



**VILLAGE COUNCIL SPECIAL MEETING
VIA ZOOM TELECONFERENCE
TAOS SKI VALLEY, NEW MEXICO
TUESDAY, NOVEMBER 30, 2021 2:00 P.M.**

1. **CALL TO ORDER AND NOTICE OF MEETING**
2. **ROLL CALL**
3. **APPROVAL OF THE AGENDA**
4. **REGIONAL REPORTS**
5. **NEW BUSINESS:**
 - A. **PUBLIC HEARING:** Consideration to Approve Application No. 1208909 for a Restaurant B Liquor License by Taos Brewing Company, LLC dba Door 38 Pizza @ Taos Ski Valley
 - B. Consideration to Approve Village Staff Recommendation of the Design Drawing and Review for the Proposed TIDD-Eligible Project: Core Arrival Road Planned by Taos Ski Valley Inc.
 - C. Review of March 1, 2022 Municipal Officer Election Key Dates Calendar
6. **ANNOUNCEMENT OF THE DATE, TIME & PLACE OF THE NEXT MEETING OF THE VILLAGE COUNCIL**
7. **ADJOURNMENT**

**Village of Taos Ski Valley
Village Council
Agenda Item**

AGENDA ITEM TITLE: PUBLIC HEARING: Consideration to Approve Application No. 1208909 for a Restaurant B Liquor License by Taos Brewing Company, LLC dba Door 38 Pizza @ Taos Ski Valley

Date: November 30, 2021

PRESENTED BY: Ann Marie Wooldridge, Village Clerk

STATUS OF AGENDA ITEM: New Business

CAN THIS ITEM BE RESCHEDULED: Not recommended

BACKGROUND INFORMATION:

The Village received notification on October 26, 2021 from the NM Regulation and Licensing Department that Taos Brewing Company applied for a Restaurant B Liquor License. The application has preliminary approval from the Director of the NM Regulation and Licensing Department.

The Governing Body shall hold a Public Hearing in the question of whether the NM Regulation and Licensing Department should approve the proposed issuance, within forty-five (45) days after receipt of the notice of preliminary approval from the NM Regulation and Licensing Department, and after the notice has been published for thirty (30) days. Notice of the Public Hearing was published for thirty days, on October 28, 2021, and subsequently on November 4, 2021, as required. The applicant's address will be 105 Sutton Place, the location of the former Stray Dog Cantina.

RECOMMENDATION: Council should hold a Public Hearing on this application and take a vote on Application No. 1208909 for a Restaurant B Liquor License by Taos Brewing Company, LLC dba Door 38 Pizza @ Taos Ski Valley.



NMRLD

NEW MEXICO
REGULATION &
LICENSING DEPARTMENT

STATE OF NEW MEXICO
MICHELLE LUJAN GRISHAM, GOVERNOR
Linda M. Trujillo, Superintendent
Andrew Vallejos, Director

October 26, 2021

Certified Mail No.: 9171 9690 0935 0155 7571 39

Via Email: awooldridge@vtsv.org

Village of Taos Ski Valley

Ann Marie Wooldridge, Clerk

PO Box 100

Taos Ski Valley, NM 87525

Lic. No. /Appl. No.: **License No. / Application No. 1208909**
Name of Applicant: Taos Brewing Company, LLC
Doing Business As: Door 38 Pizza @ Taos Ski Valley
Proposed Location: 105 Sutton Place, Taos Ski Valley, NM 87525

The Director of the Alcoholic Beverage Control Division (ABC) 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.

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;
- (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.**

While the law states that “within forty-five (45) days after receipt of a Notice from the Alcoholic Beverage Control, 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.

With that in mind, when a local governing body receives a liquor license application from ABC, that governing body has a couple of options:

- 1) Hold a hearing on the license application within the statutory time frame of forty-five (45) days, as required by the Liquor Control Act, and comply with all other statutory and regulatory procedures and notify ABC of your decision within thirty (30) days of the hearing;
- 2) Request from ABC an extension of time, past the forty-five (45) days, designating how much additional time will be needed to conduct the hearing in compliance with all statutory and



regulatory procedures. After the extension is granted and the hearing is held, notify ABC of your decision within thirty (30) days of the hearing;

ABC has no preference in the option you choose.

