



MEMORANDUM

To: Board of Trustees
From: Michele Martin, Town Clerk
Date: February 18, 2014
Re: Clerk's Report – January 16 through February 13

Update in the Clerk's Office:

Licenses and Permits

I have permitted Saws and Slaws Volunteer Appreciation Party for January 25 and Art at the Center for February 6. The Stone Soup Food Pantry Fundraiser on February 23 is scheduled before the Board on February 18 for a fee waiver request. I am currently processing the High Peaks Art Festival to be held on June 28-29 and her TRC is scheduled for February 26. Staff met with FDGD's organizer for their first TRC meeting. The Public Property Lease Agreement is before you on February 18, with changes noted and additional requirements added. There will be another TRC prior to the event to ensure compliance.

I still have one outstanding renewal for a Medical Marijuana Center (MMC).

The Town issued its first retail marijuana license to The Canary's Song, after their public hearing before the Board in January. They are finishing up a few more hurdles through the State and then plan to open sometime this month. The owner is keeping me up-to-date on his progress. I have fielded numerous phone inquiries on what is needed to open a retail establishment in Nederland, but no other applications have been received.

Four Business Licenses (two new businesses and two renewals) were processed. One of the new businesses has required considerable outreach and communication between Boulder County Health Department, SAFEbuilt and the applicant.

Elections

The candidate packet was completed and posted to the website's homepage. The nomination petition packet was also completed and was available to be picked up and circulated as of February 10. As of today, we have had three people stop in to pick them up.

Due to HB13-1303, which eliminated the Permanent Mail-In Voter (PMIV) status, we mailed out 578 postcards to the PMIV list from the County to alert voters of the change and the need to request an absentee ballot. I plan to create a permanent absentee ballot list, so that folks don't have to request this each municipal election.

There is a lot of preparation behind the scenes that is being worked on such as reaching out to election judges, figuring out supplies, and other requirements needed to hold an election. I have a meeting today, February 12 down at the County Clerk and Recorder's Office to go through a list of questions for advisement.

Building

Six building permits were issued during this time. A building permit applied for in November for residential new construction has taken quite a considerable amount of time with regard to grading and drainage of the site. It is set finally to go to permit this week.

Planning & Zoning

The Planning Commission met on January 22 to review a Special Review Use (SRU) application.

The Deputy Clerk has met with the Administrator and applicants on several property queries and proposed SRU and/or a Planned Unit Development (PUD), guiding prospective applicants through the process.

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.

Codification

The code updates were received and distributed. It is very nice to be able to just go to the code book for reference now instead of the book and the ordinances.

CIRSA

We submitted our responses to the CIRSA Property Survey for safety inspection conducted on December 11th for compliance.

Training

Deputy Clerk Bakke and I attended a CMCA Elections Training class on Friday, February 7 down in Greenwood Village.

Social Media

- We currently have 886 Facebook “likes” (up 12 from the last report).
- We have 1,094 Twitter “followers” (up 15 from the last report).
- Web statistics for the period from January 16 to February 13 were not available at the time of this report.