

## Administrator's Report

Tuesday August 16, 2016

### **Announcements**

Return of the Painted Pony to Ms. Marjorie Wyckoff for sale by Corrales Main Street at their Starry Night Fund raiser. The pony is the property of Ms. Wyckoff on loan to Village *Attached*

Municipal Officials Leadership Institute (MOLI), governance training is scheduled for September 14-16 in Santa Fe and is encouraged for elected officials. Other Municipal training and policy development will be conducted at the Municipal League Annual Conference the week of 8/29 in Hobbs. Resolutions for many municipal issues will be finalized at that conference for recommendation to the Legislators in the upcoming session. *Attached*

Procurement Officer training is scheduled for in September and October to meet the state mandated requirements for recertification. *Attached*

### **Items**

Casa San Ysidro is currently engaged in a vital strategic planning initiative. And a planning meeting was held earlier this month. They have garnered a lot of new ideas through conversations with communities. The plans include discussions on how they can adapt, furnish, refurbish, or build the necessary site facilities to move toward a more sustainable Casa San Ysidro. Some of the important items discussed were how to start using the parking on the west side of the property, how to best upgrade visitor facilities (bathrooms, program space) and how to get programs to draw more visitors.

We took advantage of Water Trust Board training provided at the Middle Rio Grande Council of Governments this month. And have instruction on how to improve the Village of Corrales request for funding that was denied last year. The available funding this year is approximately 15 million dollars of which 10% is designated for flood control projects and the Village would need a Resolution next month if we intend to apply for local matching funds (\$549,879) to the Salce Basin, FEMA mitigation project. Inclusion in the Village ICIP is also a requirement. *Attached*

We conducted an administrative meeting with NMDOT District 3 and MRCOG to determine the next steps required to proceed with the Upper West Meadowlark improvement project. We have been advised that we are allowed to pursue Design contract for that project concurrently with finalizing the remaining certifications. This should save weeks in the schedule and have that portion completed by target spring of 2017.



SCOTT KOMINIAK  
MAYOR

# VILLAGE OF CORRALES

FAX (505) 897-7217  
EMAIL: [info@corrales-nm.org](mailto:info@corrales-nm.org)  
WEBSITE: [www.corrales-nm.org](http://www.corrales-nm.org)

July 20, 2016

Ms. Marjorie Wyckoff  
170 Don Quijote Court  
Corrales, NM 87048-7906

Dear Ms. Wyckoff,

We are in receipt of your letter expressing your wishes to take position of the painted pony sponsored by you and painted by Storm Townsend. And in the care of the Village of Corrales - displayed in our Village offices. Your desire to give the Pony to the Corrales Main Street for sale in their fundraiser Starry Nights is acknowledged and the Directors of Corrales Main Street may take position of the pony any time after August 16, 2016.

We would like to thank you for the loan of your horse and the 15 years of service it provided to the Village of Corrales. We recognize it is time for his retirement and appreciate that it will serve the Village elsewhere through Corrales Main Street efforts.

Thank you,

A handwritten signature in black ink, appearing to read "John Avila". The signature is written over a horizontal line.

John Avila  
Village Administrator  
Corrales, NM

cc  
Corrales Mayor and Council  
Corrales Main Street

PAT CLAUSER  
COUNCILOR

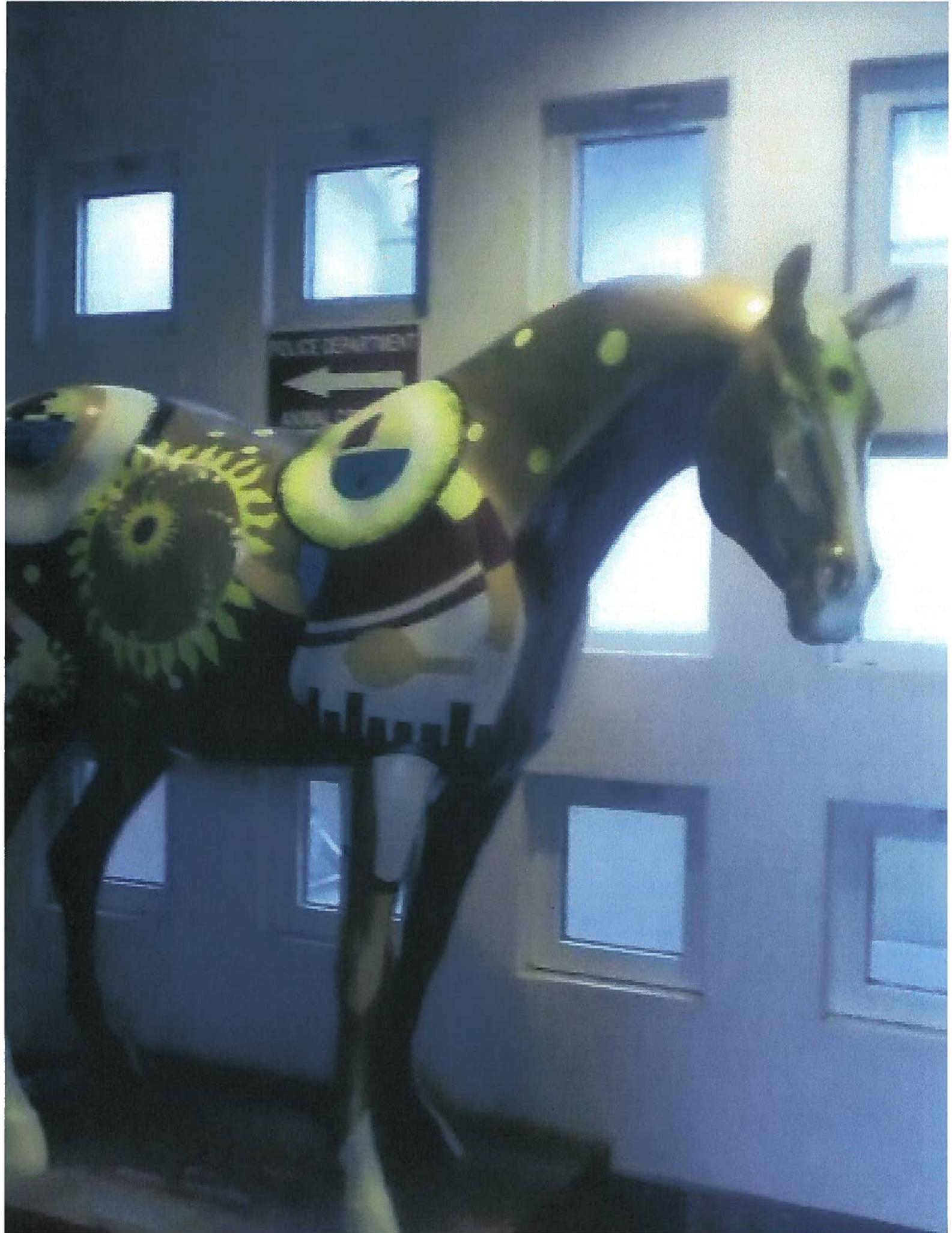
DAVID DORNBURG  
COUNCILOR

PHILIP GASTEYER  
COUNCILOR

ENNIO GARCIA-MIERA  
COUNCILOR

GEORGE WRIGHT  
COUNCILOR

JAMES F. FAHEY  
COUNCILOR





**Municipal Official's Leadership Institute  
2016 Governance Program  
La Posada de Santa Fe  
September 14<sup>th</sup> – 16<sup>th</sup>**

**REGISTRATION FORM**

Register on-line at [www.nmml.org](http://www.nmml.org) with Credit Card, Purchase Order or Bill Me option. Contact [jportillo@nmml.org](mailto:jportillo@nmml.org) for login information.

NAME \_\_\_\_\_ ELECTED POSITION \_\_\_\_\_

MUNICIPALITY \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
*Including City/State/Zip*

BILLING ADDRESS \_\_\_\_\_  
*Including City/State/Zip*

EMAIL \_\_\_\_\_ EMAIL \_\_\_\_\_  
*For Registration Confirmation For Participant Directory*

**Lodging:** A block of rooms has been reserved at La Posada de Santa Fe at the rate of \$99 + tax per night for single or double occupancy and \$25 per additional person. (This rate includes parking & resort fees.) In order to take advantage of these rates, reservations must be made by August 31<sup>st</sup>. Reservations may be made by calling 1-855-278-5276 and asking for the MOLI Governance Meeting room block. Rates cannot be changed for those who fail to identify their affiliation at the time reservations are made. Hotel cancellation policy is 72 hours prior to arrival. Check in is 4:00 pm. Check out is 11:00 a.m.

**Vegetarian**  Registrant  Spouse    **Gluten Free**  Registrant  Spouse    For ADA Needs contact Colette at (800) 432-2036

**Registration Fee: \$300.00**

**Payment Information:**

- Check Enclosed *(Payable to NMML, include member ID on check/stub.)*
- Will bring check to meeting
- Purchase Order Attach copy or provide PO# \_\_\_\_\_
- Charge Registration fee to:  Visa or  MasterCard

NMML is authorized to use the card below to pay registration fee(s) in the amount of \$ \_\_\_\_\_

Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_  
*If different from Registrant Name*

Card Holder Signature: \_\_\_\_\_

**NMML REGISTRATION/CANCELLATION POLICY:**

- After September 7<sup>th</sup> you **must** register on-site.
- Cancellations must be received in writing by September 7<sup>th</sup>.
- \$25 fee charged for all cancellations.
- No refunds after September 7<sup>th</sup>.
- No partial refunds.
- Pre-registered no shows are responsible for full registration fee.
- Credit card transaction(s) processed immediately.
- Receipts available upon registration check-in.
- Registration confirmations will be emailed.
- This policy also applies to Spouse/Guest Registrants.
- Weather related no shows will be charged \$25.
- By submission of this form, I agree to all registration/cancellation policies.

**Spouse/Guest Fees:** *(Registration will not be processed unless payment is enclosed.)*

Name \_\_\_\_\_

E-mail: \_\_\_\_\_  
*For Registration Confirmation*

- All Meal Functions \$140 (a \$5 savings!)

**Or check appropriate boxes below:**

- |   |   |   |
|---|---|---|
| <b>Wednesday</b>                        | <b>Thursday</b>                         | <b>Friday</b>                           |
| <input type="checkbox"/> Breakfast \$20 | <input type="checkbox"/> Breakfast \$20 | <input type="checkbox"/> Breakfast \$20 |
| <input type="checkbox"/> Lunch \$25     | <input type="checkbox"/> Lunch \$25     |   |
| <input type="checkbox"/> Dinner \$35    |   |   |
- Total Amount Due: \$ \_\_\_\_\_

**Spouse/Guest Payment Information:**

- Check Enclosed *(Payable to NMML, include name on check stub.)*
- Included on Registrant's PO
- Charge Spouse/Guest fee on registrant's credit card
- Charge Registration Fees to:  Visa or  MasterCard

NMML is authorized to use the card below to pay registration fee(s) in the amount of \$ \_\_\_\_\_

Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_  
*If different from Registrant Name*

Card Holder Signature: \_\_\_\_\_

**RETURN BY SEPTEMBER 7<sup>TH</sup> TO:**

Maria Ortiz ♦ [mortiz@nmml.org](mailto:mortiz@nmml.org)  
P.O. Box 846 ♦ Santa Fe, NM 87504  
Phone: (800) 432-2036 ♦ Fax: (505) 984-1392

13-1-95.2. Chief procurement officers; reporting requirement; training; certification. (2013)

A. On or before January 1 of each year beginning in 2014, and every time a chief procurement officer is hired, each state agency and local public body shall provide to the state purchasing agent the name of the state agency's or local public body's chief procurement officer and information identifying the state agency's or local public body's central purchasing office, if applicable.

B. The state purchasing agent shall maintain a list of the names of the chief procurement officers reported to the state purchasing agent by state agencies and local public bodies. The state purchasing agent shall make the list of chief procurement officers available to the public through the web site of the purchasing division of the general services department and in any other appropriate form.

C. The state purchasing agent shall offer a certification training program for chief procurement officers each year.

**D. On or before January 1, 2015, the state purchasing agent shall establish a certification program for chief procurement officers that includes initial certification and recertification every two years for all chief procurement officers. In order to be recertified, a chief procurement officer shall pass a recertification examination approved by the secretary of general services.**

E. On and after July 1, 2015, only certified chief procurement officers may do the following, except that persons using procurement cards may continue to issue purchase orders and authorize small purchases:

(1) make determinations, including determinations regarding exemptions, pursuant to the Procurement Code;

(2) issue purchase orders and authorize small purchases pursuant to the Procurement Code; and

(3) approve procurement pursuant to the Procurement Code.

History: Laws 2013, ch. 70, § 3.

## NOTICE OF INTENT TO APPLY FOR 2016 WATER TRUST BOARD FUNDING

### I. Applicant Information:

<b>Applicant Name:</b>	Village of Corrales
<b>Project Name:</b>	Salce Basin Flood Hazard Mitigation Project

<b>Name of Primary Contact for Application:</b>	Cynthia C. Tidwell		
<b>Title:</b>	P&Z Administrator		
<b>Phone:</b>	897-0502	<b>E-mail Address:</b>	ctidwell@corrales-nm.org

<b>Name of Individual Completing Application:</b>	Cynthia C. Tidwell		
<b>Title:</b>	P&Z Administrator		
<b>Phone:</b>	897-0502	<b>E-mail Address:</b>	ctidwelle@corrales-nm.org

**Date of Governing Board's Adoption or Expected Adoption of Resolution Authorizing the Submission of an application to the Water Trust Board.** Please note that this adoption of resolution must occur before the Water Trust Board recommends its list of projects to the Legislature for authorization, which is now expected to occur on January 7, 2016.

### II. Funding Requested

<b>Amount Requested</b>			
<b>Project Type:</b>	Check <u>one</u> that applies		
Water Storage, Conveyance and Delivery			
Watershed Restoration and Management			
Endangered Species Act Collaborative			
Flood Prevention	X		
Water Conservation or Treatment, Recycling or Reuse			

### III. Project Description

#### Brief Project Description:

The project seeks to re-direct and store sufficient volume of storm water to protect public rights of way and private residential properties ( $\pm 10\%$  of Village pop'n.) from adverse effects of flowing stormwater, erosion, & silt deposition.

This project will address the issues created by increased residential development and modernize the terrain & storm water management infrastructure in the basin.

### IV. Required Planning Document

Sections II 3.2 of the WTB Project Management Policies requires Applicants to submit as part of the Project Application a Planning Document that was completed within the last five years and that meets the minimum qualifications as described in the WTB Project Management Policies in Sections III C1, IV C1, V C2, VI C2 or VII C2 as appropriate.

When was the Planning Document completed?

April 2015

Which regulatory or funding agency(ies) approved the Planning Document, if any.

FEMA (pending)

Date of last cost updates, if any

August 2015

Title of Planning Document:

Salce Basin Flood Hazard

Name of Firm that Prepared the Planning Document

in-house \* Mitigation

Name of Primary Planning Document Preparer

Cynthia Remediation  
(C. Tidwell and Stephen J. Grollman)

### V. Acknowledgement:

I have received and reviewed a copy of the Water Trust Board Project Management Policies Revised and Restated as of October 14, 2015. I understand that I will be invited to make a brief presentation regarding the application to the Water Trust Board at its meeting held on December 2<sup>nd</sup> and/or December 3<sup>rd</sup>, 2015.

\* Village Contract Engineer  
The Larkin Group - RM

I hereby certify, to the best of my knowledge, that all information contained in this Application is valid and accurate.

By: \_\_\_\_\_

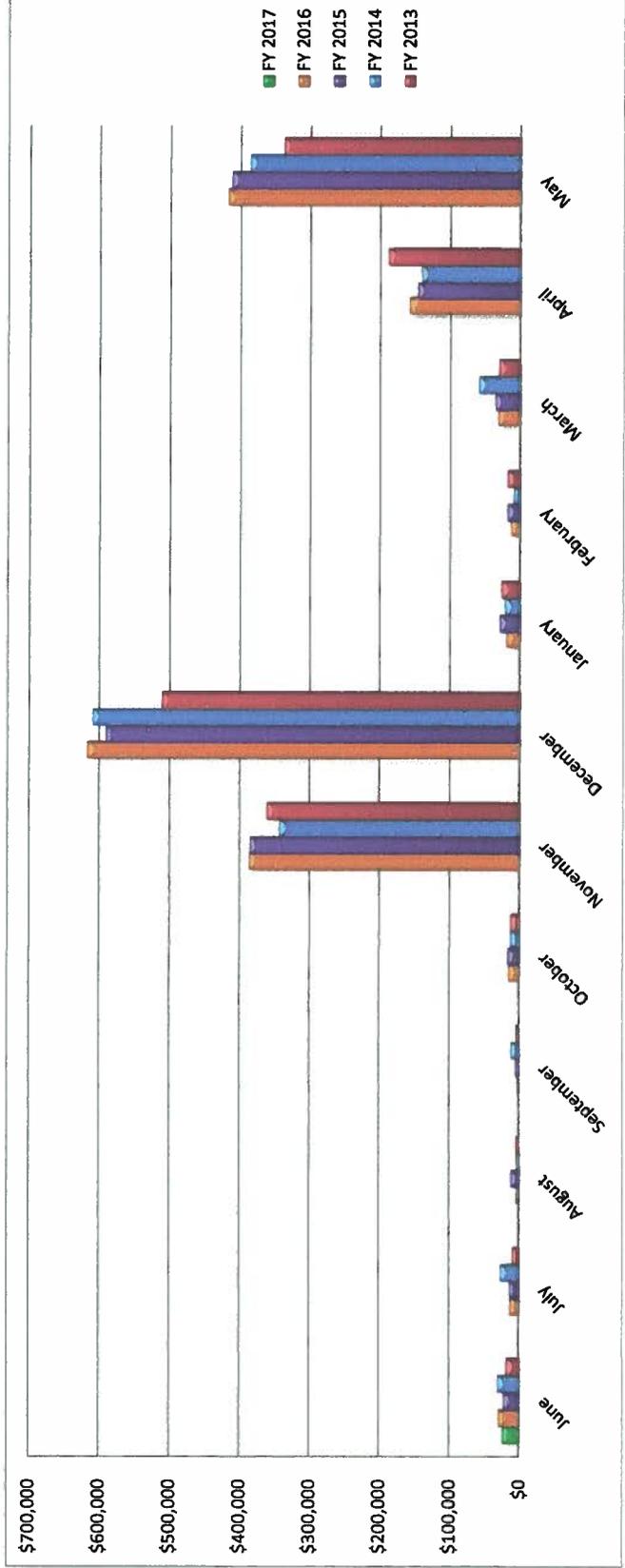
Title: Village Administrator

Print Name John Avila

Date 16 Nov. 2015

Village of Corrales  
Property Tax Collections  
FY 2013-2017

Collection Month	Distribution Month	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2015 vs. 2016 Variance
June	July	\$17,994.33	\$31,574.61	\$22,237.92	\$30,600.55	\$23,353.05	\$8,362.63
July	August	\$9,025.42	\$27,382.06	\$12,944.89	\$14,175.16		\$1,230.27
August	September	\$3,613.46	\$4,955.77	\$11,281.02	\$5,276.90		(\$6,004.12)
September	October	\$3,902.88	\$12,116.02	\$5,163.24	\$3,742.73		(\$1,420.51)
October	November	\$12,069.42	\$12,790.77	\$16,074.75	\$15,748.39		(\$326.36)
November	December	\$360,509.43	\$343,627.67	\$384,970.56	\$387,631.48		\$2,660.92
December	January	\$510,446.16	\$609,552.30	\$590,427.30	\$617,144.53		\$26,717.23
January	February	\$26,040.48	\$21,893.59	\$28,324.34	\$20,568.06		(\$7,756.28)
February	March	\$17,543.69	\$9,670.18	\$17,609.49	\$14,002.49		(\$3,607.00)
March	April	\$29,458.89	\$59,298.80	\$34,999.93	\$32,516.42		(\$2,483.51)
April	May	\$187,695.92	\$141,588.70	\$146,590.92	\$159,604.94		\$13,014.02
May	June	\$337,646.62	\$387,171.29	\$412,194.05	\$418,858.45		\$6,664.40
<b>Total Collected:</b>		<b>\$1,515,947</b>	<b>\$1,661,622</b>	<b>\$1,682,818</b>	<b>\$1,719,870</b>	<b>\$23,353</b>	<b>\$37,051.69</b>
<b>Projected:</b>		<b>\$1,336,088</b>	<b>\$1,598,487</b>	<b>\$1,644,820</b>			
<b>Difference:</b>		<b>\$179,859</b>	<b>\$63,135</b>				
							<b>Revenue Separation</b>
							<b>Operations: 20,588</b>
							<b>GO Bond Debt: 2,765</b>



***Parks and Public Works Department  
August 2016 Monthly Report  
Lynn Siverts and Staff***

**Public Works**

- Finished moving culverts at the Sub Fire Station to the Jon's Property.
- Graded several road around the Village.
- Removed a fallen tree on Camino De Lucia.
- Brush hog and Grader are getting AC installed
- Fixed the back hoe.

**Parks and Recreation**

- Pool is closed for the year.
- Installed new Irrigation controller at La Entrada Park.
- Basketball camp is finished. We had 11 kids signed up.
- Swim team qualified 7 kids for the City Championship.
- Put together a new web site for the Parks and Recreation Department.

**Trainings**

- Hand and portable power tools
- Office Ergonomics
- For Randy, Brynn, Danny, and Lynn

LIBRARIAN'S REPORT  
JULY 2016  
STATISTICS

	<u>July 2016</u>	<u>June 2016</u>	<u>July 2015</u>
Walk-ins:	3640	4860*	5195*
Registration:	65	87	59
Acquisitions:	276	381	317
Loss & Discard:	190	283	371
Circulation			
Adult books	1578	1626	1435
Juvenile books	1808	2254	2196
YA	501	532	488
Digital books	395	427	418
Adult Media	1189	1188	1286
Inter-Library	1	1	7
Children's Media	357	442	393
Southwest Room	51	63	50
In house Reference	565	615	630
TOTAL	6445	7148	6903

\* Five-week month

**PROGRAMS--Children**

Story time with Edwina's story time friends (Wednesday, 10:00 AM):

July 6	43 participants
July 13	46 participants
July 20	37 participants
July 27	32 participants

Magic Show! July 5	Chris Zaccara 163 participants
Puppet Show July 12	Wise Fool Puppets 153 participants
Folkloric Dance July 19	Los Tapatios 139 participants
Olympic Game fun July 26	With Edwina and friends 89 participants

### **PROGRAMS—All ages**

The Saturday Library Stitch Club met in the library on Saturday, July 9th. There were 18 ladies in attendance.

Conversational Spanish classes were held on the first and second Saturday in July with Alonso Indacochea. There were 15 participants in the first class and 12 participants in the second class for the month.

