this yesterday. See items missing, below. I attached a new application (since some formatting and lines are missing on the submittal) and a Google map so the parking can be identified.

Pretty sure I caught everything (below) but will look again when re-submitted.

Laurie Stout
If all regular beds are used, 6 people. Guests have been known to bring a blow-up mattress for the floor for kids though, adding maybe 2...?

Chip

On Mon, Jan 27, 2020, 11:11 AM Laurie Stout <LStout@corrales-nm.org> wrote:

One thing I just noticed while trying to do the summary for the Commission: what is the maximum number of occupants you list for 140 Wagner Lane? That number is needed, thanks.

Laurie Stout

Village of Corrales
**PROPERTY TRANSFER EVALUATION REPORT**

For PERMITTED ONSITE LIQUID WASTE SYSTEMS

### GENERAL INFORMATION

<table>
<thead>
<tr>
<th>EXISTING PERMIT INFORMATION</th>
<th>Existing Permit Number(s)</th>
<th>Lot Size on Permit (to 0.01 acres)</th>
<th>Number of Bedrooms on Permit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>E.E. 15 009 8</td>
<td>1.0 Acres</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>CURRENT OWNER INFORMATION</th>
<th>Name</th>
<th>Mailing Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Babbo, Charles and Linda</td>
<td>140 Wagner Ln., Corrales, NM 87048</td>
<td>505-228-5225</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROPERTY INFORMATION</th>
<th>Site Address</th>
<th>Uniform Property Code</th>
<th>Lot Size (to 0.01 Acres)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>140 Wagner Ln.</td>
<td>1-016-067-391</td>
<td>1.0 Acres</td>
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<table>
<thead>
<tr>
<th>RESIDENCE INFORMATION</th>
<th>Current Number of Bedrooms in Main Residence</th>
<th>Other structure on property being used as a residence?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 2 3 4 5 6 Other:</td>
<td>YES NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WATER SOURCE</th>
<th>Water Source (Circle One)</th>
<th>Well on your property?</th>
<th>Well Permit Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Private Well</td>
<td>YES NO</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER SOURCES OF WASTEWATER</th>
<th>Any other sources of wastewater on this property?</th>
<th>IF YES, What Permit Numbers?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YES NO</td>
<td></td>
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</tbody>
</table>

### THIRD PARTY EVALUATOR INFORMATION

<table>
<thead>
<tr>
<th>EVALUATOR INFORMATION</th>
<th>Name of Person Evaluating LW System</th>
<th>Name of Company</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>James Aaron</td>
<td>AARON BROS RSCS</td>
<td>505-867-5594</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THIRD PARTY EVALUATOR QUALIFICATION</th>
<th>License/Certification#</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM-98 MM-01 (MS-01) MS-01 PE NSF NEHA REHS/RS OTHER (Approved by NMED)</td>
<td>13036 ITC</td>
<td>08/31/2018</td>
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<table>
<thead>
<tr>
<th>SEPTAGE PUFFER INFO</th>
<th>Name of Company</th>
<th>Name of Septage Pumper</th>
<th>Is this a Qualified Septage Pumper under Section 99405 of Regulations?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AARON BROS RSCS</td>
<td>James Aaron</td>
<td>YES NO</td>
</tr>
</tbody>
</table>

### NOTICE TO OWNER OR AGENT

This report shall not be construed as a warranty that the system will function properly because of the numerous factors (usage, soil characteristics, previous failures, etc.) which may affect the proper operation of a septic system. Your signature below attests that the above detailed information is correct and true to the best of your knowledge.

**Charles Babbo**

Signature: **Charles Babbo**

Date: **7/3/19**
**LIQUID WASTE SYSTEM EVALUATION**

**Date of Evaluation:** 7/3/19

**LOCATION**
- Latitude: 35°13'54"N
- Longitude: 106°16'34"W

**Septic Tank**
- Size (gallons): 1200 Other: 250
- Tank Depth (Top of Tank to ground surface): 2' Feet
- Covers Secure?: NO
- Year Tank Manufactured:
- Manufacturer of Tank:
- Material: Concrete, Plastic, Fiberglass, Other

