



MEMORANDUM

To: Board of Trustees
From: Michele Martin, Town Clerk
Date: September 16, 2014
Re: Clerk's Report – August 15 through September 11

Update in the Clerk's Office:

Licenses and Permits

I issued Special Event permits for Buffalo Bicycle Classic (BBC), NedFest, Oktoberfest, and Miners' Days. I held TRC meetings with staff for BBC and Miners' Days, which is taking place on September 20-21. Staff is continuing to meet with FDGD's organizer in preparation of the 2015 event.

I have approved our first retail marijuana cultivation license for 91 Big Springs Drive (General Commercial zoning).

Deputy Clerk Bakke processed 12 Business Licenses, three new businesses and nine renewals. One of the new businesses is a Home Occupation for which an inspection was conducted. Third quarter renewal notices were sent out the end of August.

I have issued two liquor license renewals.

Building

Deputy Clerk Bakke processed 15 building permit applications between mid-August through September 9, with a total of nine permits issued, to include the issuance for a large commercial multi-use building. Bakke facilitated five pre-building permit meetings to go over building requirements with applicants during this time with a few being follow-up meetings regarding building requirements/submission of permit applications.

Also processed and issued were four Excavation/ROW permits during this time.

Planning & Zoning

Land use, in general, has recently slowed down a bit. We won't have any applications before the Planning Commission for September meeting; however, the BZA did meet on a variance in August.

CIRSA Loss Control and Safety:

Bakke facilitated a quarterly safety meeting about new CIRSA standards and how to increase the score for Nederland and reduce insurance costs.

Training

Bakke attended a seminar in Boulder on September 10 on "Dealing with Difficult People".

The Deputy Clerk, Administrator and I attended a CIRSA webinar on August 27 on Land Use Liability.

Town staff attended Fire Extinguisher Inspection training on August 15, given by Ned Fire Department. We are now able to inspect our own equipment, rather than having to hire a 3rd party.

Research

- Bryant House – next steps have been outlined for staff and Nederland Area Historical Society.
- Entertainment District – review has been conducted by Town attorney and forwarded to staff and DDA.
- Rental Licensing – conducted research on previous attempts to institute licensing as well as contract inspection possibilities with SAFEbuilt.

Social Media

- We currently have 969 Facebook "likes" (up 95 from the last report).
- We have 1,217 Twitter "followers" (up 138 from the last report).
- Web statistics for the period from August 15 to September 11:
 - 10,361 first time visits
 - 1,416 returning visits
 - 11,777 all visitors (first time and returning)
 - 21,415 page views