There was an adult life-long learning program with Jane Butel, in the library, on July 27<sup>th</sup>. She gave a cooking demonstration on ways to cook with green chile - the library smelled terrific. There were 20 participants for the cooking demonstration.

There was a presentation on film with Jeff Berg, featuring films made by New Mexicans, in the library on Saturday, July 16<sup>th</sup>, at 10:30. There were 10 audience members.

### **Meetings**

Bosque Commission:	7/14
Library Board:	no quorum
Friends of the Corrales Library:	7/11
Equestrian Advisory Committee:	
Bicycle Pedestrian Advisory Committee:	
Tree Advisory Committee:	7/8
Village in the Village:	7/15

## Library Hours

The library was closed on July 2<sup>nd</sup> and July 4<sup>th</sup> to observe Independence Day.

## Library Personnel

Total scheduled (desk) volunteer hours for the month of July: 352 hours.

## Library News

We are keeping a count on computer users on the public computers. In July, there were a total of 504 computer users signed in.

There were 3,311 hits on the Library's website during the month of July.

During July, the Sandoval Digital Library had 769 items checked out by 238 patrons. There were 111 holds on items checked out in the system. Statistics for the library circulation will now reflect the number of titles circulating from the Sandoval Digital library, checked out by Corrales cardholders. *A Murder in Time* was the most checked out title in July.

The library Tech classes, with Laura Creech, will continue in the fall. They will be held on Tuesday mornings twice a month.

The Summer Reading program, **On your Mark, get set, Read!** ended July 26<sup>th</sup> at the library. The final program was a fun event, "Let the Games Begin". There were activities, including a balance bar, wet sponge toss and blowing bubbles, to get children excited about the upcoming Olympic games.

The annual report for the State Library will be completed the first week of August. This report qualifies the library to receive state funding.

The library's updated website was launched on July 5<sup>th</sup>. The new "Community Links" page has great information about local organizations, schools and village events.

SYSTEM: SunGard  
 Program: CAD312  
 Selection Criteria:  
 Date From: 7/01/16  
 Date To: 7/31/16  
 Area: CPD1

Computer Aided Dispatch  
 Dispatch Activity Report  
 Page: 0001  
 Date: 8/01/16

Computer Aided Dispatch  
 Dispatch Activity Report  
 Page: 0002  
 Date: 8/01/16

Computer Aided Dispatch  
 Dispatch Activity Report  
 Page: 0001  
 Date: 8/01/16

Time Window: 0:00:00 Div: 002 By: Map Ref  
 99:99:99 Dpt: 001 List:  
 Area: CPD1

Time Window: 0:00:00 Div: 002 By: Map Ref  
 99:99:99 Dpt: 001 List:  
 Area: CPD1

Activity	Nbr Pmry.	Nbr Disp.	Nbr SI/OV	Avg Rsp Time hh:mm:ss	Avg Rsp on Call hhh:mm	Avg Time on Type hhhh:mm	Total Tin	Disp.	SI/OV
Audible Alarm	11			0:11:43	00:21	04:00		6	1
Traffic Stop			17	0:00:00	00:09	02:46		18	7
Animal Call	3		1	0:13:24	00:30	02:00		4	
Speeding/Reckless Vehicle	1			0:20:36	00:26	00:26		1	
Disabled/Unattended vehicle	1			0:00:08	00:30	00:30		6	
Noise Complaint			1	0:00:00	00:32	00:32		1	28
Fireworks	2			0:41:28	00:17	00:34		6	1
Larceny	1			0:17:11	01:12	01:12		3	
Criminal Damage/Vandalism	3			0:13:29	00:29	01:28			1
Neighbor Dispute	2			0:12:22	01:47	03:34			
Prowler	1			0:05:21	01:15	01:15			
Accident (No Injuries)	4		1	0:00:00	02:00	02:00			
Welfare Check			1	0:13:47	01:19	05:19			
Out of Unit available	4			0:00:00	00:05	00:05			
Disorderly Subject	1			0:07:56	00:42	00:42			
Check the area			17	0:00:00	00:10	03:01			
Follow Up	1			0:00:00	00:14	00:14			
Veh Burglary	1			0:12:29	00:16	00:16			
Suspicious Activity	3			0:14:06	00:16	00:49			
*** TOTAL ***	35		38	0:14:48	00:25	30:43			

Dispositions

Case Report	Disp.	SI/OV
Accident	6	1
Record of Call	18	7
Caller Cancelled	4	
Supervisor Cancelled	1	
False Alarm	6	
Non Report Call	1	
Report Taken	6	
VERBAL WARNING	1	
negative contact	1	
Citation issued	3	

Response by Priority

Priority	Interval	Cum%	Total	Avg Response Time
1	< min			0:07:56
	< min			
	< min			
	< min			
	> min	100	1	
2	< min			0:12:04
	< min			
	< min			
	< min			
	> min	100	13	
3	< min			0:19:02
	< min			
	< min			
	< min			
	> min	100	10	

Dispositions

Disp.	SI/OV
6	1
18	7
4	
1	
6	
1	
6	
1	
1	
3	

SYSTEM: SunGard  
 Program: CAD312  
 Selection Criteria:  
 Date From: 7/01/16  
 Date To: 7/31/16  
 Area: CPD2

SYSTEM: SunGard  
 Program: CAD312  
 Selection Criteria:  
 Date From: 7/01/16  
 Date To: 7/31/16  
 Area: CPD2

Computer Aided Dispatch  
 Dispatch Activity Report  
 Page: 0004  
 Date: 8/01/16

Computer Aided Dispatch  
 Dispatch Activity Report  
 Page: 0003  
 Date: 8/01/16

Time Window: 0:00:00 Div: 002 By: Map Ref  
 99:99:99 Dpt: 001 List:

Time Window: 0:00:00 Div: 002 By: Map Ref  
 99:99:99 Dpt: 001 List:

Dispositions  
 Caller Cancelled 2  
 False Alarm 6  
 Non Report Call 5 36  
 Ended With Arrest 2  
 VERBAL WARNING 3  
 Contact Made 1  
 negative contact 5  
 Citation issued 1

Activity	Nbr Pmry.	Nbr Disp.	Nbr SI/OV	Avg Rsp Time hh:mm:ss	Avg Time on Call hhhh:mm	Total Time on Type hhhhh:mm
Silent Alarm	1			0:08:33	00:30	00:30
Audible Alarm	7			0:10:47	02:29	02:29
Traffic Stop		20		0:00:00	00:11	03:58
Animal Call		1		0:00:00	00:20	00:20
Public Assist		2		0:00:00	00:05	00:11
Disabled/Unattended vehi	2			0:19:35	00:15	00:31
Fireworks	1			0:31:52	00:12	00:12
Assault/Battery	1			0:02:34	02:14	02:14
Domestic	1			0:05:30	00:22	00:22
Prowler	1			0:07:18	00:54	00:54
Intoxicated Driver	1			0:00:00	00:00	00:00
Welfare Check	2			0:09:39	00:47	01:35
information call	1			0:00:00	00:00	00:00
Disorderly Subject	1			0:11:03	13:21	13:21
Check the area	1		25	0:00:00	00:00	00:07
Suspicious Activity	2		1	0:15:08	00:18	00:56
*** TOTAL ***	22		49	0:11:56	00:23	27:40

Response by Priority  
 Priority Interval  
 1 < min  
 < min  
 < min  
 < min  
 > min 100 3  
 2 < min  
 < min  
 < min  
 < min  
 > min 100 10  
 3 < min  
 < min  
 < min  
 < min  
 > min 100 2  
 0:25:43

Response by Priority  
 Priority Interval  
 1 < min  
 < min  
 < min  
 < min  
 > min 100 3  
 2 < min  
 < min  
 < min  
 < min  
 > min 100 10  
 3 < min  
 < min  
 < min  
 < min  
 > min 100 2  
 0:25:43

Dispositions  
 Case Report 2  
 Arrest - Adult 1  
 Record of Call 3 10

Dispositions  
 Case Report 2  
 Arrest - Adult 1  
 Record of Call 3 10

SYSTEM: SunGard  
 Program: CAD312  
 Selection Criteria:  
 Date From: 7/01/16  
 Date To: 7/31/16  
 Area: CPD3

Computer Aided Dispatch  
 Dispatch Activity Report  
 Page: 0005  
 Date: 8/01/16

Computer Aided Dispatch  
 Dispatch Activity Report  
 Page: 0006  
 Date: 8/01/16

Computer Aided Dispatch  
 Dispatch Activity Report  
 Page: 0006  
 Date: 8/01/16

Time Window: 0:00:00 Div: 002 By: Map Ref  
 99:99:99 Dpt: 001 List:  
 Selection Criteria:  
 Date From: 7/01/16  
 Date To: 7/31/16  
 Area: CPD3

Time Window: 0:00:00 Div: 002 By: Map Ref  
 99:99:99 Dpt: 001 List:  
 Selection Criteria:  
 Date From: 7/01/16  
 Date To: 7/31/16  
 Area: CPD3

Activity	Nbr Pmry.	Nbr Disp.	Nbr SI/OV	Avg Rsp Time hh:mm:ss	Avg Time on Call hhhh:mm	Total Time on Type hhhh:mm	Response by Priority	Cum% Total	Avg Response Time
Silent Alarm	2			0:00:37	00:14	00:28	Dispositions	100	8
Audible Alarm	18			0:10:11	00:21	06:28			
Traffic Stop			19	0:00:00	00:14	04:28			
Animal Call	2			0:00:00	00:33	01:07	Case Report		2
Civil Standby	2		1	0:00:00	00:05	00:05	Accident		1
Public Assist	2		1	0:23:25	00:59	02:57	Record of Call		15
Speeding/Reckless Vehicle	1			0:38:34	01:27	01:27	Caller Cancelled		4
Suicide	1			0:06:58	00:44	00:44	Supervisor Cancelled		1
Noise Complaint	3			0:06:13	00:14	00:44	Call Handled By Phone		1
Public Nuisance	1			0:00:00	00:00	00:00	False Alarm		17
Assault/Battery	1			0:05:08	00:51	00:51	Non Report Call		36
Larceny	2			0:13:12	00:23	00:46	Report Taken		2
Criminal Damage/Vandalis	1		1	0:00:00	00:00	00:00	VERBAL WARNING		2
Graffiti	2			0:00:00	00:24	00:24	Contact Made		1
Domestic	2			0:10:03	02:43	05:27	negative contact		4
Accident (No Injuries)	1			0:16:35	01:43	01:43			
Welfare Check	2		1	0:11:09	00:22	01:06			
Information call	2			0:00:00	00:00	00:00			
Check the area	1		29	0:00:00	00:06	03:25			
Business Check	1		1	0:00:00	00:05	00:05			
Follow Up	2		2	0:00:00	00:20	00:40			
Suspicious Activity	2			0:09:26	00:16	00:32			
*** TOTAL ***	44		55	0:11:22	00:20	33:27			

Priority	Interval	Cum% Total	Avg Response Time
1	< min		0:04:14
	< min		
	< min		
	< min		
	> min	3	
2	< min		0:10:28
	< min		
	< min		
	< min		
	> min	20	
3	< min		0:16:18
	< min		
	< min		
	< min		

Response by Priority

SYSTEM: SunGard  
 Program: CAD312  
 Selection Criteria:  
 Date From: 7/01/16  
 Date To: 7/31/16  
 Area: CPD4

SYSTEM: SunGard  
 Program: CAD312  
 Selection Criteria:  
 Date From: 7/01/16  
 Date To: 7/31/16  
 Area: CPD4

Computer Aided Dispatch  
 Dispatch Activity Report  
 Page: 0007  
 Date: 8/01/16

Computer Aided Dispatch  
 Dispatch Activity Report  
 Page: 0008  
 Date: 8/01/16

Time Window: 0:00:00 Div: 002 By: Map Ref  
 99:99:99 Dpt: 001 List:

Time Window: 0:00:00 Div: 002 By: Map Ref  
 99:99:99 Dpt: 001 List:

Dispositions  
 Caller Cancelled 1  
 Supervisor Cancelled 1  
 False Alarm 3  
 Non Report Call 4  
 Report Taken 2  
 Ended With Arrest 1  
 VERBAL WARNING 1  
 negative contact 2  
 Citation issued 1

Dispositions  
 Caller Cancelled 1  
 Supervisor Cancelled 1  
 False Alarm 3  
 Non Report Call 4  
 Report Taken 2  
 Ended With Arrest 1  
 VERBAL WARNING 1  
 negative contact 2  
 Citation issued 1

Activity	Nbr Pmry.	Nbr Disp.	Nbr SI/OV	Avg Rsp Time hh:mm:ss	Avg Time on Call hhhh:mm	Total Time on Type hhhhh:mm
Audible Alarm	4			0:09:20	00:18	01:13
Traffic Stop			34	0:00:00	00:10	06:03
Animal Call	1			0:00:00	00:00	00:00
Threats/Harassment	1			0:15:11	05:48	05:48
Civil Standby	1			0:10:20	00:15	00:15
Speeding/Reckless Vehicle	1		1	0:00:00	00:19	00:19
Disabled/Unattended vehicle				0:00:00	00:00	00:00
Fireworks	1			0:00:00	00:00	00:00
Accident (No Injuries)	1			0:05:26	00:44	00:44
Intoxicated Driver	2			0:06:16	00:09	00:19
Welfare Check	1			0:06:13	00:13	00:13
Information call	1			0:11:59	00:38	00:38
Check the area	3		14	0:00:00	00:00	00:00
Follow Up			1	0:00:00	00:04	00:04
Suspicious Activity	3			0:10:19	01:02	03:08
*** TOTAL ***	20		50	0:09:32	00:16	13:44

Response by Priority

Priority	Interval	Cum#	Total	Avg Response Time
1	< min			0:06:16
	< min			
	< min			
	< min			
	> min	100	1	
2	< min			0:09:46
	< min			
	< min			
	< min			
	> min	100	10	
3	< min			0:10:20
	< min			
	< min			
	< min			
	> min	100	1	

Dispositions  
 Case Report 2  
 Arrest - Adult 1  
 Accident 1  
 Record of Call 7

Activity	Nbr Prmry.	Nbr Disp.	Nbr SI/OV	Avg Rsp Time	Avg Rsp on Call	Avg Time on Type	Total Tlh
				hh:mm:ss	hh:mm	hh:mm	hh:mm
Audible Alarm	9			0:11:45	00:26	04:02	
Traffic Stop			27	0:00:00	00:19	08:38	
Animal Call	6			1:01:55	00:14	01:25	
Civil Standby	1		1	0:14:46	00:38	01:16	
Public Assist	2			0:15:48	00:49	01:39	
Speeding/Reckless Vehicl	1			0:17:59	02:40	02:40	
Fireworks	1			0:02:40	00:21	00:21	
Public Nuisance	3			0:13:51	01:01	03:04	
Larceny	1			0:11:48	00:09	00:09	
Neighbor Dispute	1			0:00:00	00:00	00:00	
Fraud	2			0:36:03	01:38	03:16	
Accident (No Injuries)	1			0:00:00	00:00	00:00	
MVAI TFC	2			0:06:45	02:45	05:31	
Intoxicated Driver	3			0:10:36	00:23	01:10	
Welfare Check	6		1	0:06:12	00:22	02:40	
Out of Unit available			6	0:00:00	00:53	05:21	
Disorderly Subject	1			0:04:08	01:35	01:35	
Check the area	1		44	0:00:00	00:00	00:35	
Follow Up	1		1	0:00:00	00:29	00:58	
Suspicious Activity	6		2	0:11:25	00:30	04:03	
*** TOTAL ***	48		82	0:15:19	00:22	48:23	

Activity	Nbr Prmry.	Nbr Disp.	Nbr SI/OV	Avg Rsp Time	Avg Rsp on Call	Avg Time on Type	Total Tlh
				hh:mm:ss	hh:mm	hh:mm	hh:mm
Case Report			3				
Arrest - Adult			2				
Accident			14				
Record of Call			5				
Caller Cancelled			1				
Call Handled By Phone			9				
False Alarm			9				
Non Report Call			9				
Report Taken			6				
Fire Report			1				
Ended With Arrest			1				
VERBAL WARNING			1				
negative contact			6				
Citation issued			1				

Priority	Interval	Cum#	Total	Avg Response Time
1	< min			0:07:46
	< min			
	< min			
	> min	100	5	
2	< min			0:10:39
	< min			
	< min			
	> min	100	18	
3	< min			0:27:28
	< min			
	< min			
	> min	100	10	

Response by Priority	Disp.	SI/OV
Dispositions		

Time Window: 0:00:00 Div: 002 By: Map Ref  
 99:99:99 Dpt: 001 List:  
 Selection Criteria:  
 Date From: 7/01/16 Time Window: 0:00:00 Div: 002 By: Map Ref  
 Date To: 7/31/16 99:99:99 Dpt: 001 List:  
 Area: CPD6

Time Window: 0:00:00 Div: 002 By: Map Ref  
 99:99:99 Dpt: 001 List:  
 Selection Criteria:  
 Date From: 7/01/16 Time Window: 0:00:00 Div: 002 By: Map Ref  
 Date To: 7/31/16 99:99:99 Dpt: 001 List:  
 Area: CPD6

Activity	Nbr Prmry	Nbr Disp	Nbr SI/OV	Avg Rsp Time hh:mm:ss	Avg Time on Call hhhh:mm	Total Tli on Type hhhhh:mm	Response by Priority	Cum% Total	Avg Response Time
Audible Alarm	3			0:03:49	00:25	01:15			
Traffic Stop			110	0:00:00	00:20	37:22			
Animal Call	6			0:18:11	00:19	01:59		100	15
Threats/Harassment	2			0:06:13	00:50	01:41			
Civil Standby	2		1	0:14:12	02:23	07:10	3		0:12:10
Public Assist	3		12	0:14:01	00:40	10:10			
Speeding/Reckless Vehicl	1			0:06:03	00:16	00:16			
Lost/Found Property	1		1	0:10:09	00:13	00:26			
Disabled/Unattended vehi	1			0:07:14	00:23	00:23			
Public Nuisance	2		2	0:08:18	00:38	02:32			
Larceny	2			0:14:13	01:13	02:27			
Graffiti	1			0:03:51	07:21	07:21			
Domestic	2			0:07:05	01:19	02:39			
Neighbor Dispute	1			0:00:00	00:00	00:00			
Out To Lunch	2		1	0:00:00	00:12	00:12			
Accident (No Injuries)	4		2	0:00:00	00:32	01:04			
MVAI TFC	4			0:05:50	00:38	02:34			
Intoxicated Driver	4		1	0:00:00	06:13	06:13			
Intoxicated Pedestrian	1			0:04:19	01:24	00:10			
Welfare Check	3		2	0:04:57	00:26	02:14			
911 Hang Up	1			0:00:00	00:22	00:22			
Out of Unit available	3		38	0:00:00	01:51	70:21			
information call	3			0:08:06	00:35	01:45			
training exercise	2		2	0:00:00	02:51	05:42			
Disorderly Subject	2			0:04:34	01:15	02:30			
Check the area	5		106	0:00:00	00:17	31:31			
Warrant Pulled	1			0:00:00	00:00	00:00			
Follow Up	1		1	0:02:23	00:48	01:37			
Veh Burglary	1		1	0:17:04	01:52	03:45			
NCIC	1			0:00:00	00:00	00:00			
Suspicious Activity	3		4	0:08:06	00:19	02:14			
*** TOTAL ***	56		284	0:09:23	00:36	209:19			

Priority	Interval	Cum% Total	Avg Response Time
1	< min		0:04:19
	< min		
	< min		
	< min	100	
	> min		
2	< min		0:07:45

Dispositions  
 Case Report 6 8  
 Arrest - Adult 3 3  
 Accident 2 1  
 Record of Call 27 48  
 Caller Cancelled 5  
 Supervisor Cancelled 1  
 Call Handled By Phone 1  
 False Alarm 2 206  
 Non Report Call 12 21  
 Report Taken 4  
 Fire Report 1  
 Ended With Arrest 2  
 VERBAL WARNING 8  
 WARRANT PULLED 5  
 Contact Made 1  
 negative contact 7  
 Citation issued 6

Response by Priority  
 Priority Interval Cum% Total Avg Response Time  
 1 < min 0:04:19  
 < min  
 < min  
 < min 100  
 > min  
 2 < min 0:07:45

Selection Criteria:  
 Date From: 7/01/16 Time Window: 0:00:00 Div: 002 By: Map Ref  
 Date To.: 7/31/16 99:99:99 Dpt: 001 List:

Map Ref Summary

Activity	Nbr Pmry.	Nbr Disp.	Nbr SI/OV	Avg Rsp Time hh:mm:ss	Avg Time on Call hhhh:mm	Total Time on Type hhhh:mm	Avg Response Time
Silent Alarm	3			0:04:35	00:19	00:58	
Audible Alarm	52			0:10:19	00:22	19:27	0:06:28
Traffic Stop		227		0:00:00	00:16	63:15	
Animal Call	18	2		0:30:00	00:20	06:51	
Threats/Harassment	3			0:09:12	02:29	07:29	
Civil Standby	4	3		0:13:22	01:15	08:46	17
Public Assist	7	15		0:17:13	00:40	14:57	
Speeding/Reckless Vehicl	5			0:20:48	00:57	04:49	0:10:09
Lost/Found Property	1	1		0:10:09	00:13	00:26	
Disabled/Unattended vehi	4	1		0:08:59	00:20	01:43	
Suicide	1			0:06:58	00:44	00:44	
Noise Complaint	3	1		0:06:13	00:19	01:16	86
Fireworks	5			0:29:22	00:13	01:07	
Public Nuisance	6	2		0:11:04	00:42	05:36	
Assault/Battery	2			0:03:51	01:32	03:05	
Larceny	6			0:13:58	00:45	04:34	
Criminal Damage/Vandalis	4			0:13:29	00:22	01:28	
Graffiti	1	1		0:03:51	03:52	07:45	
Domestic	5			0:07:57	01:41	08:28	47
Neighbor Dispute	4			0:12:22	00:53	03:34	
Prowler	2	1		0:06:19	00:47	02:21	
Fraud	2			0:36:03	01:38	03:16	
Out To Lunch	2	2		0:00:00	00:32	01:04	
Accident (No Injuries)	7	1		0:08:25	00:52	07:01	
MVAI TFC	2	1		0:06:45	03:54	11:44	
Intoxicated Driver	10			0:09:09	00:09	01:39	
Intoxicated Pedestrian	1			0:04:19	01:24	01:24	
Welfare Check	18	4		0:09:02	00:35	13:07	
911 Hang Up	1			0:00:00	00:22	00:22	
Out of Unit available	7	45		0:00:00	01:41	75:47	
Information call		2		0:10:02	00:20	02:23	
training exercise		2		0:00:00	02:51	05:42	
Disorderly Subject	5			0:06:27	03:37	18:08	
Check the area	6	235		0:00:00	00:09	38:39	
Business Check		1		0:00:00	00:05	00:05	
Warrant Pulled	5			0:00:00	00:00	00:00	
Follow Up	3	5		0:02:23	00:26	03:33	
Veh Burglary	2	1		0:14:46	01:20	04:01	
NCIC	1			0:00:00	00:00	00:00	
Suspicious Activity	19	7		0:11:21	00:27	11:42	
*** TOTAL ***	225	558		0:12:14	00:28	368:16	