**ACCESS RISERS**
- Access Risers - Inlet & Outlet (Review'd 2005): NO
- Handle on Effluent Filter? (Required 2013): NO

**FUNCTIONALITY**
- How many Gallons were pumped for this evaluation?: 1250 Gallons
- Water Level in Tank at Outlet (Circle One): Below Invert
- Outlet Tee/Ball: (Circle One):
  - Yes: OK
  - No: NOT OK
- Inlet Tee/Ball: (Circle One):
  - Yes: OK
  - No: NOT OK
- Outfall Tee/Ball: (Circle One): OK

**VISIBLE DESCRIPTORS**
- Structural Cracking, Excessive Deterioration
- Rust Streaks, Exposed Aggregate
- Exposed Rebar/Wire, Tank/Manhole Deformed

**SEPTIC TANK SETBACKS**
- Setbacks to On-site Water Well (50 ft):
  - Met: Yes
  - Not Met: No
  - Unable to Confirm: N/A
- Setbacks to Neighbor's Well (50 ft):
  - Met: Yes
  - Not Met: No
  - Unable to Confirm: N/A
- Setbacks to Public Water Well (100 ft):
  - Met: Yes
  - Not Met: No
  - Unable to Confirm: N/A
- Setbacks to Septic Tank:
  - Met: Yes
  - Not Met: No
  - Unable to Confirm: N/A

**HOLDING TANK**
- High Level Alarm working properly?: Yes

**Disposal System**

**INSPECTION METHODS & OBSERVATIONS**
- Did you Probe Disposal Field Area?: Yes
- Any Indication of Previous Failure?: No
- Evidence of Ponding Water in Field?: No

**DISPOSAL SYSTEM SETBACKS**
- Setbacks to On-site Water Well (100 ft):
  - Met: Yes
  - Not Met: No
  - Unable to Confirm: N/A
- Setbacks to Neighbor's Well (100 ft):
  - Met: Yes
  - Not Met: No
  - Unable to Confirm: N/A
- Setbacks to Public Water Well (200 ft):
  - Met: Yes
  - Not Met: No
  - Unable to Confirm: N/A

**FUNCTIONALITY**
- Does the Disposal System Appear to be Functioning Properly?: Yes

**Note any Problems, Concerns or Comments:**

**LW902-3-1-15**
### Table: Advanced Treatment Systems Evaluation for Liquid Waste Permit

<table>
<thead>
<tr>
<th>TYPE OF ATS</th>
<th>Name of Manufacturer</th>
<th>Model/Capacity</th>
<th>Are you a Qualified MSP?</th>
<th>Yes</th>
<th>No</th>
<th>What Level of Treatment</th>
<th>Secondary</th>
<th>Tertiary</th>
<th>Disinfection</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUNCTIONALITY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aerator is working properly?</td>
<td>YES</td>
<td>NO</td>
<td>System appears to have been properly maintained?</td>
<td>YES</td>
<td>NO</td>
<td>Has System been meeting treatment levels required on permit?</td>
<td>YES</td>
<td>NO</td>
<td>DON'T KNOW</td>
</tr>
<tr>
<td>MAINTENANCE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Is there an active Maintenance &amp; Monitoring Contract currently in effect?</td>
<td>YES</td>
<td>NO</td>
<td>DON'T KNOW</td>
</tr>
<tr>
<td>Is there a Maintenance &amp; Monitoring event occurred within last 180 days?</td>
<td>YES</td>
<td>NO</td>
<td>Are Results of Maintenance &amp; Monitoring Report Attached?</td>
<td>YES</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note any Problems, Concerns or Comments

### Diagram

- **Wagner Ln**
- **Residence**
- **Septic Tank**
- **Drainfield**
- **Inspection Ports**

---

* Drawing is Not to Scale

All Regulatory Setbacks are met.
Thank you for registering your business using Taxpayer Access Point (TAP)

The New Mexico CRS identification number is 03-516075-00-6
Name: KAREN MCVEY
Confirmation Number: 1-668-110-656

A Business Registration Certificate will be mailed within 5-7 days. Refer to TRD's Website at http://www.tax.newmexico.gov/forms-publications.aspx for CRS-1 Filers kits. Subsequent returns can be filed and payments made online using TRD's website at http://www.tax.newmexico.gov TRD offers free CRS Workshops. Times and locations are located under 'Tax and Revenue Meetings' on TRD's website.