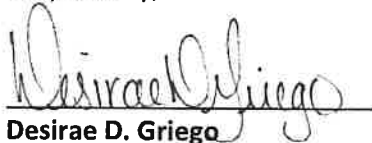
The governing body is required to send notice by certified mail to the Applicant of the date, time, and place of the Public Hearing. The governing body may designate a Hearing Officer to conduct the hearing. **A record shall be made** of the hearing.

The Applicant is seeking a Restaurant B Liquor License.

Within thirty (30) days after the Public Hearing, the governing body shall notify ABC 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 ABC within thirty (30) days setting forth the reasons for the disapproval. A copy of the Minutes of the Public Hearing shall be submitted to ABC with the Notice of Disapproval (*Page 1 of the Application, noting disapproval*).

Respectfully,



Desirae D. Griego
Admin Law Judge | Hearing Officer
NM Regulation & Licensing Department
Alcoholic Beverage Control Division
Phone: (505) 476-4552 Fax: (505) 476-4595
Email: Desirae.Griego@state.nm.us

Enclosures:

1. Original Page 1 of the Application (*must be signed and returned w/notices of publication*)
2. Copy of Page 2 of the Application
3. Copy of the Zoning Statement





NMRLD
NEW MEXICO
REGULATION &
LICENSING DEPARTMENT

STATE OF NEW MEXICO
MICHELLE LUJAN GRISHAM, GOVERNOR
Linda M. Trujillo, Superintendent
Andrew Vallejos, Director

Restaurant Liquor License Application | \$200.00 Application Fee, non-refundable
 ABC USE ONLY: Application Fee \$200.00 Received on: 9-9-11 Receipt No. 2412074
 License Fee \$ _____ Received on: _____ Receipt No. _____
 Application Number: 1208909 Local Option District: _____

TYPE of APPLICATION: *Check appropriate box*

- Restaurant A | Beer & Wine only | License Fee, pro-rated, due at final: \$1,050.00
 Restaurant B | Beer, Wine & Spirits | License Fee, pro-rated, due at final: \$10,000.00

Applicant is: Individual Limited Liability Company Corporation Partnership (General/Limited)

Applicant /Company Name: Taos Brewing Company, LLC

D/B/A Name: Door 38 Pizza @ Taos Ski Valley

Email: (required) mmk1213@aol.com Business Phone No: 785 550 4046

Mailing Address: 401 Paseo del Pueblo Norte

Physical location, if different: 105 Sutton Place, Taos Ski Valley, New Mexico 87525

County: Taos (Include Street number / Hwy number / State Road, City, State, and Zip Code)

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

As defined in §60-3A-3. V. "Restaurant", means an establishment having a New Mexico resident as a proprietor or manager ... as a place where food is prepared and served primarily for on-premises consumption to the general public in consideration of payment and that has a dining room, a kitchen and the employees necessary for preparing, cooking and serving food; ... does not include establishments as defined in rules promulgated by the director serving only hamburgers, sandwiches, salads and other fast foods;

I qualify as a "Restaurant"? Yes No

Is food service the primary source of revenue and accounts for 60% or more of the total gross receipts at current licensed premises? Yes No

Is Food Service Permit current? Yes, attached No

I have attached **photos of the Dining Room and Kitchen** and included a **copy of the Menu**. Yes No

Days and Hours of Operation? 11 am - 11 pm

I understand that a restaurant license requires that the establishment is not a bar-like setting and the hours for sales and/or service of alcoholic beverages are only from 7:00am to 11:00pm or until food sale and service ceases, whichever is earlier? Yes No

Contact Person: Robert Krause Phone #: 785 550 4046 Email: mmk1213@aol.com



Application No. _____

You must sign before a Notary Public.

I, (print name) **Robert Krause**, as (Title) **Managing Member**

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.

Signature of Applicant: [Signature] Date: 9/3/2021

Notary Public Use Only: (State of New Mexico, County of Taos)

SUBSCRIBED AND SWORN TO before me this 3 day of Sept, 2021

By Affiant: Robert Krause

Notary Public: [Signature]

My Commission Expires on: March 13, 2025

Local Option District Use Only:

Local Governing Body of _____ City, County, Town, Village

Public Hearing held on _____ 20____ Decision: Approved Disapproved

Signature of Official: _____ Title: _____

ABC USE ONLY:

APPROVED DISAPPROVED, _____

Done this _____ Day of _____, 20____.

