



MEMORANDUM

To: Board of Trustees
From: Michele Martin, Town Clerk
Date: December 17, 2013
Re: Clerk's Report – November 14 through December 11

Update in the Clerk's Office:

Licenses and Permits

In keeping with the 2020 Vision to encourage and support local businesses, I've been taking the time to notify liquor establishments of their upcoming expiration dates. One just recently was due to expire on December 4. They brought their paperwork in for me to mail to the Department of Revenue on December 3, which was able to show the renewal in process. If they had not, the license would have expired and they would have had to go through the whole process of obtaining a new liquor license. I have met a few times with a potential applicant for a Transfer of Ownership Liquor License and Temporary Permit to go over the necessary steps needed in order for the process to flow smoothly. I am awaiting the completed application.

Two of the three Town licenses for Medical Marijuana Centers (MMCs) and the two Optional Premises for Cultivation (OPCs) licenses have been renewed. I also met, at length, with the owner and manager of the remaining MMC still trying to obtain their renewal.

I have received and processed our first Retail Marijuana Store application, a conversion. They are scheduled to be before the Board of Trustees on January 21, 2014.

I had reviewed and permitted the Community Thanksgiving Dinner and Holiday Mountain Market as the last two events for the year. I have been contacted by several folks regarding the Alpine Arts Festival scheduled for August 2014. I met

with the event organizer of Frozen Dead Guy Day's for a pre-application meeting to discuss her plans for the 2014 event.

Deputy Clerk Cynthia Bakke has processed six business licenses, all renewals. She has spent considerable outreach and communication with three new businesses, which have yet to complete licensing requirements. Two of them must engage with Boulder County Health Department for certification requirements, of which she has been involved and helped facilitate. Bakke has engaged with the Health Department on a restaurant complaint, and facilitated scheduling of the fire inspection as part of investigation concerns, and has sent out 4th quarter license renewal notices. Change of Occupancy Life Safety inspections have become a part of our Business License application, as that is the trigger to schedule them.

Elections

To help solicit candidates, I have created a candidate flyer, which will be published in the Mountain Ear to take advantage of their 50% off holiday ad discount through January 31, in keeping with lowering costs for the Town. Candidate packets will be available the first day of circulation, which is February 10.

Building

I have issued the first Certificate of Occupancy (CO) for the first building permit for a new start home applied for back in February. More COs should be anticipated at this point. The process seemed to flow pretty well, as this was the first new start home Nederland had seen in many years and under this new administration. All necessary departments were involved and communicated with for end of project closure prior to release of CO (utilities, water meter, and billing).

Research had been conducted on SAFEbuilt's services as per the Board's request and two complaints received. Contractors and design professionals were contacted to respond confidentially on their experience with both SAFEbuilt, as well as Boulder County Building Department prior to 2007. Feedback received was included in the Board's packet on December 3. Another seven permit applications have been applied for during this timeframe, and were mostly for reroofs and furnace replacements. Staff met with an applicant for a pre-application meeting for four different proposals. It is nice that folks are starting to realize there is a process and should be proactive about their projects prior to creating their schedules.

Planning & Zoning

There were no new applications submitted for either the Planning Commission (PC) or the Board of Zoning Adjustment (BZA). The PC meeting on December 18 has been cancelled, as there are no active planning applications.

There has been the normal volume of daily calls and stop-in requests on building permits, code enforcement complaints, and zoning inquiries, which is a considerable aspect of both the Clerk and Deputy positions.

Cemetery

I had been contacted by a funeral parlor on behalf of a relative who wanted to bury her mother and father's ashes the cemetery. Significant research was done to gather the pertinent information, locate the burial site, and confirm the legality of the request. I had been in touch with the local historian on the cemetery, Glenna Carline, who was willing to lend us her extensive collection of photos and research material on the cemetery for our intern to document and catalogue for the Town's records.

Codification

I sent the last of our Ordinances to Colorado Code Publishing Company on November 21, and expect the return of newly codified pages by mid-January.

CIRSA

Our CIRSA representative John Colvin met on December 11 with staff to view Town facilities. A report is forthcoming. The Deputy Clerk continues to circulate hazard and loss control alerts among staff on pertinent, seasonal topics.

Misc.

Along with the Treasurer, I have been involved in the recruitment of a new website maintenance technician to replace Jim Sincock, who has been with the town for years, but has moved and has decided to venture back into photography. Jim has been very helpful in reviewing the applications received and checking on the website references that applicants have given us. Trustee Lee has assisted in this review as well. Again, in keeping with Vision 2020, we have chosen a local businessman who seems very well qualified and comes highly recommended. He is based out of Rollinsville.

Social Media

- We currently have 854 Facebook "likes" (same from the last report).
- We have 1,070 Twitter "followers" (up 15 from the last report).
- Web statistics for the period from November 12 to December 12 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):
 - 6,373 visits; ↓1,092
 - 28,682 page views (individual pages on the website); ↓5,866
 - 4.5 pages per visit on average; ↓.13

- 1.56% 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); ↓.01%
- 3:19 minutes spent on the website on average; ↓9 seconds
- 64.11% of visits are new visits; ↓1.02%