If you have any questions, please contact us at (505)827-0951 or 1-866-809-2335.
I, ______________________________ (applicant/agent) acknowledge receipt of a yellow "public notice" sign from the Village of Corrales that must be displayed and visibly available to passersby on the road at the entrance to the subject property, from end of day February 4, 2020 through 6 pm on Wednesday, February 19, 2020.

A Village representative will be by the property to assure this posting has been completed. If your sign cannot be located by Village rep, your hearing will be postponed till the next meeting.

____________________________
Signature

2/3/2020

Date

(STR 20-03, Short-Term Rental, 140 Wagner Lane.)
STR 20-04, Residential Short-Term Rental Permit Application,
637 Dixon Road, Staff Summary

Applicant Gary Johns of 6461 Coventry Hills Drive in Rio Rancho requests a short-term rental permit for a two-bedroom, 2,030 square foot house (up to four adult guests) located on property he owns at 637 Dixon Road in Corrales. This property is zoned A-1 (Agricultural and Rural Residential).

As per Village of Corrales Ordinance 19-006, the following items are required to be submitted for a STR application, applicable to A-1, A-2 and Historic zoned properties:

(a) (Indicate) the maximum number of occupants and vehicles that the dwelling unit and any accessory structures can accommodate. There can be no more than six guest rooms on a residential short-term rental property.
   (Applicant has provided a short narrative: the home accommodates up to four persons with a two-car carport plus two additional uncovered parking spaces.)

(b) A Google map or similar showing the entire property, all roads which abut the property and at least 25 feet of adjacent properties, showing on-site parking and areas subject to the short-term rental business.
   (Aerial view provided, with house and parking indicated.)

(c) Floorplan showing all bedrooms within the dwelling unit and any accessory structure(s) on the property. (Provided.)

(d) Off-street parking as required by Section 18-39 (3) Short-term rental lodging establishments. (Provided.)

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

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

(g) The name, mailing address, email address, and contact phone numbers (including 24-hour emergency contact numbers) of the operator and the local contact person for the owner of the residential rental.
   (Off-site owner is also the operator. Contact information provided.)

(h) A valid New Mexico gross receipts tax number for the operator. (Included.)

(i) Short-term rental permit application fee. (Paid.)
The applicant has acknowledged in writing on the application form that the short-term rental is to be used for overnight accommodations and not be advertised or utilized as an event center; and that a fire inspection (already requested and granted, in this case) and Village of Corrales business license will be required. All short-term rental applicants also acknowledge that the short-term rental should not create nuisances detectable from adjacent properties.

I observed the yellow “notice” sign properly posted on site on February 6, 2020.


Laurie Stout, Planning & Zoning Administrator

Date 2-8-20
Everyone who operates or plans to operate a short term rental at any location within the A-1, A-2, or H zones of the Village of Corrales must obtain a Short Term Rental Permit (STR) issued by the Village. (Ch. 18 Sec. 18-45(g), Codified Ordinances of the Village of Corrales.) To obtain an STR you must follow these procedures:

Instructions:

1. Fully and accurately complete the application and attach ALL the following:

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

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

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

   (d) Off-street parking as required by Section 18-39 (3) Short term rental lodging establishments. (One and one-half spaces dedicated per guest room.)

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

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

   (g) The name, mailing address, email address, and contact phone numbers (including 24-hour emergency contact numbers) of the operator and the local contact person for the owner of the residential rental.

   (h) Short-term rental permit application fee.

   (i) A copy of your valid New Mexico CRS ID certificate. An application without these required attachments is not complete.

2. Submit the application, $150.00 fee and nine (9) copies of all required materials, to Planning & Zoning. If the application is complete, the administrator will schedule a hearing by the Planning and Zoning Commission within 40 days of a 100% complete application. If the application is not complete, it will be returned and will not be set for hearing until resubmitted in a complete form.
3. You will post an easy-to-see notice (yellow sign), which you must obtain from the Village, for fifteen (15) days prior to the meeting when your application will be heard.
4. Attend the hearing and be prepared to answer questions.
5. Obtain a Village **business registration** ($35 fee annually), if your STR is approved by the Commission.

