



**CITY OF LAS VEGAS**  
1700 N. GRAND AVE. LAS VEGAS, NEW MEXICO 87701  
505-454-1401 FAX: 505-425-7335

Mayor Tonita Gurule-Giron

**CITY OF LAS VEGAS  
SPECIAL CITY COUNCIL AGENDA  
April 12, 2017–Wednesday– 5:00 p.m.  
City Council Chambers  
1700 N. Grand Ave**

*(The City Council shall act as the Housing Authority Board of Commissioners on any matters on the Agenda concerning the Housing Department.)*

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **MOMENT OF SILENCE**
- V. **APPROVAL OF AGENDA**
- VI. **PUBLIC INPUT (not to exceed 3 minutes per person and persons must sign up at least fifteen (15) minutes prior to meeting.)**
- VII. **BUSINESS ITEMS**

1. Conduct a Public Hearing and Approval/Disapproval of application requesting a transfer of location only of Liquor License No. 28090 with on premise consumption only submitted by submitted by Charlie's Bakery & Café, Inc., DBA The Skillet, located at 623 12<sup>th</sup> St., Las Vegas, NM 8770, Application #1034391

*Cassandra Fresquez, City Clerk* The Director of Alcohol and Gaming Division has reviewed the referenced application and granted preliminary approval. The liquor license application has been forwarded to our Governing Body for consideration of the liquor license application.

**VIII. EXECUTIVE SESSION**

**THE COUNCIL MAY CONVENE INTO EXECUTIVE SESSION IF SUBJECT MATTER OF ISSUES ARE EXEMPT FROM THE OPEN MEETINGS REQUIREMENT UNDER § (H) OF THE OPEN MEETINGS ACT.**

- A. Personnel matters, as permitted by Section 10-15-1 (H) (2) of the New Mexico Open Meetings Act, NMSA 1978.**
- B. Matters subject to the attorney client privilege pertaining to threatened or pending litigation in which the City of Las Vegas is or may become a participant, as permitted by Section 10-15-1 (H) (7) of the New Mexico Open Meetings Act, NMSA 1978.**
- C. Matters pertaining to the discussion of the sale and acquisition of real property, as permitted by Section 10-15-1 (H) (8) of the Open Meetings Act, NMSA 1978.**

**IX. ADJOURN**

**ATTENTION PERSONS WITH DISABILITES:** The meeting room and facilities are accessible to persons with mobility disabilities. If you plan to attend the meeting and will need an auxiliary aid or service, please contact the City Clerk's Office prior to the meeting so that arrangements may be made.

**ATTENTION PERSONS ATTENDING COUNCIL MEETING:** By entering the City Chambers, you consent to photography, audio recording, video recording and its/their use for inclusion on the City of Las Vegas Web-site, and to be televised on Comcast.

**NOTE:** A final agenda will be posted 72 hours prior to the meeting. Copies of the Agenda may be obtained from City Hall, Office of the City Clerk, 1700 N. Grand Avenue, Las Vegas, N.M 877013

**CITY COUNCIL MEETING AGENDA REQUEST**

**DATE: 04/03/2017**

**DEPT: City Clerk**

**MEETING DATE: 04/12/2017**

**ITEM/TOPIC:** Conduct a Public Hearing for the Application for a Transfer of Location Only.

**ACTION REQUESTED OF COUNCIL:** Conduct a public hearing and approval/disapproval of application requesting a Transfer of Location only of Liquor License No. 28090 with on Premise Consumption only submitted by Charlie's Bakery & Café, Inc., DBA The Skillet, located at 623 12<sup>th</sup> Street, Las Vegas, New Mexico 87701, Application # 1034391.

**BACKGROUND/RATIONALE:**

**STAFF RECOMMENDATION:**

**COMMITTEE RECOMMENDATION:**

**THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY MANAGER'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.**

  
SUBMITTER'S SIGNATURE

**REVIEWED AND APPROVED BY:**



\_\_\_\_\_  
**TONITA GURULE-GIRON  
MAYOR**

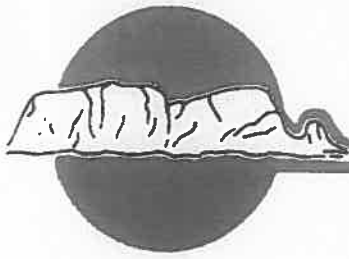
\_\_\_\_\_  
**ANN MARIE GALLEGOS  
FINANCE DIRECTOR  
(PROCUREMENT)**



\_\_\_\_\_  
**RICHARD TRUJILLO  
CITY MANAGER**

\_\_\_\_\_  
**PURCHASING AGENT  
(FOR BID/RFP AWARD)**

\_\_\_\_\_  
**CORRINA LASZLO-HENRY  
CITY ATTORNEY  
(ALL CONTRACTS MUST BE  
REVIEWED)**



**CITY OF LAS VEGAS**  
1700 N. GRAND AVE. LAS VEGAS, NEW MEXICO 87701  
505-454-1401 FAX: 505-425-7335

**Mayor Tonita Gurule-Giron**

MEMORANDUM

TO: Annette Velarde, Community Development Director

FROM:   
Casandra Fresquez, City Clerk

DATE: March 7, 2017

RE: Application for a Transfer of Location only of Liquor License No. 28090 with On Premises Consumption Only and with Patio.

