



**CITY OF DOVER, DELAWARE  
CONSTRUCTION AND PROPERTY MAINTENANCE  
CODE BOARD OF APPEALS  
Wednesday, July 02, 2025 at 3:30 PM**

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*City Hall Conference Room, 15 Loockerman Plaza, Dover, Delaware*

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**AGENDA**

**VIRTUAL MEETING NOTICE**

**This meeting will be held in the City Hall Conference Room with electronic access via WebEx. Public participation information is as follows:**

**Dial:** 1-650-479-3208

**Link:** <https://rb.gy/7khphc>

**Event number:** 2537 534 4892

**Event password:** DOVER (if needed)

**If you are new to WebEx, get the app now at <https://www.webex.com/> to be ready when the meeting starts.**

**CALL TO ORDER**

**ADOPTION OF AGENDA**

- 1. Election of Chair**
- 2. Property Maintenance Code Citation (2009 International Property Maintenance Code – Chapter 3 – General Requirements, Section 304.7 – Roofs and drainage) – Appeal of Citation and Fines – 715 Vine Street (Iisha M. Price)**

**ADJOURNMENT**

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(e)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING

kept in such condition so as to prevent the entry of rodents and other pests.

**304.6 Exterior walls.** All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent *deterioration*.

**304.7 Roofs and drainage.** The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or *deterioration* in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

**304.8 Decorative features.** All cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

**304.9 Overhang extensions.** All overhang extensions including, but not limited to canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly *anchored* so as to be kept in a sound condition. When required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

**304.10 Stairways, decks, porches and balconies.** Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

**304.11 Chimneys and towers.** All chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. All exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

**304.12 Handrails and guards.** Every handrail and *guard* shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

**304.13 Window, skylight and door frames.** Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

**304.13.1 Glazing.** All glazing materials shall be maintained free from cracks and holes.

**304.13.2 Openable windows.** Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

**304.14 Insect screens.** During the period from [DATE] to [DATE], every door, window and other outside opening required for *ventilation* of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with *approved* tightly fitting screens of not less than 16 mesh per inch (16

mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

**Exception:** Screens shall not be required where other *approved* means, such as air curtains or insect repellent fans, are employed.

**304.15 Doors.** All exterior doors, door assemblies and hardware shall be maintained in good condition. Locks at all entrances to *dwelling units* and *sleeping units* shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3.

**304.16 Basement hatchways.** Every *basement* hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water.

**304.17 Guards for basement windows.** Every *basement* window that is openable shall be supplied with rodent shields, storm windows or other *approved* protection against the entry of rodents.

**304.18 Building security.** Doors, windows or hatchways for *dwelling units*, room units or *housekeeping units* shall be provided with devices designed to provide security for the *occupants* and property within.

**304.18.1 Doors.** Doors providing access to a *dwelling unit*, *rooming unit* or *housekeeping unit* that is rented, leased or let shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a lock throw of not less than 1 inch (25 mm). Such deadbolt locks shall be installed according to the manufacturer's specifications and maintained in good working order. For the purpose of this section, a sliding bolt shall not be considered an acceptable deadbolt lock.

**304.18.2 Windows.** Operable windows located in whole or in part within 6 feet (1828 mm) above ground level or a walking surface below that provide access to a *dwelling unit*, *rooming unit* or *housekeeping unit* that is rented, leased or let shall be equipped with a window sash locking device.

**304.18.3 Basement hatchways.** *Basement* hatchways that provide access to a *dwelling unit*, *rooming unit* or *housekeeping unit* that is rented, leased or let shall be equipped with devices that secure the units from unauthorized entry.

## SECTION 305 INTERIOR STRUCTURE

**305.1 General.** The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. *Occupants* shall keep that part of the structure which they occupy or control in a clean and sanitary condition. Every *owner* of a structure containing a *rooming house*, *housekeeping units*, a hotel, a dormitory, two or more *dwelling units* or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and *exterior property*.