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

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**GENERAL INFORMATION**

**Address of Short-Term Rental**: 637 Dixon Rd.

**Name of Property Owner**: Gary Johns  
**Date**: 1/22/20

**Physical Address**: 6461 Coventry Hills Dr.  
**Email**: GarriessaProperty@gmail.com

**Mailing Address**: 6461 Coventry Hills Dr.  
**City**: Rio Rancho  
**State**: NM  
**Zip**: 87144

**24-hour Emergency Contact Phone**: 505-480-6956

**Name of Operator**: Gary Johns  
**Date**: 

**Physical Address**: 6461 Coventry Hills Dr.  
**Email**: GarriessaProperty@gmail.com

**Mailing Address**: 6461 Coventry Hills Dr.  
**City**: Rio Rancho  
**State**: NM  
**Zip**: 87144

**24-hour Emergency Contact Phone**: 505-480-6956

**STR Property Legal Description**: 5C-1 404 Lands of Wrenner Augustine  
**Map No.**: 18

**Acreage**: 0.96

**Zoning**:  

Does the owner reside on the property? Yes [ ]  No [X]  
If the operator is not the property owner, they MUST attach a letter signed by the owner granting approval for the proposed short term rental use.

**Total Square Footage of Home**: 2,030  
(Exclude Garage unless part of STR)  
**Square Feet**:  

How many square feet of the home will you use for the STR? 2,030

Will you use Accessory Structures for your short term rental? Yes [ ]  No [X]  
If yes, how many square feet of Accessory Structures will you use for your STR?

What is the name of your business? **Casita in Corrales**

How many guest bedrooms will be rented on the property? 2

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

Will there be any employees who are not residents of the property? Yes ____ No ☒

The statements below track the requirements of the Village Code section governing STR
permits. (Chapter 18-45(g)). By initialing these items, you certify that you meet these cri-
tera and will abide by them if your STR is approved. Violating these requirements may
result in revocation of your short term rental permit, fines, and/or other penalties.

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

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

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

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

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

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

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

g. Operation of the STR should not create nuisances detectable from adjacent properties.

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

Appeal Process. An applicant who is aggrieved by the decision of the Planning and Zoning
Commission may appeal the decision to the Governing Body by written notice to the Village
Clerk of such appeal, to be made within ten (10) days of the date of the decision by the Planning
and Zoning Commission. The matter shall be referred to the Governing Body for hearing at a
regular or special meeting in the usual course of business. The decision of the Governing Body
made thereof shall be expressed in writing; and the action shall be deemed final.

Penalties for violation of requirements of subsection (g) of Section 18-45.
I certify that I meet the above requirements and will abide by them. I understand that I
may lose my short term rental permit and business license if I violate any of these
requirements. I also understand and agree that any representation made by me in connection with this application, whether orally or in writing, is deemed to be a condition of the short term rental permit, and violation of such condition may result in loss of my short term rental permit and business license.

Signature of Applicant: ___________________________ Date: 1/22/20

637 Dixon Rd.

PLANNING & ZONING OFFICE USE ONLY

Received By: ________________ Date Received: 1/22/20 File No.: STR 20-04

Amount Paid: $150 □ Cash □ Check No.: 1038 Credit Card □

Receipt No.: 17351

Application Reviewed and certified complete by: 10J Date: 1-22-20

Planning and Zoning Commission Approval/Denial:

APPROVED with the following conditions, if any:

________________________________________________________________________

________________________________________________________________________

Village Approval: ___________________________________________ Date: __________

Administrator (hearing date, if applicable)

Ninety Day Business License Application Deadline:

DENIED with the following findings:

________________________________________________________________________

________________________________________________________________________

Denial: ___________________________________________ Date: __________

Administrator (hearing date, if applicable)
2 Bedroom Casita can have up to **4** occupants.

There are four parking spots on premises.

[Signature]

Gary John
APPLICATION FOR A LIQUID WASTE PERMIT OR REGISTRATION

SYSTEM OWNER'S NAME: Last, First, MI
MAILING ADDRESS: Street/PO Box, City, State, Zip Code
SYSTEM LOCATION: Address, City, ZIP, County - (if needed, attach directions)
SUBDIVISION: UNIT/PHASE BLOCK LOT/TRACT
UNIFORM PROPERTY CODE: TOWNSHIP RANGE SECTION QTR QTR QTR LATITUDE LONGITUDE ELEV
INSTALLER'S NAME & FIRM: Date: City: Zip Code:
MAILING ADDRESS: Street/PO Box, City, State, Zip Code
CID License No./Class: MM-1 MM-98 MS-1 MS-3 Homeowner