Enclosed is a copy of the application for an Application for a Transfer of Location only of Liquor License No. 28090 with On Premises Consumption Only and with Patio submitted by Charlie's Bakery & Café, Inc., DBA The Skillet, 623 12<sup>th</sup> Street, Las Vegas, New Mexico, Application No.1034391.

This information is being submitted to your office for review and to verify that the information contained in page 2 of the application is correct and in compliance with the distance requirements to the nearest church, school and military installation as mandated in the New Mexico State Statutes. Further, I would like to ensure that the area is zoned to allow such an establishment. Please submit to this office written confirmation as to whether or not the location proposed for use of the license meets those requirements.

By copy of this memorandum, I am also notifying Police Chief Juan Montano of this application for his input, if any.

The Las Vegas City Council will hold a public hearing regarding the above application on April 12, 2017 at 5:00 p.m. and will require the information prior to the meeting.

Should you have any questions, please do not hesitate to contact me. Thank you in advance for your assistance.

Enclosures:

xc: Maria Perea, CAD Technician  
Richard Trujillo, City Manager  
City Attorney  
Juan Montano, Chief of Police



New Mexico Regulation and Licensing Department  
ALCOHOL AND GAMING DIVISION

Toney Anaya Building ▪ 2550 Cerrillos Road ▪ Santa Fe, New Mexico 87504  
P.O. Box 25101 ▪ Santa Fe, New Mexico 87504-5101  
(505) 476-4875 ▪ Fax (505) 476-4595 ▪ [www.rld.state.nm.us/alcoholandgaming](http://www.rld.state.nm.us/alcoholandgaming)

February 24, 2017

Susana Martinez  
GOVERNOR

Certified Mail No.: 9171 9690 0935 0078 2651 55

Robert "Mike" Unthank  
SUPERINTENDENT

Casandra Fresquez  
City Clerk  
1700 N. Grand Avenue  
Las Vegas, NM 87701



Alex Sanchez  
DEPUTY  
SUPERINTENDENT

Re: Lic. No. /Appl. No.: License No. 28090 / Appl. No. 1034391  
Name of Applicant: Charlie's Bakery & Café, Inc.  
Doing Business As: The Skillet  
Proposed Location: 623 12<sup>th</sup> Street  
Las Vegas, NM 87701

Claudia Armijo  
DEPUTY GENERAL  
COUNSEL

Mary Kay Root  
DIRECTOR

**ATTENTION: Department or person responsible for conducting or preparing the public hearing for liquor license transfers or issuance of new liquor licenses.**

Greetings:

The Director of the Alcohol and Gaming Division has reviewed the referenced Application and granted **Preliminary Approval**. It is being forwarded to you for Local Option District approval or disapproval of the Liquor License Application.

While the law states that "within forty-five (45) days after receipt of a Notice from the Alcohol and Gaming Division, the governing body shall hold a Public Hearing in the question of whether the department should approve the proposed issuance or transfer", we recognize the potential for conflict between the requirement for publication of 30 day notice and the 45 day hearing requirement. Should the Local Governing Body be unable to meet one of these requirements, please send a Request for Waiver/Extension by email to the assigned AGD Hearing Officer listed on page 2.

**Notice of the Public Hearing** required by the Liquor Control Act shall be given by the governing body by publishing a notice of the date, time, and place of the hearing twice during the 30 days prior to the hearing in a newspaper of general circulation within the territorial limits of the governing body. **The first notice must be published at least thirty (30) days before the hearing. Both publications must occur before a hearing can be conducted.** The notice shall include:

- (A) Name and address of the Applicant/Licensee;
- (B) The action proposed to be taken by the Alcohol & Gaming Division;
- (C) The location of the licensed premises.

In addition, if the Local Option District has a website, **the Notice shall also be published on the website.**

Alcohol and Gaming Division  
(505) 476-4875

Boards and Commissions Division  
(505) 476-4600

Construction Industries Division  
(505) 476-4700

Financial Institutions Division  
(505) 476-4885

Manufactured Housing Division  
(505) 476-4770

Securities Division  
(505) 476-4580

Administrative Services Division  
(505) 476-4800

The governing body is required to send notice by certified mail to the Applicant of the date, time, and place of the Public Hearing. The governing body may designate a Hearing Officer to conduct the hearing. **A record shall be made** of the hearing.

