



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: September 8, 2022	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Update on Code Enforcement Activity by PD

Update

Officer Nicole Lamb has been working on code enforcement approximately 8-10 hours per week under PD. Typically, code enforcement is not a function of PD. My goal and request will be to create a regular part time position under Administration.

In the meantime, a summary is forthcoming of the enforcement activity. Officer Lamb was initially instructed to assist businesses being compliant with a required business license. An additional issue to be addressed soon, with the review of the sign code, will be non-compliant signs. Otherwise, most code enforcement is addressed on complaint basis along with ongoing efforts to address “junk” on properties.