# CITY OF DOVER, DELAWARE
# CONSTRUCTION AND PROPERTY MAINTENANCE CODE BOARD OF APPEALS

**Wednesday, January 07, 2026 at 3:30 PM**

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

## 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://tinyurl.com/55wzncd2
Event number: 2530 600 2292
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. **Property Maintenance Code Violation (Chapter 22 - Buildings and Building Regulations, Article XII - Vacant Buildings, Section 22-403 - Registration and Registration Fee) - Appeal of Registration Fee - 3074 North DuPont Highway (Jesse Allen)**

2. **Residential Code Violation Appeal (Chapter 22 - Buildings and Building Regulations, Article III - Building Code, Section 22-61(b) International Residential Code Adopted, 2009 - Section R302.1 - Exterior Walls) - Appeal of Denied Building Permit - 321 Charring Cross Drive (Sy-Ajah Alston)**

**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

# ARTICLE XII. - VACANT BUILDINGS

## Sec. 22-400. - Purpose; applicability; definitions.

(a) *Purpose.* The purpose and intent of this article is to establish a registration and identification program of vacant buildings within the city. Vacant buildings are detrimental to the surrounding buildings and neighborhoods in which they exist. The article is also to ensure the public health, safety and welfare insofar as they are affected by vacant buildings within the city. The health, safety and welfare of the neighborhoods in which vacant buildings are located are of the utmost importance to the city, as is the general community character in which these vacant buildings are located.

(b) *Applicability.* The provisions of this article shall apply to all matters affecting or relating to vacant buildings. Where, in this article, different sections of this Code may specify different requirements, the most restrictive shall govern.

(c) *Definitions.* The following words, terms and phrases, when used in this article, shall have the meanings ascribe to them in this subsection, except where the context clearly indicates a different meaning.

(1) *Vacant building* means a building, structure, or dwelling that has been unoccupied for more than three consecutive months; or a commercial tenant space greater than 10,000 square feet in an otherwise occupied building, that has been left unoccupied for more than three consecutive months.

(2) *Actively for sale or lease* means the building is being actively marketed through a licensed real estate broker or the owner who is regularly advertising the property in newspapers circulated in and around Dover, it is being offered for sale or lease at a cost of no more than 25 percent over market rate as determined by the city assessor, and the building is in reasonable condition for sale or lease, including but not limited to: no trash has collected inside or outside of the building, the utilities are functional, and it is not being used as storage that is unrelated to the former use.

(Ord. of 6-26-2006; Ord. No. 2013-03, 3-11-2013)

## Sec. 22-401. - Monitoring, inspection and condition standards.

(a) The building inspector shall inspect any premises in the city for the purpose of enforcing and assuring compliance with the provisions of this article. Upon request of the building inspector, an owner shall provide access to all interior portions of a vacant building in order to permit a complete inspection.

Once a building/structure/unit or residence (hereon after referred to as building) is registered vacant building, the vacant building shall be inspected annually for as long as it is considered vacant.

(b) The vacant building shall be secured; the exterior building and premises shall be maintained in accordance with all City of Dover Code requirements.

(c) The vacant building shall be in reasonable condition (all utilities shall be functional, there shall be no trash or debris inside or outside the building and it shall not to be used as storage that is unrelated to the former use).

(Ord. of 6-26-2006; Ord. No. 2013-03, 3-11-2013)

Sec. 22-402. - Agent—Responsible person required.

(a) *Property manager.* Any owner of a vacant building, residing outside of the county, shall be required to have a licensed property manager residing or having an office located in the county, or a family member or other designated individual who does not manage any other real estate for a fee and who resides in the county acting as a property manager. The property manager, including family members and designated individuals, shall have charge, care and control of the vacant building, and shall provide access to the vacant building for inspection upon request by the building inspector, within 30 days.

(b) *Corporate or partnership owners.* Any corporation or partnership owning a vacant building shall have a designated member, partner, or employee having charge, care and control of the vacant building. The designated member, partner or employee shall reside in or have an office located in the county, or shall be required to have a licensed property manager residing or having an office located in the county, or other designated individual who does not manage any other real estate for a fee, and who resides in the county, acting as a property manager. The property manager, or other designated individuals shall have charge, care and control of the vacant building, and shall provide access to the vacant building for inspection, upon request by the building inspector, within 30 days.

(Ord. of 6-26-2006; Ord. No. 2013-03, 3-11-2013)

Sec. 22-403. - Registration and registration fee.

(a) *Registration of building.* There are two ways to register the building as vacant.

(1) The owner shall register with the city not later than 30 days after any building in the city becomes vacant, as defined.

The registration of the vacant building shall include the site address, the name of the current owner or owners, current address of the owner and of all applicable owners, tax parcel number, proof of insurance on the building, description of the condition of the building, pla

for the building (to eliminate the vacancy), the responsible person or agent and their con information and any other applicable information. If any information changes the owner is responsible for informing the city of those changes in a timely manner.

(2) The building inspector or his designee, shall investigate any property that may be subject to registration. Based upon his findings, the building inspector may register the property as a vacant building subject to this chapter.

a. *Notice of registration.* Within five business days of such registration, the licensing and permitting office shall notify the owners of the registered property by certified mail at their last known address according to the records of the city and Kent County.

b. *Registration fee.*

(i) The annual registration fee shall be paid at the time of registration. If the building inspector registers the building as vacant the fee shall be due not later than 30 days after the building is registered as vacant. The annual registration fee will then be due on the registration anniversary date every year after that as long as it remains vacant. The starting point for counting a building as being vacant will begin on the date of the enactment of this article [June 26, 2006].

(ii) The annual fee is as provided for in Appendix F—Fees and Fines.

(Ord. of 6-26-2006; Ord. of 4-14-2008; Ord. No. 2009-09, 6-22-2009; Ord. No. 2013-03, 3-11-2013)

Sec. 22-404. - Violation and penalties.

(a) If the registration fee is not paid within 30 days of being due, the owner shall be in violation of this article.

(1) A lien can be assessed against the property. Such fees shall be entered in the municipal lien docket as a lien owing the city, and the same may be turned over to the city solicitor for collection.

(2) The fee will be assessed to the parcel's tax bill.

(3) The fee shall be paid in full prior to the transfer of title.

(4) The fee shall be paid in full prior to the issuance of any building permits for the subject building and for any other building that is owned by the owner within the city.

(Ord. of 6-26-2006; Ord. No. 2013-03, 3-11-2013)

Sec. 22-405. - Exemptions—Types of buildings eligible for exemption status from the registration fee.

(a) The following are exempt from the registration: The building has fire damage. The owner has 90 days to file for a permit to start construction or demolition or it will be determined a vacant property.

(b) The following properties shall be registered as vacant, but they are exempt from the registra fee:

(1) The building is actively being offered for sale or lease for a maximum period of five years. After such time this article will be in effect. Proof of activity shall fall on the owner to provide. See definition.

(2) The owner has obtained a building permit and is progressing in an expedient manner to prepare the premises for occupancy.

(3) The property is in probate or where the owner has entered a long term care facility within six months of the building being vacant.

(4) The property is undergoing currently environmental cleanup or assessment.

(c) Failure to register. If the owner of the property fails to register the property with the City of Dover within 30 days of notification to do so by the City of Dover staff, then the property owner/agent may not be entitled to exemption from the fees.

(Ord. of 6-26-2006; Ord. No. 2013-03, 3-11-2013)

Sec. 22-406. - Appeal of the 25 percent over market rate.

An appeal of the 25 percent over market rate (from the actively for sale or lease definition) can be considered through an appraisal using accepted appraisal standards to determine market rate. The owner has the option of asking the city tax assessor to perform the appraisal or having one performed (using accepted appraisal standards) at their own expense.

(Ord. of 6-26-2006; Ord. No. 2013-03, 3-11-2013; Ord. No. 2016-19 , 8-22-2016)

RECEIVED
NOV 17 2025
OFFICE OF THE CITY CLERK

November 12, 2025

City of Dover
15 Loockerman Plaza
Dover, DE 19901

RE: Commercial property located at N. Dupont Hwy 3074

To whom it may concern,

The commercial property referenced above was purchased by me, Jesse Allen, at which time the property was under Kent County. In 2018, I submitted a request to the City of Dover to move from Kent County to the City of Dover, with the understanding that water and sewer would be provided to the property. It was later communicated, after approval and movement from Kent County to the City of Dover, that this was not the case and that at my expense, I would have to go under the Rt 13 highway to connect to city water lines, which costs approximately $200 thousand-- way outside my budget. As I am unable to afford this egregious cost, I now must contract with a professional contractor to install a sewer and well system for the property. If I had been properly informed, I would have stayed within Kent County.

I am a full-time small business owner and work at least 60 hours a week, which is my primary source of income. On my days off, I work on the commercial property referenced above from sun-up to sun set. I have a set budget that does not allow for miscellaneous costs, and being assessed a $5,000 fee each year puts a strain on my budget and extends my timelines. I understand that you have fines in place for vacant lots, but I have had circumstances that inhibited my ability to work on the property for several years, add on the COVID 19 pandemic, increased prices due to supply and demand, and the inability to purchase building supplies due to supply being held for contractors only, it was virtually impossible to work on it from 2018 to 2022.

This property is currently up for sale through R&R Commercial Realty while I continue working on it. I had an offer, but it was extremely low, and I could not walk away at a loss. My progress thus far is greatest at the rear of the building. I am currently working on the framing and roofing in the front with hopes of completion by April, pending the economy and weather permitting.

With the progress made on the building, and timeframes established for specific completions, I am hopeful that you will forgive the $5 thousand yearly fee and allow me to put those funds into the construction project. It is very difficult for small businesses to survive in Dover, especially stand-alone small businesses, much less being assessed hefty fees such as this.

Please consider waiving the non-occupancy fee, as I am meeting the requirements by having it up for sale. Also please take into consideration that I am making progress and am looking to have inspections completed in 2026.

Respectfully,

Jesse Allen, Small Business Owner JKTangles@Gmail.Com


12/16/2025 10:21


10/16/2025 13:16


10/16/2025 13:16


09/17/2025 11:24


09/17/2025 11:24


09/17/2025 11:25


09/17/2025 11:24


1642
09/17/2025 11:24


Wrap
PRO
Tyvek
HomeWrap
ANDERSEN
09/17/2025 11:25


09/17/2025 11:25


09/17/2025 11:25


09/17/2025 11:24


09/17/2025 11:25


Tyvek
HomeWrap
five BELOW
06/17/2025 11:24


Tyvek
HomeWrap
PRO
03/17/2025 10:01


164
03/17/2025 09:59

Item 1.



U.S. Postal Service
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee
$

Extra Services & Fees (check box, add fee as appropriate)
- ☐ Return Receipt (hardcopy) $
- ☐ Return Receipt (electronic) $
- ☐ Certified Mail Restricted Delivery $
- ☐ Adult Signature Required $
- ☐ Adult Signature Restricted Deliver [redacted]

Postage
$

JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

Postmark Here
DOVER DE 19901
SEP 19 2025
USPS

JE
19-1593
10/17

for instructions

9589 0710 5270 1820 9599 95

INSPECTIONS DEPARTMENT

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

9590 9402 7904 2234 6553 57

2. Article Number (Transfer from service label)
9589 0710 5270 1820 9599 95

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature
X [signature] ☑ Agent ☐ Addressee

B. Received by (Printed Name) Desiray Anderson
C. Date of Delivery 9/29/25

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

Told to Sign By Custom

JE
19-1593

3. Service Type
- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☑ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ ured Mail
- ☐ ured Mail Restricted Delivery
- ☐ er $500)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

10/17

PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

# City of Dover

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

September 17, 2025

JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

RE: Property address: 3074 N DUPONT HWY
Annual Vacant Building Registration
**7th Year Fee Due $5000.00**
Case Number: 19-00001593

Dear Sir or Madam:

This property was registered as a vacant building within the City of Dover. Annual registrations and fees are required each year the dwelling remains vacant. Please complete the enclosed registration form and return with the payment amount as indicated above by October 17, 2025. Failure to pay registration fees will result in the fee being placed on the next tax billing. Mail registration form and required payment to:

City of Dover
Planning and Community Development Department
15 Loockerman Plaza
Dover, DE 19901

If the property is no longer vacant or meets the requirements for exemption of payment as identified in the enclosed brochure, please complete the registration form with the updated information and return to this office. You have the right to appeal to the construction and property maintenance code board of appeals. Such an appeal must be filed, in writing, on or before 5pm.

