



# MEMORANDUM

To: Board of Trustees  
From: Michele Martin, Town Clerk  
Date: April 15, 2014  
Re: Clerk's Report – March 15 through April 10

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Update in the Clerk's Office:

## **Licenses and Permits**

Staff held a pre-event meeting with Wild Bear to review their Wild Earth Day Special Event. I received and still need to process Mountain Forum for Peace Yard Sale event application to take place in June. I have been communicating with the FDGD organizer in regards to her deposit and damage done at the park. Staff had met to go over all concerns from FDGD weekend in preparation for a post-event meeting with the organizer. Meanwhile, Town Administrator Reis and I are scheduled to meet with the organizer on Monday to resolve any misunderstanding that may exist.

Two local medical marijuana licensees are now displaced as the building they were renting has sold.

We continue to get folks in the office, some with their real estate agents, trying to determine zoning in areas in order to set-up as retail cultivators. We expect to see more action as October approaches.

I've issued two liquor license renewals.

Deputy Clerk Bakke processed 13 Business Licenses (2 new business, and 11 renewals).

## **Building**

Five building permits have been processed, which includes one new build.

## **Elections**

As you may know, this subject consumed all of my time and energy. I read and re-read Title 31, updated or created new forms, created an election judge manual and met with the judges to go over expectations, kept up with the campaign reporting reports for the candidates, marketed the election as best I could for public outreach, and published public notices. The Clerks listserv was a valuable resource as all of my fellow clerks seem to be going through the same ordeal. All of this preparation paid off with a smooth, seamless election day with no issues to report.

## **Planning & Zoning**

The Planning Commission will hear a Final PUD for Sally Grahn, who presented her Preliminary PUD on February 26. The case is scheduled to go before the Board for final approval on May 6.

The Deputy Clerk has facilitated and participated in multiple meetings regarding property queries with regard to proposed developments, guiding prospective applicants through the process.

## **NedWEB**

Staff met with Katrina Harms to discuss disbursement of grant money from Boulder County. Since we received the grant money late due to the County's involvement with flood recovery, we decided to divide the funds up for a Spring and Fall Program that will run for two months each. Staff each took a task and created the vouchers, the advertising, wrote an article, and improved on the tracking system. The program kicked off April 1.

## **Training**

Deputy Clerk Bakke attended a CIRSA sponsored Loss Control Training on March 21 in Black Hawk.

## **Social Media**

- We currently have 902 Facebook "likes" (up 16 from the last report).
- We have 1,130 Twitter "followers" (up 36 from the last report).
- Web statistics for this period were not available at the time of this report.