I. PERMIT APPLICATION (instructions available on request)
   Application is for: New Permit Registration - existing unpermitted system
   Modification of an existing system ATS ownership transfer
   Existing Permit No. (if applicable): BE120365

II. WASTEWATER SOURCES & DESIGN FLOWS IN GALLONS PER DAY (gpd)
   A. Proposed liquid waste system use and design flow:
      Single family residence no. of bedrooms 300 gpd
      Multiple family units no. of units, no. bedrooms per unit
      Seasonal residence
      Commercial/Institutional (type):
      Fixture units:
   B. Are there other sewage sources on this property? Yes No
   TOTAL WASTEWATER FLOW ON PROPERTY -

III. SITE INFORMATION
   A. Lot Size: 0.42 Acres Date of Record: June 13, 1965
   Ownership and lot size documentation attached: Warranty deed Property tax receipt
   Recorded survey Recorded plat Other, specify:

B. Depth from Ground Surface to:
   Seasonal High Water Table
   Bedrock, Caliche, Tight Clay
   Gravel, Cobbles, Highly permeable soil
   Type Ia=1.25 sfgal/day Type Ib=2 sfgal/day
   Type II=2 sfgal/day
   Type IV=5 sfgal/day

C. Soil Description:
   USDA Soil Class Methodology & Verification Submitted? Yes No
   Type Ia= 125 sf/gal/day Type 1b=2 sf/gal/day
   Type IIB=2 sf/gal/day Type IV=5 sf/gal/day

D. Domestic Water Source:
   On-site Off-site Private Public Shared
   State Engineer Well Permit #:
   Name of Public Water System:

IV. SYSTEM DESIGN
   A. Treatment Unit:
      Septic tank Manufacturer: Atlas Pump Co Capacity: 1790
      Certification No.:
      ATS (Advanced Treatment System) - Secondary Tertiary Sand filter
      Other (specify):
      Manufacturer:
      Voluntary ATS

   B. Disposal System:
      Trench Privy Holding tank
      Leaching Bed Elevate Bed
      Seepage Pit Wisconsin Mound
      Vault Lined Evapotranspiration (ET) Bed, Unlined ET Bed
      Irrigation Low pressure drip, Gray water
      Other (specify):
      Materials: Pipe & Gravel Traveller (type): Distribution box:
      Yes No

   C. Minimum required absorption area:
      AR = (AR = Application Rate) (AR = Design Flow) SQ FT
      Trench or Bed width:
      Gravel depth below pipe =
      Total Trench or Bed Length =
      Length of Trenches = (1) (2) (3) (4)
      Number of Gravelless Units =
      Proposed Absorption Area of System = SQ FT

   D. Depth from ground surface to bottom of absorption area =

   APPLICATION FOR A LIQUID WASTE PERMIT OR REGISTRATION

   Date NMED Received: OCT 15, 2012
   NMED Use Only: Call 1-800-5980 to schedule an inspection a minimum of 2 working days prior to the inspection.
   Permit Approved for (circle one): 1 2 3 4 5 6 Bedrooms Multiple dwellings Other:

   Permit Fee: 50

   Other:

   NMED Processing Number: BE120365

   10/11/12
V. SITE PLAN: Attach plat, diagram or picture file of the lot and liquid waste system. Show setback distances from both the tank and disposal field to property lines, buildings, structures, wells, water lines, irrigation ditches, arroyos and surface waters within 200 feet of the system, and the direction of groundwater flow.

NMED USE: A plat, drawing or picture, including setback distances, in accordance with 20.7.3.302: IS attached

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

VII. NMED PERMIT TO CONSTRUCT (For Registrations, ATS Ownership Transfer, or Permitting of Existing Unpermitted Systems installed after February 1, 2002 skip this section and go to Section VIII):

A permit for CONSTRUCTION ONLY of the liquid waste disposal system described herein is hereby: 

 Granted

 Granted subject to conditions

 Denied

 NMED Permit to Construct No.

