



Village of Corrales

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

PLANNING AND ZONING COMMISSION

Date of Meeting: Wednesday, May 15, 2024, 6:30 PM

Location of Meeting: Council Chambers in-person, or via zoom teleconference

DRAFT MEETING AGENDA

The Meeting will be held in-person at the Council Chambers, 4324 Corrales Road, or via zoom: To access via zoom meeting go to Zoom.com and click "Join a Meeting". Meeting ID: 829 2730 3909, Passcode: 637841

*Please join the meeting a few minutes before 6:30 pm. To call: 1-408-638-0968.

PLEASE NOTE: The deadline to submit written comments you wish to have included in Commissioner Packets regarding an agenda item, is 1pm on Wednesday, May 8.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

April 17, 2024 Meeting Minutes

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

VI. PUBLIC HEARING ITEMS

STR 24-04. (Short-Term Rental) Applicant and property owner **Mary Ross** is requesting a 1-bedroom, two-person maximum occupancy **Short-term Rental permit** at **9 Cottonwood Lane**. Although the bedroom is in a detached structure, the STR has been in operation since prior to the ordinance disallowing accessory buildings for that use. This application is to bring the use into compliance with a permit, fire inspection, business license and payment of Lodger's Tax. This .649-acre property is zoned *A-1 Agricultural and Rural Residential*.

VAR 24-03. (Variance) Applicant **Steve Gutierrez** of 7615 Corrales Road, requests **Variance to Lot Size** approval for properties he and Frank. The two existing lots together comprise a total of 2.93-acres. Both properties are zoned *A-1 Agricultural and Rural Residential*. He

wishes to subdivide the existing two lots into three new lots that would be .976-acres each versus the minimum required size of one acre each. If approved, the plat would be submitted in the future.

SUB 24-02 (Sketch Plan) Applicant **Community Sciences Corporation**, acting as agent for property owner **Ruiz Development, LLC**, 6007 Kachina St NW, ABQ, request **Sketch Plan** review and comment. Under consideration are approximately 29 acres in the Far NW Sector, comprising existing Map 14, Tracts 4B, 5B, 6B, 7B and 8B. A public right-of-way, Coyote Canta, will be finished: designed, built (paved) and dedicated to the Village of Corrales. Two other roads will be built for the benefit of the new subdivision, which will create 21 lots in total. Drainage ways and a retention pond will be part of the proposed development. All land is zoned *A-1 Agricultural and Rural Residential*.

SUM 24-03 (Summary Plat) Applicant **Community Sciences Corporation**, acting as agent for property owners **Mike Sorce, Harold & Melissa Engel and Gabriel Nims**, request **Summary Plat** approval. Three existing lots (**Perea Subdivision Lots 14, 15 and 16**), comprising a total of 2.986-acres, will be combined into two new lots, 14A and 16A. The private roadway has been widened and an emergency turnaround created. All lots are zoned *A-1 Agricultural and Rural Residential*.

VII. OTHER BUSINESS

VIII. PZA REPORT

IX. COMMISSIONERS FORUM

X. NEXT MEETING: June 19, 2024 at 6:30pm

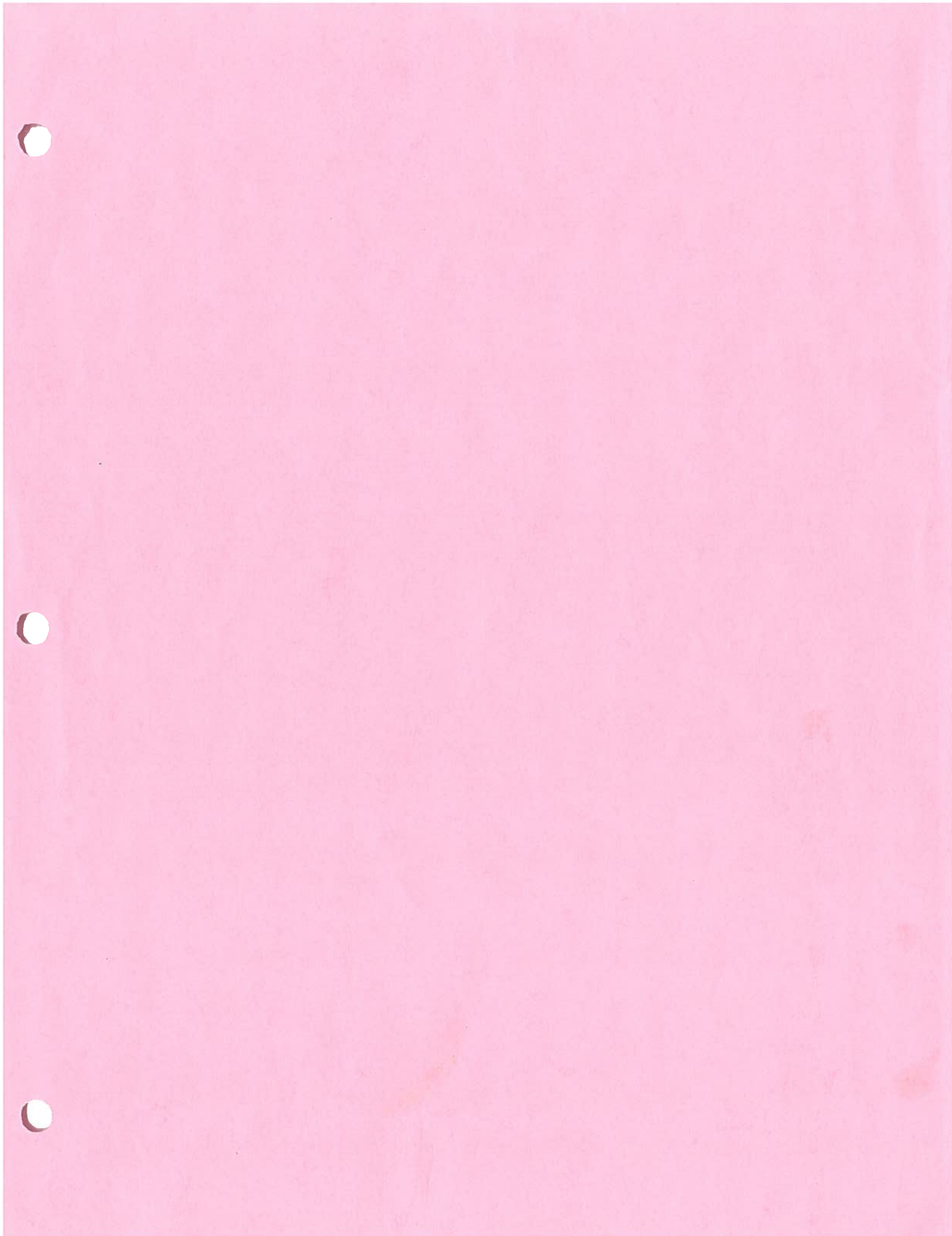
ADJOURNMENT

The above requests will be heard in in the Courthouse/Chambers at 4324 Corrales Road (or via zoom) on Wednesday, April 17, 2024, at 6:30 p.m. before the Planning and Zoning Commission. If anyone wishes to comment on these requests but cannot attend the meeting, written comments may be sent to Planning and Zoning Administrator Laurie Stout at LStout@corrales-nm.org no later than 1:00 P.M. on Wednesday, April 10, 2024. Those communications will be distributed to the Commission and the applicant by the Planning and Zoning Department. No written documents shall be distributed to the Commission except through the Planning and Zoning Department. Written communication received fewer than five (5) working days prior to the public hearing must be read into the record by the writer of the communication, under oath. Please note that written communication must be received by 1 P.M. on April 10, to be included in the Commission hearing packets. Citizens are invited and encouraged to attend the meeting and may choose to comment on agenda items in-person.

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


Laurie Stout, Planning & Zoning Administrator

5-7-24
Date





Village of Corrales

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

PLANNING AND ZONING COMMISSION

Date of Meeting: Wednesday, April 17, 2024, 6:30 PM

DRAFT MEETING MINUTES

I. CALL TO ORDER

II. ROLL CALL

Present: Jerry Stermer, Melissa Morris, Mick Harper, Mary Chappelle, Elizabeth Marshall, Heather Balas, Rob Black.

III. APPROVAL OF AGENDA

Motion to Approve: Heather Balas, **Second:** Mick Harper. **Vote, yes:** Jerry Stermer, Melissa Morris, Mick Harper, Mary Chappelle, Elizabeth Marshall, Heather Balas, Rob Black.

IV. APPROVAL OF MINUTES

March 20, 2024 Meeting Minutes

Motion to Approve: Mary Chappelle, **Second:** Jerry Stermer. **Vote, yes:** Jerry Stermer, Melissa Morris, Mick Harper, Mary Chappelle, Elizabeth Marshall, Heather Balas, Rob Black.

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

VI. PUBLIC HEARING ITEMS

STR 24-03. (Short-Term Rental) Applicant and property owner **Laurel Wyckoff** is requesting a 1-bedroom, two-person maximum occupancy **Short-term rental permit** at 170 Don Quijote Court. Although the bedroom is in a detached structure, the STR has been in operation since prior to the ordinance disallowing accessory buildings for that use. This application is to bring the use into compliance with a permit, fire inspection, business license and payment of Lodger's Tax. This 1-acre property is zoned *A-1 Agricultural and Rural Residential*.

Chair Black: (Explained how hearing is structured.)

PZA Stout: (Summarized report, noted that the application is for an accessory structure, but has been operating prior to the adoption of the ordinance prohibiting such use in it. The applicant is only wishing to come into compliance with Village Code.)

Laurel Wyckoff, 170 Don Quixote Ct. (applicant, sworn): (Explained her family's history in Corrales, and how the property was developed. Stated that in about 2011 the (detached) garage was converted into a casita for her mother, so that she and her husband could move in to take care of her until she died in 2022.

The property has been rented as a short-term rental for a number of years. Stated they want to be in compliance (with Corrales Codes) has added Corrales Lodgers' tax to their rental fee.)

Chair Black: Are there any questions from the Commission before we move to public comment?

Commissioner Chappelle: When did the law come into effect and when did the current short-term rental come into effect?

PZA Stout: On February 28th, 2023, an ordinance amendment removed the ability to use a casita for a short-term rental, directly out of the short-term rental ordinance. The short-term rental ordinance itself came into effect in December 2019.

Commissioner Harper: Is this the original application for short term rental?

Wyckoff: Yes.

Commissioner Harper: But you've been operating with short term rental there for...?

Wyckoff: Actually, we in 2012 began operating short term rental in the main house, but we stopped that in 2019.

Commissioner Harper: The applicant is asking to bring this use into compliance by having short term rental approval.

Chair Black: Correct. We'll ask for public comment now on this item. Seeing none, we'll close public comment. Back to the Commission for discussion.

Commissioner Stermer: (Wanted to confirm whether an existing casita *not* already a short-term rental could apply.)

PZA Stout: No, that would be a new use, attempting to take place *after* the ordinance prohibiting it.

Commissioner Marshall: Isn't the septic and the leach field supposed to be a certain distance from the short-term rental?

PZA Stout: The State law I'm aware of requires wells and septic leach fields to be 100 feet apart from each other, in general. The reason we ask for the location of the septic tank (on the STR application) is because we don't want anyone parking on it. But I'm not aware of any other ordinance other than that the capacity of the tank must match the number of bedrooms on the property.

Commissioner Marshall: Looking at this aerial map I guess my question would be where the parking is intended to be for the casita.

Wyckoff: There is a circular driveway in front of the house, and we're allowing parking for one, possibly two cars, but there's enough parking for 10.

Commissioner Marshall: So then the access would be around from the way this map is looking to the right of the main structure. Is that right?

Wyckoff: It's actually right in the front of the main structure. We're at the very end of Don Quixote Court. So, you just go straight and there's a circle in front of the house, and the driveway goes all the way around the circle and also behind the garage.

Chair Black: Any further questions or discussion? Then I would entertain a motion.

Commissioner Harper: I'll move we approve STR 24-03. It's bringing an existing use into compliance with an ordinance that was passed after that use began.

Motion to Approve: Mick Harper **Second:** Melissa Morris. **Vote, yes:** Jerry Stermer, Melissa Morris, Mick Harper, Mary Chappelle, Elizabeth Marshall, Heather Balas, Rob Black.

Chair Black: (Reminded applicant an appeal could potentially happen within 20 days, and that PZA Stout would follow up with next steps.)

SDP 24-02. (Site Development Plan) Applicant **Ex Novo Brewing, LLC** is requesting **Site Development Plan** permit approval to add an approximately 30-foot-tall second grain silo onto the property behind (west of) the existing brewery building. This 2.85-acre property is zoned *C – Neighborhood Commercial* and currently contains a brewery, tap room, and various outdoor structures including an outdoor bar with bathroom facilities.

PZA Stout: (Summarized the history of the several Site Development Plans for the property. Explained what is being requested. Noted the proposed second silo is just under 30 feet tall, with Village Code allowing a maximum of 26'. Stated she'd recommended that the applicant request a variance to height, applicant declined and indicated instead he would dig down to bring the silo into compliance. She stated that the applicant was proposing to cut the ladder off the top of the silo to reduce the height, but the Fire Chief and Building Official stated it is a safety requirement and cannot be removed. The silo can still comply by a portion being placed into the ground below grade. PZA Stout had spoken with Building Official Brian Gresham, who explained engineered retaining walls would be required in the hole. Pointed out the height of the existing silo was discussed when it proposed on a previous site plan, and that the condition at that time was that it be no taller than 26'.)

Chair Black: The height limit for any structure is 26 feet.

PZA Stout: Yes, there are only exceptions for cell towers and telephone poles within the Village.

Chair Black: What is the height of the current brewery?

Joel Gregory, 306 Los Manzanos Rd. (applicant, sworn): Just under 26 feet. We are seeking to add a second grain silo. There is already one there we've had since the beginning that is under 26 feet because we had it custom designed, given the ordinances. This second one we've procured is not new, it's from a brewery that went out of business in Colorado and we bought it. So, it's the full height model. I was unaware that the ladder could not be removed because I was planning to remove the ladder.

PZA Stout: Both the fire department and building official stated that's a safety aspect that must remain.

Gregory: OK, we can work around that. (Explained what a grain silo was and the advantages it provides in terms of waste reduction (no plastic bags) and personnel handling the product. It would go directly to the west of the existing silo. Noted they would figure out how to comply with 26' height requirement.)

Commissioner Harper: (Noted a variance might be a more economical way to get height into compliance.)

Chair Black: We could approve the site development plan and if he finds it's not the best option to place the silo below grade, they can come back for the variance.

Village Attorney Cori Strife: Yes. Before us is the site development plan, which is installing the second grain silo, at which point if we approve, applicant can decide whether or not it's feasible to get it below 26 feet. If not, the applicant can come back with a new application for the variance to height.

Commissioner Marshall: Just to clarify, this is in addition to the existing grain silo that's already there?

Gregory: (Nodded yes.)

Commissioner Stermer: (Made some observations about obtaining variances in Corrales.)

Commissioner Morris: The first silo you put in was approved with the condition that it not be above 26 feet. Could you not do that again?

Joel Gregory: That one was custom modified and cost about 10 times more than the second one we currently own in the parking lot. Yes, technically I could find a buyer for the one I already own and buy a new one that would fit (the 26'), but it takes away the economics of the deal.

Commissioner Morris: So, you have one already—has the current one ever been measured?

Gregory: I think it was all based on drawings that the folks provided.

PZA Stout: (Noted that she was not PZA at time of first approval and was not aware of what measures were taken to ensure the height complied with Corrales Code. Noted applicant would know the height.)

Gregory: It was based on the requirement of Corrales. We can provide the drawings.

Chair Black: We'll move to public comment on this item.

Troy Clum, 104 Laura Lane (public commenter, sworn): (Expressed concern about the height of the current silo. Concerned that the proposed silo indicates significant growth for the brewery. Concerned the current silo blocks his view of the mountain and is an eyesore. Noted the equipment on that side of the building is noisy, along with the forklifts. Noted smell coming from the property. Expressed concern about semi-trucks pulling up at 6:00 AM on a Saturday morning and then waiting to be unloaded. Concerned that lights are not shielded in their parking lot.)

Sasha Custer, 104 Laura Lane (public commenter, sworn): (Expressed concern about the industrial nature of the operation not consistent with Corrales; it would be suited in a more industrial area.)

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

149 **Commissioner Stermer:** Industrial comes up here—what do the ordinances tell us about that?

150 **PZA Stout:** Section 18-37 lists permissive uses in the commercial zone. It does allow breweries with the

151 approval of a site development plan. But how big that brewery is, how many parking spaces it has, how

152 much capacity is appropriate for Corrales is something the Commission then gets to wrangle with. There

153 was once in our Code a stated maximum production limit of beer per month or year, but that was

154 removed. Now it simply says breweries are allowed with the approval of a Site Development Plan

155 application. It falls back on the Commission to determine how big is too big for the Village.

156 **Commissioner Stermer:** (Noted his impression was that there were no production limits placed on the

157 site. Wanted to know if the additional storage translated into more production.)

158 **Gregory:** I understand that concern. It looks like more production, but that is not the intent at all. It's

159 simply moving the same product into a different container. We're maxed out.

160 **Commissioner Stermer:** (Asked about production history.)

161 **Gregory:** We've been in production almost exactly 5 years. We started with about 4000 barrels a year and

162 we're currently at about 10,000 barrels a year.

163 **Commissioner Harper:** So, you started producing 4000, but your capacity was always around 10k.

164 **Gregory:** Theoretical capacity is about 13k without adding anything. It's just a matter of sales numbers.

165 **Commissioner Harper:** Noted production may not increase, but it would reduce plastic going to the

166 landfill.

167 **Gregory:** Correct. It doesn't impact our production capacity whatsoever. If it was a fermenter, absolutely

168 that would mean we could make more beer. But it's just a grain holding bin.

169 **Chair Black:** One of the issues that was raised was the forklifts and activity that happens behind the

170 building itself. Will this reduce the number of forklift trips and those sorts of activities or is it a wash?

171 **Gregory:** (Noted it would reduce forklifts getting the grain out of a shipping container where it is

172 currently stored.) So, it would definitely reduce forklift traffic. It wouldn't reduce the number of trucks on

173 site, which is about one every three months,

174 **Chair Black:** So, the same number of semi or whatever delivery trucks on site, but it would reduce the

175 amount of forklift traffic because you don't have to move the bags.

176 **Gregory:** The material handling would go down for that product.

177 **PZA Stout:** Do you have other breweries in Albuquerque? Do you have production elsewhere?

178 **Gregory:** We don't have anywhere else, just this one. But we are opening a restaurant downtown without

179 production.

180 **Commissioner Morris:** The existing silo, what would you do with it?

181 **Gregory:** We keep it.

182 **Commissioner Morris:** I mean, are you going to be using it?

183 **Gregory:** It's a different kind of barley that we hold in that one for production. It is holding grain the

184 same way that the new one will.

185 **Commissioner Morris:** You'll have two silos holding grain, that's not going to increase production?

186 **Commissioner Chappelle:** Do the grains emit odor when they're in the silos?

187 **Gregory:** They do not. The silo has steel walls, they're totally enclosed.

188 **Chair Black:** What I heard you say is that you have a shipping container delivered and the grain is on

189 site already, it's just stored differently.

190 **Gregory:** We currently buy 25 pallets at a time in bags, we're just transferring that amount into bulk

191 without bags.

192 **Commissioner Balas:** (Asked about light shielding requirements associated with the grain silo.)

193 **PZA Stout:** (Said she'd not seen any proposed lighting on the silo drawing but noted it or any other new

194 lighting on site would need to be compliant with Village Code.)

195 **Commissioner Morris:** We have the testimony from the neighbor that the lights are not shielded.

196 **PZA Stout:** (Explained enforcement process and what the Code Enforcement Officer is looking for at the

197 site. Stated she and Code Enforcement had examined the parking lot lights on several occasions.)

