

*Rick Miera
Councilor*

James F. Fahey, Jr.

*John P. Alsbrook, II
Councilor*

Mayor

*Bill Woldman
Councilor*



*Zachary Burkett
Councilor*

*Mel Knight
Councilor*

*Stuart Murray
Councilor*

AGENDA

Village of Corrales Governing Body
March 12, 2024, 6:30pm

This will be an in-person meeting at the Village of Corrales Council Chambers, 4324 Corrales Road, Corrales, NM 87048, which the public is allowed to attend.

Zoom access is available and participants are encouraged to join **before 6:35 p.m.**

To join the Zoom meeting call: **1-669-900-6833**, or go to Zoom.com and click “**Join a Meeting.**”

Meeting ID: 870 9047 2821 Passcode: 099572

For any questions regarding the meeting, please call the Village Clerk, Melanie Romero, at 505-897-0502

A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

B. GOVERNING BODY PRESENT

C. APPROVAL OF AGENDA

D. PRESENTATIONS

1. Employee Recognition - Lynn Siverts for 26 years of service to the Village
2. Multi-Use Facility Committee – final report

E. REPORTS:

1. Administrator’s Report

F. COUNCILORS FORUM: *This section is for informational purposes only, not for discussion and debate, to inform the Governing Body of an issue or concern that would not be addressed on the agenda during the business session.*

G. CORRALEÑOS FORUM: *This section is for informational purposes only, not for discussion and debate, to inform the governing body of an issue or concern that would not be addressed on the agenda during the business session. There is a 3-minute time limit, additional time can only be granted by the presiding officer. Time limits may be reduced if there is a large number of people wishing to speak.*

There will be a sign-up sheet at the door for participants who would like to speak. Anyone wishing to speak must sign in before the meeting begins at 6:30. To speak via Zoom, call the Village Clerk, Melanie Romero, at 505-897-0502 no later than 12:00 pm on Tuesday, March 12, 2024.

H. CONSENT AGENDA

1. Approval of Minutes for February 27, 2024, Regular Council Meeting
2. Approval of Event Application for Music in Corrales
3. Approval of Event Application for Corrales Egg Hunt

I. ITEMS REMOVED FROM CONSENT AGENDA

J. NEW BUSINESS

1. Consideration, Action, and Approval of Resolution 24-12, Publish and Post Approval for Ordinance 24-03, Zone Map Amendment
2. Consideration, Action, and Approval of Ordinance 24-02, Repeal of Section 2-60 of Village Code
3. Consideration, Action, and Approval of Resolution 24-13, Approval and Adoption of Rules of Procedure for Governing Body Meetings

K. ANNOUNCEMENTS/FUTURE AGENDA ITEMS:

1. Discussion of changes to Alarm Permits Ordinance, Chapter 20, Article II of Village Code 3/26
2. Discussion of changes to Business Ordinance, Chapter 10 of Village Code 3/26
3. FY 23-24 Audit Approval and Presentation from Josh Trujillo of SJT Group 3/26
4. Commercial Kitchen Presentation 4/9
5. Update from Intel 4/9

L. ADJOURNMENT

A COPY OF THE AGENDA MAY BE OBTAINED ON THE WEBSITE: www.corrales-nm.org by clicking on "I'm Looking For & Agendas/Minutes"

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at the Village Offices located at 4324 Corrales Road, at least five (5) days prior to the meeting or as soon as possible. The Council Chambers are now equipped with a hearing-aid accessible loop hearing system. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Village Clerk at 897-0502, or by e-mail at mromero@corrales-nm.org if a summary or other type of accessible format is needed.

NEXT REGULAR COUNCIL MEETING: March 26, 2023, at 6:30 pm

I certify that notice of the Public Meeting has been given in compliance with the Open Meetings Act, Section 10-15-1 through 10-15-4 NMSA 1978 and the Open Meetings Resolution 23-75. **I certify that this agenda was posted on: March 8, 2023.**



Melanie L. Romero, Village Clerk

Village of Corrales
Multi-Use Center Committee
Final Report

March 7, 2024



Multi-Use Center Committee

March 7, 2024

Preamble

The Multi-Use Center Committee prepared this report from the understanding that we were appointed to represent the broader Village of Corrales community. We were honored to represent you. Our intent was, to the best of our ability, to do exactly that. We approached the task seriously and with an open mind. We cast the net wide to capture as much information from the public as possible so that the conclusions and recommendations reflected you, the public. Everyone who had an opinion was welcome to voice it. Despite that, because the proposed facility has been such a contentious issue, we realize that not everyone will be satisfied with the contents and conclusions of the report. Our hope is that the report will lead to continued constructive, inclusive, and transparent discussion and planning that includes the many diverse voices from our Village.

Introduction

This Multi-Use Center Committee was formed pursuant to Corrales Resolution 23-57, dated August 22, 2023, signed by Mayor Jim Fahey, “Creating an Ad-Hoc Committee to Refine a Conceptual Plan for the Corrales Education, Community and Arts Multi-Use Center” (Appendix I). The Resolution includes:

- 1) “The committee’s mission will be ‘To complete a plan for the multi-use facility, so that construction documents can be commissioned by the Village Administration’”; and
- 2) “The committee shall be directed to gather further citizen input regarding the needs of the Village that could be met by such a center and incorporate into the final design recommendations”; and
- 3) “The committee shall provide the council with a presentation of their findings within a period of six months”; and
- 4) “The committee will be made up of nine (9) members with broad representation of Corralesños”; and
- 5) “The committee shall provide the Council with a presentation of their findings within a period of six (6) months.”

The appointed members of the Multi-Use Center Committee (Committee) included, Chair, Johnny Martinez, Barbara Boyd, Secretary, Ken Martinez, Ed Boles, Rick Snow, Pat DeVivi, John Perea, Sherry Jones, and Cynthia Nava. Barbara Boyd was a member of the original Arts, Community, and Education Center (ACE) Committee (See Appendix II for ACE Committee Resolution).

September 21, 2023, the Committee commenced meetings at the Corrales Community Building in accordance with the resolution directives. However, the meetings had poor community

attendance and participation because of inadequate publicity about the meeting time and location, as well as the limited space in the building. The villagers who attended the meetings expressed concern that the meetings were not widely advertised. It was also noted that the original committee, known as the ACE committee, needed more input from the public during their process. The Village Resolution creating the ACE committee specified the organizations that were to be represented on the committee. Consequently, most Village residents were not informed or aware of the proposed facility project or the ACE committee’s meetings since they were not part of those select groups.

On October 19, 2023, due to a conflict with community voting and the need for the public to access Committee meetings, the Committee decided to move the meetings to the larger Village of Corrales Council Chambers. This allowed for a larger venue and online public access to the meetings, which resulted in more public interaction, comment, and participation. The Committee then decided to continue holding meetings in the Council Chambers to increase public awareness, attendance, and subsequent input. The new venue and Zoom capability also enabled the recording of meetings, which were available on the Village YouTube channel for later viewing. This greatly improved public awareness of meeting times and dates, and the Committee was applauded for hosting open and responsive meetings. The attendance of Village Councilors was also appreciated.

Knowing that public input was invited and appreciated by the Committee, public concern began to ease about not being invited or heard in the past. This also helped to maximize Village resident feedback. Additionally, a group of concerned residents formed and spread the word about Committee meetings and the continued need for citizen input.

Background

The first committee to address the proposal to build a new facility in Corrales was the Performing Arts Center, later renamed the Arts, Community, and Education Center (ACE) Committee. Mayor Jim Fahey signed Council Resolution 22-30 on May 10, 2022 “Creating an Ad Hoc committee to Explore the Possibilities of the Corrales Performing Arts Center” (Appendix II). The Resolution includes:

- 1) “The committee's mission will be ‘to identify and help to implement a plan to create a performing arts center that could be used for a variety of events and classes in the Village of Corrales’”; and
- 2) “The committee will be directed to gather further citizen input regarding the needs of the Village that could be met by such a center, as well as information on how to fund the project”; and
- 3) “The committee will be comprised of seven (7) members, with representatives from Music in Corrales, The Corrales Arts Center, The Corrales Society of Artists, The Corrales Parks and Recreation Commission, Corrales MainStreet, the Corrales agriculture community, and one at-large member representing the citizens of Corrales.” and
- 4) “The committee shall provide the council with a presentation of their findings within the time period of one year (12 months).”

The ACE committee functioned from May 2022 to April 2023. They presented their final report to the Village Council on April 11, 2023.

The ACE committee was provided an earlier drawing of a facility solely dedicated to performing arts. During the ACE committee process, a series of seven (7) architectural drawings, most of which were produced by Mark Steinkamp from FacilityBUILD, a Village contractor, were based on feedback from the ACE committee.

The drawings variously depicted an arts, community, and education center with 15,888 heated square feet. It included an auditorium consisting of radial stepped seating and a central stage. Depending on the iteration of drawing, it would include between 236 and 280 seats, seating platforms, stair risers, and accompanying theater-related space including storage, set construction, greenrooms, rehearsal space, stage prep area, dressing rooms, and loading dock. The drawings also included one meeting room, two classrooms with flexible accordion walls, entry lobby, arts gallery, prep kitchen for catering, ticket office, and outdoor courtyard.

The building designed under ACE Committee guidance was sited on the former Jones property, behind the Post Office. The parcel is 1.06 acres, or 46,173.6 square feet.

Multi-Use Center Committee Process

The current Committee inherited architectural drawings from the ACE committee responsible for planning the proposed Arts, Community, and Education Center. However, the previous drawings did not necessarily reflect the design or intent of the current Committee. If a facility were to be built, to create a desired design for a facility, the Committee first needed to answer some fundamental questions. “Do Village residents want a performing arts center, or do they not?” “Do Village residents want some version of a facility that meets their needs?” The Committee has tried to answer these questions to move forward with the planning process.

During the course of the meetings, it quickly became evident that there was a significant level of dissatisfaction with the previous architectural drawings that were developed by the ACE committee. The public comments in the initial Committee meetings were strongly against the earlier design concept and the idea of a dedicated performing arts center that they felt was going to be imposed on the community. These comments were based on the fact that the public had little knowledge about the existence and process of the ACE committee, misinformation, and a concern about the potential impact on the community if one of the original architectural designs was implemented.

At the outset, one of the goals of the Committee was to maximize public participation and involvement to the greatest extent possible. An important Committee value was, if a facility were to be built, the planning for the facility would require the active and ongoing participation of Village residents to reflect their needs and priorities. Ultimately, for the purpose of creating ownership of any recommendations made, versus fostering alienation from a sense of exclusion.

Our first task was to determine the best information gathering processes to listen and learn. Then equipped with sufficient data from transparent and inclusive information gathering processes, bringing together diverse voices and opinions, we would attempt to answer these pressing questions.

The purposeful structure of our meetings was to focus mostly on information gathering and seeking public opinions, needs, desires, and overall feedback instead of focusing on our personal opinions.

The Committee met between September 21, 2023, and February 29, 2024, for a total of 14 meetings. Approximately 40-50 residents on average attended each Committee meeting held in Council Chambers with Zoom capability. There were an unknown number of people that attended each meeting on Zoom and additionally up to 380 views of the proceedings on the Village YouTube channel later. At most meetings held in the Council Chambers there were an average of 10-15 individuals who offered public comment at each meeting, some at more than one meeting.

Two of the fourteen meetings were public forums held at the Old San Ysidro Church January 11 and 14, 2024. The first was held on a Thursday evening and the second on a Sunday afternoon to allow for participation by individuals who work during weekdays. Approximately 250 individuals attended the two public forums combined, with 49 individuals altogether voicing their opinions, some of whom spoke at both. Zoom capability was not available due to lack of adequate technology. Community members provided yard signs and flyers at their expense to publicize the public forums. The Village provided support by advertising the public forums via portable electronic billboards.

The oral comments from the Committee meetings and the public forums were documented in writing by three Committee members to ensure that no oral comment was excluded from consideration and that the complete testimony was captured. There was a total of 61 oral comments made at the Village Community Building and the Council Chamber Committee meetings in person, some of which were from the same individuals. There were no oral comments from individuals participating on Zoom. Combined with the 49 testimonies from the public forums, altogether there were 110 offerings of oral comments.

The Committee received 32 sets of written comments (emails, letters, Village-provided forms, etc.) that were gathered, read, and tallied (process described below).

In addition, two members of the Committee created an online survey that contained control measures such as requiring name and email address to ensure that no one could cast multiple votes. The identifying information was deleted once all the surveys were collected. The Committee did not have access to the names and addresses except one of the survey developers. To reach a wider audience, the survey was translated into Spanish by two community members and both English and Spanish versions were posted on the Village website along with QR codes and URL addresses. The survey consisted of items that allowed for both quantitative and qualitative responses, with unlimited written comments for qualitative items. A subcommittee was formed to advertise the survey, which included two Committee members and members of

the community. Community members used their own funds for added publicity which included flyers and yard signs. There were 118 online surveys completed.

A sub-committee of three (3) from the larger Committee met to review and code 32 written comments and 110 oral comments that sorted into 36 categories. An open meeting consisting of five (5) Committee members met to review and code 118 surveys (quantitative and qualitative data). The combined data generated 1687 distinct codable items about specific issues, some of which were from the same individual. The second sub-committee sorted the 118 surveys into the original 36 categories and then added 3 more for a total of 39 categories that made up the aggregated data grids (Appendix IV).

At the Committee's February 15, 2024, meeting we had a facilitated discussion among Committee members. It was conducted by an outside facilitator. The purpose was to voice the Committee's perspectives, reflecting the extensive feedback from Village residents, the 1687 distinct codable items gathered from all the previous meetings, written feedback, survey data, and oral testimony. One of the goals was to bring together what we heard and learned from public feedback and incorporate it into an inclusive and representative set of priorities.

During the facilitated session, Committee members considered the data from the Village Comprehensive Plan Survey (see reference in Appendix IV).

There was some criticism that the facilitator was biased in his facilitation of the Committee process. However, we concluded that our final Committee analysis reflects an accurate depiction of the data gathered directly from Village residents.

On February 20, 2024, the entire Committee met in an open meeting and assigned a subcommittee of four (4) to draft the report. Between February 21, 2024, and March 6, 2024, the subgroup of the Committee brought together all the data and wrote drafts of the report for circulation and concurrence among Committee members. A final report was prepared and delivered to the Mayor and Village Council members on March 7, 2024, for the Village Council meeting on March 12, 2024. This report was made available to the public on March 8, 2024.

Results from Committee and Data Gathering Process

An overarching theme we heard was that we need to come together as an inclusive community to provide the best possible recommendations in a transparent manner, that benefits the broader community and the diverse residents of Corrales. As the process unfolded, the tone of public input was less emotional and there was more willingness to problem solve about what was desired and needed.

The consensus that emerged is that if a facility is built, based on community input, it ought to be a "community center," defined as "a building or other place in which members of a community may gather for social, educational, or cultural activities." (Appendix V).

Results: Needs

- 1) Community feedback also supported the need for a flexibly designed space for residents and Corrales-based organizations to include a multitude of functions and activities. The following list is inclusive, but not exhaustive, nor in priority order:

- | | |
|-----------------------------|---|
| -Meetings | -Dances |
| -Classes | -Historical and local interest exhibits |
| -Music concerts and classes | -Cultural and historical classes |
| -Performing arts events | -Receptions |
| -Social events | -Graduations |
| -Art shows | -Academic support activities |
| -School functions | -Youth activities |
| -Lectures | -Agricultural training classes |
| -Equestrian activities | -Food catering |

- 2) The following is a list of needs raised by the public, in priority order, based on their frequency, as evidenced in the aggregated data (Appendix IV):

- Flexible design to accommodate sufficient space for meetings;
- Flexible design to accommodate for sufficient classroom space that includes sinks, for student classes and preparation for presentations;
- Maintain architectural integrity of Village, utilizing southwestern architecture;
- Maintain cultural, agricultural, and farming integrity of Village;
- Showcase of history, heritage, arts, culture, agriculture, and rural nature of Corrales, while honoring Village founders and descendant families;
- Outdoor plaza space;
- Utilize “cutting edge” technology throughout the building that is easily updated, provide adaptive audio and visual aids in compliance with the Americans with Disabilities Act (ADA);
- Flexible and large enough space for performing arts, dances, art shows, and social events;
- Maintain and protect existing equestrian infrastructure – Top Form Arena;
- Include needs of growers and farmers;
- Space for equestrian indoor classes and outdoor demonstrations;
- Use of catering kitchen;
- LEED rated for sustainability and eco-friendliness.

- 3) It is imperative to develop a business plan that addresses the needs listed above.

- Determine size of facility (to meet community’s aforementioned needs);
- Hire licensed architectural firm to program and design the project;
- Conduct traffic and other needed feasibility studies;
- Determine expense of building construction;
- Determine funding sources;
- Determine operating costs;

- Determine management of facility;
 - Ensure environmental noise and lighting ordinances are followed.
- 4) With the recent acquisition of properties by the Village, explore all options for location of the community center. Property selection should take into consideration:
- Footprint of facility;
 - Traffic flow;
 - Entry/exit onto Corrales Road;
 - Parking/traffic impact on Top Form Arena and other surrounding areas;
 - Each site's capacity for expanding the building in the future, if needed;
 - Proximity to gym/soccer fields/swimming pool/skateboard park/recreation center (consider safety of children and youth with increased congestion);
 - Ability to face property on Corrales Road for aesthetics and showcasing;
 - Proximity to other Village property such as the proposed welcome center in the bank building, La Entrada Park, and nearby restaurants;
 - Design of an outdoor plaza.

Results: Concerns*

There were several major areas of concern that were raised.

- 1) By far, the biggest concern was the certainty of increased traffic and congestion on Corrales Road which would put undue stress on an already busy artery through the Village, especially before and after facility events.
- 2) Related to traffic and congestion, many people desire maintaining the rural nature of our Village. This is especially true among long-time residents, who have seen Corrales become more and more suburban in recent decades.
- 3) A major related parking concern is the impact traffic would have at Top Form Arena if the facility were built on the Jones site. The equestrian community currently experiences traffic impacts without a proposed facility next door. Their concern is that if a facility is built near Top Form Arena it would aggravate the already existing traffic and parking issues and detrimentally affect the daily functioning of the Arena.
- 4) Another major concern is the light and noise pollution, and other related environmental impacts, that are possible from a proposed facility. Noise and light ordinances would have to be strictly adhered to.
- 5) The cost of building a new facility was concerning to many, along with the associated ongoing operating costs. Some thought that the funds could be used for other more useful purposes.
- 6) There were various viewpoints about the speed of planning and executing this project. Some felt the process was proceeding too fast to address the questions and concerns

raised and the need to conduct the necessary feasibility studies before proceeding. Others felt that it was proceeding too slowly.

- 7) The size of the originally proposed facility was also concerning to many. The size will need to be determined by a realistic business plan that takes needs, construction and operating costs, site location, and impacts into account.
- 8) A small number expressed that under no circumstances should a new facility be built because of expense, lack of need, traffic concerns, impact on the rural way of life, environmental impact, attraction of more people from outside of Corrales, and feeling there were other more pressing needs.

*Note: These concerns will need to be addressed in the continued planning and execution cycles if the community center project progresses.

Conclusions

These conclusions are based on Committee discussions, survey results, oral comments, written comments, and informal conversations with Corrales residents.

- 1) There was an initial negative reaction and response to building a facility at all. As discussions progressed public sentiment evolved to being receptive to a center that met the specific needs and desires of Village residents, as opposed to one that was designed with no broad resident input and that did not meet the broader Village community needs.
- 2) If a center is built, the majority of responding Corrales residents favor building a “Community Center,” defined as a building or other place in which members of a community may gather for social, educational, or cultural activities. This would be in contrast to a dedicated performing arts center.
- 3) The functions and activities listed in No. 1 in the Results: Needs Section enumerate the stated uses of the Village residents for this community center.
- 4) If a community center is built, it should be designed to meet the needs of the entire age range of residents and reflect the needs and desires prioritized by Village residents listed in No. 2 in the Results: Needs Section.
- 5) If a community center is built, a recurring theme was that it be designed to have flexible space for a wide variety of uses that benefit Village residents.
- 6) Further study, planning, designing, and other related preparatory steps must include transparent and inclusive participation by Village residents with the selected firm guiding the process.

- 7) There is a minority of responding Corrales residents that do not favor this project at this time or believe there are too many unresolved issues to proceed, listed in No. 7 in the Results: Concerns Section.
- 8) Questions and concerns remain and need to be discussed further and/or resolved before a final decision is made to proceed, as listed in the Results: Concerns Section.
- 9) Addressing these concerns early in the process is prudent.
- 10) An overall the sentiment of public input was, “Protect our Corraleño way of life.”