**THE APPLICANT IS SEEKING A TRANSFER OF LOCATION ONLY OF LIQUOR LICENSE NO. 28090 WITH ON PREMISE CONSUMPTION ONLY WITH PATIO.**

**Within thirty (30) days** after the Public Hearing, the governing body shall notify the Alcohol and Gaming Division of their decision to approve or disapprove the issuance or transfer of the license by signing the enclosed original Page 1 of the Application. The original Page 1 of the Application must be returned together with the notices of publication. **If the Governing Body fails to either approve or disapprove the issuance or transfer of the license within thirty days after the Public Hearing, the Director may issue the license.**

If the Governing Body disapproves the issuance or transfer of the license, it shall notify the Alcohol and Gaming Division within thirty (30) days setting forth the reasons for the disapproval. A copy of the Minutes of the Public Hearing shall be submitted to the Alcohol and Gaming Division with the Notice of Disapproval (*Page 1 of the Application, noting disapproval*).

Sincerely,



Rose L. Garcia  
Hearing Officer  
NM Regulation & Licensing Dept.  
Alcohol & Gaming Division  
Phone: 505-476-4552  
Fax: 505-476-4595  
Email: [rosel.garcia@state.nm.us](mailto:rosel.garcia@state.nm.us)

Enclosures:

1. Original Page 1 of the Application **(must be signed and returned)**.
2. Copy of Page 2 of the Application



Rose  
1/25/17

AGD Stamp

AGD USE ONLY: Payment Application Fee \$ 200 Received on: 1-23-17 Receipt No. 1910981  
Application Number: 1034391 Local Option District: \_\_\_\_\_

**TRANSFER OF DISPENSER-TYPE LIQUOR LICENSE APPLICATION**

\$200.00 Application Fee, non-refundable.

License No. 28090 Type of License: INTER-LOCAL DISPENSER

Check appropriate boxes:

Application is for:  Transfer of Ownership  Transfer of Ownership and Location  Transfer of Location Only

Record Owner of Existing License: Charlies Bakery & Cafe, INC

Current D/B/A Name: Charlies Bakery & Cafe

Current Premises Address: 713-717 Douglas AVE. Las Vegas NM, 87701

Current LOD: Las Vegas Is License moving out of Local Option District?  Yes  No

APPLICANT IS:  Individual  Limited Liability Company  Corporation  Partnership (General/Limited)

NAME of Individual/Company: Charlies Bakery & Cafe INC ADDRESS (including city, state, zip): 713-714 Douglas Ave Las Vegas, NM, 87701  
RECEIVED JAN 23 2017 ALCOHOL & GAMING DIVISION

D/B/A Name to be used: The Skillet Business Phone #: 505-563-0477

Email Address (required): grant.skillet@gmail.com

Physical location where license is to be used: (Include Street # / Highway # / State Road, City, State, and Zip Code)  
623 12th St LAS VEGAS, NM, 87701

Mailing Address: 623 12th St LAS VEGAS, NM, 87701 County of: SAN MIGUEL

Are alcoholic beverages currently being dispensed at the proposed location?  Yes  No If Yes, License # / Type: \_\_\_\_\_

Agent/Contact Person: Isaac Sandoval Phone#: 505-429-8097 Email: grant.skillet@gmail.com

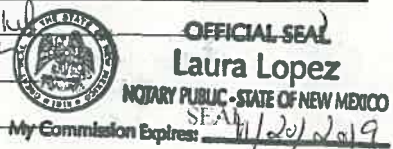
I, (print name) Isaac C. Sandoval, as (title) Resident Agent

being first duly sworn upon oath deposes and says: that he/she is the applicant or is authorized by the applicant to make this application; that he/she has read the same; knows the contents therein contained are true. Applicant(s) agree(s) that if any statements or representations herein are found to be false, the Director may refuse to issue or renew the license or may cause the license to be revoked at any time.

Sign before a Notary Public:  
Signature of Applicant: [Signature] Date: 1-11-16

NOTARY PUBLIC USE ONLY: (State of New Mexico, County of San Miguel)

SUBSCRIBED AND SWORN TO before me this 11 day of January, 2017  
By: Isaac C Sandoval Notary Public: [Signature] My Commission Expires: 11/20/2019



FOR LOCAL OPTION DISTRICT USE ONLY: Local Governing Body of: \_\_\_\_\_ City, County, Village