I can be reached by phone at 302-736-7011 or email at jengland@dover.de.us, should you have any questions or concerns.

Sincerely,

John England
Code Enforcement Officer

Attachments
file

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901

City of Dover

Phone: (302) 736-4457
Fax: (302) 736-4217

# City of Dover Vacant Building Registration

1.

| | | | | | |
|---|---|---|---|---|---|
| Amount Due: | 5000.00 | | | Amount Paid: | |
| Date Due: | 10-17-2025 | Case # | 19-00001593 | Date Registered: | 06/17/2019 |
| Vacant Since: | 08/02/2013 | Tax Parcel # | ED-05-057.01-03-010.000-000 | | |
| Property Address: | 3074 N Dupont Highway Dover DE 19901 | | | | |
| Current Property Owner: | Jesse Allen | | | | |
| Address: | 736 N Bradford Street<br>Dover DE 19901 | | | | |
| Phone: | | | | Cellular: | |
| E-Mail: | | | | | |

2. **** Local agent is required for any owner residing outside of Kent County Delaware**

| | | | |
|---|---|---|---|
| Responsible Person/Agent: | | | |
| Address: | | | |
| Phone: | | Cellular: | |
| E-Mail: | | | |

3. Insurance on Building: Y ☐ / N ☐
If Yes: Name of Insurance Company: _____

Exempt from Registration Fee: Y ☐ / N ☒

4. Explanation of Exemption if granted: _____
**NOTE: No Exemption if Registered by City of Dover Staff**

5. ****If building is for sale or lease–Listed Selling Price: _____
****Attach a copy of the Realtors Listing Sheet (REQUIRED)

6. Owner Signature: _____ Date: _____

Fees as follows:

| | |
|---|---|
| Buildings vacant one year or less; | $375.00 |
| Buildings vacant for more than one year but less than two years; | $750.00 |
| Buildings vacant for more than two years but less than three years; | $1,500.00 |
| Buildings vacant for more than three years but less than five years; | $3,000.00 |
| Buildings vacant for five years or longer; | $5,000.00 |

Interior Inspection Date _____

OFFICE USE ONLY

ELECTRIC: Y ☒ N ☐

GAS SERVICE: _____

BASEMENT: yes

SECURED: _____

REVISED 01/24/2023

Community Excellence Through Quality Service

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

# City of Dover

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

## INVOICE

Date: September 17, 2025
Invoice #: 19-00001593-07

JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

RE: Property address: 3074 N DUPONT HWY
Tax Parcel #: ED-05-057.01-03-010.000-000

| DESCRIPTION | AMOUNT |
|---|---|
| Vacant Building Registration Fee. (7th Year) | $5000.00 |
| TOTAL | **$5000.00** |

Please make all checks payable to City of Dover
Payment must be received before October 17, 2025.

RECEIVED
OCT 14 2025
BY: .....

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901

City of Dover

Phone: (302) 736-4457
Fax: (302) 736-4217

# City of Dover Vacant Building Registration

1.

| | | | | | |
|---|---|---|---|---|---|
| Amount Due: | 5000.00 | | | Amount Paid: | |
| Date Due: | 10-17-2025 | Case # | 19-00001593 | Date Registered: | 06/17/2019 |
| Vacant Since: | 08/02/2013 | | Tax Parcel # | ED-05-057.01-03-010.000-000 | |
| Property Address: | 3074 N Dupont Highway Dover DE 19901 | | | | |
| Current Property Owner: | Jesse Allen | | | | |
| Address: | 736 N Bradford Street<br>Dover DE 19901 | | | | |
| Phone: | 302-612-0975 | | Cellular: | | |
| E-Mail: | JKTangles24@Gmail.Com | | | | |

2. **** Local agent is required for any owner residing outside of Kent County Delaware**

| | | | |
|---|---|---|---|
| Responsible Person/Agent: | | | |
| Address: | | | |
| Phone: | | Cellular: | |
| E-Mail: | | | |

3. Insurance on Building: Y ☐ / N ☐
If Yes: Name of Insurance Company: _____

Exempt from Registration Fee: Y ☐ / N ☒

4. Explanation of Exemption if granted: Lease or for Sale building Permit
**NOTE: No Exemption if Registered by City of Dover Staff**

5. ****If building is for sale or lease–Listed Selling Price: 300,000.00
****Attach a copy of the Realtors Listing Sheet (REQUIRED)

6. Owner Signature: Jesse L Allen Date: 10-6-25

Fees as follows:

| | |
|---|---|
| Buildings vacant one year or less; | $375.00 |
| Buildings vacant for more than one year but less than two years; | $750.00 |
| Buildings vacant for more than two years but less than three years; | $1,500.00 |
| Buildings vacant for more than three years but less than five years; | $3,000.00 |
| Buildings vacant for five years or longer; | $5,000.00 |

Interior Inspection Date _____

OFFICE USE ONLY

ELECTRIC: Y ☒ N ☐

GAS SERVICE: _____

BASEMENT: yes

SECURED: _____

REVISED 01/24/2023

Community Excellence Through Quality Service

**R & R COMMERCIAL REALTY**
**46 S State Street, Dover, DE 19901**
**(302) 674-3400 fax: (302) 674-8479**

RECEIVED
OCT 14 2025
BY:.....

# LISTING AGREEMENT
## EXCLUSIVE AND SOLE RIGHT TO LEASE

**EXCLUSIVE RIGHT TO LEASE.** In consideration of the acceptance by the undersigned licensed Delaware real estate broker (hereinafter "Broker") of the terms of this Contract and Broker's promise to endeavor to effect a lease of the property described below (hereinafter "Property"), I or we, as owner(s) (hereinafter "Lessor") employ and grant Broker the exclusive and irrevocable right commencing on May 22, 2025, and expiring at midnight on May 21, 2026 to lease the Property described herein.

**PROPERTY.** For purposes of this Contract, the "Property" means the real property in Kent County, Delaware described below plus all fixtures and improvements thereon and all appurtenances incident thereto.

**DESCRIPTION.** All that certain 1,500+/- sf building located on the east side of Rt 13 across from Outback. Having an address of 3054 N DuPont Highway, Dover, DE 19901. Being known as tax parcel number 2 05 05701 03 0100 000.

**PRICE.** The listing price shall be Twenty ($20.00 psf ) Dollars per square foot NNN or such other price as may be accepted or authorized by the Lessor during the term of this Listing Agreement, or any extension thereof. In addition to base rent Lessee to be responsible for its utilities and janitorial. Lessee shall also be responsible for CAM, Taxes, and Insurance.

**COMPENSATION TO BROKER.** If Broker produces a ready, willing and able Lessee in accordance with this Contract, or if a lease of the Property is made by Lessor or through any other agent, or otherwise, during the term of this exclusive listing, for services rendered, Lessor agrees to pay Broker a cash commission of Four (4%) Percent of the gross consideration for which the Property is leased. More particularly described in the attached commission schedule.

If within six (6) months after the expiration of this Contract, or any extension thereof, a lease is made by Lessor to any person, anyone, or company, with whom the Broker or undersigned had negotiated during the listing term, then the said commission shall be due and payable to Broker.

Lessor agrees not to execute any other listing agreement with any other brokerage during the term of this Listing Agreement. This Contract can be modified only by writing signed by both Broker and Lessor.

**SIGNAGE.** Exclusive and unrestricted privilege is hereby granted Broker to place Broker's sign (s) on the Property advertising the Property for lease.

The Broker agrees to pay for any and all advertising deemed necessary by the Broker in his professional judgement, and the Lessor authorizes all such advertising. The undersigned understands that he/she is

responsible for any and all marketing expenses incurred by Lessor during the listing term if this Listing Agreement is canceled for cause within the first one hundred eighty (180) days of the said listing term.

**MLS.** The Lessor authorizes Broker to submit the Property to any multiple listing service in which Broker is a participant, and to accept the cooperation of other brokers to show the Property to prospective Lessees.

**ROLE OF BROKER.** Lessor acknowledges that Broker is not responsible for the custody or condition of the Property or for its management, maintenance, upkeep, or repair.

Broker agrees to submit any and all written offers by prospective Lessees to the Lessor. Broker is under no obligation to submit verbal offers. Broker shall not be required to submit written offers once Lessor has accepted and executed a bona fide Lease Agreement.

**COOPERATION BY LESSOR.** Lessor agrees to make available to Broker and prospective Lessees all data, records and documents pertaining to the Property. Lessor agrees to comply with all applicable federal, state, county, or municipal fair housing and civil rights legislation in the lease of the Property and further agrees specifically not to discriminate against any person because of race, color, creed, sex, religion, age, marital status, national origin, or handicap.

The Lessor hereby covenants that he/she has disclosed any and all defects of any part of the Property to Broker, and has made no deliberate misrepresentations as to the condition of any part of the Property.

**INDEMNIFICATION.** Lessor agrees to indemnify and hold Broker, all Boards of Realtors, and all other cooperating brokers harmless against any and all claims, liability, damage or loss arising from any misrepresentation or breach of warranty by Lessor in this Contract, any incorrect information supplied by Lessor and any facts concerning the Property not disclosed by Lessor, including without limitation, any facts known to Lessor relating to adverse conditions or latent defects.

The undersigned hereby covenants that he/she is empowered to execute this Contract binding the Lessor to the terms of this Listing Contract. Further, the undersigned hereby covenants that he/she is empowered to execute a Lease Agreement for the Property binding the Lessor to the ultimate terms of a Lease Agreement. In the event any changes are made by Lessor to the individuals empowered by Lessor to execute a Lease Agreement binding the Lessor to the terms of a Lease Agreement, Lessor agrees to notify Broker in writing of said change.

RECEIVED
OCT 14 2025
BY: .....

*LESSOR* Jesse Allen
*LESSOR'S ADDRESS*: 736 N Bradford Street, Dover, DE 19904
*PHONE*: 302-612-0975

*LESSOR*

By : _____

Witness

5/26, 2025
Date

Charles C. Rodriguez, Broker
R&R Commercial Realty

**England IV, John G**

**From:** England IV, John G
**Sent:** Tuesday, October 14, 2025 3:32 PM
**To:** 'jktangles4@gmail.com'
**Cc:** Kopp, Eddie L; Duca, Sharon
**Subject:** 3074 N Dupont Hwy

**Subject: Vacant Building Registration**

Good afternoon, Mr. Allen,

I am in receipt of your Vacant Building Registration Form and Listing Agreement. Based on our review, it remains our determination that the property is still classified as vacant. Therefore, the $5,000.00 vacant building fee is due currently due.

If you wish to appeal this decision, you must submit a written appeal to the City Clerk's Office within 30 days from today.

Respectfully,

John England, CCEO
Code Enforcement Officer / Inspector II
**ICC-PMHI**
**City of Dover, Delaware**
**15 Loockerman Plaza**
**Dover, DE. 19901**
**(302) 736-7015**
jengland@dover.de.us

**England IV, John G**

**From:** Jesse Allen <jktangles4@gmail.com>
**Sent:** Wednesday, October 15, 2025 1:56 PM
**To:** England IV, John G
**Cc:** Kopp, Eddie L; Duca, Sharon
**Subject:** EXTERNAL: Re: 3074 N Dupont Hwy

**WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Will do, thank you.

On Tue, Oct 14, 2025 at 3:32 PM England IV, John G <jengland@dover.de.us> wrote:

**Subject: Vacant Building Registration**

Good afternoon, Mr. Allen,

I am in receipt of your Vacant Building Registration Form and Listing Agreement. Based on our review, it remains our determination that the property is still classified as vacant. Therefore, the $5,000.00 vacant building fee is due currently due.

If you wish to appeal this decision, you must submit a written appeal to the City Clerk's Office within 30 days from today.