Response by Priority

Priority	Interval	Cum#	Total	Avg Response Time
1	< min	100	17	0:06:28
2	< min	100	86	0:10:09
3	< min	100	47	0:18:08

Dispositions

Disposition	Disp.	SI/OV
Case Report	23	12
Arrest - Adult	2	4
Accident	6	3
Record of Call	87	104
Caller Cancelled	21	
Supervisor Cancelled	4	
Call Handled By Phone	3	
False Alarm	43	
Non Report Call	32	406
Report Taken	23	28
Fire Report	1	1
Ended With Arrest	3	3
VERBAL WARNING	5	16
WARRANT PULLED	5	
Contact Made	1	2
negative contact	27	
Citation issued	10	

U. N. [Signature] 08/02/16

Response by Priority

Priority	Interval	Cum#	Total	Avg Response Time
1	< min	100	17	0:06:28
2	< min	100	86	0:10:09
3	< min	100	47	0:18:08

Dispositions

Disposition	Disp.	SI/OV
Case Report	23	12
Arrest - Adult	2	4
Accident	6	3
Record of Call	87	104
Caller Cancelled	21	
Supervisor Cancelled	4	
Call Handled By Phone	3	
False Alarm	43	
Non Report Call	32	406
Report Taken	23	28
Fire Report	1	1
Ended With Arrest	3	3
VERBAL WARNING	5	16
WARRANT PULLED	5	
Contact Made	1	2
negative contact	27	
Citation issued	10	

CORRALES POLICE DEPARTMENT  
Citation Report

Program: CMS707A

Officer.....: \*ALL  
Beat Assignment...: \*ALL  
Citation Type.....: \*ALL  
Activity Type.....: \*ALL  
Map Reference.....: \*ALL

Citation Date Range: 7/01/16 to 7/31/16  
Citation Time Range: 0:00 to 23:59  
Occur Address.....: \*ALL  
Intersection.....: \*ALL

Unknown Totals	1
SEEDING Totals	100
D.W.I Totals	1
RECKLESS/CARELESS DRIVING Totals	3
STOP SIGN Totals	3
REVOKED/SUSPENDED LICENSE Totals	11
ILLEGAL PASSING Totals	1
FOLLOWING TOO CLOSELY Totals	2
SEAT BELTS Totals	17
OPEN CONTAINER Totals	1
MANDATORY FINANCIAL RESPONSIBILITY Totals	22
NO DL IN POSSESSION Totals	6
HEADLIGHTS Totals	7
REGISTRATION Totals	30
FAULTY EQUIPMENT Totals	4
PROHIBITED ACTIVITIES WHILE DRIVING Totals	7
TAIL LIGHTS Totals	1
OTHER MISCELLANEOUS Totals	9
DRIVING LEFT OF CENTER Totals	2
CORRALES POLICE DEPARTMENT Totals	228

*V. M...*  
08/02/16

Animal Control Monthly  
Activity Report

Monthly Totals

	Jul-16	29	30	31	
Item					
Abuse / Neglect					0
Adoptions					1
Animal Bites			2		2
Animals Astray	4	1		3	45
Criminal Complaint					0
DOA / 10-7's				1	14
Found by AC					14
Coyotes					0
Impounds	2				13
Incident Reports					0
Injured Animals					1
Licenses					13
Live Stock Calls					5
Nuisance Calls				1	20
Officer Assist					1
Other (Bats, etc.)					8
Picked Up				2	34
Public Assist	21	16	15		395
Raccoons					7
Reclaims	4	3	1		34
Skunks	1				5
Snakes				1	4
Squirrels					8
Trap Request			1		15
Trapped Animals/PU					7
Verbal Warning	4	3	1		37
Voice Mail/Phone Calls	21	16	15		395
Written Citations					0
					0
Sick Leave					0
Vacation					0
Court					0
Training					6
Reports					0
Investigation Hours	6	6	6		231
					0
DOGS to AARCC					2
CATS to AARCC					0

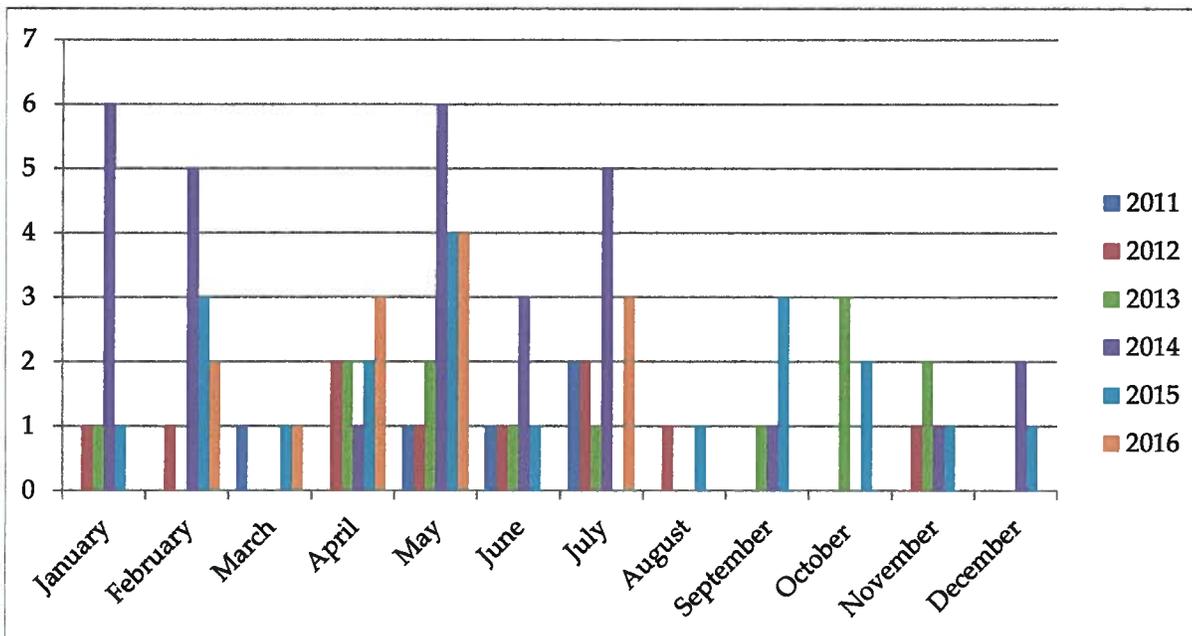
July, 2016 CPD & Animal Services Fleet Vehicle Maintenance: \$2,308.59

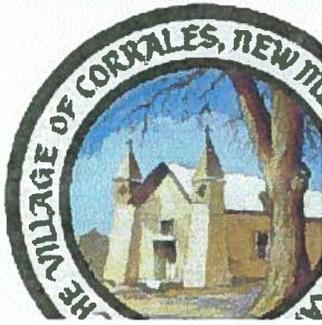
July, 2016 CPD & Animal Services Fleet Vehicle Fuel Cost: \$2,288.21

*V. [Signature]* 08/02/16

**2016**  
**NEW RESIDENTIAL CONSTRUCTION, by month/year**

	2011	2012	2013	2014	2015	2016	TOTAL
<b>January</b>	0	1	1	6	1	0	9
<b>February</b>	0	1	0	5	3	2	11
<b>March</b>	1	0	0	0	1	1	3
<b>April</b>	0	2	2	1	2	3	10
<b>May</b>	1	1	2	6	4	4	18
<b>June</b>	1	1	1	3	1	0	7
<b>July</b>	2	2	1	5	0	3	13
<b>August</b>	0	1	0	0	1		2
<b>September</b>	0	0	1	1	3		5
<b>October</b>	0	0	3	0	2		5
<b>November</b>	0	1	2	1	1		5
<b>December</b>	0	0	0	2	1		3
	5	10	13	30	20	13	91





**Planning and Zoning Department**  
 Cynthia C. Tidwell, PZA  
 Manuel L. Pacheco, Building Official

**Council Report: August 16<sup>th</sup>, 2016**

The monthly report from the Planning and Zoning Department includes information regarding activity related to construction permits, zoning and subdivision applications and permits, code enforcement and assistant to other agencies, citizens, realtors, developers, and appraisers, to name a few.

**Construction Activity for July 2016—Manuel L. Pacheco, Building Official**

TYPE OF CONSTRUCTION	No.	PERMIT FEE	Cost Estimate*
New Residential	3	\$13,344.64	\$1,356,428.00
Residential Additions	2	\$2,634.91	\$176,000.00
Residential Remodel	1	\$1,910.63	\$150,000.00
New Commercial – ADA parking			
Public Building			
Commercial Remodel, Additions			
Guest House/Studio			
Sun Room			
Garages			
Carport			
Signs	1	\$12.00	\$50.00
Sheds, Accessory Bldgs. Green House			
Agricultural Bldgs. (Barns, stalls, etc.)	1	\$1,438.80	\$75,000.00
Pools	1	\$600.00	\$51,000.00
Walls; Retaining Walls; Fences			
Mobile/Mfg/Modular Homes			
Re-roof	1	\$55.00	\$6,800.00
Portals			
Roof Conversion			
Grading Permit			
Canopy			
Demolition/work permit			
Solar permit	3	\$330.00	\$59,253.00
<b>TOTAL PERMITS/FEES/COST Est.</b>	<b>13</b>	<b>\$20,325.98</b>	<b>\$1,874,531.00</b>

\*This is an estimate of the cost of materials and labor.

**Impact Fees Collected: \$ 0**  
**Grading & Drainage Plan Review (Eng): 0**

FY 2015-2016		FY 2014-2015		FY 2013-2014		FY 2012-2013	
Month	Fees Collected	Month	Fees Collected	Month	Fees Collected	Month	Fees Collected
July	\$2,521.07	July	\$18,853.53	July	\$ 8,410.58	July	\$ 11,238.11
August	\$3,982.89	August	\$2,642.37	August	\$ 3,702.46	August	\$ 18,296.40
Sept.	\$11,820.54	Sept.	14,786.52	Sept.	\$ 4,233.90	Sept.	\$ 6,859.90
Oct.	\$7,837.58	Oct.	5,381.49	Oct.	\$ 7,167.82	Oct.	\$ 2,451.45
Nov.	\$3,012.88	Nov.	8,538.97	Nov.	\$ 10,340.73	Nov.	\$ 6,029.71
Dec.	\$1,224.50	Dec.	\$8,724.45	Dec.	\$ 2,445.87	Dec.	\$ 2,140.31
Jan.	\$2,903.28	Jan.	\$5,547.54	Jan.	\$ 17,998.13	Jan.	\$ 10,200.71
Feb.	\$6,215.81	Feb.	\$14,000.55	Feb.	\$ 23,469.82	Feb.	\$ 4,593.61
March	\$13,614.08	March	\$7,533.17	March	\$ 6,256.00	March	\$ 1,942.47
April	\$10,403.91	April	\$11,725.36	April	\$ 8,836.43	April	\$ 12,073.95
May	\$16,833.84	May	\$18,008.29	May	\$20,017.13	May	\$ 21,344.33
June	\$4,646.63	June	6,841.31	June	\$29,787.97	June	\$ 10,657.77
<b>FINAL</b>	<b>\$84,957.01</b>	<b>FINAL</b>	<b>\$122,293.55</b>	<b>FINAL</b>	<b>\$142,666.84</b>	<b>FINAL</b>	<b>\$ 107,828.72</b>

## Village of Corrales Building Official Activities

The month turned out to be a strong month with the issuance of thirteen (13) building permits at 20,325.98 in permit fees. The month was also steady in inspection requests at thirty seven inspections (37) and other general building safety issues and questions for the Village of Corrales Building Safety Program, along with property site visits and miscellaneous building safety review.

**Office visits:** *As of July 1 2016 the Building Official has open office hours from 8:00 am to 10:00 am daily to answer any questions or concerns regarding building code and permit questions, along with permit submittals and pickup. Some of the visits also consist of possible nuisance violations and other miscellaneous questions/concerns.*

### **Buildings permit plan review:**

To date most plan reviews were for new and existing single family residences and accessory structures, i.e., detached garages or portals; not all permits required construction documents. There were some permits with a scope of work (homeowner/builder projects) contingent on nature of project(s) per the discretion of the building official.

**Code enforcement/compliance:**

One case have been submitted to municipal court, pending judicial outcome for cure of deficiency and remediation which consisted of general nuisance’s i.e. inoperable vehicles, unpermitted home occupations, and other violations.

**Monthly Electronic submittal of Building Permit copies to Sandoval County Assessor’s Office:** 25<sup>th</sup> of each month

**E911 Program:** The Village of Corrales is continuing to work with the regional staff in Rio Rancho, to resolve issues with the address database.

**NMCBO** (New Mexico Conference of Building Officials): no meeting or training activities were scheduled or held or attended for the month.

**NMCID** (New Mexico Construction Industries Division) no meetings or trainings were held for the month.

**SAFETY TRAINING:** none for the month

**COMMISSION ACTION** (Draft Minutes of July 20<sup>th</sup>, 2016).

**DEPT. ACTIVITIES**

This listing of department activity reflects the work of the Administrator and the Building Official. The items reported are intended to provide a summary of the usual tasks undertaken in the daily routine conduct of business in the department.

**CODE ENFORCEMENT\***

The general area of the enforcement action is shown. Many of the complaint calls are by nature private disputes; we do not involve the Village in these types of conflicts. The listing below shows cases by the types of complaints received. The table is updated monthly.

1. Received complaint from property owner on Ranchitos Rd. that neighbors have obstructed the right of way with landscape materials (hard and soft) and are permanently parking trailers and other vehicles in the ROW. **Field investigation required for all the cul de sacs.**
2. Several properties have been placed on the violations list for solid waste storage and inoperable vehicles; these properties are on a private roadway. **Complaint was filed with the Municipal Court for one property. UPDATE: one defendant passed away. UPDATE: one defendant appeared in court without an attorney. Judge advised him to obtain an attorney, because some of the charges could lead to jail time. Trial reset to July 13<sup>th</sup>, 2016. UPDATE: Judge accepted a plea agreement in which the defendant pled guilty and was ordered property to be cleaned to the satisfaction of the Village within 60 days. The next municipal court hearing in this case is September 14, 2016.**
3. Complaint about a neighbor’s backyard floodlight, west of Loma Larga. **Staff investigating; no further information at this time.**

4. Accumulation of large amounts of solid waste, including trash, tree stumps, and other debris—west of Loma Larga—on a five acre property. **UPDATE: Tenant signed Agreement to Abate. Considerable improvement, but still not completed as of February 29, 2016. Staff will file complaint in the Municipal Court. Property owner lives in Texas. No further update at this time. UPDATE: photographs show a lot of the stumps and wood have been removed, but tires, debris, junk, etc., are left behind. Staff will file in municipal court. There continues to be some clean up but there has been no communication from the property owner or the resident about why the violation has not been abated.**
5. Accumulation of large amounts of solid waste, including construction debris, wood, machinery, vehicles, and trash on a commercial zoned property. **UPDATE: Field observation indicates that considerable cleaning has taken place. Staff will follow up and make determination as to completeness. UPDATE: More cleaning has taken place, weeds have been removed, general organization of materials is better (back of lot). Staff will meet with property owner to discuss further remediation, if any, that is needed. UPDATE: Property owner is still working on the situation; more cleaning and disposal of solid waste has taken place.**
6. Received complaint about a mobile home that was delivered to a developed residential lot. Property owner stated he was going to use it as a “studio.” **No septic permit is in place; notice of violation was mailed to property owner, and, if needed, citation into Municipal Court will complete the process. UPDATE: Septic permit issued for an “art studio”; however, there is no mobile home permit or foundation plan on file. Complaint will be filed.**
7. Resident complained that neighbor’s fence is some 10’ or more into the ROW; neighbor will be notified to remove encroachment, east of Old Church Road. **No further information at this time. Staff will notify property owner.**
8. Notified by Public Works that a property on Los Milagros needs to install a gutter to prevent storm water from running off roof into Hollywood Blvd. **Letter will be mailed. Staff will notify property owner.**
9. Property owner alerted staff to a “new junkyard” emerging in a lot east of Corrales road, north end. Staff is investigating. **UPDATE: To further information at this time. Staff has reviewed the site, and more information is needed.**
10. Neighbor reported junk cars and other solid waste is being hauled onto an undeveloped lot west of Paseo Cesar Chavez. **Attempts to contact new owners of the lot have not been successful yet. Complaint will be filed. UPDATE: Staff is coordinated with PD to investigate together.**
11. Complaint received about inoperable vehicles, parts, and other vehicle related materials being stored in the open on a residential lot. Notice of Violation was sent to property owner with instructions to construct a solid fence or put the vehicles in a garage. **No further information at this time. Staff will conduct routine field investigation to ascertain whether or not the violation has been remedied.**

**MEETINGS: CITIZENS, AGENCIES, REPRESENTATIVES, STAFF. (PZA)**

The following is a sample of typical activities in the P&Z Department. I meet with a number of walk-in's every week, and respond to numerous telephone calls from appraisers and realtors asking for zoning information. Village staff works with staff in other entities, including Sandoval County, Rio Rancho, Town of Bernalillo, the MRGCD, SCAFCA, NMED, and MR COG. We provide information to the US Census Bureau, BBER, and other federal and state agencies as requested.

1. Met with property owner about status of property regarding non-conformity as to area.
2. Reviewed proposed subdivision plat with Engineer, and transmitted needed amendments to the surveyor.
3. Met with surveyor about subdivision east of Corrales Road; need for NMDOT access permit for road connection.
4. Spoke with property owner about the possibility of sale of a small portion of a lot either to the Village or to another entity.
5. Attended the MS4 TAG meeting at AMAFCA. Discussion of permit requirements and areas of concern; new ordinances may be needed. EPA is assigning two staff persons to Albuquerque to perform code enforcement.
6. Met with business owner regarding opening of new portion of commercial space, regulations, and so forth.
7. Met with staff at the Casa San Ysidro and the Albuquerque Museum regarding requirements of a flood hazard mitigation plan needed by FEMA for reimbursement of damage repair to the Old Church in 2013.
8. Engaged in training with Attorney regarding filing complaints in the municipal court. Mr. Appel provided an outline of how to lay out the elements of the complaint; a template for zoning cases will be developed.

Respectfully submitted,

---

Cynthia C. Tidwell, PZA

---

Manuel L. Pacheco, CBO



# 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, 20 July 2016, 6:30 PM

Location of Meeting: Council Chambers

## MINUTES - DRAFT

### I. CALL TO ORDER

The chair called the meeting to order at 6:30 PM.

### II. ROLL CALL

The PZA called the roll.

**Present:** Commissioners Cordova, Begay, Derr, Murray, and Staley.

**Absent:** Commissioner Wirtz (excused).

### III. APPROVAL OF AGENDA

**PZA Tidwell:** She announced the postponement of the cell tower application so that proper public notice could be accomplished. It will be placed on the August agenda. The property owners within 300 feet have been notified by certified mail (went out yesterday) of the change in the hearing date.

**Chair Staley:** She added the election of the secretary to replace Commissioner Knight, who resigned earlier this year.

**MOTION:** Commissioner Cordova, as amended.

**SECOND:** Commissioner Begay.

**VOTE:** Motion to approve as amended carried unanimously with a 5-0 vote.

### IV. APPROVAL OF MINUTES

June 15<sup>th</sup>, 2016

**Chair Staley:** She complimented the PZA on her capturing of the complicated matters.

**MOTION:** Commissioner Cordova.

**SECOND:** Commissioner Derr.

**VOTE:** Motion to approve the minutes of June 15<sup>th</sup>, 2016, carried unanimously.

## **V. COMMISSIONERS' FORUM**

**Commissioner Murray:** He reported on the need for a WSS to move forward on review of Chapter 18.

**Chair Staley:** She responded with instructions from the Mayor; she asked each commissioner to **list the 5 most important issues** in their opinion and bring the listing to the next meeting. She suggested forming subcommittees to work on selected topics according to the interests of the commissioners.

**PZA Tidwell:** She offered to schedule and staff the subcommittees, whether during the day or in the evening. The commission will need to be aware of the requirement to public notice any subcommittee meetings that may create a quorum.

**Commissioner Murray:** He noted there was no Wi-fi in the council chambers, wireless or hardwired connection; he would like to have that capability so he can use his computer in the meetings.

## **V. PZA REPORT**

**PZA Tidwell:** She reported on the zone map enactment by the council last night. New "official" copies will be available soon.

## **VI. PUBLIC COMMENT-- 3 minute limit**

## **VII. BUSINESS ITEMS**

**a. Consent Agenda (Home Occupation Permits):** *\*\*\*All matters listed under the Consent Agenda are considered to be routine by the P&Z Commission and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will consider separately.\*\*\**

**ZOC-16-14. Glen Smith, 266 Dandelion Road, is requesting a home occupation permit for the purpose of conducting a metal art business, dba, Glen Smith Metal Works, on property more**

specifically known as Lot 2, Dandelion Subdivision, containing 0.89 acres more or less.

**Applicant Glen Smith, 266 Dandelion Road, Corrales, NM 87048, (sworn):**

**Commissioner Murray:** He asked about noise created by welding and other metal working activity and whether or not any neighbors had concerns about his working and noise.

**Applicant Glen Smith:** He answered that the neighbors have not complained, and have a piece of his art in their yards. He's using grinders and cutting tools, but there have not been any complaints to him.

**Commissioner Cordova:** He asked about the use for the new accessory building.

**Applicant Glen Smith:** He answered that it houses all his equipment and it's where he does his work.

**Commissioner Begay:** She asked what his work looks like.

**Applicant Glen Smith:** He showed pictures of his metal sculpture displayed in his front yard and in the neighborhood.

**MOTION:** Commissioner Murray, to approve ZOC-16-14.

**SECOND:** Commissioner Cordova.

**VOTE:** Motion to approve carried unanimously.

**ZOC-16-16. Christopher B. Elam and Pamela K. Gerth, 30 Calle Verde, are requesting a home occupation permit for the purpose of conducting an in-home tutoring service (office only), dba, E2 Enterprises, Inc., on property more specifically known as Lot 6 Block 2, Casas de la Tierra, containing some 1.227 acres more or less.**

**Christopher Elam and Pamela Gerth, 30 Calle Verde (both sworn):**

**Chair Staley:** She asked about the businesses being run from the home.

**Christopher Elam:** it's really her mother's art business but no clients come to the house. It's just where she works.

**Chair Staley:** She asked where in the residence the business operation will be located.

**Christopher Elam:** He summarized the operation of the business. Everything is done off-site, in the client's home or at a different location. No traffic to the home. It's 36 square feet.