Recommendations

A majority of Committee members support the following recommendations.

- 1) If the Village decides to build a community center, continue to develop, and refine parameters of the project using the transparent process this Committee used, to solicit, include, and heed the advice and contributions of diverse Village residents.
- 2) Develop a comprehensive business plan that addresses size of the community center that meets the community’s needs and wishes, amount of space required, construction costs, funding sources, expected start-up costs, sustained operational costs, and functional needs of previously identified and potential users.
- 3) Conduct an open and competitive bid and proposal procurement process for an integrated team of registered architects, construction manager, and program manager.
- 4) At the earliest possible point in the process, hire a registered architect with experience developing similar community center projects in communities similar to Corrales. One who can bring a team to perform traffic analysis/scenario planning, design the structure and its technical systems, design the landscape including parking and service areas, estimate construction costs and cost-saving measures, and in general coordinate a complex project.
- 5) Hire an experienced construction manager and program manager to work in conjunction with the architect.
- 6) Conduct a thorough assessment of Village properties and their coordinated short and long-term usage to determine the optimal site for the community center that will benefit its users, the neighboring residents, and businesses, and minimize its negative impacts on the community. Priorities among those are youth safety, equestrian safety, traffic congestion, and expandability to allow for more meeting rooms and classrooms. In general, find the site of maximum benefit and minimal risk.

- 7) Identify and solicit the necessary short-and-long-term funding for construction and operating costs.
- 8) Determine management of facility.
- 9) Design to allow for modifications in the future.
- 10) Ensure compliance with the Americans with Disabilities Act (ADA) standards for accessible design, and with Title II and Title III regulations.
- 11) Ensure environmental noise and lighting ordinances are followed, as well as applicable codes for building and energy.

Summary

The Multi-Use Center Committee members “from a variety of fields and expertise representing different facets of the community” (Village Resolution 23-57) were appointed to represent the residents of Corrales. As per the Village Resolution that created the current Committee, our mission was “to complete a plan for the multi-use facility, so that construction documents can be commissioned by the Village Administration.” We did not do that. The reason we did not, and could not, was because we lacked the necessary data to do so. That included, first and foremost, data about what was needed and desired by Village residents. We also lacked the services of a registered architect, limiting our ability to complete any plan.

What became evident was that the proposed arts, community, and education center, formerly described as a performing arts center, did not have the full support of Corralesños. For the most part, Corrales residents were not aware that it was being planned in 2022 and 2023, by whom, and much less knew its proposed size, projected cost, and intended uses. If we would have proceeded to complete a plan without Village resident participation and consent, we would not have appropriately represented the residents of Corrales that we were appointed to represent, in fact, we would have misrepresented them.

What we did was outreach, invite, welcome, assemble, listen, learn, and become informed about what the residents were thinking, feeling, wanting, and not wanting. The data gathering process resulted in the accumulation of a large amount of data that told us what we were asking, “Do Village residents want a performing arts center?” or do they not. “Do Village residents want some version of a facility that meets their needs?” After 110 offerings of oral comments at Committee meetings that averaged attendance of 40-50 individuals, and at two public forums that included approximately 250 individuals; 32 sets of written comments; and 118 surveys, altogether generating 1687 distinct codable items of information, we can safely say that overall public interest, passion, and participation was unusually high. The accumulated data and ensuing discussions led us to our conclusions and recommendations. The Committee met the Resolution’s directive to “gather further citizen input regarding the needs of the Village that could be met by such a center and incorporate into the final design recommendations.”

After hearing Village residents' voices, it is time to reassess the initial direction of the Resolution. Instead of pursuing the original goal of a "multi-use facility so that construction documents can be commissioned," we feel that it is prudent to include the needs and concerns of the residents as enumerated in the data and described in this report. This means that if a facility is pursued, the facility should genuinely reflect the evolved consensus of the broader Village community, that is, a community center that serves their needs and desires as determined by this Committee's process and findings.

The next step is for the Village Administration to proceed to accept our recommendations to reflect Village residents' needs, or not.

The Committee wishes to express our appreciation to Melanie Romero, Village Clerk, Skye DeVivi, Deputy Village Clerk, and Robert Pierson, Planning and Zoning Permit Coordinator for their gracious support during this process. We also thank Michael Chavez, Village Public Works Director, for providing the portable electronic billboards to advertise the public forums. We also thank Arnold and Sandy Farley for their facilitation of one of our meetings.

Respectfully Submitted,

Multi-Use Center Committee
Johnny Martinez, Chair
Barbara Boyd, Ph.D., Secretary
Ken Martinez, Psy.D.
Rick Snow, MBA
Ed Boles
Pat DeVivi
John Perea
Sherry Jones, MS
Cynthia Nava, Ph.D.

March 7, 2024

Appendices

- 1) Village of Corrales Council Resolution 23-57
- 2) Village of Corrales Council Resolution 22-30
- 3) Multi-Use Facility Survey
- 4) Aggregated Data Grids
- 5) Community Center Definition

Appendix I

Village of Corrales Council Resolution 23-57

**Multi-Use Center Committee
March 7, 2024**



VILLAGE OF
CORRALES STATE
OF NEW MEXICO

RESOLUTION NO. 23-57

CREATING AN AD-HOC COMMITTEE TO REFINE A CONCEPTUAL PLAN FOR THE CORRALES
EDUCATION, COMMUNITY AND ARTS MULTI-USE CENTER

WHEREAS, the Administration has received guidance from an initial ad-hoc committee regarding creating a multi-use center to be built on the old Jones property; and

WHEREAS, the Administration has recruited additional citizens from a variety of fields and expertise representing different facets of the community; and

WHEREAS, the committee's mission will be "To complete a plan for the multi-use facility, so that construction documents can be commissioned by the Village Administration," and

WHEREAS, the committee shall be directed to gather further citizen input regarding the needs of the Village that could be met by such a center, and incorporate those into the final design recommendations; and

WHEREAS, the committee will be comprised of nine (9) members with broad representation of Corralesños; and

WHEREAS, the committee shall provide the council with a presentation of their findings within a period of six (6) months,

NOW THEREFORE BE IT RESOLVED BY THE VILLAGE COUNCIL, THE GOVERNING BODY OF THE VILLAGE OF CORRALES, NEW MEXICO hereby creates
an Ad Hoc Committee to complete a plan for design documents of a Corrales Multi-Use facility.

PASSED, APPROVED AND ADOPTED THIS 22nd Day of August, 2023.

VILLAGE OF CORRALES,
NEW MEXICO

Appendix II

Village of Corrales Council Resolution 22-30

**Multi-Use Center Committee
March 7, 2024**



**VILLAGE OF
CORRALES STATE OF
NEW MEXICO
RESOLUTION NO. 22-30**

**CREATING AN AD HOC COMMITTEE TO EXPLORE THE
POSSIBILITIES OF THE CORRALES PERFORMING ARTS CENTER**

WHEREAS, the Administration has received some citizen input regarding creating a multi-use performing arts center; and

WHEREAS, the Administration has recruited citizens from a variety of fields and expertise representing different facets of the community; and

WHEREAS, the committee's mission will be "To identify and help to implement a plan to create a performing arts center that could be used for a variety of events and classes in the Village of Corrales"; and

WHEREAS, the committee shall be directed to gather further citizen input regarding the needs of the Village that could be met by such a center, as well as information on how to fund the project; and

WHEREAS, the committee will be comprised of seven (7) members, with representatives from Music in Corrales, The Corrales Arts Center, The Corrales Society of Artists, The Corrales Parks and Recreation Commission, Corrales MainStreet, the Corrales agriculture community, and one at-large member representing the citizens of Corrales.

WHEREAS, the committee shall provide the council with a presentation of their findings within the time period of one year (12 months).

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Village of Corrales, New Mexico, hereby creates an Ad Hoc Committee to study and make recommendations for a Corrales Performing Arts Center.

APPROVED this 10th day of May 2022.

Appendix III

Multi-Use Facility Survey

**Multi-Use Center Committee
March 7, 2024**

* Indicates required question

INTRODUCTION

The Village of Corrales is proposing to build a Multi-Use Facility at the old Jones property on 4105 Corrales Road, covering an area of 1.06 acres. Initially, the Arts, Community, and Education Center (ACE) Committee created the proposed design, but later the focus shifted to a multi-use design. In March 2023, a new Multi-Use Facility Committee was established to collect more public input and make recommendations to the Village Council.

You can find the existing architectural conceptual drawing by Facility Build on the [Village of Corrales website](#). The proposal includes a 244-seat theater with radial stepped seating, a central stage, dressing rooms, a green room, rehearsal space, storage space, stage construction space, an art gallery, one meeting room, two classrooms, a prep kitchen, and a courtyard with 16,433 square feet of heated space. However, this proposal is yet to receive recommendations from the current Multi-Use Facility Committee. The project is estimated to cost 8 million dollars, but there is currently no funding for it. The Village may seek federal, state, county, and private funds. However, the mayor has stated that the Village will not seek bonding.

The Multi-Use Facility Committee seeks feedback from Corrales residents and organizations about whether you favor a multi-use facility, and if so, how you might utilize it, and your preferences concerning its design. Therefore, the Committee has designed a two-part survey to gather this information. Please complete the survey and provide comments so the Committee can consider and integrate your feedback into their recommendations to the Village Council in April

2024. Lastly, kindly ask your family, friends, and neighbors who are Corrales residents to fill out the survey.

Questions

DEMOGRAPHIC INFORMATION

1) I am

Check all that apply.

- A Corrales Resident
- A Non-Resident of Corrales
- Responding for my Organization

2) First Name

3) Last name

) Please provide your email address. If you don't have an email address, please provide your physical address.

) "If you are responding on behalf of an organization, please identify the organization." and include email address.

HOW WOULD I USE THE MULTI-USE FACILITY?

6) Which facilities or services would you or your organization utilize?

Check all that apply.

- Classroom space for learning
- Classroom space for teaching
- Attend performances or events in the auditorium Host performances or events in the auditorium
- Attend performances or events in the outdoor space Host performances or events in the outdoor space Attend Gallery events
- Host Gallery events
- Attend a meeting in the meeting space
- Host a meeting in the meeting space None of the above

) Do you have suggestions about other ways you or your organization would like to use this facility?

WHAT DO YOU THINK ABOUT THE DESIGN?

) I believe that the current design proposal for the Multi-Use facility, as of October 2022, will be beneficial and utilized by the residents and organizations of Corrales.

Mark only one oval

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

) I believe the proposal for the Multi-Use Facility should be redesigned to better meet the unique needs of the Corrales residents.

Check all that apply.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

10) Choosing the right architectural style is essential. What style do you prefer both aesthetically and functionally?

11) What particular cutting-edge technology would you or your organization like to utilize, and where would you implement it (e.g. classroom, auditorium)?

12) *What design modifications would you like to see.*

HOW CAN I HELP?

13) If you would like to contribute to fundraising for this building, please provide your name and preferred contact information.

Appendix IV

Aggregated Data Grids

**Multi-Use Center Committee
March 7, 2024**

Multi-Use Center Committee			
Aggregated data from Public: Oral, Written, Survey (quantitative and qualitative)			
Rank Order Number*	Concerns/Needs	Total	Survey Question **
GROUP A TOTAL		641	
11	Favor of multi-use facility/community center	68	
1	Need meeting rooms in Village	159	✓
3	Cutting edge technology in meeting and auditorium area	116	✓
4	Need classrooms for teaching/learning	104	✓
6	Consider outdoor plaza/space	97	✓
7	Would attend performances and events	93	✓
38	LEED-Rated / Sustainable	4	
GROUP B TOTAL		470	
2	Current design proposal will be not beneficial to the Village	155	✓
5	Maintain architectural integrity of Village/state	97	✓
13	Need flexibility in design	54	✓
14	Include history/heritage/culture/honor descendant families	52	
15	Favor of small auditorium	51	
18	Include needs of youth in design	30	
21	Facility too large	20	
30	Accommodate dances and social events	11	
GROUP C TOTAL		154	
12	Current design proposal will be beneficial to the Village	55	✓
8	Favor of art display space	83	✓
27	Favor of large auditorium	11	
35	Modern Architectural Design or Style	5	
GROUP D TOTAL		212	
9	Need to maintain cultural, agricultural, and farming integrity; fear of destroying rural nature	76	✓
10	Too much traffic and not enough parking	75	
22	Concerned about noise, light and environmental impact	19	
25	Maintain and protect existing equestrian infrastructure	15	
28	Consider an alternative site	11	
29	Include canning capability	11	
33	Include needs of growers/farmers	5	
GROUP E TOTAL		199	
16	Determine expense of building and operating/dev biz plan	45	
17	Process too fast, slow down	34	
19	Local facility not regional	26	
20	Inclusivity - come together as a community	23	
23	Need licensed architect from outset	19	
24	Determine sources of funding	18	
26	No facility	14	
31	Anchor tenant status determination	8	
32	Determine management of facility	7	
34	Not a top priority too much money	5	
Other TOTAL		11	
36	Maintain and protect Old Church	4	
37	Concerned about increased crime	4	
39	Concerned about increased real estate prices	3	
Duplicate responses are included			
Grand Total		1687	
Data from Comprehensive Plan Survey - This data is separate and distinct from the data gathering process used by the Multi-Use Center Committee			
"Build a multi-use center for education, community, and the arts on the Jones property west of the post office and north of the recreation center"			
Strongly support and somewhat support		53 29%	
Neutral		21 28%	
Strongly and somewhat oppose		25 43%	
Total respondents 1,880 or 22% of Villagers			

* Rank Ordering of 39 categories from aggregated data

** These items were included in the Multi-Use Center survey which account for their larger numbers compared to other items

Multi-Use Center Committee
Aggregated Data from Public: Oral, Written,
Survey (quantitative and qualitative)
February 29, 2024

Rank Order Number*	Concerns/Needs	Total	Survey Question **
1	Need meeting rooms in Village	159	■
2	Current design proposal will be not beneficial to the Village	155	■
3	Cutting edge technology in meeting and auditorium area	116	■
4	Need classrooms for teaching/learning	104	■
5	Maintain architectural integrity of Village/state	97	■
6	Consider outdoor plaza/space	97	■
7	Would attend performances and events	93	■
8	Favor of art display space	83	■
9	Need to maintain cultural, agricultural, and farming integrity; fear of destroying rural nature	76	■
10	Too much traffic and not enough parking	75	
11	Favor of multi-use facility/community center	68	
12	Current design proposal will be beneficial to the Village	55	■
13	Need flexibility in design	54	■
14	Include history/heritage/culture/honor descendant families	52	
15	Favor of small auditorium	51	
16	Determine expense of building and operating/dev biz plan	45	
17	Process too fast, slow down	34	
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27	Favor of large auditorium	11	
28	Consider an alternative site	11	
29	include catering capability	11	
30	Accommodate dances and social events	11	
31	Anchor tenant status determination	8	
32	Determine management of facility	7	
33	Include needs of growers/farmers	5	
34	Not a top priority too much money	5	
35	Modern architectural design or style	5	
36	Maintain and protect Old Church	4	
37	Concerned about increased crime	4	
38	LEED-rated/sustainable	4	
39	Concerned about increased real estate prices	3	
	Duplicate responses are included		
	Grand Total	1687	

* Rank Ordering of 39 categories from aggregated data

** These items were included in the Multi-Use Center Survey which account for their larger numbers compared to other items

Data from Comprehensive Plan Survey – This data is separate and distinct from the data gathering process used by the Multi-Use Center Committee

"Build a multi-use center for education, community, and the arts on the Jones property west of the post office and north of recreation center "


Strongly support and somewhat support	53 29%
Neutral	21 28%
Strongly and somewhat oppose	25 43%
Total respondents 1,880 or 22% of Villagers	

Appendix V

Community Center Definition

Community Center Definition from dictionary.com: “A building or other place in which members of a community may gather for social, educational, or cultural activities.”

**Multi-Use Facility Committee
March 7, 2024**



Multi-Use Center Committee Report

Report to Village of Corrales Council and Mayor

March 12, 2024



Multi-Use Center Committee Report

- ▶ Preamble
- ▶ Introduction
- ▶ Background
- ▶ Process
- ▶ Results – Needs
- ▶ Results – Concerns
- ▶ Conclusions
- ▶ Recommendations
- ▶ Summary
- ▶ Appendices



Preamble

- ▶ Appointed to represent the broader Village of Corrales Community
- ▶ Honored to represent you
- ▶ Cast the net wide to capture information from the public
- ▶ Conclusions and Recommendations reflect the public input
- ▶ Hope report will lead to continued constructive, inclusive, and transparent discussion and planning

Introduction

- ▶ Village Resolution 23-57
 - ▶ Complete a plan for the multi-use facility, so that construction documents can be commissioned by the Village Administration
 - ▶ Directed to gather further citizen input regarding the needs of the Village that could be met by such a center and incorporate into the final design recommendations
 - ▶ Present within six months
- ▶ Members of Committee
- ▶ Open meetings in Council Chambers and Zoom, preserved on Village YouTube Channel
- ▶ Public concern eased about not being invited or heard

Background

- ▶ Prior committee – Arts, Community, and Education Center (ACE)
- ▶ Village Resolution 22-30
 - ▶ Identify and help to implement a plan to create a performing arts center that could be used for a variety of events and classes in the Village of Corrales
 - ▶ Gather further citizen input regarding the needs of the Village that could be met by such center, as well as information on how to fund the project
- ▶ Members from various organizations within Corrales
- ▶ Created conceptual drawings of the ACE Center located on the Jones property

Process

- ▶ Answer questions:
 - ▶ Do Village residents want a performing arts center?
 - ▶ Do Village residents want some version of a facility that meets their needs?
- ▶ Dissatisfaction with previous conceptual drawings of the ACE Center
 - ▶ Little prior knowledge, misinformation, and concern about impact
- ▶ Maximize public input – listen and learn
 - ▶ 14 meetings with about 40 – 50 residents attending each once held in Council Chambers, average of 10 to 15 individuals with public comment
 - ▶ Zoom capability (unknown number reached)
 - ▶ Village YouTube channel 380 views of proceedings
- ▶ Two Public Forums
 - ▶ Thursday evening and Sunday afternoon
 - ▶ Approximately 250 attendees combined

Process (continued)

- ▶ Combined data of 1687 distinct codable items coded into 39 categories (Aggregated Data)
 - ▶ Total of 110 oral comments offered
 - ▶ Total 32 sets of written comments (emails, letters, Village-provided forms)
 - ▶ Total of 118 online surveys completed
- ▶ Considered the data from the Village Comprehensive Plan Survey
- ▶ Designated a writing team to complete the report

Results – Needs

Support need for a flexibly designed space for residents and Corrales-based organizations

- ▶ Meetings
- ▶ Classes
- ▶ Music concerts and classes
- ▶ Performing arts events
- ▶ Social events
- ▶ Art shows
- ▶ School functions
- ▶ Lectures
- ▶ Equestrian activities

- ▶ Dances
- ▶ Historical and local interest exhibits
- ▶ Cultural and historical classes
- ▶ Receptions
- ▶ Graduations
- ▶ Academic support activities
- ▶ Youth activities
- ▶ Agricultural training classes
- ▶ Food catering

Results – Needs (continued)

- ▶ Flexible design for meeting rooms and classrooms
- ▶ Maintain architectural integrity of Village
- ▶ Maintain cultural, agricultural, and farming integrity
- ▶ Showcase of history, heritage, arts, culture, agriculture, and rural nature of Corrales while honoring Village founders and descendant families
- ▶ Outdoor plaza
- ▶ Use “cutting edge” technology throughout facility, easily updated, and ADA compliant
- ▶ Flexible and large enough space for performing arts, dances, art shows, and social events
- ▶ Maintain and protect existing equestrian infrastructure
- ▶ Include needs of growers and farmers
- ▶ Space for equestrian indoor classes and outdoor demonstrations
- ▶ Use of catering kitchen
- ▶ LEED rated for sustainability

Results – Needs (continued)

- ▶ Develop a business plan
 - ▶ Determine size of facility
 - ▶ Conduct traffic and other feasibility studies
 - ▶ Determine expense of building
 - ▶ Determine funding sources
 - ▶ Determine operating costs
 - ▶ Determine management of facility
 - ▶ Ensure environmental noise and lighting ordinances are followed
- ▶ Consider all properties in Village for location of Community Center, prioritizing:
 - ▶ Footprint, traffic flow, entry/exit onto Corrales Road
 - ▶ Parking and traffic impact on Top Form Arena
 - ▶ Capacity for expanding the building in the future
 - ▶ Proximity to gym/soccer fields/swimming pool – safety of children and youth
 - ▶ Proximity to other Village property such as proposed welcome center
 - ▶ Design for outdoor plaza



Results - Concerns

- ▶ Traffic and congestion
- ▶ Maintaining rural nature of Village
- ▶ Parking and traffic impact on Top Form Arena
- ▶ Light and noise pollution and other environmental impacts
- ▶ Cost of building and operating
- ▶ Speed of planning and execution – too fast, too slow
- ▶ Size determined by realistic business plan

Conclusions

- ▶ Initial negative reaction and response which evolved to being receptive to a center that met the needs of Village residents
- ▶ Favor building a “Community Center”
- ▶ Many stated uses, see Results: Needs Section
- ▶ Meet the needs of entire age range of residents
- ▶ Have flexible space for a wide variety of uses that benefit Village residents
- ▶ Further study, planning, designing must include transparent and inclusive process
- ▶ Minority do not favor this project
- ▶ Need to address concerns, see Results: Concerns
- ▶ “Protect our Corraleño way of life”

Recommendations

- ▶ If proceeding with building a Community Center, use the transparent model and process this Committee used to solicit and heed advisement of Village residents
- ▶ Develop a comprehensive business plan that addresses:
 - ▶ Size to meet the needs
 - ▶ Traffic – including scenario planning
 - ▶ Cost of construction, funding sources, start-up costs, sustained operational costs
- ▶ Conduct a thorough assessment of Village properties for optimal site for Community Center

Recommendations (continued)

- ▶ If project is still desirable and feasible based upon the above:
 - ▶ Competitive bid for integrated team of professional architects, construction manager, program manager
 - ▶ Hire licensed architect experienced in similar Community Centers
 - ▶ Hire experienced construction firm and program manager
 - ▶ Identify and solicit necessary short and long-term funding for construction and operating costs
 - ▶ Determine management of facility
 - ▶ Designed for ease of modification including expansion
 - ▶ Ensure compliance with ADA, Title II, and Title II regulations
 - ▶ Ensure environmental noise and lighting ordinances are followed

Summary

- ▶ Complete a plan so that construction documents can be commissioned – Did not complete
 - ▶ Lacked the necessary data to do so – needed data about needs and desires of Village residents
 - ▶ Lacked services of a registered architect
- ▶ Former conceptual design did not have full support of Corralesños
 - ▶ Gathering Village resident participation and consent were necessary
- ▶ Gather further citizen input regarding the needs of the Village – Did complete
 - ▶ Performed outreach to listen, learn and become informed about what residents were thinking and wanting
 - ▶ Generated 1687 distinct codable items of information - overall public interest, passion, and participation were unusually high
- ▶ Include the needs and concerns of Village residents described in this report which reflect the evolved consensus
- ▶ Next step is for Village Administration to proceed to accept our recommendations to reflect Village residents' needs, or not

Consent agenda

- Draft Minutes for February 27, 2024 Regular Meeting ... Pg 46
- Music in Corrales Event Application..... Pg 51
- Corrales Egg Hunt Event ApplicationPg 61

Rick Miera
Councilor

James F. Fahey, Jr.