SIGNED BY DIRECTOR: _____

ASSIGNED LICENSE NO. _____ **EXPIRES ON:** _____

Reviewed, with copy sent to Licensee via Email, Fax, 1st class mail

By: _____ Date: _____

RECEIVED

SEP 08 2021

ALCOHOLIC BEVERAGE



Revised 6/2021

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): Cottam Properties, LLC

B. Date and Term of Lease: December 1, 2021 - November 30, 2024 (with three 3-year extensions)

3. Premises location is Zoned (example C-1, see Zoning Statement): Commercial/Business

Zoning Statement attached, Yes No 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: Holy Trinity Church Miles/feet: 10 miles

Address/location of Church: 498 NM-150, Arroyo Seco, NM 87514

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

Name of School: Arroyos del Norte Elementary School Miles/feet: 19 miles

Address/location of School: 405 Hondo Seco Rd, Arroyo Seco, NM 87514

6. **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.

7. Type of Operation: Hotel Lounge Package Grocery Racetrack

Restaurant Craft Distiller Small Brewer Winery Wholesaler

Other (specify): _____

***NOTE:** If the distance is beyond 300 feet, but less than 400 feet, and the Applicant does not admit that the location is within 300 feet and requests a waiver from the LOD, a Registered Engineer or Licensed Surveyor must complete a Survey Certificate showing the exact distance.



7 Firehouse Road
PO Box 100
Taos Ski Valley NM 87525

(575) 776-8220
(575) 776-1145 Fax

E-mail: vtsv@vtsv.org
Web Site: www.vtsv.org

MAYOR:
Christof Brownell

COUNCIL:
Jeff Kern
Neal King
J. Christopher Stagg
Thomas P. Wittman

**VILLAGE
ADMINISTRATOR:**
John Avila

CLERK:
Ann M. Wooldridge, CMC

August 30, 2021

NM Alcohol and Gaming Division
License and Regulation Department
PO Box 25101
Santa Fe, NM 87501

Re: Taos Brewing Company, LLC

This is a zoning statement for Taos Brewing Company, LLC, a proposed business in the Village of Taos Ski Valley, to fulfill the requirements needed to apply for a liquor license.

- The property address is 105 Sutton Place, Taos Ski Valley, NM 87525
- The property is located in a C-B Zone: Commercial/Business
- The sale of alcohol is allowed in this zone
- The property is 12 miles from the Arroyos del Norte Elementary School
- The property is 10.9 miles from the Holy Trinity Church in Arroyo Seco

Sincerely,

Ann M. Wooldridge

Ann M. Wooldridge
Village Clerk
Village of Taos Ski Valley

RECEIVED

SEP 08 2021

ALCOHOLIC BEVERAGE
CONTROL

VILLAGE OF TAOS SKI VALLEY
Village Council
Agenda Item

AGENDA ITEM TITLE: Consideration to Approve Village Staff Recommendation of the Design Drawing and Review for the Proposed TIDD-Eligible Project: Core Arrival Road Planned by Taos Ski Valley Inc. (TSVI)

DATE: November 30, 2021

PRESENTED BY: John Avila

STATUS OF AGENDA ITEM: New Business

CAN THIS ITEM BE RESCHEDULED: Not Recommended

BACKGROUND INFORMATION:

The new Core Arrival Road, "Bison Road", connecting State Road 150 with Twining, Sutton and Thunderbird Roads and an adjacent public bus/shuttle drop-off area is a Tax Increment Development District (TIDD) eligible project to be designed and built by TSVI. Once completed, it is contemplated that the project would be accepted by the Village and dedicated as a public right-of-way. According to the TIDD Master Development Agreement (MDA), Section 4(A), the Village has the right to formally approve construction documents for any component of eligible infrastructure such as the arrival road.

The MDA contemplates that any TIDD project will be formally approved by the Village Council (or officers/departments, authorized by direction of the Village Council) before being accepted as public infrastructure. Continuous examination and formal review are necessary as the project progresses because the Village may be assuming some risk and cost, at taxpayer expense, of maintaining this public infrastructure over time.

