



# MEMORANDUM

To: Board of Trustees  
From: Michele Martin, Town Clerk  
Date: November 19, 2013  
Re: Clerk's Report – October 11 through November 13

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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, basically just awaiting results from CBI at this point. Two have expressed their interest in applying for retail for their centers.

I have licensed a new Medical Marijuana Infused Product (MIP) facility. They have expressed their interest in applying for their retail license.

I have received numerous calls from out-of-towners wondering if we have reached our limit yet on medical marijuana centers, but no new applications have been received.

I had reviewed and permitted the Enchanted Forest and Witches' Ball. There were no other Special Events during this time. I am currently processing the Community Thanksgiving Dinner and Holiday Mountain Market as the last two events for the year, and have the Stone Soup Fundraiser for the Food Pantry and Alpine Arts Festival applications to process for 2014.

Business licenses have been renewed quarterly, and with a few minutes of downtime, the Deputy Clerk referred back to our ongoing list of folks who have never gotten licensed. There has been some controversy over licensing the independent real estate contractors, with push-back from a few. Some understand that their corporate office is responsible for payment and not them individually, and that they could submit a check request for the payment to their corporate office. I conducted a

survey through the Clerks listserv and out of the eight towns who responded, five said they require anyone doing business in their town to obtain a business license. It doesn't matter if they are a business with a store front in town or are based out of another state, if they do business here, they get a license.

### **Elections**

I have finished my April 2014 election calendar and will begin to work on the candidates packets. I currently have three individuals on a list to call when the packets are available. The first day that nomination petitions may be circulated and signed is February 10.

### **Building**

The Building Department has received yet another single family residential permit application, bringing the total number for the year to 11. We did receive another eight permit applications during this timeframe, but they were mostly for reroofs, furnace and window replacements, as folks are getting ready for winter. There was quite a bit of time spent with a property owner and staff coordinating outstanding items in order for them to start building their home this year.

We are starting to enforce change of occupancy life safety inspections, as businesses open or move from one location to another. This has not been done in the past, and hence the life safety, such as door handles, exit signs, etc. has not been inspected before.

Right-of-way and excavations permits were also issued during this time.

### **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 October 23 to review and adopt the updated Comprehensive Plan and Zoning Map.

### **Codification**

I have been coordinating with Colorado Code Publishing Company, and have given them permission to start codifying Ordinances 680-724, with these last two ordinances pertaining to code amendments and special events forthcoming. They anticipate we could receive the updates by the end of the year.

### **CIRSA**

The Deputy Clerk held the last quarter Safety Committee meeting with representatives of all departments for a presentation regarding improving Safety Culture within the workplace. At this meeting, we discussed how to implement safety considerations effectively within each department. Lack of manpower was noted as a barrier within departments. We discussed the "How to avoid dog bites"

safety tip, as there was a recent incident involving a child at the Community Center. We also read and discussed the “Preventing slips, trips, and fall injuries” safety tip on how to avoid these common injuries.

In regards to safety in the office, the Deputy Clerk had circulated the Hazard Alert regarding Space Heaters, as they are used frequently within the Town Hall, as well as the Loss Alert about protecting computer and information security.

### **Misc.**

I have processed the new advisory board members appointments and the tasks associated with those appointments, such as updating the group email lists, website, and members’ lists.

There have been the normal inquiries on zoning interpretations, general application guidance, posting notices and updates to the website, inquiry on the cemetery, and various day-to-day activities to add to the normal clerk duties.

### **Training**

The Deputy Clerk attended LEED-Neighborhood Training in Brighton with Town Administrator Alisha Reis on October 24, 2013, and attended the Backyard Environmental Stewardship & Biomimicry Workshop on November 2, 2013, also with the Administrator.

### **Social Media**

Compared to the previous month, there are significant drops in the numbers below. This is due to the impact from the flood.

- We currently have 854 Facebook “likes” (up 4 from the last report).
- We have 1,055 Twitter “followers” (up 5 from the last report).
- Web statistics for the period from October 15 to November 14 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):
  - 7,465 visits; ↓12,100
  - 34,548 page views (individual pages on the website); ↓61,671
  - 4.63 pages per visit on average; ↓.29
  - 1.57% 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); ↑.63%
  - 3:28 minutes spent on the website on average; ↑22 seconds
  - 65.13% of visits are new visits; ↑3.61%