Commissioner Morris: OK. Well, there's you know specifics in the lighting section of the code, lumens and whatnot and I just wonder if she's applying them in a scientific way. In other words, just goes out and looks around?

PZA Stout: The Commission crafted the Dark Skies ordinance in 2017. Someone on the Commission knew about lighting. The scientific measurements are in there. The problem is we don't have the machine (noted the light meters are expensive) that will measure the light output. It would have to be calibrated regularly to avoid challenges in court. So more mechanical methods are used such as: is the bulb visible or not? Is it facing the neighbors or facing down or into the property?

Commissioner Morris: So, it's not whether I'm standing here, and the light is way over there, and I can still see it shining—that's not necessarily the test.

PZA Stout: Correct.

Commissioner Morris: I understand that, but I see so many properties that are not shielded and there doesn't seem to be much to do about it.

Chair Black: Any other discussion from the Commission? I would entertain a motion.

Commissioner Morris: I'd make a motion that it be approved on the condition the silo is no more than 26 feet high and it has to meet all of the other lighting restrictions.

Chair Black: I interpret the motion, Commissioner Morris, is that you move approval based on compliance with current height and lighting requirements in Village Code.

Motion to Approve with 26' height limit, and lighting compliance: Melissa Morris, Second: Heather Balas. **Vote, Yes:** Jerry Stermer, Melissa Morris, Mick Harper, Mary Chappelle, Elizabeth Marshall, Heather Balas, Rob Black.

Chair Black: You have your approval; it can be appealed within 20 calendar days. You can follow up with Laurie on the next steps.

SDP 24-03. (Site Development Plan) Applicant **Doug Findley**, PO Box 1757, Corrales, requests **Site Development Plan** approval for property he owns at **4678 Corrales Road**. This .53-acre property is newly zoned *C – Neighborhood Commercial*. He plans to lease the space, which currently contains an 830 square foot residence that will be converted to commercial use, for light retail/office usage.

PZA Stout: (Summarized her report noting details about the site plan and that improvements would be required to the structure. The building permit process would change the existing house to a commercial occupancy. Talked about the need for buffer fencing to the south. Noted no business uses are being proposed in the far back area of the lot.)

Douglas Findley, 4655 Corrales Rd. (applicant, sworn): (Stated he has submitted a site development plan that is consistent with requirements for a site development plan. Noted that there is a fence on the east side of the property separating his commercial property from the residential property. Stated that he was having trouble renting the property without an approved Site Development Plan in place.)

Commissioner Chappelle: Laurie mentioned you had four parking spaces in the front, but you've got this whole back area.

Findley: There's no parking in the front, it's all in the back.

Commissioner Chappelle: But you could have way more than four back there.

Douglas Findley: I have 1/2 an acre and I don't intend to rent the whole property out. I just want to rent that portion that's on the site plan.

Commissioner Chappelle: OK. My one concern is when somebody rents it out for light retail. What does that mean? I mean if it's a successful business it could easily be more than four people.

Douglas Findley: Well, I'll give you an example of light retail. I have a prospective tenant who's an insurance agent and they have one customer at a time coming into the office.

Commissioner Chappelle: OK, that's not what I would call retail.

Douglas Findley: They're selling insurance.

Commissioner Stermer: (Asked about fencing on south side of property.)

Douglas Findley: I could not go all the way up to the edge of the property, because you would not be able to see the traffic (on Corrales Road).

Commissioner Stermer: That's right. You raised a question about putting up this fence way in the east (of the lot).

Douglas Findley: I really want to comply and the people I've talked to would really like have to have it enclosed to having a more professional-looking place.

Commissioner Harper: Is there a fence on the north?

Douglas Findley: There is, but there isn't a requirement. It's a business in the north.

Chair Black: Is there anyone who would like to present the public comment? Seeing none, we're going to close public comment. And bring it back to the Commission for discussion.

Commissioner Balas: I move approval of SDP 24-O3. Given that it is in compliance with Village Code section 18-37.

Motion to Approve: Heather Balas, **Second:** Jerry Stermer. **Vote, yes:** Jerry Stermer, Melissa Morris, Mick Harper, Mary Chappelle, Elizabeth Marshall, Heather Balas, Rob Black.

Chair Black: You have approval. It can be appealed within 20 days and Laurie will follow up with you on next steps.

VII. OTHER BUSINESS (None)

VIII. PZA REPORT

PZA Stout: (Discussed the Commission's proposed amendment to stormwater ordinances, that was forwarded to Village Council for consideration. Noted a Councilor had proposed additional language: that "upon approval of a variance to slope, all drainage shall be retained on site". She had asked during the Council meeting if it was the area subject to the Variance to Slope request, versus the entire lot, and believed it was. Noted that the Village engineer has historically looked at that issue to ensure that any variance would not create a new drainage issue for the adjacent properties, including roads.)

Chair Black: Laurie, will you get exact verbiage prior to submittal? Is it appropriate for her to circulate that to the Commission?

Attorney Strife: Sure. I'm not sure what merit it would have. It is before Council.

Chair Black: It is, but we may want to do comment or a letter or attend to provide feedback.

Commissioner Harper: Yes.

Chair Black: (Wants to ensure the Commission is acting in an appropriate role to comment on the proposed legislation.)

(Discussion amongst Commission and Attorney Strife about avoiding ex parte communication issues.)

PZA Stout and Commissioner Stermer: (Had some discussion about 15% slopes, and what is allowed).

Chair Black: I don't want to spend too much time debating something that may not happen, but I think we've got good advice from (counsel) as to a good step forward for us. And I think it is appropriate for us to ask the Village Council, if they're changing the Planning and Zoning Code, they allow us to review that change prior to a vote.

Commissioner Balas: We proposed some changes to ordinance. They're proposing changes to those. And then the question is a matter of timing. We are presented with either the situation where we would need to go to Council individually, without having conferred with one another so that we wouldn't have violated quorum issues, or while we are a quorum, would it be appropriate for us to make a motion for a recommendation to Council that they not vote on that for 60 days, so that we have time to vote on it at our next meeting, or at least give them feedback in 30 days. Does it matter if they push it by one more meeting so and let us formally request the opportunity to review their proposed changes to the ordinance?

Chair Black: I don't know if it's appropriate for us to take an action that is not on the agenda.

Commissioner Balas: I see. Fair enough.

Chair Black: It would be a vote that is not currently noticed, so I'm not sure that would be appropriate.

299 **Attorney Strife:** I would refrain. Because to your point, a) not on the agenda, and b) there's nothing
300 substantive at this point in time. We know that the Council has taken a direction, but what that direction
301 is, is yet to pass.

302 **Chair Black:** Laurie, I think the consensus is the Planning and Zoning Commission would appreciate the
303 opportunity to review any proposed language, so that the public has an opportunity to review it with us
304 prior to a vote.

305 **Commissioner Harper:** The Village Council consideration of the change to this ordinance will be
306 properly noticed. Any member of the public could approach Council and make that request. I think it's
307 adequate that we just be vigilant about when this appears on the agenda, read the proposed text, and make
308 individual recommendations or responses to Councilors.

309 **PZA Stout:** I'll let you know when it's going to be heard again, and let you know the deadline for written
310 comments as well.

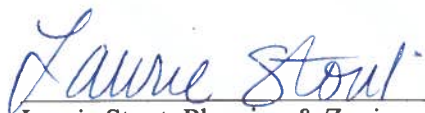
311 **Commissioner Marshall: PZA Stout:** (Discussion about non-conforming short-term rentals in a casita
312 and how the Village's short-term rental reporting system works.)

313 **Commissioner Chappelle:** (Asked if Code Enforcement Officer could provide more specific information
314 on the violations, such as addresses. Also asked that when there are multiple pages, they be stapled
315 together.)
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317 **IX. COMMISSIONERS FORUM**

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319 **X. NEXT MEETING: May 15, 2024 at 6:30pm**

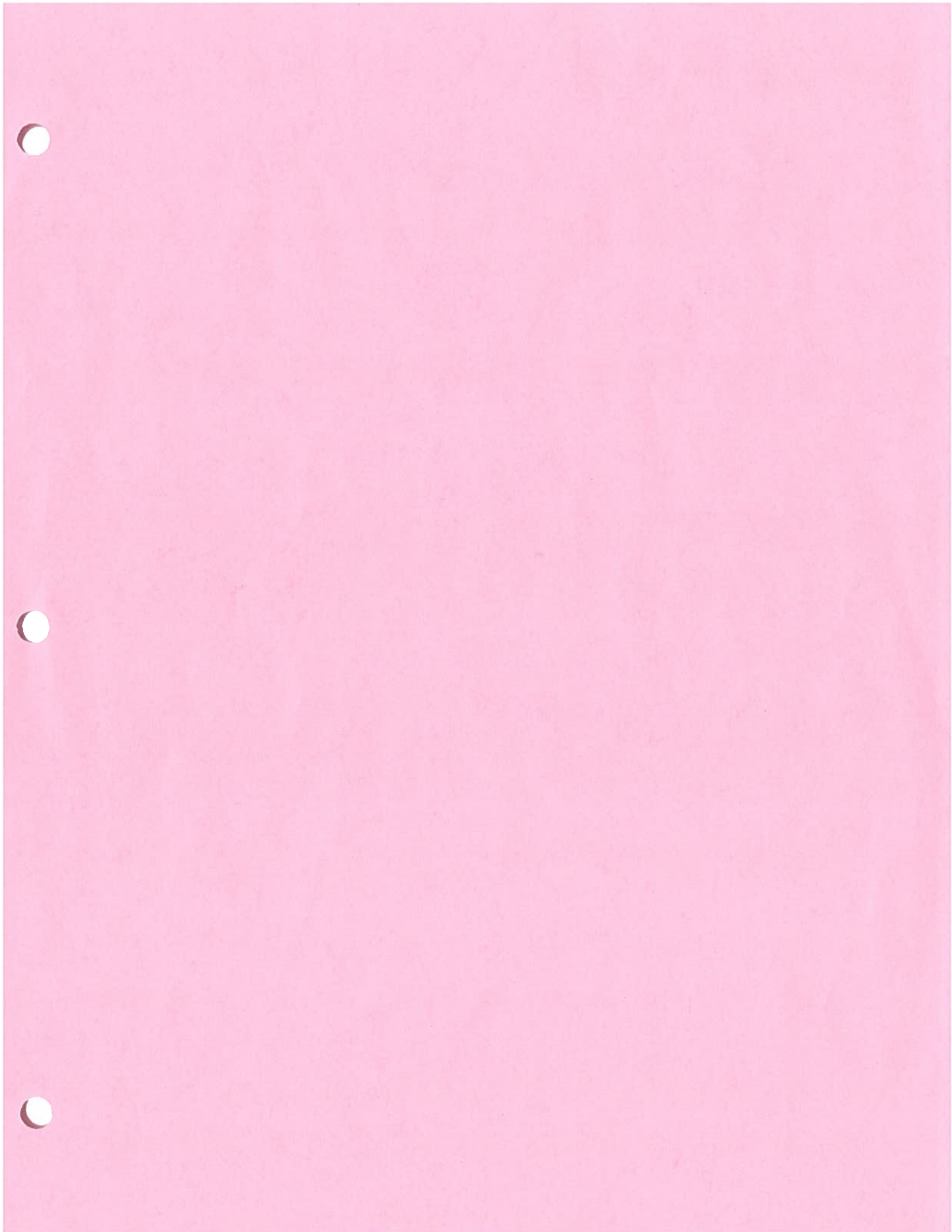
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321 **ADJOURNMENT**
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333 Laurie Stout, Planning & Zoning Administrator

4-29-24

Date



STR 24-04, Short-Term Rental, 9 Cottonwood Lane, Staff Summary

Applicant **Mary Ross** of **9 Cottonwood Lane** (Corrales Park Subdivision, Lot 1A) is requesting a **Short-Term Rental** permit for one bedroom, up to two persons occupancy. Although the bedroom is in a detached structure, the STR has been in operation since prior to the ordinance disallowing accessory buildings for that use. This application is to bring the existing use into compliance with an STR permit, fire inspection, business license and payment of Lodger's tax. The .649-acre property is zoned *A-1 Agricultural and Rural Residential*.

(Please note, 9 Cottonwood Lane is the official Dispatch and County site address for this property.)

Residential short-term rentals are governed by Village Code Section **18-45 (f) *Short-term rentals, approval and permit required.***

(2) *Applications must show, at a minimum:*

a. *The maximum number of occupants and vehicles that the dwelling unit can accommodate.*

On page 2 of the application, it states one bedroom with up to two persons occupancy.

(ii) *In the A-1 and A-2 zones, there can be no more than four guest rooms on a short-term rental property and no more than two occupants per bedroom being used as a short-term rental.*

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

Provided; this property is at the corner of Cottonwood Lane and Corrales Road. There is parking both on the south side of the residence and west of the casita. The septic tank is to the north, west of the residence.

c. *Floorplan showing all bedrooms within the dwelling unit on the property.*

Provided; in this case there is one bedroom within the home, one bedroom in the casita (subject of short-term rental request) and an additional bedroom in another accessory building on the property, (under the solar panels on the aerial viewpoint).

d. *Off-street parking required, with at least one parking space per bedroom on the property.*

Adequate parking for approximately 4-5 cars is shown. Three spaces are required.

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

The septic permit notes the system is designed for 3 bedrooms, and specifically calls out the three units having one bedroom in each. Since the residence could conceivably be reconfigured to contain more than the one bedroom shown, the applicant should testify under oath that only one bedroom will be within the home itself. (Ms. Ross did allow Code Enforcement Officer Rice and myself into her home, where we observed only one bedroom during our visit.)

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

Ms. Ross is the owner of the property, and her phone number and email are provided.

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

Ms. Ross lives in the house and is also the operator for her short-term rental; emergency contact phone and email provided.

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

i. Short-term rental permit application fee. (Paid)

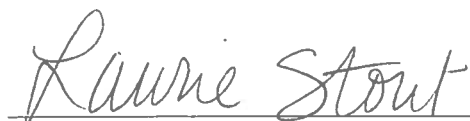
(5) Commission approval. The Planning and Zoning Commission may approve a short-term rental permit if the Commission finds that the applicant has met the requirements of Section 18-45(f)(2)(a) through (i). The Commission may add such additional conditions or limitations upon the permit which may be appropriate to minimize any potential adverse impacts upon surrounding properties.

(6) Conditions of issuance of short-term rental permit. (Events are not permitted in residential zones. STRs allow overnight accommodation only. A Village business license, including a fire inspection, is required. Lodger's taxes must be paid to the Village. Applicants acknowledge all of these conditions when filling out and signing their application form, which holds the same weight as oral testimony.)

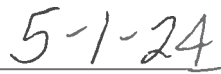
I observed the "notice" sign placed in front of the property, facing Cottonwood Lane, on April 30, 2024.

Recommendation: This short-term rental has been operating on this property for some time. The owner, with this application, wishes to become compliant with Village Code **Section 18-45 (f) (2) (a-i)**.

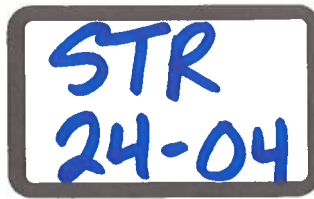
To my knowledge and belief, after speaking with Ms. Ross, the short-term rental *use* in the detached 640-square foot structure predated Ordinance 23-01 which then disallowed it. Approval of this application STR 24-04 provides a Village permit for a preexisting use and brings the operator into compliance.



Laurie Stout, Planning & Zoning Administrator



Date



4324 CORRALES ROAD
CORRALES, NEW MEXICO 87048
PHONE (505) 897-0502
FAX (505) 897-7217

VILLAGE OF CORRALES

EMAIL: Planning@corrales-nm.org
WEBSITE: www.corrales-nm.org

Application for Short Term Rental Permit

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

Instructions:

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

1. Fully and accurately complete the application and attach ALL the following:
 - (a) The **maximum number of occupants and vehicles** that the dwelling unit can accommodate. There can be **no more than four total guest rooms** on a residential short-term rental property and **no more than two occupants per bedroom** being used as a short-term rental.
 - (b) A **map (google or other aerial view)** showing the **entire property**, **all roads** which about the property and **at least 25 feet of adjacent properties**, indicating the **on-site parking** and areas subject to the short-term rental business, and location of the **Septic Tank**.
 - (c) **Floorplan** showing **all bedrooms** (not just rentals) within the dwelling unit on the property.
 - (d) Off-street parking required, with **at least one parking space per bedroom** on the property (a regular parking space is 9'x20').
 - (e) A **valid septic permit** for the property, showing the number of bedrooms permitted by the State to the septic system on the property.
 - (f) **The name, mailing address, email address, and contact phone numbers** (including 24- hour emergency contact numbers) of the **owner of the property** for which the permit will be issued.
 - (g) **The name, mailing address, email address, and contact phone numbers** (including 24- hour emergency contact numbers) of the **operator** and the **local contact person** for the owner of the residential rental.
 - (h) Short-term rental permit application fee.
 - (i) A copy of your valid **New Mexico CRS ID** certificate
2. Submit the application, **\$150.00 fee and nine (9) copies of all required materials**, to Planning & Zoning. If the application is complete, the administrator will schedule a hearing by the Planning and Zoning Commission within 40 days of a **100% complete application**. If the application is not complete, it will be returned and will not be set for hearing until resubmitted in a complete form.
3. You will **post an easy-to-see notice (yellow sign)**, which you must obtain from the village, for fifteen (15) days prior to the meeting when your application will be heard.
4. **Attend the hearing** and be prepared to answer questions.
5. Obtain a village **business registration** (\$35 fee annually), if your Short Term Rental Permit is approved by the Commission.

*An application without all the required attachments is incomplete. If the application is not complete, it will be returned and will NOT be set for hearing until resubmitted in a complete form.

GENERAL INFORMATION

Address of Short-Term Rental: 5 Kings Lane Corrales NM 87048

Name of Property Owner: Mary Ross Date: 3-27-24
505 898-1133

Email: maryr008@comcast.net Phone: 505 903-0116

Physical Address: 5 Kings Lane Corrales NM 87048
Number Street

Mailing Address 5 Kings Lane Corrales NM 87048
Number Street

24-hour Emergency Contact Phone: 505 903-0116

Name of Operator: Mary Ross Date 3-27-24

Email: maryr008@comcast.net Phone: 505-903-0116

Physical Address: 5 Kings Lane Corrales NM 87048
Number Street

Mailing Address 5 Kings Lane Corrales NM 87048
Number Street

24-hour Emergency Contact Phone: 505 803-0116

STR Property Legal Description: 1-A Corrales Park Map No.: _____
Lot or tract Block Subdivision

Acreage: 0.649 Zoning: A-1

Does the owner reside on the property? Yes X No _____

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

Total Square Footage of Home: 640
(Exclude Garage unless part of STR) Square Feet

How many square feet of the ~~home~~ ^{casita} will you use for the STR? 640

What is the name of your business? Casita

How many guest bedrooms will be rented on the property? 1 bedroom, 2 guests 1 car
(You must provide a valid septic permit issued by NMED showing the number of bedrooms permitted on this property.)

Will there be any employees who are not residents of the property? Yes _____ No X

The statements below track the requirements of the Village Code section governing Short Term Rental Permits. Chapter 18-45(f). By initialing these items, you certify that you meet these criteria and will abide by them if your Short Term Rental Permit is approved. Violating these requirements may result in revocation of your Short Term Rental Permit, fines, and/or other penalties.

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

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

MR b. All parking must be on the property (off street.) There must be at least one parking space per bedroom on the property.

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

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

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

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

MR g. Operation of the short term rental should not create nuisances detectable from adjacent properties.

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

Appeal Process: An applicant or person who is aggrieved by the decision of the Planning and Zoning Commission may appeal the decision to the Governing Body by written notice to the Clerk of such appeal, to be made within twenty (20) days of the date of the decision by the Planning and Zoning Commission. The matter shall be referred to the Governing Body for hearing at a regular or special meeting in the usual course of business. The decision of the Governing Body made thereof shall be expressed in writing; and the action shall be deemed final.