Respectfully,


# John England, CCEO

Code Enforcement Officer / Inspector II

**ICC-PMHI**

**City of Dover, Delaware**

**15 Loockerman Plaza**

**Dover, DE. 19901**

**(302) 736-7015**

Jesse L Allen
736 North Bradford St
Dover Delaware 19904

PHILADELPHIA PA 190
11 OCT 2025 PM 5



Division of
Code Enforcement
15 East Loockerman St
Dover Delaware 19901

19901-732715

RECEIVED
NOV 12 2025
BY: John Ell

November 12, 2025

City of Dover
15 Loockerman Plaza
Dover, DE 19901

RE: Commercial property located at N. Dupont Hwy

To whom it may concern,

The commercial property referenced above was purchased by me, Jesse Allen, at which time the property was under Kent County. In 2018, I submitted a request to the City of Dover to move from Kent County to the City of Dover, with the understanding that water and sewer would be provided to the property. It was later communicated, after approval and movement from Kent County to the City of Dover, that this was not the case and that at my expense, I would have to go under the Rt 13 highway to connect to city water lines, which costs approximately $200 thousand-- way outside my budget. As I am unable to afford this egregious cost, I now must contract with a professional contractor to install a sewer and well system for the property. If I had been properly informed, I would have stayed within Kent County.

I am a full-time small business owner and work at least 60 hours a week, which is my primary source of income. On my days off, I work on the commercial property referenced above from sun-up to sun set. I have a set budget that does not allow for miscellaneous costs, and being assessed a $5,000 fee each year puts a strain on my budget and extends my timelines. I understand that you have fines in place for vacant lots, but I have had circumstances that inhibited my ability to work on the property for several years, add on the COVID 19 pandemic, increased prices due to supply and demand, and the inability to purchase building supplies due to supply being held for contractors only, it was virtually impossible to work on it from 2018 to 2022.

This property is currently up for sale through R&R Commercial Realty while I continue working on it. I had an offer, but it was extremely low, and I could not walk away at a loss. My progress thus far is greatest at the rear of the building. I am currently working on the framing and roofing in the front with hopes of completion by April, pending the economy and weather permitting.

With the progress made on the building, and timeframes established for specific completions, I am hopeful that you will forgive the $5 thousand yearly fee and allow me to put those funds into the construction project. It is very difficult for small businesses to survive in Dover, especially stand-alone small businesses, much less being assessed hefty fees such as this.

Please consider waiving the non-occupancy fee, as I am meeting the requirements by having it up for sale. Also please take into consideration that I am making progress and am looking to have inspections completed in 2026.

Respectfully,

Jesse Allen, Small Business Owner

**England IV, John G**

**From:** Jesse Allen <jktangles4@gmail.com>
**Sent:** Wednesday, November 12, 2025 3:19 PM
**To:** England IV, John G
**Cc:** Kopp, Eddie L; Duca, Sharon
**Subject:** EXTERNAL: Re: 3074 N Dupont Hwy

**WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Thank you, I will do that.

On Wed, Nov 12, 2025 at 9:38 AM England IV, John G <jengland@dover.de.us> wrote:

> Good morning, Mr. Allen,
>
> I am in receipt of your letter. Please be advised that you must submit a written appeal request to the City Clerk's Office, addressed to the Construction and Property Maintenance Code Board of Appeals.
>
> **Email:** cityclerk@dover.de.us
>
> Your appeal must be submitted **no later than November 17, 2025.**
>
> 
> # John England, CCEO
>
> Code Enforcement Officer / Inspector II
>
> **ICC-PMHI**
>
> **City of Dover, Delaware**
>
> **15 Loockerman Plaza**
>
> **Dover, DE. 19901**
>
> **(302) 736-7015**
>
> jengland@dover.de.us
> 

## England IV, John G

**From:** Bennett, Andria
**Sent:** Monday, November 17, 2025 9:35 AM
**To:** England IV, John G; Kopp, Eddie L; Duca, Sharon; Melson-Williams, Dawn
**Cc:** City Clerks Office
**Subject:** Request for Citation/Case File - Review of Appeal - 3074 N. Dupont Highway
**Attachments:** 3074 N Dupont Hwy - CPMCBA Appeal.pdf

Good Morning,

Attached, please find an appeal that has been received by the City Clerk's office from Jesse Allen in regard to the property at 3074 N. Dupont Highway. Please provide the citation that was issued in this matter and the case file, so that we may proceed in scheduling a hearing of the Construction and Property Maintenance Code Board of Appeals.

Respectfully,

*Andria Bennett, CMC*
City Clerk/Director of Council Affairs
& Constituent Services/Assistant Treasurer
City of Dover
P: (302) 736-7009
F: (302) 736-5068
abennett@dover.de.us

RECEIVED
NOV 17 2025
OFFICE OF THE CITY CLERK

November 12, 2025

City of Dover
15 Loockerman Plaza
Dover, DE 19901

RE: Commercial property located at N. Dupont Hwy 3674

To whom it may concern,

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Respectfully,

Jesse Allen, Small Business Owner JKTangles@Gmail.Com


09/17/2025 11:24


09/17/2025 11:24


09/17/2025 11:25


09/17/2025 11:24


09/17/2025 11:25


09/17/2025 11:25


09/17/2025 11:24


09/17/2025 11:25


10/16/2025 13:16


10/16/2025 13:16

July 17, 2024

City of Dover
15 Loockerman Plaza
Dover, DE 19901

RECEIVED
JUL 17 2024
OFFICE OF THE CITY CLERK

Re: Dispute of Vacant Building Ordinance Fee
Jesse Allen
Property Address: 3074 N Dupont Hwy

To whom it may concern:

I am formally writing to dispute the fee I am being assessed in relation to the Vacant Building Ordinance.

The property listed above sat dormant due to extenuating circumstances outside of my control. It was part of a divorce settlement for several years that prohibited me from actively building and/or improving the property. Then the COVID pandemic severely limited my ability due to supply and demand, which also drove up costs for the limited products that were available. And lastly, it took over a year to receive the architectural plans for me to start the improvements, which was approximately a year ago—after which I got the building permit which allowed me to get started.

I am a small business owner. Running the business takes a lot of my time. All my free time is spent working diligently on improving the property getting it ready for occupancy. I am working with a leasing agent to hopefully find future tenants.

I find the fee being assessed unfair and unjust. It is my request to have the fee removed from my property and to please allow me two years to complete the project.

I also ask if it is possible for my property to be removed from the jurisdiction of the City of Dover and moved under Kent County.

Regards,

Jesse Allen

# The Family Court of the State of Delaware
## In And For Kent County

| | | |
|---|---|---|
| **JEAN M. O'CONNELL,** | : | File No. **CK11-02799** |
| *Petitioner,* | : | Petition No. **20-11053** |
| **v.** | : | **DECISION AND ORDER** *(Rule to Show Cause: Ancillary)* |
| **JESSE L. ALLEN,** | : | |
| *Respondent.* | : | |

*Date submitted: 03/24/21*
*Written order filed: 08/27/21*

Before **HONORABLE LOUANN VARI, JUDGE** of the Family Court of the State of Delaware:

Petitioner Jean M. O'Connell ("Wife") and Respondent Jesse L. Allen ("Husband")[1] were married for about 23 years, have four children together, and were divorced by a decree of this Court in April 2019.[2] They reached a Stipulation Resolving Ancillary Matters Pursuant to Decree of Divorce not long before the date scheduled to try those matters. The Court entered their Stipulation as an Order on February 26, 2020 ("the Ancillary Order" or "the Order").[3]

Wife filed the captioned Petition for Rule to Show Cause ("RTSC") against Husband on May 26, 2020. It concerns Husband's compliance with the Ancillary Order. Husband filed a timely

[1] While the parties are divorced, they are referred to in the roles giving rise to this litigation.

[2] The separation leading to their divorce was not their first: the parties also separated in 2012.

[3] The Ancillary Order also resolved a Petition for Child Support.



Jesse L Allen
3074 N Dupont Hwy

302-612-0975

CITY OF DOVER
PLANNING & INSPECTIONS
15 LOOCKERMAN PLZ
DOVER DE 19901

---

Application Number . . . . . 23-00001145 Date 8/07/23
Property Address . . . . . 3074 N DUPONT HWY
Tax Map Number: ED-05-057.01-03-010.000-000
DRS from Location Master:
Application type description COMMERCIAL RENOVATIONS
Application valuation . . . . 10000

---

Application desc
INTERIOR & EXTERIOR RENO

---

Owner
---
ALLEN,JESSE
736 N BRADFORD ST
DOVER DE 19901

Contractor
---
OWNER

---

Permit . . . . . ADDITION RENOVATION PERMIT
Additional desc . .
Permit Fee . . . . [redacted]
Issue Date . . . . 8/07/23 Valuation . . . . 10000
Expiration Date . . 2/03/24

| Qty | Unit Charge | Per | | Extension |
|---|---|---|---|---|
| 9.00 | [redacted] | THOU | BASE FEE COST $1001 UP TO 10 MILLION | [redacted] |

---

Special Notes and Comments
RE: THE APPLICANT IS RESPONSIBLE FOR
COMPLIANCE WITH ACCESSIBILITY
REQUIREMENTS VIA ANSI 117.1 SPECIFIC TO
THE OCCUPANCY AND THE SCOPE OF WORK.
APPROVAL OF THE PERMIT / PLANS ISSUED
SHALL NOT BE CONSTRUED AS RELIEF FROM
MEETING ACCESSIBILITY REQUIREMENTS.
The issuance or granting of a permit
shall not be construed to be a permit
for, or an approval of, any violation of
any of the provisions of this code or of
any other ordinance of the jurisdiction.
Permits presuming to give authority to
violate or cancel the provisions of this
code or other ordinances of the
jurisdiction shall not be valid. The
issuance of a permit based on

---

CALL(302)736-7010, (302)736-7011 or
(302)736-4457 for scheduling inspections

CITY OF DOVER
PLANNING & INSPECTIONS
15 LOOCKERMAN PLZ
DOVER DE 19901

---

Application Number . . . . . 23-00001145 Date 2/21/24
Property Address . . . . . 3074 N DUPONT HWY
Tax Map Number: ED-05-057.01-03-010.000-000
DRS from Location Master:
Application type description COMMERCIAL RENOVATIONS
Application valuation . . . . 10000

---

Application desc
INTERIOR & EXTERIOR RENO

---

| Owner | Contractor |
|---|---|
| ALLEN,JESSE | OWNER |
| 736 N BRADFORD ST | |
| DOVER DE 19901 | |

---

Permit . . . . . ADDITION RENOVATION PERMIT
Additional desc . .
Permit Fee . . . . [redacted]
Issue Date . . . . 8/07/23 Valuation . . . . 10000
Expiration Date . . 8/03/24

| Qty | Unit Charge | Per | | Extension |
|---|---|---|---|---|
| 9.00 | [redacted] | THOU | BASE FEE COST $1001 UP TO 10 MILLION | [redacted] |

---

Special Notes and Comments
RE: THE APPLICANT IS RESPONSIBLE FOR
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CALL(302)736-7010, (302)736-7011 or
(302)736-4457 for scheduling inspections

CITY OF DOVER
PLANNING & INSPECTIONS
15 LOOCKERMAN PLZ
DOVER DE 19901

Extended

---

Application Number . . . . . 23-00001145 Date 7/08/24
Property Address . . . . . 3074 N DUPONT HWY
Tax Map Number: ED-05-057.01-03-010.000-000
DRS from Location Master:
Application type description COMMERCIAL RENOVATIONS
Application valuation . . . . 10000

---

Application desc
INTERIOR & EXTERIOR RENO

---

Owner
---
ALLEN,JESSE
736 N BRADFORD ST
DOVER DE 19901

Contractor
---
OWNER

---

Permit . . . . . ADDITION RENOVATION PERMIT
Additional desc . .
Permit Fee . . . . [redacted]
Issue Date . . . . 8/07/23 Valuation . . . . 10000
Expiration Date . . 1/08/25

| Qty | Unit Charge | Per | | Extension |
|---|---|---|---|---|
| 9.00 | [redacted] | THOU | BASE FEE COST $1001 UP TO 10 MILLION | [redacted] |