John P. Alsbrook, II
Councilor

Mayor

Bill Woldman
Councilor



Zachary Burkett
Councilor

Mel Knight
Councilor

Stuart Murray
Councilor

DRAFT MINUTES

Village of Corrales Governing Body
February 27, 2024, 6:30pm

A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order at 6:30 PM

[Timestamps: 00:00:00 – 00:00:37](#)

B. GOVERNING BODY PRESENT

Present for tonight's meeting were Mayor James F. Fahey Jr, Councilor Rick Miera, Councilor Bill Woldman, Councilor Mel Knight, Councilor John P. Alsbrook II, Councilor Zachary Burkett, and Councilor Stuart Murray.

[Timestamps: 00:00:37 – 00:00:52](#)

C. APPROVAL OF AGENDA

Motion: Approve agenda **Action:** Approve **Moved by:** Councilor Bill Woldman **Seconded by:** Councilor Mel Knight **Vote:** Motion carries with a unanimous voice vote.

[Timestamps: 00:00:52 – 00:01:10](#)

D. PRESENTATIONS

1. Employee Recognition

- Deputy Fire Chief Tanya Lattin for 27 years of service to the Village
- Deputy Chief of Operations Nick Molinari for 20 years of service to the Village

[Timestamps: 00:01:10 – 00:14:00](#)

- #### **2. Corrales MainStreet Executive Director Angela Gutierrez gave a short presentation and answered questions regarding the quarterly report, which can be found in the agenda packet for this meeting. She announced Jessi Penrod has been hired as Assistant Director for Corrales MainStreet.**

[Timestamps: 00:14:00 – 00:30:01](#)

E. REPORTS:

1. Administrator's Report

Village Clerk Melanie Romero gave the council a quick update on the number of requests for public record received so far this calendar year, and then informed council that work has resumed on the Animal Services kennel building. The project is on track to be finished by the end of April.

Deputy Fire Chief Tanya Lattin gave an update on covid – numbers have dropped for the 6th straight week, but NM is still in the 2nd highest level for cases of flu-like illnesses. She said the covid tests the Village has expire at the end of February and there will be no more given out after that. She also announced that residents should talk to their doctor about whether they need a booster for their measles vaccination.

Administrator Ron Curry announced Corrales had strong representation in *Albuquerque the Magazine's Best of the City* awards. The Pool received recognition as one of the "best of the rest", the Library's Story Time was named "Best in the City", and the Corrales Grower's Market was also recognized as "Best in the City". Ex-Novo also received a "best of" recognition.

There were 43 citations issued in January for speeding in the Village. Of those 4 have arraignments pending, and 13 have already been arraigned. The ticket numbers were not broken down into residents vs. non-residents, as the court does not have a report that can run those numbers, and those tabulations have to be done by hand.

The Village will be closing on the old Wells Fargo Bank building at the end of the week. Councilor Bill Woldman asked for some clarification regarding the amount of money left in the LGIP fund after the purchase of the bank is completed.

Village administration had a meeting with State Auditor Joseph Maestas to discuss an audit of assets for the SCRECC (Sandoval County Regional Emergency Communications Center). Rio Rancho is the managing partner for that center and has announced it is leaving the Joint Powers Agreement that formed the center. Rio Rancho has received permission to have a call center separate from Sandoval County. An audit to identify which agency owns which assets is needed to help the separation take place. More information will be provided to the Council on this situation as the Administration receives it.

Councilor Bill Woldman asked for an update on capital outlay funds coming to the Village. While the Village has an idea of what monies have been granted, we must wait until the Governor has signed all legislation into law before we know what will be coming in.

The Village clerk passed along an invitation from Parks and Rec Director Lynn Siverts, inviting everyone to the grand opening of the new gymnasium on Saturday, March 2 from noon to 2 pm.

[Timestamps: 00:30:01 – 01:01:14](#)

F. COUNCILORS FORUM:

Councilor Mel Knight voiced concerns regarding the multi-use facility committee and comprehensive plan committee trying to lobby her support. She feels every councilor should get the same information at the same time and should not be talking to committee members outside of official meetings regarding these matters.

Councilor Stuart Murray gave updates on the Metropolitan Transportation Board and Water Resources Board, both of which he serves on as a representative of the Village. The MTB passed their annual safety plan and is aiming to lower pedestrian fatality rates in the region. They are also working on the 2045 Transportation Plan for the metro area. The WRB is working on their rules and guidelines, and we should see more from them in the future. He said NM has the least amount of surface water available of any state in the country.

[Timestamps: 01:01:14 – 01:08:02](#)

G. CORRALEÑOS FORUM:

Curt Flora, 560 Andrews Lane, talked about the fire on his property earlier that day and that the 20-foot easement they currently have on the property was wide enough for the fire trucks to respond to the fire. The width of that easement had been in dispute as part of the subdivision approvals the Floras had been seeking since 2018.

[Timestamps: 01:08:02 – 01:11:56](#)

H. CONSENT AGENDA

1. Approval of Minutes for February 13, 2024, Regular Council Meeting
- ~~2. Approval of Resolution 24-09, BAR~~ Councilor Bill Woldman asked this item be removed from the consent agenda for further discussion
Motion: Approve consent agenda **Action:** Approve **Moved by:** Councilor Rick Miera **Seconded by:** Councilor Zachary Burkett **Vote:** Motion carried with unanimous voice vote.

[Timestamps: 01:11:56 – 01:12:35](#)

I. ITEMS REMOVED FROM CONSENT AGENDA

2. Approval of Resolution 24-09, BAR

Motion: Approve Resolution 24-09 **Action:** Approve **Moved By:** Councilor Stuart Murray **Seconded by:** Councilor Zachary Burkett **Vote:** Councilor Rick Miera: aye; Councilor Bill Woldman: aye; Councilor Mel Knight: aye; Councilor John P. Alsobrook II: aye; Councilor Zachary Burkett: aye; Councilor Stuart Murray: aye. Motion carried with unanimous vote.

[Timestamps: 01:12:35 – 01:17:35](#)

J. NEW BUSINESS

1. Consideration, Action, and Approval of Resolution 24-10 Approval of Overhead Power line

Requestor Bryan Wofford answered questions from the Council regarding the request for an overhead line.

Resident Curt Flora asked the council not to approve this request, as an overhead power line was responsible for a fire on his property earlier that day. Councilor Stuart Murray responded we need to find a way to push PNM to manage vegetation around their power lines in the Village.

Motion: Approve Resolution 24-10 **Action:** Approve **Moved by:** Councilor Stuart Murray **Seconded by:** Councilor Rick Miera **Vote:** Councilor Rick Miera: aye; Councilor Bill Woldman: aye; Councilor Mel Knight: aye; Councilor John P. Alsobrook II: aye; Councilor Zachary Burkett: aye; Councilor Stuart Murray: aye. Motion carried with a unanimous vote.

[Timestamps: 01:17:35 – 01:32:33](#)

2. Consideration, Action, and Approval of Resolution 24-11, Approval for LGIP Expenditure

Motion: Approve Resolution 24-11 **Action:** Approve **Moved by:** Councilor Rick Miera **Seconded by:** Councilor Mel Knight **Vote:** Councilor Rick Miera: aye; Councilor Bill Woldman: aye Councilor Mel Knight: aye; Councilor John P. Alsobrook II: aye; Councilor Zachary Burkett: aye; Councilor Stuart Murray: aye. Motion carried with unanimous vote.

[Timestamps: 01:32:33 – 01:33:43](#)

3. **CLOSED EXECUTIVE SESSION:** The Village Council may go into Closed Executive Session pursuant to the provision of the New Mexico Open Meetings Act adopted by the Village Council, Pursuant to NMSA 1978, Sec. 10-15-1 H (8), the Village Council may convene in Executive Session for the discussion of the purchase, acquisition or disposal of real property or water rights by the public body.

Motion: Close meeting to go into executive session **Action:** Approve **Moved by:** Councilor Rick Miera

Seconded by: Councilor John P. Alsobrook II **Vote:** Councilor Rick Miera: aye; Councilor Bill Woldman: aye; Councilor Mel Knight: aye; Councilor John P. Alsobrook II: aye; Councilor Zachary Burkett: aye; Councilor Stuart Murray: aye. Motion carried with unanimous vote.

[Timestamps: 01:33:43 – 01:34:42](#)

Meeting was closed at 8:05 PM. The meeting recording was paused during the closed session.

The matters discussed in the closed session were limited to only those specified in the notice for closure. No votes were taken and no decision were made.

Motion: Reopen meeting **Action:** Approve **Moved by:** Councilor Mel Knight **Seconded by:** Councilor Stuart Murray **Vote:** Motion carried by unanimous voice vote.

Meeting was reopened at 8:50 PM and discussion proceeded on item number 4.

[Timestamps: 01:34:42 – 01:35:14](#)

4. Consideration, Action, and Approval of Direction to Stifel Public Finance to Begin Preparation of Bond Sale Documents

Motion: Fund \$2 million in bond sales for farmland preservation easements, \$200,000 in bond sales for roads and drainage, and \$200,000 for fire projects, totaling \$2.4 million. **Action:** Approve **Moved by:** Councilor Zachary Burkett **Seconded by:** John P. Alsobrook II **Vote:** Councilor Rick Miera: aye; Councilor Bill Woldman: no; Councilor Mel Knight: aye; Councilor John P. Alsobrook II: aye; Councilor Zachary Burkett: aye; Councilor Stuart Murray: no. Motion carried with a 4 - 2 vote to approve.

[Timestamps: 01:35:14 – 01:55:01](#)

5. Discussion of Rules of Procedure for Meetings of the Governing Body

Councilor Murray requested paragraph E in the appeals section, defining an aggrieved party, be removed from the final version of the document, which will be before the council at their next regular meeting scheduled for March 12, 2024.

[Timestamps: 01:55:01 – 02:00:16](#)

K. ANNOUNCEMENTS/FUTURE AGENDA ITEMS:

1. Approval of Ordinance 24-02 3/12/24
2. Approval and Adoption of Rules of Procedure 3/12/24
3. Final Report and presentation from Multi-Use Facility Committee 3/12/24

[Timestamps: 02:00:16 – 02:02:31](#)

L. ADJOURNMENT

Meeting was adjourned at 9:18 PM

[Timestamps: 02:02:31 – 02:02:45](#)

A COPY OF THE MINUTES MAY BE OBTAINED ON THE WEBSITE: www.corrales-nm.org by clicking on “I’m Looking For & Agendas/Minutes”

PASSED, APPROVED AND ADOPTED this 26th day of March 2024

VILLAGE OF CORRALES:

James F. Fahey, Mayor

ATTEST:

Melanie L. Romero, Village Clerk
(SEAL)



VILLAGE OF CORRALES

Event/Rental Application

The Village of Corrales Event Application is based on ordinances, requirements and regulations for activities hosted by citizens, businesses, and organizations. The requirements are designed to minimize the impact on area residents and businesses. It is required that applicants conform to the current laws, regulations and requirements when acquiring the necessary permits and provide a safe environment for attendees. Failure to comply with the requirements made by the Village Administration within this application will result in the event being shut down and possible legal action. If insurance is required for your event, please attach to the application.

SECTION I – APPLICATION PROCESS

If you have not completed all of the sections, your application may not be approved and permitted.

1.	Complete all sections of this application.
2.	Submit the completed application, along with any permits, site plans or additional required information to the Village Office at least 90 days prior to the event.
3.	If the event is expected to have > 200 attendees, you will be required to attend the next scheduled Parks and Recreation Commission meeting (held the first Tuesday of each month at the Village Offices at 7:00 p.m.). If approved, it will be submitted to the Village Council for final review and approval. You will then be required to sign the Rental Agreement.
4.	If the event is expected to have < 200 attendees, you will be required to meet with the Director of Parks and Recreation to review your application at least 14 days prior to the event. If approved, once the appropriate fees are collected, the event will be scheduled based on availability.

SECTION II - APPLICANT INFORMATION

First Name	JOHN	Last Name	SCHUMANN	Date	2/6/24
Name of Business:	CORRALES CULTURAL ARTS COUNCIL				
Is the organization	For Profit <input type="checkbox"/>	Non-Profit <input type="checkbox"/>	501(c)(3) <input checked="" type="checkbox"/>	Other (please list)	
Street Address	[REDACTED]				
City	CORRALES	State	NM	Zip	87048
Phone	[REDACTED]	Cell	[REDACTED]	email	[REDACTED]
Name of Event					
Date(s) and Hours of Event	6/1/24 4 ³⁰ PM				
Setup Date & Time	6/1/24 3pm-5pm		Teardown Date & Time	7pm-8pm	
Estimated Attendance	200				
Is street closure being requested?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If YES, dates(s) & time		
Briefly describe the event?	A Concert of And's music performed by the New Horizon Band. The concert will be free of charge and is sponsored by the Corrales Cultural Arts Council.				

SECTION III - PERMITS

All Vendors must be registered to do business with the Village of Corrales, Village Code of Ordinance Chapter 10, Article III; GRT in Corrales is 7.1875%. The Village of Corrales Locator number for your CRS is 29-504.

Will food or beverages be served at the event?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Will you or vendors be cooking or heating food?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Do you or the vendors have annual/temporary food permits from the New Mexico Environment Department?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Will alcohol be served at the event?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Will there be amplified sound during the event?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/> <i>A MICROPHONE</i>

If you answered YES to any of the questions above, you will be required to obtain the necessary permits for the event.

SECTION IV - FACILITIES

Which facilities do you wish to occupy? Please check all that apply.

<input checked="" type="checkbox"/> La Entrada Park	<input type="checkbox"/> Salce Park
<input type="checkbox"/> Wells Fargo Field – EAST	<input checked="" type="checkbox"/> Wells Fargo Field – WEST <i>PARKING</i>
<input type="checkbox"/> The Liam Knight Pond	<input type="checkbox"/> The Top Form Arena
<input type="checkbox"/> Rec Center Gymnasium	<input type="checkbox"/> Rec Center Swimming Pool
<input type="checkbox"/> Rec Center Tennis Courts	<input type="checkbox"/> Rec Center Outdoor Basketball Courts
<input type="checkbox"/> Robert Bell Skate Park	<input checked="" type="checkbox"/> Village of Corrales Administration Building Parking Lot
<input type="checkbox"/> Rec Center Parking Lot – EAST	<input type="checkbox"/> Rec Center Parking Lot - WEST

Do you require exclusive use of these facilities?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Will tents or canopies be utilized during the event?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Are tents or canopies fire retardant?	YES <input type="checkbox"/>	NO <input type="checkbox"/> <i>NSA</i>

Tent Vendor Name	Tent Vendor Phone Number
------------------	--------------------------

Please describe (number, size, etc.)

List of Village Equipment to be utilized before, during or after the event:

Electrical?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Voltage/Amps required
Parking Barrier?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	Location(s)
Phone Hookups?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	Number of lines needed
Water?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	For what purpose
Other?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Please explain

SECTION V – SITE PLAN / TRAFFIC PLAN

Applications must be submitted with a site plan, whether computer-generated or drawn by hand. Please attach your site plan to this application. Site plans should include the following:

- 1. Traffic Plan
- 2. Locations and boundaries of the event, including barrier locations
- 3. Tent and canopy locations, including dimensions
- 4. Proposed fencing, including entrance and exit gate locations, including planned emergency exits
- 5. Location of signage for the event
- 6. On street parking locations
- 7. Any stage and/or riser locations
- 8. Proposed portable toilet locations, including handicap accessible and any hand washing stations
- 9. Trash dumpster locations, size, and placement – **You must contact Roadrunner Waste Services directly for these services.**

Site plans for Village sites (pdf-file) available at www.Corrales-NM.org/forms

SECTION VI – RENTAL FEES

Rentals are defined as the leasing of identified facilities and sites, for groups or individuals exclusive use when participation rates are no more than 200 users. User groups for the Recreation Center or a park with more than 200 participants **must** have approval of the Parks and Recreation Commission, Village Staff, and Village Council. The Community Center **may not** be rented for groups larger than 50 participants.

Non-renter user groups are those whose organizations contribute directly to the operational program of a facility or a department financially, materially, or with volunteers. The yearly amount of contributions is to be determined and contracted by the appropriate Department Supervisor or designee.

All facilities will be opened and locked by Village Staff. Available hours are sunrise to sunset (with the exception of lighted facilities).

A users are organizations that provide a community service and/or are 501(c)(3) nonprofit (proof of 501(c)(3) status must be provided).

B users are those organizations designated as typically charging an entry fee or Village property to make a profit. "B" users will be allowed to use the facility only if the desired use of the facility is approved by the appropriate Department staff or designee (and if anticipated participation exceeds 200 participants with the Parks and Recreation Commission and the Village Council approval).

C users are groups that use facilities for private purposes.

Rental Rates for Facilities and Sites

The following rates are designated for the outlined periods of time. Exceptions may apply. These are the minimum rates to be charged. If a facility or site is to be used for a longer period of time, then a rental agreement will be adjusted to reflect the additional use and time.

There is a **sixty (60) Day Advance Reservation** on all rentals for events with larger than 200 attendees.