Public Hearing held on \_\_\_\_\_, 20\_\_\_\_. Check one:  Approved  Disapproved

Signature and Title of City/County Official: \_\_\_\_\_

FOR ALCOHOL AND GAMING DIVISION USE ONLY:  Approved  Disapproved

Signed by Director: \_\_\_\_\_ Date: \_\_\_\_\_



**PREMISES LOCATION, OWNERSHIP, AND DESCRIPTION**

JAN 23 2017

NMSA §60-6B-10

ALCOHOL & GAMING DIVISION

1. The land and building which is proposed to be the licensed premises is: (check one)

Owned by Applicant, copy of deed/document attached

Leased by Applicant, copy of lease/document attached

Other (provide details): \_\_\_\_\_

2. If the land and building are not owned by Applicant, indicate the following:

A. Owner(s): Charlie and Elizabeth Sandoval

B. Date and Term of Lease: Jan 11, 2017 - Jan 11, 2027

3. Premises location is Zoned (example C-1, see Zoning Statement): \_\_\_\_\_

**Zoning Statement attached**, which must be obtained from the Local Government, listing the proposed location by address, Type of Zone, state whether alcoholic beverages are allowed at proposed location, and if applicable, whether packaged sales, patio service and/or manufacturing is allowable. If there is no zoning in the proposed location, attach Statement from the local government, indicating there is no zoning.

4. Distance\* from nearest Church: (Property line of church to closest point of licensed premises—shortest distance)

Name of Church: Our Lady of Sorrows Church Miles/feet: 1,859 ft

Address/location of Church: 4103 Valencia St, Las Vegas, NM, 87701

5. Distance\* from nearest School: (Property line of school to closest point of licensed premises—shortest distance)

Name of School: West Las Vegas High School Miles/feet: 353 ft

Address/location of School: 157 Moreno St Las Vegas, NM, 87701

6. Distance from military installation \*(Property line of military installation to closest point of licensed premises—shortest distance.)

Name of Military Installation, <sup>circle one:</sup> Kirtland Air Force Base (Albuquerque), White Sands Missile Range (Las Cruces),  
Miles: 120 miles Holloman Air Force Base (Alamogordo), Cannon Air Force Base (Clovis)

7. Attach Detailed Floor Plan, must include the Total Square Footage of premises; List nearest cross street; Show which direction is North; Show each level (floor) where alcoholic beverages will be sold or consumed, exterior walls, doors, and interior walls; Patio Area with type of barrier used; Highlight Bonded Areas. The floor plan should be no larger than 8½ x 11 inches and **must be labeled** with designated areas highlighted, which will reflect the proposed Licensed Premises.

8. Type of Operation:  Hotel  Lounge  Package Grocery  Restaurant  Racetrack

Small Brewer  Craft Distiller  Winery  Wholesaler

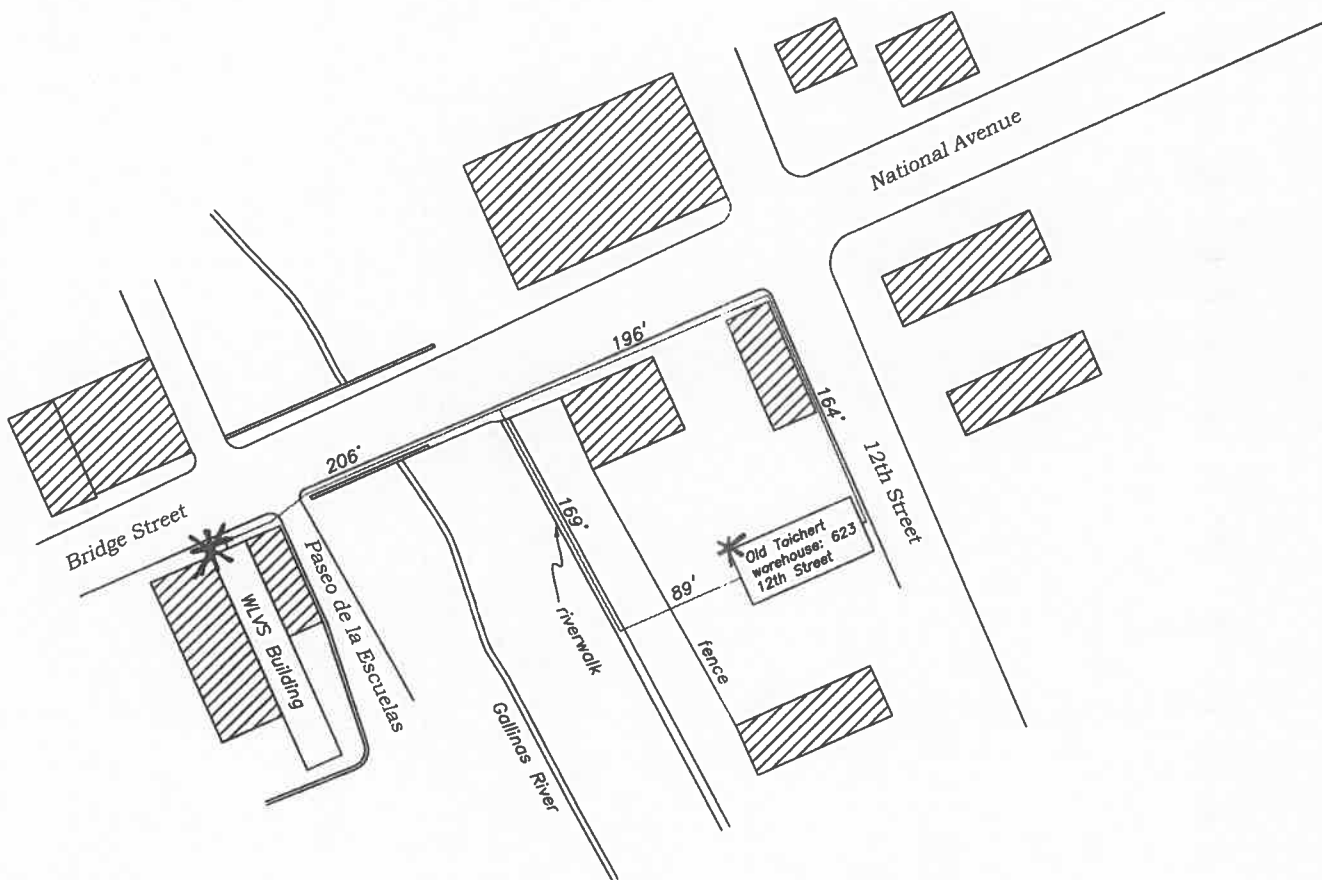
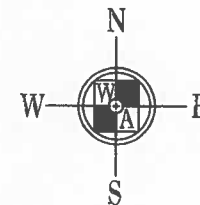
Other (specify): \_\_\_\_\_