**305.1.1 Unsafe conditions.** The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the *International Building Code* or the *Inter-*

- (a) A certain document, three copies of which are on file in the Licensing and Permitting Office of the city, being marked and designated as "The International Property Maintenance Code, 2009" as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the City of Dover, in the State of Delaware; for the control of buildings and structures as herein provided; and each and all of the regulations, provisions, penalties, conditions and terms of said property maintenance code are hereby referred to, adopted, and made a part hereof, as if fully set out in this section, with the following additions, insertions, deletions and changes:

*Section 101.1 Title.* Insert "City of Dover, DE" in place of "[NAME OF JURISDICTION]"

*SECTION 111 MEANS OF APPEAL* See Chapter 22 - Buildings and Building Regulations, Article I - In General, Sec. 22-1 Construction and property maintenance code board of appeals.

*Section 304.14 Insect screens.* Insert "March 1st to November 30th" in place of "[date] to [date]".

*Section 602.3 Heat supply.* Insert "September 15th to May 1st" in place of "[date] to [date]".

*Section 602.4. Occupiable work spaces.* Insert "September 15th to May 1st" in place of "[date] to [date]".

- (b) It shall be unlawful for any person to violate any of the provisions of the publication adopted in subsection (a).

(Code 1981, § 10-1; Ord. of 7-10-1989; Ord. of 4-25-1994; Ord. of 1-27-1997; Ord. of 3-13-2000; Ord. of 4-11-2005(7); Ord. of 4-14-2008; Ord. No. 2010-02, 5-10-2010; Ord. No. 2016-19, 8-22-2016; Ord. No. 2024-15, 6-24-2024)

June 17, 2025

Iisha M. Price  
715 Vine Street  
Dover, DE 19904

Re: Appeal of Citation #25-00002249-01 – Property Maintenance – Exterior – 715 Vine St.

Dear Ms. Price,

We have received your request to appeal the decision of the Building Inspector to register your property as vacant in accordance with 2009 International Property Maintenance Code – Chapter 3 – General Requirements, Section 304.7 – Roofs and drainage.

A meeting of the Construction and Property Maintenance Code Board of Appeals has been scheduled for Wednesday, July 2, 2025, at 3:30 p.m. to hear your appeal. This meeting will be held in the City Hall Conference Room, 15 Loockerman Plaza, Dover, DE 19901 with electronic access via WebEx, which may be accessed through a computer, smartphone, or a telephone call. Below, I have listed the information needed to access the meeting electronically. If you have any additional documentation that you would like the Board to review when considering your appeal, please provide this information to the City Clerk's Office prior to the appeal hearing.

Please feel free to contact me by email at [cityclerk@dover.de.us](mailto:cityclerk@dover.de.us) or by phone at (302) 736-7008 if you have any questions or concerns.

**Dial:** 1-650-479-3208

**Link:** <https://rb.gy/7khphc>

**Event number:** 2537 534 4892

**Event password:** DOVER (if needed)

Sincerely,



Andria L. Bennett, CMC  
City Clerk

cc: Nicholas Rodriguez, City Solicitor  
Liam Gallagher, Deputy City Solicitor  
Sharon Duca, Assistant City Manager  
Dawn Melson - Williams, Principal Planner  
Eddie Kopp, Chief Code Enforcement Officer  
Matthew Layfield, Code Enforcement Officer



June 9, 2025

OFFICE OF THE CITY CLERK


Item 2.

JUN 9 2025

RECEIVED

To Whom It May Concern:

In regards to citation #  
25-00002249-01. Date of  
citation May 30, 2025. Please  
consider this letter as an  
appeal request. The reason for  
the appeal is because all repairs  
were conducted by May 30, 2025.  
I am attaching receipts to  
demonstrate purchases for repair.  
I also have time and dated photos  
available.

  
Dier M. Price  
715 Vine Street

Division of  
Code Enforcement  
15 Loockerman Plaza  
Dover, DE 19901

# City of Dover



Item 2.