**Chair Staley:** She indicated that the application asks for that information.

**Commissioner Murray:** He asked if the art studio and the tutoring office meet the 25% maximum area.

**Christopher Elam:** He responded, yes, the art studio is in a converted garage, and the house is large.

**MOTION:** Commissioner Cordova, to approve ZOC-16-16.  
**SECOND:** Commissioner Begay.  
**VOTE:** Motion to approve carried unanimously.

**ZOC-16-17.** Randall and Susan Evatt, 103 Todos Juntos Road, are requesting a home occupation permit for an office for a health solutions company addressing repetitive strain injuries, on property more specifically known as Lot 3 Block 2, Tierra de Corrales Subdivision, containing some 1.0 acres more or less.

**MOTION:** Commissioner Derr, to approve the Consent Agenda containing ZOC-16-17.  
**SECOND:** Commissioner Cordova.  
**VOTE:** Motion to approve carried unanimously.

#### **b. ZONING ACTION ITEMS:**

**SDP-16-01; VAR-16-01.** John and Jean Waszak, 10645 Cielo Vista del Norte, Corrales, NM 87048, represented by Kimberly Stratton-Wood, are requesting Site Development Plan approval for a wireless communication facility addition to the existing site development, for property located at 3677 Corrales Road (Frontier Mart), more specifically known as Tract 48C2. **POSTPONED TO AUGUST 17<sup>TH</sup>, 2016.**

**SUM-16-06.** Wayne and Shannan Usiak, 1181 Loma Larga Road, Corrales, NM 87048, are requesting Summary Plat (Lot split) approval for a two (2) lot subdivision, more specifically known as

Tract 143-A-B-C-1-A, and Tract 143-A-B-C-1-B, Lands of Dorothy Smith, containing 2.4995 acres more or less.

**Commissioner Begay:** She reported that the Usiaks are neighbors but that she feels she can evaluate the application fairly.

**Christopher Medina: \_\_\_ el Camino Campo...Terra Land Surveys (sworn):** He summarized the application as a Lot split located off Loma Larga to the east, containing some 2.4 acres. The summary plat will create a 1.4 acre tract and a 1.04 acre tract, both having access from the Corrales Main Canal.

**Commissioner Cordova:** He asked about the public utility easement for the new lot.

**Chris Medina:** He approached the dais and showed the commissioners an enlargement of the proposed PUE. A document will be filed upon approval of the plat; the easement is ten (10) feet wide. It connects to an easement lying to the east. The neighbors are in agreement to grant the easement. The plat shows the existing easement on the adjacent property.

**Commissioner Begay:** She asked to see the easement document.

**Chris Medina:** He showed the prepared document that will be attached to the approved plat, and filed at the office of the County Clerk.

**Commissioner Murray:** He asked if the easement document will also be attached to the lot to the south (Tr. 144-A) across which the easement lies.

**Chris Medina:** He responded, saying, yes, the easement document will be filed, and the page and other information will be placed on the mylar prior to filing of the approved plat.

**Commissioner Cordova:** He asked if the commission can make that a condition of approval because there are no signatures on the mylar yet.

**Chair Staley:** She referred to the easement issues the commission has dealt with on other properties, stating the regulations require signatures to be in place prior to approval.

**PZA Tidwell:** She offered the information that the public utility easement crosses a parcel that is not part of this subdivision, and

therefore there is no signature block for the owners of that parcel. That is why it is being granted by document, to be filed and notation made on the approved plat. The mylar will be completed except for signatures from the Village. I will notify the chair and vice chair when I have received and reviewed the mylar; they will come in to add their signatures to the mylar and can also review it for completeness, especially for the easement document filing information.

**Commissioner Murray:** He questioned the access to Tract C-1-A, from the Corrales Main Canal (MRGCD ditch) saying that he's concerned about the existing driveway which is fifteen feet wide (15' wide); where is the ingress and egress.

**Chris Medina:** He answered saying access to both properties is across the existing culvert (24' wide). The "easement" lies across the MRGCD Main Canal; the Bureau of Reclamation, represented by the MRGCD, doesn't grant easements over its property, but it does issue licenses. We've discussed this with the Fire Chief and he is in agreement with this access. The eastern tract is a flag lot and touches the Corrales Main Canal.

**Commissioner Murray:** He asked how if it going to be configured.

**Chris Medina:** He stated we are granting an easement along the "flag pole" some 15' by 95' for the front lot.

**MOTION:** Commissioner Cordova, to approve with the following conditions: 1) copy of the recorded easement agreement, and 2) all signatures on the mylar.

**SECOND:** Commissioner Begay.

**VOTE:** Motion to approve the plat with the conditions listed above.

**SUM-16-08. Monette Hardern-Lopez and Joe Christopher Lopez, and Mary P. Martinez and Joe Morris Martinez, 20 Gossett Lane and 50 Montañó Lane, Corrales New Mexico, 87048, are requesting a Summary Plat approval for attaching a portion of the the Lands of Apolinario Montañó Subdivision to the Tract 1, Lands of Gossett Subdivision and replat ting a private roadway easement on the Lands of Apolinario Montañó subdivision, for property more specifically known as Tract 1, Lands of Gossett, and Tract A-1, Lands of Apolinario Montañó Subdivision, containing some four (4) acres more or less.**

**Christopher Medina, Terra Land Surveys (sworn):** He summarized the application as a lot line adjustment to connect a

triangular piece of land to the Lands of Gossett (Lot 1), to reconfigure Tract A-1, Lands of Apolonio Montaño, and to vacate the existing private roadway easement, and then redefining the roadway easement in the position that matches its current use. The piece of land we're adding to Lot 1, Lands of Gossett, is a triangle shaped piece severed by the existing roadway in the Montaño subdivision. The record plats from the 1970's are not clear as to the location of the roadway easement, so we're clarifying that.

**Commissioner Murray:** The lot is substandard; was it offered to the property owner to the west.

**Christopher Medina:** He answered the agreement is between the Lopez's and the Martinez's.

**Commissioner Cordova:** He asked if Montano Lane road is going to remain twenty (20') feet wide.

**Christopher Medina:** He responded, yes, and the utilities are contained in the roadway utility and access easement just as it was platted before.

**PZA Tidwell:** The roadway easement may include the public utility easement; the PUE does not have to be a separate easement in addition to the roadway easement. It is acceptable to put the underground utilities in the roadway easement.

**Christopher Medina:** He stated the intent was not to change what was previously granted but only to clear up the position of the existing roadway; and at the corner of the triangle piece we granted an easement for telephone equipment. We already have utilities underground in the subdivision.

**Commissioner Begay:** She asked about signatures.

**Christopher Medina:** The mylar is being reviewed by the utility companies right now. Mr. Autz, the property to the west, and he will have access from the replatted roadway easement.

**MOTION:** Commissioner Cordova, to approve with the condition that all the signatures are on mylar.

**SECOND:** Commissioner Begay.

**VOTE:** Motion to approve carried unanimously.

**SUM-16-10. Bruce Porter and Pauline Koenig, 513 Walden Road, Corrales, NM 87048, are requesting approval for a Summary**

**Plat (Lot split)**, for property more specifically known as Lot 10, Walden Subdivision, MRGCD Map No. 16, containing some 2.96 acres more or less.

**Bruce Porter and Pauline Koenig, 513 Walden Road, Corrales, New Mexico 87048 (Sworn):** They summarized their application for a lot split. Their surveyor, Chris Dehler, prepared the plat; they have owned the property for more than 30 years. He said this is a simple proposed change. Lot 10 is just shy of 3 acres; the summary plat will subdivide the residential lot into one (1) acre....and the other lot is a horse facility just shy of 2 acres. All easements will stay the same. He said we worked with Fire Chief Martinez to create the hammer head turn around shown on the plat. There are no existing turnarounds on the road at all.

**Commissioner Cordova:** He asked if the Fire Chief recommended just 20' for the access in the turn around.

**Applicant Bruce Porter:** He said that's what they discussed and the surveyor drew on the plat; Chief Martinez reviewed it and approved it.

**Applicant Pauline Koenig:** She stated that if we had the 80' diameter turnaround it would require demolition of existing structures on the lot.

**Commissioner Cordova:** So the fire truck has to make a Y-turn?

**Applicant Bruce Porter:** He said they did consult with Chief Martinez and he okayed it.

**PZA Tidwell:** She confirmed that Chief Martinez approved this because Walden Road is 32 feet wide. The fire truck coming off the 32' roadway into the property, and backing out, is able to make that turn. Especially if the roadway is kept clear of vegetation.

**Commissioner Murray:** Are you proposing to remove a portion of your barn?

**Applicant Bruce Porter:** There's an existing fence that we will re-configure to allow for the fire truck access.

**Chair Staley:** It looks like a portion of barn #3 may need to be removed.

**Applicant Bruce Porter:** He said he didn't know if the gates would have to be reconfigured now or at the time of some future development—it's just used for horses now.

**PZA Tidwell:** She stated the gates have to be changed now; that was what was discussed with Chief Martinez.

**Applicant Bruce Porter:** He said it could be 90 days to make the adjustments.

**Commissioner Cordova:** He asked if the commission can approve it without the required reconfiguration of the gates and portal.

**Chair Staley:** She stated we could approve contingent with ...

**Commissioner Cordova:** He said he wants to see it all done within 90 days.

**Applicant Bruce Porter:** He asked for 120 days, but then said okay to 90 days.

**Chair Staley:** She reiterated that the commission follows the ordinances; we want to be sure everything is accomplished in a timely manner.

**Applicant Bruce Porter:** He said he will comply within 90 days.

- MOTION:** Commissioner Cordova, to approve SUM-16-10 with the following conditions: 1) all signatures are on the mylar, and, 2) reconfiguration of the fence line and structures is completed within 90 days.
- SECOND:** Commissioner Derr.
- VOTE:** Motion to approve with conditions carried unanimously.

**SUB-16-01. Brian Boyd, 35 Union Street, Camden, Maine, 04843, is requesting sketch plan review and comment on a three lot subdivision, for property more specifically known as Lot 1, Blair Boyd Bosque Subdivision, (proposed Lots 1A, 1B, and 1C), between Toad Road and Candi Lane, containing some 4.293 acres more or less.**

**Ross Howard, Ross Howard Company, P. O. Box 887, Corrales, New Mexico, 87048 (sworn):**

**Chair Staley:** She asked him to summarize the history of the Brian Boyd lots.

**Ross Howard:** He responded saying we were asked by Brian Boyd, owner in fee of Lot 1, to replat Lot 1 into three lots: Lot 1-A, Lot 1-B, and Lot 1-C. There is a private road easement to the south of the lots, along Candi Lane. He noted that the acreage of Lot 1-A runs all the way to NM 448 (Corrales Road); the private road is owned in fee by Brian Boyd. We prepared as-built drawings on the approved plat and infrastructure.

**Commissioner Murray:** He asked why the owner wants to retain Toad Road on one lot.

**Ross Howard:** The original plat established Toad Road as part of the area now containing Lot 1. That is the basis for this configuration.

**Commissioner Murray:** He said he understands there is a lien against the property and asked Mr. Howard about that.

**Ross Howard:** He said he doesn't know about a lien on any lot.

**PZA Tidwell:** She responded that, yes, the Village required a \$60,000 lien on one lot, owned by Mr. Boyd, to ensure the required roadway infrastructure was constructed to the satisfaction of the Village. That lien is still in place. Mr. Boyd has asked for release of the lien, but the Village is not satisfied as to the construction of the road. There are some problems with the construction, and I believe neighbors are here tonight who will discuss those issues.

**Commissioner Begay:** (cannot hear)

**Chair Staley:** She offered the explanation that if the lien is on Lot 1.... This was an involved process three years ago. There were agreements and compromises made by the neighbors and the owners. One of the agreements was that the roadway would be brought up to standard construction by the heirs/owners. Fixing the road was to take place before any further action in this subdivision. There is a farmland preservation easement on a portion of the original subdivision—it was complicated.

**PZA Tidwell:** She affirmed that there is a \$60,000 lien on Lot 3 to ensure the roadway is constructed to the Village's standards, to the satisfaction of the Village. It has not yet met the Village standards.

**Ross Howard:** He asked if the improvements on Toad Road include all of it, all the way to Corrales Road.

**Chair Staley:** She said she didn't think they could isolate Toad Road separately from the Candi Lane.

**Commissioner Murray:** This is only sketch plan, so there are no commentaries expected. He said there are two easements in our packets... Section B, Maintenance of Toad Road and the connecting road ...owners of Lot 1, 2, and 3 shall maintain Toad Road. Before you come in for preliminary plat, we want to see that road brought up to snuff. We want to see that lien disappear.

**Chair Staley:** She does not know history of maintenance...the heirs brought the plat to us. We had an on-site meeting so we could see how everything would work. The neighbors all worked with the Boyds, and some even gave up easements on their property to make this happen. They cooperated a lot.

**Ross Howard:** If the plat was approved, it might generate some revenue to do the maintenance.

**Chair Staley:** These people worked toward a solution to make a better neighborhood... There was a lot of good will and appreciation for the opportunity to create a turnaround for the fire truck...everybody was coming together to make this work. The main thing was the road. Your client made representations to the neighbors. The condition for removing the lien has not been met.

**Chair Staley:** We all remember how a neighbor lost a barn in a fire because the fire equipment couldn't access the property easily. So there was a sense among the neighbors that this was an opportunity to improve the road and to increase safety.

**PZA Tidwell:** The roadway has been constructed but it is not yet built to Village standards, according to the approved plat and exhibit sheet.

**Commissioner Cordova:** He stated that the road is too narrow for more than one vehicle to pass at a time. He said his understanding was that Boyds will fix the road to widen it...and the road is not constructed properly. We need to see what was approved and required, and what is there now.

**Commissioner Murray:** Regarding Exhibit A ...the pull out detail is shown.... The 20' portion which is Toad Road cannot be improved because it is not contained within individual properties.

Brian Boyd owns the portion of Lot 1 that includes the road. We already have setback violations along Toad Road. There's a barn that is in violation of the setbacks and there may be others. Exhibit A shows the irrigation easement detail.

**Ross Howard:** He asked about the needed improvements on Toad Road. In order to widen Toad Road, property would have to be acquired from each property owner.

**Commissioner Begay:** She stated that looking at the agreement ... it appears it hasn't been acted upon.

**Commissioner Cordova:** He asked about the walking path.

**Chair Staley:** She confirmed that the walking trail was part of the agreement too.

**Commissioner Cordova:** He said it seems the ditch is leaking so bad...that also has to be fixed.

**Chair Staley:** The Boyds agreed to provide the pedestrian pathway to the bosque. She suggested he start by looking at the agreements in the packet and then see what has to be done. There would be no approval of the plat without the working together with the neighbors. The agreement with the neighbors is very important in the consideration of this subdivision.

**Commissioner Begay:** She said he can review the packet materials.

**Commissioner Cordova:** Look at how it was constructed...it has to be redone. It isn't done properly.

**Ross Howard:** He will pass the information on to Mr. Boyd.

**Chair Staley:** Mr. Boyd can share the previous packet with Mr. Howard, or he can get it from the office.

**Commissioner Cordova:** He asked what information Mr. Howard received from the neighbors. A lot of these people spent a lot of time writing letter and identifying their concerns.

**Commissioner Murray:** He suggested bringing Toad Road up to standards and deed it to the Village.

## **PUBLIC COMMENT**

**Don Breslin, 455 Hansen Road (sworn):** He summarized the history of the parcel. Toad Road was a separate parcel from Corrales Road to the Sandoval Lateral. The heirs, Brian Boyd and Megan Boyd Chaskey, came to an agreement to subdivide and consolidated the existing tracts into three lots. Candi Lane is 12' wide, with telephone poles in the roadway. There was no emergency access to the residents on Candi Lane.... The solution was to improve Candi Lane and Toad Road to allow the subdivision to proceed. Residents gave 15' to match 15' on the north side (Boyd property). He said he gave the land for the cul de sac on his property. The connector road was built, but nothing was done to Toad Road. It's in poor condition. The contributions of the neighbors are considerable.

The Tolbers gave up their beautiful driveway; we incurred surveying expenses, etc. The lien is attached to Lot 3 next to the bosque, to secure the improvements on Toad Road and Candi Lane. Megan Chaskey dedicated three acres to an agricultural conservation easement, reserving a portion for construction of her house. The easement to create the 30' roadway was contributed to by six families on Candi Lane. He said he paid to pay the cul de sac, and the neighbors agreed to maintain Candi Lane once it's built to Village standards.

The lien was placed on the lot next to the bosque to ensure construction of the roadway.

**PZA Tidwell:** She explained the "standing" requirement. This is not an action item at this point. Preliminary Plat and Final Plat are action items, and neighbors and others need to give testimony in order to have standing at future hearings.

**Chair Staley:** She explained that we don't have a motion before us for someone to appeal so the standing issue was mute. But it matters for neighbors to write letters to the commissioners.

**Don Breslin:** He said Candi Lane is supposed to be a 20' roadway within in a 30' road easement; it goes around a couple of trees, which is okay. Toad Road has to be 20' wide wherever possible and the Candi Lane bar ditch next to the irrigation ditch is trapping water which can breed mosquitos. We would like the commission to consider eliminating the bar ditch so we can have the walking path. We sent a letter to Mr. Boyd requesting remediation.

**Peter Nieto, 428 Candi Lane (Sworn):** He said he lives on the improved portion of Candi Lane. He said he's been approached by Megan Chaskey to install a pipe in the irrigation ditch, and to close the open ditch. This is a help for Mr. Boyd; it would be an enclosed pressurized irrigation ditch. Then we could have a walking path. However, I'm not convinced Toad Road is wide enough for three more lots. If we have a medical emergency, one vehicle has to pull over to let another pass.

**Chair Staley:** We could not promise that all the trees would stay. That was part of the subdivision approval.

**Pete Nieto:** He said Commissioner Murray is correct; lots of trees are encroaching.

**Commissioner Murray:** He asked about the 12 foot roadway and how it got approved.

**PZA Tidwell:** She explained that the original subdivision is very old and Candi Lane was just a farm road for tractors and for accessing the lateral to irrigate. The property to the north has a private driveway, Leal Lane, but there is a fence separating the properties. If there could be an agreement between the property owners, and the fence removed that would be a tremendous improvement. Mr. Leal was allowed to subdivide half acres east, on Candi Lane, with the condition on the plat stating that no development could occur on the lots—it could only be consolidated with the lots to the south.

\_\_\_\_\_: he said there is a huge pile of debris on Lot 1 ... it's a fire hazard.

**Steve Tolber, P O Box 414, Corrales (sworn):** We gave up our driveway easement to make this subdivision possible (Toad Road).

**Chair Staley:** If the parties want to change some of the elements in the easement, they need to come before the commission.

**Steve Tolber:** He said when it really rains hard, cars get stuck on Toad Road.

**Scott Simpson, 523 Candi Lane (Sworn):** He read his email letter about the conditions of Toad Road, and the proposed additional three lots. The maintenance agreement has not been implemented. He said he appreciated the efforts of the

commission. We've lived on Candi Lane for 23 years and we care deeply about the neighborhood.

**John Rudolphi, 411 Candi Lane, (Sworn):** We just purchased the property at the intersection of Toad and Candi Lane. We weren't party to the original agreement. We echo the concerns of Don and the sentiments of those who have spoken here before tonight.

**Chair Staley:** She asked if he knew....

**John Rudolphi:** We had full knowledge of the agreements and we were provided copies as well.

**Frank Steiner, 444 Toad Road (Sworn):** We complained to Mr. Boyd about Toad Road and he hasn't fixed it right.

**Kendall \_\_\_\_\_, 490 Manierre Road (Sworn):** He asked about the location of the improved Toad Road to the proposed three lots in the new subdivision.

**Jody Trujillo, 448 Candi (Sworn):** He said he drives down Toad Road ...at some places it's only about 14' wide...some places are 17'. A truck has to get off the road to let another pass. Contractors have really torn up the roadway in the last couple of roads, building new houses. Mr. Boyd should maintain the road. The pile of debris has been there a long time. The turnaround was built and it's pretty good.

**PZA Tidwell:**

**Chair Staley:** The fire chief did testify at the prior hearings ... we rely on the chief ...

**Jody Trujillo:** He said he is concerned if a truck breaks down.... The bar ditch takes 3 weeks to dry out.

**Chair Staley:** She spoke to the issue of ferrying water to fire events and the need for adequate roadways.

**Commissioner Murray:** He spoke to the issue of additional lots ... the property owner has rights to develop the property as long as it meets the requirements. Mr. Howard represents his client.

**Jane Cody, 523 Candi Lane (Sworn):** We've been on Candi Lane for 25 years; she witnessed the barn burning down and her teenage son used a shovel to put dirt on the road to help the fire department

in the snow. When the Boyds .... We feel so appreciative in the farmland preservation easement and the improved road.

**Chair Staley:** She thanked the neighbors who came to speak.

**VIII. New Business Items.**

- a. Election of a secretary for the Commission. Mel Knight resigned a few months ago. Nominations are in order.

**MOTION:** Commissioners Murray, to nominate Commissioner Derr to be secretary to the commission.

**SECOND:** Commissioner Cordova.

**VOTE:** Motion to elect Commissioner Suanne Derr as secretary to the commission carried unanimously.

- b. Discussion of review and amendment of the land use regulations.

- c. Discussion of review and amendment to the Rules for the Conduct of Business to consider action on the following items:

1. Text Amendment – to summarize the sponsor of a proposed text amendment to Chapter 18, who requested placing it on the commission agenda, and requirements for posting for the public.
2. Rules for the Conduct of Business—proposed change in presentation of zone text amendments.

MOTION: Commissioner \_\_\_\_\_, to amend the Rules for the Conduct of Business to include the text as follows: that all agenda items be clearly marked with the name of the person who requested the presence of the agenda item.