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

I certify that I meet the above requirements and will abide by them. I understand that I may lose my Short Term Rental Permit and Business License if I violate any of these requirements. I also understand and agree that any representation made by me in connection with this application, whether orally or in writing, is deemed to be a condition of the Short Term Rental Permit, and violation of such condition may result in loss of Short Term Rental Permit and Business License.

Signature of Applicant: Mary Lee Date: 3-27-24

PLANNING & ZONING OFFICE USE ONLY

Received By: LIS Date Received: 3-27-24 File No.: ~~ZOC~~ STR 24-04

Amount Paid: _____ ☐ Cash ☒ Check No.: 2408 Receipt No.: _____

Credit Card No. _____

Application Reviewed and certified complete by: LIS Date: 3-27-24

Planning and Zoning Commission Approval/Denial:

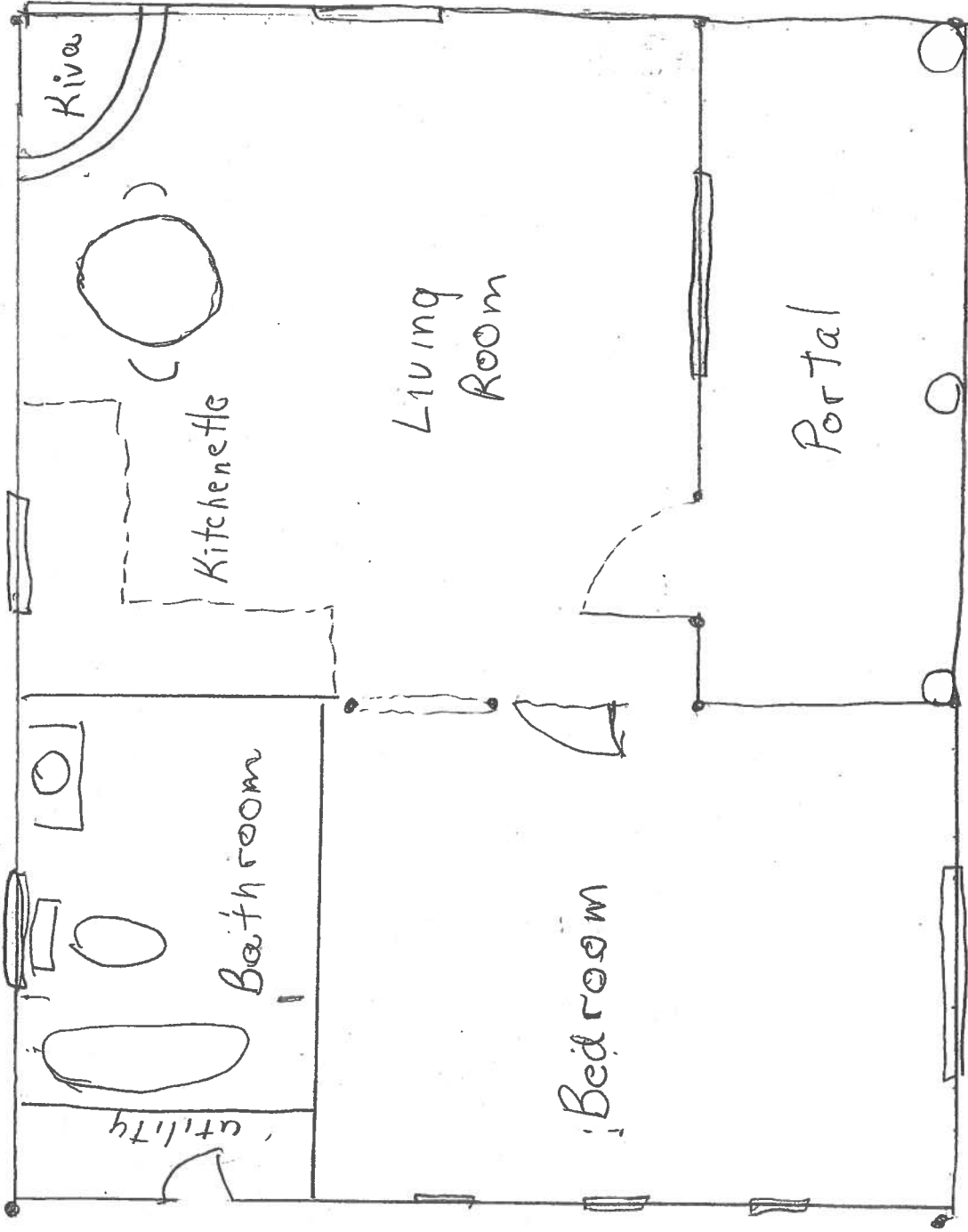
APPROVED with the following conditions, if any:

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

Ninety Day Business License Application Deadline: _____

DENIED with the following findings:

Denial: _____ Date: _____
Administrator (hearing date, if applicable)



Casita 640 sq ft.





New Mexico Environment Department
Environmental Health Bureau


On-site Liquid Waste System

Permit to Operate

Owner Name: Mary Ross
Installer Name: ASTC, Inc.
System Location: 5 Kings Lane, Corrales, NM 87048
System Type: ATS/ADS - Modification
Permit Number: 020379

*The New Mexico Environment Department may cancel this permit for failure to meet any of the following:
failure to complete the system within one year, for providing inaccurate or incomplete information, or
failure to notify NMED to schedule an inspection within a minimum of 2 working days prior to the inspection.*

Date Issued: June 21, 2023



Authorizing Official
NMED

PAID

ENVIRONMENT DEPT.
VED

ENTERED

FEB 1 2021

Application for Liquid Waste Permit or
Registration
☐ Conventional ☒ Modify Treatment ☒ Modify Disposal Field ☒ ATS/ADS ☐ Variance ☐ Commercial ☐ Register ☒ Amendment

Section 1 General Information (Incomplete applications will be returned without action)

Liquid Waste Processing Number:

020379

Field Office ID:

RR

Application Date:

FEB 18 2021

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

E-mail address(es):

Phone:

Facility Commercial or Institutional Name:

System Location: Physical Address: (if needed, attach directions)

Mailing Address (Invoices, permits, official correspondence):

City: Corrales

State:

NM

Zip Code:

87048

City:

Corrales

State:

NM

Zip Code:

87048

Uniform Property Code:

1017069051302

Date of Record:

Lot Size (0.01 acres):

0.6485

Total No. LW Systems on Property:

1

Total Design Flow on Property:

450 gpd

Subdivision:

Corrales Park

Subdivision Plat Date:

Unit/Phase:

Block

Lot/Tract

1-A

Township

Range

Section

23

Water Supply Source:

☒ Onsite☒ Private☐ Offsite☐ Public☐ Storage☐ Shared

No. Connections:

1

OSE Well Permit No. (505)827-6120

https://www.ose.state.nm.us/WRA2/index.php

Private Water Well Location (long., lat. or physical address, city, state):

5 Kingdome, Corrales, NM

Public Water System Name:

Unknown

Irrigation well, flood irrigation area on lot?

☐ YES

NO

Enter all LW permit numbers for this lot:

Unknown

Will a person for variance be submitted with this application?

YES

NO

Section 2 Installer Information (NMED verifies all licensing information with CID and company registration with the Secretary of State's Office)

Qualifying Party Name:

Scott Cole

Phone:

822-9027

Licensed Company Name: (as on file with CID)

HSTC, Inc.

LLC

LLC

Sole Prop.

LP, LLP

Mailing Address (street / PO Box, City, State, Zip):

PO Box 93168, Albuquerque, NM 87199

CID License Classification:

☐ MM-1☐ MM-98☐ MS-1☐ MS-3☐ Homeowner

CID Company License No.:

93351

I am the qualifying party for a licensed company by the State of New Mexico Regulation Licensing Department, Construction Industries Division (CID). I will either personally install the work myself or authorize company employee(s) Macario Castro & Rafael Hara (named here) to provide the services and labor for this permit application under my direct supervision.

Section 3 Authentication / Verification

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

Page 2 must be attached for each proposed system on lot

☒ Qualifying Party☐ Authorized Rep.☐ Homeowner

Printed Name:

Scott Cole

Signature:

[Signature]

Date Signed:

1/13/21

NMED PERMIT TO CONSTRUCT

☒ Granted☐ Granted with conditions☐ Denied☐ Cancelled

Conditions or Reasons for Denial:

NMED Permit to Construct No.:

020379

NMED Inspector Name Printed:

Michael Powell

NMED Inspector Signature:

[Signature]

Date:

2-17-21

NMED LIQUID WASTE FEES (permits to construct and operate are valid only upon all fees are being paid; (Amendments no fee required)

☐ Conventional-1000gpd \$225☐ 1001-2000gpd \$325☐ 2001-5000gpd \$425☐ Holding Tank Annual Renewal (\$30)☐ Variance small system \$100☒ ATS/ADS-1000gpd \$450☐ 1001-2000gpd \$550☐ 2001-5000gpd \$650☐ ATS/ADS Annual Renewal (\$50)☐ Variance large system \$400

Total Fee Paid

\$4500

Date Paid

FEB 11 2021

Payment Received By

R. BENAVIDES

FINAL INSPECTION OF LW SYSTEM (2021; an approved final inspection report is valid for 180 days as a property transfer evaluation)

☒ Final Inspection Conducted by NMED

Final Inspection Date:

6/6/23

NMED Inspector Name Printed:

Michael Powell

☐ Contractor photo inspection authorized:

Photo inspection date:

Date photos and Completed Form Received by NMED

☒ Installation Approved☐ Installation Approved with Conditions (see inspection form for conditions)☐ Installation Not Approved

NMED PERMIT TO OPERATE (permits to operate holding tanks and ATS/ADS are only valid for one-year; annual renewals applications required)

A permit for operation of the Liquid Waste system described herein is hereby:

☒ Granted☐ Granted with conditions☐ Denied☐ Cancelled

Conditions or Reasons for Denial:

NMED Permit to Operate No.:

NMED Inspector Name Printed:

Michael Powell

NMED Inspector Signature:

[Signature]

Date:

6/6/23



Application for Liquid Waste Permit or Registration

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

Liquid Waste Processing Number: ☐ Amendment

020379

Treatment & Disposal System Design

Section 1 Design Flow, Hydrology, and Soil Description

A. Wastewater Sources & Design Flow Calculations

Facility	Units (enter number)	(Q) Flow, gpd
<input type="checkbox"/> Single Family Residence A	Bedrooms: _____	Flow: _____
<input type="checkbox"/> Single Family Residence B	Bedrooms: _____	Flow: _____
<input checked="" type="checkbox"/> Multiple Family Units (4 or less units, apartments)	Bedrooms: 1 1 1 —	Flow: 450
<input type="checkbox"/> Cluster System: (description)		Flow: _____
<input type="checkbox"/> Multiple Family Units (5 or more units, apartments)	Method of Design Flow Calculation: <input type="checkbox"/> Table 201.1 <input type="checkbox"/> PE (Calc. Sheet) Attached <input type="checkbox"/> Water Meter Data Attached <input type="checkbox"/> Calc. Sheet Attached	Flow: _____
<input type="checkbox"/> Commercial / Institution:		Flow: _____
<input type="checkbox"/> Other (type):		Flow: _____
Total Flow for this LW System: Q=		450

B. Hydrology Data (depth to limiting layers)

Depth from ground surface to:	Feet
Seasonal high-water table	18'
Bedrock	18'
Caliche	10'
Clay soils, tight clay	10'
Gravel, cobbles, highly permeable soil, greater than 30% gravel	10'
Test Hole / Soil Borings Used:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Soil Classification Methodology used:	<input type="checkbox"/> Jar Test <input type="checkbox"/> Web Soil Survey <input type="checkbox"/> Laboratory <input type="checkbox"/> Other Methodology:

C. Soil Description:

Type	AR=
<input type="checkbox"/> Type Ia: Coarse Sand (or up to 30% gravel)	1.25
<input type="checkbox"/> Type Ib: Medium Sand, Loamy Sand	2.0
<input checked="" type="checkbox"/> Type II: Sandy Loam, Fine Sand, Loam	2.0
<input type="checkbox"/> Type III: Silt, Silt Loam, Clay Loam, Silty Clay Loam, Sandy Clay Loam	2.0
<input type="checkbox"/> Type IV: Sandy Clay, Silty Clay, Clay	5.0

Section 2. Treatment Unit and Pump Design: (Note: 202D, E & F, tank modification or registration requires pumping, and be within one tank size)

A. CONV.	Primary Treatment Unit	No. Septic Tank(s)	Manufacturer:	Series / Model / Certification No.:	Capacity (gallons)	Cover Depth:
<input type="checkbox"/> Septic Tank(s)			Tank Bedded in: (circle one) Undisturbed Soil Compact Soil Pea Gravel Sand	Tank Back Fill: (circle one) Native soil with no rocks Pea Gravel Sand	(Tanks are approved for max 3' cover unless otherwise approved / marked)	
B. PUMP	<input type="checkbox"/> Pump Tank <input type="checkbox"/> Pump Basin	Manufacturer:	Series / Model:	Capacity (gallons)	Cover Depth:	
<input type="checkbox"/> Pump <input type="checkbox"/> Dual Pump	Manufacturer:	Series / Model:	Pump Curve Attach'd: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Effluent Pump: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
C. ALTERNATIVE	<input type="checkbox"/> Secondary <input checked="" type="checkbox"/> Tertiary	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Conditional <input type="checkbox"/> Experimental	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Voluntary	Manufacturer: Jet	Series / Model: J-500CF	Capacity (gallons): 1152 Cover Depth: 3'
<input type="checkbox"/> Disinfection	<input type="checkbox"/> UV <input type="checkbox"/> Ozone <input type="checkbox"/> Chlorine	<input type="checkbox"/> Required <input type="checkbox"/> Voluntary	Manufacturer:	Series / Model:	All Tank Burial Instructions Attached. Applicant has read and understands proper burial instructions & will adhere: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Initial Here: SC	

Section 3 Disposal System Design, Components and Calculations: (Note: 202D&E, disposal field modification requires tank pumping, addition of filter and riser, UD baffle or T's checked)

A. Minimum Required absorption area, calculated	Q	AR	=	Min. Sq. Ft. Required	Existing Sq. Ft. utilized	Proposed Sq. Ft.	Total Disposal Area Sq. Ft.			
450 X AR =	450	2	=	900		900-309 =	1,309			
B. Design Components: <input type="checkbox"/> Distribution Box <input type="checkbox"/> Tee <input type="checkbox"/> Drop Box <input type="checkbox"/> Alternating Drainfield Valve <input type="checkbox"/> Other:										
C. CONVENTIONAL DISPOSAL	1. Discharging	<input checked="" type="checkbox"/> Pipe & Gravel	Trench Width: 1.5'	Depth Gravel Below Pipe: 3'	Total Linear Feet: 90'	No. of Trenches: 1	Max Trench Depth: 6'	Length, each trench: 90'	Trench Spacing (ft): 10'	Proposed Sq. Ft.: 1,309
		<input type="checkbox"/> Chamber <input type="checkbox"/> Synthetic Aggregate <input type="checkbox"/> Elevated System	Mfr. Model No. & Sizing Credit (s/nf, or unit):	Total Linear Feet:	No. of Units:	Max Trench Depth:	Length, each trench:	Trench Spacing (ft):	Proposed Sq. Ft.:	
	2. Not discharging	<input type="checkbox"/> Seepage Pit <input type="checkbox"/> Absorption Bed <input type="checkbox"/> Elevated System	Dimensions (L x W):	Depth below invert:	Proposed Sq. Ft.:	Max Depth:	(fine to med Sand ASTM Specs Attached?) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> ET Bed (unlined, gravity fed)	
		<input type="checkbox"/> Holding Tank <input type="checkbox"/> Vault	No. of Tank(s):	Manufacturer:	NM Certification No.:	Capacity:	Cover Depth:	High Water Alarm at 80%? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Set at: _____		
		<input type="checkbox"/> Other (description):		<input type="checkbox"/> Privy (outhouse)		<input type="checkbox"/> Split Flow: (complete holding tank section & septic tank & conventional disposal section):				

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

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

ALTERNATIVE DISPOSAL	1. Discharged	<input type="checkbox"/> Wisconsin Mound	<input type="checkbox"/> Unlined ET Bed	<input type="checkbox"/> Effluent Irrigation Re-use (804 reduced setbacks allowed)	<input type="checkbox"/> Sand-Lined Trench	<input type="checkbox"/> Bottomless Sand Filters	
		<input type="checkbox"/> LPD	<input type="checkbox"/> LPP	<input type="checkbox"/> Wetland	<input type="checkbox"/> Graywater	<input type="checkbox"/> Drip Irrigation	<input type="checkbox"/> Sand ASTM Specs Attached? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<input type="checkbox"/> Other (description of above system):							
2. Not discharging	<input type="checkbox"/> Lined ET Bed (fine to med Sand ASTM Specs Attached?) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Line Material & Thickness (mils):	Dimensions (L x W) & sq. ft.:	<input type="checkbox"/> Lined Lagoon (DP Transfers / Registrations Only)		Line Material & Thickness (mils):	Dimensions (L x W) & sq. ft.:
	<input type="checkbox"/> Other (description, liner specs attached):						

Section 5 Setbacks, Site Plan & Attachments (check those that apply)

<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	1. Does proposed system meet all setbacks required per Table 302.1?
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	2. Site plan attached which shows all structures, LW systems, and wells / waters within 200', with all setbacks clearly shown?
<input type="checkbox"/> N/A <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	3. If ATS or ADS, all requirements under section 403 are submitted, including calculations and drawings?
Supporting Documents Included: <input checked="" type="checkbox"/> Survey <input type="checkbox"/> OF <input type="checkbox"/> Plat <input checked="" type="checkbox"/> Floorplan <input checked="" type="checkbox"/> Warranty Deed <input checked="" type="checkbox"/> Tax Bill <input type="checkbox"/> Other:	



ENTERED

NEW MEXICO ENVIRONMENT DEPARTMENT
Environmental Health Bureau
Onsite Liquid Waste Inspection Form



Applicant Name:

MARY ROSS

System Address (Street, City):

5 KINGS LANE CORRALES

NMED LW Permit No.