Phone: (302) 736-7011  
Fax: (302) 736-4217

## OFFICIAL CITATION

Citation # 25-00002249-01

IISHA MONIQUE PRICE  
715 VINE ST  
DOVER DE 19904

Location of Offense: 715 VINE ST  
Type of Offense: PROPERTY MAINTENANCE-EXTERIOR  
Date of Offense: May 30, 2025  
Date of Issue: May 30, 2025

You are hereby fined for being in violation of the City of Dover Ordinance marked (X) below. Payment must be received by The City of Dover Inspections Dept., 15 Loockerman Plaza, Dover, Delaware prior to **June 30, 2025**.

Appeals for this citation may be submitted in writing to the City Clerk's Office at the above address. This appeal must be made within 30 days of the date of the offense.

If the violation is not corrected, the City reserves the right to use its own resources or those of a contractor to abate the below violation(s) and to bill the owner of the property for such cost-plus administrative fees.

Every citation issued is a separate offense/fee. The amount listed below is intended solely for this issued citation and does not reflect the outstanding balance that may be owed. It is the responsibility of the property owner to ensure all outstanding balances are paid. **For a total of the balance owed for this case contact the Division of Code Enforcement. Correcting the violation(s) does not dismiss or resolve this citation. All citations issued will remain due until paid in full.**

A handwritten signature in black ink, reading "Matthew Layfield".

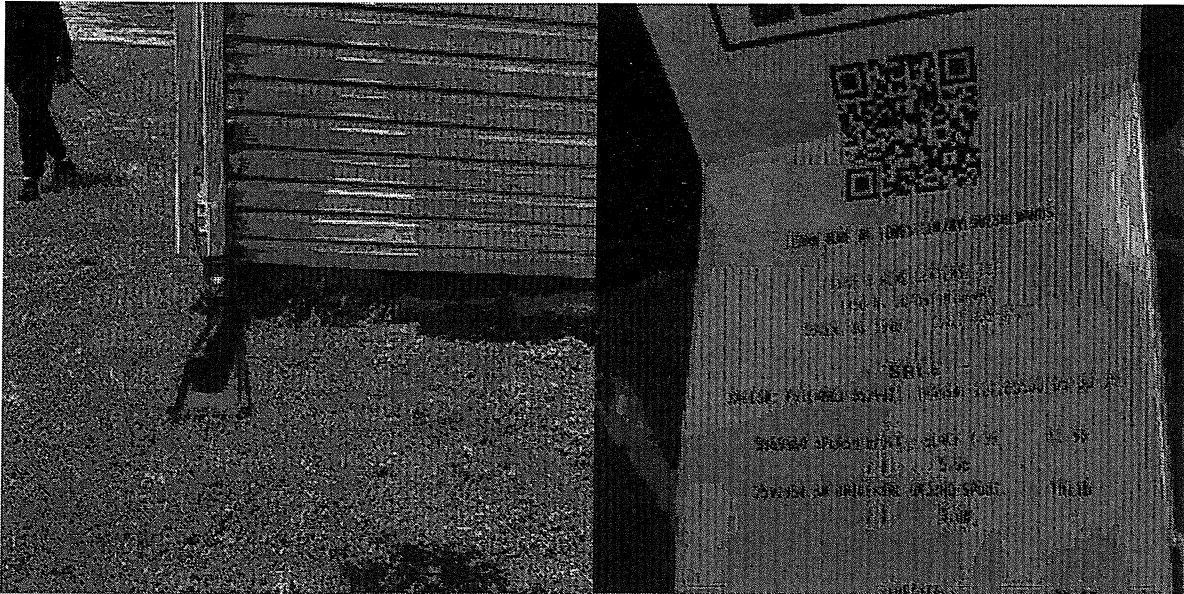
Matthew Layfield  
Code Enforcement Officer