3. Commissioners' Packets—to accommodate the distribution of meeting materials electronically with a portable data file (pdf) of the packet materials along with hard copy of the packet to those commissioners who wish to receive it in this manner.
4. To amend the text of the terrain and storm water management regulations

MOTION: Commissioner \_\_\_\_\_, to recommend amending to read as follows: Section 18-165. Building permits for minor lot development. (b) *Minimum standards.* (2) The minimum volume of water to be contained or infiltrated on site shall be determined by multiplying the total area of new impervious surface, in square feet, by ~~2.66~~ 2.90 inches (~~0.222 feet~~) (0.xxx feet) to arrive at a value expressed in cubic feet, (i.e., 0.222 cubic feet of water containment is required per 1,000 square feet of impervious surface). ...; and,

MOTION: Commissioner \_\_\_\_\_ to amend Section 18-166. Building permits for all other development. (c) *Storm water management plat.* (2) *Discharge standards.* A. The storm water runoff peak flow rate discharged from a site shall not exceed pre-development conditions for any frequency storm event up to the 100-year, 24-hour storm event at each discharge point. Calculation of the runoff peak flow rate may approximate the event from available data based on using ~~2.66 inches~~ (~~0.222 feet~~) 2.90 inches (0.xxx feet) per square foot of impervious surface.

**MOTION: Commissioner Cordova, to postpone discussion and action on New Business Item C. 1, 2, 3, and 4, to allow for Commissioner Wirtz to be present.**

**SECOND: Commissioner Murray.**

**VOTE: Motion Carried unanimously.**

#### **IX. OTHER BUSINESS.**

- a. Discussion and action regarding cancellation of the September 21<sup>ST</sup> meeting.**

**MOTION: Commissioner Cordova, to cancel the September 21<sup>st</sup> meeting due to the absence of the PZA.**

**SECOND: Commissioner Derr.**

**VOTE: Motion Carried unanimously.**

#### **X. ADJOURNMENT.**

**MOTION: Commissioner Murray, to adjourn, at .**

**SECOND: Commissioner Cordova.**

**VOTE: Motion carried unanimously.**

---

Cynthia C. Tidwell, MCRP  
Planning & Zoning Administrator

Date

---

Elizabeth Staley, JD  
Chair, Planning & Zoning Commission

Date



# Corrales Municipal Court

---

Memo

To: Scott Kominiak, Mayor  
FROM: Michelle Frechette, Municipal Court Judge  
RE: Monthly Financial Report for July 2016  
DATE: August 2, 2016

---

FINES	\$5,960.00
CORRECTION FEES	\$2,976.00
DWI LAB FEES	\$ 85.00
DWI PREVENTION FEES	\$ 12.00
AUTOMATION FEES	\$ 925.00
JUDICIAL EDUCATION FEES	\$ 453.00
BOND FORFEITURE	\$ -0-
<b>TOTAL</b>	<b>\$ 10,411.00</b>

BALANCE OF BOND ACCOUNT	\$763.00
BOND IN:	\$ -0-
BOND OUT:	\$ -0-
PAID TO VOC	\$ -0-
REFENDED TO: POSTING PARTY	\$ -0-
<b>TOTAL BOND ACCOUNT BALANCE</b>	<b>\$763.00</b>

CC: VILLAGE COUNCIL MEMBERS  
JOHN AVILA, VILLAGE ADMINISTRATOR  
JENNIFER HISE, VILLAGE CLERK  
TERRI GRAY, VILLAGE FINANCE OFFICER

**Corrales Community Library Board**  
**Minutes of Meeting**  
**May 12, 2016**

**Members Present**

Ginger Foote, Chair  
Jerome Goss, Vice Chair, excused.  
Nancy Kelbley, Secretary  
Rita Longino ,  
Jim Tritten  
Kay Burgess  
Milton Strauss, excused.

**Also Present**

Carla Spencer, Librarian

The meeting was called to order at 7:00 pm

**Agenda**

Agenda approved as presented

**Minutes**

April minutes were approved as presented.

**Librarian's Report**

- Student workers
  - Two students, Charlotte Rose and Alex, will be working at the library this summer via a Sandoval County program.
  - Carla will attend an orientation on timesheets, safety etc. Edwina and the students will attend a second orientation.
  
- Library Programs
  - The library has posted a video on Facebook featuring performers from the ukulele class.
  - The Summer Reading Program begins June 7<sup>th</sup>. Sign-up starts May 23<sup>rd</sup>. The theme is "On Your Mark, Get Set, Read!" The first evening will feature Nancy Latujua with her Polynesian Dancers along with other dance performers. Other programs throughout the summer include musical performances and a magic show.
  - The Summer Reading Program calendar will be available shortly.
  - There is a "Film in New Mexico" program next Thursday.
  
- New Furniture
  - New chairs with canisters have been added to all computer stations.
  - There is a new round table with new chairs in the Reference room study room.
  - The village decided the old chairs were not salvageable, so they have been given away rather than placed in the dumpster. The village did take the old table that was in the study room.
  
- Laura Creech presentation
  - Carla asked Laura to give an update on her technology classes.

- Laura reported that she has given two classes in the last month, one large group with approximately 18 people and one small group.
  - She has taken a survey with each class and the response has been positive.
  - Next class will be on how to manage folders and files on your computers and various devices.
  - Laura has noted that the small groups tend to have an attendance problem so she may shift these classes to more one on one sessions that are scheduled upon request.
  - Laura is working on partnering with Village in the Village group to host a computer session that will be open to members of Village in the Village as well as the general public.
- New Website
  - Laura also reported progress on developing a new website for the library.
  - The website is scheduled to be launched June 1<sup>st</sup> depending on the results of a usability review of the site next week. The usability review will test how easy it is to find various features on the website. Once this process is completed, depending on how many changes are recommended, a launch date will be set.
  - User friendliness is a priority.
- Book sale
  - FOCL has rescheduled the book sale to June 5<sup>th</sup> to coincide with the Garden Tour event.
  - Art in the Park will also be starting their summer program that day, but they have moved from the park to the area behind the Grower's Market.
- Roof update
  - All American Roofing has been hired to replace flat portions of the library's roof.
  - Triple, A which was not selected, had recommended a high tech plastic roof, which is heat-sealed to the roof. Carla was concerned that since there is a lot of equipment on the roof which leads to repair people having to access the roof, there is a higher chance of accidental damage
  - Skylights over the atrium will be replaced.
  - Work will start after Memorial Day.
  - Library will stay open unless there is a safety or comfort issue. The library's air conditioner will need to be moved.
- Part-time Staff Hours
  - The Village Council updated an ordinance, which allows number of hours worked to be linked to time off accrual. Currently time off accrual is either set for 20 hours part-time or 40 hours full time regardless of actual hours worked.
  - New ordinance has been published and will be voted on again the following week.
- New Program
  - Gordon Ross, a library volunteer and Professor Emeritus in History will present a program in the last week of May on our political process and an historical perspective on how voting process has evolved.

**Next meeting:**

**June 9, 2016**

**Adjournment**

**Corrales Community Library Board**  
**Minutes of Meeting**  
**April 14, 2016**

**Members Present**

Ginger Foote, Chair  
Jerome Goss, Vice Chair  
Nancy Kelbley, Secretary  
Rita Longino ,  
Jim Tritten excused  
Kay Burgess  
Milton Strauss

**Also Present**

Carla Spencer, Librarian

The meeting was called to order at 7:01 pm

**Agenda**

Agenda approved as presented

**Minutes**

March minutes were approved as presented.

**Librarian's Report**

- The programs covering personal technology are going very well. Since many of the board members were not available when Laura gave a presentation, Carla may have Laura come back and report again to the board.
  - A suggestion was made to Carla that she invite Sandra and Edwina to present on their programming to the board.
  - A suggestion was also made that we could have a luncheon with all staff as a way to share information about various library programs.
  - Carla suggested that the library could provide patrons a form to “Share your comments with the Board” that she would bring to our meeting.
- Carla noted that the library bought a new rug for the Reference Room.
- Roof bids
  - Patron Tyson Parker, who is also in commercial construction referred Carla to AAA Roofing.
  - AAA Roofing was very prompt in providing information and samples. They need to get more information on the specifics of relocating (and putting back) the solar and air conditioning units before completing a bid.
- FOCL had an event on Monday evening at the library to formally thank Corrales Future for funding the roof project.
- One of our student patrons, Aiden Reed, provided 4 hours of community service by pulling weeds around the library. Thank you Aiden Reed.

- Carla is awaiting word on who will be our two youth helpers over the summer. This program is funded by Sandoval County and provides the library with two part-time workers for the summer. Carla hopes to have one returning worker and one new worker. Staff has to attend two meetings, one attended by Carla and one attended by Edwina in order to participate in this program.
- Carla noted that the Ukulele class is going very well. There will be an in-house concert by the participants on April 26<sup>th</sup>.
- The library continues to update Facebook. This month the library added information on National Library Week.
- Programming
  - There was an author's night featuring Rose Spader on her novel *Overtured Bucket*.
  - Sandra hosted a successful coloring workshop for adults with 25 attendees.
- Digital Consortium
  - Carla is meeting with the consortium tomorrow. She also met with the new librarian for Jemez Springs to show her how to order materials for the Digital Library.
- Library's New Website
  - Milton reported that the committee has made rapid progress. He noted that Laura works the meeting efficiently. Everyone is given homework to review materials that Laura has gathered as well as view other websites to help the committee in their decision process. The new website will be easy to navigate. It will have links to various groups including all local Corrales groups, Sandoval and Bernalillo County sites as well as Federal sites.
  - Laura has met with staff and FOCL in order to keep everyone up-to-date on the committee's progress.
- Long Range Plan
  - Carla is still working on this. Carla will be adding the goal that the Library should be a place for life long learning.
  - Rita noted that upgrading the website so that it is the place to go for information about the community is also an important goal.
  - Rita also noted that as schools have stopped including music and art in the curriculum, the Library is becoming the place to go for these learning activities.

**Next meeting:**

**May 12, 2016**

**Adjournment**



VILLAGE OF CORRALES  
GOVERNING BODY

**Draft Minutes**

July 19<sup>th</sup>, 2016

6:30 P.M.

COUNCIL/MUNICIPAL COURT CHAMBERS

GOVERNING BODY PRESENT:

**Present:** Councilor David Dornburg, Councilor Ennio Garcia-Miera, Councilor George Wright, Councilor Jim Fahey, Councilor Pat Clauser, Councilor Philip Gasteyer, Mayor Scott A. Kominiak.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

APPROVAL OF AGENDA:

**Motion:** Approve the agenda with the exception of moving item 14 to the next order of business, **Action:** Amend, **Moved by** Councilor Philip Gasteyer, **Seconded by** Councilor Ennio Garcia-Miera. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5). **Yes:** Councilor Ennio Garcia-Miera, Councilor George Wright, Councilor Jim Fahey, Councilor Pat Clauser, Councilor Philip Gasteyer.

14. David Dornburg - District 4 Councilor – (Removed from Confirmation of Appointments)

**Motion:** To approve appointment of David Dornburg as District #4 Councilor, **Action:** Approve, **Moved by** Councilor Ennio Garcia-Miera, **Seconded by** Councilor Pat Clauser. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5). **Yes:** Councilor Ennio Garcia-Miera, Councilor George Wright, Councilor Jim Fahey, Councilor Pat Clauser, Councilor Philip Gasteyer.

PRESENTATION BY VISITORS:

Corrales Fire Department recognizes long term volunteers with the Recycling Center for their Dedication and support over the years.

Chief Martinez recognizes the following people publicly for their hard work and dedication to the Village: Jim McLaughlin, Larry Shroberg, Don Lovejoy, and Richard Hendricks

REPORTS BY OFFICERS:

1. Administrators Report
2. Department Reports
3. Committee Minutes

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

August 16<sup>th</sup> water work study with Tessa Davidson.

56 PETITIONS:

57  
58 CORRALEÑOS FORUM: *This section is for information purposes only, not for discussion and debate, to inform the governing*  
59 *body of an issue or concern that would not be addresses on the agenda during the business session. There is a 3-minute time limit, unless*  
60 *approved by the Presiding Officer.*

61  
62 CONSENT AGENDA: *All matters listed under the Consent Agenda are considered to be routine by the Village Council and will be*  
63 *enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the*  
64 *Consent Agenda and will be considered separately.*

- 65  
66 4. Approval of May 24<sup>th</sup>, 2016 meeting minutes.  
67  
68 5. Approval of June 14<sup>th</sup>, 2016 meeting minutes.  
69  
70 6. Approval for Out- of-Sate travel for Chief Mangiacapra to attend the International Association of Chiefs  
71 of Police (IACP) Training Conference.  
72  
73 7. Approval of Resolution No. 16-21 Authorizing Adjustments of Various Funds for Fiscal Year 2015-2016  
74  
75 8. Approval of Resolution No. 16-22 Authorizing Adjustments of Various Funds for Fiscal Year 2016-2017  
76  
77 9. Approval of Resolution No. 16-23 Approval of the Fourth Quarter Financial Report, Ending June 30,  
78 2016  
79  
80 10. Approval of Resolution No. 16-24 Adopting Final Fiscal Year 2016-2017 Budget.  
81  
82 11. Approval of Resolution 16-25 A Resolution Authorizing and Ordering the Acquisition of the real  
83 property described as Lots A and B, Harvey C. Jones Estates.  
84

85 **Motion:** To approve consent agenda, **Action:** Approve, **Moved by** Councilor Jim Fahey, **Seconded by** Councilor  
86 George Wright.

87  
88 Councilor Gasteyer would like to remove items 7, 9, 10, 11  
89

90 **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 6). **Yes:** Councilor David Dornburg,  
91 Councilor Ennio Garcia-Miera, Councilor George Wright, Councilor Jim Fahey, Councilor Pat Clauser, Councilor  
92 Philip Gasteyer.  
93

94  
95 ITEMS REMOVED FROM CONSENT AGENDA:  
96

- 97 7. Approval of Resolution No. 16-21 Authorizing Adjustments of Various Funds for Fiscal Year 2015-2016  
98 (removed from consent agenda)  
99

100 **Motion:** Approve Resolution 16-21, **Action:** Approve, **Moved by** Councilor Philip Gasteyer, **Seconded**  
101 **by** Councilor Pat Clauser. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 6). **Yes:**  
102 Councilor David Dornburg, Councilor Ennio Garcia-Miera, Councilor George Wright, Councilor Jim  
103 Fahey, Councilor Pat Clauser, Councilor Philip Gasteyer.  
104

105 Approval of Resolution No. 16-23 Approval of the Fourth Quarter Financial Report, Ending June 30,  
106 2016(removed from consent agenda)  
107  
108  
109  
110

111 **Motion:** Approval of Resolution 16-23, **Action:** Approve, **Moved by** Councilor Philip Gasteyer,  
112 **Seconded by** Councilor Jim Fahey. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes =  
113 6). **Yes:** Councilor David Dornburg, Councilor Ennio Garcia-Miera, Councilor George Wright, Councilor  
114 Jim Fahey, Councilor Pat Clauser, Councilor Philip Gasteyer.  
115

116 Approval of Resolution No. 16-24 Adopting Final Fiscal Year 2016-2017 Budget. (removed  
117 from consent agenda)  
118

119 **Motion:** Approval of Resolution 16-24, **Action:** Approve, **Moved by** Councilor Philip Gasteyer,  
120 **Seconded by** Councilor Pat Clauser. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes =  
121 6). **Yes:** Councilor David Dornburg, Councilor Ennio Garcia-Miera, Councilor George Wright, Councilor  
122 Jim Fahey, Councilor Pat Clauser, Councilor Philip Gasteyer.  
123

124 Approval of Resolution 16-25 A Resolution Authorizing and Ordering the Acquisition of the real property  
125 described as Lots A and B, Harvey C. Jones Estates. (removed from consent agenda)  
126

127 **Motion:** Approval of Resolution 16-25, **Action:** Approve, **Moved by** Councilor Pat Clauser, **Seconded**  
128 **by** Councilor Ennio Garcia-Miera. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes =  
129 6). **Yes:** Councilor David Dornburg, Councilor Ennio Garcia-Miera, Councilor George Wright, Councilor  
130 Jim Fahey, Councilor Pat Clauser, Councilor Philip Gasteyer.  
131  
132

#### 133 CONFIRMATION OF APPOINTMENTS:

- 134 1. Lonnie Peets – Bosque Advisory Commission
- 135
- 136 2. Gloria McCarey - Alternate Judge
- 137
- 138 3. David Dornburg - District 4 Councilor
- 139
- 140
- 141 4.

142 **Motion:** Approve confirmation of appointments, **Action:** Approve, **Moved by** Councilor Philip Gasteyer,  
143 **Seconded by** Councilor Ennio Garcia-Miera. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes =  
144 6). **Yes:** Councilor David Dornburg, Councilor Ennio Garcia-Miera, Councilor George Wright, Councilor Jim  
145 Fahey, Councilor Pat Clauser, Councilor Philip Gasteyer.  
146

#### 147 ANNOUNCEMENTS/FUTURE AGENDA ITEMS:

148  
149 Delete meeting minutes – Councilor Wright  
150

#### 151 OLD BUSINESS:

- 152
- 153 5. Public Hearing, discussion, consideration and final action on Ordinance 16-08, An Ordinance relating to  
154 the New Mexico Uniform Traffic Ordinance adopted by reference by the Village of Corrales; Re-adopting  
155 the Uniform Traffic Ordinance with 2016 amendments and with exceptions to certain provisions.  
156

157 **Motion:** Approval of Ordinance 16-08 **Action:** Approve, **Moved by** Councilor Jim Fahey, **Seconded by**  
158 Councilor Pat Clauser. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 6). **Yes:** Councilor  
159 David Dornburg, Councilor Ennio Garcia-Miera, Councilor George Wright, Councilor Jim Fahey, Councilor Pat  
160 Clauser, Councilor Philip Gasteyer.  
161  
162  
163

- 164 6. Public Hearing, discussion, consideration and final action on Ordinance no. 16-10, An Ordinance  
165 adopting an amended Zone map for the Village of Corrales.  
166

167 **Motion:** Approval of Ordinance 16-10 **Action:** Approve, **Moved by** Councilor George Wright, **Seconded by**  
168 Councilor David Dornburg. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 6). **Yes:**  
169 Councilor David Dornburg, Councilor Ennio Garcia-Miera, Councilor George Wright, Councilor Jim Fahey,  
170 Councilor Pat Clauser, Councilor Philip Gasteyer.  
171

172 NEW BUSINESS:  
173

- 174 7. Public hearing, consideration and determination of appeal from the decision of the Planning and Zoning  
175 Commission ("P & Z"), decided at the meeting of that body on June 15th, 2016, to deny the Application  
176 of Daniela Keller, Camino Del Sol- Corrales Retreat ("Applicant") for a use by review to permit the  
177 operation of 24 hour home care, assistance with all activities of daily living for seniors on Tract B-2 Sol Y  
178 Rio within the A-1 (Agricultural and Rural Residential) zone of the Village of Corrales. Applicant  
179 appeals the P & Z decision pursuant to Village of Corrales Ordinances, Land Use, *Section 18-33-(c)*  
180 *group homes. (continued till August meeting send written notice to appellant and written notice to)*  
181

182 **Motion:** To postpone hearing until August 16<sup>th</sup> meeting. **Action:** Postpone, **Moved by** Councilor Jim Fahey,  
183 **Seconded by** Councilor Ennio Garcia-Miera. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes =  
184 6). **Yes:** Councilor David Dornburg, Councilor Ennio Garcia-Miera, Councilor George Wright, Councilor Jim  
185 Fahey, Councilor Pat Clauser, Councilor Philip Gasteyer.  
186

187 Adjourn:  
188

189 **Motion:** To Adjourn **Action:** Adjourn, **Moved by** Councilor Jim Fahey, **Seconded by** Councilor Pat Clauser.  
190 **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 6). **Yes:** Councilor David Dornburg,  
191 Councilor Ennio Garcia-Miera, Councilor George Wright, Councilor Jim Fahey, Councilor Pat Clauser, Councilor  
192 Philip Gasteyer.  
193

194  
195 **PASSED AND APPROVED THIS 16<sup>TH</sup> DAY OF AUGUST.**  
196  
197  
198  
199

200 \_\_\_\_\_  
201 Jennifer A. Hise, Village Clerk



**VILLAGE OF CORRALES  
STATE OF NEW MEXICO**

**RESOLUTION NO. 16-26**

**A RESOLUTION SPONSORING  
CORRALES HARVEST FESTIVAL OCTOBER 15TH and 16TH, 2016**

**WHEREAS**, the unique and valuable assets of the Village of Corrales are the harvest, the farmers, their labor, and the crops that result from the harvest and labor; and

**WHEREAS**, the Corrales Harvest Festival benefits the Village of Corrales by bringing educational demonstrations, display of traditional crafts, and brings visitors and tourists to the Village; and

**WHEREAS**, the rural character of the Village of Corrales is maintained and accomplished by teaching and encouraging the traditions and dedication of such activities; and

**WHEREAS**, the 2016 Corrales Harvest Festival sponsored by the Village of Corrales, the Corrales Historical Society, The Albuquerque Museum, The Corrales Growers Market, Kiwanis Club of Corrales Foundation Inc., and the Corrales Harvest Festival Committee of the Kiwanis Club, will be on October 15<sup>th</sup> and 16<sup>th</sup>, 2016:

**THEREFORE BE IT RESOLVED**, by the Governing Body of the Village of Corrales, State of New Mexico, that the Village of Corrales sponsors the Corrales Harvest Festival with the following conditions to be met by the Kiwanis Club of Corrales Foundation Inc., for the use of Village facilities which include primarily the Village Complex area, La Entrada Park, the Old Church, and the Recreation Center;

- 1) All trash will be removed, and repair to any damage caused to the Village facilities and/or other Village property will be the responsibility of the Kiwanis Club of Corrales Foundation Inc.
- 2) Vehicles will be permitted in the designated parking areas to include the Recreation Center as organized by the Corrales Harvest Festival Committee
- 3) No glass containers will be permitted at any facilities.
- 4) Any surplus money remaining after the event will be maintained to produce subsequent Harvest Festivals or donated to Village activities as the Kiwanis Club of Corrales Foundation Inc. determines.
- 5) Road closure area will include Corrales Road immediately north of W. La Entrada, and the north property boundary of the Sandia Bar at West Ella Drive from 9am to 5pm on October 15<sup>th</sup> and 16<sup>th</sup>, 2016.
- 6) The event area will be increased from Meadowlark Lane to Old Church Road; the speed limit will be reduced on Corrales Road between Meadowlark Lane and La Entrada and from West Ella to Old Church Road. Corrales Road between La Entrada and West Ella will remain closed to all traffic.
- 7) Attend administrative review meeting, as scheduled by the Village Clerk, with an updated Event Permit application, site plan, and summary.

**BE IT FURTHER RESOLVED**, that only temporary vendors who have been approved by the Harvest Festival Committee will be allowed to sell their wares during this festival;

- 1) Vendors shall provide their New Mexico CRS number to the Harvest Festival Committee and the information forwarded to the Village Administration.
- 2) Vendors shall report the Gross Receipts Tax of 7.5625% to Village locator No. 29-504 on their CRS report
- 3) Any vendor serving alcohol during the festival will be required and responsible for obtaining a New Mexico Celebration permit.
- 4) The Temporary Vendors Permit Fee will be rescinded for vendors on October 15<sup>th</sup> and 16<sup>th</sup> for participants of the Harvest Festival that have been approved by the Harvest Festival Committee.

