

# A Guide to the Commercial Property Maintenance Program (CPMP) For Businesses in Port Orange

## WHAT IS THE COMMERCIAL PROPERTY MAINTENANCE PROGRAM (CPMP)?

In 1989, the City adopted The Commercial Property Maintenance Standards Ordinance (Chapter 14, Article VII, Sections 14-311 through 14-318, City of Port Orange Code of Ordinances) in an effort to ensure that property improvements required on the Final Development (Site) Plan are properly maintained. These improvements include, but are not limited to landscaping, irrigation systems, lighting, parking, signage, dumpsters and general building maintenance. Through a system of regular site inspections, the City utilizes specific criteria and guidelines on which to evaluate commercial properties for compliance with minimum Code and maintenance standards.



A well maintained commercial property.

## The CPMP Site Inspection

The City inspects all commercial, industrial, office, multi-family, and institutional properties on a regular basis to determine compliance with Ordinance 1989-11. During a typical inspection a broad range of criteria are reviewed including the following:

- \* Landscape/Irrigation Maintenance
- \* Natural Area Preservation
- \* Drainage/Utility Maintenance
- \* Parking, Sidewalk and Driveway
- \* Site Signage Maintenance
- \* Trash and Litter Removal
- \* Wall and Fence Maintenance

## WHY DOES THE CITY OF PORT ORANGE HAVE A CPMP?

The City has determined that providing a minimum standard for cleanliness and aesthetics is in the best interest of the health, safety and welfare of the citizens of Port Orange. By enforcing a set of standards, the City is able to project a positive, vibrant, and stable image that will attract future development to the area. By resisting the natural tendency for properties to degrade, businesses maintain their property investments, and do not adversely affect adjoining neighborhoods.

## WHAT TYPES OF DEVELOPMENT FALL UNDER THE CPMP?

The intent of the CPMP is to monitor commercial, industrial, office, multi-family, and institutional properties within the City. All properties which develop under specifically approved site and landscape plans are required to maintain the improvements shown on such plans.



## CITY OF PORT ORANGE

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*The contents of this brochure provide a brief summary of Ordinance 1989-11. The City of Port Orange Department of Community Development maintains a professional staff willing to assist you in all development services. If you should have any questions about the information contained in this brochure, please contact our Staff at (386) 506-5600.*

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[www.port-orange.org](http://www.port-orange.org)

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Photo taken of monument sign at final site inspection for new shopping center.

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### ARE ALL PROPERTIES EXPECTED TO MEET CURRENT LANDSCAPE CODES?

Your property will be expected to meet the City's minimum standards in effect at the time of development. In addition, properties are required to maintain any additional plantings above Code minimums in place as of June 21, 1989.

Should you decide to expand or renovate your property, the City will designate the project as either a minor or major improvement. This may require a new final development (Site) plan, including a landscape plan. The property will be required to meet all existing Code requirements and be maintained per the CPMP standards.

### WHAT HAPPENS IF VIOLATIONS ARE FOUND DURING A SITE INSPECTION?

Property owners whose properties have been cited with Code violations under the CPM ordinance will receive a written report explaining the violation(s) and necessary remedies. Depending on the extent of the violation(s), the City will work with the property owner to outline an appropriate timeframe for compliance. If the owner does not voluntarily work with the City to establish a compliance plan the matter will be referred to the first available agenda of the Code Enforcement Board. The Code Enforcement Board has jurisdiction to enforce the provisions of the City's Ordinance through the imposition of fines and liens.

### CAN A PROPERTY OWNER APPEAL A JUDGEMENT MADE BY AN INSPECTOR?

An appeal from the terms of the Compliance Plan can be filed with the City within fifteen (15) days of the issuance of the violation report. Appeals are heard by the Planning Commission, who may alter the terms of the plan based on certain criteria.

## Preventive Maintenance

### Alleviate violations by following a few simple steps:

- \* Use a reputable landscape contractor to maintain landscape materials and irrigation systems.
- \* Provide a copy of the approved landscape plan to your landscape contractor so that he/she understands the original landscape design intent.
- \* Use our checklist of maintenance items so that the tasks are performed on a regular basis. A copy of the checklist is available at [www.port-orange.org](http://www.port-orange.org) under the Businesses tab.
- \* Upon Final Inspection Approval, take photographs to document the inventory of landscape and other site improvements, and use it as a guide to keep the site in this original condition.