



RUSTY HELTON, VICE CHAIR
STEPHANIE DUBOIS, COMMISSIONER

Kimberly Skaggs
CHAIR

SCHANEN YATES UNSER, SECRETARY
VIRGIL JOHNSON III, COMMISSIONER

PLANNING & ZONING SPECIAL MEETING

APRIL 20, 2026 | MEETING MINUTES

Attendance

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

Call to Order

- Chair Kimberly Skaggs called the special 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 the Village for access to the Audio and Visual equipment in order to conform with NMOMA.

Acceptance of March 24, 2026 and April 14, 2026 Meeting Minutes

- A motion was made and seconded to accept the March 24, 2026 and April 14, 2026 meeting minutes as presented.
Action: Approved by unanimous voice vote.

Public Comment

- There were no public comments.

Approval of Agenda

- The commission reviewed the April 20, 2026 agenda.
Action: Approved by unanimous voice vote.

New Business

Permit Application No. 2026-BP-008 Village of Tularosa

- The Commissioners reviewed the amended application for installation of a metal shed for glass recycling at 606 Central Ave.
Action: A motion was made and seconded to recommend approval to the Village Council.
Vote: Roll call: Helton - yes; Yates Unser - yes; Johnson – yes; DuBois- yes. Motion carried.

Permit Applications No's. 2026-BP-009 and 2026-BP-010 - Lots A & B - Mr. and Mrs. Lewis

- The applications were presented for installation of two Mobile Homes/Rv's on Lots A & B at 1605 W. 3rd St. Discussion was held noting that Mr. and Mrs. Lewis had rezoned the property with Otero County adding the address A-I for the 9 lots.
It was noted that Mr. and Mrs. Lewis were requesting to hook up water and sewer for Lots A&B and specifically that they would NOT be installing individual meters for water at this time but had assured the Village that they would do so in the future. Their current meters have been moved from 'residential' status to 'commercial' status and they will be applying for a business license for their Mobile Home/RV Park. Also noted was that they gave the village assurances that they will comply with all ordinances relating to operating a Mobile Home/RV Park.
Mr. Johnson commented that we want to check with the Village and Angel that there are double check valves at the meter they're connecting to in order to ensure there is no backflow of water.
Action: A motion was made and seconded to recommend approval to the Village Council.
Vote: Roll call: Helton - yes; Yates Unser - yes; Johnson – yes; DuBois – yes. Motion carried.

Adjournment

- Meeting was adjourned at 5:45pm

Signed By:

A handwritten signature in black ink, appearing to read 'Kimberly Skaggs', written in a cursive style.

Kimberly Skaggs

Chair, Planning & Zoning Commission