Violation: **(X) FAILURE TO REPAIR/REPLACE DOWNSPOUT**

Sec No: **DCO 22-221/2009 SECTION PM 304.7 ROOFS AND DRAINAGE**

Fine as per code: **\$ 100.00**





Add a Caption

Add a Caption

Friday • May 30, 2025 • 12:41PM

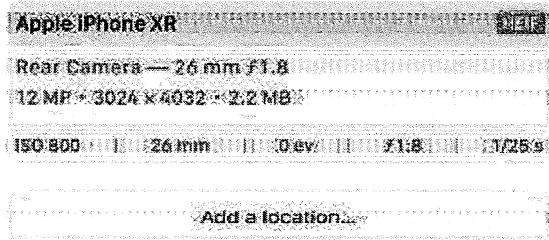
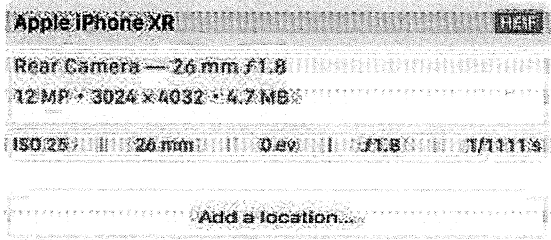
Adjust

Friday • May 30, 2025 • 12:29 PM

Adjust

IMG\_6276

IMG\_6274



Item 2.