Permit Conditions or Reasons for Denial:

VIII. NMED FINAL APPROVAL TO OPERATE LIQUID WASTE SYSTEM:

The system described above: 

was inspected by NMED (a) Contractor photo inspection authorized

if you have questions call:

NOTE: This permit may be canceled for failure to meet any condition specified failure to complete the system within one year, for providing inaccurate or incomplete information, or for failure to notify NMED to schedule an inspection, a minimum of 2 working days prior to the inspection.
STATE OF NEW MEXICO
ENVIRONMENT DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION
ONSITE LIQUID WASTE SYSTEM INSPECTION
Revised 07/08

NMED Permit No. PE120365
Applicant's Name: Andrew Parker
Address: 621 Dixon Corral

1. BUILDING SEWER
   a. EX Correct Size and Material 20.7.3.813.C
   b. Required Cleanouts Present, Installed Correctly & to Finish Grade 20.7.3.813.B
   c. Pipe at Correct Grade (1/8" to 1/4" per foot) 20.7.3.813.A

2. PRE-TREATMENT
   a. NA Type:________
   b. Installed as per Plans or Manufacturer's Instructions 20.7.3.401.1
   c. Other:__________

3. SEPTIC TANK / SEC./TERT. TREATMENT UNIT
   a. OK Concrete □ Plastic/Fiberglass □ Sec./Tert. Treatment Unit
   b. Correct Setbacks 20.7.3.302, Table 302.1
   c. Tank Certified, Correctly Labeled 20.7.3.501; 20.7.3.501.B.4
   d. Tank Correctly Oriented, Level & Depth Below Grade 20.7.3.501.J.7
   e. Inlet/Outlet Pipes Sealed & Watertight
   f. Inlet/Outlet Baffle or Tee with Branch Extending 12" Minimum Below Liquid Level
   g. Effluent Filter Installed, Riser to Grade
   h. Tank & Fittings Correctly Vented
   i. Concrete Tank: Coated Material Correct OR Type V Concrete
   j. Outlet Pipe Correct Size & Material
   k. Manholes Correct Size & Located
   l. Manhole Risers at Grade, Diameter, Secure Lids & Coated
   m. Tank Installed per Manufacturer's Instructions
   n. Advanced Treatment Unit Installed per Manufacturer's Instructions
   o. Water Tightness Test Conducted
   p. Water Softener Discharge Bypassing ATU
   q. Other:__________

4. SURGE, PUMP AND HOLDING TANKS
   a. OK Surge Tank □ Pump Tank □ Holding Tank □ Other
   b. Correct Size
   c. Inlet/Outlet Sealed Correctly
   d. Pump(s) & Alarms installed on separate circuits, properly set and located
   e. Manholes, Risers, Lids Correct and Water Tight

5. TEE/DISTRIBUTION BOX/HEADER
   a. EX 4" Diameter
   b. Tee Level/Grade
   c. "D" Box Level and on Concrete Slab or Stable Soil
   d. "D" Box Inlet Baffled and 1" Above Outlets
   e. "D" Box Outlets Same Height, Equal Flow to Outlets
   f. Tee or "D" Located a Min. of 5' From Disposal Field
   g. Other:__________

6. DISPOSAL TRENCH OR BED
   a. OK Correct Clearance to Ground Water or Limiting Layer
   b. Soil Type Verified

Additional comments: tank removed

OK - If installed and meets Requirements
NI - Not inspected /A/P - As Proposed
NC - Not Compliant /N/V - Not Verified
N/A - Not applicable /N/T - Not Tested  EX - Existing

c. Correctly sized disposal area
   d. Correct Setbacks
   e. Excavation at Correct Grade
   f. Correct Spacing Between Trenches or Beds
   g. Smear Soils Not Present on Trench or Bed
   h. Correct Aggregate, Type, Size, Clean and Amount
   i. Correct Depth of Aggregate Above and Below Pipe
   j. Correct Pipe; 2-hole, 4" Minimum Diameter, End Caps
   k. Aggregate Covered with Approved Material
   l. Pipe Covered with Geotextile Fabric in Place of Aggregate
   m. Inspections Port(s), Capped
   n. Other:__________

7. ON-SITE WELL MEASUREMENTS
   a. N Nitrate-N: ____________ (mg/L)
   b. Iron: ____________ (mg/L)
   c. Fluoride: ____________ (mg/L)

8. GIS COORDINATES
   Well: lat ____________ long__________
   Elev ____________
   Sys: lat ____________ long__________
   Elev ____________

9. COMMENTS/VIOLATIONS
   □ Continued on attached Sheet(s)

   □ Installation Approved
   □ Installation Approved w/conditions (See Comments/Violations)
   □ Installation Not Approved (See Comments/Violations)

Final Approval
   □ Granted □ Not Granted

NMD Inspector: __________________________ Date: 18/23/12

I certify that this liquid waste system was installed in accordance with the permit approved by NMED, unless otherwise noted in the Comments Section above.

