



MEMORANDUM

To: Board of Trustees
From: Michele Martin, Town Clerk
Date: May 20, 2014
Re: Clerk's Report – April 10 through May 15

Update in the Clerk's Office:

Licenses and Permits

I permitted Wild Bear Earth Day and 9Health Fair. Staff held a pre-event meeting with Steve Wallis of Colorado Events to review his Alpine Festival of the Arts event, which was ultimately denied by the Board at their May 6 meeting. Staff also met for a post-event meeting with Amanda MacDonald of Frozen Dead Guy Days. Staff is working with MacDonald on various details of this event and plan to hold monthly meetings to discuss. I received and am processing permits for Art at the Center for June 5 and Mountain Forum for Peace Yard Sale for June 20-22. Additional upcoming events include: Ride the Rockies coming through Town on June 8, Buffalo Bicycle Classic on September 7, and the Oktoberfest Mountain Bike Race and Festival on September 13-14.

On April 15 a certified letter was sent to the owner of Grateful Meds advising them that their renewal application was officially denied. On April 3 the State Licensing Authority denied them. Arrests were made at the end of April.

We continue to receive inquiries on a weekly basis related to retail cultivation. Understanding that this industry will affect every Town department, staff has begun to hold biweekly meetings to discuss impacts in order to propose any policy recommendations to the Board by August.

I've issued three liquor license renewals.

Deputy Clerk Bakke processed five Business Licenses: 3 new business and 2 renewals.

Building

10 building permit applications were processed, which includes one new build. Addressing lots has begun on three lots of a subdivision to begin the building application process.

Planning & Zoning

The Deputy Clerk continues to facilitate property queries with regard to proposed developments and guiding prospective applicants through the process. She attended several site visits for pre-building development meetings.

Code Enforcement

The Deputy Clerk fielded code complaints re: two different properties with excessive trash/unregistered vehicles. She sent a certified letter along with photographs of issues, included pertinent code section along with complaint, and timeline for clean-up.

Advisory Board Management

The Clerk's Office distributed a public notice and has been receiving applications, processing them and sending on to appropriate Boards for review.

NedWEB program

This program kicked off April 1. To date, we have given away 58 out of 80 vouchers for April and 34 of 80 vouchers for May. A total of 5 vouchers have been redeemed: 4 from Ace, 1 from Mountain Man. The two-month program ends May 31, to be picked up again October 1.

Training

I attended Metro Area Liquor Investigators (MALI) training on April 16 at the Liquor Enforcement Division in Lakewood. Manufacturers, Breweries, Distilleries, Wholesalers and Importers and Successful Background Checks were the topics.

The Deputy Clerk will be attending a Clerk's Nuts and Bolts Professional Development Class held by CMCA in Sterling on May 16.

Volunteer Opportunity:

Deputy Clerk Bakke helped to staff the Sustainability Advisory Board booth at the Wild Earth Day celebration.

Social Media

- We currently have 915 Facebook “likes” (up 13 from the last report).
- We have 1,141 Twitter “followers” (up 11 from the last report).
- Web statistics for this period were not available at the time of this report.