TSVI's plans have continued license approval with the USFS for the construction of improved parking and roadway over the USFS property, (located within the boundary of TSVI's US Forest Service special use permit (SUP)), that has been continually used as a right-of-way by residents, visitors, and workers since well before Village incorporation in July 1996. An easement is anticipated for dedication to the Village for public access to the Entry Road and an adjacent public drop off area. The roadway improvements include a historic cultural entryway atmosphere/landscaping, increased roadside snow storage capacity, better drainage with more unpaved surface, paved walkways, underground electric installation, improved (lower) net slope to the roadway, lighting, and will continue under management by TSVI.

Village Staff reviewed the 90% Entry Road plan and design and found that the drawings should be recommended to the Village Council for consideration and approval as a planned TIDD-eligible project, with the condition that the Village and the Developer work toward an MOU that does not increase Village costs, and the condition that the TSVI engineer communicate with a Village engineer for a matching transition to the Village plan for Twining Road.

RECOMMENDATION: Move to accept the review and recommendation of the Village Staff for the plan and 90% design for improvements to the new Core Arrival Road right of way and adjacent public bus/shuttle drop off area.

Attached:

90% Engineer design drawings for the TIDD eligible Core Arrival Road project with Engineering notation showing an approximate 1 ft change at project terminus for intersection at Twining Road

Drainage Plan document showing net reduction in use of Sutton Pond

Notation to address emergency roadway access by limiting the size of vehicles parked on Firehouse Road at the river crossing



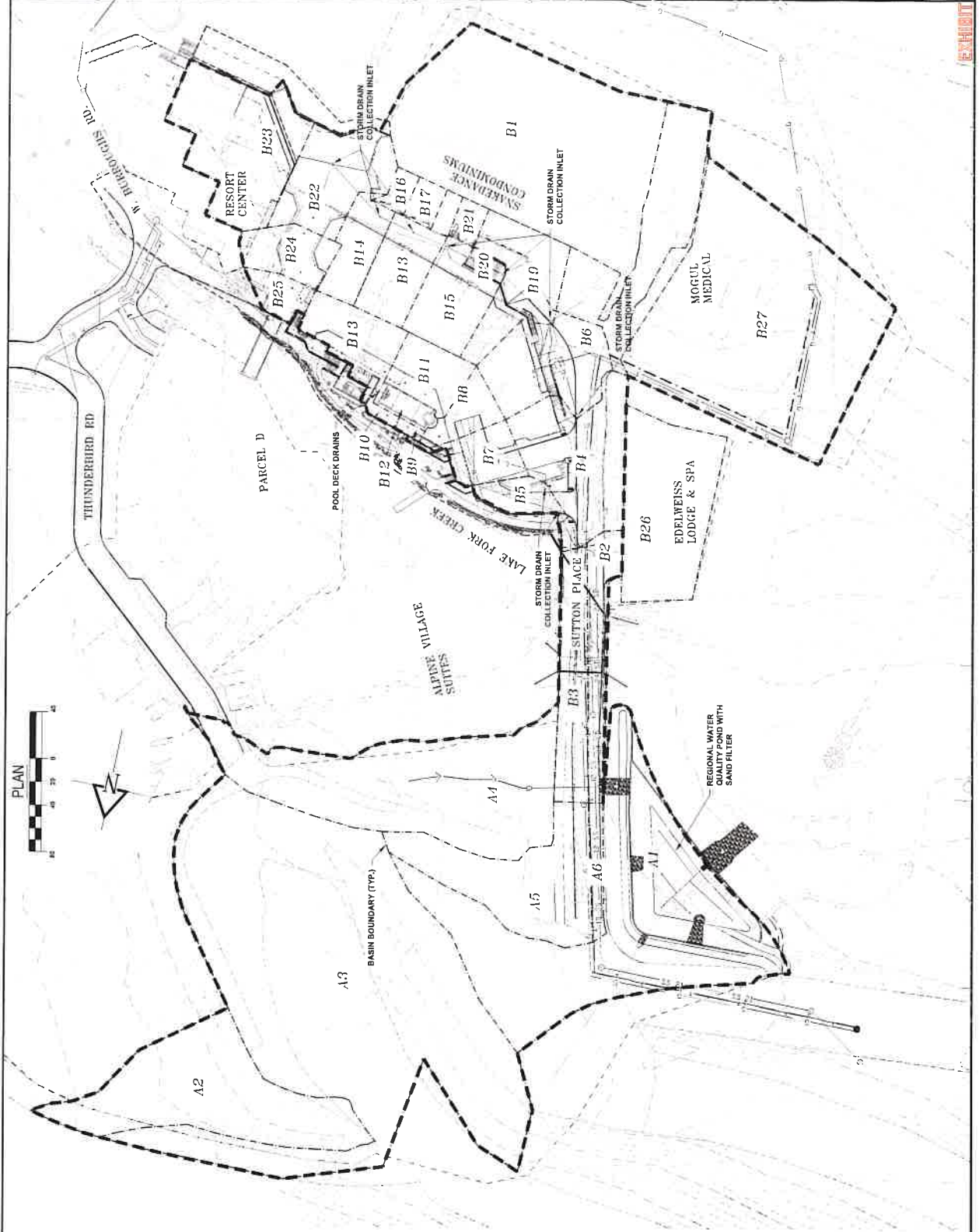
REVISIONS:

PARCEL G - HOTEL
TAOS SKI VALLEY
DEVELOPED DRAINAGE BASIN MAP

Russell Planning & Engineering, Inc.
Civil Engineering Services
934 Main Avenue, Unit C
Durango, Colorado 81301
Phone: (970) 385-4346
Fax: (970) 385-4322

Drawn: CH
Drafted: SF
Checked: DC
Date of Submittal: 07/28/2015

2 OF 2
EX-2



Basin	Sq Ft	Acres
A1	31150.26	0.72
A2	15803.22	0.36
A3	60715.15	1.39
A4	22048.44	0.51
A5	10627.63	0.24
A6	1314	0.03
B1	30995.18	0.71
B2	4165.1	0.1
B3	5531.09	0.13
B4	9445.64	0.26
B5	1733.85	0.04
B6	16751.99	0.38
B7	2826.01	0.06
B8	2138.97	0.05
B9	257.3	0.01
B10	427.4	0.01
B11	3113.04	0.07
B12	1077.8	0.02
B13	4062.15	0.09
B14	3180.85	0.07
B15	4654.12	0.11
B16	780.85	0.02
B17	952.58	0.02
B18	4683	0.11
B19	6026.62	0.14
B20	579.24	0.01
B21	860.93	0.02
B22	6533.55	0.15
B23	10937.17	0.25
B24	3166.64	0.07
B25	1596.01	0.04
B26	11356.06	0.26
B27	33137.79	0.76

VILLAGE OF TAOS SKI VALLEY
Village Council
Agenda Item

AGENDA ITEM TITLE: Review of March 1, 2022 Municipal Officer Election Key Dates Calendar

DATE: November 30, 2021

PRESENTED BY: Ann Marie Wooldridge, Village Clerk

STATUS OF AGENDA ITEM: New Business

CAN THIS ITEM BE RESCHEDULED: Not Recommended

BACKGROUND INFORMATION:

The Village Clerk submitted the Election Resolution approved by Council at its October regular meeting to the NM Office of the Secretary of State. The next steps are for the Secretary of State to issue its election proclamation on December 1, 2021, and for the Village Clerk to post the location of early voting, which will be the Village Office. The Secretary of State's proclamation must be published in the newspaper by the Village and must be posted to the Village web site, by December 16, 2021. Other deadlines follow, as outlined in the Election Calendar attached.

Candidate declaration day is January 4, 2022, between 9 and 5 at the Village of Taos Ski Valley office of the Clerk. There are three positions up for election due to the four-year term having passed, and these are for Mayor Christof Brownell, Councilor Jeff Kern, and Councilor Chris Stagg.

Absentee ballots must be requested of the Village Clerk, and early voting will commence on February 1, 2022 between 9 and 4 at the Village Office, 7 Firehouse Road, Taos Ski Valley, NM 87525, Monday to Friday. The last day for early voting will be Saturday February 26, 2022 between 10 and 6 at the Village Office.

Voting on Election Day March 1, 2022 will take place from 7 to 7 at the Inn at Taos Valley, 1314A, State Road 150, Taos Ski Valley, NM 87525.

RECOMMENDATION: This item is for review only. No action is necessary.

2022 Municipal Officer Election Key Dates Calendar

Election to be held Tuesday, March 1, 2022

NOTE 1: This calendar lists basic dates for the Municipal Officer Election.