020379

* See Guidance Policy

Item #

☐ Final Inspection

☐ Initial Inspection

☐ Re-inspection

☐ CAR

☒ Other: INITIAL FM

In	Out	N/A	N/O	Item #	Description
				1.	Building Sewer to Septic Tank 504
				1.1.	Correct size and material: 4" SCH 40, PVC Foam Core or ABS (UPC allows 3" from stub out to tank, inlet tee but must be 4" min) 502E
				1.2.	Cleanouts: Required cleanouts present, installed correctly, to grade, for each 100 feet or fraction thereof. Installed pursuant to NMPC 504B
				1.3.	Bedding and Slope: Pipe properly bedded correct slope 2% min (1/4" per foot), or 1% min (1/8" per foot) where 2% impractical 4" or larger pipe 504A
				2.	Septic Tank 501, 502
				2.1.	Matches Application: the number, sizes and types of tanks matches the application Table 201.2, 502C
				2.2.	Setback- tanks meets all setback requirements including, structures, neighbor's wells, water courses, water bodies Table 302.1
				2.3.	Tank Location: Located as per site plan Latitude: <u>35.15174</u> Longitude: <u>106.36001</u> Elevation: <u>5034</u>
				2.4.	Onsite Well Location: Latitude: Longitude: Elevation:
				2.5.	Offsite Well Location: Latitude: Longitude: Elevation:
				2.6.	Labeled: Tank is Certified and Correctly Labeled (Concrete tanks have the manufacturer's name, New Mexico registration number, year of construction and tank capacity in gallons permanently displayed on the tank above the outlet pipe 501B-4
				2.7.	Level, Orientation & Depth: Tank is level, correctly oriented and does not exceed maximum burial depth for this tank 501 J-7, 501B-2, 501H
				2.8.	Inlet/Outlet pipes: are sealed and watertight; correct size, material, poly-boot installed on outlet, 502E, * Guidance
				2.9.	Inlet/Outlet Baffle or Tee: extends 12" minimum below and 4" above liquid level 502F
				2.10.	Venting: Tank and fittings correctly vented (tank has 2" min back vent opening, 9' min air space above liquid, baffle wall vent area) 502G, 502I
				2.11.	Effluent filter: Installed with handle extending to within 6" of the top of the riser 502H
				2.12.	Manholes: (2) correctly sized 20" min & located above inlet and outlet. Tanks over 12' long require a third manhole opening 502D
				2.13.	Risers: at grade, secure lids (58# or fasteners), correct diameter (0-3/24" min; >3/30" min) 501E, 502D
				2.14.	Concrete Tank Coating: coated with proper material to 6" below water line OR Type V Concrete 501J-5
				2.15.	Plastic Tank: Installed per Manufacturer's instructions (instructions available on-site) (marked with manufacturer's name, model number, code or date of manufacture, tank capacity in gallons, burial depth, inlet and outlet permanently displayed on the tank) 501I
				2.16.	Water-tightness: test conducted and determined watertight 203D, 501B-5
				2.17.	Flotation Prevention: properly installed for tanks in high groundwater or floodplains 501B7 * Guidance
				3.	Pumps and Pump Tanks 503
				3.1.	Type & Size: Pump size and type matches application; designed to pump sewage, or effluent, Single pump up to 1000gpd, dual alternating pumps over 1000gpd 807A-6; sized to meet their intended purpose 503D
				3.2.	Water-tightness: test conducted on pump tank and determined to be watertight 203D, 501B-5, 503A
				3.3.	Concrete Pump Tanks: If concrete, coated to protect corrosion or Type V Concrete 501J-5, 503A
				3.4.	Accessible: Valves, motors, pumps, aerators etc. are accessible for inspection and repair; Access port minimum of 20" 503B
				3.5.	Covers: shall have locking mechanism or if concrete, be min. 58 pounds 501E, 503B
				3.6.	Alarms: Equipped with both audible and visible alarms, or remote and visual alarms, for high water & pump failure; conspicuous location; contained in weather-proof structure; All alarm & control circuits are on a separate circuit from pumps 503C
				3.7.	Siphoning/Freezing: Provisions made for the prevention of siphoning back to the pump tank and prevention of freezing 503D * Guidance
				4.	Distribution Box <input type="checkbox"/> Tee <input type="checkbox"/> Drop Box <input type="checkbox"/> 701
				4.1.	Installed on a level base in <input type="checkbox"/> natural undisturbed or <input type="checkbox"/> compacted soil or on a <input type="checkbox"/> concrete footing 701H
				4.2.	Distribution Box / Tee min 5' setback from disposal field Table 302.1
				4.3.	Concrete D-Boxes: coated with bituminous coating or other approved method acceptable to the department 701H-1
				4.4.	Connections between septic tank and distribution box SDR 35 or better pipe with watertight joints on natural ground or compacted fill or appropriate bedding material 701H-3
				4.5.	Access Riser: provided to ground surface for each distribution box. 701H

In	Out	N/A	N/O	5.	Convention Disposal System 703 Soil Treatment Area	NMED LW Permit No. 020379
/				5.1.	Soil- Soil Type below trench bottom verified, most restrictive layer; AR matches soil type on application; in place natural soil <30% gravel Table 703.1,703E,703I	
/				5.2.	Soil- Smeared Soils Not Present on Trench or Sidewalls, rake 1" deep; Soil not compacted in soil treatment area 701D	
/				5.3.	Setback- Correct Clearance to Ground Water or Limiting layer 303B	
/				5.4.	Setback- Disposal system meets all setback requirements including neighbor's wells, water courses, water bodies Table 302.1	
/				5.5.	Trench-Pipe and Gravel: trench length, width, depth of gravel below pipe, number of trenches & trench spacing matches application 701E,701K	
/				5.6.	Trench-Pipe and Gravel: Aggregate ¾" to 2 ½", clean washed rock or crushed gravel 7A-4	
/				5.7.	Trench-Pipe and Gravel: Correct Pipe; 2-hole 30° to 60° from invert, 4" Minimum Diameter, End Caps, 701C,701D,701J	
/				5.8.	Trench-Pipe and Gravel: Pipe covered with 2" min aggregate and with Approved Material 701D	
/				5.9.	Trench-Pipe and Gravel: Pipe Covered with Geotextile Fabric instead of Aggregate 701D	
		/		5.10.	Trench- Chamber- Type, number of units & spacing matches application; meets manufacturers specs 701E	
		/		5.11.	Trench-Synthetic Aggregate- Type, number of units, configuration & spacing matches application; meets manufacturers specs 701E	
		/		5.12.	Trench- Other Approved Products- Type, number of units, configuration & spacing matches application; meets manufacturer specs 701E	
		/		5.13.	Inspection Port- Inspection Port(s), Capped SDR35 or better 701F	
		/		5.14.	Stepped Systems: watertight joints on undisturbed ground 701L	
		/		5.15.	Soil Replacement- Type 1b soil required; Replacement soil at least 48" deep below trench bottom 701M	
		/		5.16.	Soil Replacement- Replacement soil at least 24" width around sides and ends of trench 701M	
		/		5.17.	Absorption Bed- at least 6" aggregate below invert of distribution pipe; Up to additional 1 ft of aggregate allowed 701B	
		/		5.18.	Absorption Bed- properly sized bed is 1.5 X AR for conventional trenches; calculate using total bottom and sidewall area below pipe 703K	
		/		5.19.	Seepage Pit- Meets all material, sizing and installation requirements in Section 702 and 703A,703L	
		/		5.20.	Seepage Pit- 6" of Bentonite clay or approved material installed at bottom of pit 702K	
In	Out	N/A	N/O	6.	Advanced Treatment Systems and Alternative Disposal Systems (ATS/ADS)	
/				6.1.	For any system that include an ATS and/or an ADS, the ATS/ADS Inspection Form must be completed in addition to this inspection form	

NMED Inspector Comments

Inspected TANK (ATS) : D/F ON 2/23/21 MP.
 STILL NEED TO INSPECT (7.3) ALARM : AERATION.
 (7.3) - ALARM : AERATION. ✓ GOOD.

☒ Installation Approved ☐ Installation Not Approved ☐ Corrective Action Response required ☐ Re-Inspection required

Conditions:

Installer Printed Name:

Installer's Signature:

Date:

NMED Inspector Printed Name:

NMED Inspector's Signature

Date

MURRAY B.

[Signature]

6/16/23



NEW MEXICO ENVIRONMENT DEPARTMENT
Environmental Health Bureau
Onsite Liquid Waste ATS/ADS Inspection Form



Applicant Name:

MP14 NOSS

System Address (Street, City):

5 Kids Lane Cerrillos

NMED LWV Permit No.

020 379

In	Out	N/A	N/O	7.	Advanced Treatment System 601,602,603	In	Out	N/A	N/O	12.	Holding Tanks 808
/				7.1.	ATS installed matches application manufacturer, model # and capacity 601B			/		12.1.	Holding Tank is certified by NMED and properly labeled with cert number, capacity & manufacturer 501B-4, 808F
/				7.2.	the system is installed in accordance with the manufacturer's recommendations (checklist on-site)			/		12.2.	Located in readily accessible area, under all weather conditions; No potential for parking/driving over tank 808I
/				7.3.	Aerator and alarm functioning; Recirculation line functioning (if applicable) 503C			/		12.3.	All holding tanks must be tested on-site for water tightness; System passed water tightness test 808G
/				7.4.	Sampling Port is installed as shown in application OR installed using 8" diameter pipe 601E			/		12.4.	Visible and Audible high water alarm set to activate at 80% capacity; placed in conspicuous location 808K
		/		7.5.	Disinfection: unit is installed in accordance with manufacturer's recommendations (checklist on-site) 604			/		12.5.	Protected from flotation under high GW conditions and protected from freezing 808J
In	Out	N/A	N/O	8.	Evapotranspiration Systems 805	In	Out	N/A	N/O	13.	Graywater Systems 809 Residential systems >250 gpd
		/		8.1.	area of bed is properly sized, matches application & site plan drawing 805B,C			/		13.1.	A treatment unit is required; with capacity to handle one day's capacity of one day design flow 809G,G-2
		/		8.2.	Bed is Level and bed depth > 24 inches (measured from bottom of bed to overflow level) 805D			/		13.2.	Underground tank meets all requirements for septic tanks 501 and 502; tamper resistant lid; to grade 809G-3
		/		8.3.	If gravity-fed system; overflow height of ET bed shall be lower than invert of septic tank outlet 805J			/		13.3.	Above ground tank shall be approved by NMED and set on 3" concrete pad; Tank vented per NMPC 809J,L
		/		8.4.	Distribution piping properly bedded in gravel and covered or meets proprietary design; Suitable inspection port 805F			/		13.4.	Overflow drain with permanent connection to building sewer or building drain; Backwater valve installed 809K
		/		8.5.	Capillary sand contains 85% or more sand; silt & clay <15%; (Soil specification sheet required) 805G			/		13.5.	Tank permanently marked with rated Capacity and "GRAYWATER SYSTEM, DANGER, UNSAFE WATER" 809M
		/		8.6.	Surface crowning is above the overflow level; planted with suitable vegetation 805I			/		13.6.	No direct or indirect cross-connection with potable water systems; No edible crops except fruit & nut trees 809O,P
In	Out	N/A	N/O	9.	Mounds & Elevated Systems 806	In	Out	N/A	N/O	14.	Effluent/Irrigation Reuse Systems 804
		/		9.1.	For Wisconsin Mounds, must meet all current design standards 806C			/		14.1.	Subsurface irrigation only; pressure dosed required; Protection from freezing; No connections w/potable water 804B,D,E,F
		/		9.2.	Pressure distribution to the mound is required 806D			/		14.2.	Effluent only applied to suitable landscaped area or fruit and nut trees 804H
		/		9.3.	Elevated system is installed in accordance with proven design criteria approved by NMED 806E			/		14.3.	Approved proprietary effluent drip systems must be installed according to manufacturer's specifications 804K
In	Out	N/A	N/O	10.	Low Pressure Disposal Systems (LPD) 807			/		14.4.	A permitted and approved disposal system is provided when irrigation is not utilized 804L
		/		10.1.	All pumps rated by manufacturer to pump sewage or effluent; 503D	In	Out	N/A	N/O	15.	Split Flow Systems 811
		/		10.2.	Single pump for systems 1000 gpd or less; dual alternating pumps for systems >1000 gpd 807A-6			/		15.1.	Toilet waste holding tank meets all requirements for holding tanks; Fill out Holding Tank Section Above 808
		/		10.3.	Ball valve at each lateral line end for inspection and flushing (except proprietary drip irrigation systems) 807A-8			/		15.2.	Disposal System shall meet all requirements - Fill out tank & disposal field section on page 1 & 2 811B
In	Out	N/A	N/O	11.	Low Pressure Pipe Systems (LPP) 807B			/		15.3.	Toilet waste only into holding tank; kitchen and gray water go into septic tank & disposal system 811B,C
		/		11.1.	System sized properly and in accordance with site plan drawings 807B-1	In	Out	N/A	N/O	16.	Sand-Lined Trench & Bottomless Sand Filters 812
		/		11.2.	Trench length <75ft; trench width 12-18"; depth 18" max Soil cover is between 4"-18" 807B-1c			/		16.1.	Installation meets all requirements in Section 812 of LW Regulations
		/		11.3.	Lateral pipe embedded above center of aggregate w/ geotextile fabric; Lateral lines parallel to natural site contours 807B-2b,c,f	In	Out	N/A	N/O	17.	Privies & Vaults 801
		/		11.4.	Pump tank 500 gpd min useful volume; Must meet all pump requirements 807B-3b			/		17.1.	Installed in accordance with Section 801 of the LW Regulations
		/		11.5.	Prevention of siphoning for upgrade systems and draining of tank for downgrade or flat systems 807B-2g	In	Out	N/A	N/O	18.	Lagoons and Wetland Systems
		/		11.6.	Runoff diverted away from system; Vegetative cover to be planted over disposal area 807B-2i,j			/		18.1.	Installations in accordance with EPA & CIDWT manuals and * NMED policy guidance's
		/		11.7.	Alternative valve or solenoid valve for separate laterals if >23 ft dead difference; Flushing run-ups end of each lateral 807B-3e			/		19.	Other:
		/		11.8.	Lateral pipe is 1-2" diameter, orifice sizes in accordance w/ site plan drawing and orifices facing up 807B-3h,i			/		19.1.	Installations in accordance with EPA & CIDWT manuals and * NMED policy guidance's
In	Out	N/A	N/O	20.	SETBACK REQUIREMENTS			/			
		/		20.1.	The system that was inspected meets all setback requirements as stated in Table 302.1; Includes all wells, water bodies, water courses, property lines and structures; checked neighboring properties; No driving/parking on any portion of system (except for traffic rated tanks)			/			

Comments:

Inspected TANK (ATS) & OK on 2/23/21 MP
Still need to inspect (7.3) Alarm: ALARM
(7.3) - Alarm & Blower ✓ 6000 MP 6/26/23

NMED Inspector Printed Name:

MICHAEL Powell

NMED Inspector Signature

[Signature]

Date

6/20/21

CORRALES PARK
VILLAGE OF CORRALES
SANDOVAL COUNTY, NEW MEXICONOTE: THIS IS NOT A SURVEY FOR USE BY A
PROPERTY OWNER FOR ANY PURPOSE.

THIS IS TO CERTIFY:

TO TITLE COMPANY: STEWART TITLE LLC

TO UNDERWRITER:

TO LENDER: PHH MORTGAGE SERVICES

that on FEBRUARY 21ST

20 02

I, A.S. MEDINA

N.M.P.S. No. 12649

made on inspection of the premises situated at LOT 1 AND 2, CORRALES PARK, CORRALES

SANDOVAL County, New Mexico briefly described as (Address if applicable) 9 COTTONWOOD LANE

PLAT REFERENCE: Bearings, distances and/or curve data are taken from the following plat (include filing information if plat is filed).
SEE LEGAL DESCRIPTION

NOTE: The error of closure is less than one foot of error for every 20,000 feet along the perimeter of the legal description provided. Easements shown hereon are as listed in the Title Commitment No. 02410059KH provided by the TILS Company. Improvement location is based on previous property surveys. No monuments were set. This plat is subject to all easements, restrictions and reservations of record which pertain. This report is not to be relied on for the establishment of fences, buildings or other future improvements.

LEGAL DESCRIPTION

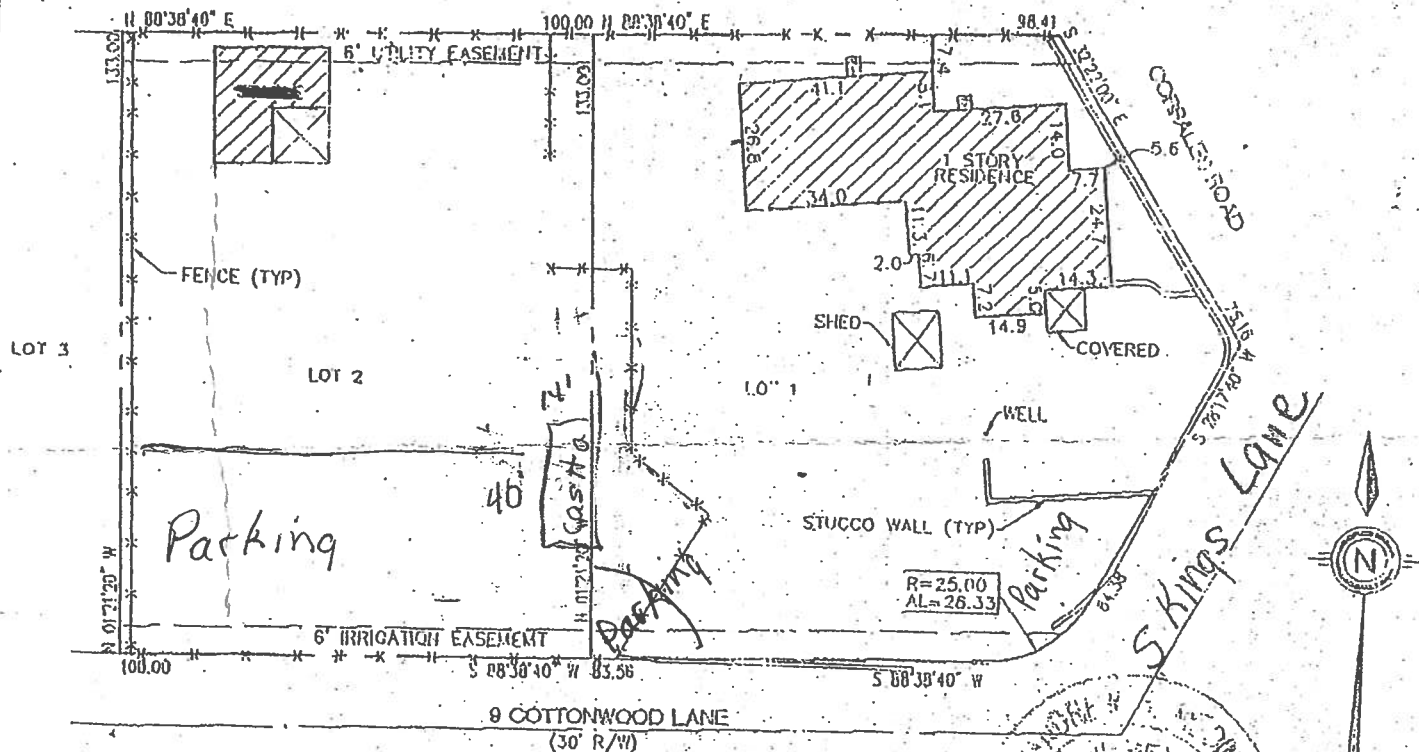
LOT NUMBERED ONE (1) AND TWO (2) OF CORRALES PARK, AS THE SAME IS SHOWN AND DESIGNATED ON THE PLAT FILED FOR ASSESSMENT PURPOSES THEREOF, FILED IN THE OFFICE OF THE COUNTY CLERK OF SANDOVAL COUNTY, NEW MEXICO, ON SEPTEMBER 5, 1963, IN VOL. 88, FOLIO 142.

WE ACKNOWLEDGE THE ENCROACHMENT OF IMPROVEMENTS ONTO THE SIX FOOT (6') UTILITY EASEMENT ALONG THE NORTHERLY LOT LINE AS SHOWN ON IMPROVEMENT LOCATION REPORT.

STEVEN V. SPARK

MARY E. ROSS-SPARK

SUSAN K. MILLER



FLOOD CERTIFICATE:

IT IS HEREBY CERTIFIED THAT THE ABOVE DESCRIBED PROPERTY IS LOCATED WITHIN A 100 YEAR FLOOD HAZARD BOUNDARY IN ACCORDANCE WITH HUD FEDERAL ADMINISTRATION FLOOD HAZARD BOUNDARY MAP DATED JULY 16, 1996. ZONE "AO-3", COMMUNITY PANEL NO. 350094 0712 C.