---

Special Notes and Comments
RE: THE APPLICANT IS RESPONSIBLE FOR COMPLIANCE WITH ACCESSIBILITY REQUIREMENTS VIA ANSI 117.1 SPECIFIC TO THE OCCUPANCY AND THE SCOPE OF WORK. APPROVAL OF THE PERMIT / PLANS ISSUED SHALL NOT BE CONSTRUED AS RELIEF FROM MEETING ACCESSIBILITY REQUIREMENTS.
The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid. The issuance of a permit based on

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CALL(302)736-7010, (302)736-7011 or
(302)736-4457 for scheduling inspections

Application Number . . . . . 23-00001145

Special Notes and Comments
construction documents and other data shall not prevent the building official from requiring the correction of errors in the construction documents and other data. The building official is also authorized to prevent occupancy or use of a structure where in violation of this code or of any other ordinances of this jurisdiction.
THE ADDITION OF PLUMBING FIXTURES MAY REQUIRE THE ASSESSMENT OF SEWER AND WATER IMPACT FEES. IMPACT FEES ARE ASSESSED UPON APPLICATION FOR A CERTIFICATE OF OCCUPANCY AND MUST BE PAID PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY AMT 4/17/13
ATTENTION!!!! FOR ASBESTOS, CALL-ASBESTOS MANAGEMENT AND CONTROL AT 302-739-9402, THE SOLID HAZARDOUS WASTE BRANCH AT 302-739-9403, AND DNREC AT 302-739-9902.
COMMERCIAL RESIDENTIAL CLASSIFICATION OCCUPANCIES REQUIRE BOTH SMOKE AND CARBON MONOXIDE DETECTION DEVICES PER THE ADOPTED BUILDING CODES.
OCCUPANCIES OTHER THAN R-3(SFD)MAY BE SUBJECT TO LIFE SAFETY REQUIREMENTS INCLUDING AND NOT LIMITED TO SPRINKLER PROTECTION, FIRE ALARM ETC... CONTACT THE CITY OF DOVER FIRE MARSHAL FOR SPECIFIC DETAILS REGARDING OCCUPANCY CLASSIIFICATION AND THE RELATED LIFE SAFETY REQUIREMENTS.
COMMERCIAL RENOVATIONS ARE SUBJECT TO COMPLIANCE WITH THE INTERNATIONAL BUILDING CODES, INCLUDING AND NOT LIMITED TO THE IBC,IEBC,DSFPR,NFPA AND CITY OF DOVER ORDINANCES.
CONSTRUCTION DOCUMENTS
COMMERCIAL WORK- Shop drawings for the fire protection system or systems (FIRE ALARM,SPRINKLER, HOOD SUPPRESSION

Page 3
Application Number . . . . . 23-00001145 Date 7/08/24

Special Notes and Comments
ETC...)shall be submitted in accordance with FM requirements and shall be approved by the FM prior to the start of system installation. .
LIFE SAFETY COMMENTS: ALL EXISTING LIFE SAFETY FEATURES MUST REMAIN IN PLACE AND FUNCTIONAL. IT IS THE APPLICANT'S RESPONSIBILITY TO NOTIFY THE FIRE DEPARTMENT PRIOR TO ANY TESTING OR WORK OCCURRING TO ANY FIRE / SMOKE ALARM SYSTEM TO AVOID RESPONSE TO A "FALSE" ALARM. Contact City of Dover Fire Marshal's Office for Life Safety Equipment information, 302-736-7010.

SEPARATE PERMITS AND OR SHOP DRAWINGS SUBMISSION IS REQUIRED FOR THE FOLLOWING: FIRE ALARM/SPRINKLER SYSTEMS-PERMITS AND SHOP DRAWINGS SUBMISSION REQUIRED, COMMERCIAL HOOD/ HOOD SUPPRESSION-PERMITS AND SHOP DRAWINGS SUBMISSION REQUIRED, PLUMBING AND HVAC-SEPARATE PERMITS, SIGNAGE-PERMIT AND PLANS SUBMITTAL
REQUIRED INSPECTIONS
This is a GENERAL list which may vary depending on the project.
It is the applicant's responsibility to confirm and schedule inspections.
Footing
Foundation (prior to back fill) Pre-slab inspection (after plumbing underground inspection)
Electrical Rough-3rd party inspection not performed by City of Dover - must be Inspected / approved by an authorized agency, contact The Division of Professional Regulation for electrical inspection agencies (302) 744-4500
Plumbing Rough
Mechanical Rough
Above ceiling inspections for Mechanical

CITY OF DOVER
PLANNING & INSPECTIONS
15 LOOCKERMAN PLZ
DOVER DE 19901



Application Number . . . . . 23-00001145



Special Notes and Comments
(includes Fire / Smoke Damper
inspection),
Plumbing, Fire / Smoke assemblies prior
to concealment.
Frame- after electrical, plumbing and
mechanical inspections are approved and
before insulation.
Flashing- prior to exterior wall
coverings(EIFS, brick, siding, etc.)
Insulation (Pre-Drywall)
Final Inspections required for
Certificate of Occupancy
Final Electric-Before Building Final
Final Plumbing- Before Building Final
Final Mechanical- Before Building Final
Plumbing / Mechanical Inspections may be
scheduled together, allow 1 hour min.
Final Kent Conservation/DNREC
Final Public Utilities
Final Planning and Zoning
Building Final or (C/O as required)
COMMERCIAL WORK requires Fire Marshal
Final prior to Building C/O and Public
Health after Fire Marshal and Plumbing
Final inspections. A Public Occupancy
permit may be required for certain
occupancies after Fire Marshal approval
and before application for C/O.
All associated fees must be paid prior
to occupancy approval. THIRD PARTY
ELECTRICAL INSPECTIONS REQUIRED FOR ALL
ROUGH IN AND FINAL ELECTRICAL
INSPECTIONS- "INCLUDING FIRE / SMOKE
ALARM SYSTEMS AS REQUIRED BY THE
DELAWARE STATE FIRE MARSHAL'S OFFICE.
THE LICENSED ELECTRICIAN MUST USE AN
AGENCY APPROVED BY THE DSFMO.
CONFIRMATION OF SUCH APPROVALS ARE
REQUIRED TO BE ON SITE AND THE SAME
COPIED TO THE DOVER FIELD "BUILDING"
INSPECTOR. "ALL" ROUGH INSPECTIONS ARE
TO BE COORDINATED APPROPRIATELY WITH

CALL(302)736-7010, (302)736-7011 or
(302)736-4457 for scheduling inspections

CITY OF DOVER
PLANNING & INSPECTIONS
15 LOOCKERMAN PLZ
DOVER DE 19901



Application Number . . . . . 23-00001145 Date 7/08/24

Special Notes and Comments
OTHER TRADES AND PERFORMED PRIOR TO CONCEALMENT.
Contact The Division of Professional Regulation for electrical code, permit and inspection agencies (302) 744-4500
Attention: GENERAL NOTE SPECIFIC TO MEDICAL OCCUPANCIES ONLY
Medical Occupancies are required to be approved by CMS, the SFMO Office and the Dover Fire Marshal Office.
CMS May require plans submission and approval by the Delaware State Fire Marshal's Office, confirm with the SFMO / CMS.
City of Dover Ordinance Sec. 22-65.
Permit fees.
(h)-Re-inspections. There will be no charge for the first re-inspection of a permit. The applicant shall pay the sum of $25.00 for the second re-inspection, $50.00 for the third re-inspection and $100.00 for any subsequent re-inspection.
July 28, 2023 1:58:57 PM kmo.
C-4 Zoned Property renovating interior and exterior including Windows, siding, flooring, plumbing, electricity, and roof. Proposed occupancy is "business", previously "clinic". C-4 allows for a variety of businesses. (a)Retail stores.(b)Business, professional or governmental offices.(c)Restaurants.(d)Personal service establishments.(e)Service establishments.(f)Hotels and motels.(g)Places of public assembly.(h)Bus terminal.(i)Wholesale, storage, warehousing, and distribution establishments.(j)Indoor or outdoor recreation and amusement establishments.(k)Hospitals and medical centers.(l)Drive-throughs.(m)Motor vehicle, boat, or farm equipment sales or service (with conditions), manufacturing with specifications, and mini storage with conditions.
Parking- 1 space per 300 square feet of space required or 1 per employee, whichever is greater.

Other Fees . . . . . PERMIT EXTENSION FEE [redacted]

CALL(302)736-7010, (302)736-7011 or (302)736-4457 for scheduling inspections

CITY OF DOVER
PLANNING & INSPECTIONS
15 LOOCKERMAN PLZ
DOVER DE 19901

---

Page 6
Application Number . . . . . 23-00001145 Date 7/08/24

---

| Fee summary | Charged | Paid | Credited | Due |
|---|---|---|---|---|
| Permit Fee Total | [redacted] | | | |
| Other Fee Total | | | | |
| Grand Total | | | | |

---

CALL(302)736-7010, (302)736-7011 or
(302)736-4457 for scheduling inspections


07/18/2024 08:39


Tyvek
07/18/2024 08:39


07/18/2024 08:39


07/18/2024 08:40


07/18/2024 08:32


07/18/2024 08:32


07/18/2024 08:32


five BELOW
07/18/2024 08:33


Tyvek
07/18/2024 08:33


07/18/2024 08:34


07/18/2024 08:36


Tyvek
HomeWrap
PRO
07/18/2024 08:36


07/18/2024 08:37


PRO
PRO
07/18/2024 08:38

July 17, 2024

City of Dover
15 Loockerman Plaza
Dover, DE 19901

RECEIVED
JUL 17 2024
OFFICE OF THE CITY CLERK

Re: Dispute of Vacant Building Ordinance Fee
Jesse Allen
Property Address: 3074 N Dupont Hwy

To whom it may concern:

I am formally writing to dispute the fee I am being assessed in relation to the Vacant Building Ordinance.

The property listed above sat dormant due to extenuating circumstances outside of my control. It was part of a divorce settlement for several years that prohibited me from actively building and/or improving the property. Then the COVID pandemic severely limited my ability due to supply and demand, which also drove up costs for the limited products that were available. And lastly, it took over a year to receive the architectural plans for me to start the improvements, which was approximately a year ago—after which I got the building permit which allowed me to get started.

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Regards,

Jesse Allen

# The Family Court of the State of Delaware
## In And For Kent County

| | | |
|---|---|---|
| **JEAN M. O'CONNELL,** | : | File No. **CK11-02799** |
| *Petitioner,* | : | Petition No. **20-11053** |
| **v.** | : | **DECISION AND ORDER** *(Rule to Show Cause: Ancillary)* |
| **JESSE L. ALLEN,** | : | |
| *Respondent.* | : | |

*Date submitted: 03/24/21*
*Written order filed: 08/27/21*

Before **HONORABLE LOUANN VARI, JUDGE** of the Family Court of the State of Delaware:

Petitioner Jean M. O'Connell ("Wife") and Respondent Jesse L. Allen ("Husband")[1] were married for about 23 years, have four children together, and were divorced by a decree of this Court in April 2019.[2] They reached a Stipulation Resolving Ancillary Matters Pursuant to Decree of Divorce not long before the date scheduled to try those matters. The Court entered their Stipulation as an Order on February 26, 2020 ("the Ancillary Order" or "the Order").[3]

Wife filed the captioned Petition for Rule to Show Cause ("RTSC") against Husband on May 26, 2020. It concerns Husband's compliance with the Ancillary Order. Husband filed a timely

[1] While the parties are divorced, they are referred to in the roles giving rise to this litigation.

[2] The separation leading to their divorce was not their first: the parties also separated in 2012.

[3] The Ancillary Order also resolved a Petition for Child Support.