NOTE 2: Bolded dates are task for Municipal Clerk. Blank lines below timeframes are for your targeted dates for completion (if different from the deadline dates)

TIME FRAME	DATE	ACTION	STATUTE
	Between June 1, 2021 and July 30, 2021	Governing Body may act in place of County Commission regarding establishing polling places and consolidating precincts as outlined in 1-3-2	1-22-3.1J
	By June 30, 2021	Deadline to post election calendar changes to municipal website	1-22-3.2B
Between 120-150 days prior	Between October 2, 2021 and November 1, 2021 _____	Municipality must notify the Secretary of State of all municipal positions to be filled at the next local government election. NOTE: Recommend governing body adopt an election resolution to identify these positions.	1-22-4B
On 90th day	On December 1, 2021	Secretary of State issues resolution (proclamation) per 1-22-4 NMSA 1978 for a regular municipal officer election	1-22-3.1E(1)
On 90th day	On December 1, 2021	City Clerk shall post early voting locations and days/hours of operation. No changes to early voting locations can take place at this point	1-6-5.8B(2)
Not less than 75 days before	By December 16, 2021	Publish relevant portions of proclamation in newspaper in English & Spanish and post entire proclamation in English & Spanish on municipal website.	1-22-4D
Prior to 70th day	_____	Municipality must adopt any ordinances to establish ballot questions NOTE: See the corresponding statutes for timeframes for the type of question being considered (GRT, Bond, Liquor, etc)	1-16-3B
By 70th day	By December 21, 2021	Deadline to submit any ballot questions to the Secretary of State for the Municipal Officer Election Ballot.	

TIME FRAME	DATE	ACTION	STATUTE
Prior to 56th day		Home Rule Municipalities who require nominating petitions must set their deadlines	
Not less than 21 days	By December 28, 2021	Publish a notice one time that election boards are to be appointed for the specified number of precincts, stating the number of persons composing each board and that applications for the standby list will be accepted at the Municipal Clerk's Office	1-2-9A
On the 56th day	On January 4, 2022 9:00 AM and 5:00 PM	Candidate Filing Day - NOTE: To be a candidate, a person must be registered to vote in the district on the date the proclamation calling a local election is filed in the office of the Secretary of State [December 1, 2021] (1-22-3.1E)	1-22-3.1E(3)
By the Friday following the filing date	By January 7, 2022 By 5:00 PM	Deadline to certify candidate and place name on ballot prior to the election. Written notification of certification must be delivered to candidates by 5:00 P.M.	1-22-3.1E(3)
On the 49th day	On January 11, 2022 9:00 AM and 5:00 PM	Write-In Candidate Filing Day NOTE: To be a candidate, a person must be registered to vote in the district on the date the proclamation calling a local election is filed in the office of the Secretary of State [December 1, 2021] (1-22-3.1E)	1-22-3.1E(4)
By the 49th day	By January 11, 2022 By 5:00 p.m.	Last day to withdraw candidacy	1-22-3.1E
Within 7 days after deadline for declaration of candidacy filing day	Between January 4, 2022 and January 11, 2022	Within seven days after deadline for declaration of candidacy filing day, any voter may challenge the candidacy of any person seeking election for the reason that the person doesn't meet the qualifications, by filing a petition in district court	1-22-3.1E(5)
On or before 42nd day	By January 18, 2022 By January 18, 2022	Last day to withdraw write-in candidacy Municipal Clerk shall appoint the necessary election boards. The appointment shall be in writing to the person appointed and must be posted in the Clerk's Office	1-2-6
	7 Days prior to Election Worker Training	Election workers shall be notified in writing of training 7 days prior to training	1-2-17D