I FURTHER CERTIFY as to the existence of the following at the time of my last inspection:

1. Evidence of rights of way, old highways or abandoned roads, lanes, trails or driveways, sewer, drains, water, gas, or air pipe lines on or crossing said premises (show location if none visible, so indicate):
2. Springs, streams, rivers, ponds, or lakes located, bordering on or through said premises:
3. Evidence of cemeteries or family burial grounds located on said premises (show location):
4. Overhead utility poles, anchors, pedestals, wires or lines overhanging or crossing said premises and serving adjacent property (show location):
5. Other:

STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT
REGISTRATION CERTIFICATE

Date ID Issued 27-Sep-2007	IDENTIFICATION NUMBER 03-119794-00-9	Business Start Date 01-Oct-2007
Business Location 5 KINGS LN		Business End Date
City and State CORRALES, NM		Zip Code 87048-9046
Taxpayer Name MARY E ROSS		Taxpayer Type PROPRIETOR
Firm Name MARY ROSS		Filing Frequency Semiannual
Mailing Address 5 KINGS LN		
City and State CORRALES, NM		Zip Code 87048-9046

Form Revised 02/2003

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

Cabinet Secretary

By 

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

THIS CERTIFICATE IS NOT TRANSFERABLE

atL04 v39



VILLAGE OF CORRALES
STATE OF NEW MEXICO

ORDINANCE 23-01

AMENDING VILLAGE CODE CHAPTER 18-45 (f) (2) (a) SHORT-TERM
RENTALS, APPROVAL AND PERMIT REQUIRED

WHEREAS, the Village of Corrales Code Chapter 18-45 (f) (2) (a) currently reads "The maximum number of occupants and vehicles that the dwelling unit *and any accessory structure* can accommodate" and

WHEREAS, the phrase "any accessory structure" had been intended to be removed from the revision of the Ordinance passed by the Governing Body as Ordinance 22-01 on March 22, 2022

NOW, THEREFORE, BE IT ORDAINED by the Village Council, the Governing Body of the Village of Corrales, that:

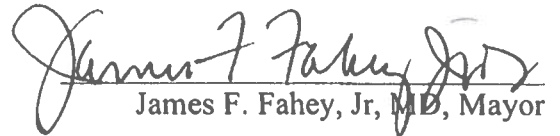
Village of Corrales Code Chapter 18-45(f)(2)(a) shall be amended as follows: "The maximum number of occupants and vehicles that the dwelling unit ~~and any accessory structure~~ can accommodate"

The Amended Village of Corrales Code Chapter 18-45(f)(2)(a) shall read: "The maximum number of occupants and vehicles that the dwelling unit can accommodate."

Except as expressly modified herein, the Village of Corrales Code Chapter 18 shall remain in full force and effect.

SEVERABILITY CLAUSE: Should any section, paragraph, clause, or provision of this Ordinance 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.

PASSED, APPROVED, AND ADOPTED by the Governing Body of the Village of Corrales this 28th day of February 2023


James F. Fahey, Jr., Mayor

ATTEST:

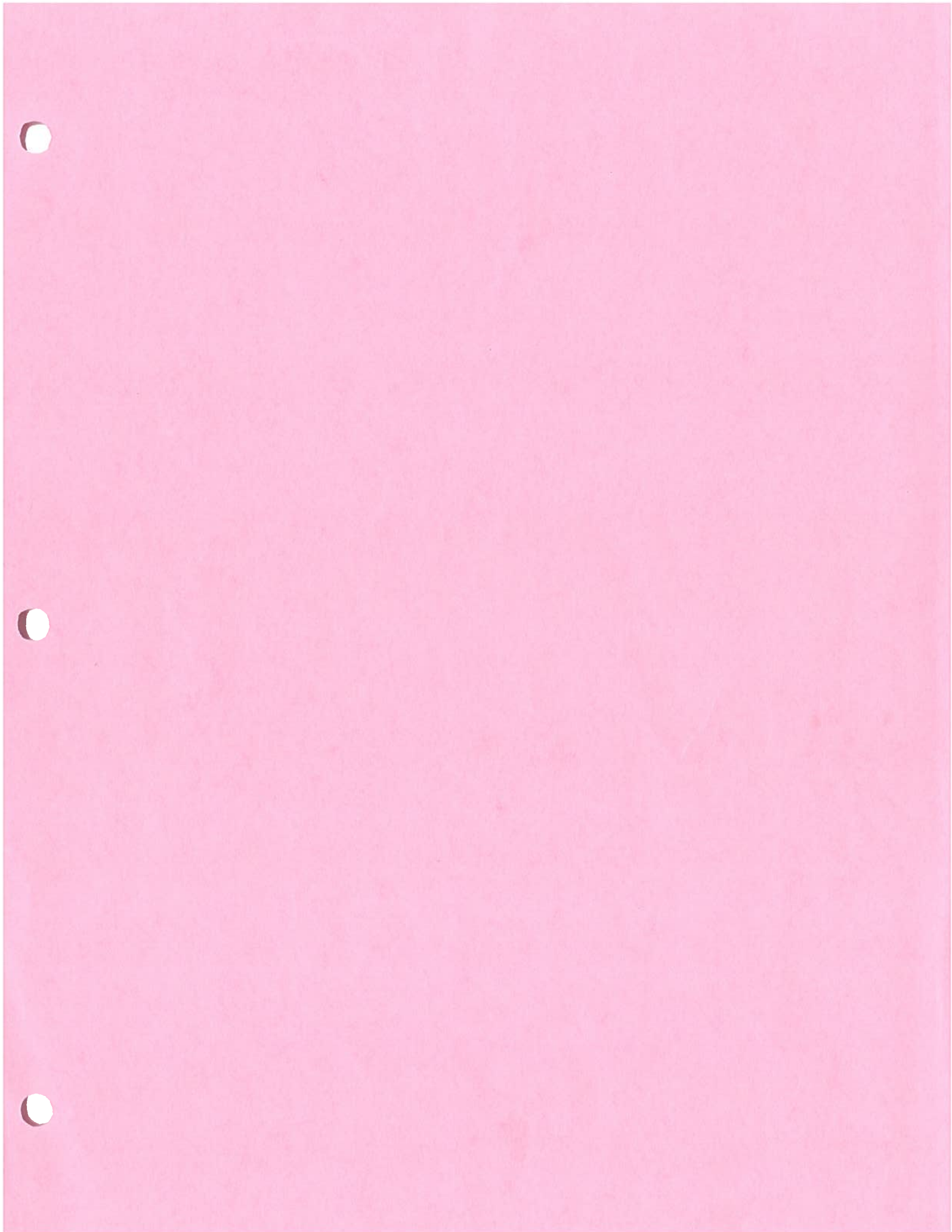

Melanie L. Romero, Village Clerk

(SEAL)

This page can be printed using your internet browser or by CTL + P
Account: R104820

Location	Owner Information	Assessment History
Parcel Number 1-017-069-051-302	Owner Name SPARE, STEPHEN V AND	Actual Value (2024 -
Tax Area 203CRSH_R - 203CRSH_R	ROSS, MARY E	Residential Cap applied)
Situs Address 9 COTTONWOOD LN	Owner Address 9 COTTONWOOD RD	Primary Taxable
Legal Summary Legal: S: 23 T: 12N R:	CORRALES, NM 87048-9057	Exemption Adjustments:
3E Subd: CORRALES PARK Lot: 1-A	UNITED STATES OF AMERICA	Head of Family Exemption
		Adjusted Taxable Total
		Tax Area: 203CRSH_R Mill Levy: 38.309
		Type Actual Assessed Acres SQFT Units
		Residential Land \$76,373 \$25,458 0.649 28248.660 1.000
		Residential Improvement \$204,056 \$68,019 4397.000

Transfers	Sale Date	Doc Description
		WARRANTY DEED
		Images
Tax Year	Taxes	
	*2024 \$3,581.00	• Map
	2023 \$3,476.68	• Photo
		• Sketch
		• GIS
* Estimated		
		Focusing On: 9 COTTONWOOD LN CORRALES 87048



VAR 24-03, Variance to one-acre minimum lot size, Deboute Tract Subdivision, Lot A and Lot B, Staff Summary

Applicant **Steve Gutierrez** and his wife own Lot B of **Deboute Tract subdivision**, site address 7615 Corrales Road. Frank and Eileen Gutierrez own Lot A, which is west of it and has a site address of 7617 Corrales Road. Together, the two properties comprise a total of 2.93 acres. A plat creating the two lots was approved and filed in April of 1999, and is what exists today. Both lots are zoned **A-1 Agricultural and Rural Residential**.

The applicant (Steve Gutierrez) is requesting a **Variance to Lot size** for the entire subdivision in order to get permission to create three future lots out of the two existing parcels, instead of the required one-acre minimum each. If the Variance is approved and a subsequent plat submitted, the proposed lots would each be .976-acres. Applicant has provided hypothetical plat (marked "Sketch Plan" with three lots shown instead of the two current existing lots.

The lot size minimum of one acre is applicable to all zones within the Village, except A-2, where there is a two-acre minimum.

The parcel was originally one lot owned by Frank and Eileen Gutierrez until it was subdivided into the two existing lots in 1999. That created the current 1.25-acre Lot B and 1.67-acre Lot A. I asked why the land hadn't been divided into three lots at that time, and the applicant stated because "he would have run into the same issue." (The one-acre minimum lot size in A-1 zone has been in Village Code since approximately 1972, and can be found in **Section 18-33 A-1 (11)(d) Density. The minimum area of each lot shall be 43,560 square feet** (one acre)). I did discuss with the applicant my belief that the "line in the sand" is a minimum of one acre and not less, for any newly created lots. But the decision is the Commission's, and Mr. Gutierrez gives his arguments in favor of his request in his narrative.

Variances are governed by Village Code **Section 18-48 (c) Variances (4) (a-d) 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 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:**

a. The variation of this article will not be contrary to the public interest,

It is the applicant's assertion that because the new lots would only be 2% smaller than required, it would not be apparent to others.

b. The variation will not adversely affect adjacent property owners or residents,

A comparison is made between this property and the one to the north, which could conceivably have more houses than it now does, but the northerly property is more than five acres in total. Allowing one more lot with one more house may not be an adverse effect, but it will be an effect.

c. The conditions are unique to the property, and

The applicant's argument is that his family has owned this property prior to the creation of Corrales Road and the ditch to the west, and that those actions took away some of the land area. That is more than likely the case, but could apply to any property along a ditch or a public right-of-way. The

reference to Tierra de Corrales subdivision concerns land in the far northwest sector, and not this piece. The applicant's primary argument is he wishes to hand down three lots to his three children. It is his view that for most landowners in Corrales, there is a presumption that they purchased knowing the requirements of the Village. In his case, he asserts that when land is passed down over generations, no such presumption should be made as those lands have been in the same family since prior to the existence of the incorporated Village or current land use ordinances.

That is a compelling argument, but a house built today would be subject to today's Building Code. And other property improvements (street widths, turnarounds, setbacks, etc.) created today are also subject to current ordinances and laws.

d. ***The variance is authorized only for lot controls and not for use of the premises.***
(Applicable)

Certified letters were sent timely. I observed the "notice" sign posted along Corrales Road on April 30, 2024.

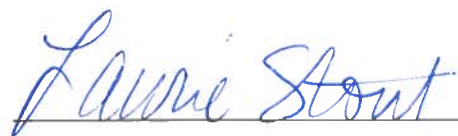
Recommendation: Since I've been employed here, nearly 7 years, I've not seen any new non-conforming lots be created. (There have been instances where a lot line was adjusted between already-existing non-conforming lots, but those lots already existed.) The large subdivisions on the west side of Loma Larga were platted dozens of lots at a time in the late 80s/early 90s, were considered "major subdivisions", and were allowed to include the road in their calculations.

There are a few folks interested in the outcome of this Variance request.

Other options that exist: the applicant owns land across Corrales Road, in a sufficient quantity that the required amount could be "set aside" to make up the missing acreage, and could be designated as "set aside" on the future plat. There is precedent; an 8-plex along Sandia View Road was allowed to be built on property that was not eight acres. They set aside sufficient land nearby (not immediately adjacent) in order to allow the development to happen.

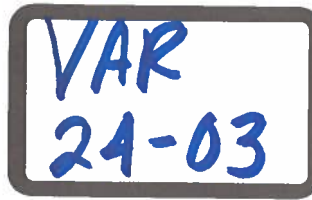
It might be possible for the applicant to purchase land from an adjacent landowner to make up the difference. For instance, the property to the north is more than acres. Purchasing the required amount would not prevent the northern landowner from having five houses on five acres in the future.

If the Variance is granted, the applicant will proceed to plat with the assumption that the plat will be approved by the Commission with the non-conforming lot sizes he shows on his proposed "Sketch".

Laurie Stout, Planning & Zoning Administrator

Date



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: Steve Gutierrez Telephone: 505-301-0753
Mailing Address: 7615 Corrales Rd Email: steve-gutierrez@comcast.net
Representative: — Email: —
Mailing Address: — Telephone: —
Descriptive Information: Lots A+B Debonite tract map #14
Lot Number/ Tract Number MRGCD Map Number
Acreage of Site: 2.94 Zoning: A1
Type of Request: ☐ Zone Change ☐ Text Amendment ☒ Variance
Reason for Request: approval to replat 2.94 acres into three 0.98 Acre lots
Signature of Applicant: [Signature] Date: 4/4/24

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: 4-4-24 Received By: LAS File No.: VAR 24-03

Amount Paid: 200⁰⁰ Cash ☐ Credit ☐ Credit Card Number: _____

Check ☒ Check #: _____ Receipt Number: _____

Completed Application Acceptance ~~Date~~: LAS Date: 4-4-24

Applicant Invoiced for mailing (certified, return receipt): \$ 156.42 Paid: \$ _____

☐ Approved: _____ Date: _____

Findings of Facts and Conclusions of Law:

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

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

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

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

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

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

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

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

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

(Narrative by applicant, 2 pages.)

Variance request on minimum 1 acre requirement while replating 2 lots into three 0.98 acre lots

In 1999, my parents split one of their existing lots into 2 so that I could purchase and move into the 2nd lot (see current survey). I now wish to take both those lots, split into three 0.98 acres lots to hand down to my children (see proposed replat drawing).

According to the conditions for a variance, four points are outlined for a variance request. I'm hopeful this summary addresses each one.

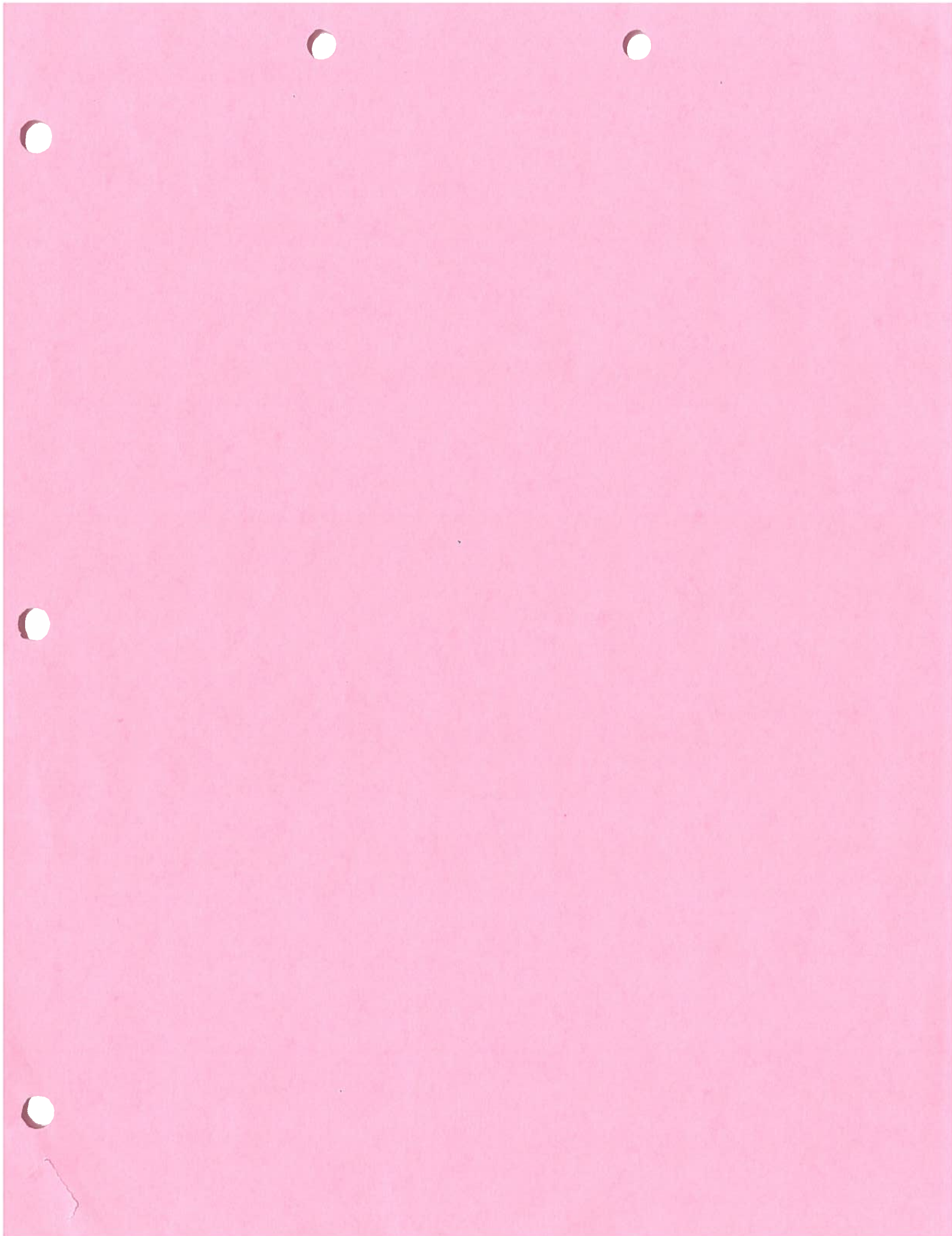
1. **Variance is not contrary to public interest.** The lots in question are only 2% smaller than the required minimum. This is a nearly negligible size reduction which certainly would not be apparent to any party other than that provided by an accurate survey. The primary purpose of the split is to continue the tradition of passing lands to our children. Keeping our historical families in the village should certainly be beneficial to the village and the culture it wants to promote.
2. **The variance would not adversely affect adjacent properties.** The lot line that we share to the north will have either 3 or 4 homes once they are built out, the shared lot line to the south is currently being farmed. The lot across the street belongs to our family. Had either the north or south lot line been located just 2.2 ft differently, there would be no need for a variance request.
3. **The variance conditions are unique to the property.** For the large majority of people living in the village, they acquired their lands thru purchases of the property. For a shrinking minority of families, the lands have been handed down from generation to generation. In our case, the properties have remained unchanged in our family for many generations. While organizing the Tierra de Corrales subdivision, my grandmother's family presented to the LLC deeds dating back to the late 1700's written in spanish where measurements were taken in Vargas. We also discovered records showing that my grandfather was paid by the MRGCD for an easement across the property to allow for the construction of the Corrales main canal. Had there been any notion of the requirement to meet a one-acre minimum size, he certainly would have required the easement to be placed just a few feet further west to ensure the viability of the property. I even recall my parents stating that when they grew up just across the street, that it was a big event when the Corrales road was paved. However this resulted in an even larger easement being taken from the property, further reducing its size decades before the village existed or had a 1-acre size requirement. Unlike most that purchase their lands, we historical families have kept the lands in our families and have been impacted by various improvements that occurred decades ago.
4. **The strict application of the article would have unnecessary hardship that would deprive the owner of reasonable use of the land.** As described above, the lands in question have been impacted over decades of improvements for the benefit of the village. Such benefits greatly improved the village which primarily impacted historical land owners such as ourselves. It is my desire to pass along the land to my 3 children and continue the tradition of keeping the lands in the family. This would not be possible without the variance approval. I believe it is useful and important to keep and promote the historical legacy of the village. By supporting the ability of the historical families in the village to pass along their lands to their children we can continue to recognize the importance of them in our history.

