



VILLAGE OF
TULAROSA

RUSTY HELTON, VICE CHAIR
STEPHANIE DUBOIS, COMMISSIONER

Kimberly Skaggs
CHAIR

SCHANEN YATES UNSER, SECRETARY
VIRGIL JOHNSON III, COMMISSIONER

PLANNING & ZONING SPECIAL MEETING

May 12, 2026 | MEETING MINUTES

Attendance:

- Kimberly Skaggs, Chair
- Rusty Helton, Vice Chair
- Schanen Yates Unser, Secretary
- Virgil Johnson III, Commissioner
- Stephanie DuBois, Commissioner

Not Present:

Call to Order:

- Chair Kimberly Skaggs called the regular meeting of the Planning & Zoning Commission to order at 5:30 p.m.

Pledge of Allegiance / Salute to the Flag of New Mexico:

- Those present stood for the Pledge of Allegiance and the salute to the flag of the State of New Mexico.

Roll Call to Establish Quorum:

- Roll call was conducted. Commissioners Skaggs, Helton, Yates Unser, Johnson and DuBois were present. A quorum was established.

Opening Comments:

- Chair Skaggs welcomed the Commissioners and thanked everyone for their hard work. She then invited Stephanie DuBois to speak regarding trash and debris in alleyways.

Acceptance of Minutes:

- A motion was made and seconded to accept the April 20, 2026 Special Meeting meeting minutes as presented.

Action: Approved by unanimous voice vote.

Public Comment:

- Rebecca Maes spoke regarding her applications that were on the agenda and also spoke about the difficulties she has had with the neighboring property, 303 1st St.

Approval of Agenda:

- The commission reviewed the May 12, 2026 agenda.

Action: Approved by unanimous voice vote.

Action Items:

1. 2026-BP-011 Rebecca Maes 305 1st Street

Recommended Approval for an 8ft Privacy Fence installation at 305 1st. St.

Motion Passed by unanimous voice vote

2. 2026-BP-012 Charlene Chavez 11 Brittany Ln

Recommended Approval with Conditions for the installation of Manufactured Home at 11 Brittany Ln.

Motion Passed by unanimous voice vote.

3. 2026-PVAC-002 Rebecca Maes/Nick Dorame 305 1st Street

Recommended Approval of easement vacation at 305 1st St.

Motion passed by unanimous voice vote.

4. 303 1ST STREET – Consideration of Public Safety, Fire Hazard, Profanity and Encroachment.

A lengthy discussion was held regarding the conditions at 303 1st. Street.

A motion for recommendation for Emergency Abatement was made by Virgil Johnson III, seconded by Schanen Yates Unser.

Motion passed by unanimous voice vote.

5. File Procedure

A discussion was held regarding the closing of P&Z files, signature requirements and record keeping. A determination was made that it is imperative that Planning and Zoning keep copies of all of their records and that all applications are signed before closing.

6. Code Enforcement - Discussion

A discussion was held regarding the Notice of Violation Form and Community Safety & Property Concern Form. P&Z is currently waiting on recommendations for any changes to be made to the forms from Code Enforcement and Police.

New Business: No new business.

Old Business:

1. P&Z 2026 Reform

P&Z is still waiting on recommendations from the Village Attorney. Commissioner Yates Unser stated that she would go ahead and begin working on draft ordinances.

2. MOU to Surveyors (add manufactured home providers)

Commissioner Johnson said that he would begin to draft the MOU's.

3. SUP-001 - Carr/Milks Cell Tower – Public Meeting set for May 18.

4. BP-007 - Carr Lot 5 New Residence Construction – Village review of water/sewer hookup, drainage.

Adjournment:

- Meeting was adjourned at 6:14pm