TIME FRAME	DATE	ACTION	STATUTE
By the 42nd day	By January 18, 2022	Municipal Clerk must send a copy of the certified ballot to the printer and the Secretary of State	1-22-3.1E(6)
42nd day before election	Beginning on January 18, 2022	Municipal Clerk may begin to prepare, inspect, certify and seal voting tabulators that are to be used in the election	1-11-5
On 35th day before election	On January 25, 2022	Municipal Clerk must send military-overseas ballots to federal qualified electors beginning thirty-five days before the election	1-22-3.1D(6)
By 30th day before election	By January 30, 2022	Each Municipal Clerk shall provide a list of appointed election translators and standbys, along with a list of precincts (voting locations) where oral assistance is required (federal Voting Rights Act) to the SOS no later than thirty days before the election	1-1-2-19D
on 28th day before Election	On February 1, 2022	First day absentee ballots are mailed out	1-6-5F
between 28th and 5th day before Election	On February 1, 2022	Municipal Clerk may convene an election board to meet during normal business hours to qualify returned absentee ballots	1-6-14
on 28th day before Election	On February 1, 2022	Early voting shall be conducted in the office of the Municipal Clerk commencing on the twenty-eighth day before the election during the regular hours and days of business and on the Saturday immediately prior to election day from 10:00 a.m.-6:00 p.m.	1-6-5.7A
By 28th day before Election	By February 1, 2022	Last day for a qualified elector to register to vote or update voter registration (excludes same day voter registration at early voting locations)	1-4-8
Beginning the 3rd Saturday prior to the election until the Saturday before the election	Between February 12, 2022 to February 26, 2022	OPTIONAL - Early voting added at alternate site - in addition to the Clerk's office. (This is optional, based on the size of the municipality) [NOTE: You must have requested this prior to the December 1, 2021 Election Proclamation]	1-6-5.7B

TIME FRAME	DATE	ACTION	STATUTE
Not more than 21 days nor less than 7 days prior to election day	Between February 8, 2022 and February 22, 2022	Notice of Election shall be published in English & Spanish in a legal Newspaper and posted in the office of the municipal clerk	1-11-3
Beginning 10th day before voting machine is issued for absentee voting	By February 14, 2022	Clerk may begin to prepare, inspect and seal voting machines in accordance with	1-6-9.2
By 7th day	By February 22, 2022	Deadline for any group of three candidates or election-related organization to file a written notice to appoint watchers for the election to the SOS Office. Municipal Clerk will be notified by SOS when appointments are made	1-2-27
By 5th day before Election	February 24, 2022	For an election in which fewer than 10,000 absentee ballots were mailed, Absentee Board can begin tallying absentee ballots.	1-6-14F
By 5th day before Election	February 24, 2022	Last day to request an absentee ballot	1-6-5F
On 4th day before Election	February 25, 2022	Last day to mail out absentee ballots	1-6-5F
On the Saturday prior to the Election	February 26, 2022	Last day for early voting in the Clerk's office (10:00 am to 6:00 pm) [NOTE: This is a Saturday!]	1-6-5.7A
Beginning with the close of polls on ED through the 10th day after election	March 1, 2022	Municipal Officer Election Day	1-22-3.1A
Between 6th, and no later than 10th day after Election	By March 11, 2022	Municipal Clerk shall notify by mail each person whose provisional paper ballot was not counted, along with the reason	1-12-25.3
Immediately after county canvass	Between March 7, 2022 and March 11, 2022	Local Canvassing Board (County Commission) meets to canvass election - Clerk will present results	Municipal 1-22-15B and 1-13-13
	Between March 7, 2022 and March 11, 2022	Clerk shall notify the SOS when an automatic recount for ballot questions (one-half %) or local office race (one %) is required	1-14-24

TIME FRAME	DATE	ACTION	STATUTE
Within 6 days after completion of canvass by canvassing board	_____	Any candidate who believes that an error or fraud was committed may file an application for recount or recheck with the district judge for the county in which the applicant resides	1-14-16
Within 7 days after receiving notice of required automatic recount	_____	SOS shall file notice with the state canvassing board that an automatic recount is required and the board shall order a recount of the ballots for the specified office.	1-14-16
3rd Tuesday after each statewide election	March 15, 2022	The State Canvassing Board shall meet in the state capitol to approve the report of the canvass and declare the results of candidates/ballot questions voted upon by voters of more than one county	1-13-15
By 21st day after election	By March 22, 2022	Secretary of State issues certificates of election to the winning candidates and certifies the passage or defeat of any bond question	1-22-15F
First Day of month following election	On April 1, 2022	Term of Office begins for newly elected candidates Note: The oath of office shall be issued before the candidate may enter upon the duties of the office.	1-22-3.1F
Beginning 42nd day after adjournment of canvassing board or after completion of a recount (whichever is later)		The Municipal Clerk may clear votes recorded on the removable storage media devices and transfer ballots from the locked ballot boxes for disposition, per 1-12-69	1-13-21
Blackout periods for Special Elections (1-12-71)		70 days prior to or following any statewide election	