



# MEMORANDUM

To: Board of Trustees  
From: Teresa Myers, Town Clerk  
Date: September 18, 2012  
Re: Clerk's Report -- ADDENDUM

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Since the publication of the packet, which includes the complete Clerk's report for this month, much has happened on the business licensing front and I would like to update you in a more a comprehensive manner so that you may address any questions or concerns that come before you.

Below is a breakdown of business license code enforcement efforts.

***The timeline of events:***

02/01/11: Ordinance 689, amending N.M.C. business license code, is approved by the Board of Trustees, on a vote of 4-2, with Trustees Perret and Nowicki voting no, and Trustee Wheelock absent from the meeting.

02/15/11: Letter with survey is sent to all known businesses to ascertain the type of business, its location (inside or out of town), and to correct any contact information. Forty-seven are returned completed.

04/04/11: First letter informing local businesses of the ordinance's passage and the need for compliance is sent to all known businesses.

Summer 2011: Then-Deputy Clerk Kristen Edwards calls and/or makes personal visits to businesses who have not complied with business licensing requirements. Subsequently, there is considerable board turnover and Edwards resigns. Business license enforcement is placed on a temporary hold as the new clerk is trained and the new Board's priorities are assessed.

04/17/12: Renewal letters are sent to businesses who have elapsed or expiring business licenses; AND another round of notice letters are sent to noncompliant businesses.

09/04/12: Letters notifying the remaining 12 noncompliant businesses of 09/17/12 deadline for compliance are mailed, certified. The letters inform the businesses of potential penalties for noncompliance, including a court summons.

09/17/12: Chief Adler, serving in his code enforcement capacity, makes courtesy calls to remaining 7 noncompliant businesses, reminding them of the deadline and the potential for issuance of summons on 09/18/12.

09/18/12: All businesses are compliant or in the process of complying with business license code.

***By the numbers:***

- \* We identified 97 Nederland businesses that must comply with existing business license laws.
- \* 103 businesses have complied with the licensing laws or are in the process of completing applications with my office, including 6 that we did not believe needed Nederland business licenses but sought them at the insistence of their legal and/or insurance counsel.
- \* 21 additional local businesses have sought and received liquor or mmj (medical marijuana) business licenses.
- \* 3 local businesses that qualify as home occupations have received business licenses.
- \* 19 business licensees have official mailing addresses outside of Nederland
- \* 6 licensed businesses are headquartered out of state.