Add a Caption

Friday • May 30, 2025 • 12:41PM Adjust  
IMG\_6275

Apple iPhone XR

Rear Camera — 26 mm f1.8

12 MP • 3024 × 4032 • 3.8 MB

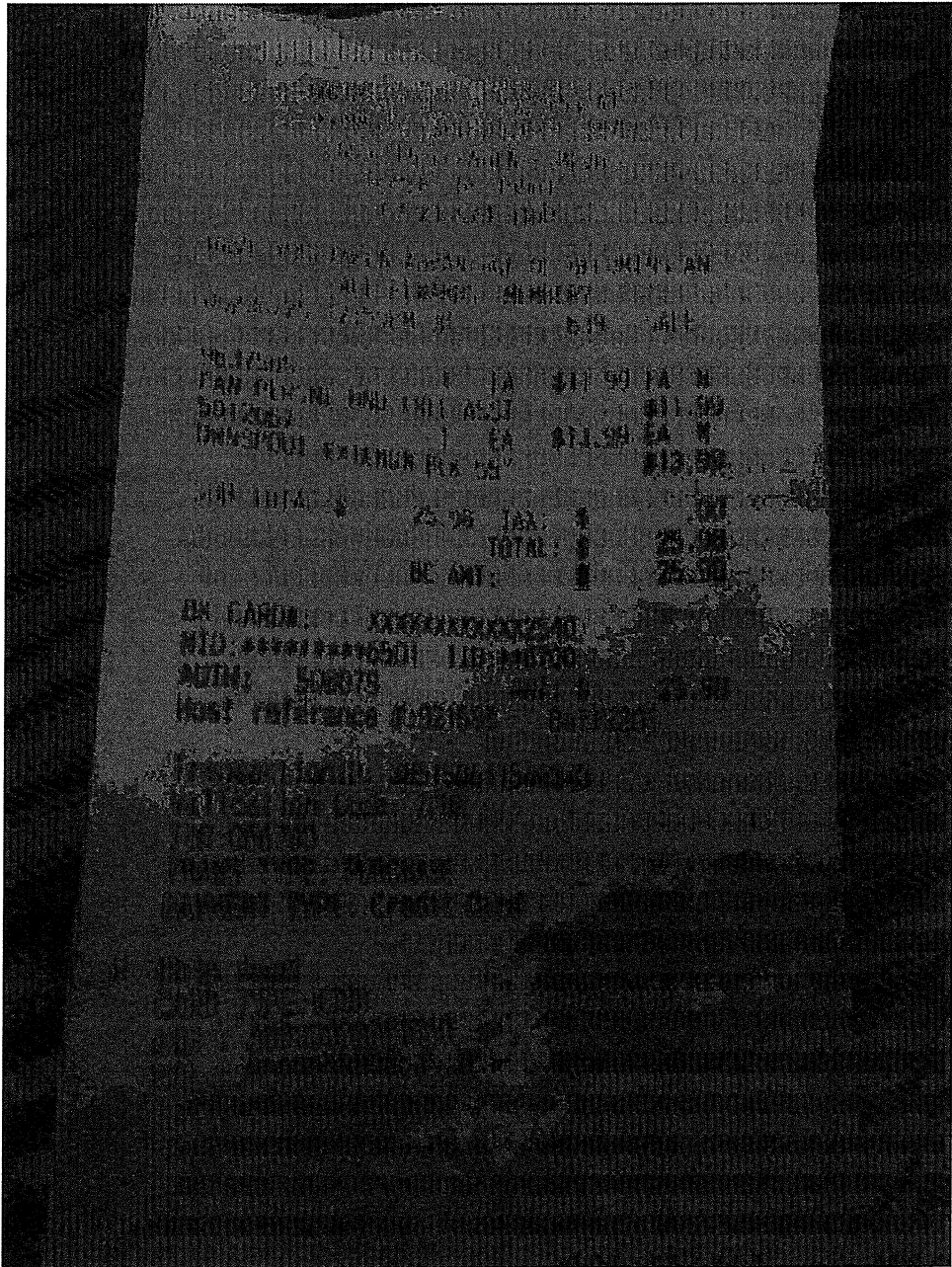
ISO 25 26 mm Dev F1.8 1/437 s

Add a location...





Item 2.



Sent from my iPhone

Division of  
Code Enforcement  
15 Lookerman Plaza  
Dover, DE 19901



Item 2.

Phone: (302) 736-7011  
Fax: (302) 736-4217

SECOND NOTICE

May 30, 2025

IISHA MONIQUE PRICE  
715 VINE ST  
DOVER DE 19904

RE: Property Address: 715 VINE ST  
Tax Parcel Number: ED-05-076.12-02-310.000-000  
Case Number: 25-00002249

Dear Sir/Ma'am:

On April 30, 2025, Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections conducted an inspection at 715 VINE ST. The inspection revealed one or more City Code Violations on the property.

Attached are the violation(s) found.

A follow-up inspection was not scheduled for this case, or the re-inspection revealed that the violation(s) remain. Enclosed is a Citation for failure to correct the violation(s). An additional inspection must be scheduled by **July 01, 2025**. Failure to comply will result in an additional citation and if the property is a rental unit, may result in the suspension of the rental license. **It is the responsibility of the property owner/agent to contact this office to schedule all inspections.**

Please contact this office with a date and time to conduct your re-inspection. You are not required to contact this office if the re-inspection is for an exterior violation. If you have any questions or would like to schedule your inspection or appeal this notice, please contact me at (302) 736-7011.

Sincerely,

Matthew Layfield  
Code Enforcement Officer

cc: File

Division of  
Code Enforcement  
15 Loockerman Plaza  
Dover, DE 19901



Phone: (302) 736-7011  
Fax: (302) 736-4217

## OFFICIAL CITATION

Citation # 25-00002249-01

IISHA MONIQUE PRICE  
715 VINE ST  
DOVER DE 19904

Location of Offense: 715 VINE ST  
Type of Offense: PROPERTY MAINTENANCE-EXTERIOR  
Date of Offense: May 30, 2025  
Date of Issue: May 30, 2025

You are hereby fined for being in violation of the City of Dover Ordinance marked (X) below. Payment must be received by The City of Dover Inspections Dept., 15 Loockerman Plaza, Dover, Delaware prior to **June 30, 2025**.

Appeals for this citation may be submitted in writing to the City Clerk's Office at the above address. This appeal must be made within 30 days of the date of the offense.

If the violation is not corrected, the City reserves the right to use its own resources or those of a contractor to abate the below violation(s) and to bill the owner of the property for such cost-plus administrative fees.

Every citation issued is a separate offense/fee. The amount listed below is intended solely for this issued citation and does not reflect the outstanding balance that may be owed. It is the responsibility of the property owner to ensure all outstanding balances are paid. **For a total of the balance owed for this case contact the Division of Code Enforcement. Correcting the violation(s) does not dismiss or resolve this citation. All citations issued will remain due until paid in full.**

Matthew Layfield  
Code Enforcement Officer

Violation: **(X) FAILURE TO REPAIR/REPLACE DOWNSPOUT**

Sec No: **DCO 22-221/2009 SECTION PM 304.7 ROOFS AND DRAINAGE**

Fine as per code: **\$ 100.00**

CASE NUMBER 25-00002249  
PROPERTY ADDRESS 715 VINE ST

Item 2.