For the majority of landowners that purchased their lands in Corrales, there is certainly a recognition that they purchased their lands knowing the requirements of the village. However, for the minority of the remaining historical landowners, where the land is passed down over the generations, no such presumption can be made since those lands have been in the same family well before the village existed or any of its current requirements were in place.

current conditions
↑ (north)



Corrales Rd ↑



SUB 24-02, Sketch Plan, Proposed BJ Homes/Ruiz Subdivision, 21 Lots and Public roadway improvements, Staff Summary

Applicant **Community Sciences Corporation** is acting as agent on behalf of property owners **Ruiz Development, LLC**, 6007 Kachina St NW, ABQ 87120. They are requesting Planning and Zoning Commission review and comment (**Sketch Plan** review), for a proposed 21-lot subdivision. This approximately 29-acre property runs from the east boundary line of Rio Rancho over to the Dulcelina Curtis channel/Calle Contenta Road and includes a portion of Don Julio and Coyote Santa roads. It also runs from the south boundary line of Rio Rancho down to the Tierra de Corrales Subdivision and is in the Village's Far Northwest Sector area.

The Corrales Village Council appointed a Far Northwest Sector Task Force to develop a plan in May of 2001. The seven task force members consisted of stakeholders from Corrales with a variety of backgrounds. They held weekly meetings from May 8 to November 29, 2001. Public notices were posted for each of the meetings. Subsequent ordinances and revisions sprang from their November, 2001 report to Council.

The entire Far Northwest Sector Area initially had a blanket zoning of A-1 Agricultural and Rural Residential. There is a one-acre lot size minimum as with most elsewhere in the Village. The plan did create the NCOD (Neighborhood Commercial and Office District) on the west end of the plan area, accessible from Don Julio Road. There are now a dozen or more commercially zoned lots that border Don Julio Road, including a solar farm. All parcels of land within the NCOD retain A-1 zoning until a zone change is approved, and only parcels totally within the NCOD shall be permitted zoning other than A-1, no multiple-zoned parcels shall be permitted.

On the western edge of the proposed subdivision, where lots adjoin Don Julio Road, proposed 2.11-acre Lot 20 and 1.01-acre Lot 21 would both qualify for NCOD *Commercial* rezone in the future (it would require a zone map amendment, after platting actions were complete). These proposed lots are in the NCOD area, as defined in Village Code Section 18-37. As the NCOD is "deeper" than the Corrales Road Commercial area, Lots 15-19 also may technically qualify, but they are accessed from the residential cul-de-sac via other roads and not Don Julio. The Planning and Zoning Commission and Council could theoretically approve rezoning on Lots 15-19 in the future, but it might be difficult to approve any moderate to heavy commercial uses since there's a bit of a drive, on 15mph roads and past future residences, to get there.

There was a 2018 Sketch Plan that did not move forward. This 2024 Sketch Plan proposal has four sheets: #1 shows topography and existing features. On the top left of this drawing is an overall view of the site as it relates to the surrounding areas and roadways. Gray shading denotes more than 15% grade, orange is 8+-15%, and yellow is 0-8%.

Drawing 2 of 4 shows proposed lots with slope shading included. Lot 1 has an extreme amount of slope, but it appears there is a reasonably large area at the "top" for building, accessible via Coyote Santa. There is a 20' erosion control and drainage easement along most of the south side of the property. Those flows and drainage off Coyote Santa will move south and east into the "drainage community pond" noted at the bottom right of the development. Public Works Director Michael Chavez is aware that the Village will maintain areas on both sides of Coyote Santa, and that the

easterly channel and retention pond will be dedicated to the Village. Once the new lots have been created, and at time of building permit, each individual lot will still need an engineered grading and drainage plan to address stormwater flows from new construction, with those flows needing to be retained on-site.

Drawing 3 of 4 again shows the 21 proposed lots, the drainage easements, ponding and three dedicated roadways. During those 2001 meetings and subsequent ordinances and revisions, a planned public road—unnamed at the beginning—now known as Coyote Canta, was drawn into the plan. Called “Access B”, it was designed to (and does) connect the Far Northwest Sector neighborhoods with Rio Vista Road in the City of Rio Rancho. Along with Don Julio (now that it’s been completed to connect to Highway 528 in Rio Rancho), Coyote Canta is another important ingress/egress point for the Far Northwest Sector lands.

Coyote Canta as it currently exists is a 60-foot-wide public dedication north of the proposed development, engineered and paved. To the south of the development, within the Tierra de Corrales subdivision, Coyote Canta is a 50-foot-wide public roadway, also paved. Between the two sections of road, on the subject property, Coyote Canta is unpaved and unimproved and occasionally impassible. There is language within Code requiring a 60-foot-width ROW, but Tierra de Corrales has but 50 feet approved within that subdivision.

With platting actions (Preliminary and Final, following this Sketch Plan), this section of Coyote Canta will be engineered, constructed and paved to the Village standard by the applicant and dedicated to the Village of Corrales. It is noted as 50 feet in width. You’ll note two new roads will connect to Coyote Canta; these will serve the applicant’s new lots and also be 50’ in width including utility easements and a pathway. These roads will also need to be designed and built to ordinance standard and dedicated to the Village. They are spaced appropriately per ordinance, with at least 125 feet separation required, 135’ is provided.

The surveyors note (A) and (B) pertaining to the sloped areas along the future section of Coyote Canta. They attest that (A) is man-made slope versus a natural slope, and should not be subject to a variance to slope request to build out Coyote Canta. As it was the Village who dictated the exact location of Coyote Canta Road, I agree, and the Village may also entertain not requiring a Variance to Slope for the area (B) also subject to Coyote Canta build out. (Anything over 15% slope on the two proposed new subdivision roads, or any 15%+ on an individual lot *would* be subject to future Variance to Slope requests.)

While Village Code allows new roadways to either be “built, or bonded”, the applicants wish to build the roads. If necessary, they may request an extension of time from Preliminary to Final plat in order to have time to get all construction completed prior to Final.

Mesa Alta Subdivision is north of the subject property. A road that provides access for Tracts 3-5 of that subdivision originally was platted to extend further westward (where proposed lots 16 and 17 are shown on the Sketch.) The road will be vacated on those two lots, except for a utility easement. (Discussed more below.)

Drawing 4 of 4 shows theoretical housing, well and septic placement. Ordinance 390, adopted in September of 2004, established the entire Far Northwest Sector as an impact fee area. Impact fees are due and payable at the time of issuance of a building permit.

The engineering design of that portion of Coyote Canta within this overall parcel will seek to mitigate slope and roadway stormwater flows there. As mentioned, any areas of 15% + slope that exist at noted in small areas of the proposed two subdivision roads, and on individual lots, would be subject to the Variance to Slope requirement.

The surveyors have provided a sheet showing the new intersection at Don Julio and Hwy 528, where the Rio Rancho Industrial Park road connects to Don Julio east of the traffic light.

They have also provided the 1983 Mesa Alta Subdivision plat. This shows what exists today. Ruiz Development owns Lots 1 and 2 of Mesa Alta Subdivision, but those lot lines will be vacated and the properties absorbed into what you see on page 2 of 4 of the large Sketch pages. The roadway that was platted to cross Mesa Alta Lot 2 up to Lot 1 will also be vacated, as the new lots will now be accessed from the westerly cul-de-sac.

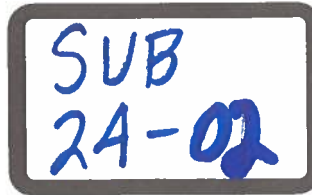
Certified letters were sent timely; I observed both "notice" signs posted on April 30, 2024.

There is no vote required on a Sketch Plan submittal; they are shown to the Planning and Zoning Commission for review and comment only, so that applicants may feel comfortable moving on to the Preliminary Plat phase. At Preliminary the Village would ask to see full roadway and all drainage engineering, designs and profiles.

Laurie Stout 5-8-24

Laurie Stout, Planning & Zoning Administrator

Date



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

Village of Corrales
Planning and Zoning Department

SKETCH PLAN APPLICATION

APPLICANT INFORMATION

Applicant Name: COMMUNITY SCIENCES CORPORATION Telephone: 897-0000-109
Mailing Address: PO BOX 132B CORRALES NM 87048 Email: AMEOINAR@COMMUNITYSCIENCES.COM
Name of Proposed Subdivision: RUIZ SUBDIVISION
Zone Classification: A-1
Location of Proposed Subdivision: EAST BOUNDARY LINE OF RIO RANCHO
EAST TO CALLE CONTENTA, SOUTH BOUNDARY LINE OF RIO
RANCHO TO TIBURIA CORRALES SUBDIVISION
Descriptive Information: TRACTS 1 AND 2 MESA ALTA SUBDIVISION
TRACTS 4B-8B MRGCD MAP 14
Lot Number/ Tract Number MRGCD Map Number
Acreage of Site: 29.66 Present Number of Lots: 7 Proposed Number of Lots: 21
Land Owner(s): RUIZ DEVELOPMENT LLC
Mailing Address: 6007 KACHINA ST NW ALBUQ. NM. 87120
Telephone Number: 505-379-9663
Relationship of Applicant to Land Owner(s): AGENT
Name/Address of Land Planner: COMMUNITY SCIENCES, CORP. PO BOX 132B CORRALES 87048
Name/Address of Engineer: THE HENSLEY GROUP 2340 MENUAL BLVD. NE. ALBUQ. 87101
Name/Address of Surveyor: COMMUNITY SCIENCES CORP. P.O. BOX 132B CORRALES, 87048

Signature of Applicant: Date: 4-4-2024

GENERAL INFORMATION

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

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

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

OFFICE USE ONLY

Sketch

Date Received: 4-4-24 Received By: LS File No.: SUB 24-02

Amount Paid: 1,000⁰⁰ Cash ☐ Credit ☐ Credit Card Number: _____

Check ☒ Check #: 2420 Receipt Number: _____

Completed Application Acceptance Date: 4-4-24 Date of Hearing: May 15, 2024

Developer Invoiced for Legal Notice: _____ Paid: \$ _____

☐ Approved: _____ Filing Fee Paid: \$ _____ Date: _____

☐ Approved with Conditions: _____

☐ Denied: _____

Date

Findings of Facts and Conclusions of Law:

Requirements for Sketch Plan Application

1. Location/Vicinity Map. This map shall consist of data added to an existing base map such as a USCGS, village or county base map, covering at least a one mile radius from the tract proposed for development and shall show the relationship of the proposed plat to existing residential areas, community facilities, all streets, commercial areas, school, and parks.
2. Sketch plan. Show in simple sketch form the following:
 - a. Title of proposed subdivision and names and addresses of subdivider, legal owners, land planner, engineer and land surveyor.
 - b. North arrow, scale and date of sketch plat submission.
 - c. The general proposed layout of blocks, lots and other features numbered for identification.
 - d. Existing streets and roads including those which abut or serve the proposed development.
 - e. Proposed layout of streets indicated as public or private and labeled for identification.
 - f. Existing easements.
 - g. 100-year floodplain from FEMA approved maps or superseding report.
 - h. Existing storm drainage ways and facilities both on the proposed development property as well as those on all adjoining properties.
 - i. Identification of any major street or corridor shown on the long-range major street plan.
 - j. Existing water and sewer locations and well and septic field locations on-site and on lands adjacent to the land being subdivided.
 - k. Existing irrigation access and ditches. (Ord. 07-012.)
 - l. Copy(ies) of the recorded plat(s) that created the parcel or parcels of land to be subdivided.
 - m. Other features which may include major natural or manmade geographic features.
3. Additional written information may include identification of how and when subdivider intends to construct infrastructure improvements, data on existing covenants, irrigation ditch easements, land characteristics and proposed utilities as well as any information which may be helpful in supplementing the sketch plan and describing the proposed development.

Community Sciences Corporation

Professional Land Surveying & Planning

505.897.0000

505.898.5195 Fax

www.communitysciences.com

April 3, 2024

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

RE: Sketch Plat for Tracts 1 & 2 Mesa Alta and MRGCD Map 14 Tracts 4B thru 8B (Prairie Sunrise Subdivision Phase 2)

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

Community Sciences Corporation (CSC) agent for BJ's Custom builders LLC, is requesting Sketch plat review by the Village of Corrales staff and the Planning and Zoning Commission of a proposed 21 lot subdivision located within the Far Northwest Sector.

Previously the property was shown on a plat for Prairie Sunrise Subdivision Phase 1, approved for final plat at which time Phase 2 was shown, on the final plat but not approved by the Village of Corrales. This previous plat has caused some confusion since the recordation of the Phase 1. New Mexico Department of Transportation (NMDOT) has previously used the legal of Phase 2 unrecorded plat) for preparing and recording the right of way taking for Don Julio Road and the frontage road. With the proposed subdivision, CSC will be requesting vacation of lot lines easements and roadways shown on Phase 2 along with granting new roadway and easements.

With the proposed subdivision the developer will be completing the last segment of Access B (Coyote Canta Road) of the Far Northwest Sector Plan (FNSP) and may request impact fee credits for this portion of segment B roadway. This would be after completion of infrastructure and recordation of the Final Plat. The proposed subdivision will also create two new roadways to be dedicated to the Village of Corrales along with a drainage pond. The roadway widths are proposed to carry the roadway surface, drainage swales for roadway water along with a path on one side of the roadway. The project engineer is also envisioning a drainage pond to be located on the southeastern corner of the proposed subdivision. This proposed pond details will need to be coordinated with the Village of Corrales and SSCAFA before preliminary plat is brought back before you. The project engineer is also proposing a twenty-foot cross lot and erosion control easement along the south boundary line to help mitigate flows onto neighboring properties.

With the subdivision we have prepared a topographic survey and slope map as required within the FNSP. We have identified areas of 15 % slope and greater and 8-15% slope. We have identified area A (Page 2 of 4) on the sketch plat which is areas over 15% slope which appears not to be natural ground and was created by roadways and erosion from roadways. We have also identified Area B (page 2 of 4) on the sketch plat where we intend to disturb natural slope and will be requesting a variance of approximately 858 sq feet to complete the roadway infrastructure at

Post Office Box 1328
Corrales, New Mexico 87048

Community Sciences Corporation

Professional Land Surveying & Planning

505.897.0000

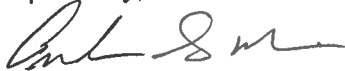
505.898.5195 Fax

www.communitysciences.com

preliminary plat. We will not be including the area A areas within the variance request as previous construction activities have created the 15% slope percentage.

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

Respectfully,



Andrew S. Medina

New Mexico Professional Surveyor No.12649

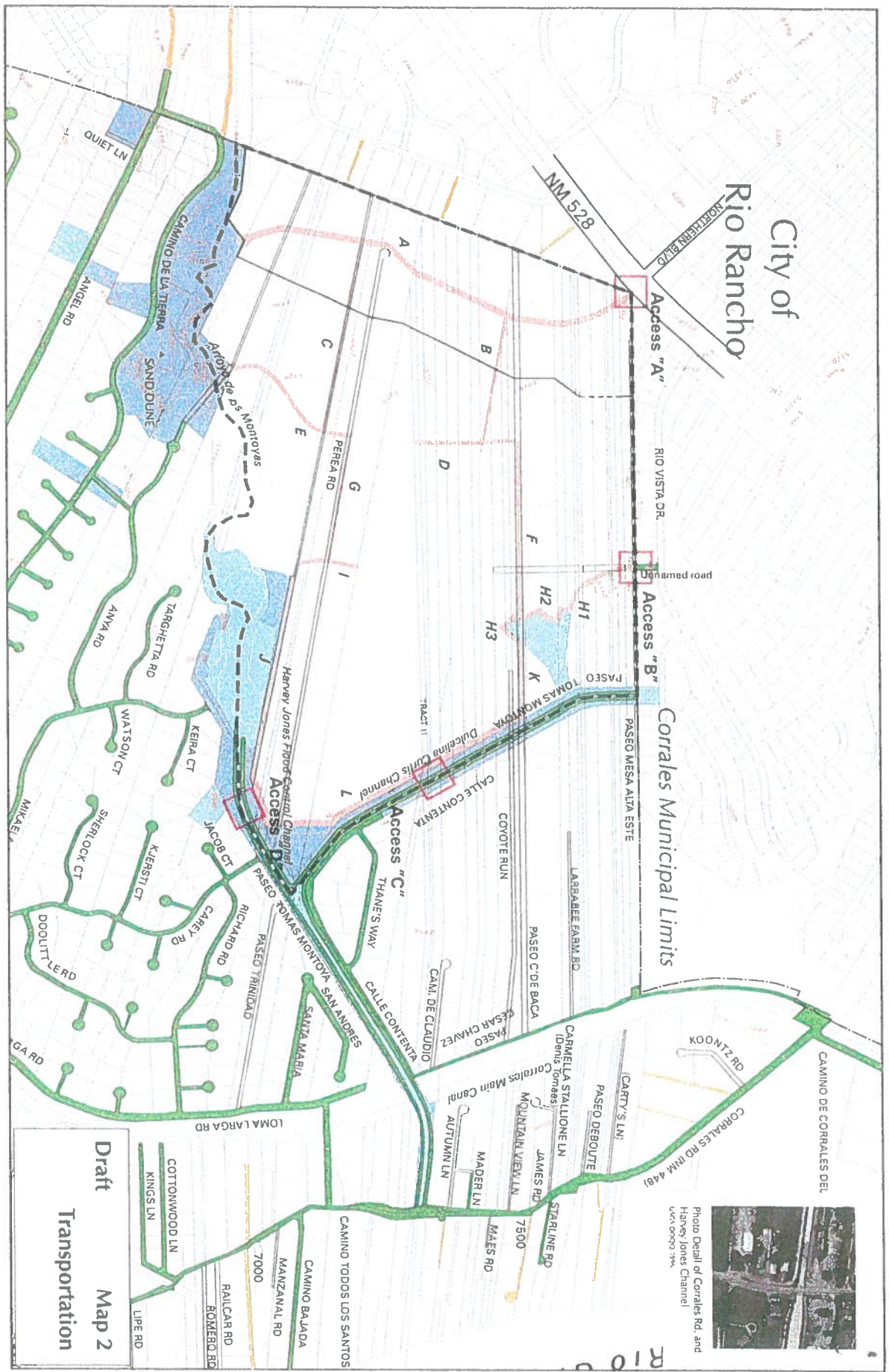
This map was prepared by the City of Rio Rancho Planning and Development Department. It is intended to provide information only and does not constitute a contract or warranty of any kind. The City of Rio Rancho is not responsible for any errors or omissions on this map.

Status of Roads and Access
 Public ROW
 Proposed Public ROW
 Status Unknown
 STCA/CA Land
 Village of Corrales Land
 Far Northwest Sector Boundary

Centerline shown - 80 feet
 Shown by centerline, USGS 2.5 minute Ditch
 No boundary and 15 feet wide road

0 300 600 feet
 N

Village of Corrales Far Northwest Sector



Public Comment, 3 pages

Laurie Stout

From: rose.ej <rose.ej@gmail.com>
Sent: Saturday, April 20, 2024 10:11 AM
To: Laurie Stout
Cc: slabarbera@rrnm.gov; LAURIE STOUT; Alfred Rose
Subject: Drainage & Other Concerns - Planning and Zoning Commission SUB 24-01 Sketch Plan
RE: 501 Rio Hondo Road NE Rio Rancho NM Property in Los Rios Neighborhood
Immediately North of Corrales

04-20-2024

Dear and Respected Corrales Planning and Zoning Commission CC: Rio Rancho Municipal Planning & Marie Rose,

I am Ed Rose homeowner at 501 Rio Hondo Road NE in the Los Rios neighborhood of Rio Rancho, NM. I am a neighbor immediately to the north of Corrales' NW extent near the corner of Don Julio/Northern and 528 on the northeast side of that intersection just east of the power substation. The dirt road abutting the northern boundary of my property and fence line is Paseo Mesa Alto Oeste. Thank you very much for including me in your meeting notice.

I first wanted to say that it sounds very nice that Corrales is looking forward to area improvements and providing a nice place for more neighbors to live. I know that as zoning planners and commissioners that trying to balance the needs of all concerned constituents can be a challenge and there can be a lot of negativity so I wanted to express appreciation for your work as well as for including Drainage and a Retention Pond among your plans.