Inspector: __________________________ Date: 10/23/12
This Registration Certificate is issued pursuant to Section 7-1-12 NMSA 1978 for Gross Receipts, County Gross Receipts, Municipal Gross Receipts, Compensating and Withholding Taxes. This copy must be displayed conspicuously in the place of business. Any purchaser of the registrant's business is subject to certain requirements under Section 7-1-61 NMSA 1978.

Cabinet Secretary

By

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

This Registration Certificate is not transferable.
This business has satisfactorily passed a Fire and Life Safety Inspection in accordance with International Fire Code 2009 and The Authority Having Jurisdiction. This inspection shall remain valid for one calendar year from date issued unless otherwise stated.

Post in a conspicuous location
I, ___________________________ (applicant/agent) acknowledge receipt of a yellow “public notice” sign from the Village of Corrales that must be displayed and visibly available to passersby on the road at the entrance to the subject property, from end of day February 4, 2020 through 6 pm on Wednesday, February 19, 2020.

A Village representative will be by the property to assure this posting has been completed. If your sign cannot be located by Village rep, your hearing will be postponed till the next meeting.

______________________________
Signature

______________________________
Date

(STR 20-04, Short-Term Rental, 637 Dixon Rd.)
Agent **Tom Patrick**, surveyor with Community Sciences Corporation, is representing property owner **Phillip Cordova** of 482 W. Meadowlark Lane, Corrales (who has requested the replat), and **Shawn and Caryl Stuart** of 648 West Meadowlark Lane, Corrales. They are requesting **Summary Plat** approval to adjust a lot line between existing 2.43-acre Lot 2, Lands of Stuart and existing 1-acre Lot 5, Arbole Grande, thereby creating 1.8-acre Lot 2-A, Lands of Stuart and 1.7-acre Lot 5-A, Arbole Grande. These properties are zoned **A-1 Agricultural and Rural Residential**.

**Background:** Currently existing Lots 1 and 2 of Lands of Stuart were created by plat on December 16, 2015. On that plat, the narrow portions of Lot 2 were designated as “unbuildable”. This proposed plat continues that designation on the remaining narrow portions of Lot 2 (Lot 1 is not included in this new proposed plat). A note on the December 2015 plat also stated that Lots 1 and 2 cannot be further subdivided, i.e. *split*. That language is on the proposed new plat as well.

A somewhat larger version of current Lot 5 of Arbole Grande (200’ wide) was first created by plat in March of 1953. On November 10, 1971, the east 177’ feet of Lot 5 (comprising one acre) was separated out by deed and filed with Sandoval County, supplanting the original plat. The owner of Lot 5 in 1971 no doubt took advantage of a window of opportunity between when the Village passed its first-ever ordinance on September 17, 1971 (establishing the Village, office of Mayor, Council, etc.), and the first ordinance governing the procedures for subdivision of land, passed by the Village of Corrales governing body on February 21, 1972. There also existed no Planning and Zoning Department at Sandoval County in 1971. (That remaining west 23’ feet of Lot 5 is owned by a neighbor to the west and is not a part of this proposed plat.)

The fact that existing Lot 5 was created by deed during this time period does not prevent the proposed platting action from taking place.

**Proposed Plat:** The proposed platting action does not create any new lots. It adjusts a lot line and assigns a portion of existing Lot 2, Lands of Stuart to existing Lot 5, Arbole Grande. Both proposed lots are more than the required one-acre minimum lot size in the A-1 zone.

Access to proposed Lot 5-A remains via Meadowlark Lane, a public right-of-way. Proposed Lot 5-A already contains a residence. Access to Lot 2-A remains Meadowlark Lane, via an already existing private easement (shown on Sheet 2). No easements are being added or vacated by this plat.

Legal description is on the plat. Property corners were found on the site visit. Issues noted on Village Engineer Steve Grollman’s email dated January 27 have been fixed.

Adjacent **well** and **septic** systems shown on the site plan, as required.

No topographic survey needed; surveyor has affirmed less than 1% slope. North arrow and scale are shown.

**Hearing and approval 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 18-88 Summary Procedure and other applicable ordinances and policies of the Village.