LOCATION	USERS		
	A	B	C
Swimming Pool (\$250 for 75 people, \$50 for every additional 25 people for 2 hours)			
TopForm Arena (\$40 holding fee Includes 2-hour arena use, \$10.00 per hour for each additional hour)			
Robert Bell Skate Park (\$100.00 an hour)			
Gymnasium (168 participants max per hour)	\$25	\$100	\$50
Village of Corrales Community Center (per hour)	\$10	\$50	\$20
Village of Corrales Senior Center (per hour)	\$10	\$50	\$20
The Liam Knight Pond (per hour)	\$15	\$50	\$20
Parks: La Entrada or Salce (per hour)	\$15	\$50	\$20
Wells Fargo Fields – East or West (per hour per acre)	\$15	\$50	\$20
Recreation Center Parking Lots – East or West (per hour)	\$10	\$20	\$15
Outdoor Sand Volleyball Courts (per hour)	\$10	\$10	\$10
Outdoor Tennis Courts (per hour)	\$2	\$10	\$7
Bocce Ball Court (per hour)	\$2	\$10	\$7

Other Fees Where Applicable	
Clean-up Fees	\$50 to \$250 depending upon event (may be refundable)
Electricity Fees	\$20 per hour
Access to Water	\$20 per hour
Trash Dumpsters	*Contact Roadrunner Waste Services Directly @505-867-9000
Porta Potty Rentals	*Contact Roadrunner Waste Services Directly @505-867-9000

****Roadrunner Waste Services is under contract with the Village of Corrales – All waste services MUST go through them.****

SECTION VII – RENTAL FEE CALCULATION - FOR PARKS AND RECREATION DEPARTMENT USE ONLY			
Location:	Acreage:	User Type:	
Calculations:	<i>PARK SURS - \$75</i> <i>ELECTRIC 5 HOURS \$100</i> <i>WATER 5 HOURS \$100</i>		
Total Fees:	<i>\$275.00</i>	Due Date:	
Receipt #:	Date of Receipt:	Amt. Received:	

SECTION VIII – FOR INTERNAL USE ONLY

For Village Department Use Only

Signature Approval By Department

Department Check List
Each Item MUST be off...

Staff	Facilities
<input type="checkbox"/> Event Calendar	<input type="checkbox"/> NM DOT Approval
<input type="checkbox"/> Fire Chief's Overtime Yes/No	<input type="checkbox"/> Noise Permit
<input type="checkbox"/> Parks & Recreation Commission Recommendation	<input type="checkbox"/> Proof Liability Insurance
<input type="checkbox"/> Police Chief's Overtime Yes/No	<input type="checkbox"/> Rental Approval
<input type="checkbox"/> Standby Emergency Team	<input type="checkbox"/> Total Rental Fee
Utilities / Other	<input type="checkbox"/> Road Runner Portables
<input type="checkbox"/> Electric /Gas Requirements	<input type="checkbox"/> Road Runner Trash Bin placement & removal
<input type="checkbox"/> Phone Requirements	<input type="checkbox"/> Security
<input type="checkbox"/> Water	<input type="checkbox"/> Tent/Canopy Plan
Public Works	<input type="checkbox"/> Traffic Plan
<input type="checkbox"/>	<input type="checkbox"/>

Comments (use back side of sheet if necessary):

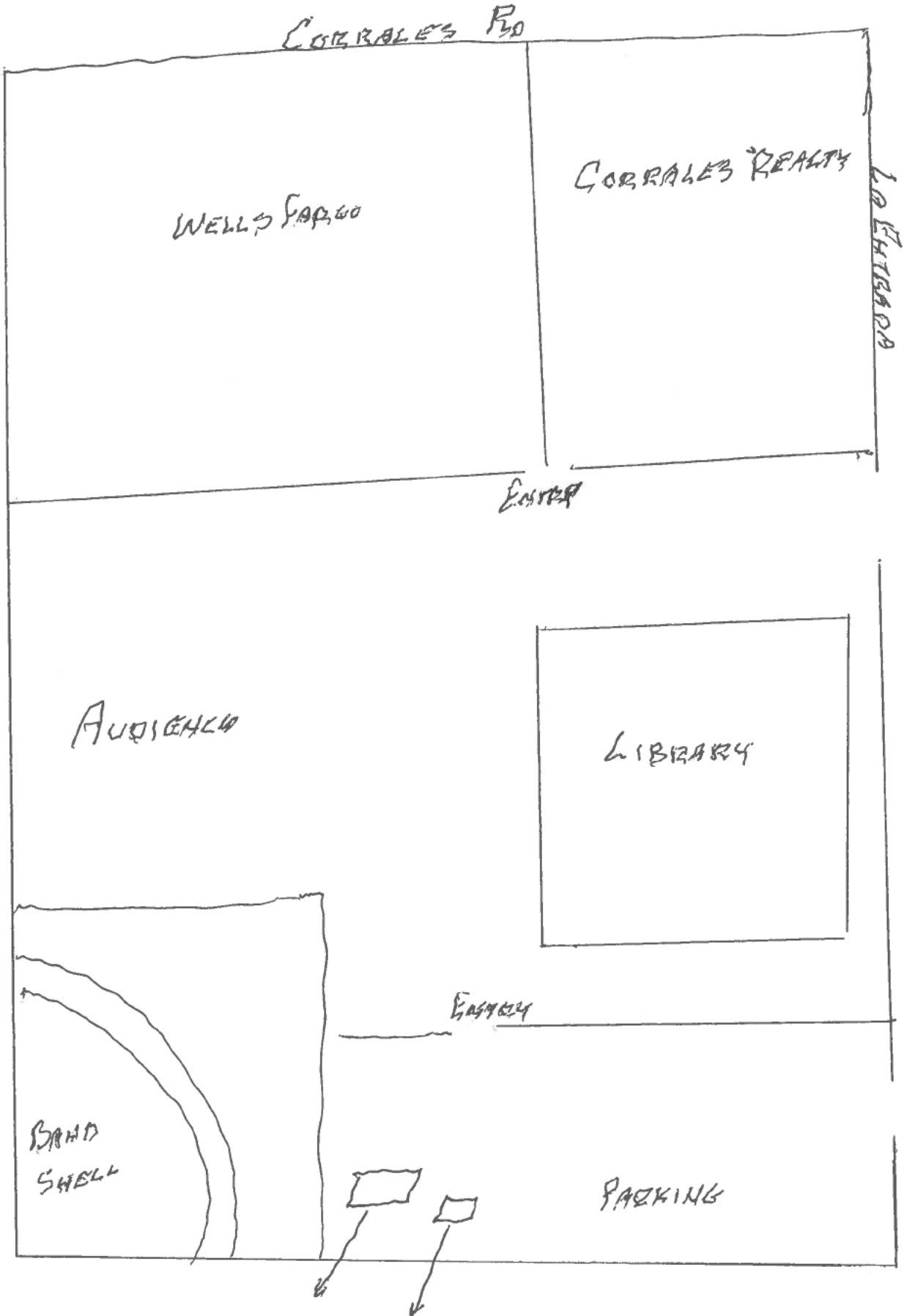
SECTION IX – RENTAL & MISC. FEES – FOR VILLAGE COUNCIL USE ONLY	
Total Fees Due (see Sec. VII for Fee Calculations)	\$
Actual Fee Charged	\$

Department Signature Approval:

Department & Signature	List Conditions of Approval (if any) AND associated Dept. costs
Fire Department _____	_____
Police Department _____	_____
Planning and Zoning _____	_____
Parks & Recreation _____	_____
Public Works _____	_____
Village Administration _____	_____

Final Event Permit Approval: YES NO Date: _____

Village Representative _____
Title



HANDICAP Potty
WASIO STAND 56

February 6, 2024

Hi, Lynn:

It was terrific catching up with you this afternoon. Thanks for your help and guidance!

As promised, attached is a rental application submitted by the Corrales Cultural Arts Council for the use of La Entrada Park on June 1. We're excited about this concert and its potential impact on our Village. It is unique and something we've never done before.

This goes back to October of 2023 when three of our board members met with the Corrales Elementary School PTA Board of Directors. We were looking for support for one program, an after-school guitar program, and for input about what kind of concert we could produce to attract a young audience. Well, we're hoping to begin the after-school guitar program in late March, pending results of a survey of 5th and 6th graders and their level of interest in such a program.

We're very interested in attracting new Music in Corrales patrons. Our recently concluded survey proved the obvious. Our patrons are largely people 60 years old and older.

When we asked the PTA board members what we could do to attract them and younger patrons to Music in Corrales concerts they unanimously said a park concert with kids music (Lion King, Star Wars, Batman etc) where families could attend together, have a picnic, and enjoy music they knew.

Because of Kay Yoest, a music major in college, a retired Army Lieutenant Colonel, our grant writer, and a Corralenos, we have found a band that uniquely meets our needs and will perform the music a younger audience and kids know. The band is the New Horizon Band. It is a 55 member band whose members are 55 plus who have a passion for music, are retired musicians, music teachers, or folks who just enjoy being band members. And, Lynn, they are very good.

Our concept is to conduct a concert in La Entrada Park on June 1 from 5 p.m. til 7:00 p.m. Our target audience is young adults and their families or grandparents, like Mayor Fahey, who will bring their kids/grandkids for an old fashion park concert. We will make it a concert free for all to attend, not wanting financial means to be an obstacle to attending. We will accept donations but there will be no charge.

Our hope is to attract many young families and interest them in Music in Corrales or our Music in Schools' programs. The New Horizon Band also hopes the concert will attract new members.

You asked how many will attend the concert. I have no idea. Because it is unique with no blueprint, will be free, and because we will publicize it well. I'm thinkin' a crowd of 200 or more will attend. I know that a crowd of that size will require the approval of the Parks and Rec Commission. We are reasonably confident they will support and approve the concert. I'll bring the wine to their meeting when we seek their approval.

As always, thank you Lynn. If you have any questions, please just call.

Warm regards,



John Schumann

President, Corrales Cultural Arts Council (Music in Corrales and Music in Schools)



p.s. My offer to help you set up the March 2 open house for the new gym is an open one.

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
1100 COMMERCE STREET
DALLAS, TX 75242-0000

DEPARTMENT OF THE TREASURY

Date: **OCT 25 1994**

CORRALES CULTURAL ARTS COUNCIL
PO BOX 2723
CORRALES, NM 87048

Employer Identification Number:

Case Number:
754290015

Contact Person:
SHARI FLOWERS

Contact Telephone Number:
(214) 767-6023

Internal Revenue Code
Section 501(c)(04)

Accounting Period Ending:
December 31

Form 990 Required:
No

Addendum Applies:
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in the section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee to whom you pay \$100 or more during a calendar year. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee to whom you pay \$50 or more during a calendar quarter if, during the current or preceding calendar year, you had one or more employees at any time in each of 20 calendar weeks or you paid wages of \$1,500 or more in any calendar quarter. If you have any questions about excise, employment, or other Federal taxes, please address them to this office.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 per-

Letter 948 (DO/CG)

CORRALES CULTURAL ARTS COUNCIL

cent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Exemption under section 501(c)(4) is recognized as of February 28, 1991, your date of formation or incorporation, to May 4, 1994, the effective date of your exemption under section 501(c)(3).

Donors may not deduct contributions to you because you are not an organization described in section 170(c) of the Code. Under section 6113, any fundraising solicitation you make must include an express statement (in a conspicuous and easily recognizable format) that contributions or gifts to you are not deductible as charitable contributions for Federal income tax purposes. This provision does not apply, however, if your annual gross receipts are normally \$100,000 or less, or if your solicitations are made to no more than ten persons during a calendar year. The law provides penalties for failure to comply with this requirement, unless failure is due to reasonable cause.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Bobby E. Scott
District Director

Letter 948 (DO/CG)



VILLAGE OF CORRALES

Event/Rental Application

FEB 28 AM 11:23

The Village of Corrales Event Application is based on ordinances, requirements and regulations for activities hosted by citizens, businesses, and organizations. The requirements are designed to minimize the impact on area residents and businesses. It is required that applicants conform to the current laws, regulations and requirements when acquiring the necessary permits and provide a safe environment for attendees. Failure to comply with the requirements made by the Village Administration within this application will result in the event being shut down and possible legal action. If insurance is required for your event, please attach to the application.

SECTION I - APPLICATION PROCESS

If you have not completed all of the sections, your application may not be approved and permitted.

1.	Complete all sections of this application.
2.	Submit the completed application, along with any permits, site plans or additional required information to the Village Office at least 90 days prior to the event.
3.	If the event is expected to have > 200 attendees, you will be required to attend the next scheduled Parks and Recreation Commission meeting (held the first Tuesday of each month at the Village Offices at 7:00 p.m.). If approved, it will be submitted to the Village Council for final review and approval. You will then be required to sign the Rental Agreement.
4.	If the event is expected to have < 200 attendees, you will be required to meet with the Director of Parks and Recreation to review your application at least 14 days prior to the event. If approved, once the appropriate fees are collected, the event will be scheduled based on availability.

SECTION II - APPLICANT INFORMATION

First Name	Sandy	Last Name	Rasmussen	Date	2/28/24
Name of Business:	Kiwaniis Club of Corrales				
Is the organization	For Profit <input type="checkbox"/>	Non-Profit <input type="checkbox"/>	501(c)(3) <input checked="" type="checkbox"/>	Other (please list)	
Street Address	PO Box 3810				
City	Corrales	State	NM	Zip	87048
Phone	Cell	[REDACTED]		email	[REDACTED]
Name of Event	Corrales Egg Hunt				
Date(s) and Hours of Event	March 30, 2024 10-10:30 AM				
Setup Date & Time	8:30 AM		Teardown Date & Time 11 AM		
Estimated Attendance	200				
Is street closure being requested?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If YES, dates(s) & time		
Briefly describe the event?	This is our annual Egg Hunt for the children of Corrales between 1-8 years old.				

SECTION III - PERMITS

All Vendors must be registered to do business with the Village of Corrales, Village Code of Ordinance Chapter 10, Article III; GRT in Corrales is 7.1875%. The Village of Corrales Locator number for your CRS is 29-504.

Will food or beverages be served at the event?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Will you or vendors be cooking or heating food?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Do you or the vendors have annual/temporary food permits from the New Mexico Environment Department?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Will alcohol be served at the event?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Will there be amplified sound during the event?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

If you answered YES to any of the questions above, you will be required to obtain the necessary permits for the event.

SECTION IV - FACILITIES

+ Gonzales Field + Wells Fargo for parking

Which facilities do you wish to occupy? Please check all that apply.

<input checked="" type="checkbox"/> La Entrada Park	<input type="checkbox"/> Salce Park
<input type="checkbox"/> Wells Fargo Field – EAST	<input type="checkbox"/> Wells Fargo Field – WEST
<input type="checkbox"/> The Liam Knight Pond	<input type="checkbox"/> The Top Form Arena
<input type="checkbox"/> Rec Center Gymnasium	<input type="checkbox"/> Rec Center Swimming Pool
<input type="checkbox"/> Rec Center Tennis Courts	<input type="checkbox"/> Rec Center Outdoor Basketball Courts
<input type="checkbox"/> Robert Bell Skate Park	<input checked="" type="checkbox"/> Village of Corrales Administration Building Parking Lot - Parking Only
<input type="checkbox"/> Rec Center Parking Lot – EAST	<input type="checkbox"/> Rec Center Parking Lot - WEST

Do you require exclusive use of these facilities? YES NO

Will tents or canopies be utilized during the event? YES NO

Are tents or canopies fire retardant? YES NO

Tent Vendor Name _____ Tent Vendor Phone Number _____

Please describe (number, size, etc.)

List of Village Equipment to be utilized before, during or after the event:

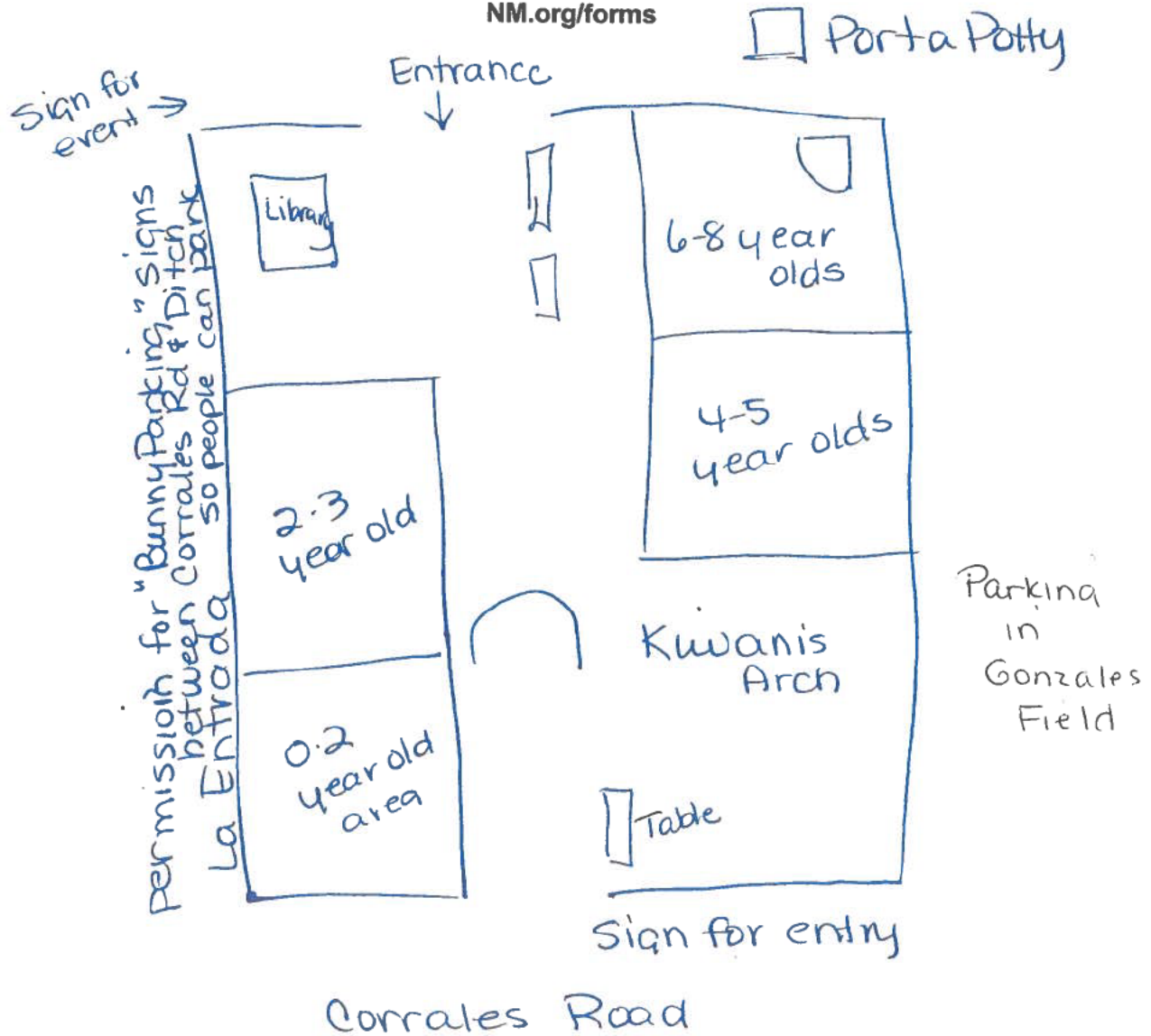
Electrical?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Voltage/Amps required	Just regular outlet for Kiwanis BlowUp if we use it.
Parking Barrier?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Location(s)	
Phone Hookups?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Number of lines needed	
Water?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	For what purpose	
Other?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Please explain	

SECTION V – SITE PLAN / TRAFFIC PLAN

Applications must be submitted with a site plan, whether computer-generated or drawn by hand. Please attach your site plan to this application. Site plans should include the following:

1. Traffic Plan
2. Locations and boundaries of the event, including barrier locations
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9. Trash dumpster locations, size, and placement – **You must contact Roadrunner Waste Services directly for these services.**

Site plans for Village sites (pdf-file) available at www.Corrales-NM.org/forms



SECTION VI – RENTAL FEES

Rentals are defined as the leasing of identified facilities and sites, for groups or individuals exclusive use when participation rates are no more than 200 users. User groups for the Recreation Center or a park with more than 200 participants **must** have approval of the Parks and Recreation Commission, Village Staff, and Village Council. The Community Center **may not** be rented for groups larger than 50 participants.

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Rental Rates for Facilities and Sites

The following rates are designated for the outlined periods of time. Exceptions may apply. These are the minimum rates to be charged. If a facility or site is to be used for a longer period of time, then a rental agreement will be adjusted to reflect the additional use and time.

There is a **sixty (60) Day Advance Reservation** on all rentals for events with larger than 200 attendees.

