

Ordinance 05-2022

Code Officer Duties

Chapter 37 Code Enforcement of the Town of Lonaconing Code

Article I

37-1 Code Enforcer Position.

A. The Town of Lonaconing Code Officer is the designated employee authorized to enforce the code book set forth by the Mayor and Council. The Code Officer position shall be an independent position separate from any other Town position. The Code Officer shall work and must maintain all records of any code violation in Town Hall. The Officer will work the hours and rate set forth under the terms of his/her employment contract. The Officer will report directly to the Public Safety Commissioner and Town Administrator.

B. In the event the Town does not have a designated Code Officer employed the duties of the Code Officer are placed onto the Public Safety Commissioner. The Public Safety Commissioner as Acting Code Officer until such time a new designated Code Enforcer is hired must follow the position as set forth in Section 37-1 (A). The Public Safety Commissioner shall not take additional compensation separate from being a Commissioner.

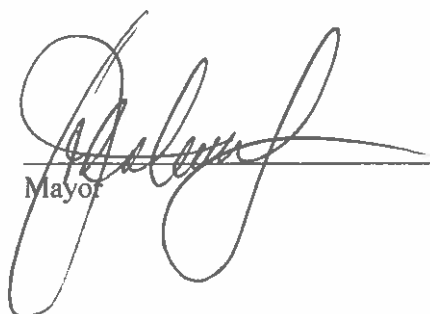
37-2 General.

The Town of Lonaconing code officer is authorized to conduct inspections, write letters that are deemed necessary to determine the extent of compliance with the provisions of this code and to write reports of the inspections. Reports shall be submitted to the Town Administrator and Public Safety Commissioner. The Town of Lonaconing code officer is authorized to engage such expert opinion as deemed necessary to report upon unusual, detailed or complex issues subject to approval of the Mayor and Town Council.

37-3 Evaluation and follow-up inspection services.

The code officer of the Town of Lonaconing shall evaluate any infraction or violation of any code. The code officer will write up the evaluation/ inspection to review any code infractions or violations set forth. A report will be submitted to the Town Administrator and Public Safety Commissioner. The code officer will do a follow-up inspection to ensure the code infraction or violation is taken care of. A copy of the report will be kept on file at Town Hall.

Passed this 6th day of March, 2023.


Mayor

ATTEST



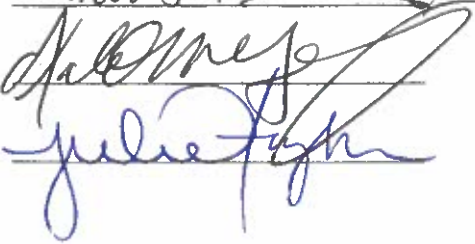
Town Clerk

Introduced: December 5, 2022

Enacted: March 6, 2023

Effective:



Charles F. Lam


Julie Fyfe