**Summary**: Both proposed lots are compliant with Village of Corrales Code. The remaining narrow portions of proposed Lot 2-A and proposed Lot 5-A remain unbuildable (no residence or structure with a permanent foundation) and are so designated on the proposed plat (See Note 6 on Sheet 1).

Legal notice mailing (certified letters) sent timely. I observed the yellow “public notice” sign properly displayed in front of the property on February 5, 2020.

**Staff Recommendation: Approve**. Summary Plat 20-01 is compliant with Village of Corrales ordinances within *Article III. Subdivisions*.

Laurie Stout, Planning and Zoning Administrator  

Date
January 9, 2020

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

RE: Summary Plat, Lot 2-A, Lands of Stuart (Stuart property) and Lot 5-A, Arbole Grande (Cordova property).

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

Community Sciences Corporation (CSC) is the agent for Phillip Cordova and Shawn Stuart who are the owners of Lot 2, Lands of Stuart and the East 177 feet of Lot 5, Arbole Grande, respectively. Our clients wish to adjust the property line between their lots. CSC is not granting, dedicating or vacating any easements or rights-of-way by this platting action.

The plat for Lands of Stuart includes the note 6: “Lots 1 and 2 cannot be further subdivided. Building in Lot 2 will only be allowed in the 1.3750 acre buildable area”. Lot 2 did not meet the minimum lot width requirement per Section 18-30-h, Figure 1 Lot Width Requirement Diagram. The intention was to prevent residential building within the narrow portions of Lot 2 and to preserve the narrow areas for agricultural use.

CSC requests that an exception be made in this instance allowing an easterly portion of the Stuart property to be combined with the Cordova property. This adjustment would not affect the buildable area requirement on the Stuart property. Cordova would continue to use the property for agricultural purposes and this could be perpetuated on the new plat as directed by the Commission. Any agricultural-use, non-permanent structures would be bound by setback rules. We submit that this is a reasonable request, benefits both property owners causes no harm to the adjoining property owners and does not violate the intent of the original platting.

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

Respectfully,

Thomas W. Patrick
New Mexico Professional Surveyor No.12651
I, [Name], (applicant/agent) acknowledge receipt of a yellow “public notice” sign from the Village of Corrales that must be displayed and visibly available to passersby on the road at the entrance to the subject property, from end of day February 4, 2020 through 6 pm on Wednesday, February 19, 2020.

A Village representative will be by the property to assure this posting has been completed. If your sign cannot be located by Village rep, your hearing will be postponed till the next meeting.

[Signature]

Date: 02.03.2020

(SUM 20-01, Summary Plat, Lands of Stuart/Arbole Grande.)
The following Home Occupation permits were approved administratively:

**ZOC 20-01.** Applicant Robin Stewart of 123 Todos Juntos Road will use 178 square feet of a 2864 square foot home for office space for her business “Dawgs for a Cause”. No client visits to the home. She is working separately with the Village Clerk’s office to register a food truck. The home occupation permit is for the office work only.

**ZOC 20-02.** Applicant James Herrera of 134 Manzanal Road will use 120 square feet of a 3200 square foot home for an office, and approximately 100 square feet in a detached accessory structure for storage of tools and materials. His business is “Crafted” and he will perform handyman services for clients at their job sites. No client visits to the home.

**ZOC 20-03.** Applicant Cynthia Beiser of 66 Don Quijote Court will use approximately 100 square feet of a 2,500 square foot home for office space for LSQ Consulting, a rental management company. No client visits to the home.

The Planning and Zoning Department has hired an experienced Code Enforcement Officer (15+ years in the field) who will begin working at the Village on February 24th and be introduced at Council on February 25th.

The Salce Basin Flood Remediation project continues. You may have noticed truckloads of sand headed away down Sagebrush and Calle Blanca, as it is removed from the Salce pond and other construction areas and out the Village via Loma Larga. As of February 10, 2020, it was day 103 of 152 days to substantial completion.

On February 25th, Host Compliance company will begin work with the Village to help us obtain the addresses and contact information of short-term rental properties currently operating within the Village. Letters will go out soon thereafter to all properties that have not already been approved, asking operators to submit the short-term rental permit application.

Building Official Lee Brammeier is doing a deep dive into Village of Corrales Code *Chapter 8 Buildings and Building Regulations* for proposed updates.