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VIOLATION: 393 QUANTITY: 1  
DESCRIPTION: 393 REPAIR/REPLACE DOWNSPOUT DATE: 4/30/25  
LOCATION: THROUGHOUT

NARRATIVE :

Repair or replace all downspout(s) throughout the property  
and make sure all downspouts have 90 degrees elbows.

ORDINANCE DESCRIPTION :

SECTION PM 304.7 Roofs and drainage. Roof drains, gutters  
and downspouts shall be maintained in good repair and  
free from obstructions. Roof water shall not be discharged  
in a manner that creates a public nuisance.

CORRECTIVE ACTION REQUIRED :

Repair or replace downspout(s).









Division of  
Code Enforcement  
15 Loockerman Plaza  
Dover, DE 19901



Phone: (302) 736-7011  
Fax: (302) 736-4217

April 30, 2025

IISHA MONIQUE PRICE  
715 VINE ST  
DOVER DE 19904

RE: Property address: 715 VINE ST  
Tax Parcel Number: ED-05-076.12-02-310.000-000  
Case Number: 25-00002249

Dear Sir/Ma'am:

On April 30, 2025, Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections conducted an inspection at 715 VINE ST.

Attached are the Code violations found during the inspection.

A follow-up inspection must be conducted by **May 30, 2025**, to ensure compliance. Failure to comply will result in citation(s) being issued.

**It is the responsibility of the property owner/agent to contact this office to schedule all inspections.**

Please contact this office with a date and time convenient for you to conduct the re-inspection. You are not required to contact this office if the re-inspection is for an exterior violation. If you have any questions or would like to schedule your inspection or appeal this notice, please contact me at (302) 736-7011.

Sincerely,

Matthew Layfield  
Code Enforcement Officer

cc: File

CASE NUMBER 25-00002249  
PROPERTY ADDRESS 715 VINE ST

Item 2.

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VIOLATION: 393 QUANTITY: 1  
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CORRECTIVE ACTION REQUIRED :

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*Item 2.*

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Postage

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INSPECTIONS  
DEPARTMENT

$$\frac{\$T}{\$S} = \frac{\$T}{\$C}$$

IISHA MONIQUE PRICE  
715 VINE ST  
DOVER DE 19904

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- A receipt (this portion of the Certified Mail label).
- A unique identifier for your mailpiece.
- Electronic verification of delivery or attempted delivery.
- A record of delivery (including the recipient's signature) that is retained by the Postal Service™ for a specified period.

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- Certified Mail service is *not* available for international mail.
- Insurance coverage is *not* available for purchase with Certified Mail service. However, the purchase of Certified Mail service does not change the insurance coverage automatically included with certain Priority Mail items.
- For an additional fee, and with a proper endorsement on the mailpiece, you may request the following services:
  - Return receipt service, which provides a record of delivery (including the recipient's signature). You can request a hardcopy return receipt or an electronic version. For a hardcopy return receipt, complete PS Form 3811, *Domestic Return Receipt*; attach PS Form 3811 to your mailpiece;

for an electronic return receipt, see a retail associate for assistance. To receive a duplicate return receipt for no additional charge, present this USPS®-postmarked Certified Mail receipt to the retail associate.

*Item 2.*

- Restricted delivery service, which provides delivery to the addressee specified by name, or to the addressee's authorized agent.
- Adult signature service, which requires the signee to be at least 21 years of age (not available at retail).
- Adult signature restricted delivery service, which requires the signee to be at least 21 years of age and provides delivery to the addressee specified by name, or to the addressee's authorized agent (not available at retail).

- To ensure that your Certified Mail receipt is accepted as legal proof of mailing, it should bear a USPS postmark. If you would like a postmark on this Certified Mail receipt, please present your Certified Mail item at a Post Office™ for postmarking. If you don't need a postmark on this Certified Mail receipt, detach the barcoded portion of this label, affix it to the mailpiece, pay appropriate postage, and deposit the mailpiece.

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**IMPORTANT: Save this receipt for your records.**