\*NOTE: If the distance is beyond 300 feet, but less than 400 feet, a Registered Engineer or Licensed Surveyor must complete a Survey Certificate showing the exact distance.





WINSTON & ASSOCIATES, INC.  
LAND SURVEYING



The walking distance (measured on the ground) from the front door of the old Taichert warehouse building located at 623 12th Street to the closest school property (located at the corner of Paseo de la Escuelas and Bridge Street) is approximately 566' along 12th Street, National Avenue and Bridge Street or 464' from back door, river walk and Bridge Street.

### DOOR-DOOR DISTANCES

Date: January, 2017	SCALE: 1"=100'	Checked by: TW
Drawn by: SLP		
Prepared for:		
ISAAC SANDOVAL		
Prepared by: Winston & Associates, LLC. P.O. Box 1361 Las Vegas, New Mexico 87701 Phone: (505) 425-7717	Dwg. #	017-009

CITY OF LAS VEGAS  
1700 NORTH GRAND AVE.  
LAS VEGAS, NM 87701  
  
T 505.454.1401  
F 505.425.7335  
LASVEGASNM.GOV  
VISITLASVEGASNM.COM

TONITA GURULÉ-GIRÓN  
MAYOR

DAVID ULIBARRI  
COUNCILOR, WARD 1

VINCE HOWELL  
COUNCILOR, WARD 2

BARBARA PEREA-CÁSEY  
COUNCILOR, WARD 3

DAVID L. ROMERO  
COUNCILOR, WARD 4

January 12, 2017

Mr. Isaac Sandoval  
623 - 12th Street  
Las Vegas, NM 87701

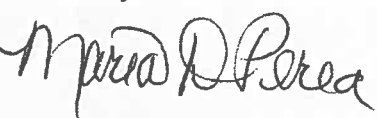
RE: Zoning Certification Statement

Dear Mr. Sandoval:

This statement certifies that the premises located at 623 - 12th Street, Las Vegas, New Mexico 87701, are within a C-2 (Central Business District).

Per City Code §450-125. C-2 (Central Business District), this zone is intended to provide for eating and drinking places, including bars, restaurants and cocktail lounges.

A copy of the zoning map and a portion of City Code §450-125. C-2 (Central Business District) are attached for your information.

