



## **AGENDA: VILLAGE OF TULAROSA PLANNING & ZONING COMMISSION**

### **REGULAR MEETING | VILLAGE HALL COUNCIL CHAMBERS**

**DATE:** March 10, 2026 | **TIME:** 5:30 PM

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#### **I. CALL TO ORDER & ROLL CALL**

- Pledge of Allegiance
- Determination of Quorum
- Approval of Previous Minutes

#### **OPENING REMARKS**

- **Audit and Reform Context:** Briefing on the Administrative Void and the necessity of transitioning from a Disorganized Paperwork model to a Regulatory Oversight model to ensure legislative authority and to protect the history, safety and general welfare of the Village.

#### **II. ACTION ITEM: ADOPTION OF THE UNIFIED APPLICATION SUITE**

The Commission will conduct a line-by-line review of the ten (10) specialized permit applications designed to standardize intake and revenue collection.

##### **Full Application Suite List:**

1. **Building Permit 2.0:** Updated to require a unique File Number, fee payment verification, a Certified Owners/Warranty Deed, 49 Blocks classification distinction, Documents checklist, Manufactured Home permanent foundation requirements and instructions with the additional fees.
2. **Subdivision Application:** Merging Ordinance § 152.30 requirements with the \$500 + \$50/lot fee structure.
3. **Special Use Permit:** Establishing a formal record for uses not permitted by right.

4. **Short-Term Rental (STR) Registration:** Closing the "Zero-Record Gap" for local Airbnb/VRBO oversight.
5. **Home Occupation Permit:** Standardizing residential business impact assessments.
6. **Variance / Zone Change Application:** Formalizing the "Hardship" criteria and public notification requirements.
7. **Annexation Petition:** Establishing the procedure for expanding Village limits.
8. **Plat Vacation Form:** Regulating the removal or merging of existing property lines.
9. **Vacant Building Maintenance License:** Enforcing safety codes on neglected or abandoned properties, and ensuring that H and C historic structures within the 49 Blocks are not lost to 'Demolition by Neglect'
10. **Signs:** An application for installation of signs.

### III. TECHNICAL REVIEW: SUBDIVISION GATEKEEPING (§ 152.30 & § 152.27)

- **Review** of new Subdivision application.
- **Clerk's Master Intake Checklist:** Review of the "Hard-Stop" physical requirements:
  - Mylar material only.
  - 1" = 100' scale.
  - 18x24 or 24x36 dimensions.
- **Formal Receipt of Final Subdivision Submissions (ADM-FORM-2026-SUBR):**
  - Discussion on the **Consolidated Parts 1–4**.
  - Legal implications of the **35-Day Statutory Clock** triggered upon signing.
- **Notice of Incompleteness:** Review of the formal "Return-to-Sender" document used when applications lack a Deed, Receipt, or required Surveyor Documents.

### IV. FISCAL & LEGAL OVERSIGHT

- **Review of Master Log and Subdivision 35 Day Clock.**
- **Unified Fee Schedule:** Alignment of all ten (10) permit types with the Village Treasurer's revenue tracking system.

- **The "Receipt-First" Mandate:** Discussion on the internal protocol ensuring no staff labor is expended on a file until the non-refundable application fee is paid.

## **V. PRESERVATION & HISTORIC REGISTER COMPLIANCE**

- **1978 Historic District Alignment:** Review of how each application in the suite prompts the Clerk to check for Classifications H, C, N, or I.
- **Creation of a Historic Preservation Plan:** Aligning the 1978 Historic Register with the Village “living document” ordinances.
- **Creation of the Certification of Appropriateness (COA):** The 49 Blocks requires a COA for all properties listed within the 1978 Historic District legal authority.
- **49 Blocks Homeowners Guide:** A guide for current Homeowners and potential home buyers within the 49 Blocks so that they can understand what it means to own a home or a business within our Historical District.
- **Prohibited Structures Review:** Formalizing the plan to protect the Historic 49-Block Character.
- **“One In, One Out” Policy:** Any [I] Intrusive classified structure within the 49 Blocks, upon demolition, must be replaced with a [C] Contributing classified structure.

## **VI. ADMINISTRATIVE IMPLEMENTATION TIMELINE**

- **Staff Training:** Schedule for training the Village Clerk and administrative staff on the new Suite, Master Log and Subdivision Clock.
- **Resolution 2026-XX:** Finalizing the language to be sent to the Board of Trustees for village-wide adoption.

## **VII. PUBLIC COMMENT**

## **VIII. ADJOURNMENT**