**BE IT FURTHER RESOLVED**, by the Governing Body of the Village of Corrales, State of New Mexico, that the Village will provide the following services to the Festival;

- 1) The Village will indemnify the State of New Mexico for purposes of acquiring a permit from the State of New Mexico for the Corrales Road traffic plan during the Festival.
- 2) The Village of Corrales will maintain insurance for events located on Village Property, including the Recreation Center, Village Government Complex, La Entrada Park, and the Old Church provided however that such insurance shall not extend coverage related to the sale and consumption of alcoholic beverages.

**APPROVED** this 16<sup>th</sup> day of August 2016.

**VILLAGE OF CORRALES**

---

Scott A. Kominiak, Mayor

**ATTEST:**

---

Jennifer Hise, Village Clerk  
[SEAL]

# Budget Adjustment Request Resolution 16-027

August 11, 2016

The Administration/Finance Department requests the following adjustments:

## **General Fund**

Fund 101-2900 General – Increase expenditure for the following capital purchases:

- Public Safety gear from HHGRT fund - \$58,884
- Capital improvement of recent land purchase - \$40,000

\*Cash balance from Small Cities Assistance overage is source of initial capital expense to improve Jones barns

- Total expenditure increase - \$98,884

## **Special Revenue Fund**

Fund 209-2009 Fire Protection Fund – Increase revenue and expenditure in the amount of \$40,632 to reflect the amount received from NM State Fire Marshall's Office. Expenditure budget is pending to allocate for specific budget line items.





**VILLAGE OF CORRALES  
RESOLUTION NO. 16-27**

**AUTHORIZING ADJUSTMENTS OF VARIOUS  
FUNDS FOR FISCAL YEAR 2016-2017**

**Whereas**, additional revenues, expenditures and reimbursables need to be adjusted in the FY 2016-2017 Budget, see attachment A;

**Therefore, be it resolved** that the Governing Body of the Village of Corrales authorizes adjustment of various funds and authorizes the Administration to submit this Resolution to the Department of Finance and Administration for review and approval.

**APPROVED** this 16<sup>th</sup> day of August, 2016.

**APPROVED:**

---

Honorable Scott Kominiak  
Mayor, Village of Corrales

**ATTEST:**

---

Jennifer A. Hise  
Village Clerk

## **Explanatory Memo to Council**

**Item:** Resolution 16-29

**Subject:** ICIP

**Purpose:** Planning Priorities for Capital Projects

**Summary:** Infrastructure Capital Improvement Plan (ICIP)

A local infrastructure capital improvement plan (ICIP) is a plan that establishes planning priorities for anticipated capital projects. The state-coordinated ICIP process encourages entities to plan for the development of capital improvements so that they do not find themselves in emergency situations, but can plan for, fund, and develop infrastructure at a pace that sustains their activities.

This list was recommended by staff, but Village Governing Body will make final rank decisions.

Some granting entities require projects to be included on ICIP for funding ,for example; Water Trust Board, New Mexico Environmental Department (NMED), and NMDOT.



# VILLAGE OF CORRALES STATE OF NEW MEXICO

## RESOLUTION 16-29

### ADOPTING 2018-2022 INFRASTRUCTURE CAPITAL IMPROVEMENT PLANS (ICIP)

**WHEREAS:** The Village of Corrales recognizes that the financing of public capital projects is a major concern; and

**WHEREAS:** Systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and

**WHEREAS:** The process continues to local and regional efforts in project identification and selection in short and long range capital planning efforts.

**THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE VILLAGE OF CORRALES:**

**Section 1.** That the Village adopts the following Capital Improvements Plan.

**Section 2.** It is intended that the Plan be a working document and is the first of many steps towards improving rational long-range capital planning and budgeting for New Mexico's infrastructure.

**Section 3.** This Resolution supersedes Resolution No. 15-36.

Project Year	Project Rank	Project Title	Amount Requested FY 2017-2021
	001	Fire Suppression	\$2,155,000
	002	(FHWA)revised UTC Retro Reflectivity	\$500,000
	003	Repair Municipal Buildings	\$150,000
	004	Muni records storage/filing Capacity	\$30,000
	005	Parks and Recreation Improvements	\$150,000
	006	Animal Services Equipment/Facilities	\$65,000
	007	Police vehicles/equipment	\$150,000
	008	Records Room Construct/Equipment	\$450,000
	009	Residential Roads/Drainage	\$1,150,000
	010	Building inspector vehicle	\$25,000
	011	Fire Truck	\$300,000
	012	Municipal Facilities Acquisition	\$1,500,000
	013	Equipment Public Works	\$500,000
	014	Pave Municipal Facilities	\$500,000

	015	Salce Park Drainage	\$2,200,000
	016	Storm and Flood Hazard Mitigation	\$1,500,000
	017	Storm Runoff on 448 Drains	\$900,000
	018	Fire Mitigation Emergency Access	\$125,000
	019	Mainstreet Pathway	\$200,000
	020	Energy Saving Measures Buildings	\$50,000
	021	Underground Utility Corrales Rd.	\$20,000,000
	022	P&Z Administrator Truck	\$25,000
	023	P&Z Office Equipment/Furnishing	\$10,500
	024	Waste water Collection	\$600,000
	025	Trails and Safe Routes	\$75,000

**ADOPTED THIS 16<sup>th</sup> DAY OF AUGUST 2016.**

**VILLAGE OF CORRALES**

---

Scott A. Kominiak, Mayor  
Village of Corrales

**ATTEST:**

---

Jennifer A. Hise, Village Clerk



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

# VILLAGE OF CORRALES

FAX (505) 897-7217  
EMAIL: [info@corrales-nm.org](mailto:info@corrales-nm.org)  
WEBSITE: [www.corrales-nm.org](http://www.corrales-nm.org)

## Boards/Commissions/Committee Application

Name: Dennis (Denny) Rossbach Date: 6/15/2015

Mailing Address: Corrales NM 87048-6913

Street Address: \_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_

Office: \_\_\_\_\_

Mobile/Cell: \_\_\_\_\_

E-Mail Address: denny\_r@comcast.net or dennyr@ieee.org

For which Board are you volunteering? Planning and Zoning

### Briefly state your reason(s) for wanting to serve on this Board or Commission.

I know I have a lot to learn about Corrales history and current initiatives, but I would like to help maintain the character of the Village while promoting compatible business development for those who succeed me.

### Briefly state your understanding of the key issue(s) facing this Board or Commission.

Maintaining the rural character of the area while promoting developments that will both enhance the community and lead to stable revenue sources for the Village.  
Helping residents understand that rural character is not an invitation to carte blanche use.  
Long term water quality.

### Please list any experience that would be pertinent to your appointment to this Board/Commission.

I lived in Albuquerque from 1972 to 1985 and visited Corrales frequently. Business needs caused me to relocate to Florida and subsequently Los Angeles California where I experienced consequences of not planning for growth on a daily basis. When I moved back to New Mexico in 2000, I located in Corrales because I liked the rural character that has been, largely, preserved here. I commuted to work on the east side of the river by both bicycle and car until I retired last year. Please see attached resume regarding experience/qualifications.

Please use reverse side of paper for additional space if needed.

Received By: _____	<b>OFFICE USE ONLY</b>
Initial Application: <input type="checkbox"/>	Date Application Received: _____
Mayor's Initials: _____	Renewal: <input type="checkbox"/>
Term Expires: _____	Date of Confirmation: _____

**Appointment of a new member to the Rio Metro Rural Transportation District (RMRTD)  
MRCOG**

Summary for Resolution 16 - 30 amending Village of Corrales procurement regulations:

The change in procurement regulations is required by legislation passed in 2015 and required in place this fiscal year. All entities are required to use this new code as provided by statute: Sec. 13-1-30.1 NMSA 1978, effective July 1, 2016 *“Each state agency and local public body shall use the standardized classification codes developed by the state purchasing agent.”*

To answer questions received regarding the State Purchasing Agent’s adoption of the new standard classification code for all New Mexico expenditures. The state standard Commodity Code is now the 5-digit NIGP code and the purpose of commodity codes is for Vendors to be able to identify procurements they are interested in on a public entity’s web site.

The same commodity classification code would also be utilized at another public entity’s website. If the web sites are linked, then procurement opportunities of those linked web sites will provide the vendor with greater information by doing a Onestop to shop.

Further, should public bodies wish to advertise their procurements on SPD’s web site, there would be additional access provided by using the same classification codes by each governmental entity. This will enhance vendor capability to access procurement opportunities statewide and increase competition. Commodity codes are to be used as a reference to purchases of all services, professional services, construction and items of tangible personal property.



## RESOLUTION 16-30

### A RESOLUTION AMENDING THE PROCUREMENT REGULATIONS FOR THE VILLAGE OF CORRALES; ADOPTING THE USE OF NIGP COMMODITY CODES

WHEREAS, the most recent procurement regulations of the Village of Corrales (the "Village") were adopted by Resolution No. 14-23 on April 22, 2014; and

WHEREAS, effective July 1, 2016 State Statute required that product codes be used for procurement in state as well as local entities per NMSA § 13-1-30.1. (2015) Standardized classification codes; applicability. (Effective July 1, 2016.), and this statutory provision should be incorporated into the Village's procurement regulations; and

WHEREAS, there have been presented to the Village of Corrales the National Institute of Governmental Purchasing Councils' Commodity/Services Codes ("NIGP Commodity Codes") for uniform use in procurement by the State of New Mexico General Services Department; and

WHEREAS, the Governing Body finds that the amendment to the Village of Corrales Procurement Regulations to include use of the State provided NIGP Commodity Codes, should be adopted as the procurement regulations of the Village.

#### **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE VILLAGE OF CORRALES THAT:**

1. The Village of Corrales procurement regulations adopted by Resolution No. 14-23 on April 22, 2014, are **AMENDED** as provided in Section 2.

2. The "National Institute of Government Purchasing Council's (NIGP) Commodity/Services Codes" provided by New Mexico State Purchasing Division in conjunction with this Resolution are hereby **ADOPTED** by reference as part of the Procurement Regulations of the Village and shall be incorporated at an appropriate point in the Procurement Regulations.

**PASSED, APPROVED, AND ADOPTED** by the Governing Body of the Village of Corrales, New Mexico, this 16<sup>th</sup> day of August, 2016.

APPROVED:

\_\_\_\_\_  
The Honorable Scott Kominiak  
Mayor, Village of Corrales

ATTEST:

\_\_\_\_\_  
Jennifer A. Hise, Village Clerk



## VILLAGE OF CORRALES

### RESOLUTION NO. 16-28

#### **A Resolution Relating to Audio Recordings Made by the Village Clerk for Meetings of the Governing Body; Providing for the Disposal of Such Recordings after Adoption of the Meeting Minutes.**

**WHEREAS**, meetings of the Village Council, the governing body (“Governing Body”) of the Village of Corrales (the “Village”) that are held for the purpose of formulating public policy are subject to the New Mexico Open Meetings Act, Sections 10-15-1 through 10-15-4, NMSA 1978 (the “Open Meetings Act”); and

**WHEREAS**, the Open Meetings Act at Section 10-15-1(G), NMSA 1978, provides that the Governing Body shall keep written minutes of all its meetings; and

**WHEREAS**, the Open Meetings Act at Section 10-15-1(G), NMSA 1978, further provides that draft minutes shall be prepared within ten (10) working days after the meeting, but shall not become official until approved by the Governing Body; and

**WHEREAS**, the Village Clerk may make audio recordings of meetings of the Governing Body using media such as audiotapes, CDs, DVDs, or other analog or digital media, as an aid to be used for the preparation of the meeting minutes; and

**WHEREAS**, upon their approval by the Governing Body, the approved minutes become the official record of the meeting to which they appertain; and

**WHEREAS**, there is no legal requirement for the Village to retain any audio recording of a meeting of the Governing Body after the minutes of that meeting have been adopted by the Governing Body, as established in *Village of Angel Fire v. Wheeler*, 2003-NMCA-041, 133 N.M. 421, 63 P.3d 524; and

**WHEREAS**, as noted in Section 1.21.2.452 of the New Mexico Administrative Code (2015), once the minutes of a meeting are approved, audio recordings of that meeting become non-record material.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Village of Corrales, that:

1. Audio recordings made by the Village Clerk for the purpose of preparing draft and final minutes of meetings of the Governing Body shall be physically destroyed, erased, or overwritten on the date that is thirty (30) days after the meeting minutes have been approved by the Governing Body, unless prior to that date a specific demand has been made by request for the

Village Clerk to retain or provide a copy of such audio recording under the Inspection of Public Records Act, Section 14-2-1 *et seq.*, NMSA 1978, by subpoena or order issued by or on behalf of a court of competent jurisdiction, or otherwise in accordance with applicable law.

2. Excepting any audio recordings for which a specific demand has been made by request for the Village Clerk to retain or provide a copy of such audio recording under the Inspection of Public Records Act, Section 14-2-1 *et seq.*, NMSA 1978, by subpoena or order issued by or on behalf of a court of competent jurisdiction, or otherwise in accordance with applicable law, audio recordings of all meetings of the Governing Body for which minutes have been approved by the Governing Body more than thirty (30) days prior to the date of adoption of this Resolution, shall be physically destroyed, erased, or overwritten no later than thirty (30) days after the date of adoption of this Resolution.

**PASSED, APPROVED AND ADOPTED** by the Governing Body of the Village of Corrales this 16th day of August, 2016.

**APPROVED:**

---

The Honorable Scott A. Kominiak  
Mayor

**ATTEST:**

---

Jennifer A. Hise  
Village Clerk



# VILLAGE OF CORRALES

## NOTICE OF PUBLIC HEARING BEFORE THE GOVERNING BODY

**APPEAL HEARING TO TAKE PLACE DURING  
REGULAR COUNCIL MEETING ON**

**AUGUST 16<sup>TH</sup>, 2016**

**MEETING COMMENCES AT 6:30 PM**

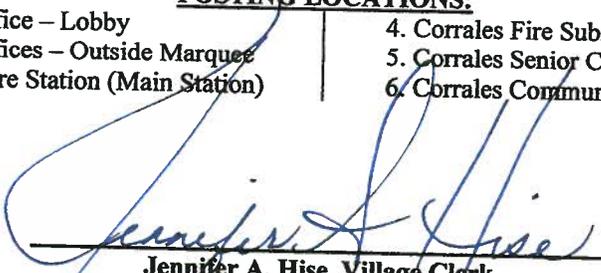
**MUNICIPAL COURT/COUNCIL CHAMBERS**

Public hearing, consideration and determination of appeal from the decision of the Planning and Zoning Commission ("P & Z"), decided at the meeting of that body on June 15th, 2016, to deny the Application of Daniela Keller ("Applicant") for a Home Occupation Permit, for a group home to care for elderly persons. The property is located at 3 Camino Del Sol, Tract B-2 Sol Y Rio within the A-1 (Agricultural and Rural Residential) zone of the Village of Corrales. Applicant appeals the P & Z decision pursuant to Village of Corrales Ordinances, Land Use, Section 18-49-(a)&(b).

The public hearing of this appeal will be on the agenda of the regularly scheduled meeting of the Village Council, the governing body of the Village, commencing at 6:30 p.m. on Tuesday, August 16, 2016.

### POSTING LOCATIONS:

- |   |   |
|---|---|
| 1. Village Office – Lobby               | 4. Corrales Fire Substation (Station-2) |
| 2. Village Offices – Outside Marquee    | 5. Corrales Senior Center               |
| 3. Corrales Fire Station (Main Station) | 6. Corrales Community Library           |

  
Jennifer A. Hise, Village Clerk

Posting to remain in place through 16 August 2016.

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

Corrales, NM  
June 29<sup>th</sup>, 2016

To the Village of Corrales,  
Planning & Zoning Department:

I am writing to appeal the denial of the permit for a home occupation at my home which is located at 3 Camino del Sol, Corrales, NM 87048, the matter which was heard on June 15, 2016, and ask to review and reconsider your decision.

On the number 1 reason: The maximum capacity to house on the premises shall be no more than five patients. I stated at the hearing on June 15, 2016, that my intent is to accommodate and provide day care with the option for full time care for 1 to 2 elderly residents. I am writing to affirm that I will not have more than 5 residents.

On the number 2: The applicant must provide information that the operation as proposed will not adversely affect the public safety because of increased traffic. There will be no on-street parking.

My drive-way, without the car garage, accommodates up to 11-12 vehicles. The back yard lot also can fit 5-6 cars if needed it.

Camino del Sol has access to Andrews Lane and from Andrews Lane with direct access to Corrales Road from 4 streets in within 50-150 feet of each other and they are: Camino del Sol, Lucero Road, East La Entrada, and Priestly Road. I am attaching photographs of the house driveway and the road access from Corrales Road and Andrews Lane. The traffic on Camino del Sol is used by the house number 2, number 4 and 5. There are 4 houses on Camino del Sol, including mine in the middle at number 3. The first house is at the entrance of Camino del Sol on Andrews Lane facing West.

I hope you will review and reconsider your decision and approve it accordingly. I have been a resident of Corrales since year 2000, my three children grew up here, and I am proud to be part of this community.

Respectfully,

Daniela Keller  
505-203-4498  
danielakeller@comcast.net



RECEIVED

JUL 01 2016



**Planning & Zoning Department**  
**Village of Corrales**

4324 Corrales Road, Corrales, New Mexico 87048  
Phone: (505) 897-0502 Ext. 219 / Fax: (505) 897-7217  
Email: ctidwell@corrales-nm.org

June 28, 2016

Ms. Daniela Keller  
3 Camino del Sol  
Corrales, NM 87048

**RE: Home Occupation Permit Denial**

Dear Ms. Keller;

Thank you for submitting an application for a home occupation permit in the Village of Corrales. This matter was heard June 15, 2016; the Planning & Zoning Commission denied your application for a group home to care for elderly persons.

You are welcome to re-apply for a home occupation permit, with the submittal of a **Use By Review** application per Sec. 18-33. Agricultural and rural residential zone. (11) *Uses by Review. c. Group homes.* 1. The maximum capacity to house on the premises shall be no more than five patients; and, 2. The applicant must provide a traffic engineering analysis showing to the satisfaction of the Village engineer that the operation as proposed will not adversely affect the public safety either because of increased traffic or on-street parking.

Please let me know if I can help you in any way.

Sincerely,

  
Cynthia C. Tidwell  
Planning and Zoning Administrator

Received  
\$100 -  
for appeal  
Receipt # 958870  
Check # 2648  


RECEIVED

MAY 02 2016

ZOC-16-10



Village of Corrales  
VILLAGE OF CORRALES

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

Application for Home Occupation Permit

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

Instructions:

1. Fully and accurately complete the ZOC application and attach all of the following: (a) one or more photographs of the home from the road, showing access; (b) a map or sketch clearly showing the location of the proposed business activity on the property; (c) a site plan showing all structures and on-site parking provisions to meet any parking needs of the business; and (d) any other required documentation or information. An application without these required attachments is not complete.
2. Submit the application, **and it and nine (9) copies of all required materials**, to the Village administrative offices, along with the \$35.00 fee. If the application is complete, the P&Z Administrator will schedule a hearing before the Village's Planning and Zoning Commission within 60 days. If the application is not complete, it will be returned to the applicant and will not be set for hearing until resubmitted in a complete form.
3. Post an easy-to-see notice (yellow sign), which you must obtain from the Village, for fifteen (15) days prior to the Planning and Zoning hearing when your application will be heard.
4. Attend the hearing and be prepared to answer questions.
5. Obtain a Village **business registration** (\$35 fee annually) within 90 days, if your ZOC is approved by the Commission.

If you have any questions about filling out the form or about the process, please phone, e-mail or come by the Planning and Zoning Department during regular business hours.

General Information

Name of Applicant: DANIELA KELLER 05.02.16  
03.30.16  
date

Physical Address: 3 CAMINO DEL SOL danielo.keller@comcast.net  
Number Street email address

Mailing Address: 3 CAMINO DEL SOL Phone: 505-203-4498

Legal Description: TRACTO-2 SOL Y RIO Map No.: 18  
Lot or track Block Subdivision

Acreage: 1 Zoning: A-1

Are you the property owner? Yes  No

If you are not the property owner, you must attach a letter signed by the owner granting approval for the proposed business use.

Are there other ZOCs on the Property? Yes \_\_\_\_\_ No  (Cannot exceed 2 at any one time)

If yes, you must attach copies of the approvals for existing ZOC's to the application.

Total Square Footage of Home: 3712  
(Exclude Garage unless part of ZOC) Square Feet

How many square feet of the home will you use for your home business? 900  
(Cannot exceed 25% of total) Square Feet

Will you use Accessory Structures in your ZOC? Yes \_\_\_\_\_ No

If yes, how many square feet of Accessory Structures will you use for your home business?  
N/A (Cannot exceed 1,000 ft.)

What is the name of your business? CAMINO DEL SOL-CORRALES RETREA

Briefly describe your business and its functions The business will provide 24 hr home care, assistance with all activities of daily living for seniors.

What days/hours will your business operate? 24 hours

Will clients/customers be coming to your home? Yes  No \_\_\_\_\_

If yes, please circle how many persons/vehicles will come to your home for business purposes:

Per Day: 1-5; 6-10; >10;  
Per Week: (1-5) 6-10; 11-20; >20.

How many additional motor vehicle trips in and out of the property will be generated by your business (including clients, deliveries, your own business-related trips, and any other business-related trips) PER WEEK? 1-2

Will there be any materials storage? Yes \_\_\_\_\_ No

If yes, please explain what the materials are and how and where they will be stored.  
N/A

Additional Comments:  
\_\_\_\_\_

The statements below track the requirements of the Village Code section governing ZOC permits. (Chapter 18-45(c)(1)(5)). By initialing these items, you certify that you meet these criteria and will abide by them if your ZOC is approved. Violating these requirements may result in loss of your home occupation permit or business license.

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

Item a, and Items d through j, MUST be initialed. Initial either b1 or b2, and either c1 or c2, whichever is applicable in each case.

JK a. The use of my home for a business will be clearly subordinate and incidental to its use as my residence.

JK b1. No more than 25% of the house and not more than 1,000 square feet of any accessory structures) will be used for all home occupations on the lot.

**Or, if applicable:**

     b.2 My lot is zoned A-1 and is located in the Neighborhood Community and Office District (NCOD); no more than 45% of the home and 2000 square feet of any accessory structures will be used for all home occupations on the lot.

JK c1. Other than family members, no more than 1 (ONE) person will engage in the home business on the premises.

**Or, if applicable:**

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

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

JK e. All business tools, equipment and materials will be maintained and have an orderly appearance.