Sincerely,  


Maria D. Perea  
CADD Technician

RECEIVED

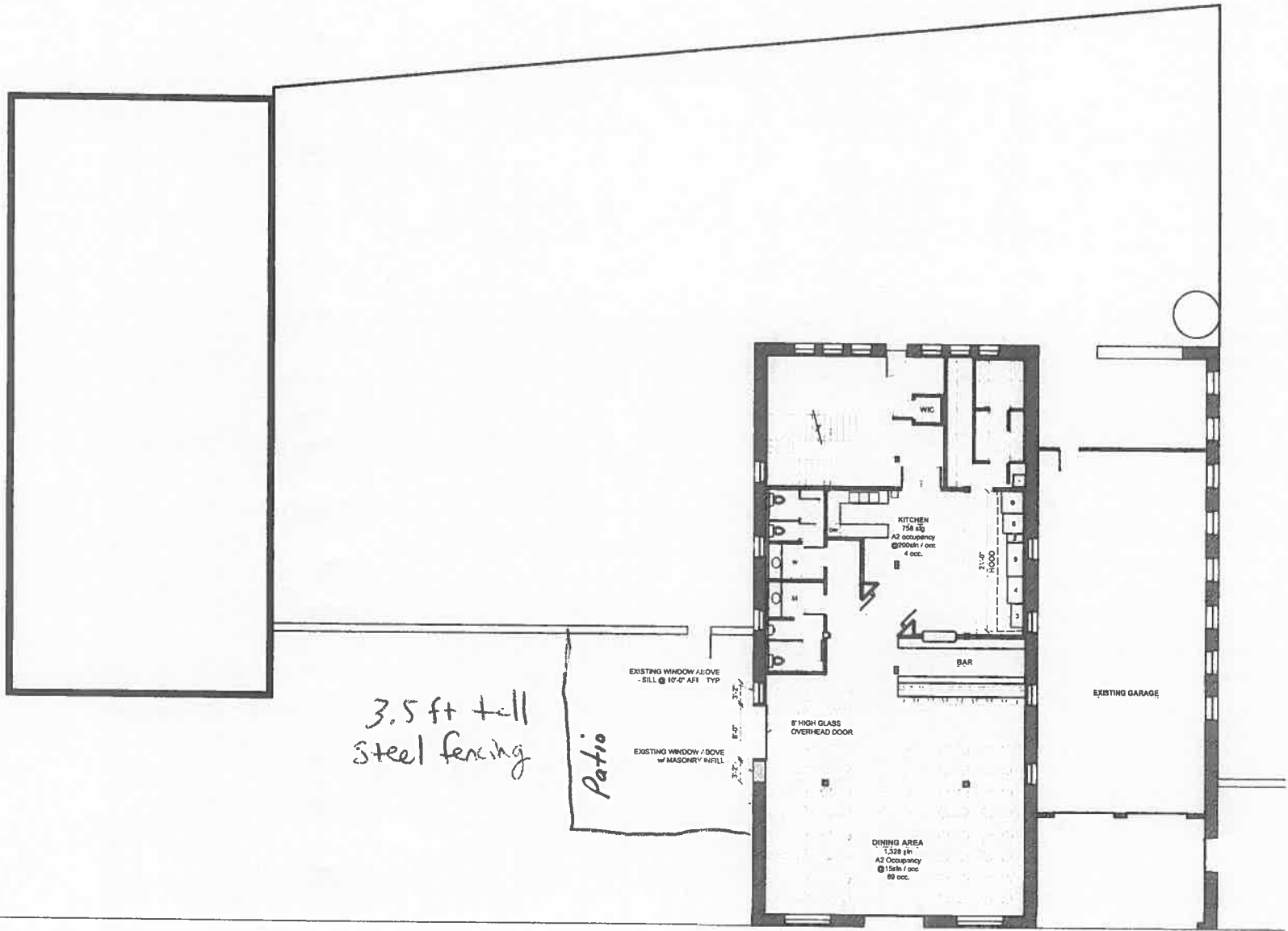
JAN 23 2017

ALCOHOL & GAMING DIVISION



JAN 23 2017

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3930 total sq. ft.

TWELFTH STREET

**CITY OF LAS VEGAS**  
 1700 NORTH GRAND AVE.  
 LAS VEGAS, NM 87701  
 T 505.454.1401  
 F 505.425.7335  
 LASVEGASNM.GOV  
 VISITLASVEGASNM.COM

TONITA GURULÉ-GIRÓN  
 MAYOR

DAVID ULIBARRI  
 COUNCILOR, WARD 1

VINCE HOWELL  
 COUNCILOR, WARD 2

BARBARA PEREA-CASEY  
 COUNCILOR, WARD 3

DAVID L. ROMERO  
 COUNCILOR, WARD 4

## MEMORANDUM

**TO:** Casandra Fresquez, City Clerk  
**FROM:** Maria D. Perea  
 Maria D. Perea, CADD Technician  
**THRU:** Annette Velarde  
 Annette Velarde, CD Director

**DATE:** March 13, 2017

**SUBJECT:** Application for a Transfer of Location only of Liquor License No. 28090 with On Premises Consumption Only and with Patio

Please be advised that we have reviewed the request submitted by Charlie's Bakery & Café, Inc., DBA The Skillet, 623 12th Street, Las Vegas, NM 87701 and the findings are as follows:

