

Commercial Site Maintenance Program

The **current code compliance process** for commercial properties is as follows:

When a violation is found during routine patrol, the inspector makes personal contact with the business and a follow up code compliance letter is sent stating the violation. The recipient is given 14 days to correct the violation and/or contact the inspector. If the violation is corrected, the inspector performs a re-inspection of the site and if complied, closes out the violation.

If the violation is not corrected or the inspector is not contacted within the specified time, a follow up inspection is made by the inspector. If the violation still exists, a Final Notice code compliance letter is sent giving the recipient 7 days to comply and/or contact the inspector. If there is compliance after the 7 days, the violation is closed

If after the second notice, the violation is not corrected, the inspector sends a \$70.00 civil infraction citation requesting that owner correct the violation within 7 days. If the violation is not corrected, a court citation may be sent requiring the recipient to appear in court to explain why the violation has not been resolved. The inspector has the discretion during the compliance process to extend the time for compliance if individual circumstances justify the extension.

A NEW APPROACH:

We are looking to gain compliance through a more informed and cooperative approach.

In the spring of each year, the owner will receive a letter and checklist (see attached copies). The intention of these documents is to help property owners understand the importance and value of keeping their site maintained, let the owner know what we are looking for, and gain voluntary cooperation. Our inspectors will meet on site with the owner to discuss concerns, methods and time frames to resolve these items.

It is our interest to form a cooperative partnership that will enhance the look of our commercial/retail properties, and make these properties more desirable for potential tenants.