JK f. My neighbors on the adjacent properties will not detect any objectionable noise or noise in excess of that permitted under the Noise Abatement Ordinance (Chapter 14, Article II of the Village Code), and there will be no vibration, glare, fumes, noxious odors, or other nuisances as a result of any home business equipment or process.

JK g. There will be no business activities at the home which will create traffic greater than that typical of a single-family residence, or greater than the numbers of vehicle trips stated in this application.

JK h. No more than two (2) service vehicles shall be parked on or present at the property at any time.

JK i. There is sufficient off-street parking to handle any additional parking caused by my business.

JK j. No more than two (2) home occupations are permitted on any property at any one time.

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

Signature of Applicant: Keller Date: 5.2.16  
~~5.02.16~~

**PLANNING & ZONING OFFICE USE ONLY**

Received By: Scott Date Received: 5.02.16 File No.: ZOC- 16-10

Amount Paid: 35-  Cash  Check No.: \_\_\_\_\_ Receipt No.: 958256  
Credit Card No. Visa

Application Reviewed and certified complete by: \_\_\_\_\_ Date: \_\_\_\_\_

**Planning and Zoning Commission Approval/Denial:**

**APPROVED** with the following conditions, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Village Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
P&Z Administrator/PZA Assistant (hearing date)

Ninety Day Business License Application Deadline: \_\_\_\_\_

**DENIED** with the following findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

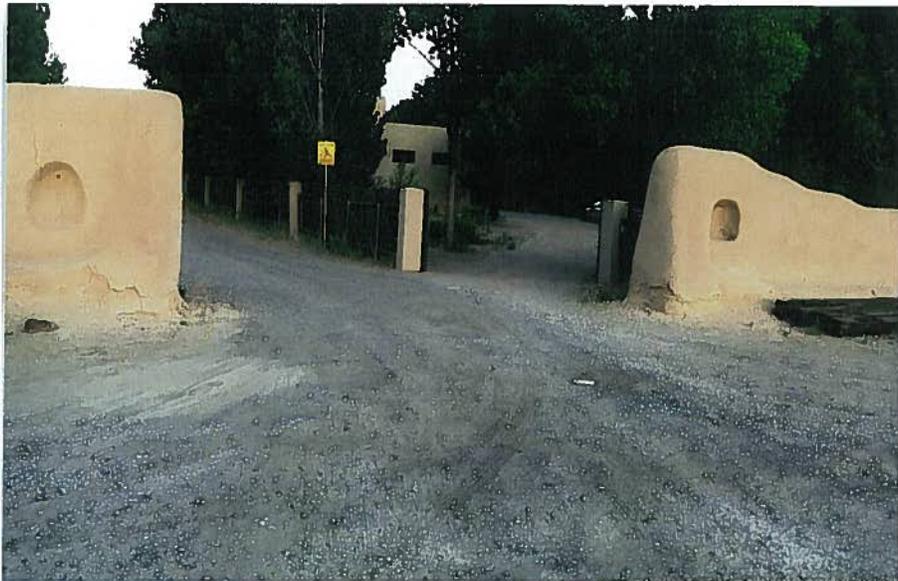
Denial: \_\_\_\_\_ Date: \_\_\_\_\_  
P&Z Administrator/PZA Assistant (hearing date)





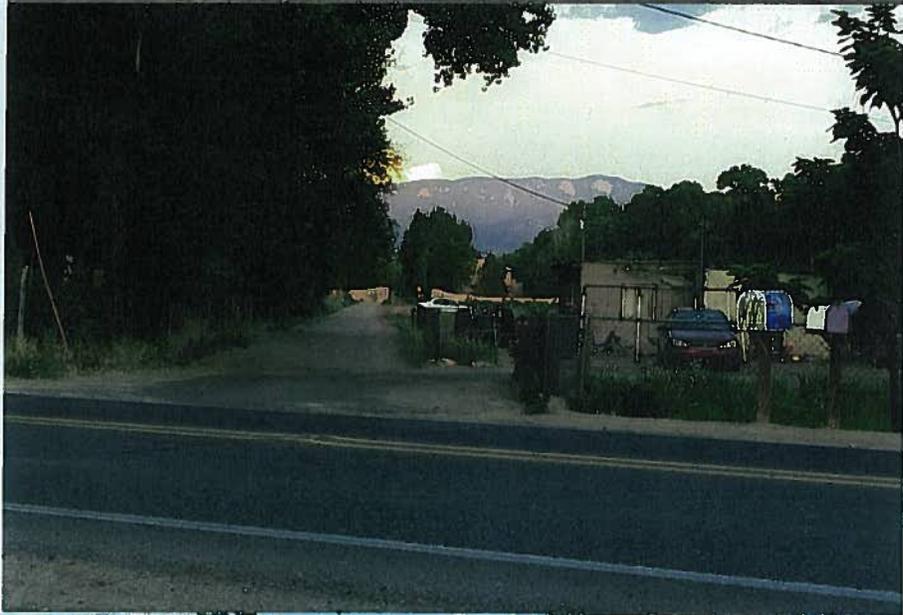












**BOUNDARY SURVEY FLAT**  
**TRACT "B-2"**  
**SOL Y RIO**  
**SANDOVAL COUNTY, NEW MEXICO**  
 MAY, 2003  
 (Revised March, 2014)

**LEGAL DESCRIPTION**  
 Tract "B-2" of Sol Y Rio Subdivision, Sandoval County, New Mexico, as the same is shown and designated on the plat, filed in the office of the County Clerk of Sandoval County, New Mexico, on October 26, 1994, in Volume 3, Page 1332-B.

**GENERAL NOTES**

- Bearings are based on the plat of record entitled "Sol Y Rio, November 18, 1994," filed October 26, 1995 in Volume 3, Folio 1332-B, records of Sandoval County, New Mexico, and based upon the Southern line of said Tract B-2, between two 1/2" rebar found in place and shown hereon.
- Distances along curved lines are arc lengths.
- Reared flat or dead bearings and distances, where they differ from those indicated by this field survey, are shown in parenthesis ( ).
- All corners found in place and held were tagged with a brass disk stamped "HUGO L.S. 9750", "HUGO L.S. 11808" unless otherwise indicated hereon.
- All corners that were set are either a 5/8" rebar with cap stamped "HUGO L.S. 9750", "HUGO L.S. 11808" or a concrete nail with brass disk stamped "HUGO L.S. 9750", "HUGO L.S. 11808" unless otherwise indicated hereon.
- Documents used in the preparation of this survey:  
 1. Plat entitled "Sol Y Rio, November 18, 1994," filed October 26, 1995 in Volume 3, Folio 1332-B, records of Sandoval County, New Mexico.  
 2. Title Report prepared for this property by Stewart, Title, L.L.C. Commitment for Title Insurance No. 030500559K1, dated April 28, 2003.  
 3. Solid property is subject to all of the exceptions listed under Schedule B - Part II of the Title Report prepared for this property by Stewart, Title, L.L.C. Commitment for Title Insurance No. 030500559K1, dated April 28, 2003.  
 The above described Title Commitment was used in defining easements as shown hereon. Where possible, said easements have been plotted.

**FLOOD ZONE DETERMINATION**

This property is within Flood Zone "X" - Areas determined to be outside 500-year flood plain) per letter of determination prepared by Gloria Smith, Planning and Zoning Administrator, Village of Corrales, New Mexico, and in accordance with a Letter of Map Revision issued by the Federal Emergency Management Agency on August 1, 2001. On August 1, 2001, this letter effectively alters the information shown on the National Flood Insurance Program Rate Map # 35043C0914 C, Effective Date 7-16-98.

**SURVEYORS CERTIFICATION**

I, Russ B. Hugg, New Mexico Professional Surveyor, Number 9750, hereby certify that this Boundary Survey Plat was prepared from an actual ground survey performed by me or under my supervision; that I am responsible for this survey; that this survey is true and correct; that I have read the plat and the accompanying Boundary Survey Plat and the field survey upon which it is based meet the Minimum Standards for Surveying in New Mexico; and that I am a duly Licensed Professional Surveyor in the State of New Mexico. I am a duly Licensed Professional Surveyor in the State of New Mexico. I am a duly Licensed Professional Surveyor in the State of New Mexico.

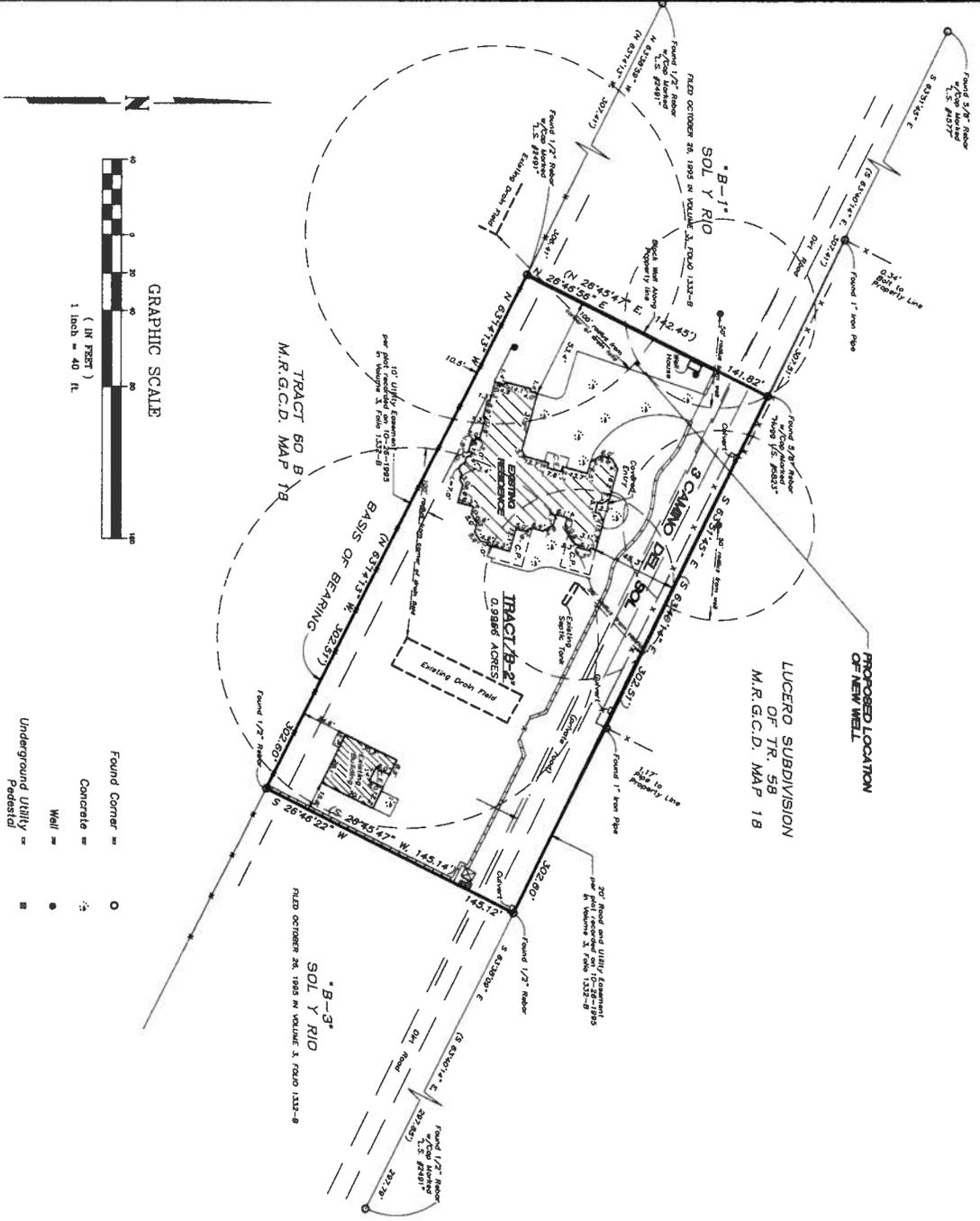
IN WITNESS WHEREOF, this certificate is executed at Albuquerque, New Mexico, on this 27th day of March, 2014.

Russ B. Hugg  
 Russ B. Hugg  
 Russ B. Hugg



**SURV-TEK, INC.**

Consulting Surveyors  
 606 Valley View Drive, N.E. Albuquerque, New Mexico 87114  
 Phone: 505-497-3268  
 Fax: 505-497-3277



090520/140150



# 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, 15 June 2016, 6:30 PM

Location of Meeting: Council Chambers

## MINUTES - DRAFT

### I. CALL TO ORDER

The chair called the meeting to order at 6:35 PM.

### II. ROLL CALL

The PZA called the roll:

**Present: Commissioners Begay, Cordova, Derr, Murray, Staley, and Wirtz.**

**Staff: Cynthia C. Tidwell, PZA**

### III. APPROVAL OF AGENDA

**MOTION: Commissioner Cordova, to approve the agenda as prepared.**

**SECOND: Commissioner Murray.**

**VOTE: Motion to approve the agenda carried with a vote of 6 to 0.**

### IV. APPROVAL OF MINUTES

May 18<sup>th</sup>, 2016

Chairman Staley abstained as she was not present at the meeting.

**MOTION: Commissioner Cordova, to approve the minutes as prepared.**

**SECOND: Commissioners Derr and Wirtz.**

**VOTE: Motion to approve the minutes carried with a vote of 5 to 0, with one abstention.**

### V. COMMISSIONERS' FORUM

**Commissioner Murray:** He sent communication to the PZA about the issue of cannabis and wanted to know if it had been distributed and whether or not the Village Attorney had commented on it.

45 **PZA Tidwell:** She said Mr. Appel has not responded yet.

46  
47 **Chair Staley:** She reported that she has not received direction from the Mayor  
48 yet.

49  
50 **Commissioner Wirtz:** He asked about the status of our Sec. 18 review.

51  
52 **Chair Staley:** She responded saying that we are seeking guidance from the  
53 Mayor and Council; she is asking for a hierarchy of importance of review issues.  
54 She doesn't want the commission to spin its wheels. She said she will follow up  
55 with Mr. Appel.

56  
57 **Commissioner Wirtz:** He requested a discussion on the next meeting about how  
58 items are placed on the agenda and how they came to be on the agenda, and who  
59 put it on the agenda. He would like it to be published and posted so members of  
60 the public can come and participate in the discussion.

61  
62 **Chair Staley:** She asked for consensus on whether or not to schedule such a  
63 discussion.

64  
65 **PZA Tidwell:** She will put Commissioner Wirtz's motion on the July 20<sup>th</sup>  
66 agenda as well as the Rules for the Conduct of business in the event the  
67 Commission wishes to amend the Rules. She reminded the commission that she  
68 does not "Publish and Post" items for action by the commission. That is specific  
69 to the governing body and legal requirements it has to follow. We post a legal  
70 notice, a 15 day notice, and the agenda; we do not publish in the newspaper.

71  
72 **Commissioner Murray:** He reminded the commission that they also talked  
73 about modifying the Rules for the Conduct of Business to accommodate the  
74 distribution of materials electronically, so perhaps the commission could vote on  
75 that as well.

76  
77  
78 **V. PZA REPORT**

79  
80 **Commissioner Wirtz:** He asked about the code enforcement reports for last few  
81 months.

82  
83 **PZA Tidwell:** She answered that she will forward the council reports to the  
84 commissioners.

85  
86 **VI. PUBLIC COMMENT-- 3 MINUTE LIMIT**

87  
88 **VII. BUSINESS ITEMS**

89 **a. Consent Agenda (Home Occupation Permits):** *\*\*\*All matters listed*  
90 *under the Consent Agenda are considered to be routine by the P&Z Commission*

91 *and will be enacted by one motion. There will be no separate discussion of these*  
92 *items. If discussion is desired, that item will be removed from the Consent*  
93 *Agenda and will consider separately.\*\*\**

- 94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115
1. **ZOC-16-05. Amelia Lee Marley, 101 Caminito Alegre, more specifically known as Lot 13, La Hermosa Subdivision,** containing some 1.1 acres more or less, is requesting a home occupation permit to provide consulting services supporting healthcare clients with information technology planning and program management, dba Healthcare IT Strategic Advisory Services,” using some 200 square feet of a 2,370 square foot residence.
  2. **ZOC-16-09. Roberta Henry, 285 Windover Road, more specifically known as Lot 7, Loma Terrace Subdivision,** containing some one (1) acre more or less, is requesting a home occupation permit to conduct a business as a researcher for attorneys, dba “Robin’s Research Service,” using some 100 square feet of a 3,351 square foot residence.
  3. **ZOC-16-12. Daniela Keller, 3 Camino del Sol, Corrales, NM 87048, more specifically known as Tract B-2, Sol Y Rio Subdivision,** containing some one (1) acre more or less, is requesting a home occupation permit to operate a 24-hour per day home care facility for senior citizens, dba, “Camino del Sol-Corrales Retreat,” using some 900 square feet of a 3,712 residence.

116 **Applicant Daniella Keller, 3 Camino del Sol, Corrales, NM, 87048,**  
117 **(sworn):** She summarized her application stating she would like to care  
118 for one or two elderly persons in her home.  
119

120 **Commissioner Wirtz:** He asked if this is a full time residence.  
121

122 **Applicant Daniella Keller:** She answered, yes, she would start with one  
123 or two persons, full time. My aunt is going to live with me, and I  
124 may possibly hire someone parttime. I’m looking to take care of  
125 one or two elderly persons with the help of my aunt and also  
126 possibly hiring someone parttime.  
127

128 **Commissioner Wirtz:** He asked if this would be full time residence for  
129 the clients.  
130

131 **Applicant Daniella Keller:** She answered, yes.  
132

133 **Commissioner Wirtz:** So there is one family member and one outside  
134 person as an employee. He asked about the extra vehicles coming  
135 in and out.  
136

137 **Applicant Daniella Keller:** She said if someone wanted daytime care  
138 only she would consider doing that.

139  
140 **Commissioner Wirtz:** He asked about material storage and trips in and  
141 out.

142  
143 **Applicant Daniella Keller:** She responded that it would be mostly  
144 visitors, family, and a tiny number for a doctor or nurse.

145  
146 **Commissioner Wirtz:** He stated that she did not indicate any material  
147 storage.

148  
149 **Applicant Daniella Keller:** I wasn't thinking of materials, I was only  
150 thinking of food and that type of material.

151  
152 **Commissioner Wirtz:** He asked about requirements for licensing, if any.

153  
154 **Chair Staley:** She said that he asked about licensing requirements; are  
155 you licensed or have any medical training.

156  
157 **Applicant Daniella Keller:** She said she'd taking training in giving  
158 medication. She reported that her aunt worked for an elderly  
159 person for three years in the home.

160  
161 **Chair Staley:** She asked if the applicant will have an assessment  
162 process for determining the level of care you would be providing.

163  
164 **Applicant Daniella Keller:** Yes, she will, and it is her understanding that  
165 from the doctor and the family the level of care will be discussed.

166  
167 **Chair Staley:** She talked about how many vehicles will come and  
168 whether or not family members will not be allowed to visit. On page  
169 2, that may be a low number.

170  
171 **Applicant Daniella Keller:** She said "no," family members will have  
172 parking reserved for them to visit. I do have enough room for  
173 parking. My brother and sister in law manage a home in Bellevue,  
174 Washington, and they usually get visitors on Saturday and Sunday.

175  
176 **Commissioner Cordova:** He asked how many people you going to  
177 allow.

178  
179 **Applicant Daniella Keller:** She answered one or two. The licensing from  
180 the state allows three but I don't think I will do three.

181  
182 **Commissioner Cordova:** He asked how long it will be before you start.

183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215  
216  
217  
218  
219  
220  
221  
222  
223  
224  
225  
226  
227  
228

**Applicant Daniella Keller:** She responded that maybe in a year or two when I get all my approvals from the state.

**Commissioner Murray:** He said this is kind of a group home situation, and he has an issue with the 24 hour a day care; a home occupation is supposed to be incidental to the use of the home as a residence. For a group home a site development plan has to be submitted and I think this falls under that part of the ordinance, even though our ordinance is a little bit vague regarding definitions. It seems to me this is not an incidental use of the home especially if there are one to two persons there 24 hours a day and there's the possibility of emergency vehicles showing up at all hours. I'm not sure if she's talked to the people around her about this application. I am not inclined to go ahead with this.

**Chair Staley:** She asked the PZA if notice was sent to the neighbors.

**PZA Tidwell:** This is a standard home occupation permit application. Notification is by 15 day public notice, posting the agenda, and a yellow public notice sign posted on the property. We have had a number of these types of care homes approved over the years.

**Commissioner Begay:** As far as the circumstances of the clients, she asked about any limitations on the clientele.

**Applicant Daniella Keller:** She answer that we have an electric gate on a one-way street, there are only two more homes on my street. I will have to put an alarm in the household. I can keep them, not sure if she is going to care for Alzheimers patients. I have visited these types of homes here in Albuquerque and in Arizona, and my brother and his wife, and I've taken some classes in care and my aunt is going to help me.

**Commissioner Begay:** She asked if the first patient won't be a family member.

**Applicant Daniella Keller:** She said her parents might move here; they live out of the country but they might move here in the next two years or so.

**Commissioner Wirtz:** He said he was in favor of small group homes that provide care to elders. Under Section 18-45 ... group home is allowed under permitted uses for A-1 property. And I think ... walled, fenced, and she's approaching this cautiously enough to be sure. I feel confident enough to vote in favor of passing this.

229  
230  
231  
232  
233  
234  
235  
236  
237  
238  
239  
240  
241  
242  
243  
244  
245  
246  
247  
248  
249  
250  
251  
252  
253  
254  
255  
256  
257  
258  
259  
260  
261  
262  
263  
264  
265  
266  
267  
268  
269  
270  
271  
272  
273  
274

**Commissioner Murray:** He stated the issue is that it is a “use by review” and requires a traffic engineering analysis study. If this is a 24-hour care facility I’m a little worried that going ad hoc without some sort of state approval, we’re asking for trouble.

**Commissioner Wirtz:** He said he agreed, it needs to be a use by review.

**Chair Staley:** She reported that she worked in the regulatory and licensing division during her career. Any given person can give care...you can start out believing a person has a lower need in level of care but that can escalate very quickly to a higher level of need. If we were to approve this as a one or two person operation... the department of health regulations as well as Medicaid and medicare requirements do not allow you to stop everything and come back to planning and zoning and re-apply for a change in operation. In approving even with the very best of intentions, you can’t control the health of the people you going to under your care. A use by review would be required. The state of New Mexico encourages the least restrictive environment, which is good and great, and all of that...both the caregiver’s ability to bill and the patient’s ability to get the care they need when they need it... those two things are always competing with each other. In a residential area, with a 24 hour clock with two people sounds great, but I would be remiss....

**Applicant Daniella Keller:** She answered that she did her research and the department of health is not allowing more than three.