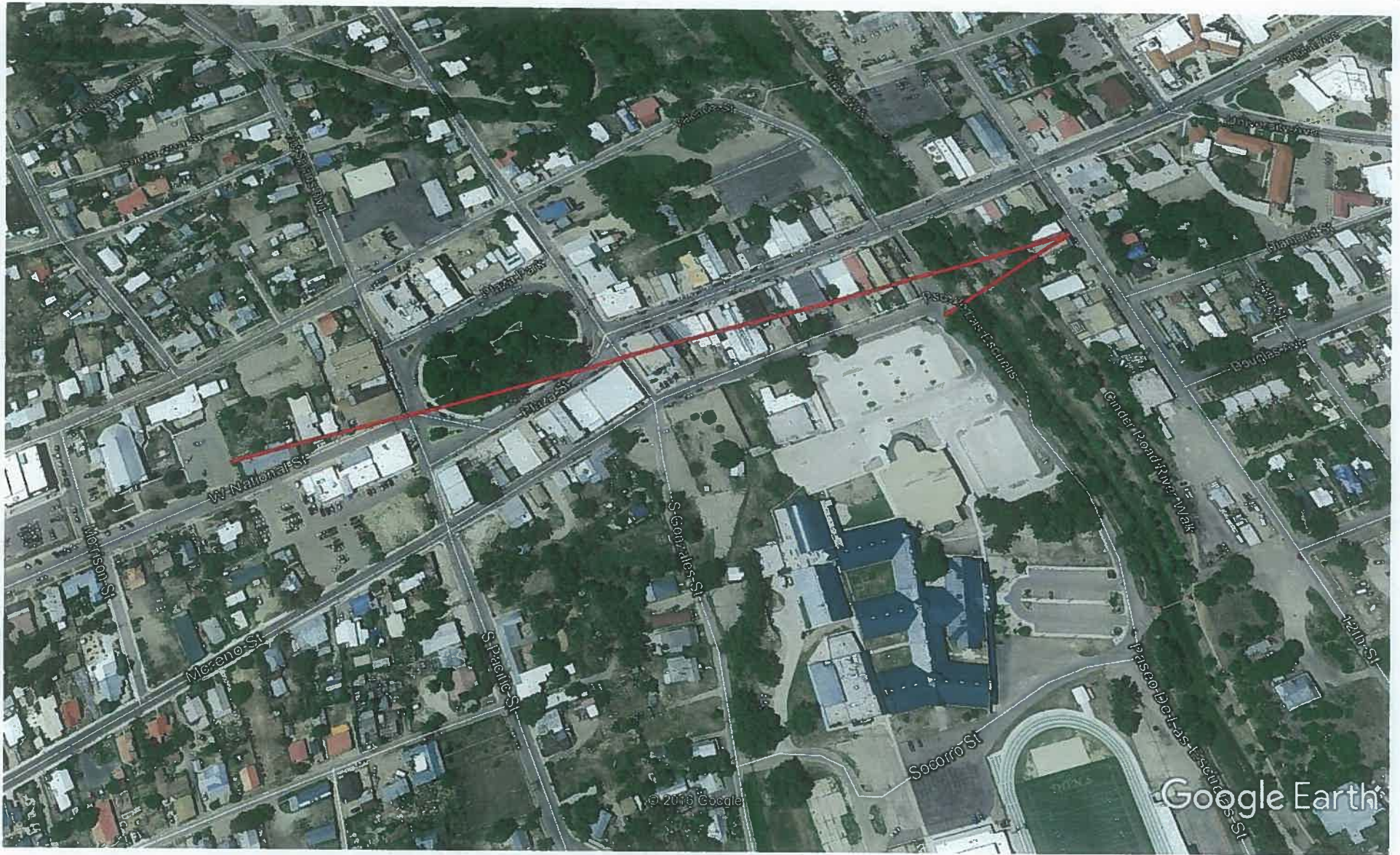
- The property known as 623 12th Street is zoned a C-2 (Central Business District) and a per §450-125. C-2 Central Business District. B. (3), Eating and drinking places, including bars, restaurants and cocktail lounges are permitted uses. The proposed activity is permitted in this zone.
- Our Lady of Sorrows Church located at 403 Valencia Street, is the nearest church to the proposed location and is approximately one thousand eight hundred seventy nine feet (1,879) from 623 12th Street.
- West Las Vegas High School located at 157 Moreno Street, is the nearest school to the proposed location and is approximately three hundred seventy five feet (375') from 623 12th Street.
- The nearest military installation is Kirtland Air Force Base located in Albuquerque, NM and is approximately 126 miles from 623 12th Street.

I have attached a portion of the Zoning Map with the approximate location of 623 12th Street circled in red and an aerial map of the area showing the locations noted above.

If further information is required, please contact me at (505) 426-3279.