LOCATION	USERS		
	A	B	C
Swimming Pool (\$250 for 75 people, \$50 for every additional 25 people for 2 hours)			
TopForm Arena (\$40 holding fee Includes 2-hour arena use, \$10.00 per hour for each additional hour)			
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Bocce Ball Court (per hour)	\$2	\$10	\$7

Other Fees Where Applicable	
Clean-up Fees	\$50 to \$250 depending upon event (may be refundable)
Electricity Fees	\$20 per hour
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Trash Dumpsters	*Contact Roadrunner Waste Services Directly @505-867-9000
Porta Potty Rentals	*Contact Roadrunner Waste Services Directly @505-867-9000

****Roadrunner Waste Services is under contract with the Village of Corrales – All waste services MUST go through them.****

SECTION VII – RENTAL FEE CALCULATION - FOR PARKS AND RECREATION DEPARTMENT USE ONLY			
Location:	Acreage:	User Type:	
Calculations:			
Total Fees:		Due Date:	
Receipt #:	Date of Receipt:	Amt. Received:	

For Village Department Use Only

Signature Approval By Department

Department Check List
Each Item MUST be off...

Staff	Facilities
<input type="checkbox"/> Event Calendar	<input type="checkbox"/> NM DOT Approval
<input type="checkbox"/> Fire Chief's Overtime Yes/No	<input type="checkbox"/> Noise Permit
<input type="checkbox"/> Parks & Recreation Commission Recommendation	<input type="checkbox"/> Proof Liability Insurance
<input type="checkbox"/> Police Chief's Overtime Yes/No	<input type="checkbox"/> Rental Approval
<input type="checkbox"/> Standby Emergency Team	<input type="checkbox"/> Total Rental Fee
Utilities / Other	
<input type="checkbox"/> Electric /Gas Requirements	<input type="checkbox"/> Road Runner Portables
<input type="checkbox"/> Phone Requirements	<input type="checkbox"/> Road Runner Trash Bin placement & removal
<input type="checkbox"/> Water	<input type="checkbox"/> Security
Public Works	
<input type="checkbox"/>	<input type="checkbox"/> Tent/Canopy Plan
<input type="checkbox"/>	<input type="checkbox"/> Traffic Plan
<input type="checkbox"/>	<input type="checkbox"/>

Comments (use back side of sheet if necessary):

SECTION IX – RENTAL & MISC. FEES – FOR VILLAGE COUNCIL USE ONLY	
Total Fees Due (see Sec. VII for Fee Calculations)	\$
Actual Fee Charged	\$

Department Signature Approval:

Department & Signature	List Conditions of Approval (if any) AND associated Dept. costs
Fire Department _____	_____
Police Department _____	_____
Planning and Zoning _____	_____
Parks & Recreation _____	_____
Public Works _____	_____
Village Administration _____	_____

Final Event Permit Approval: YES NO Date: _____

Village Representative

Title

New Business

- Resolution 24-12 Pg 67
- Ordinance 24-02 Pg 87
- Resolution 24-13Pg 88



VILLAGE OF CORRALES
STATE OF NEW MEXICO

RESOLUTION NO. 24-12

DIRECTING THE PUBLICATION OF A NOTICE OF MEETING AND INTENT TO CONSIDER ADOPTION OF ORDINANCE 24-03 PROVIDING FOR THE RE-ZONING OF LANDS OF ADELA W. C DE BACA SUBDIVISION, TRACT 2 A, KNOWN AS 5093 CORRALES ROAD, VILLAGE OF CORRALES, SANDOVAL COUNTY FROM A-1 (AGRICULTURAL AND RURAL RESIDENTIAL) TO C (NEIGHBORHOOD COMMERCIAL)

WHEREAS, the Village Council of the Village of Corrales (the “Governing Body”) met upon notice of meeting duly published, in the Village Council Chambers (4324 Corrales Road, Corrales, NM 87048), on March 12th, 2024, at 6:30 p.m. as required by law; and

WHEREAS, the Governing Body has considered a first reading of Ordinance 24-03 at a duly called meeting on March 12, 2024, and intends to consider a second reading and final approval of the Amendments at a duly called regular meeting on April 9, 2024, at 6:30 p.m.; and

WHEREAS, NMSA 1978, Section 3-17-3 (1973) provides that “[n]otice by publication of the title and subject matter of any ordinance proposed for adoption by the governing body of any municipality must take place at least two weeks prior to consideration of final action upon the ordinance in open session of the governing body . . . [and] [n]otice of the proposed ordinance shall be published one time as a legal advertisement in a newspaper of general circulation in the municipality . . . [and] [c]opies of a proposed ordinance shall be available to interested persons during normal and regular business hours of the municipal clerk upon request and payment of a reasonable charge beginning with the date of publication and continuing to the date of consideration by the municipality’s elected commission.”

NOW THEREFORE BE IT RESOLVED BY THE VILLAGE COUNCIL, THE GOVERNING BODY OF THE VILLAGE OF CORRALES, NEW MEXICO:

Section 1. All action not inconsistent with this resolution (the “Resolution”) heretofore taken by the Governing Body of the Governmental Unit, and the officers, employees, and agents of the Governing Body, directed toward the authorization of this Resolution be, and the same is hereby ratified, approved and confirmed.

Section 2. The publication, in accordance with Section 3-17-3, in *The Albuquerque Journal*, a newspaper of general circulation within the Village, or any other newspaper of general circulation within the Village in which such publication is required by law or ordinance, of the following notice at least two weeks prior to the meeting at

which the Governing Body of the Village will consider the Ordinance, is hereby authorized.

[Form of Notice]

Village of Corrales, New Mexico
Notice of Meeting and Intent to Consider Adoption of Ordinance

The Village Council of the Village of Corrales, New Mexico, hereby gives notice of a Regular Village Council meeting for Tuesday, April 9, 2024 at 6:30 p.m. This will be an in-person meeting located at 4324 Corrales Road, Corrales, NM 87048, with Zoom participation available, meeting ID: 819 4845 587, passcode: 313155. At such meeting, the Village Council will hold a public hearing concerning, and will consider for adoption, the proposed ordinance (the “Ordinance”) described below. Complete copies of the proposed Ordinance are available for public inspection during the normal and regular business hours of the Village Clerk (mromero@corrales-nm.org), located at 4324 Corrales Road, in Corrales, New Mexico 87048.

The title (subject to amendment or substitution) of the proposed Ordinance is:

VILLAGE OF CORRALES
ORDINANCE NO. 24-03

PROVIDING FOR THE RE-ZONING OF LANDS OF ADELA W. CE BACA SUBDIVISION, TRACT 2 A, KNOWN AS 5093 CORRALES ROAD, VILLAGE OF CORRALES, SANDOVAL COUNTY, NEW MEXICO, FROM A-1 (AGRICULTURAL AND RURAL RESIDENTIAL) TO C (NEIGHBORHOOD COMMERCIAL).

A general summary of the subject matter of the Ordinance is contained in its title. This Notice constitutes compliance with NMSA 1978, Section 3-17-3 (1973).

THE VILLAGE COUNCIL OF
THE VILLAGE OF CORRALES, NEW MEXICO

James F. Fahey, Jr, MD, Mayor

By: /s/ Melanie
 Romero

Melanie Romero,
Village Clerk

[End of Form of Notice]

Section 3. The Ordinance shall be filed with the Village Clerk and shall be considered by the Village Council at a regular meeting of the Village Council on April 9, 2024, at 6:30 p.m., or as soon thereafter as the matter may be heard in the Village Council Chambers (4324 Corrales Road, Corrales, NM 87048).

Section 4. If any section, paragraph, clause, or provision of this Resolution shall

for any reason be held invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. All acts, orders and resolutions of the Village Council, and parts thereof, inconsistent with this Resolution be, and the same hereby are, repealed to the extent only of such inconsistency. This repealer shall not be construed to revive any act, order or resolution, or part thereof, heretofore repealed.

Section 6. This Resolution shall be in full force and effect upon its passage and approval.

PASSED, APPROVED AND ADOPTED THIS 12th day of March 2024

VILLAGE OF CORRALES, NEW MEXICO

James F. Fahey, Jr., MD, Mayor

Rick Miera, Councilor, District 1

Bill Woldman, Councilor, District 2

Mel Knight, Councilor, District 3

John P. Alsobrook, II, Councilor, District 4

Zachary Burkett, Councilor, District 5

Stuart Murray, Councilor, District 6

ATTEST:

Melanie L. Romero
Village Clerk



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

VILLAGE OF CORRALES

FAX (505) 897-7217
EMAIL: info@corrales-nm.org
WEBSITE: www.corrales-nm.org

JAMES F. FAHEY, JR., M.D.
MAYOR

February 23, 2024

Joan Lewis
5093 Corrales Road
Corrales, NM 87048

Ms. Lewis,

Your zone map amendment (ZMA 24-01) request to change the zoning at Lands of Adela W C de Baca, Tract 2A (5093 Corrales Road) from *A-1 Agricultural and Rural Residential* to *C – Neighborhood Commercial* was heard by the Village of Corrales Planning and Zoning Commission on February 21, 2024. The application passed by unanimous vote of all Commissioners. The Commissioners found the request to be compliant with Section 18-48 (b) Zone Map amendments.

Findings of fact include: This lot is located within the Corrales Road Commercial Area and thus is eligible for rezone. The lot does not extend more than 350 away from the Corrales Road frontage, and therefore the entire lot qualifies for commercial zoning.

Because a commercial Site Development Plan application was not submitted concurrently, this action only changes the zoning at the site. It does not allow for any commercial *uses* (other than a home occupation application/permit within the home on the property) currently. In her motion to approve, Commissioner Balas did state that review of any future commercial Site Development Plan application will be done with care and caution, looking particularly at ingress/egress, fire lane, etc.

Zone map requests are a two-part process; your application along with the Commission approval will now be forwarded to Village Clerk Melanie Romero to place on an upcoming Council agenda for governing body final approval.

Thank you,

Laurie Stout, CFM
Planning and Zoning Administrator
LStout@corrales-nm.org
505-503-0331

ZMA 24-01, Zone Map Amendment, 5093 Corrales Road, Zone change request from A-1 Residential to C – Neighborhood Commercial, Staff Summary

Applicant **Joan Lewis** is requesting a zone change from the current **A-1 Agricultural and Rural Residential to C – Neighborhood Commercial** on property she owns at **5093 Corrales Road**. This 1.027 – acre property is located at the southwest corner of Old Church Road and Corrales Road. This lot is the northernmost lot on that side of Corrales Road that is eligible for Commercial zoning.

The applicant also owns an adjacent property at 5065 Corrales Road that is already zoned Commercial and was approved for 4 professional offices (first floor of the building only) by the Commission in August of 2019 with a previous Site Development Plan on that property. There is a driveway access permit acknowledged by NMDOT for 5065 Corrales Road, according to the applicant. Unfortunately, that driveway is only 13 feet wide, which has inhibited any further uses on that property.

Currently on residentially zoned 5093 Corrales Road (the subject of this zone change request) there is a 3-bedroom residence with a driveway leading to the garage on the property. There is no driveway access off Old Church Road to this property.

This is the northernmost lot on the west side of Corrales Road. It is within the Corrales Road Commercial Area as specifically noted in Section 18-37 (b) (1) (b) and is thus eligible for rezone to C – Neighborhood Commercial.

This is a request for a zone change only—while potential future business uses are shown, those are not being considered currently. The applicant understands that a separate Site Development Plan application would be required in order for the Commission to approve any future uses here.

Zone changes are governed by **Village Code Section 18-48 (b) Map Amendments (4) Conditions for Zone Map Amendment**. *In considering a request for approval of a zone map amendment, other than Village-owned property to the M zone, the Planning and Zoning Commission and Governing Body shall consider the following:*

- a. *Compatibility with the zoning and use of adjacent properties and other properties in the vicinity;*
- b. *The overall health and safety of the community;*
- c. *The goals and objectives of the Comprehensive Plan.*
- d. *One or more of the following conditions exist:*
 - (i) *There was a mistake in the original zoning;*
 - (ii) *There has been a change in the neighborhood or community conditions that justify the change;*
 - (iii) *A change in zoning would be more advantageous to the community as articulated in the comprehensive plan. Language within the Comp Plan states: **Goal: Encourage appropriate commercial and professional office development within the designated commercial zone.** The Comp Plan also acknowledges the benefits of gross receipts taxes, which is what pays for fire, police, library, parks, etc. (See enclosed Comprehensive Plan pages, where some objectives and policies are highlighted.)*

- (iv) *The cost of land or other economic considerations shall not be the determining factor for zone change.*
- (v) *The site is physically suitable for the development of the uses and density permitted by the proposed zoning district.*

(5) Prior to development a Site Development Plan will be required. (Section 18-45 (b)).

This is a zone change request only; absolutely no changes in use can occur until such time as a Site Development Plan application is brought before the Planning and Zoning Commission, and the Commission approves those changes in use. There is a residence only on the property today.

(6) (Item 6 in Code refers to Municipal zone only.)

(7) If the owners of twenty-percent or more of the area of the lots and of land included in the area proposed to be changed by a zoning regulation or within 100 feet, excluding public right of way, of the area proposed to be changed by a zoning regulation, protest in writing the proposed change in the zoning regulation, the proposed change in zoning shall not become effective unless the change is approved by a majority vote of all the members of the Governing Body. NMSA 1978, Section 3-21-6(C).

(8) (This section speaks to notice requirements.) Certified letters were sent timely, and I observed the notice sign properly posted at the edge of the property on February 5, 2024.

Recommendation: This property is within the Corrales Road Commercial Area, and is therefore eligible for rezone under Village Code **Section 18-48 (b) Zone Map Amendments**.

Future proposed plans for the property (assuming the requested change to Commercial zoning is approved by the Commission and then Village Council) are shown in the interest of providing information. I've told the applicant I thought the proposed future uses on 5093 Corrales Road, taken as a whole, were ambitious.

Commission and Council approval of a zone change does not grant nor imply approval of any of those plans. Those new uses would need to be presented and considered separately in the future with a Site Development Plan application brought before the Planning and Zoning Commission.

Laurie Stout 2-14-24

Laurie Stout, Planning & Zoning Administrator

Date

Topic: Commercial and Professional Office Development and Home Business Activity

Background: The designated commercial areas in Corrales are the Corrales Road commercial area and the Far-Northwest Sector commercial area. The Corrales Road area is defined as the area on the west side of Corrales Road, from and including the property adjacent to the southwest side of Meadowlark Lane, to Old Church Road on the north, and on the east side of Corrales Road, from and including the property adjacent to the southeast side of Meadowlark Lane to Wagner lane on the north. This area is a mixture of businesses, residences and open land. The Far Northwest Sector commercial area is defined as a Neighborhood Commercial and Office District. It is located in the northwest corner of the Village, and at this time, is mostly undeveloped. Corrales needs vital commercial areas.



In addition to concentrated business areas, Corrales has 700-plus home occupancy businesses, which include: accounting and bookkeeping, adobe manufacturing and restoration, agriculture, architecture, art, and craft studios, attorneys, auto repairs, bed and breakfasts, boarding stables and other equine pursuits, construction and contractors, consultants, a cooking school, dance studios, health and medicine, internet sales, music, photography, public relations, real estate, software, wine, etc. These licensed businesses all contribute to the economic diversity of the Village as well as the Village's tax base.

The gross receipts taxes generated by commercial development pay for about half of the Village services: fire, police, recreation center, library, animal services and Village offices. Property taxes pay only a small part. As the Village grows, more revenue will be needed to maintain these services. Having a strong tax base will ensure that the Corrales government can provide necessary services, a more independent community; and will ensure a viable local economy.

GOAL:

Encourage appropriate commercial and professional office development within the designated commercial zone and appropriate home occupancy businesses.

OBJECTIVES:

- 3.2.1 Encourage commercial and professional office and home occupancy business development in Corrales in order to further develop a diverse revenue source.
- 3.2.2 Assure that commercial and professional office development in the Village is accomplished in a manner that complements the character of the Village.
- 3.2.3 Enhance the architectural character and appearance of the central commercial area on Corrales Road.
- 3.2.4 Enhance the sense of community and economic vitality of the Village by attracting appropriate businesses.
- 3.2.5 Establish commercial and professional office development standards and regulations that are consistent with characteristics and scale of neighboring structures.
- 3.2.6 Insure that the planning and zoning process and decision making is consistent with current land use ordinances for commercial and professional office development and home occupancy businesses.
- 3.2.7 Enhance the central commercial area on Corrales Road by integrating public facilities, municipal facilities, and commercial activities, with public parking, public restrooms, and other amenities.
- 3.2.8 Provide safe, pedestrian friendly pathways in the Corrales Road commercial area.
- 3.2.9 Ensure that appropriate access is constructed to streets, roadways, and trails within the northwest commercial area of the Village.

POLICIES:

- 3.3.1 The Village should cooperate with the business community to help promote existing businesses and encourage new and appropriate commercial development within the commercial and professional office areas.
 - A. The Village should create an economic development plan.
 - B. Properties in the designated commercial areas should allow existing permissive uses consistent with existing land use ordinances.
 - C. The commercial and professional office zones should not be expanded or moved.



ZMA
24-01

4324 CORRALES ROAD
CORRALES, NEW MEXICO 87048
PHONE (505) 897-0502
FAX (505) 897-7217
EMAIL: info@corrales-nm.org
WEBSITE: www.corrales-nm.org

Village of Corrales
Planning and Zoning Department

**ZONE MAP AMENDMENT, TEXT AMENDMENT, OR
VARIANCE APPLICATION**

APPLICANT INFORMATION

Property Owner: JOAN R. LEWIS Telephone: 505-414-3996
Mailing Address: P.O. Box 2480 Email: ~~grokeon@gmail.com~~
Representative: _____ Email: grokeon@gmail.com
Mailing Address: _____ Telephone: _____
Descriptive Information: Lands of Adela W. C de Baca Subdivision Tract #2A
Lot Number/ Tract Number 2A MRGCD Map Number _____
Acreage of Site: 1.027 Zoning: Residential
Type of Request: Zone Change Text Amendment Variance
Reason for Request: Change from residential to commercial zoning. Front part of property will fit in surrounding fabric of commercial properties; ex. Ex Novo, Wagner Park, Apple Tree Cafe. Ultimate use will include commercial restaurant, residence, and short term rentals.
Signature of Applicant: Joan Lewis Date: 1/4/24

(Site is 5893 Corrales Rd)

General View requested

GENERAL INFORMATION

1. Ten (10) sets of required documentation, in 11" by 17" format and **an electronic copy (PDF format) is required with EACH submittal.** Two full size plan set in 24" by 36" format shall be submitted.
2. Fees are as follows:
 - a. **Variance Application - \$200.00;** cost of legal notice mailing shall be invoiced to the applicant.
 - b. **Zone Change without site development plans - \$650.00;** cost of legal notice mailing and cost of advertising ordinance, shall be invoiced to the applicant.
 - c. **Zone Change with site development plans - \$500.00 plus 1.5% of the valuation of construction as a condition of approval, or a minimum of \$700.00,** minimum fee payable at the time of application, and any additional fees owed payable prior to issuance of a development permit; plus costs of legal notification for the Commission hearing (certified mail, signature required; plus cost of advertising ordinance in newspaper for Council hearing, and legal notification for Council hearing.
3. The P&Z administrator shall schedule a hearing on the application before the planning and zoning commission no later than sixty (60) days following the submittal of a complete application.
4. Legal notice required by posting in the village and also by mailing written notice by certified mail, return receipt requested, not less than fifteen (15) days before the date of the hearing, to the owners of properties within 300 feet of the property boundaries, excluding public rights-of-way, of the property for which a hearing has been requested.
5. **Public notice sign must be requested by applicant and posted per §18-79(b) of the Codified Ordinances.**

OFFICE USE ONLY

Date Received: 1/8/24 Received By: Rdewit File No.: ZMA 24-01

Amount Paid: \$650 Cash Credit Credit Card Number: _____

Check Check #: _____ Receipt Number: _____

Completed Application Acceptance Date: 1/9/24 Date: _____

Applicant Invoiced for mailing (certified, return receipt): 119.62 Paid: \$ _____

Approved: Feb. 21, 2024 by Planning + Zoning Commission

Has not pd. for certified as of 2-27-24

★

Findings of Facts and Conclusions of Law:

This lot is located on the Par northwest limit of the Corrales Rd commercial area and is thus eligible for rezone. Because a Site Development Plan was not submitted concurrently,

no change of use was approved or implied. Site currently contains a single-family dwelling only.