**Chair Staley:** I understand that and I believe you’re sincere in what you want to do and do it right, with everything on top of it....

**Applicant Daniella Keller:** She responded that she visited the one on the west side and she said she gets visits from the state every six months and they check on her. It’s not like I’m trying to hide anything.

**Chair Staley:** Is this a permissive use in the neighborhood, with the expectations of the people who live around you. A use by review might be the way to go.

**MOTION: Commissioner Wirtz, to postpone ZOC-16-12 pending a Use by Review application by the applicant. WITHDRAWN**

**MOTION: Commissioner Murray, to deny the application ZOC-16-12, based on the application does not meet the following statutes in the**

ordinances: **Sec. 18-45. C(5)(a), incidental use of the property for the home occupation, and Sec. 18-33. (11) Uses by Review. (c) Group homes. (2) that states the applicant must provide a traffic engineering analysis.**

**SECOND: Commissioner Derr.**

**VOTE: Motion to deny carried with a vote of 6 to 0.**

**Note:** PZA Tidwell amended the text of the motion to reflect the A-1 zoning, Sec. 18-33.

---

4. **ZOC-16-13. Rita Marie, 133 Reclining Acres Road, more specifically known as Lot 40, Reclining Acres Subdivision, containing some 0.5 acres more or less, is requesting a home occupation permit to operate a cleaning service, dba, "R&W Marie @ facials plus," using some 3 square feet of a 1,288 square foot residence.**

**Rita Marie, 133 Reclining Acres Road, Corrales, NM, 87048, (sworn):**

**Commissioner Cordova:** He asked what she means by cleaning services.

**Rita Marie:** She said a friend was cleaning two theaters in town, after her friend moved out of state they asked her to take over; one every week and one every other week. There will be no traffic to my home.

**Commissioner Cordova:** He asked her what exactly she does and he asked about her title.

**Rita Marie:** She answered that she'd be vacuuming and cleaning bathrooms...I used to do facials and hair, so my email is still facials. So I just decided to go along with it.

**Commissioner Begay:** (cannot hear her.)

**Commissioner Murray:** He asked if she would have cleaning supplies at her home.

**Rita Marie:** She responded, no, they have them there.

**MOTION: Commissioner Cordova, to approve ZOC-16-13.**

**SECOND: Commissioner Begay.**

**VOTE: Motion to approve ZOC-16-13 carried with a vote of 6 to 0.**

---

- 321 5. **ZOC-16-15. Luis A. Vargas, 1227 Meadowlark Lane West, more**  
322 **specifically known as Lot 12, Alondra Aldeas Subdivision, containing**  
323 **some 0.95 acres more or less, is requesting a home occupation**  
324 **permit to contract psychological services, dba, "Luis A. Vargas,**  
325 **Ph.D.." using some 100 square feet of a 2,277 square foot residence.**  
326

327 **MOTION: Commissioner Wirtz, to approve the Consent Agenda containing**  
328 **ZOC-16-05, ZOC-16-09, and ZOC-16-15.**

329 **SECOND: Commissioners Murray and Begay.**

330 **VOTE: Motion to approve carried with a vote of 6 to 0.**  
331  
332

---

333  
334 **b. ZONING ACTION ITEMS:**

335 **SUB-14-01-02. Raylee Homes, 4131 Barbara Loop, Suite 2C, Rio Rancho,**  
336 **NM 87124, is requesting Final Plat approval for a seven (7) lot**  
337 **subdivision, more specifically known as Lots 1-7, Rio Compuesto**  
338 **Subdivision, being a replat of Tract 45, MRGCD Map No. 15, in**  
339 **Projected Section 23, T12N, R3E, NMPM, Town of Alameda Grant,**  
340 **Village of Corrales, Sandoval County, New Mexico.**

341  
342 **Commissioner Murray:** He recused himself as he has known the  
343 applicant for many years.

344  
345 **Thomas Patrick, surveyor, Community Sciences, 4481 Corrales**  
346 **Road, Corrales, NM 87048 (sworn), and, applicant**  
347 **Adam Thornton, Raylee Homes, 515 Albino Road, Corrales, NM**  
348 **87048 (sworn).**

349  
350 **Tom Patrick:** He stated Raylee Homes is asking for approval of the Final  
351 Plat of Rio Compuesto subdivision.

352  
353 **Chair Staley:** She asked if there were any questions from the  
354 commissioners.

355  
356 **Commissioner Wirtz:** He looked over everything in the packet. The  
357 Covenants stated no businesses allowed. Is it your intention to prohibit  
358 home occupations?  
359

360 **Applicant Adam Thornton:** He answered, yes, to prohibit.

361  
362 **Commissioner Wirtz:** He asked further questions about the covenants  
363 noting there are several inconsistencies and typos...to the south of the  
364 subdivision, Targhetta Road should be Lane so there isn't any confusion  
365 about the Targhetta Road west of Loma Larga. There may be rounding  
366 errors on lot line distances...they're off by a tiny amount. The intent of the

367 CC&R's is to allow real estate signs, for example, but to prohibit long term  
368 signage on the properties. There were also confusing statements about  
369 the front set back area; this should be clarified. He also mentioned that  
370 there appear to be rounding errors on some of the lot line dimensions.  
371

372 **Chair Staley:** She also addressed the inconsistencies with the front  
373 setback area and the drawings.  
374

375 **Tom Patrick:** He explained how the "rounding errors" might occur. The  
376 numbers are correct, but the total sum of the dimensions might be  
377 "rounded up." They can have a difference, but it is still right. These can  
378 be rounding discrepancies. He also said that he has the title certification  
379 on the mylar and offered to show it to the commissioners.  
380

381  
382 **MOTION: Commissioner Cordova, to approve SUB-14-01-02 as amended.**  
383 **SECOND: Commissioner Derr.**  
384

385 **Commissioner Wirtz:** He clarified the amendments required as  
386 conditions of approval-- changes on the drawings to include Targhetta  
387 "Lane" not "Road," modifications to the front setback description in the  
388 ccr's, and corrections to the measurements of the drawing.  
389

390 **PZA Tidwell:** She raised the issue of home occupations being of right in  
391 the state of New Mexico. She suggested they might talk to their legal  
392 counsel about this text. She also mentioned that the CC&R's appear to  
393 have been written for a different subdivision, and that they should be  
394 corrected to refer to Rio Compuesto.  
395

396 **Chair Staley:** She spoke to the issue of private contracts and  
397 expectations of buyers regarding the CC&R's.  
398

399 **VOTE: Motion to approve SUB-14-01-02, as amended to change the name of**  
400 **Targhetta Road to Targhetta Lane, to make modifications to the front**  
401 **setback description in the CC&R's, and to make corrections to the**  
402 **dimension measurements in the drawing to make them consistent,**  
403 **carried with a vote of 6 to 0.**  
404

---

405  
406 **SUM-16-05. John Croft Edwards and Jeanne M. Edwards, 3827 Palacio del**  
407 **Rio NW, Albuquerque 87107, are requesting Summary Plat review**  
408 **and approval for a two-lot subdivision (lot line adjustment), for**  
409 **property more specifically known as Lots A and B, Lands of Edwards,**  
410 **being a Replat of Lot B-2 and B-3-A, Lands of Dumond, situate within**  
411 **projected Section 3, Township 11 North, Range 3 East, New Mexico**

412 Principal Meridian, Village of Corrales, County of Sandoval, containing  
413 some 3.129 acres more or less.  
414

415 **Jeannie Edwards, 155 Skylark Lane, Corrales, NM 87048, (sworn),**  
416 **and, Christopher Dehler, surveyor, 3827 Palacio del Rio Grande NW,**  
417 **Albuquerque, NM 87114 (sworn).**  
418

419 **Commissioner Cordova:** He noted the easement for utilities requires ten  
420 (10) feet, but on the drawing it is shown as only five (5) feet.  
421

422 **Chris Dehler:** He stated his interpretation is that the ten foot requirement  
423 is for new subdivision for several utility installations and drainage. The  
424 five foot easement is to cover an existing easement pole line that has  
425 been there for probably fifty years, but there's no easement for it. Five  
426 feet is sufficient for the utility companies who have signed off on it on the  
427 mylar.  
428

429 **Commissioner Cordova:** It's against the ordinance. We would have to  
430 have an application for a variance.  
431

432 **Chair Staley:** She pointed out that in the planning report, under the  
433 requirements for Prelim. Plat the discrepancy is noted.  
434

435 **PZA Tidwell:** She said the ordinances say 10 feet is required. There is  
436 no distinction between a brand new subdivision and older existing lots.  
437 We don't interpret it any other way.  
438

439 **Chris Dehler:** He said the utility company has concurred and signed the  
440 plat.  
441

442 **Chair Staley:** She asked Tidwell if there have been five (5) foot  
443 easements approved by the commission.  
444

445 **PZA Tidwell:** She mentioned existing easements (cannot hear)....that  
446 are only five feet in width.  
447

448 **Chris Dehler:** He asserted the pole line has been in place for some fifty  
449 years, and it runs down Skylark Lane and ends in the middle of the lot. It's  
450 prescriptive.  
451

452 **Chair Staley:** She said the application is for a non-conforming easement  
453 for utilities within the Village code.  
454

455 **Commissioner Wirtz:** He asked about the existing easement  
456

457 **Chris Dehler:** He stated the utility company signed off on five (5) feet.

458  
459 **Commissioner Wirtz:** He asked when the old easement was placed on  
460 the plat. Why not plat it ten (10) feet?  
461

462 **Chris Dehler:** He responded that if it was his land, that's additional  
463 square footage that I can't use. The utility companies have all signed up  
464 on the mylar, I wouldn't want to give up an additional five feet.  
465

466 **Commissioner Wirtz:** He noted there is a public utility easement on the  
467 land...VACATION of the old easement ... also approved by the utility  
468 company... the utility company can approve it, but the Village ordinances  
469 are what we go by.  
470

471 **Chris Dehler:** He said there are no utilities in the ten foot PUE on the  
472 land.  
473

474 **Chair Staley:** She asked about placement of sheds, etc., next to the  
475 easements...required setbacks from the easement.  
476

477 **Commissioner Cordova:** If the easement exists already what we're  
478 doing here is cutting it, is that allowable? You're asking for a variance  
479 from the ordinance.  
480

481 **Chris Dehler:** He answered that there's no need for that easement. So  
482 we're not asking for a variance to vacate the existing easement.  
483

484 **PZA Tidwell:** Yes, there are two easements under discussion. One is  
485 being vacated and one is being granted. She referred to the requirements  
486 and the opportunity to consider a waiver from strict adherence to the  
487 regulations, in Sec. 18-91.  
488

489 **Commissioner Wirtz:** He said he was concerned with approving this  
490 vacation without guidance from John Appel. We know that the easement  
491 might not be used now, but it could serve the other lots.  
492

493 **Chris Dehler:** He stated their easement is in Skylark Lane; there's no  
494 reason to have the easement. There are no utilities in proposed Lot b.  
495 There's no need for that easement, it's an encumbrance.  
496

497 **Applicant Jeannie Edwards:** She said the existing utilities aren't  
498 occupying that space. They're offset. What we're proposing....  
499

500 **Commissioner Wirtz:** He's in favor of approving this, but he's concerned  
501 about the vacation of the existing public utility easement.  
502

503 **Commissioner Begay:** She said that unless there's a reason you can't  
504 meet the 10', then you should do it.  
505

506 **Chair Staley:** She reported that she is missing several pages of Chapter  
507 18, so she doesn't have Sec. 18-91; she read from the strict requirements  
508 ... unusual topography, etc.  
509

510 **Applicant Jeanne Edwards:** She asked if she could ask a question of  
511 Commissioner Wirtz. The chair gave approval to do so. She asked if his  
512 concern was to vacate what's documented for the utility easement, not so  
513 much on the five (5) foot easement, but on the existing easement.  
514

515 **Commissioner Wirtz:** My concern is with the five (5) width, we have  
516 leeway there...  
517

518 **Commissioner Begay:** She stated that if he can do it, he should.  
519

520 **Chair Staley:** She spoke to the issue of a waiver from the requirements.  
521

522 **Applicant Jeanne Edwards:** She asked that if we agree to have a ten  
523 (10) foot easement, but Commissioner Wirtz still has a problem with the  
524 existing easement.  
525

526 **Chair Staley:** She said that on May 19<sup>th</sup>, 2009, this ordinance that allows  
527 us to waive or modify a requirement, but it has to demonstrate  
528 extraordinary hardship, etc.  
529

530 **Commissioner Cordova:** Does this have to go before the Council? Do  
531 we have the authority to approve this?  
532

533 **PZA Tidwell:** Yes, you have the authority to approve this. If you look at  
534 the mylar, the utility companies have signed off on the proposed vacation  
535 of and addition of an easement. They are agreeing to vacate their  
536 easement. When the mylar is presented for signature, the utility  
537 companies are mapping the changes for themselves in-house.  
538

539 **Chair Staley:** Our authority is bound to the ordinances and in Sec. C of  
540 18-90 "...in no case shall any variation...." Requests shall be submitted  
541 in writing.  
542

543 **Commissioner Cordova:** The fact that the utilities have agreed to allow  
544 them to use five feet, does that give them the option to violate the  
545 ordinance?  
546

547 **Applicant Jeanne Edwards:** She stated that she is willing to go to ten  
548 (10) feet on the new easement being granted. It makes no sense to

549 maintain an easement (existing) that has no utilities in it, when you have a  
550 new easement just ten (10) feet away from it.

551  
552 **Chair Staley:** She said she could address the issue in a request for a  
553 variance.

554  
555 **Commissioner Wirtz:** He responded that if the applicant is willing to  
556 have a ten (10) foot easement, then they don't have to apply for a  
557 variance. If I knew I had the authority to sign off on this PUE, I would be in  
558 favor of approving this. But I just don't know.

559  
560 **Commissioner Murray:** He said that if the utilities are happy with it, it's  
561 good to go. That five (5) foot easement has been there for years; and if  
562 the utility companies are fine with it, let that dog lie. I don't think there's a  
563 problem with vacating easements. If the utilities have a problem with it,  
564 they can appeal it to council.

565  
566 **Commissioner Wirtz:** He said the easement hasn't been there before.

567  
568 **Chris Dehler:** He said the pole line is there and has been there for fifty  
569 years...there are no documents...it's a prescriptive easement.

570  
571 **Commissioner Murray:** He answered that he thought they could modify  
572 the plat to state that it's an existing prescriptive easement. There are  
573 poles there, so that means there's an easement.

574  
575 **Ronald Rutherford, 150 Skylark Lane, Corrales, NM 87048 (sworn):**  
576 He showed the commissioners the 10 foot easement signed off on by the  
577 utility companies...the 1991 plat shows the ten foot easement, but there's  
578 no five foot easement.

579  
580 (At the Dais)

581  
582 **Commissioner Begay:** She stated that if they're amenable to making it  
583 10 feet, we're all good. Does this commission have the authority to vacate  
584 the existing easement?

585  
586 **Chair Staley:** She stated, yes, we can show authority to approve plat  
587 showing new easement.

588  
589 **Commissioner Begay:** She then asked if we have the authority to  
590 remove the existing easement.

591  
592 **Chris Dehler:** He said he's been surveying for over 30 years....  
593

594 **Chair Staley:** She said our hands are tied by the 2009 ordinance that  
595 requires us to use certain standards.  
596

597 **Commissioner Murray:** He stated we have the authority granted by the  
598 Council to make land use decisions....if the applicant is vacating an  
599 easement, it can be challenged and appealed to the Council. We have  
600 the authority to make land use decisions. I don't see any problem with it.  
601

602 **Chair Staley:** She said it's a good legal question,...as a matter of law are  
603 we binding everybody down the road.  
604

605 **Commissioner Cordova:** He reminded the commission that we have an  
606 offer to give us the ten feet. That will settle the question.  
607

608 **Commissioner Wirtz:** He answered that it only settles part of the  
609 question; can we take the old easement off.  
610

611 **Chair Staley:** We're being asked to approve a plat where that's ....  
612

613 **Applicant Jeanne Edwards:** She said look at it from the standpoint of  
614 what's in place, and what's in place is not accurate. So we're going back  
615 and cleaning it up and putting the easement where the poles are; we'll go  
616 with the ten feet.  
617

618 **Commissioner Wirtz:** He asked what happens if in the future fiber optic  
619 comes in and they want to use this easement. They would have to get a  
620 new easement. I would rather be correct.  
621

622 **PZA Tidwell:** She suggested a conditional approval pending an opinion  
623 from Village Counsel.  
624

625 **Jeanne Edwards:** She said she will be leaving for a month and hoped to  
626 begin the design process with an approval tonight.  
627

628 **Commissioner Cordova:** He said if we can approve it with the ten feet...  
629 that would solve this problem here and the counsel would approve.  
630

631 **Chair Staley:** We didn't get an application for a waiver....  
632

633 **Commissioner Murray:** If we deny the application, they can appeal to  
634 the Council. I think we're just trying to avoid that. I don't have a problem  
635 with vacating the easement. Easements come and go.  
636

637 **Commissioner Cordova:** He said we're just changing the easement, not  
638 vacating it entirely.  
639

540 **Chair Staley:** She said the effect of the easement... there are signatures  
641 from the utility company, but we don't have information...

642  
643 **Commissioner Cordova:** He asked if they are making the extra 5 feet.  
644

645 **Commissioner Murray:** He referenced Sec. 18-pages 65-66 ... All  
646 utilities...etc. If they concur with that, they don't care about that old  
647 easement. Our job is done.  
648

649 (Applicant brought the mylar to the dais for review by the commissioners.)  
650

651 **Ronald Rutherford:** He pointed out the 20 foot access and public utility  
652 easement that serves the lots on Skylark Lane; the existing utility and  
653 access easement ...and he stated the Edwards easement has no effect  
654 on us.  
655

656 **Commissioner Cordova:** He asked if we are voting based on having ten  
657 feet for the new easement.  
658

659 **MOTION:** **Commissioner Murray, to approve SUM-16-05 upon the condition**  
660 **that the five foot utility easement on Lot B be extended to ten feet in**  
661 **width.**

662 **SECOND:** **Commissioner Derr.**

663 **VOTE:** **Motion to approve carried with a vote of 4 to 2.**  
664

665 **Aye: Commissioners Cordova, Derr, Murray, and Staley.**

666 **Nay: Commissioners Wirtz and Begay.**  
667  
668  
669  
670

---

671 **SUM-16-06. James D. Vigil and Tsenre M. White, 5127 Sevilla Court NW,**  
672 **Albuquerque, 87120, are requesting Summary Plat review and**  
673 **approval for a two-lot subdivision (lot line adjustment),** for property  
674 more specifically known as Lots 1 & 2, Lands of Vigil and White, being a  
675 replat of Tracts 139B2A, 139B2B, 139B2C, 140B2B, 140B3, and 140B4,  
676 MRGCD Map No. 18, Town of Alameda Grant, Projected Section 33,  
677 T12N, R3E, NMPM, Village of Corrales, Sandoval County, New Mexico,  
678 containing some 2.4722 acres more or less.

679 **Commissioner Derr:** She noted that she is within 300 feet of the subject  
680 property, but that she does not know the individuals who are applying for  
681 this summary plat.  
682

683 **Tom Patrick:** He stated that the applicants are taking six MRGCD tracts  
684 of varying sizes, combining them, and then creating two lots fronting on  
685 Meadowlark Lane West. The PZA requested an irrigation easement along

586 the north line of Lot 1 across Lot A there is a 12 foot drainage  
687 easement...so that both lots will benefit from the easement if they wish.  
688

689 **Commissioner Murray:** He asked if the easement would straddle the lot  
690 line or if it would be entirely on Lot 2.  
691

692 **Tom Patrick:** He answered that it's entirely on Lot 1.  
693

694 **Commissioner Murray:** So the existing subdivision cannot take  
695 advantage of the current drainage easement.  
696

697 **Tom Patrick:** He said it has not been vacated and nor is there evidence  
698 of an irrigation structure. It would have to be abandoned or vacated by  
699 document; disuse would not extinguish the easement.  
700

701 **MOTION: Commissioner Cordova, to approve SUM-16-06.**

702 **SECOND: Commissioner Begay.**

703 **VOTE: Motion to approve carried with a vote of 6 to 0.**  
704  
705

706 **VIII. NEW BUSINESS ITEMS.**

707 **a. Discussion of review and amendment of the land use regulations.**

708 **b. Distribution of updated zone map.**

709 **PZA Tidwell:** She distributed the proposed zone map prepared by the MR  
710 COG mapper, Maida Rubin. The original zone map was created in 2008,  
711 and there have been two updates, enacted by ordinance by the governing  
712 body. She pointed out the addition of the SCAFCA property and easement  
713 holdings. The MRGCD property will be identified on the final version of  
714 the map. The MRGCD conveyance facilities are shown also. This is not a  
715 street map and does not show/name every road in the Village. The next  
716 projects are to update the street map and to add addresses to the commercial  
717 zone properties, confirming the addresses and the legal descriptions in the  
718 zone map amendment ordinances.

719 **Chair Staley:** She referenced the six (6) commercial lots on Don Julio, and  
720 wanted information about the three lots inbetween the Caird lots and the  
721 Bruner Lot.  
722

723

724

**VIII. OTHER BUSINESS. None.**

725

726

**X. ADJOURNMENT.**

727

728

**Motion: Commissioner Derr, to adjourn at 8:45 PM.**

729

**Second: Commissioner Cordova.**

730

**Vote: Motion to adjourn carried unanimously.**

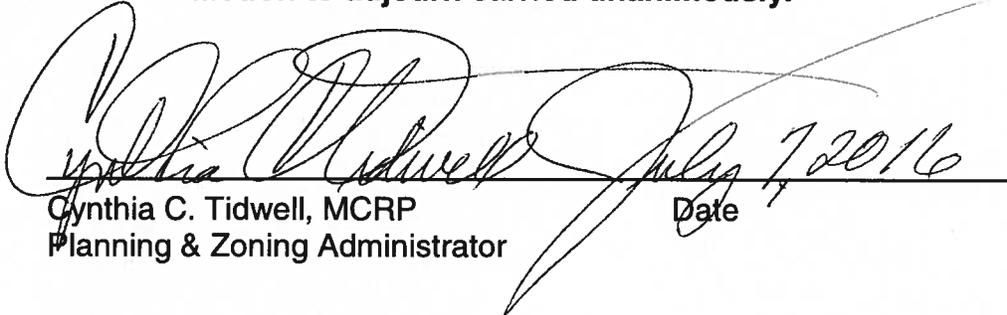
731

732

733

734

735



*Cynthia C. Tidwell July 7, 2016*

736

Cynthia C. Tidwell, MCRP

Date

737

Planning & Zoning Administrator

738

739

740

741

742

Elizabeth Staley, Chair

Date

743

Planning & Zoning Commission