Attachments: 3 pages

xc: Richard Trujillo, City Manager  
City Attorney  
Juan Montano, Chief of Police  
Research file

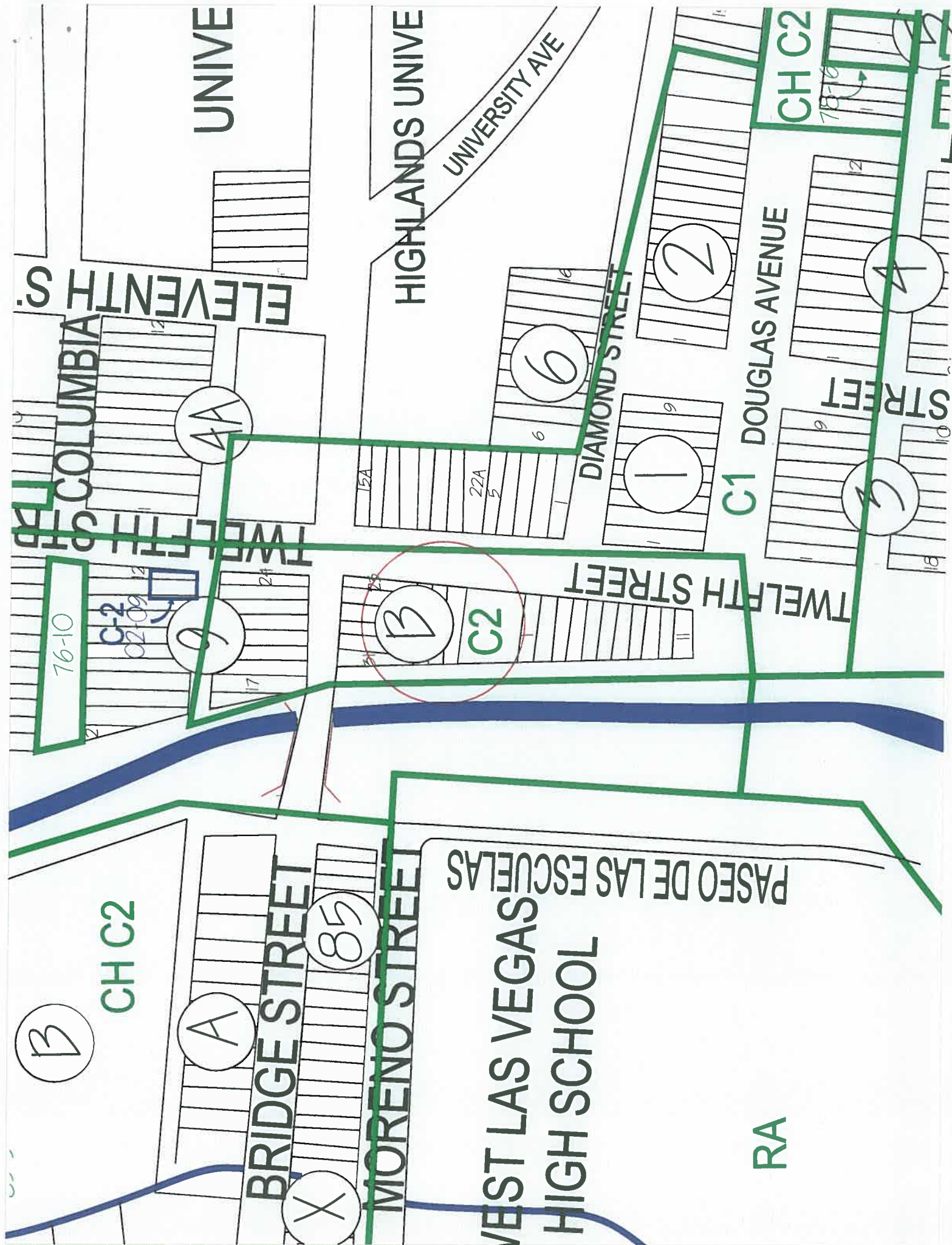


**Distances from 623 - 12th Street, Las Vegas, NM 87701**

**375' approximately to nearest school - West Las Vegas High School, 157 Moreno Street, Las Vegas, NM**

**1,879' approximately to nearest church - Our Lady of Sorrows Church, 403 Valencia Street, Las Vegas, NM**

**126 miles approximately to nearest military installation - Kirtland Air Force Base, Albuquerque, NM**



UNIVE

HIGHLANDS UNIVE

UNIVERSITY AVE

COLUMBIA S.

ELEVENTH S.

TWELFTH ST

DIAMOND STREET

DOUGLAS AVENUE

C1

CH C2

STREET

TWELFTH STREET

76-10

CH C2

B

A

BRIDGE STREET

85

MORENO STREET

X

PASEO DE LAS ESCUELAS

WEST LAS VEGAS HIGH SCHOOL

RA

B

C2

9

AA

6

2

1

4

7

10

18

15A

22A

5

6

16

9

9

12

76-10