Approved with Conditions: _____

Denied: _____

Date

Findings of Facts and Conclusions of Law:

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

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

- 1) **Meeting with the P&Z Administrator.** Review and comments can be obtained at this time concerning the relationship of the application to the Village Comprehensive Plan and applicable regulations and submittal requirements.
 - a) **Amendment.** The Governing Body may amend any part of this article, including the zone district boundaries, following a review and recommendation made by the Planning and Zoning Commission; however, the governing Body is not bound by the recommendation of the Commission.
 - b) **Review process for an amendment.** The administrator shall schedule a public hearing on any proposed amendment to this article before the Planning and Zoning Commission no later than sixty (60) days following the submittal of a request for such public hearing by the Governing Body. The Commission shall transmit a recommendation in writing to the

Governing Body within fifteen (15) days after its review of the proposed amendment is completed.

- c) **Applications for zone map amendment or variance.** Anyone requesting a zone map amendment or variance to this article must submit the completed application form for a zone map amendment or variance request. This form shall be returned to the Administrator accompanied by the appropriate application fee and number of sets of required drawings.
- d) **Meeting the administrator.** Prior to submitting an application for a zone map amendment or variance, the applicant shall first schedule a meeting with the Administrator. Review and comments can be obtained at this time concerning the relationship of the application to the Village Comprehensive Plan and the applicable zoning ordinances, along with copies of the pertinent provisions of this article, applications and other submittal requirements.
- e) **Review process for zone map amendment.** The Administrator shall schedule a hearing on an application for a zone map amendment before the P&Z Commission no later than sixty (60) days following the submittal of the completed application. The Commission shall transmit a recommendation on any zone map amendment request in writing to the Governing Body within fifteen (15) days after its review of the proposed zone map amendment is completed. The Governing Body shall schedule a hearing on the application for zone map amendment as soon as reasonably practicable, but no more than one hundred twenty (120) days after the commission's recommendation is transmitted to the Governing Body.
- f) **Conditions for zone map amendment.** In considering a request for approval of a zone map amendment, the Planning and Zoning Commission and Governing Body shall consider the following, and may impose any condition deemed to be in the best interests of the Village:
 - (1) **Village-owned property;** request for zone map amendment to "M" Municipal, public and quasi-public zone. In considering a request by the Village for approval of a zone change to "M" (Municipal, public and quasi-public) zone, the Commission and the Governing Body shall consider the overall health, safety and welfare of the community.
 - (2) **Other zone map amendment request.** In considering a request for approval of a zone map amendment, other than Village-owned property to the "M" zone, the Commission and the Governing Body shall consider the following, and may impose any condition deemed to be in the best interests of the Village.
 - a. Accessibility to property and proposed structures thereon, with particular reference to automobile and pedestrian safety, traffic control, adjoining streets/roads, and emergency access in case of fire, flood or catastrophe;
 - b. Off-street parking and loading areas where required, with particular attention to refuse and service areas;
 - c. Show all locations on-site for water, septic, sewer and liquid waste facilities, with reference to soil limitations, locations, and public health;
 - d. Noise, glare, or odor effects of the proposed use on adjoining properties;
 - e. On-site drainage and storm water runoff;

Boundary
Survey
access

- f. Compatibility with the zoning and use of adjacent properties and other properties in the vicinity;
- g. Overall health and safety of the community; and,
- h. The goals and objectives of the Comprehensive Plan.

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

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

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

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

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

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

Public Comment

2/5/2024

Planning and Zoning Department
Village of Corrales
4324 Corrales Road
Corrales, New Mexico 87048

Attn: Members of the Planning Commission
Ms. Laurie Stout, Planning and Zoning Administrator

Re: **ZOC 24-01**
Applicant Joan Lewis

Dear Members of the Commission,

As one of several surrounding "residential" landowners of the subject property, my wife and I request that you **"turn down"** the applicant's request per the following issues created by the applicant and the Village:

1. This is the second property that the applicant has submitted to the Village. The Village has not held the applicant accountable for completing the conditions of the first property's approval, improvements that would lessen the impact of the applicant's project and properties on adjacent neighbors.
2. On numerous occasions, the applicant proceeded without building permits nor planning approval to improve her properties. This includes the property of this application where the applicant attempted an entry on Old Church Road as access to her first property, which would impact traffic flow on Old Church Road and violate the Water Rights access of a neighbor.
3. The applicant's adjacent property has been empty and up for lease as a commercial enterprise for over a year even though the property does not meet Village approved Building Codes, Fire Codes, ADA requirements, nor State Highway access requirements for a commercial property.
4. While this property may be in the Corrales Road Commercial Area, historically, the applicant's properties have been residential while being surrounded by residential properties. The volumes of public usage that the applicant proposes would exceed most commercial property currently approved in the village. Most of those commercial properties have proper

access and land buffers to adjacent residential neighbors while this property does not.

Neighbors are frustrated with the incompleteness of Village requirements on the applicant's first property, and we are confused as to how the applicant intends to use either property. We have seen and heard numerous proposals for the applicant's properties, a few of which are listed in this application. What adds to our frustration is the usage of the applicant's first property is not what was proposed to neighbors in the Village Application process. We ask that the Commission refuse this request:

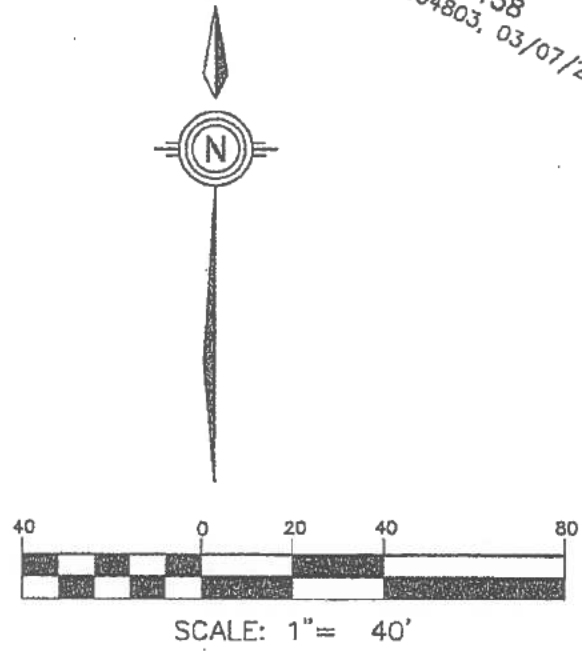
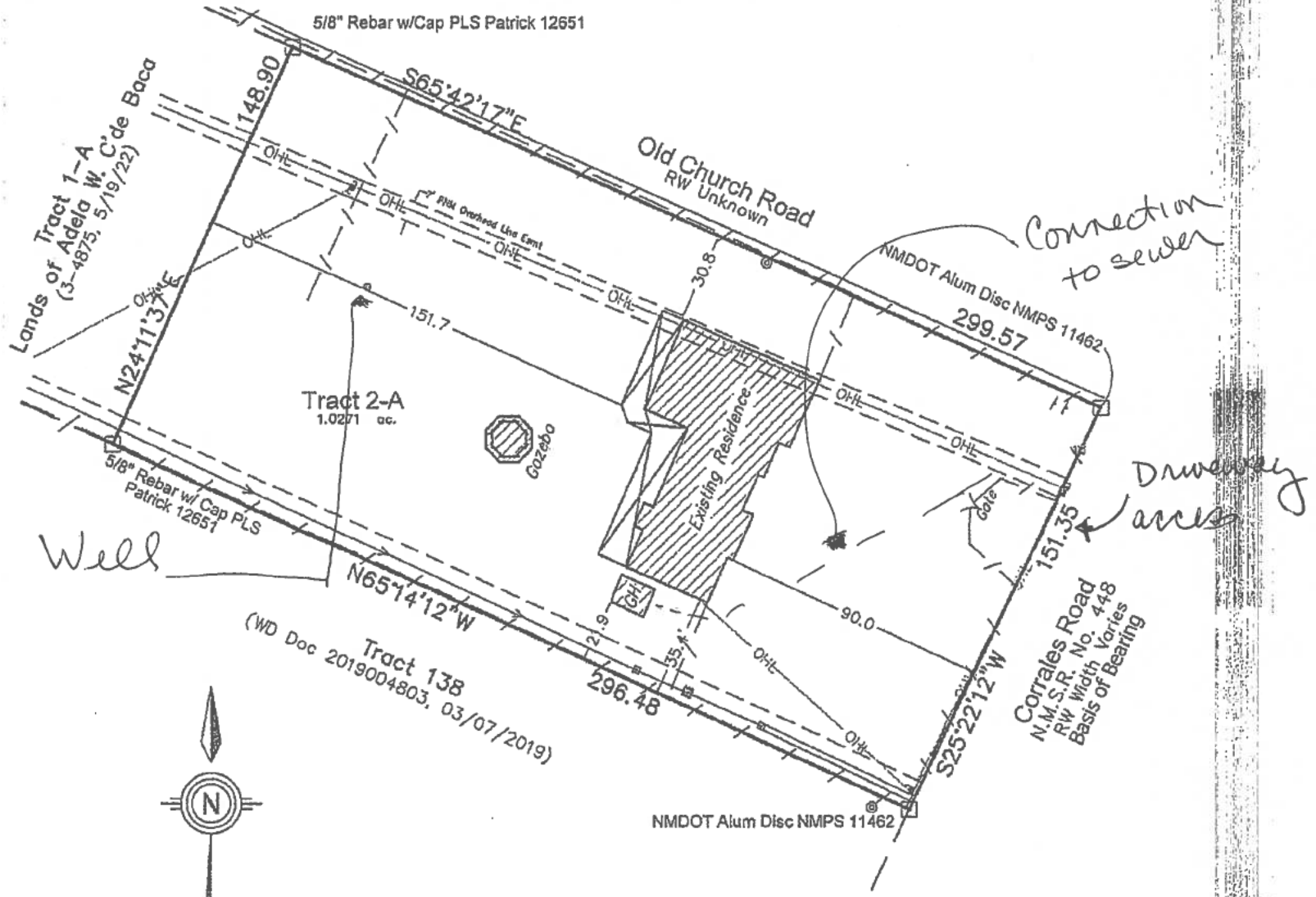
1. Until the Village holds the applicant accountable for the improvements on her first property's approval.
2. That the properties meet the various codes that they violate now.
3. That the applicant specifies the usage of this property with a plan and be held to that plan.

Thank you for your consideration.
Paul and Susan Matthew

DATE: 5/26/2022
 SCALE: 1"=50'
 CREW: RGR
 GPS: VEJD
 DRAWN: DKS
 JOB NO. N2022-02
 L C'DE BACA



PLAT OF SURVEY
TRACT 2-A
LANDS OF ADELA W. C'DE BACA
VILLAGE OF CORRALES
SANDOVAL COUNTY, NEW MEXICO



Legend

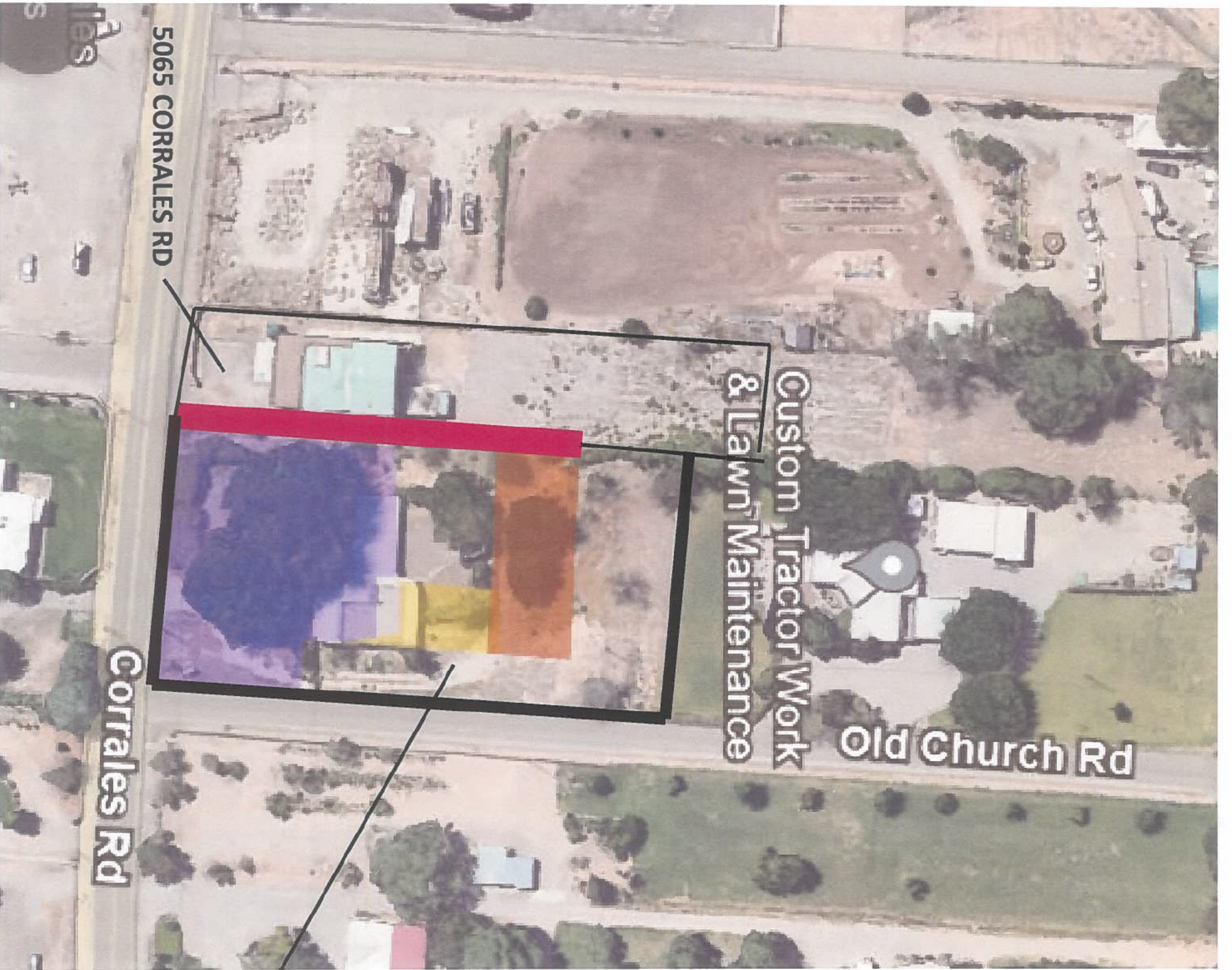
	STREET SIGN
	SEPTIC LID
	CABLE MARKER
	UTILITY PEDESTAL
	UTILITY/POWER POLE
	OVERHEAD UTILITY LINE
	WELLHEAD
	FENCE
	WALL (AS NOTED)
	10" VALVE
	WATER SPIGOT
	GATE (TYP)
	GREENHOUSE
	FOUND MONUMENT AS NOTED

SURVEYORS CERTIFICATION
 I, THOMAS W. PATRICK, NEW MEXICO PROFESSIONAL SURVEYOR NO. 12651, DO HEREBY CERTIFY THAT THIS MAP OR PLAT AND THE ACTUAL SURVEY ON THE GROUND ON WHICH IT IS BASED WERE PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION; THAT I AM RESPONSIBLE FOR THIS SURVEY; THAT THIS SURVEY MEETS THE MINIMUM STANDARDS FOR SURVEYING IN NEW MEXICO; AND THAT IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER CERTIFY THAT THIS SURVEY IS NOT A LAND DIVISION OR SUBDIVISION AS DEFINED IN THE NEW MEXICO SUBDIVISION ACT AND THAT THIS INSTRUMENT IS A SURVEY PLAT OF AN EXISTING TRACT OR TRACTS.

Legal Description
 TRACT TWO-A (2-A) LANDS OF ADELA W. C'DE BACA, AS THE SAME IS SHOWN AND DESIGNATED ON THE PLAT THEREOF, FILED IN THE OFFICE OF THE COUNTY CLERK OF SANDOVAL COUNTY, NEW MEXICO ON MAY 19, 2022, IN VOLUME 3, FOLIO 4875, DOCUMENT NO. 2022P01871.

- Notes:**
- BASIS OF BEARINGS BASED ON THE EAST LINE OF TRACT 2-A S MEASURED WITH THE "TRIMBLE VRS NOW" GNSS VIRTUAL REFERENCE SYSTEM. BEARINGS ARE NEW MEXICO STATE PLANE BEARINGS, CENTRAL ZONE NAD 83.
 - THIS PROPERTY LIES WITHIN ZONE X SHADED 0.2% ANNUAL CHANCE FLOOD HAZARD, AREA OF REDUCED RISK DUE TO LEVEE, AS PER FEMA FLOOD INSURANCE RATE MAP (FIRM) 35043-C-2126-D, EFFECTIVE DATE 3/18/2008.
 - DOCUMENTS USED:
 - SUMMARY PLAT OF LANDS OF ADELA W. C'DE BACA, FILED 5/19/2022, 3-4875, DOC 2022P01871

THOMAS W. PATRICK
 NEW MEXICO PROFESSIONAL SURVEYOR NO. 12651
 5.26.2022



SHORT TERM LIVING UNITS



CONNECTED LIVING QUARTERS
GARAGE AREA



COMMERCIAL USE - RESTAURANT/STORE



SHARED ACCESS ROAD FOR 5065 AND
5093 CORRALES RD

5093 Corrales Rd
Corrales Rd, NM 87048

(P&Z draft minutes where zone change heard.)

47 an extension. Requested a condition that the private roadway be completed, with certified as-built
48 provided to the Village, before the extension expires, if extension is granted. All should be done 40 days
49 before the February 19, 2025 Planning and Zoning Commission.)

50 **Tom Patrick Community Sciences Corporation, 4481 Corrales Road (applicant's agent, sworn):**
51 We're here to ask for a one-year extension. (Explained there have been delays in construction. Wanted to
52 reassure the Commissioners that the construction plans are in place, along with a signed contract for
53 construction with Custom Grading by the applicants Gamma Development and Beta Investments.)
54 Custom Grading expects to begin construction within several weeks, and Community Sciences is ready to
55 do the construction staking.

56 **Chair Black:** Any public comment on this item? Seeing none, we'll close public comment.

57 **Commissioner Stermer:** There's no public harm that we can anticipate happening which would be
58 consistent with approval. I would move that we approve the request to extend the time period for SUB 23-
59 03, the Noble Farm subdivision preliminary plat, that extension of time would provide the applicant
60 opportunity to construct this private roadway and to be certified as built as was requested a year ago.

61 **Chair Black:** Could I ask for a date of January 9th as the date for all items to be completed? That gives as
62 recommended by staff the 40-day window.

63 **Commissioner Stermer:** (agreed to amendment of his motion.)
64

65 **Move to approve extension of time for SUB 23-03, finding request compliant with Code Section 18-**
66 **86 (g) (1-4):** Jerry Stermer, **Second:** Mary Chappelle. (as amended by Chair Black to provide a date
67 certain of January 9th, 2025 for all items (road w/certified as-built/Final Plat submittal.) **Vote, Yes:**
68 Mary Chappelle, Mick Harper, Melissa Morris, Jerry Stermer, Rob Black, Elizabeth Marshall, Heather
69 Balas. (unanimous)
70

★
↓

71 **ZMA 24-01. (Zone Map Amendment)** Applicant **Joan Lewis, 5093 Corrales Rd** requests **Zone Map**
72 **Amendment** approval for **5093 Corrales Road** (Lands of Adela W. C de Baca subdivision, Tract 2A). This
73 property is located within the Corrales Road Commercial Area, and she is requesting it be rezoned
74 **Commercial**. This 1.027-acre property is currently zoned *A-1 Agricultural and Rural Residential* and
75 contains a residence. While future plans include short-term rentals, restaurant, and a residence, those uses
76 will **not** be approved at this hearing. This approval, if granted, would only be for zoning change from
77 residential to commercial. (Also requires subsequent approval by Village Council.)

★
↓

79 **PZA Stout:** Ms. Lewis owns 5093 Corrales Road which is located on the southwest corner of Old Church
80 Road and Corrales Rd. That lot is the northernmost lot eligible for commercial zoning west of Corrales
81 Road. She also owns the lot to the immediate south (of the subject lot) that is already zoned commercial
82 and is approved for 4 professional offices. (Explained relevant sections of the Comprehensive Plan as it
83 relates to commercial uses and the zone change. Noted this application is only a zone change request (a
84 Site Development Plan is not included). Asked applicant to provide an aerial photo showing potential
85 future uses for property to be addressed with site development plan submittal. Noted if the Commission
86 approves the zone change it will be forwarded to Council for approval. No *uses* will change now.)

87 **Joan Lewis, 5093 Corrales Rd (applicant, sworn):** We are currently looking at just changing it from
88 residential to commercial. At some point we'll have to determine based on expert opinion from the
89 architect who we've recently acquired (to determine) what is the best use of the lot. We don't have
90 anything definite right now in mind. We're just trying to get the commercial zoning so that we can then
91 proceed. And that will be a later Site Development Plan.

