



MEMORANDUM

To: Board of Trustees
From: Michele Martin, Town Clerk
Date: September 3, 2013
Re: Clerk's Report – July 5 through August 29

Update in the Clerk's Office:

Licenses and Permits

The Clerk's Office has had two liquor license renewals during this time period and two Medical Marijuana Center (MMC) renewals, which are still in process. The Medical Marijuana (MMJ) license application has been updated to request necessary information for processing. We have a potential new MMC that is in process with the State right now.

The Shred-a-thon, Old Timer's Days, Friend's Fest, Backdoor Turbo Fundraiser, Shakespeare in the Park, and NedFest Special Events were all reviewed and permitted for, with no concerns or issues noted. Upcoming events include the Neder-Nederland Running Race and Buffalo Bicycle Classic to occur in September. A review of our Special Events and the process is being conducted in preparation for the Board's work session to be held on September 24.

Business licenses have been renewed quarterly with no issues to report. The New and Renewal Business License applications have also been updated into one form to help streamline the process.

Elections

I attended a pre-election meeting at the County Clerk's office along with my peers from other Boulder County municipalities to discuss the coordinated election in November. I assisted the Commissioner's Office in setting up their public hearing in Nederland for the proposed formation of an EcoPass Public Improvement District and have been in contact with the Designated Election Official to coordinate efforts.

Building

The Building Department continues to be busy with new construction and various remodels. Since January, there have been a total of eight permits pulled for new residential homes. There continues to be a considerable amount of time spent by staff on site plan review for drainage, grading, hillside development, wildfire zone construction, utilities, driveway, and other zoning/building code compliance issues. An updated Residential Plans Checklist was created to mitigate some of the delays in processing permits for new construction. We have also updated our Building Permit application.

Staff met with Xcel Energy to review their excavation and right-of-way permit for their planned upgrade to their electrical system from Hurricane Hill to Eldora Mountain Resort. They will be replacing power poles and installing new wire through Town. Xcel has issued notice via the newspaper to let residents know about the project.

We have the usual high volume of daily calls and stop-in requests this summer on building permits, code enforcement complaints, and zoning inquiries.

Planning & Zoning

Enforcement of two Special Review Use (SRU) permits occurred during this time period, with compliance being met.

The Board of Zoning Adjustment considered two variance applications on August 8. Both variance requests were approved.

Training

I attended the Colorado Municipal Clerks Association Conference in Boulder from July 7-12, with 63 municipalities represented. We covered many topics and heard from many guest speakers from the State, CML, private entities, and other municipalities. This was valuable training in providing the tools and knowledge needed to perform my duties and also with networking among my peers.

Social Media

- We currently have 710 Facebook “likes” (up 11 from the last report).
- We have 924 Twitter “followers” (up 34 from the last report).
- Web statistics for the period from July 30 to August 29 along with an arrow indicator showing whether this is an increase or decrease from the last report (website traffic, unlike our social media traffic, is highly seasonal):
 - 9,200 visits; ↑953
 - 42,980 page views (individual pages on the website); ↑4,789
 - 4.67 pages per visit on average; ↑.04

- 1.11% bounce rate (this indicates visitors who landed on our page and immediately left; our rate is fairly low and decreases in our “off-season” as fewer people are bouncing to our page when searching for other related topics); ↓.07%
- 2:49 minutes spent on the website on average; ↑27 seconds
- 73.36% of visits are new visits; ↓1.82%