**Division of**
**Code Enforcement**
15 E. Loockerman St.
Dover, DE 19901

# City of Dover

Phone: (302) 736-4457
Fax: (302) 736-4217

## City of Dover Vacant Building Registration

1.

| | | | | | |
|---|---|---|---|---|---|
| Amount Due: | 5000.00 | | | Amount Paid: | |
| Date Due: | 7-17-2024 | Case # | 19-00001593 | Date Registered: | 06/17/2019 |
| Vacant Since: | 08/02/2013 | | Tax Parcel # | ED-05-057.01-03-010.000-000 | |
| Property Address: | 3074 N Dupont Highway Dover DE 19901 | | | | |
| Current Property Owner: | Jesse Allen | | | | |
| Address: | 736 N Bradford Street<br>Dover DE 19901 | | | | |
| Phone: | | | Cellular: | 302-612-0975 | |
| E-Mail: | JKTawsles4@Gmail.Com | | | | |

2. **** Local agent is required for any owner residing outside of Kent County Delaware**

| | | | |
|---|---|---|---|
| Responsible Person/Agent: | | | |
| Address: | | | |
| Phone: | | Cellular: | |
| E-Mail: | | | |

3. Insurance on Building: Y ☐ / N ☒
If Yes: Name of Insurance Company: _____

4. Exempt from Registration Fee: Y ☒ / N ☐
Explanation of Exemption if granted: Building permit is up for Sale
**NOTE: No Exemption if Registered by City of Dover Staff** Application number 23-00001145

5. ****If building is for sale or lease–Listed Selling Price: _____
****Attach a copy of the Realtors Listing Sheet (REQUIRED)

6. Owner Signature: Jesse L Allen Date: 7-30-2024

Fees as follows:

| | |
|---|---|
| Buildings vacant one year or less; | $375.00 |
| Buildings vacant for more than one year but less than two years; | $750.00 |
| Buildings vacant for more than two years but less than three years; | $1,500.00 |
| Buildings vacant for more than three years but less than five years; | $3,000.00 |
| Buildings vacant for five years or longer; | $5,000.00 |

DENIED EXEMPTION

Interior Inspection Date _____

OFFICE USE ONLY

ELECTRIC: Y ☐ N ■

GAS SERVICE: _____

BASEMENT: yes

SECURED: _____

REVISED 01/24/2023

Community Excellence Through Quality Service

**Division of**
**Code Enforcement**
15 Loockerman Plaza
Dover, DE 19901

# City of Dover

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

## INVOICE

Date: June 17, 2024
Invoice #: 19-00001593-6

JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

RE: Property address: 3074 N DUPONT HWY
Tax Parcel #: ED-05-057.01-03-010.000-000

| DESCRIPTION | AMOUNT |
|---|---|
| Vacant Building Registration Fee. | $5000.00 |
| TOTAL | **$5000.00** |

Please make all checks payable to City of Dover
Payment must be received before July 17, 2024.

**Division of**
**Code Enforcement**
15 Loockerman Plaza
Dover, DE 19901

# City of Dover

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

June 17, 2024

JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

RE: Property address: 3074 N DUPONT HWY
Annual Vacant Building Registration
**Year Fee Due $5000.00**
Case Number: 19-00001593

Dear Sir or Madam:

This property was registered as a vacant building within the City of Dover. Annual registrations and fees are required each year the dwelling remains vacant. Please complete the enclosed registration form and return with payment amount as indicated above by **July 17, 2024.** Failure to pay registration fees will result in the fee being placed on the next tax billing. Mail registration form and required payment to:

City of Dover
Planning and Community Development Department
15 Loockerman Plaza
Dover, DE 19901

If the property is no longer vacant or meets the requirements for exemption of payment as identified in the enclosed brochure, please complete the registration form with the updated information and return to this office. You have the right to appeal to the construction and property maintenance code board of appeals. Such appeal must be filed, in writing, on or before 5pm **July 17, 2024.**

I can be reached by phone at 302-736-7011 or email at jengland@dover.de.us, should you have any questions or concerns.

Sincerely,

John England
Code Enforcement Officer

Attachments
file

Item 1.

realtor.com

Dover, DE

Public View Owner View




What's your equity? (It's easy to find ou

Off Market

**1,372** sqft **0.69** acre lot

View on Map

3074 N Dupont Hwy,
Dover, DE 19901

Single family
Property type

1960
Year built

$262.5k in 2013

$191

**3074 N Dupont Hwy, Dover, DE 19901**

Share this home

Owner View

RECEIVED
JUL. 1 6 2024
BY: .....

**R & R COMMERCIAL REALTY**
**46 S State Street, Dover, DE 19901**
**(302) 674-3400 fax: (302) 674-8479**

# LISTING AGREEMENT
## EXCLUSIVE AND SOLE RIGHT TO LEASE

**EXCLUSIVE RIGHT TO LEASE.** In consideration of the acceptance by the undersigned licensed Delaware real estate broker (hereinafter "Broker") of the terms of this Contract and Broker's promise to endeavor to effect a lease of the property described below (hereinafter "Property"), I or we, as owner(s) (hereinafter "Lessor") employ and grant Broker the exclusive and irrevocable right commencing on July 5, 2024, and expiring at midnight on July 4, 2025 to lease the Property described herein.

**PROPERTY.** For purposes of this Contract, the "Property" means the real property in Kent County, Delaware described below plus all fixtures and improvements thereon and all appurtenances incident thereto.

**DESCRIPTION.** All that certain 1,500+/- sf building located on the east side of Rt 13 across from Outback. Having an address of 3074 N DuPont Highway, Dover, DE 19901. Being known as tax parcel number 2 05 05701 03 0100 000.

**PRICE.** The listing price shall be Twenty ($20.00 psf ) Dollars per square foot NNN or such other price as may be accepted or authorized by the Lessor during the term of this Listing Agreement, or any extension thereof. In addition to base rent Lessee to be responsible for its utilities and janitorial. Lessee shall also be responsible for CAM, Taxes, and Insurance.

**COMPENSATION TO BROKER.** If Broker produces a ready, willing and able Lessee in accordance with this Contract, or if a lease of the Property is made by Lessor or through any other agent, or otherwise, during the term of this exclusive listing, for services rendered, Lessor agrees to pay Broker a cash commission of Four (4%) Percent of the gross consideration for which the Property is leased. More particularly described in the attached commission schedule.

If within six (6) months after the expiration of this Contract, or any extension thereof, a lease is made by Lessor to any person, anyone, or company, with whom the Broker or undersigned had negotiated during the listing term, then the said commission shall be due and payable to Broker.

Lessor agrees not to execute any other listing agreement with any other brokerage during the term of this Listing Agreement. This Contract can be modified only by writing signed by both Broker and Lessor.

**SIGNAGE.** Exclusive and unrestricted privilege is hereby granted Broker to place Broker's sign (s) on the Property advertising the Property for lease.

The Broker agrees to pay for any and all advertising deemed necessary by the Broker in his professional judgement, and the Lessor authorizes all such advertising. The undersigned understands that he/she is

responsible for any and all marketing expenses incurred by Lessor during the listing term if this Listing Agreement is canceled for cause within the first one hundred eighty (180) days of the said listing term.

**MLS.** The Lessor authorizes Broker to submit the Property to any multiple listing service in which Broker is a participant, and to accept the cooperation of other brokers to show the Property to prospective Lessees.

**ROLE OF BROKER.** Lessor acknowledges that Broker is not responsible for the custody or condition of the Property or for its management, maintenance, upkeep, or repair.

Broker agrees to submit any and all written offers by prospective Lessees to the Lessor. Broker is under no obligation to submit verbal offers. Broker shall not be required to submit written offers once Lessor has accepted and executed a bona fide Lease Agreement.

**COOPERATION BY LESSOR.** Lessor agrees to make available to Broker and prospective Lessees all data, records and documents pertaining to the Property. Lessor agrees to comply with all applicable federal, state, county, or municipal fair housing and civil rights legislation in the lease of the Property and further agrees specifically not to discriminate against any person because of race, color, creed, sex, religion, age, marital status, national origin, or handicap.

The Lessor hereby covenants that he/she has disclosed any and all defects of any part of the Property to Broker, and has made no deliberate misrepresentations as to the condition of any part of the Property.

**INDEMNIFICATION.** Lessor agrees to indemnify and hold Broker, all Boards of Realtors, and all other cooperating brokers harmless against any and all claims, liability, damage or loss arising from any misrepresentation or breach of warranty by Lessor in this Contract, any incorrect information supplied by Lessor and any facts concerning the Property not disclosed by Lessor, including without limitation, any facts known to Lessor relating to adverse conditions or latent defects.

The undersigned hereby covenants that he/she is empowered to execute this Contract binding the Lessor to the terms of this Listing Contract. Further, the undersigned hereby covenants that he/she is empowered to execute a Lease Agreement for the Property binding the Lessor to the ultimate terms of a Lease Agreement. In the event any changes are made by Lessor to the individuals empowered by Lessor to execute a Lease Agreement binding the Lessor to the terms of a Lease Agreement, Lessor agrees to notify Broker in writing of said change.

*LESSOR* Jesse Allen
*LESSOR'S ADDRESS*: 736 N Bradford Street, Dover, DE 19904
*PHONE*: 302-612-0975

*LESSOR*

By : _____

Witness

7/4, 2024
Date

Charles C. Rodriguez, Broker
R&R Commercial Realty

# FEE SCHEDULE FOR LEASING COMMISIONS

Commission For Lease Agreements Accepted By and Executed By Lessor Payable at Commencement of Lease Term.

Four (4%) Percent of Total Gross Lease Amount for the original term of the lease agreement.

No Commission Shall Be Due For Renewal Periods
Unless Broker Is Required to Re-Negotiate A Lease Agreement.

No Commission Shall Be Due On Any Pass – Through Rentals

No Commission Shall Be Due On Any Inflation Increases That Are Not Contractually Fixed (no commission due on "CPI" increase).

Lessor, as Lessor's sole option, may pay fee monthly, in full upfront, or annually.



U.S. Postal Service
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com

9589 0710 5270 0472 0155 47

Certified Mail Fee
$

Extra Services & Fees (check box, add fee as appropriate)
- Return Receipt (hardcopy) $
- Return Receipt (electronic) $
- Certified Mail Restricted Delivery $
- Adult Signature Required
- Adult Signature Restricted Deliver

Postage
$

DOVER DE 19901
JUN 20 2024
USPS
Postmark Here

[redacted]

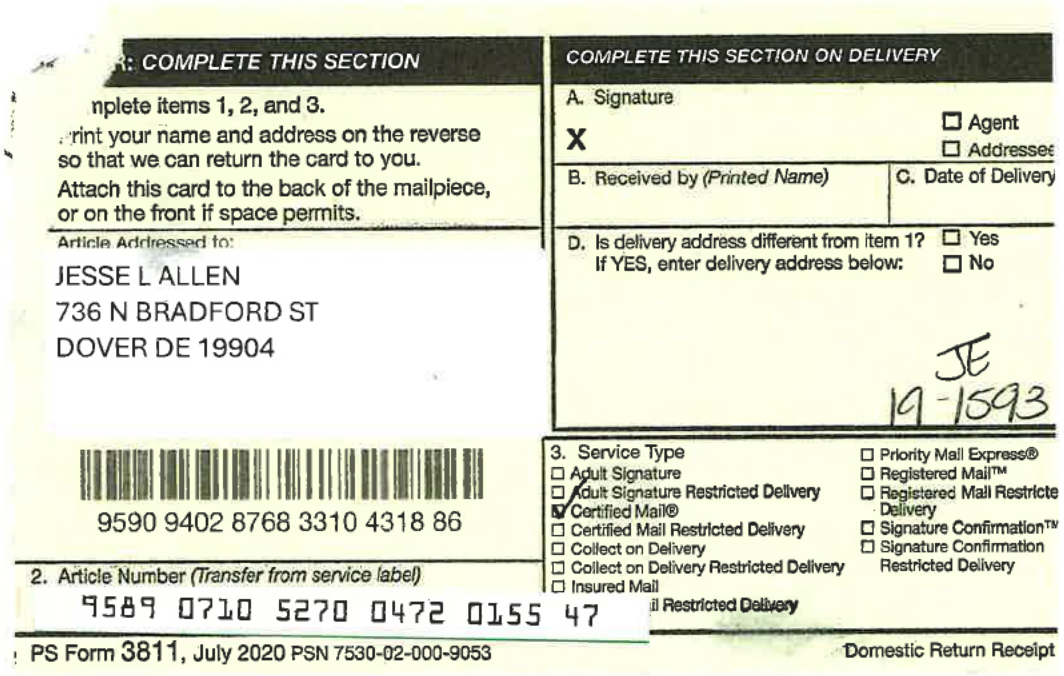
JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

INSPECTIONS DEPARTMENT

JE
19-1593

7/17

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions



R: COMPLETE THIS SECTION

nplete items 1, 2, and 3.
rint your name and address on the reverse so that we can return the card to you.
Attach this card to the back of the mailpiece, or on the front if space permits.

