

# **TULAROSA PLANNING AND ZONING COMMISSION**

ORGANIZATIONAL MEETING AGENDA

THURSDAY - FEBRUARY 5, 2026

5:30 PM

609 St. Francis Dr.

Tularosa, NM 88352

## **AGENDA**

1. Call to Order.
2. Roll Call.
3. Pledge of Allegiance and Salute to the Flag of New Mexico.
4. Adoption of Agenda.
5. Election of Officers.
  - a. *Chairperson*  
*Presides over meetings and signs formal recommendations.*
  - b. *Vice-Chairperson*  
*Presides in the absence of the Chair.*
  - c. *Secretary*  
*Oversees minutes, ensures public notice compliance and tracks application files.*
6. Adoption of Rules and Procedure.
  - a. *Review of Roberts Rules of Order.*
  - b. *Setting of Regular Meetings – Dates and Times.*
7. Educational Review.

- a. *Mission and Scope of Authority - Zoning Oversight, Historic Preservation, Master Planning.*
  - *Ensuring all land use aligns with Title 17 of the Tularosa Municipal Code.*
  - *Briefing on the boundaries of the Original 49 Blocks (National Register of Historic Places, 1979) and current zoning map.*
  - *Safeguarding the Original 49 Blocks by reviewing structural changes, signage and aesthetics to maintain the Territorial and Adobe/Pueblo Revival character.*
  - *Master Planning update recommendations to the Village Comprehensive Plan regarding infrastructure, water/acequia protection and growth.*
  
8. *Review of the current Standard Operating Procedure.*
  - a. *Building Permit application and Application Intake Review – Applicant submits a Land Use or Certificate of Appropriateness request to the Village Clerk / Code Enforcement Officer.*
  - b. *Public Notice - must be posted 72 hours in advance of P&Z Regular Meeting at designated locations.*
  - c. *Public Hearing – The Commission hears the applicant’s proposal. The Commission reviews the project against the Historic District Guidelines (if within the 49 Blocks). Public Comment is recorded.*
  - d. *Recommendations – The Commission votes to recommend Approval, Approval with Conditions, or Denial to the Village Council.*
  
9. *Review of the Finding of Fact and Recommendation Form.*
  - a. *This document must accompany every application forwarded to the Village Council.*

- *Case#*
- *Applicant*
- *Historic District – Y/N?*
- *Compliance*
- *Historic Impact*
- *Safety/Infrastructure*
- *Formal Recommendation to Council.*
- *Reasons / Conditions.*

10. New business.

11. Old Business.

- *Review of 400 Bosque Building Permit Application Documents.*

12. Adjournment.