



RUSTY HELTON, VICE CHAIR
STEPHANIE DUBOIS, COMMISSIONER

Kimberly Skaggs
CHAIR

SCHANEN YATES UNSER, SECRETARY
VIRGIL JOHNSON III, COMMISSIONER

PLANNING & ZONING SPECIAL MEETING

MARCH 24, 2026 | MEETING MINUTES

DRAFT

Attendance

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

Not Present:

- Stephanie DuBois, Commissioner

Also Present:

- Applicants, Members of the Public

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, and Johnson were present. Commissioner Dubois was absent. A quorum was established.

Opening Comments

- Chair Skaggs welcomed attendees and briefly noted the commission's volunteer efforts, ongoing work to improve internal processes, and review of the commission's broader planning materials by the village attorney.

Acceptance of March 10, 2026 Meeting Minutes

- A motion was made and seconded to accept the March 10, 2026 meeting minutes as presented.

Action: Approved by voice vote.

Public Comment

- A member of the public thanked the commissioners for their volunteer service and support of the community.

Approval of Agenda

- The commission discussed a spelling correction to the name of Judy Stirbis on the agenda. The agenda was corrected and approved as amended.

Action: Approved by voice vote as corrected.

Judy Stirbis, Permit Application No. 2026-BP-005 (Refs. 151.01, 154.35)

- The applicant described a proposed 576-square-foot single-family residence. Commissioners discussed the site location, its status in the extraterritorial jurisdiction, and utility/septic considerations.

Action: A motion was made and seconded to recommend approval to the Village Council.

Vote: Roll call: Helton - yes; Yates Unser - yes; Johnson - yes. Motion carried.

Stella Brusuelas, Permit Application No. 2026-BP-003 (Refs. 151.01, 154.35)

- The application was presented for installation of a 12-foot by 14-foot shed in the backyard of the property 204 Hagee Lane. The commission noted that setbacks were shown as compliant, no utility conflicts were identified, and the application fee had been paid.

Action: A motion was made and seconded to recommend approval to the Village Council.

Vote: Roll call: Helton - yes; Yates Unser - yes; Johnson - yes. Motion carried.

Carr Heritage Property Solutions LLC, Permit Application No. 2026-SUB-001 (Ref. Chapter 152)

- The commission reviewed a preliminary plat application for a five-lot subdivision known as Riata Road Heritage Estates, consisting of approximately 4.782 acres. Discussion included

the current mapping designation, access from Riata Road, drainage and erosion concerns, water and sewer connection issues, and the performance-guarantee requirements set out in Section 152.33.

Technical input was provided during discussion regarding the distinction between preliminary and final plat requirements and the need to address engineering and drainage matters before final approval.

Action: A motion was made and seconded to recommend approval of the preliminary plat with conditions, including referral to the Village Council to review Section 152.33 and to ensure drainage issues are addressed.

Carr Heritage Property Solutions LLC, Permit Application No. 2026-BP-006 (Refs. 151.01, 154.35)

- The commission reviewed the request to construct a home on proposed Lot 5 within Riata Road Heritage Estates. Discussion focused on whether the lot could be acted upon before the subdivision process was finalized and whether the application should wait until the lot formally exists through the subdivision process.

Action: A motion was made and seconded to postpone this item and carry it forward on a future agenda as old business.

Vote: Roll call: Helton - yes; Yates Unser - yes; Johnson - yes. Motion carried.

Nancy Carr, Permit Application No. 2026-BP-007 (Refs. 151.01, 154.35)

- The commission reviewed a complete application for a one-bedroom, one-bath site-built residence at 1290 Old Mescalero Road. Discussion included village sewer and water connection questions, as well as drainage and erosion concerns.

Action: A motion was made and seconded to recommend approval with conditions that utility connection questions and drainage/erosion issues be addressed.

Vote: Roll call: Helton - yes; Yates Unser - yes; Johnson - yes. Motion carried.

Nancy Carr / Sean Milks, Permit Application No. 2026-SUP-001 (Ref. 154.26)

- Sean Milks presented a proposal for a 199-foot self-support cell tower at 1008 Old Mescalero Road. The presentation addressed anticipated co-location for multiple carriers, emergency-service benefits, site access, fenced compound design, lack of guy wires, buried utilities, and future FAA, FCC, and environmental approvals. Commissioners discussed public hearing requirements, notice to neighboring property owners, safety issues, noise, flight concerns, and the need for more time to review the proposal and supporting materials.

Action: A motion was made and seconded to move the matter forward to a properly noticed public hearing and to continue the item as old business for further review.

Vote: Roll call: Helton - yes; Yates Unser - yes; Johnson - yes. Motion carried.

Nick Bendinelli, Permit Application No. 2026-BP-004 (Refs. 151.01, 154.35)

- The commission determined that the application was incomplete because required information had not been submitted.

Action: A motion was made and seconded to postpone the item until the required information is received.

Vote: Roll call: Helton - yes; Yates Unser - yes; Johnson - yes. Motion carried.

Cody Jones (for James Kelly), Permit Application No. 2026-SUB-002 (Refs. 152.05, 152.35)

- Cody Jones presented the matter as a requested five-year exemption related to division of property in the commission's extraterritorial jurisdiction. The proposed split would create two tracts, one of approximately 10 acres and the other of approximately 28 acres. Discussion addressed financing needs, the village's current ordinance language, and the recommendation that the code be clarified in the future to more expressly address claims of exemption.

Action: A motion was made and seconded to recommend approval under the five-year exemption / exempted subdivision framework discussed during the meeting.

Vote: Roll call: Helton - yes; Yates Unser - yes; Johnson - yes. Motion carried.

Old Business

Discussion of Application Suite

- The commission reported that the updated application suite and related materials had been provided to the village attorney for review. Review was expected the first week of April. The commission also noted a tentative April 2 workshop/town hall related to the historic section of the commission's planning work.
- Commission members also discussed the need for a shared digital workspace and more streamlined packet distribution so commissioners can receive complete materials when agendas are posted.

MOU

- The commission discussed a memorandum of understanding regarding subdivision submittal requirements and fee assessments. The draft would notify local surveyors and platting professionals, the Village Trustees, the Village Clerk, and the Otero County Clerk that the commission intends to enforce existing Title 15 subdivision regulations, including fees, review procedures, improvement requirements, recording requirements, and available enforcement measures.

- Commissioner Johnson was thanked for helping draft the memorandum. The commission also noted a separate outstanding matter involving unpaid subdivision fees on a prior item and stated that it would continue monitoring that issue.

New Business

- No additional new business was recorded beyond the blank placeholders shown on the agenda.

Adjournment

- A motion to adjourn was made and approved.
The meeting was adjourned at 7:13PM

Submitted for review:

Kimberly Skaggs, Chair

Schanen Yates Unser, Secretary