Article Addressed to:

JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X
☐ Agent
☐ Addressee

B. Received by (Printed Name)
C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

JE
19-1593

9590 9402 8768 3310 4318 86

3. Service Type
- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☑ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

2. Article Number (Transfer from service label)
9589 0710 5270 0472 0155 47

PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt

**Division of**
**Code Enforcement**
15 Loockerman Plaza
Dover, DE 19901

# City of Dover

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

June 17, 2024

JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

RE: Property address: 3074 N DUPONT HWY
Annual Vacant Building Registration
**Year Fee Due $5000.00**
Case Number: 19-00001593

Dear Sir or Madam:

This property was registered as a vacant building within the City of Dover. Annual registrations and fees are required each year the dwelling remains vacant. Please complete the enclosed registration form and return with payment amount as indicated above by **July 17, 2024.** Failure to pay registration fees will result in the fee being placed on the next tax billing. Mail registration form and required payment to:

City of Dover
Planning and Community Development Department
15 Loockerman Plaza
Dover, DE 19901

If the property is no longer vacant or meets the requirements for exemption of payment as identified in the enclosed brochure, please complete the registration form with the updated information and return to this office. You have the right to appeal to the construction and property maintenance code board of appeals. Such appeal must be filed, in writing, on or before 5pm **July 17, 2024.**

I can be reached by phone at 302-736-7011 or email at jengland@dover.de.us, should you have any questions or concerns.

Sincerely,

John England
Code Enforcement Officer

Attachments
file

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901

# City of Dover

Phone: (302) 736-4457
Fax: (302) 736-4217

## City of Dover Vacant Building Registration

1.

| | | | | | |
|---|---|---|---|---|---|
| Amount Due: | 5000.00 | | | Amount Paid: | |
| Date Due: | 7-17-2024 | Case # | 19-00001593 | Date Registered: | 06/17/2019 |
| Vacant Since: | 08/02/2013 | Tax Parcel # | ED-05-057.01-03-010.000-000 | | |
| Property Address: | 3074 N Dupont Highway Dover DE 19901 | | | | |
| Current Property Owner: | Jesse Allen | | | | |
| Address: | 736 N Bradford Street<br>Dover DE 19901 | | | | |
| Phone: | | Cellular: | | | |
| E-Mail: | | | | | |

2. **** Local agent is required for any owner residing outside of Kent County Delaware**

| | | | |
|---|---|---|---|
| Responsible Person/Agent: | | | |
| Address: | | | |
| Phone: | | Cellular: | |
| E-Mail: | | | |

3. Insurance on Building: Y ☐ / N ☐
If Yes: Name of Insurance Company: _____

Exempt from Registration Fee: Y ☐ / N ☐

4. Explanation of Exemption if granted: _____
**NOTE: No Exemption if Registered by City of Dover Staff**

5. ****If building is for sale or lease–Listed Selling Price: _____
****Attach a copy of the Realtors Listing Sheet (REQUIRED)

6. Owner Signature: _____ Date: _____

Fees as follows:

| | |
|---|---|
| Buildings vacant one year or less; | $375.00 |
| Buildings vacant for more than one year but less than two years; | $750.00 |
| Buildings vacant for more than two years but less than three years; | $1,500.00 |
| Buildings vacant for more than three years but less than five years; | $3,000.00 |
| Buildings vacant for five years or longer; | $5,000.00 |

Interior Inspection Date _____

OFFICE USE ONLY

ELECTRIC: Y ☐ N ■

GAS SERVICE: _____

BASEMENT: yes

SECURED: _____

REVISED 01/24/2023

Community Excellence Through Quality Service

# City of Dover

**Division of**
**Code Enforcement**
15 Loockerman Plaza
Dover, DE 19901

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

## INVOICE

Date: June 17, 2024
Invoice #: 19-00001593-6

JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

RE: Property address: 3074 N DUPONT HWY
Tax Parcel #: ED-05-057.01-03-010.000-000

| DESCRIPTION | AMOUNT |
|---|---|
| Vacant Building Registration Fee. | $5000.00 |
| TOTAL | **$5000.00** |

Please make all checks payable to City of Dover
Payment must be received before July 17, 2024.

RECEIVED
AUG 0 7 2023
BY:

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901

# City of Dover

Phone: (302) 736-4457
Fax: (302) 736-4217

## City of Dover Vacant Building Registration

1.

| | | | | | |
|---|---|---|---|---|---|
| Amount Due: | 5000.00 | | | Amount Paid: | EXEMPT |
| Date Due: | 8-23-2023 | Case # | 19-00001593 | Date Registered: | 06/17/2019 |
| Vacant Since: | 08/02/2013 | Tax Parcel # | ED-05-057.01-03-010.000-000 | | |
| Property Address: | 3074 N Dupont Highway Dover DE 19901 | | | | |
| Current Property Owner: | Jesse Allen | | | | |
| Address: | 736 N Bradford Street<br>Dover DE 19901 | | | | |
| Phone: | 302-698-1006 | | Cellular: | 302-612-0975 | |
| E-Mail: | JK Tangles 4 C Gmail.Com | | | | |

2. **** Local agent is required for any owner residing outside of Kent County Delaware**

| | | | |
|---|---|---|---|
| Responsible Person/Agent: | | | |
| Address: | | | |
| Phone: | | Cellular: | |
| E-Mail: | | | |

3. Insurance on Building: Y ☐ / N ☒
If Yes: Name of Insurance Company: _____

Exempt from Registration Fee: Y ☒ / N ☐

4. Explanation of Exemption if granted: Obtained A permit to prepare Premises for Occupancy and up for lease or sale @ RR Realty
**NOTE: No Exemption if Registered by City of Dover Staff**

RENO #23-1145
7/24/23

5. ****If building is for sale or lease–Listed Selling Price: _____
****Attach a copy of the Realtors Listing Sheet (REQUIRED)

6. Owner Signature: _____ Date: 8-3-23 EXTENDED 2/21/24

Fees as follows:

| | |
|---|---|
| Buildings vacant one year or less; | $375.00 |
| Buildings vacant for more than one year but less than two years; | $750.00 |
| Buildings vacant for more than two years but less than three years; | $1,500.00 |
| Buildings vacant for more than three years but less than five years; | $3,000.00 |
| Buildings vacant for five years or longer; | $5,000.00 |

Interior Inspection Date _____

OFFICE USE ONLY

ELECTRIC: Y ☐ N ☒

GAS SERVICE: Oil TANKS IN BASEMENT

BASEMENT: yes

SECURED: _____

REVISED 01/24/2023

Community Excellence Through Quality Service

**R & R COMMERCIAL REALTY**
**46 S State Street, Dover, DE 19901**
**(302) 674-3400 fax: (302) 674-8479**

# LISTING AGREEMENT
## EXCLUSIVE AND SOLE RIGHT TO LEASE

**EXCLUSIVE RIGHT TO LEASE.** In consideration of the acceptance by the undersigned licensed Delaware real estate broker (hereinafter "Broker") of the terms of this Contract and Broker's promise to endeavor to effect a lease of the property described below (hereinafter "Property"), I or we, as owner(s) (hereinafter "Lessor") employ and grant Broker the exclusive and irrevocable right commencing on July 5, 2022, and expiring at midnight on July 4, 2023 to lease the Property described herein.

**PROPERTY.** For purposes of this Contract, the "Property" means the real property in Kent County, Delaware described below plus all fixtures and improvements thereon and all appurtenances incident thereto.

**DESCRIPTION.** All that certain 1,500+/- sf building located on the east side of Rt 13 across from Outback. Having an address of 3074 N DuPont Highway, Dover, DE 19901. Being known as tax parcel number 2 05 05701 03 0100 000.

**PRICE.** The listing price shall be Twenty ($20.00 psf ) Dollars per square foot NNN or such other price as may be accepted or authorized by the Lessor during the term of this Listing Agreement, or any extension thereof. In addition to base rent Lessee to be responsible for its utilities and janitorial. Lessee shall also be responsible for CAM, Taxes, and Insurance.

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Lessor agrees not to execute any other listing agreement with any other brokerage during the term of this Listing Agreement. This Contract can be modified only by writing signed by both Broker and Lessor.

**SIGNAGE.** Exclusive and unrestricted privilege is hereby granted Broker to place Broker's sign (s) on the Property advertising the Property for lease.

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The Lessor hereby covenants that he/she has disclosed any and all defects of any part of the Property to Broker, and has made no deliberate misrepresentations as to the condition of any part of the Property.

**INDEMNIFICATION.** Lessor agrees to indemnify and hold Broker, all Boards of Realtors, and all other cooperating brokers harmless against any and all claims, liability, damage or loss arising from any misrepresentation or breach of warranty by Lessor in this Contract, any incorrect information supplied by Lessor and any facts concerning the Property not disclosed by Lessor, including without limitation, any facts known to Lessor relating to adverse conditions or latent defects.

The undersigned hereby covenants that he/she is empowered to execute this Contract binding the Lessor to the terms of this Listing Contract. Further, the undersigned hereby covenants that he/she is empowered to execute a Lease Agreement for the Property binding the Lessor to the ultimate terms of a Lease Agreement. In the event any changes are made by Lessor to the individuals empowered by Lessor to execute a Lease Agreement binding the Lessor to the terms of a Lease Agreement, Lessor agrees to notify Broker in writing of said change.

*LESSOR* Jesse Allen
*LESSOR'S ADDRESS*: 736 N Bradford Street, Dover, DE 19904
*PHONE*: 302-612-0975

*LESSOR*

By : _____

_____
Witness

_____, 2022
Date

_____
Charles C. Rodriguez, Broker
R&R Commercial Realty

# FEE SCHEDULE FOR LEASING COMMISIONS

Commission For Lease Agreements Accepted By and Executed By Lessor Payable at Commencement of Lease Term.

Four (4%) Percent of Total Gross Lease Amount for the original term of the lease agreement.

No Commission Shall Be Due For Renewal Periods
Unless Broker Is Required to Re-Negotiate A Lease Agreement.

No Commission Shall Be Due On Any Pass – Through Rentals

No Commission Shall Be Due On Any Inflation Increases That Are Not Contractually Fixed (no commission due on "CPI" increase).

Lessor, as Lessor's sole option, may pay fee monthly, in full upfront, or annually.

**Division of**
**Code Enforcement**
15 Loockerman Plaza
Dover, DE 19901

# City of Dover

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

July 24, 2023

JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

RE: Property address: 3074 N DUPONT HWY
Annual Vacant Building Registration
**5th Year Fee Due $5000.00**
Case Number: 19-00001593

Dear Sir or Madam:

This property was registered as a vacant building within the City of Dover. Annual registrations and fees are required each year the dwelling remains vacant. Please complete the enclosed registration form and return with payment amount as indicated above by **August 23, 2023.** Failure to pay registration fees will result in the fee being placed on the next tax billing. Mail registration form and required payment to:

City of Dover
Planning and Community Development Department
15 Loockerman Plaza
Dover, DE 19901

If the property is no longer vacant or meets the requirements for exemption of payment as identified in the enclosed brochure, please complete the registration form with the updated information and return to this office. You have the right to appeal to the construction and property maintenance code board of appeals. Such appeal must be filed, in writing, on or before 5pm **August 23, 2023.**

I can be reached by phone at 302-736-7011 or email at jengland@dover.de.us, should you have any questions or concerns.