92 **Chair Black:** Any questions from the Commission at this point? Moving to public comment.

93 **Paul Matthew, 5094 Corrales Rd. (public commenter, sworn):** (Concerned that while commercial
94 zoning was good planning in the past it may not be today. Stated a lot of surrounding neighbors are
95 concerned about property to the south of the subject property as it does not meet ADA, commercial
96 building codes, or fire codes. Would like neighbors to understand what is going to happen with both
97 properties prior to approval of commercial zoning.)

98 **Chair Black:** Any other public comments? Seeing none, we'll close public comment.

99 **Commissioner Stermer:** I'm confused by what we heard about a reference to a previous property.

100 **PZA Stout:** The approval for the adjacent property to the south (5065 Corrales Rd.) was for a 4-office
101 complex and it was approved with conditions. Those were to show (on the site plan) all setbacks from the
102 structure, show employee parking in the rear with parking and driveway dimensions and surface
103 treatment, and remove a reference to "City of" Corrales regulations. I went on to state in a letter to the
104 applicant back then, that "the Village is now in possession of this revised drawing sent by your architect
105 today. The conditions stated by the Commission have been met and you are free to pursue construction
106 permits for the project." Subsequently, a deck was built over the top of the ADA parking (blocking the
107 space) and I have spoken to the applicants, and their new architect about that. Those issues will have to be
108 addressed on the adjacent property before any new uses are approved there.

109 **Chair Black:** Do you have a timeline on that application?

110 **PZA Stout:** Approved by this Commission on August 21st, 2019 for a 4 office complex, first floor.

111 **Commissioner Stermer:** So this is 5065 Corrales Rd. that you're talking about, is the what the gentleman
112 was referring to with his comments.

113 **PZA Stout:** Yes. The property you're looking at tonight only contains a three-bedroom residence. If the
114 zone change occurs tonight with this Commission, and is also approved by Council, before anything else
115 could happen on subject lot, you would have to see a site development plan.

116 **Commissioner Stermer:** 5065 is now commercially zoned, but not used as a business?

117 **PZA Stout:** I would have the applicant answer that. I've seen "for lease" signs, but I have not seen cars
118 parked there.

119 **Trish Dawson, 1 Dona Marta Ct. (applicant, sworn):** I'm her attorney. When she originally purchased
120 the property, the zoning was such that she could have used the 350 feet in front for commercial and the
121 back for residential. After she purchased the property, the zoning laws changed in Corrales, she was no
122 longer able to build a separate (home) in the back. The front building's an office. She opened a clinic
123 there, she's a doctor, and what happened was it was the month all of the COVID restrictions. So right
124 now, there is one tenant in the building and we hope to have more. But with all the things that have
125 happened, we have had to go with whatever's happening in the world.

126 **Chair Black:** Just to clarify, you're talking about 5065 Corrales Rd.?

127 **Dawson:** Right.

128 **Commissioner Stermer:** And just so I'm clear on this. The is the (site) where the driveway doesn't
129 provide enough width for turnaround and fire access.

130 **Dawson:** Well, actually the fire department did approve a turn around and did approve us using it to get
131 our commercial there. What we would like to know, if it's in accordance with NMDOT and the Village,
132 what we'd like to do because she bought the second property the first property is only 70 feet wide. So
133 what we'd like to do if it meets everybody's standards, is put a large ingress/egress 24 feet between the
134 two properties, so we don't even have that issue.

135 **Commissioner Stermer:** So now both properties are owned by the same person?

136 **Dawson:** They are both owned by Dr. Lewis.

137 **Commissioner Stermer:** If they were both commercial, some other proposal would come before us?

138 **Dawson:** Yes, we would like to do something commercial with this and 5093.

139 **Commissioner Stermer:** And likely with (wider) access.

140 **Dawson:** Yes, so we only have one (entrance/exit) off Corrales Road as opposed to two now.

141 **Commissioner Harper:** I don't really understand the reference to Village of Corrales ordinances that
142 have changed. Because my recollection is the site development plan presented for 5065 showed a
143 driveway on the north side of between the building on 5065 and the north property line. And the width of
144 that driveway was inadequate to provide (access) but the ordinances have been in place for a long time,
145 requiring that this driveway be a minimum of 20 feet wide. That's so two cars can pass one another, one
146 as large as an emergency vehicle, and nothing would prevent anyone from using a commercially zoned
147 property for residential uses. Am I correct about that?

148 **Dawson:** Right.

149 **Commissioner Harper:** OK, so there's been no changes in the ordinances that prevent further
150 development of 5065. It's merely a decision not to trim down the size of the building to provide adequate
151 driveway width. Now I see where you're going, about having these two properties and maybe even
152 combining the two properties into a single one down the road.

153 **Dawson:** Correct.

154 **Commissioner Harper:** These shaded areas on the color photograph are proposed future uses, right?

155 **Dawson:** Proposed.

156 **Commissioner Harper:** (Asked if short-term living units existed yet.)

157 **Dawson:** No.

158 **Commissioner Harper:** (Expressed concern that the drawing did not show adjoining properties and the
159 structures on them.)

160 **PZA Stout:** (Stated future site development plan will require showing any adjacent properties).

161 **Commissioner Stermer, PZA Stout, Commissioner Marshall:** (discussion about which properties
162 surround the subject site are commercial or residential. PZA Stout noted that the subject property is the
163 last property on the west side of Corrales Road that is in the Corrales Road commercial district. PZA
164 Stout noted some commercial properties were in existence in the area prior to Village incorporation.)

165 **Commissioner Stermer:** 5093 is not currently commercial?

166 **PZA Stout:** (Explained that properties in the commercial district were not automatically made
167 commercial, they had to apply for it, and default is residential.)

168 **Chair Black:** (to applicant) I would caution you to think about (your plans) going forward. I don't know
169 how the vote will go today, but you have a lot of really intense uses that you've described. Restaurants,
170 stores—those sorts of commercial uses in a very limited space would have to get approval from this
171 Commission and the Village. I caution you to think about that if there is an approval today. The
172 Commission would look very carefully as to what those uses are. And that's because there is such a
173 concern about the impact on a small space and the access in and out of Corrales Road.

174 **Commissioner Morris:** (The summary states) the access for 5093 is on Corrales Road. The summary
175 also says there's no driveway access off old Church Road.

176 **Chair Black, Commissioner Morris:** (discussed access to subject property and property to the south.)

177 **Commissioner Morris:** They both currently each have access off Corrales Road.

178 **Chair Black:** That is my understanding. That is testimony.

179 **Commissioner Balas:** Given that the Commission will have the authority to review a Site Development
180 Plan, and that we have stated our intention to review that site plan with care and our desire for the
181 applicant to be cautious in their future application to us in terms of egress and need for fire lane, and that
182 it is within the Villages approved commercial area and thus eligible for rezone, I move approval of the
183 rezoning application ZMA 24-01.

184 Public commenter (on zoom testified after motion to approve), Manuel C de Baca interrupted proceedings
185 to ask to make comments. It was decided to let him comment as the motion and second had been made.
186 The motion was tabled and the public commenter was allowed to speak.

187 **Manuel C de Baca, 1186 Old Church Rd. (public commenter, sworn):** (Concerned that 5065 Corrales
188 Rd.) on the state record indicates the property is residential. Stated that along the southern part of 5093,
189 there's a ditch 10-foot ditch easement that runs all along that property dividing the two lots.)

190 **Commissioner Balas:** (asked for confirmation that 5065 Corrales Rd. was zoned commercial.)

191 **PZA Stout:** (Confirmed commercial zoning. Had recently found minutes from 2004.)

192 **Chair Black, Commissioner Morris, Commissioner Harper:** (Discussion about commercial versus
193 residential properties to south of subject site.)

194

195 **Move to approve ZMA 24-01, finding it compliant with Code Section 18-48 (b) (1-8):** Heather Balas,
196 **Second:** Melissa Morris. **Vote, Yes:** Mary Chappelle, Mick Harper, Melissa Morris, Jerry Stermer, Rob
197 Black, Elizabeth Marshall, Heather Balas. (unanimous)

198 **Chair Black:** You have approval; it can be appealed in the next 20 days.

199



VILLAGE OF CORRALES

ORDINANCE NO. 24-02

AN ORDINANCE REPEALING SECTION 2-60 OF THE VILLAGE CODE REGARDING RULES OF PROCEDURE FOR GOVERNING BODY MEETINGS.

WHEREAS, the Governing Body has considered new rules of procedure to be adopted by Resolution of even date herewith; and

WHEREAS, said rules of procedure are intended to replace the provisions of Section 2-60 of the Village Code of Ordinances;

NOW, THEREFORE, BE IT ORDAINED by the Village Council, the governing body of the Village of Corrales, that:

Section 1. Repeal of Section 2-60.

Section 2-60 of the Village Code, entitled "Meetings," is hereby repealed.

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

COMPILING CLAUSE: This Ordinance shall be incorporated in and compiled as a part of the Code of Ordinances of the Village of Corrales, as provided herein.

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

PASSED, APPROVED AND ADOPTED by the Governing Body of the Village of Corrales, New Mexico, this **13th** day of **March** 2024.

APPROVED:

James F. Fahey, Mayor

ATTEST:

Melanie L. Romero, Village Clerk



**VILLAGE OF CORRALES
RESOLUTION NO. 24-13**

**ADOPTING RULES OF PROCEDURE FOR THE VILLAGE OF
CORRALES GOVERNING BODY**

WHEREAS, NMSA 1978 §3-12-3 grants the Governing Body of a municipality having a Mayor-Council form of government the power to determine the rules of its own proceedings; and

WHEREAS, previous rules of order were set forth by Chapter 2-60 of Village Ordinances; and

WHEREAS, the Governing Body has repealed Chapter 2-60 to allow for adoption of Rules of Procedure by resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE VILLAGE OF CORRALES THAT: The “Village of Corrales Governing Body Rules of Procedure” attached as exhibit A with this Resolution are hereby adopted and shall take immediate effect. These Rules of Procedure be modified as necessary in the future through a Resolution approved by the Governing Body.

PASSED, APPROVED, AND ADOPTED by the Governing Body of the Village of Corrales, New Mexico, this 12th day of March 2024.

APPROVED:

James F. Fahey, Jr, MD, Mayor

ATTEST:

Melanie L. Romero, Village Clerk



Village of Corrales
Governing Body Rules of Procedure

Adopted: March 12, 2024

By Resolution 24-13

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Article I General Provisions

NMSA 1978 §3-12-3 grants the Governing Body of a municipality having a Mayor-Council form of government the power to determine the rules of its own proceedings.

1.1 Meetings

- A. The Governing Body shall hold regular meetings in accordance with the Open Meetings Act, NMSA, 1978, §10-15-1 et. seq., and will approve an annual Open Meetings Act Resolution in December of each year to set dates for all meetings for the following year. All regular meetings shall be held in the Village Council Chambers located at 4324 Corrales Road, Corrales, NM 87048 unless otherwise specified on the meeting agenda.
- B. Notice of meetings shall be posted at the following locations in the Village no later than 72 hours prior to the meeting date:
 - 1. Village Hall Lobby
 - 2. Village Hall marquee
 - 3. Corrales Senior Center
 - 4. Corrales Recreation Center
 - 5. Corrales Library
 - 6. Corrales Main Fire Station
- C. Special meetings may be called by the mayor or by a majority of the members of the Governing Body. Notice of such meetings shall be posted 72 hours in advance of the meeting date, just as a regular meeting would be.
- D. All binding actions of the Governing Body shall be taken at regular meetings, special meetings, or emergency meetings.
- E. The Governing Body may recess and reconvene a meeting to a subsequent date provided that prior to recessing, the mayor specifies the date, time, and place for continuation, and promptly causes posting of notice of the date, time, and place for the reconvened meeting at such places designated by Section 1.1.B of these rules. Only matters appearing on the agenda of the original meeting may be discussed at the reconvened meeting.
- F. Work sessions or work study meetings may be held for the purpose of examining issues, but no official action may be taken. Non-mandatory work sessions are limited to no more than two hours in length. Public input will be allowed only at the discretion of the mayor. There shall be no more than three items on the agenda for these meetings.
- G. Town Hall meetings may be held to gather public input on various topics or projects. These meetings will follow the same basic agenda format as a regular

meeting or work study but will typically have one item of business followed by public comment on that topic. No votes or decisions will be made by the governing body at the town hall meeting, but information gathered at these sessions can be used to inform the governing body to make a decision at the next regularly scheduled meeting, or at a time that is announced during the town hall meeting.

1.2 Attendance

- A. Members of the Governing Body are expected to attend all scheduled meetings and shall make every effort to attend all special meetings. If a councilor will be unable to attend a meeting, they shall notify the Mayor and Village Clerk in writing of their absence.
- B. In accordance with the Open Meetings Act, NMSA 1978, § 10-15-1C, members of the Governing Body may participate in meetings by telephone or video conference or other similar communications facility by means of which all persons participating in the meeting can hear each other, when it is otherwise difficult or impossible to attend the meeting in person.

1.3 Duties of the Mayor

- A. The Mayor shall possess the powers and perform the following duties:
 - 1. Preserve order and decorum and have general direction of the Council Chambers.
 - 2. Announce the business before the body in the order in which it is to be acted upon.
 - 3. Recognize the speakers entitled to the floor and guide and direct the proceedings of the body.
 - 4. Call for public input on agenda items.
 - 5. Decide all points of order, subject to appeal, unless the mayor prefers to submit the question to the decision of the Governing Body.
 - 6. Put to vote all questions which are regularly moved or otherwise arise during the proceedings.
 - 7. Work with the Village Clerk and Village Administrator to prepare Governing Body agendas, subject to the provisions of Section 2.1.A of these rules.
- B. In the absence of the mayor, upon the inability to act, or upon the request of the mayor, the Mayor Pro Tem shall preside and shall have all the powers and authority of the mayor.

1.4 Councilors' Responsibilities

- A. Initiation of Proposals for Action
 - 1. Requests for initiation of legislation shall be directed to the Village Administrator. As sponsor of legislation, it is the responsibility of the Councilor to present the proposal to the Governing Body. Village staff are available to assist in the preparation of necessary documents.
 - 2. Substitute legislation. A proposal for a substitute ordinance or resolution in accordance with section 2.4.D shall be submitted through the Village Administrator and made available to the members of the Governing Body at least seventy-two (72) hours prior to the meeting at which the matter is to be discussed.
- B. In addition to other duties, responsibilities, and rights, the Governing Body shall:
 - 1. In all public statements, make clear that they speak only for themselves unless authorized by the mayor or a majority of the of the council to speak for the Governing Body as a whole.
 - 2. Ensure that the mayor is informed, as soon as practicable, of significant communications with outside entities, be they either directed to, or initiated by the Councilor.
 - 3. Refrain from negotiating contracts on behalf of the Village, without authority from the Village Administrator. Only the Village Administrator or their designee can negotiate a contract on behalf of the Village.

1.5 Adopted Rules

- A. Any matter not covered by these rules shall be governed by decision of the mayor, applying Robert's Rules of Order (current edition).
- B. These rules or any part thereof may be amended, repealed, altered, or rescinded by a vote of a majority of the Governing Body, after notice of intended proposal. Such notice shall be presented by resolution at a regular meeting of the Governing Body.
- C. Violation of these rules does not invalidate an action of the Governing Body.

1.6 Supplemental Legal Opinions

- A. The Mayor or any Councilor may request a supplemental legal opinion by making a written request to the mayor or administrator and having the request placed on the agenda of the Governing Body.
- B. The request for supplemental legal opinion shall identify the opinion from which the supplemental opinion is sought and the basis for disagreement with the opinion.

- C. The Governing Body may, in its discretion, approve or reject the request for a supplemental legal opinion by a majority vote of its members.
- D. If the Governing Body approves the request for supplemental legal opinion, the lawyer or law firm contracted by the Village will create the requested document.
- E. The Governing Body will approve no more than one supplemental legal opinion on any given subject. This provision does not prevent the Mayor or any Village Councilor from retaining an attorney using their own private funds to render additional opinions on any matter whatsoever.
- F. Any request for supplemental legal opinion which fails to obtain a majority vote in the affirmative shall not be reintroduced to the Governing Body for a period of six months, or the decision of a simple majority of the Governing Body.

Article II Procedures

2.1 Preparation and Distribution of Agendas

- A. The Village Clerk, with the approval of the Mayor and the Village Administrator, shall prepare the agenda for all Governing Body meetings.
 - 1. Councilors may request an item be added to an agenda during the future agenda item at a regular council meeting, or by submitting a request in writing to the Village Clerk using the agenda item request form. If an item requested by a Councilor is not placed on an agenda for a specific future meeting, the Councilor may request a vote of the Governing Body on the question of whether to add such item to a specific future agenda. Such item shall be added to the agenda for the chosen meeting if a majority of Councilors present vote in favor of doing so.
 - 2. The Village Clerk shall ensure that scheduled public meetings and hearings have been duly advertised.
- B. All material to be presented to the Governing Body shall be submitted to the Village Clerk not later than 5:00 p.m. the day before an agenda is due to be posted.
- C. An ordinance, resolution, or communication is deemed introduced to the Governing Body when it has been filed with the Village Clerk and issued a number.
- D. The agenda, along with introductions and related materials, shall be available to each member of the Governing Body and on the Village website at least 72 hours prior to any meeting.

- E. Agendas will be posted following the guidelines set forth in Article 1.1 B of these Rules of Procedure.

2.2 Minutes

- A. Minutes shall include at a minimum the date, time, and place of the meeting; the names of members in attendance and those absent; the substance of the proposals considered; and a record of any decisions and votes taken that show how each member voted.
- B. Approval of the minutes shall be placed on the consent agenda. If members of the Governing Body believe that the minutes need to be amended, they may request the item be removed from the consent agenda and may make a motion to amend the minutes.

2.3 Order of Business

- A. The order of business of the Governing Body shall be conducted in the following order, to the extent that there are items relevant to each section for that meeting:
 1. Call to order/Pledge of Allegiance
 2. Roll call of Governing Body
 3. Approval of Agenda
 4. Presentations by Visitors, Staff, or Committees
 5. Confirmation of New appointments (reappointments will be included in the consent agenda)
 6. Reports by Officers
 7. Corraleños' forum
 8. Councilors' forum
 9. Consent Agenda
 10. Items Removed from the Consent Agenda
 11. Public Hearings on Appeals
 12. Old Business
 13. New Business
 14. Announcements and Future Agenda Items
 15. Adjournment
- B. The Mayor may, during a meeting, rearrange items on the agenda to conduct business before the Governing Body more efficiently or to accommodate persons required for one or more particular items.
- C. The order of business for special and emergency meetings shall follow the same format as for a regular meeting but will include only those items of business necessary to conduct the meeting.

2.4 Ordinances and Resolutions

- A. An ordinance ranks highest in authority of all actions of the Governing Body. If duly enacted, an ordinance has the force of law within the municipality and may be enforced in municipal court.
 - 1. Ordinances shall be adopted in accordance with section 2-61 of the Village Code.
 - 2. An ordinance is open to amendment on first reading or upon second reading, provided the amendment does not constitute substantive change.
 - 3. Substantive amendments offered at a second reading shall require adoption of the ordinance be postponed to a subsequent meeting.

- B. A resolution is an internal legislative act which is a formal statement of policy concerning matters of special or temporary character.
 - 1. Governing Body action shall be taken by resolution when required by law and in those instances where a formal expression of policy is desired.
 - 2. Resolutions shall be adopted in accordance with Section 2-62 of the Village Code.
 - 3. Resolutions are open to amendment provided such amendment does not constitute substantive change.
 - 4. Substantive amendments offered to resolutions may require adoption of the resolution to be postponed to a subsequent meeting.

- C. An ordinance or resolution which has been introduced is in the possession of the Governing Body and may be withdrawn only with the consent of the Governing Body.

- D. Substitutes for Ordinances and Resolutions.
 - 1. A Councilor may recommend that every clause in an ordinance or resolution be changed and that entirely new matter be substituted, so long as the new matter is relevant to the title and subject of the original measure. The introduction of substitute ordinances or resolutions shall follow section 1.4.A.2.