Please know that although I am writing to express some concerns about the impacts of your contemplated developments on my priority I want to do so in a positive and constructive way and at the same time protect the quality of life for my elderly mother whom also lives at the home, my own Quiet use and future use of the property and protection of our house and safe ingress and egress from our home. **Some years ago when the City of Rio Rancho did work on Don Julio road although there was some thought into drainage it was not enough and the next big rainstorm that came through resulted in very large amounts of runoff that flooded then washed out our driveway. I took photos tracing the runoff back up to where the land had been disturbed and native scrub removed from sandy areas uphill from my home. And so that area in and near Corrales' NW extend is very, very sensitive to any disturbing of the natural scrub which holds up the high ground so it doesn't wash out into to Rio Rancho Los Rios neighborhood.** The City made good on helping fix my driveway but more thought about the drainage, not underestimating the runoff effects, could have prevented the issue and I am wondering with Corrales' plans if history might repeat itself if very close attention to the drainage isn't given.

In your letter SUB 24-01 (Sketch Plan) describes a plan that sounds like it may result in road and other work in the exact area of concern. My take on this is that issues created and originating in Corrales impactful to Rio Rancho Los Rios subdivision / neighborhood residents must be planned for and mitigated by Corrales as actions Corralians take on their land that impact our Rio Rancho Los Rios

Neighborhood land and properties are Corralians' responsibility. **Enumerated concerns which I can also bring up (or by my proxy and mother, Marie Rose, at the meeting):**

1. A formal survey and drainage impact assessment; was one done and if that included consultation with zoning planning and civil engineering staff from Rio Rancho as opposed to just planning done unilaterally by Corrales or just between Corrales and the developer? I notice that each municipality has a L. Stout so is L. Stout a liaison? If so, is there documentation that this was done? It might serve as a good follow up letter as the letter that you send doesn't include the Sketch Plan; really there should be a sketch plan and land surveys including exactly where the drainage is going to go as drainage is a major issue for Los Rios.

2. For any vegetation that may be disturbed equally dense vegetation should be planted all along the Northern Extent of the project as a guard for erosion and break / natural barrier for absorbing runoff such as a line or several lines of indigenous trees planted north of any development work between the work and the los rios neighborhood. Or a retaining wall built along the northern edge of Corrales such as to help solve both potential noise and erosion issues. Or both. I will assert that in my past experience as a resident the drainage and retention pond may help but do not seem a complete or adequate measure on their own, as previous development in the area grossly underestimated impacts. Whatever work Corrales does should be in collaboration with the city of Rio Rancho and include consideration of what Rio Rancho had to do and redo to control drainage (and there is still run off from Don Julio even after they worked more on it - what Corrales is proposing seems like it will be a larger disturbance to the land and vegetation than that).

3. I will request early access to all sketches of the planned work. This is essential in order to be able to form intelligent questions to ask at the meeting and would lessen the appearance the project may be hastily being 'pushed through' and thus may lessen possible contention at the meeting. In addition to the sketches and survey not being attached to the letter, I'm continuing to read it over and over but not seeing links to anywhere online or any public records where I can get copies of these.

4. I think I included the Rio Rancho zoning dept as opposed to just residents on their own looking out for their properties should be closely involved since this sounds like it directly abuts Rio Rancho. Rio Rancho itself should be apprised and watch Corrales' project to protect the interests of impacted Rio Rancho residents, based on the experience Rio Rancho gained and can offer and share regarding the Don Julio road project and drainage effects. If I have not included the right people please educate me whom to include. Again Maybe L. Stout is the connection between municipalities and this has already been contemplated. But in any case where early collaborations can be established between neighbors amidst Rio Rancho and Corrales there can be mutual respect and understanding as the project moves forward.

5. Regarding Paseo Mesa Alta Oeste Erosion has already taken place due to downhill runoff from points uphill/South into my property since numerous ATV's, motorcycles and jeeps have run around my property causing the sand (and garbage/discarded items) to wash down towards the house on all three sides of the back of the house and the side adjacent to the electrical compound. Also the noise around the house has increased with this recreational driving activity around the property. If a road or boundary changes are made, then there will be more erosion and more noise. In order to combat the erosion, a solid retention wall will have to be built on all three sides to hold back the sand/earth from coming down onto the house and back patio area and back shed. This is expensive and can be anywhere from \$20,000 - \$30,000. Also a noise barrier will have

to be erected for traffic driving by or Los Rios neighborhood neighbors near the NW extent of Corrales will feel (and hear) impacts of this project on their lives in South Los Rios.

Thank you for your time and any info you can provide (or helping me know what won't be provided) ahead of the meeting as this will help advise my inputs at the meeting and other preparations for this project as things progress.

Sincerely,

Edward Rose & Marie Rose
501 Rio Hondo Road NE
Los Rios Neighborhood
Rio Rancho NM
rose.ej@gmail.com

Public comment, 2 pages

May 4, 2024
514 Albino Road
Corrales, NM 87048

From: Maximo A. & Marta Barela,

To: Ms. Laurie Stout, Village of Corrales (VoC) Planning & Zoning Administrator (P&ZA), all members of the Village of Corrales VoC's Planning & Zoning Commission (P&ZC), and VoC Mayor James F. Fahey Jr.

Subject: Response to Ms. Stout's letter "Date of Posting: April 11, 2024" inviting comments on SUB-24-01 (Sketch Plan) and participation in VoC's P&ZC's May 15, 2024, 6:30pm meeting (Meeting ID 829 2730 3909), where the VoC's P&ZC plans to discuss SUB 24-01 (Sketch Plan), and several other requests.

According to the information provided in the VoC P&ZA's letter identified in the *Subject Section* immediately above, the proposed subdivision SUB-24-01 is to be located on 29 acres in the Far NW sector of VoC, and consist of the following:

- approximately 29 acres (Map 14, Tracts 4B, 5B, 6B, 7B and 8B);
- 21 lots;
- a public right-of-way Coyote Canta Road to be finished: designed, built (paved) and dedicated to the VoC;
- an additional two roads to be built for the benefit of proposed subdivision;
- Drainage Ways, and a Retention Pond to be part of the proposed subdivision; and
- all land is zoned A-1 Agricultural and Rural Residential.

Maximo A. Barela's Comments/Questions regarding SUB-24-01 (Sketch Plan):

1. Surely the VoC's P&ZC must review more than SUB 24-01 (Sketch Plan) prior to voting approval/disapproval on such a proposal since there is so much more it should review and provide its comments on, and when found complete and correct, recommend its approval or disapproval, as applicable.
2. The Tierra de Corrales (TdC) subdivision, where my wife Marta and I live and own our home, is located downslope of proposed SUB-24-01 Subdivision. Therefore, the design, construction, maintenance, and initial (before use) and prescribed periodic (during use) inspection specifications for the Drainage Ways and Retention Pond *are Extremely Important* to keeping us, our neighbors, and our homes, and properties safe. Who will review the adequacy of the Drainage Ways and Retention Pond inspection specifications? What are the required professional qualifications of these reviewers? Where will the approved official copy of the design, construction, maintenance, and inspection specifications of the Drainage Ways and Retention Pond be maintained?
3. What are the periodicities of the Drainage Ways and Retention Pond inspections, and what analyses/test results are the periodicities based on? Who will be responsible for performing these periodic inspections? What are the professional qualifications of these inspectors?
4. Please define/describe controls the VoC will impose and enforce during all activities to build/create proposed Subdivision SUB-24-01 to minimize dispersal of earth/dirt via the air and other means from its current location(s), to ensure vegetation, et al removed are properly disposed of, and to ensure the control and removal of trash (including construction debris and all other trash created during subdivision construction, etc.). Please describe how the VoC will enforce the controls imposed, and who/where the official copy of these controls will be maintained.

5. The VoC's Meeting Notice letter for the VoC's P&ZC May 15, 2024, Meeting states that 2 other roads will be built for the benefit of the new subdivision. However, the VoC's letter is silent on whether these 2 roads will be dedicated to VoC or will be Private. Will the additional 2 roads listed above be dedicated to the VoC or will they be Private roads? If these 2 roads will be Private or Dedicated, shouldn't VoC specify construction, maintenance, and inspection requirements/specifications for these roads? Where will the VoC maintain the construction, maintenance, and inspection requirements/specifications for these 2 roads. If these 2 roads are dedicated to the VoC, where will the VoC maintain the official copies of these dedication documents, and official copies their construction requirements/specifications? Those of us that have lived in VoC under previous VoC administrations can assure you that maintaining these road dedication documents where VoC can locate them is essential.

If the additional 2 roads will not be dedicated to the VoC (*i.e., to be private roads*) we recommend that the VoC's document this decision in writing and that the documentation be maintained, and be easily accessible to the VoC. Where will the VoC specify the subdivision's/developer's and its successor organization's (*i.e., lot owners' or homeowners' association, etc.*) responsibilities for the design, construction, inspection, and maintenance requirements/specifications, and associated documents (*i.e. copies of inspection reports, approval/disapproval documents, etc.*) for these 2 roads? Where will the VoC maintain the official copies of these documents?

6. Who will be responsible for providing VoC the funds needed to pay for the professionally qualified inspectors needed to ensure the proposed subdivision SUB-24-01 is constructed, inspected, repaired, and maintained safe for its residents and other VoC residents/property owners? Will it be the responsibility of the current landowner(s) of the property proposed to be approved as SUB-24-01, the company requesting approval of proposed SUB-24-01, or their successor organization/individual(s) (*i.e., individual Sub 24-01 lot owner, homeowners' association, etc.*)?
7. Logic tells us that the VoC is responsible for ensuring that the individual(s) assigned to enforce and/or perform the oversight activities (*i.e., inspections, reviews, etc.*) identified in comments 1 through 6 immediately above should be qualified to perform their tasks, and be independent of the property owners, lot owners, proposed SUB-24-01 subdivision owners, and their replacements (*i.e., individual lot owners; homeowners' association, etc.*). These inspectors should be under the control/direction of an appropriately assigned VoC manager.

Thank you for inviting us to join the VoC's May 15, 2024, Meeting. Unfortunately, we have prior commitments, and therefore will be unable to attend the VoC's P&ZC May 15, 2024, Meeting.

Sincerely,



Maximo A. Barela

Public comment, 3 pages

John R. Schumann

526 Albino Rd

Corrales, NM 87048

805-591-0699 (c)

Jschumann47@gmail.com

May 7, 2024

Corrales Planning and Zoning Commission

C/o Laurie Stout

Greetings:

My wife, Dd Moomaw, and I reside at 526 Albino Road, Corrales. Our property is Lot 3B6 in the Tierra de Corrales Subdivision, immediately adjacent to and on the south side of the Ruiz Subdivision. Please note that the name of our Landowner's Association is misspelled on the Ruiz Subdivision Sketch Plat. It is Tierra and not Terra.

We have several questions about the sketch plan.

- It appears that the 20' wide erosion and drainage control easement is interrupted by a road on the north side of TdC Lot L13B6 and again on the Ruiz Subdivision Lot 20, just before the easement connects to Don Julio Road. Shouldn't the 20' wide easement from Coyote Canta to Don Julio be a dedicated easement for drainage and water control and not be part of a roadway? The area where the easement is currently plotted on the Subdivision plan is a pathway that has been used for decades by hikers, horseback riders, bikers and, unfortunately off-road vehicles. Is there a plan to grant rights for future passive recreational use of this easement? Regardless, the

easement should extend from Coyote Canta Rd to Don Julio. We know the Corrales CHAMP organization and others would be interested in this easement as a part of the Village's effort to expand its network of riding, biking, and hiking trails.

- It seems that a more direct and perhaps better way to provide access to the Ruiz Subdivision lots 2, 3, 4 and 5 on the east side of Coyote Canta Road would be to connect or gain an easement across the property just west of the Tierra de Corrales Homeowner's riding arena and create a different road. It would substantially shorten the length of the road on the east side of the Ruiz Subdivision, reduce the Village's future road maintenance costs/responsibilities and allow for passive recreational use of the drainage easement to the north of Tierra de Corrales lots L1B8 and L2B8.
- Good luck in obtaining NMDOT driveway access from Don Julio to Ruiz Subdivision lots 20 and 21.
- It appears that substantial use of retaining walls will be necessary, especially on the northern most lots of the Ruiz Subdivision. Will these retaining walls be attractively constructed and compatible with the existing landscape?

Our remaining issues are issues and not really questions about the Ruiz Subdivision's Sketch Plat Plan.

- We did a cursory search of the Secretary of State's website and couldn't find a registration for BJ Homes one of the applicants for the subdivision. Is it a separate entity? Is it, indeed, registered to do business in New Mexico?
- Will the Ruiz Subdivision be enhanced by a homeowner's association with its attendant restrictions on the types of homes to be built in the Ruiz Subdivision, the exterior maintenance of the

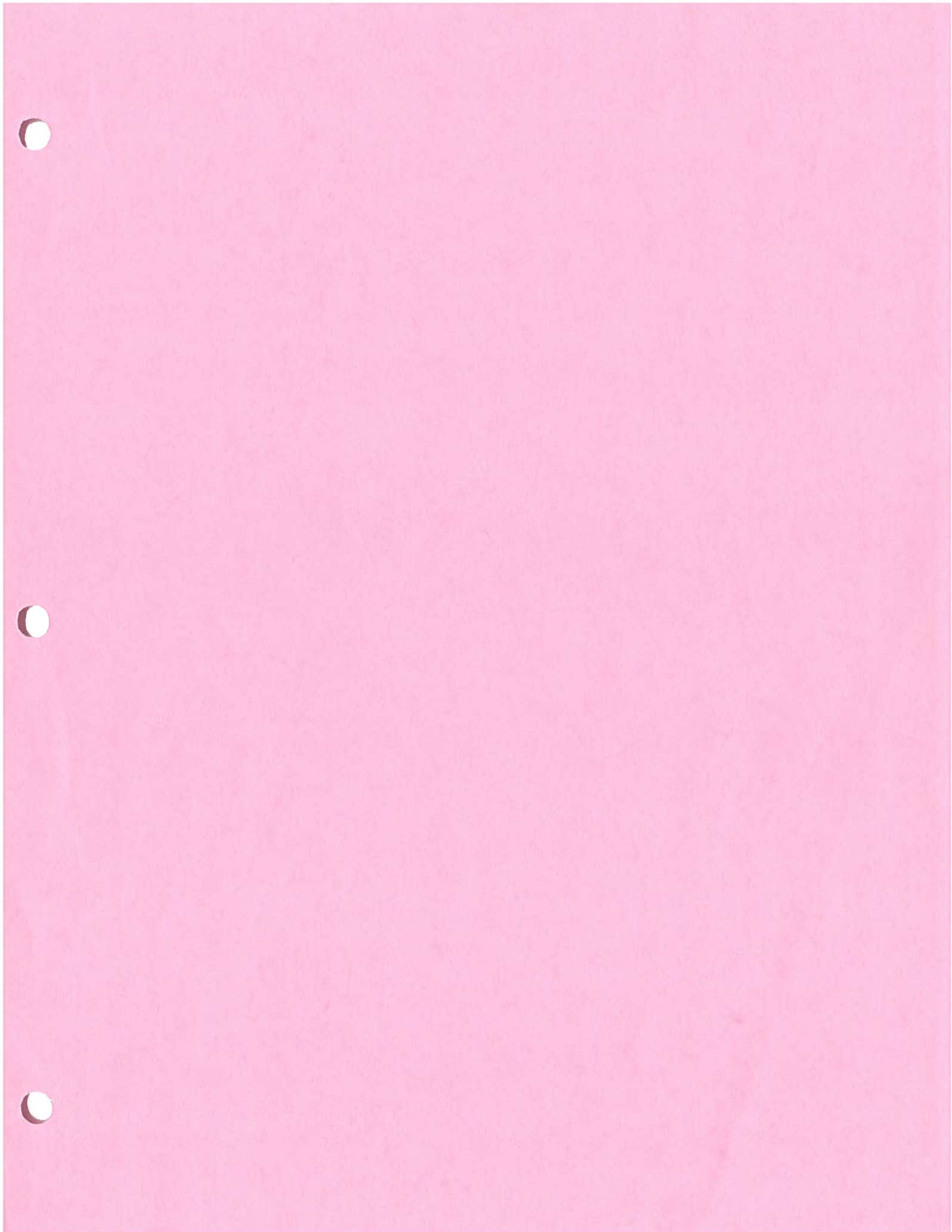
homes, types of fencing and retaining walls, building height etc? These considerations are of **utmost concern** to virtually all the homeowners in Tierra de Corrales subdivision but especially those on both sides of Albino Road. If you want to obtain a copy of the Tierra de Corrales Landowner's Association rules, etc as a potential model for palatable restrictions, we'd be happy to make one available for the Ruiz Subdivision to use,

We will likely have additional questions between now and the time of the May 15 hearing. We'll voice those at the meeting.

Thank you for this opportunity to offer questions and concerns about the Ruiz Subdivision.

Sincerely yours,

John R, Schumann



SUM 24-03, Summary Plat, Perea Subdivision, Lots 14A and 16A, Staff Summary

Applicant **Community Sciences Corporation** is acting as agent on behalf of property owners **Mike Sorce** (existing Lot 16), **Gabriel Nims** (personal representative for estate of Thomas Nims, existing Lot 15) and **Harold and Melissa Engel** (existing Lot 14). All are requesting **Summary Plat** approval.

Between the three existing Lots 14, 15 and 16 in Perea Subdivision, there are a total of 2.986-acres. Mr. Sorce and the Engels each wish to purchase a portion of Lot 15 from Gabriel Nims to add to their respective properties. The result, if the plat is approved, will be 1.75-acre Lot 16A and 1.23-acre Lot 14A. All property is zoned *A-1 Agricultural and Rural Residential*. Mr. Sorce owns another lot (Lot 17) that is west of and not a part of this platting action.

These lots are located at the top of West La Entrada in Corrales. La Entrada is a 30-foot width platted private roadway. (The road is only public east of Loma Larga.) Prior to acceptance of this Summary Plat request, Chief Martinez and I went to the site and observed the roadway. The Village asked that La Entrada be improved with a gravel surface and encroaching trees trimmed back. This was done. You can see on the plat drawing the “edge of road” versus the easement, but it is a huge improvement. In addition, West La Entrada did not have a platted (or existing) turnaround. A regulation cul-de-sac has been added as shown on the drawings, with surface improvements made, and will be granted by this plat. The Fire Chief and I visited the site again after work was done, and he said he was satisfied with the result.

Village Engineer Steve Grollman and I toured the properties on April 18th and found all new lot corners staked and set. Calculations are correct per Mr. Grollman’s **email dated** April 18, 2024.

This plat includes a site plan showing adjacent wells and septic systems, as required. There is an existing residence (site address 1660 W. La Entrada, home of the Engels) and a greenhouse on Lot 14A. The emergency turnaround, a garage and some outbuildings exist on proposed Lot 16A.

A slope map and site plan showing wells and septic systems has been provided, as requested.

Certified letters were sent timely; I observed the “notice” sign posted along West La Entrada at the beginning of the subject properties on April 30, 2024.

Recommendation: It will be important for all property owners to continue to keep trees, plants and other obstructions out of the roadway and cul-de-sac, and to keep a reasonable driving surface on both. There was no **roadway maintenance agreement** submitted for the existing and future owners of Lots 14A and 16A, but one could be a condition of approval. The letter from Community Sciences Corporation states that the turnaround easement granted by the plat is for the benefit of owners of Lots 14A and 16A, and “will be maintained equally by said owners”. It will also serve as emergency access.

The proposed new lots are more than compliant with the Village minimum lot size per **Section 18-33, A-1 zone, (e) Lot Area, minimum of 43,560 square feet/one acre**. The plat as presented is compliant with **Section 18-88 Summary Procedure**.