Sincerely,

John England
Code Enforcement Officer

Attachments
file



U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee
$
Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) $
☐ Return Receipt (electronic) $
☐ Certified Mail Restricted Delivery $
☐ Adult Signature Required $
☐ Adult Signature Restricted Delivery $
Postage
$

Postmark Here

JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

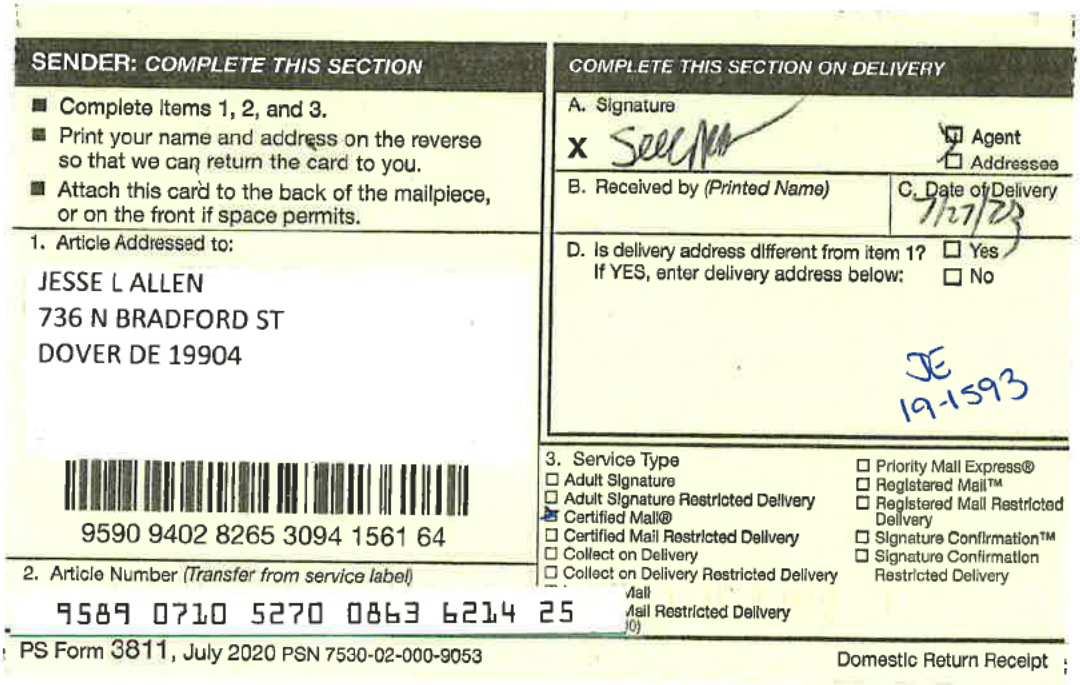
JUL 28

JE
19-1593

Inspections Department

9589 0710 5270 0863 6214 25

or instructions



SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

9590 9402 8265 3094 1561 64

2. Article Number (Transfer from service label)

9589 0710 5270 0863 6214 25

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X See NA
☑ Agent
☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery
7/27/23

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

JE
19-1593

3. Service Type
☐ Adult Signature
☐ Adult Signature Restricted Delivery
☑ Certified Mail®
☐ Certified Mail Restricted Delivery
☐ Collect on Delivery
☐ Collect on Delivery Restricted Delivery
☐ Priority Mail Express®
☐ Registered Mail™
☐ Registered Mail Restricted Delivery
☐ Signature Confirmation™
☐ Signature Confirmation Restricted Delivery

PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901

# City of Dover

Phone: (302) 736-4457
Fax: (302) 736-4217

## City of Dover Vacant Building Registration

1.

| | | | | | |
|---|---|---|---|---|---|
| Amount Due: | 5000.00 | | | Amount Paid: | |
| Date Due: | 8-23-2023 | Case # | 19-00001593 | Date Registered: | 06/17/2019 |
| Vacant Since: | 08/02/2013 | Tax Parcel # | ED-05-057.01-03-010.000-000 | | |
| Property Address: | 3074 N Dupont Highway Dover DE 19901 | | | | |
| Current Property Owner: | Jesse Allen | | | | |
| Address: | 736 N Bradford Street<br>Dover DE 19901 | | | | |
| Phone: | | | | Cellular: | |
| E-Mail: | | | | | |

2. **** Local agent is required for any owner residing outside of Kent County Delaware**

| | | | |
|---|---|---|---|
| Responsible Person/Agent: | | | |
| Address: | | | |
| Phone: | | Cellular: | |
| E-Mail: | | | |

3. Insurance on Building: Y ☐ / N ☐
If Yes: Name of Insurance Company: _____

Exempt from Registration Fee: Y ☐ / N ☐

4. Explanation of Exemption if granted: _____
**NOTE: No Exemption if Registered by City of Dover Staff**

5. ****If building is for sale or lease–Listed Selling Price: _____
****Attach a copy of the Realtors Listing Sheet (REQUIRED)

6. Owner Signature: _____ Date: _____

Fees as follows:

| | |
|---|---|
| Buildings vacant one year or less; | $375.00 |
| Buildings vacant for more than one year but less than two years; | $750.00 |
| Buildings vacant for more than two years but less than three years; | $1,500.00 |
| Buildings vacant for more than three years but less than five years; | $3,000.00 |
| Buildings vacant for five years or longer; | $5,000.00 |

Interior Inspection Date _____

OFFICE USE ONLY

ELECTRIC: Y ☐ N ☐

GAS SERVICE: _____

BASEMENT: yes

SECURED: _____

REVISED 01/24/2023

Community Excellence Through Quality Service

**Division of**
**Code Enforcement**
15 Loockerman Plaza
Dover, DE 19901

# City of Dover

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

## INVOICE

Date: July 24, 2023
Invoice #: 19-00001593-5

JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

RE: Property address: 3074 N DUPONT HWY
Tax Parcel #: ED-05-057.01-03-010.000-000

| DESCRIPTION | AMOUNT |
|---|---|
| Vacant building registration fee | $5000.00 |
| TOTAL | **$5000.00** |

Please make all checks payable to City of Dover
Payment must be received before August 23, 2023.

RECEIVED
JUL 18 2022

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901

# City of Dover

Phone: (302) 736-4457
Fax: (302) 736-4217

## City of Dover Vacant Building Registration

1.

| | | | | | |
|---|---|---|---|---|---|
| Amount Due: | $3000.00 | | | Amount Paid: | EXEMPT |
| Date Due: | 07/28/2022 | Case # | 19-00001593 | Date Registered: | 06/17/2019 |
| Vacant Since: | 08/02/2013 | Tax Parcel # | ED-05-057.01-03-010.000-000 | | |
| Property Address: | 3074 N Dupont Highway Dover DE 19901 | | | | |
| Current Property Owner: | Jesse Allen | | | | |
| Address: | 736 N Bradford Street<br>Dover DE 19901 | | | | |
| Phone: | | | | Cellular: | 302-612-0875 |
| JK Trading Agency.com E-Mail: | | | | | |

2. **** Local agent is required for any owner residing outside of Kent County Delaware**

| | | | |
|---|---|---|---|
| Responsible Person/Agent: | | | |
| Address: | | | |
| Phone: | | Cellular: | |
| E-Mail: | | | |

3. Insurance on Building: Y ☐ / N ☐
If Yes: Name of Insurance Company: _____

4. Exempt from Registration Fee: Y ☑ / N ☐
Explanation of Exemption if granted: LISTED LEASE/SALE
**NOTE: No Exemption if Registered by City of Dover Staff**

5. ****If building is for sale or lease–Listed Selling Price: ATTACHED
****Attach a copy of the Realtors Listing Sheet (REQUIRED)

6. Owner Signature: _____ Date: 8/18/2022

Fees as follows:

| | |
|---|---|
| Buildings vacant one year or less; | $375.00 |
| Buildings vacant for more than one year but less than two years; | $750.00 |
| Buildings vacant for more than two years but less than three years; | $1,500.00 |
| Buildings vacant for more than three years but less than five years; | $3,000.00 |
| Buildings vacant for five years or longer; | $5,000.00 |

ELECTRIC - OFF
GAS - NONE
BASEMENT

REVISED 08/31/2018

**R & R COMMERCIAL REALTY**
**46 S State Street, Dover, DE 19901**
**(302) 674-3400 fax: (302) 674-8479**

# LISTING AGREEMENT
## EXCLUSIVE AND SOLE RIGHT TO LEASE

**EXCLUSIVE RIGHT TO LEASE.** In consideration of the acceptance by the undersigned licensed Delaware real estate broker (hereinafter "Broker") of the terms of this Contract and Broker's promise to endeavor to effect a lease of the property described below (hereinafter "Property"), I or we, as owner(s) (hereinafter "Lessor") employ and grant Broker the exclusive and irrevocable right commencing on July 5, 2022, and expiring at midnight on July 4, 2023 to lease the Property described herein.

**PROPERTY.** For purposes of this Contract, the "Property" means the real property in Kent County, Delaware described below plus all fixtures and improvements thereon and all appurtenances incident thereto.

**DESCRIPTION.** All that certain 1,500+/- sf building located on the east side of Rt 13 across from Outback. Having an address of 3074 N DuPont Highway, Dover, DE 19901. Being known as tax parcel number 2 05 05701 03 0100 000.

**PRICE.** The listing price shall be Twenty ($20.00 psf ) Dollars per square foot NNN or such other price as may be accepted or authorized by the Lessor during the term of this Listing Agreement, or any extension thereof. In addition to base rent Lessee to be responsible for its utilities and janitorial. Lessee shall also be responsible for CAM, Taxes, and Insurance.

**COMPENSATION TO BROKER.** If Broker produces a ready, willing and able Lessee in accordance with this Contract, or if a lease of the Property is made by Lessor or through any other agent, or otherwise, during the term of this exclusive listing, for services rendered, Lessor agrees to pay Broker a cash commission of Four (4%) Percent of the gross consideration for which the Property is leased. More particularly described in the attached commission schedule.

If within six (6) months after the expiration of this Contract, or any extension thereof, a lease is made by Lessor to any person, anyone, or company, with whom the Broker or undersigned had negotiated during the listing term, then the said commission shall be due and payable to Broker.

Lessor agrees not to execute any other listing agreement with any other brokerage during the term of this Listing Agreement. This Contract can be modified only by writing signed by both Broker and Lessor.

**SIGNAGE.** Exclusive and unrestricted privilege is hereby granted Broker to place Broker's sign (s) on the Property advertising the Property for lease.

The Broker agrees to pay for any and all advertising deemed necessary by the Broker in his professional judgement, and the Lessor authorizes all such advertising. The undersigned understands that he/she is

responsible for any and all marketing expenses incurred by Lessor during the listing term if this Listing Agreement is canceled for cause within the first one hundred eighty (180) days of the said listing term.

**MLS.** The Lessor authorizes Broker to submit the Property to any multiple listing service in which Broker is a participant, and to accept the cooperation of other brokers to show the Property to prospective Lessees.

**ROLE OF BROKER.** Lessor acknowledges that Broker is not responsible for the custody or condition of the Property or for its management, maintenance, upkeep, or repair.

Broker agrees to submit any and all written offers by prospective Lessees to the Lessor. Broker is under no obligation to submit verbal offers. Broker shall not be required to submit written offers once Lessor has accepted and executed a bona fide Lease Agreement.

**COOPERATION BY LESSOR.** Lessor agrees to make available to Broker and prospective Lessees all data, records and documents pertaining to the Property. Lessor agrees to comply with all applicable federal, state, county, or municipal fair housing and civil rights legislation in the lease of the Property and further agrees specifically not to discriminate against any person because of race, color, creed, sex, religion, age, marital status, national origin, or handicap.

The Lessor hereby covenants that he/she has disclosed any and all defects of any part of the Property to Broker, and has made no deliberate misrepresentations as to the condition of any part of the Property.