2.5 Approvals

- A. Approvals are the class of action in which the Governing Body shall make the final determination upon the recommendation of the Mayor or Village Administrator. Those items requiring approval by the Governing Body shall include, but are not limited to, the following:
 - 1. Mayor's appointments to boards and commissions
 - 2. Joint Powers Agreements, or other administrative requests involving expenditures of Village funds
 - 3. Contracts as directed by the Village Procurement Policy

2.6 Motions

- A. Presentation of Motions
 - 1. Main Motion: a main motion presents an ordinance, resolution, or other proposition for passage, adoption, approval, or rejection. The question is usually stated in the positive form i.e., “to pass,” “to adopt”, “to approve”, “to confirm”, etc. To make a proper motion, a Councilor must obtain the floor by stating “Madame/Mister Chair [or Mayor], I move that ...” and then state the motion.
 - 2. A main motion must be seconded before debate can take place and only one main motion may be on the floor at a time. A Councilor may give brief explanatory comments prior to stating the motion but must refrain from debate until the motion has been seconded. In the absence of a second, the motion fails. Main motions are debatable, amendable, and can be reconsidered after adoption.
 - 3. Motions become the official recorded statement of an action taken by the Governing Body. A motion should therefore be worded in a concise, unambiguous, and complete form appropriate to such a purpose.
 - 4. A motion should not be offered if its only effect is to propose that the body refrain from doing something since the same result can be accomplished by no motion at all.
- B. Withdrawal and modification of motions.
 - 1. Until a motion is seconded and stated, the mover may withdraw or modify the motion without consent. When a motion is seconded and stated, it is then in the possession of the Governing Body and can, therefore, be withdrawn or modified only by consent of the body.

2.7 Postponement of Action

- A. Postponement (to a definite time): the motion to postpone defers action on a pending question to some definite day or meeting. When a question has been postponed to a certain time, it becomes an order of the day for that time. When the time to which a question has been postponed arrives and the question is taken up, it can be postponed again if the additional delay will not interfere with the proper handling of the postponed question. The motion to postpone is debatable, amendable, and may be reconsidered.
- B. To Table (postpone temporarily): any measure before the Governing Body may be tabled temporarily to be heard later **at the same meeting**. Items must be removed from the table and acted upon prior to the adjournment. The motion to table is not debatable, not amendable, and cannot be reconsidered.
- C. To Remove From the Table (resume consideration): the purpose is to bring before the Governing Body for action a question that has previously been laid on the table. The motion to remove from the table is not debatable, not amendable, and cannot be reconsidered.

- D. Reconsideration of Action
1. The purpose is to permit the Governing Body to reconsider a vote on previous action. The reconsideration of a negative vote on final action is as proper as reconsideration of a favorable vote.
 2. The motion to reconsider may be made at the same meeting or a subsequent meeting. However, certain rules apply as appropriate under the circumstances.
 3. The motion must be made by a member who voted on the prevailing side.
 4. The motion to reconsider is inappropriate after the action taken has gone into effect or after it is too late, for any reason, to reverse the action taken.
 5. The determination of reconsideration is dependent on the passage or failure of the motion for reconsideration.
 6. Should the motion for reconsideration pass, the item is immediately before the Governing Body to be acted upon or scheduled for hearing at a subsequent meeting.
 7. Should the motion for reconsideration fail the item remains as adopted.
 8. Either the motion to reconsider or the notice of intent to reconsider must be made not later than the next regular meeting. A member of the Governing Body may indicate notice of intent to propose reconsideration either orally or in writing to the Village Clerk.
- E. The effect of making the motion to reconsider, or of giving notice of the motion, is to suspend all action on the subject of the motion until the reconsideration is acted upon.
- F. Reconsideration at a subsequent meeting
1. When notice is required for a question, the Governing Body shall comply with all rules requiring public notice.
 2. If reconsideration will be taken up at a subsequent meeting, notice of intent will be placed on the agenda. The determination of reconsideration is dependent on the passage or failure of the motion for reconsideration.
- G. Debate on the motion to reconsider will be limited to the merits of the reconsideration and not the merits of the question to be reconsidered.
- H. The passage of the motion to reconsider requires a majority vote, even if the measure to be reconsidered requires a two-thirds vote.

2.8 Appeal a decision of the Mayor

- A. An appeal must be made promptly before any debate or other business has Intervened. When an appeal is taken, the Mayor should clearly state the decision being appealed and may state his reasons for his decision. If there is no debate, or when debate has concluded, the Mayor may put the question to the Governing Body. A majority vote of those present sustains a decision of the Mayor.

2.9 Amendments

- A. Every amendment proposed must be relevant to the subject of the proposition.
- B. A proposed amendment takes precedence over the original motion out of which it arises and must be voted upon before the original motion.
- C. After an amendment is adopted, the question as amended must be put to a vote.
- D. Rejection of an amendment leaves the pending question worded as it was before the amendment was offered.
- E. Form of amendments:
 - 1. Amendments should be offered in a concise, unambiguous, and complete form of a motion.
 - 2. In form, amendments may be divided into the following types:
 - a. To add (that is to place at the end)
 - b. To insert
 - c. To strike out
 - d. To strike out and insert
- F. Decision on amendments
 - 1. An amendment, once adopted, may not thereafter at the same meeting be changed or modified, except upon reconsideration of the vote by which it was adopted.
 - 2. When a proposed amendment has been defeated, the same amendment may not be proposed again without first reconsidering the vote by which the amendment lost.
- G. The Mayor may require amendments to be submitted in writing.
- H. **Withdrawing Amendments and Accepting Modification**
 - 1. Amendments may be withdrawn before being seconded and stated by the Mayor. After it is seconded and stated, it is in the possession of the Governing Body and may be withdrawn only with the consent of the Governing Body.
 - 2. A member may modify an amendment before it is seconded and stated by the Mayor. After it is seconded and stated, it is in the possession of the Governing Body and can be modified only with the consent of the Governing Body. The Mayor may put the question of modification without waiting for a motion, if there is no objection.

ARTICLE III RULES OF ORDER

3.1 Rules of Debate.

Debate is the essential feature of a legislative body. It is the means by which the opinions of members are exchanged, questions deliberated, and conclusions reached on the business before the body.

- A. To permit debate:
 - 1. There must be a debatable question before the body, and one member must have been recognized as entitled to speak.
 - 2. All debate must be addressed to the Mayor, and not to the members.
 - 3. Debate must be confined to the question before the body.
- B. Time limits: The Mayor may set time limits in debate.
- C. Call the Question (Previous Question): Debate may be closed immediately by calling the question. The motion for the call for the question may motivate unanimous consent to end debate. Before such a motion has been seconded, the chair may ask if there is any objection to closing debate. If there is no objection, the Mayor shall immediately call the question. If any Councilor objects, the Mayor shall ask if there is a second to the motion. If there is a second to the call, he must immediately take a vote on whether to order the call for the question. The call for the question requires a majority vote before the vote on the question to which it is applied. The call for the question is neither amendable nor debatable and cannot be reconsidered.

3.2 Rules of Voting

- A. Each Councilor in attendance must vote for or against all measures before the Governing Body, unless there is a conflict of interest, for which abstention is recognized. Such conflict-of-interest disclosure shall be recorded in the minutes.
- B. A member shall not explain his vote during voting, which would be the same as debate at such a time.
- C. Except for procedural matters, voting shall be by roll call and each Councilor's vote shall be recorded in the minutes. Roll call votes shall be at random, but a failure to call for votes at random shall not affect the validity of any vote. Actions declared as procedural by the Mayor may be decided by a show of hands or voice vote.
- D. No member of the Governing Body shall participate in the discussion, debate, deliberation, or vote, or otherwise take part in the decision-making process on any agenda item before the Governing Body in which the member has a conflict of interest. Further, to avoid the appearance of impropriety, any member determined

to have a conflict of interest on any agenda item before the Governing Body shall leave the meeting room, except that if the matter is being considered at a public meeting, the Governing Body member may remain in the area of the room occupied by the general public.

- E. The Mayor shall vote only in case of a tie vote among the Councilors present.

3.3 Decorum

- A. The Mayor shall preserve the order and decorum, decide all questions of order, and conduct the proceedings of the meeting in accordance with these procedures. Any questions on a matter of order and decorum shall be resolved by referring to the current edition of Roberts Rules of Order.
- B. Members must address all remarks through the Mayor.
- C. Members of the Governing Body shall confine their remarks to the question under discussion or debate, avoiding personal references or attacks on fellow members, staff members, or members of the public. No member of the Governing Body shall engage in private discourse or commit any other act tending to distract the attention of the Governing Body from the business before it.
- D. A member who resorts to persistent irrelevance or persistent repetition may be directed to discontinue their speech by the Mayor.
- E. Point of Order. A Councilor may call attention to the violation of the rules or a mistake in procedure by rising to a point of order. The Mayor may permit a full explanation before ruling on the claim and may submit the question to the Governing Body for decision by a majority vote. The Mayor is not required to decide any point of order not directly presented in the proceedings of the body. Such an assertion does not require a second, is not debatable or amendable and cannot be reconsidered.
- F. Question of Privilege. Questions of privilege do not relate to pending business but have to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else. The Mayor makes a ruling as to whether it is admitted as a question of privilege and whether it requires consideration before the pending business is resumed.
- G. Members of the public who wish to address the council shall sign in on the sheet posted by the front door of the Council Chambers before the meeting begins, or if they wish to participate by Zoom, they must email or call the Village Clerk before 12:00 pm the day of the meeting to have their name added to the sign-in sheet.
- H. While the Governing Body is in session, no person, either of the public attending the meeting nor members of the Governing Body, shall act in a disorderly manner

while speaking during a meeting. People shall also refrain from making any personal, impertinent, or slanderous remarks during a meeting. The Mayor may bar anyone acting improperly from continuing to address the Governing Body.

- I. The Chief of Police or such police officer as is designated the chief's alternate shall be the sergeant-at-arms of the Governing Body and shall carry out all orders of the Mayor for the purpose of maintaining the order and decorum of the session. Upon order of the Mayor, it shall be the duty of the sergeant-at-arms to place any person who violates these provisions under arrest and cause such person to be prosecuted upon the complaint of the Mayor.

3.4 Appeal Hearing Procedures

- A. All appeals brought to the Governing Body following guidelines set forth in Village Ordinances shall be conducted in accordance with the rules of this section.
- B. Reasonable efforts shall be made to give notice of public hearings to all interested people. Notice of public hearings shall state the subject, the time and place of the public hearing, the manner in which interested people may express their views, and where interested people may obtain copies of the material that is the subject of the hearing. Notices of hearing shall be posted following section 1.1.B. Certified letters will be sent to parties affected if such notice was required at the hearing in which the matter being appealed was originally heard.
- C. At the beginning of the appeal hearing, the Mayor shall identify the parties to the public hearing. Parties are those people who have an immediate, pecuniary, or direct interest that will be substantially and specifically affected by the proceeding. The Mayor shall also identify witnesses sponsored by such parties, and any other interested person wishing to address the Governing Body. Any person wishing to give testimony or address the Governing Body must register with the Village Clerk, giving their name and address, and whether they wish to speak as a proponent, opponent, or otherwise. Any person, other than witnesses who have been designated by a party, who fails to register to speak with the Village Clerk in the manner prescribed by Section 3.3.G shall not be permitted to speak until all those who signed in have spoken.
- D. Any person offering testimony in the proceeding will be sworn by the Village Clerk and will be subject to cross-examination by the parties and the Governing Body. Objections to the proffered testimony of any person must be made at the time the testimony is offered. If the Governing Body allows new testimony on an appeal, an interested person does not have to have appeared before the subordinate official or body from which the appeal is taken (*e.g.*, before the Planning and Zoning Board in a land use proceeding).

- E. The Mayor may change the order of speakers so that testimony is heard in the most logical groupings, e.g., proponents, opponents, adjacent owners, vested interested, etc.
- G. The Mayor will introduce the item, open the public hearing, and call upon the staff to submit its report into evidence and request the proponent (“appellant”) to describe the matter under consideration.
- H. Under Village Ordinances some Appeals are on the record appeals and some are de novo. The Mayor and staff will clearly identify for the parties and Council whether the hearing is on the record or if new evidence is allowed (de novo).
- I. If allowed by Ordinance, interested persons shall have the opportunity to submit data, views, or arguments orally or in writing. All written material must be marked as exhibits, submitted to the Clerk, and placed into evidence as part of the administrative record. Cross examination by a party of a witness or interested person expressing their views, although expressly permitted, may be limited at the discretion of the Mayor.
- J. The Mayor may establish reasonable speaker time limits and otherwise control presentations to avoid repetition or the introduction of irrelevant matters. Additional time may be granted if appropriate and necessary, in the Mayor's discretion, to secure a full and fair presentation of testimony or legal argument.
- J. After the proponents and opponents have had an opportunity to be heard, the Mayor will call for rebuttal. A proponent or opponent speaking in rebuttal shall not introduce new materials.
- K. After the Governing Body has heard all the evidence, the Mayor closes the public hearing. Nothing further shall be admitted into the record. The Governing Body may discuss and debate (“deliberate”) the evidence presented. Deliberation may be conducted in either an open or closed session of the Governing Body. After concluding its deliberations, a motion concerning the subject of the matter of the appeal is in order. Following the motion and its second, additional discussion may occur among the body. The purpose of this discussion is to formulate the agreed upon relief and the factual and legal basis for such relief.
- L. The Governing Body shall direct their attorney to promptly prepare a written statement that includes an order granting or denying relief and a statement of the factual and legal basis for the order; shall file the order with the Village Clerk, and shall serve a copy of the written decision and the requirements for filing an appeal to all persons who appeared as parties in the proceeding and every person who has filed a written request for notice of the final decision in that particular proceeding.

Revised: February 28, 2024



VILLAGE OF CORRALES

FAX (505) 897-7217
EMAIL: info@corrales-nm.org
WEBSITE: www.corrales-nm.org

Agenda Item Request Form

Council members who would like to have an item of business addressed at a council meeting may submit this form either in person or by email to the Village Clerk. This form must be submitted to the clerk no later than one week prior to the date of the meeting on which the item is requested to appear. If the item cannot be placed on the requested meeting agenda, the councilor will receive an email from the clerk with a brief explanation of why the item will not be on the agenda for that date, and will give a meeting date for the item to appear on the agenda. Questions can be directed to the clerk either by email at mromero@corrales-nm.org, or by phone at 505-897-0502.

Councilor Name: _____

Name of agenda topic: _____

This topic will be in the form of a (please choose one):

Resolution ____ Ordinance: ____ Discussion only: ____

Update from staff: ____ Action item: ____

Meeting date being requested: _____

Short description of topic: _____

Signature: _____ Date: _____

CLERK'S OFFICE USE ONLY

Date request received: _____ Received by: _____

Request approved: _____ Request denied: _____

Reason for denial: _____

Meeting date for requested item: _____

Notes: _____

SAMPLE RESOLUTION

RESOLUTION NO.

A RESOLUTION DECLARING APRIL 1ST TO BE JUAN CALABERA DAY.

WHEREAS, on April 1, 1878, Juan Calabera and his family settled in a homestead on the Rio Bravo; and

WHEREAS, the area surrounding the Juan Calabera homestead was gradually populated by additional settlers; and

WHEREAS, this settlement later became the Village of Rio Bravo.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Village of Rio Bravo that henceforth April 1st shall be known and celebrated in the Village of Rio Bravo as Juan Calabera day; and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to the surviving descendants of Juan Calabera, and that a copy be prominently displayed in the lobby of the Village Hall.

ADOPTED AND APPROVED THIS ___ DAY OF _____, 20 ___.

Mayor

(SEAL)

ATTEST:

Municipal Clerk

SAMPLE ORDINANCE

ORDINANCE NO.

AN ORDINANCE PERTAINING TO SIGNS: ESTABLISHING CERTAIN SIZE AND LOCATION REQUIREMENTS; PROVIDING A PENALTY; REPEALING CERTAIN PRIOR ORDINANCES.

BE IT ENACTED BY THE GOVERNING BODY OF THE VILLAGE OF RIO BRAVO:

- Section 1. SHORT TITLE.--This Ordinance may be cited as the "Sign Ordinance of the Village of Rio Bravo".
- Section 2. PURPOSES.--The purpose of the Sign Ordinance of the Village of Rio Bravo is to promote the safety, comfort and well-being of street users; to reduce distractions and obstructions from signs; to preserve and enhance the natural scenic beauty and other aesthetic features of the streets; and to generally create and foster a more stable and attractive roadside environment.
- Section 3. DEFINITIONS.--As used in the Sign Ordinance of the Village of Rio Bravo:
- A. "activity" means the specific use or uses to which a premises is put;
 - B. "erect" includes to build, construct, assemble, affix, attach, create, paint or draw;
 - C. "ground sign" means a sign which is directly and permanently supported, and physically separated from any other structure;
 - D. "person" includes any individual, firm, association, organization, partnership, trust, company or corporation, but does not include a governmental entity;
 - E. "premises" means one or more parcels of land which are in the same ownership and contiguous;
 - F. "projecting sign" means a sign which is attached to a wall and extends more than eighteen (18) inches at a ninety (90°) angle from the wall and clears the ground or sidewalk by at least eight (8) feet;
 - G. "public way" means any way designated for vehicular use and maintained with public funds;
 - H. "roof sign" means a sign which is displayed above the eaves of a building;
 - I. "sign" means any letter, symbol, number or combination thereof which is visible from the traveled portion of a public way;
 - J. "sign area" means the area of the smallest square, rectangle, triangle, circle or combination thereof, which encompasses the facing of a sign, including copy, insignia, background and borders, but excluding the structural supports;
 - K. "visible" means capable of being seen without visual aid by a person of normal visual acuity; and
 - L. "wall sign" means a sign which is attached flat to, painted on or pinned away from the wall and does not project more than eighteen (18) inches from the wall.
- Section 4. GENERAL RESTRICTIONS.--
- A. No sign shall be attached to any tree, fence or utility pole or be painted upon or otherwise directly affixed to any rock, ledge or other natural feature.

- B. No sign shall be erected:
 - (1) at any location where, by reason of position, shape, wording or color, it interferes with or obstructs the view of pedestrian or vehicular traffic; or
 - (2) which may be confused with any authorized traffic sign, signal or device.
- C. All signs and their supporting structures shall be maintained to prevent rust, rot, peeling or similar deterioration.
- D. Any sign which advertises, identifies or pertains to an activity no longer in existence shall be removed by its owner or the person otherwise responsible within thirty (30) days from the time the activity ceases existence. This provision does not apply to seasonal activities during the regular periods in which they are closed.
- E. No sign shall:
 - (1) have visible moving parts;
 - (2) have blinding, moving or glaring illumination; or
 - (3) consist of banners, pennants, ribbons, streamers or similar devices.
- F. No sign shall be erected:
 - (1) within any public right-of-way; or
 - (2) closer than ten (10) feet to any lot line which is not a boundary with a public right-of-way.
- G. A premises may display an illuminated sign only during those hours which the premise is open to the public.

Section 5. STANDARDS.--

- A. No more than three (3) signs shall be displayed on any premise.
- B. No individual sign shall:
 - (1) contain more than one hundred (100) square feet of sign area; or
 - (2) have a height greater than twenty-five (25) feet above the ground level or, if the sign is a roof sign, be more than ten (10) feet above the roof of the building.
- C. No ground sign which contains more than twenty-five (25) square feet of sign area shall be closer than fifty (50) feet to any other ground sign on the same premises which contains more than twenty-five (25) square feet of sign area.
- D. Wall signs shall occupy no more than forty (40) per cent of the wall to which they are attached or affixed.
- E. Roof signs shall only be displayed in place of wall signs, and are subject to the same space limitation.
- F. Projecting signs shall not extend above the second floor.

Section 6. PENALTY.--Any person violating any provision of the Sign Ordinance of the Village of Rio Bravo shall be fined not more than one hundred dollars (\$100). Each day that a violation is permitted to exist after notification constitutes a separate offense.

Section 7. SAVING CLAUSE.--The Sign Ordinance of the Village of Rio Bravo does not apply to any sign lawfully in existence at the time of its adoption, and the use of any such sign may continue. Normal maintenance and repairs are permitted, but the sign shall not be altered, enlarged or rebuilt except in conformance with the Sign Ordinance of the Village of Rio Bravo.

Section 8. REPEAL.--Ordinance No. 101 of the Village of Rio Bravo, enacted February 2, 1957, is hereby repealed.

Section 9. SEVERABILITY.--If any part or application of the Sign Ordinance of the Village of Rio Bravo is held invalid by a court of competent jurisdiction, the remainder, or its application to other situations or persons, shall not be affected.

Section 10. EFFECTIVE DATE.--The Sign Ordinance of the Village of Rio Bravo shall become effective five days after publication as provided by law.

PASSED, APPROVED AND ADOPTED this ___th day of _____, 20 __.

Approved:

Mayor

(SEAL)

ATTEST:

Municipal Clerk