Laurie Stout

5-2-24

Laurie Stout, Planning & Zoning Administrator

Date



SUB
24-03

4324 CORRALES ROAD
CORRALES, NEW MEXICO 87048
PHONE (505) 897-0502
FAX (505) 897-7217

VILLAGE OF CORRALES

EMAIL: Planning@corrales-nm.org
WEBSITE: www.corrales-nm.org

Application for Summary Plat Permit

APPLICANT INFORMATION

Applicant Name: Community Sciences Corporation
Telephone: 505-897-0000 Email: tompatrick@communitysciences.com
Mailing Address: PO Box 1328, Corrales, NM 87048
Name of Proposed Subdivision: lots 14A and 16A Perea Subdivision
Zone Classification: A-1

Location of Proposed Subdivision: west end of Villa Entrada Road
Descriptive Information: Perea Subdivision

Name of Subdivision

MRGCD Map Number

Lot Number/ Tract Number

Present Number of Lots

Proposed Number of Lots

Acreage

Property Owner(s), if different from applicant: Mike Sorce, Harold & Melissa Engel, Gabriel ~~XXXX~~ NINE

Mailing Address: PO Box 762, Corrales, NM 87048 (Mike Sorce)

Telephone Number: Mike: 505-280-1181 Email: Mike: c.sorce@mike@yahoo.com
Harold: 507-230-3385 Harold: Harry.engel57@gmail.com

Relationship of Applicant to Land Owner(s): agent

Name/Address of Land Planner:

NA

Name/Address of Engineer:

NA

Name/Address of Surveyor:

Thomas W. Patrick / Community Sciences Corporation

PO Box 1328, Corrales, NM 87048

Signature of Applicant: [Signature]

Date: 3-28-2024

OFFICE USE ONLY

Date Received: 4-5-24 Received By: LIS File No: SUM 24-03

Amount Paid: 650⁰⁰ Cash ☐ Credit ☐ Credit Card Number: _____

Check ☒ Check #: 2209 Receipt Number: _____

Completed Application Acceptance Date: _____ Date of Hearing: * May 15, 2024

Developer Invoiced for Legal Notice: _____ Paid: \$ _____

☐ Approved: _____ Date: _____

☐ Approved with Conditions:

☐ Denied: _____

Date

Findings of Facts and Conclusions of Law:

☐ Amended Plat Required: _____

Date

Findings of Facts and Conclusions of Law:

☐ Amended Grading and Drainage Plan Required: _____

Date

Findings of Facts and Conclusions of Law:

GENERAL INFORMATION

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

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

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

SUMMARY PLAT PLAN PERMIT APPLICATION

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

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

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

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

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

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

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

- TWP 4. Existing utilities, drainage courses and culverts within the tract or on streets immediately abutting thereto; the location and size of the nearest water mains and sewer lines.
- TWP 5. The title under which the proposed subdivision is to be recorded and the name of the land planner, engineer, registered land surveyor, the subdivider and the owner of the tract, with the address to which any notice is to be sent.
- TWP 6. The layout, numbers and approximate dimensions of proposed lots.
- TWP 7. The zoning classification and proposed use for the area being platted.
- TWP 8. Proposed names for all streets in the area being platted.
- NA 9. Written and signed statements explaining how and when the subdivider proposed to provide and install all required sewer or other disposal of sanitary wastes, graveled roads, drainage structures and street name signs.
- TWP 10. The legal description of the area being platted and of each parcel of land proposed as part of the subdivision; legible copies of all prior plats that reflect the history of the land being subdivided, showing how and when the existing lots were created, shall be provided by the subdivider.
- TWP 11a. Contours referred to the National Geodetic Survey (formerly U. S. Coast and Geodetic Survey) datum with elevation contours shown at not more than one (1) foot intervals on slopes up to eight percent (8%), not more than two (2) foot intervals on slopes between eight percent (8%) and fifteen percent (15%), and not more than five (5) foot intervals on slopes of fifteen percent (15%) or greater. In addition, all areas with slopes greater than eight percent (8%) must be differentiated through shading, tone, color, or line weight; and all areas with slopes of fifteen percent (15%) or greater must be separately differentiated through shading, tone, color, or line weight. Slopes greater than fifteen percent (15%) shall not be disturbed. If there are no slopes greater than fifteen percent (15%) in the area to be platted, an affidavit to that effect, signed and sealed by the surveyor, shall be placed on the preliminary plat.
- NA 11.b. Land east of the Corrales Main Canal shall be exempt from the requirement to submit a topographic survey unless required by the Commission or the Administrator; an affidavit stipulating that the land has a one percent (1%) or less slope, signed and sealed by the surveyor or professional engineer preparing the plat, shall be placed on the plat.
- TWP 12. The north point, scale (one inch equal to 100 feet) and date.
- TWP 13. The acreage of the land to be subdivided.
- 14. Any restrictive covenants governing the subdivision.
- NA 15. Subsurface conditions on the tract, if required by the Planning and Zoning Commission, including such information as the location and results of tests made to ascertain subsurface soil, rock and groundwater conditions; depth to groundwater, soil percolation and any other subsurface conditions.

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

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

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

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

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

- (2) The final plat of the subdivision and accompanying documents shall show: Completed Application Form and applicable fee.
- a) Boundary lines with accurate distances and courses.
 - b) Correct legal description, which shall refer to permanent monuments, number of each lot in progression, and dimensions of the same. All property corners shall be set with rebar and cap, or other appropriate materials, and identified as such on the final plat.
 - c) Lines of all proposed streets and alleys with their widths and names.
 - d) Accurate outline of any portions of the property intended to be dedicated for public use or for the use of the owners of the lots fronting or adjacent to the land, together with dimensions of same.
 - e) Line of departure of one street from another.
 - f) Names and widths of adjoining streets and alleys abutting the subdivision drawn in dashed lines.
 - g) All lots designated by numbers or letters, and streets, avenues and other grounds designated by names, letters or numbers.
 - h) Building setback lines shown by narrow dashed lines, if required.
 - i) Location of all easements provided for public use, services or utilities.
 - j) All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements and other areas for public or private use.
 - k) Radii, arcs or chords, points of tangency and central angles for all curvilinear streets and radii for rounded corners.
 - l) Location of all survey monuments and their descriptions.
 - m) Name of the subdivision and scale of the plat, north point, name of the

- owner or owners, name of subdividers and date.
- n) Certificate of registered land surveyor attesting to the accuracy of the survey and the correct location of all monuments shown.
 - o) Certificate of licensed engineer attesting to the adequacy of, and in compliance with, engineering provisions and requirements.
 - p) Acknowledgement. Every plat shall contain a statement that the land being surveyed, and the streets, alleys, easements, drainageways and other public ways appearing on the plat are with the free consent and in accordance with the desire of the undersigned owner and proprietor of the land and are dedicated to the public use and shall be acknowledged by all fee simple owners and any contract sellers and purchasers.
 - q) Certification. A certification by a title or abstract company, or a duly authorized attorney, that there are no delinquent taxes, suits, actions at law, easements, restrictive covenants or rights-of-way affecting the property except those stated on the plat.
 - r) Affidavit. The plat shall also contain an affidavit by a registered land surveyor or registered engineer that the proposed subdivision does lie within the planning and platting jurisdiction of the Village.
 - s) Separately signed approval blocks with the names of each utility company involved, typed under the signature, along with the date of each signature. For lands east of the Main Canal, a signature and date of approval block shall be provided for the Middle Rio Grande Conservancy District.
 - t) Signature block (same as for Final Plat Subdivision):

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

Chairman, Planning and Zoning Commission	Date
Secretary, Planning and Zoning Commission	Date
Mayor, Village of Corrales	Date
Village Clerk	Date

(d) Required improvements (final plat).

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

- a. Any improvements that may be required by this article have been constructed in a satisfactory manner in accordance with the minimum standards established by the Village as approved by the Village engineer.
- b. In lieu of such prior construction, the subdivider has filed with the Village Clerk a duly executed performance bond with a financially qualified surety in an amount equal to 100 percent of the cost of the total public improvements and on all of the property abutting each such street or other locations within the subdivision.
- c. The developer has presented copies of signed contracts containing adequate financial assurance to the Village providing for installation of public improvements which may be required in a satisfactory manner in accordance with the minimum standards established by the Village; such contracts shall be cancelable only upon disapproval of the plat by the Planning and Zoning Commission.
- d. The developer has entered into an agreement or contract with the Village providing for the installation of such improvements and pledging the properties of the subdivision as guarantee that such improvements will be installed. Such contract may provide that the subdivider pay for such public improvements made pursuant to the contract with the Village on a block to block basis as the subdivision is developed, providing for payment for such improvements as constructed, and the release of lien placed up on such properties by the instrument of the Village. Payment to the Village for these purposes shall be made at the time of development even though the entire improvements, or a portion thereof, may be required to be deferred, and such money shall be held in escrow by the Village as a trust fund for such purposes.

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

Section 18-89. Improvements.

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

1. *Completion of improvements.* Plans for improvements shall be prepared by a qualified engineer registered in accordance with the laws of the State. The improvements listed in Subsection (2) of this section shall be installed pursuant to the method decided upon under section 18-87(d).
2. *Required improvements. The improvements to be installed shall include the following:*
 - a. *Permanent markers.* All subdivision boundary corners shall be marked with a permanent monument. A permanent monument shall be deemed to be concrete with a minimum dimension of four inches, extending three feet below the surface of the ground, or steel pipe or rebar firmly imbedded in concrete which extends at

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

- b. *Drainage.* Adequate provision shall be made for drainage of storm water. Drainage improvements shall maintain any natural watercourse and shall prevent the collection of water in any low spot. No lot shall be platted to obstruct natural water flow. Storm water drainage shall not be permitted to combine with sanitary sewers. Lined drainage channels may be required and provided with required checks or be installed in concrete storm sewer conduit in accordance with the requirements noted in the master plan and as required by the Governing Body for storm sewers. Drainage structures must be placed on all arroyos where roads intersect them. Drainage structures shall be based on 1.25 inches of rain in one hour as the standard, and may be either of corrugated metal or concrete.
3. *Additional improvement standards.* Additional standards for design, construction, specifications and inspection of street improvements, utilities, street name signs, and drainage facilities may be required by the Village. Such standards, rules and regulations shall be approved by the Governing Body and be on file in the Village Clerk's office.
4. *Completion of improvements.* No building permit for construction within the subdivision, except permits for construction of the improvements, shall be issued until all improvements have been completed to the satisfaction of the Village.

Comments: _____

*An application without all the required attachments is incomplete. If the application is not complete, it will be returned and will NOT be set for hearing until resubmitted in a complete form.

Community Sciences Corporation

Professional Land Surveying & Planning

505.897.0000

505.898.5195 Fax

www.communitysciences.com

March 29, 2024

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

RE: Summary Plat for Lots 14A and 16A, Perea Subdivision
Site address: 1660 W. La Entrada

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

Community Sciences Corporation (CSC) is the agent for Mike Sorce (Sorce), Harold and Melissa Engel (Engels) and Gabriel Nims (Nims), Personal representative of the Estate of Thomas Nims

On behalf of our clients, we are proposing a combination of three existing lots (Lots 14, 15 and 16) into two new lots (14A and 16A).

Sorce (Lot 16) and the Engels (Lot 14) wish to each purchase adjoining portions of Lot 15 from Nims, effectively eliminating Lot 15. Nims will, at the time of recording the plat, convey and reference the parcels by means of deeds, Warranty or Quitclaim as recommended by their attorney(s).

A 30 foot wide Road and Utility Easement, granted by the original plat of Perea Subdivision, provides access to Lots 14 thru 17. The property owners have cleared trees and brush from the upper reaches of La Entrada Road to the satisfaction of the Village Fire Chief and the Village P&Z Administrator and have constructed a graveled turn-around in new Lot 16A that satisfies the Village Road Ordinance.

There are no easements or rights-of-way being granted, dedicated or vacated by this plat other than the 50 foot radius turnaround easement located in new Lot 16A and granted by this plat. This turnaround easement is for the benefit of the owners of new Lots 14A and 16A and will be maintained equally by said owners. This cul-de-sac will also provide emergency vehicle turnaround access.

We therefore request approval of this Summary Plat application.

Respectfully,



Thomas W. Patrick
New Mexico Professional Surveyor No. 12651

Laurie Stout

From: Stephen Grollman <Stephen.Grollman@nv5.com>
Sent: Thursday, April 18, 2024 2:02 PM
To: Laurie Stout
Subject: Perea Plat Lots 14A & 16A

Laurie,

The "Legal Description" matches the Plat drawing.

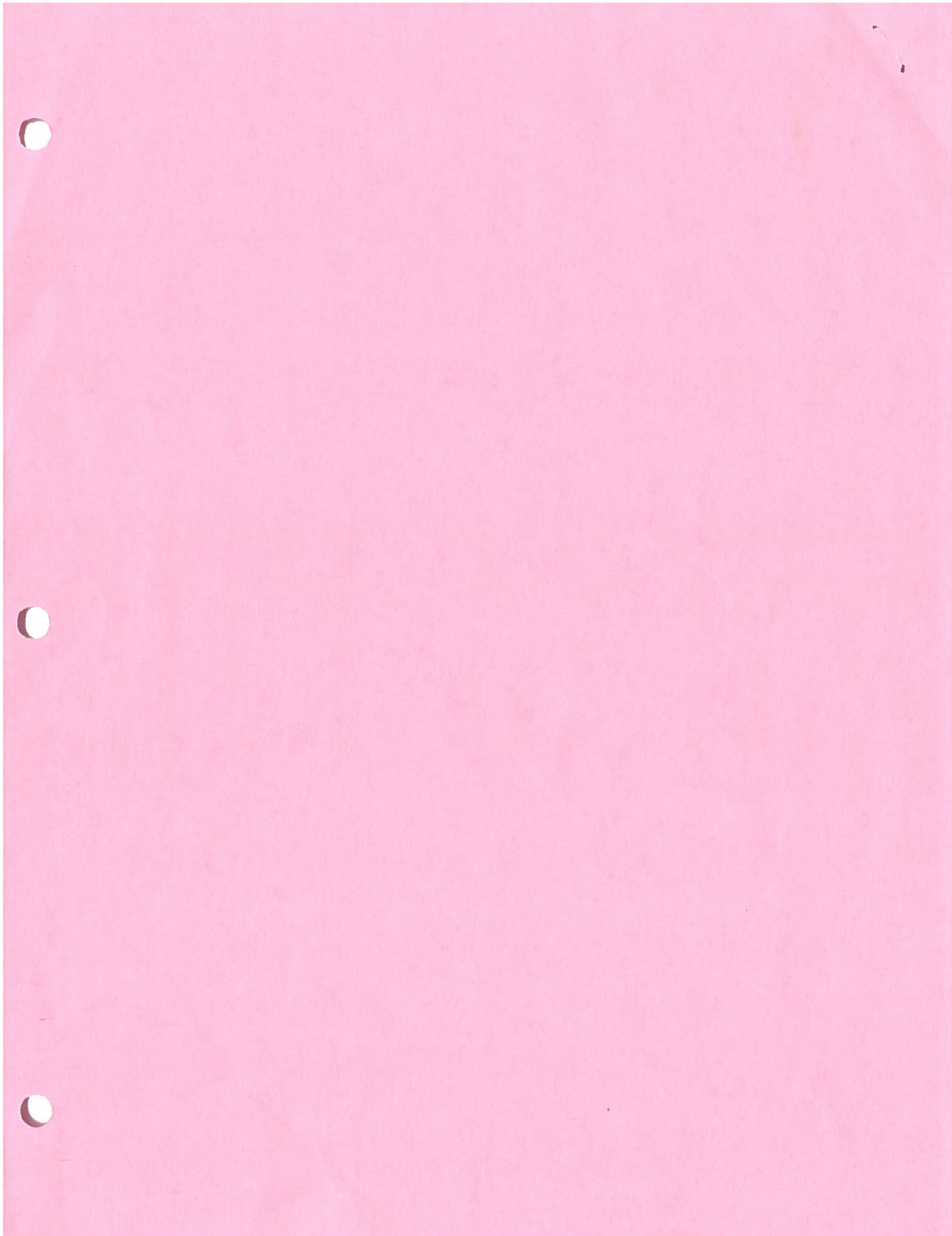
The reports for the overall property and the newly created parcels "close" and the areas and drawings are correct. The lot corners are located in the field.

Please note that the west boundary of Lot 16A is not fully shown on the drawing, as the width of W La Entrada is not indicated.

Thank you,

Stephen J Grollman, PE | Division Manager | [NV5](#)
6501 Americas Parkway Ste 400 | Albuquerque, NM 87110 | P: 505 259 2170

[Electronic Communications Disclaimer](#)



Planning and Zoning Department Report

for May 15, 2024 Meeting

The following Home Occupation applications were eligible to be administratively approved per Village Code Section 18-45 (c) (5) (a) this past month:

ZOC 24-06. Applicant **Barbara Kline of 6 Santa Ana Trail North** will operate “**Barbara Kline Broker, LLC**” using 100 square feet of a 3,250 square foot home for an office. She is a business broker and commercial realtor, who typically uses phone and/or computer off-site but occasionally in the home. There will be no client visits. Her property is zoned *A-1 Agricultural and Rural Residential*.

ZOC 24-07. Applicant **Barbara Dawson of 1247 W. Ella Drive** will operate “**Balancing Life and Work, LLC dba Purple Mulch**” approximately 400 square feet of a 2,100 square foot home for an office. Her work is online training and education, with no client visits to the home, Monday – Friday between 10am – 4pm. Her property is zoned *A-1 Agricultural and Rural Residential*.

ZOC 24-08. Applicant **Susan Lemmon of 155 White Horse Lane** will operate “**Heart Shrine**”, using 120 square feet of an accessory building as a workshop. She creates beaded jewelry and shrines/nichos from boxes embellished with paint, beads, metal pieces. Hours vary; there will be no client visits to the home. Her property is zoned *A-1 Agricultural and Rural Residential*.

ZOC 24-09. Applicant **Barbara Butcher of 306 Sagebrush Drive** will use approximately 200 square feet within her 2,751 square foot home for “**Agave Clayworks**”. She will produce pottery on evenings and weekends. No client visits to the home. Her property is zoned *A-1 Agricultural and Rural Residential*.

Still in busy building permitting and zoning application season. There were to have been six agenda items during this May 15th Planning and Zoning Commission meeting, but two got deferred. June has at least five items, and July is actually starting to get a few although the official deadline is still a month away! Grading and drainage plans (a precursor to building plans) are happening all over.

The ordinance revisions to the Variance to Slope portion of Code are tentatively scheduled to be discussed again by Council on May 28th. I’ll keep everyone posted.


Laurie Stout, Planning & Zoning Administrator


Date

April 2024



Planning and Zoning Department

Brian Gresham, CBO
Village Building Official
Building and Safety Division Report

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

Type of Construction	Number of Permits	Building Permit Fees	Improvement Valuation
New Single Family Dwelling	1	\$2,046.37	\$75,000.00
Residential Remodel, Additions	7	\$5,046.01	\$243,580.30
Residential Accessory Structures	0	\$0.00	\$0.00
Residential Solar	5	\$1,375.00	\$149,867.85
Residential Reroof	6	\$660.00	\$103,688.94
Residential Pools and Spas	0	\$0.00	\$0.00
Residential Fence/Wall	2	\$375.00	\$15,000.00
Demolitions	1	\$110.00	\$0.00
Commercial Remodel, Additions	0	\$0.00	\$0.00
Commercial Accessory Structure	0	\$0.00	\$0.00
Commercial Solar	0	\$0.00	\$0.00
Commercial Reroof	0	\$0.00	\$0.00
Total for the Month	22	\$9,612.38	\$587,137.09



Planning & Zoning Department

Village of Corrales

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Email: srice@corrales-nm.org

May 2, 2024

Village of Corrales council members.

Working on Short Term Rental identification
And registration.
Ramping up looking for any types of fire issues.

Numbers for the month of April 2024

58 First notice
11 2nd notice
38 Resolved
2 Citation

Respectfully,

Sherrie Rice
Code Enforcement