



# MEMORANDUM

To: Board of Trustees  
From: Michele Martin, Town Clerk  
Date: October 15, 2013  
Re: Clerk's Report – August 30 through October 10

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Update in the Clerk's Office:

## **Licenses and Permits**

The Clerk's Office has had one liquor license renewal. The Town's three Medical Marijuana Centers (MMCs) and two Optional Premises for Cultivation (OPCs) are still in process of renewal. I've been working with the owners on the outstanding items.

I'm in the process of licensing a Marijuana Infused Product (MIP) facility. They have their license from the State and close to being licensed with the Town pending their building and fire safety inspection.

I have created a new and renewal retail marijuana license application based off Ordinances 720 and 721.

The flooding took its toll on some of our special events. I had reviewed and permitted the Buffalo Bicycle Classic, Neder-Nederland Race, Oktoberfest, and Art at the Center, yet the Oktoberfest had to cancel their bike race portion of the event due to the closure of the trails and canyons. The Miners' Days TRC had been scheduled and then cancelled as the Historical Society made the decision to cancel their event in light of the destruction of our neighbors. I am in the process of reviewing the Witches' Ball to take place later this month.

I researched our Town events and waiver/discount requests in detail and met with staff to discuss, in preparation for the Board's work session on September 24. We

met on the 24<sup>th</sup> and a summary from that meeting is attached. Staff had taken away tasks from that meeting that I am working on.

Business licenses have been renewed quarterly with no issues to report. As of September 1 there are 113 licensed businesses in Town.

### **Elections**

Along with Mayor Gierlach, I prepared the Pro summary statement for Boulder County Nederland EcoPass Public Improvement ballot issue 5D and submitted to the County as per the State Election Calendar deadline.

### **Building**

The Building Department has finally started to slow down, we have only had six permits pulled during this time period and one of which was for the Community Center for flood repairs/anticipated change in office space. There still 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. As staff comes across these requests, we try to emphasize the need to repair portions of Town that have not been designed well in the past. We are generally met with understood cooperation from the public for the greater good of the community.

Deputy Clerk Cynthia Bakke visited SAFEbuilt in Northglenn on September 11 for hands-on training to help in the transition of taking building permits over.

### **Planning & Zoning**

There were no new applications submitted for either the Planning Commission (PC) or the Board of Zoning Adjustment (BZA). The PC met on September 25 to discuss the NedPeds 90% plans, and the BZA meets on October 10 to approve Findings of Fact from their last meeting.

Deputy Clerk Bakke attended a Planner Refresher workshop in Golden on September 7 for an overview on planning/land use basics.

### **Codification**

In preparation of codifying our ordinances by the end of next month, I have been in contact with Colorado Code Publishing Company to start the process.

Staff met to discuss potential amendments to Chapter 11 Streets, Sidewalks, Public Property, and I prepared a summary awaiting a few tweaks before submitting to the Administrator for review.

Over the years, there has been an ongoing list of code changes to make, which I have added to during my time, and I incorporated all of the grammatical,

contradictory ones into a proposed amendment and have submitted to the Administrator for her review, in the hopes that we can get these changes into the codification this year.

### Misc.

I prepared the Clerk's budget for the Treasurer.

I conducted the annual Fleet Renewal Declaration for Boulder County Clerk and Recorder's office listing out all of our current vehicles and machinery and am working with the Public Works Manager on required emissions tests.

### Social Media

This is really where the Clerk's office saw the impact of the flooding. These numbers were drastically increased from all previous months due to folks needing information, and staff posting press releases and emergency information as quickly as it was received. In understanding the very last statistic on this list of the decrease by 11.84%, this shows to me that these are our current residents seeking information vs. the general tourist becoming a new visitor to the site.

- We currently have 850 Facebook "likes" (up 140 from the last report).
- We have 1,050 Twitter "followers" (up 126 from the last report).
- Web statistics for the period from September 10 to October 10 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):
  - 19,565 visits; ↑10,365
  - 96,219 page views (individual pages on the website); ↑53,239
  - 4.92 pages per visit on average; ↑.25
  - 0.94% 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); ↓.17%
  - 3:06 minutes spent on the website on average; ↑17 minutes
  - 61.52% of visits are new visits; ↓11.84%