**INDEMNIFICATION.** Lessor agrees to indemnify and hold Broker, all Boards of Realtors, and all other cooperating brokers harmless against any and all claims, liability, damage or loss arising from any misrepresentation or breach of warranty by Lessor in this Contract, any incorrect information supplied by Lessor and any facts concerning the Property not disclosed by Lessor, including without limitation, any facts known to Lessor relating to adverse conditions or latent defects.

The undersigned hereby covenants that he/she is empowered to execute this Contract binding the Lessor to the terms of this Listing Contract. Further, the undersigned hereby covenants that he/she is empowered to execute a Lease Agreement for the Property binding the Lessor to the ultimate terms of a Lease Agreement. In the event any changes are made by Lessor to the individuals empowered by Lessor to execute a Lease Agreement binding the Lessor to the terms of a Lease Agreement, Lessor agrees to notify Broker in writing of said change.

*LESSOR* Jesse Allen
*LESSOR'S ADDRESS*: 736 N Bradford Street, Dover, DE 19904
*PHONE*: 302-612-0975

*LESSOR*

By : _____

July 15, 2022
Date

_____
Witness

_____
Charles C. Rodriguez, Broker
R&R Commercial Realty

# FEE SCHEDULE FOR LEASING COMMISIONS

Commission For Lease Agreements Accepted By and Executed By Lessor Payable at Commencement of Lease Term.

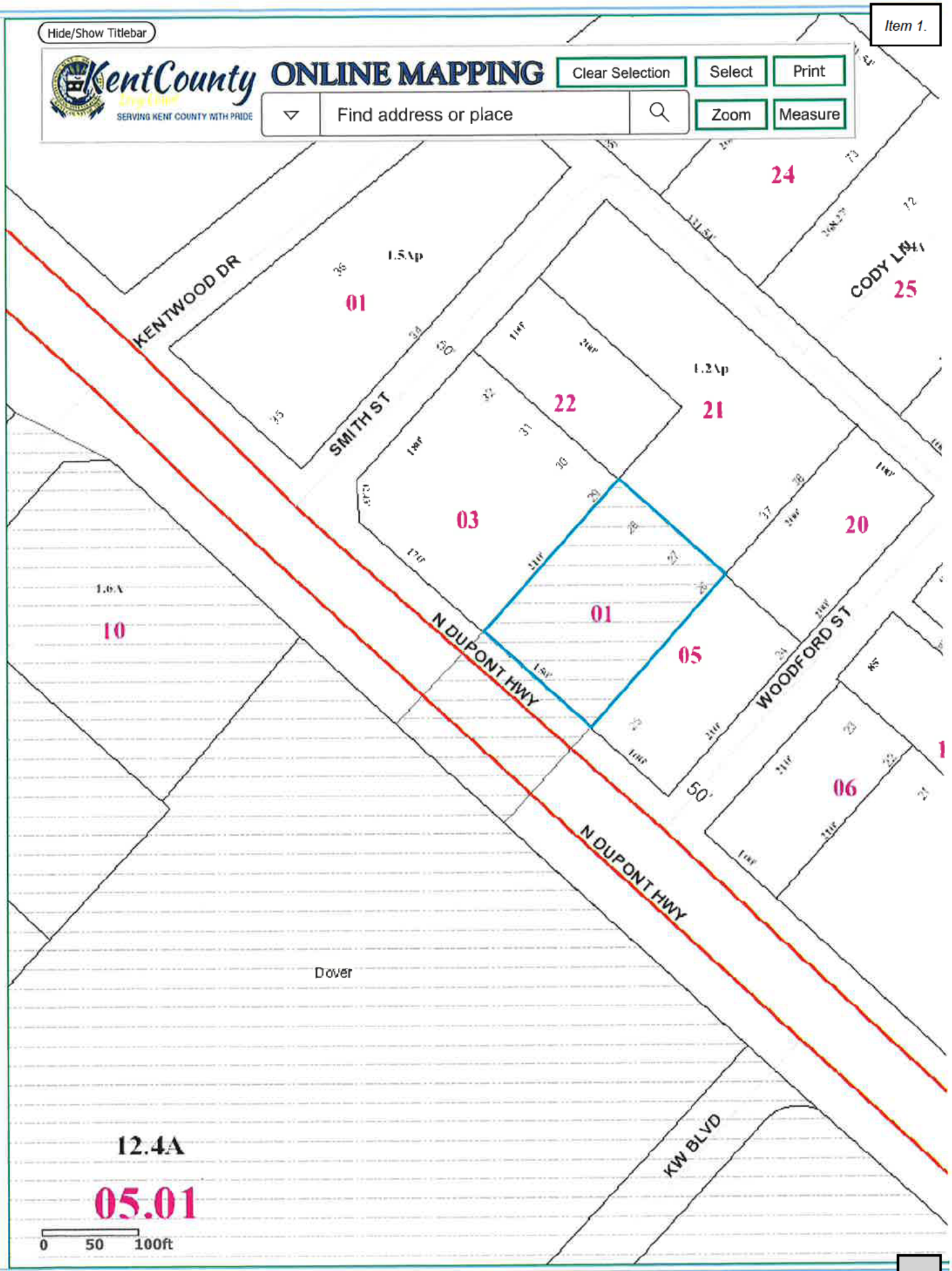
Four (4%) Percent of Total Gross Lease Amount for the original term of the lease agreement.

No Commission Shall Be Due For Renewal Periods
Unless Broker Is Required to Re-Negotiate A Lease Agreement.

No Commission Shall Be Due On Any Pass – Through Rentals

No Commission Shall Be Due On Any Inflation Increases That Are Not Contractually Fixed (no commission due on "CPI" increase).

Lessor, as Lessor's sole option, may pay fee monthly, in full upfront, or annually.


Bookmarks
Hide/Show Titlebar
KentCounty
SERVING KENT COUNTY WITH PRIDE
ONLINE MAPPING
Clear Selection
Select
Print
Find address or place
Zoom
Measure
KENTWOOD DR
SMITH ST
CODY LN
WOODFORD ST
N DUPONT HWY
N DUPONT HWY
KW BLVD
Dover
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1.5Ap
22
1.2Ap
21
24
25
03
20
01
05
10
1.6A
06
12.4A
05.01
0 50 100ft

**Division of**
**Code Enforcement**
15 Loockerman Plaza
Dover, DE 19901

# City of Dover

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

June 28, 2022

JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

RE: Property address: 3074 N DUPONT HWY
Annual Vacant Building Registration
**4th Year Fee Due $3000.00**
Case Number: 19-00001593

Dear Jesse Allen:

This property was registered as a vacant building within the City of Dover. Annual registrations and fees are required each year the dwelling remains vacant. Please complete the enclosed registration form and return with payment amount as indicated above by **July 28, 2022.** Failure to pay registration fees will result in the fee being placed on the next tax billing. Mail registration form and required payment to:

City of Dover
Planning and Community Development Department
15 Loockerman Plaza
Dover, DE 19901

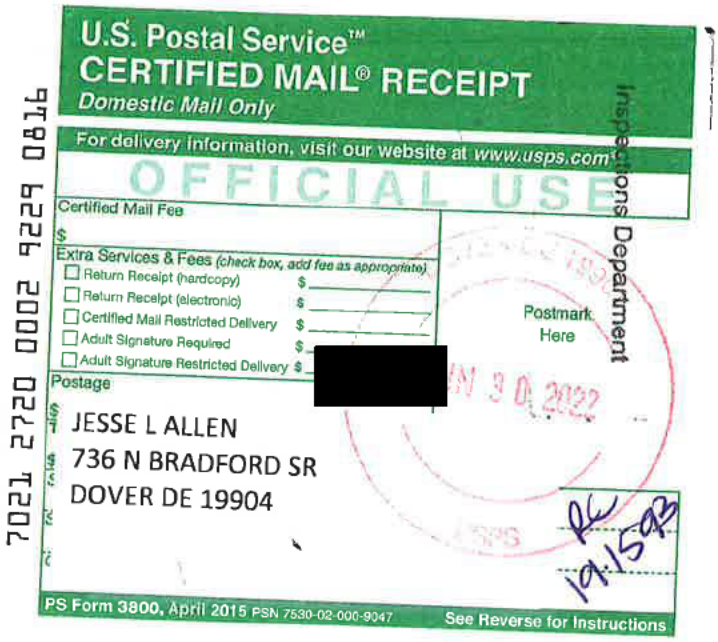
If the property is no longer vacant or meets the requirements for exemption of payment as identified in the enclosed brochure, please complete the registration form with the updated information and return to this office. You have the right to appeal to the construction and property maintenance code board of appeals. Such appeal must be filed, in writing, on or before 5pm **July 28, 2022.**

I can be reached by phone at 302-736-7011 or email at rcoburn@dover.de.us, should you have any questions or concerns.

Sincerely,

Ron Coburn
Code Enforcement Officer

Attachments
file



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Certified Mail Fee
$

Extra Services & Fees (check box, add fee as appropriate)
- ☐ Return Receipt (hardcopy) $
- ☐ Return Receipt (electronic) $
- ☐ Certified Mail Restricted Delivery $
- ☐ Adult Signature Required $
- ☐ Adult Signature Restricted Delivery $

Postage

JESSE L ALLEN
736 N BRADFORD SR
DOVER DE 19904

Postmark Here

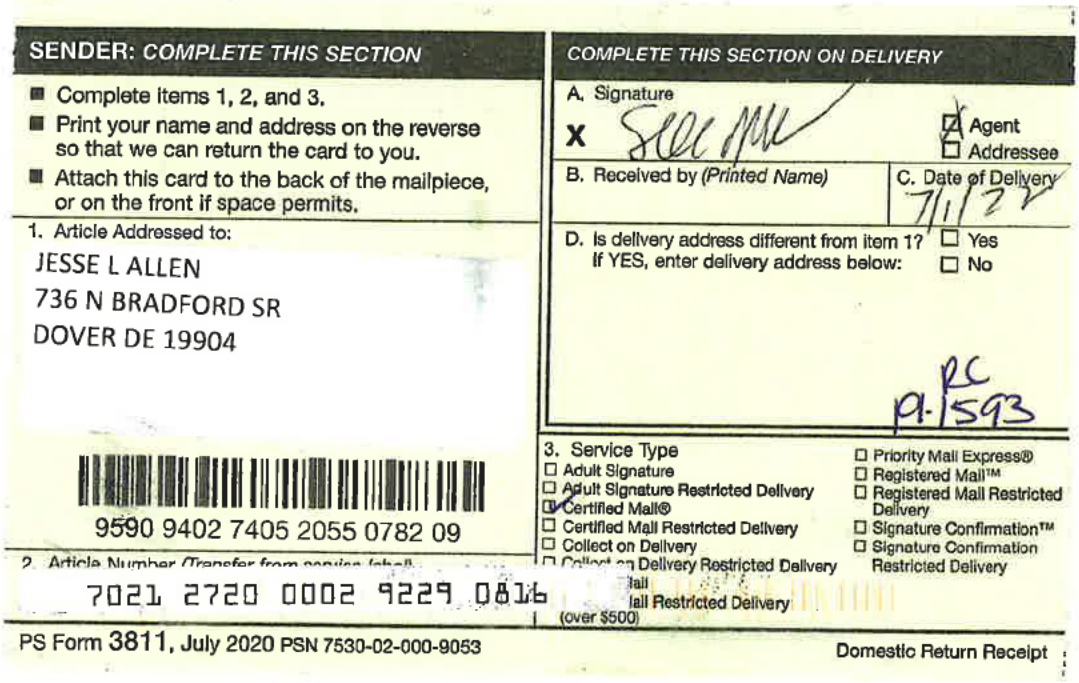
JUN 30 2022

RC 19.1593

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7021 2720 0002 9229 0816

Inspections Department



SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

JESSE L ALLEN
736 N BRADFORD SR
DOVER DE 19904

9590 9402 7405 2055 0782 09

2. Article Number (Transfer from service label)
7021 2720 0002 9229 0816

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X

☑ Agent
☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery
7/1/22

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

RC 19.1593

3. Service Type
- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☑ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Mail
- ☐ Mail Restricted Delivery (over $500)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt

**Division of**
**Code Enforcement**
15 Loockerman Plaza
Dover, DE 19901

# City of Dover

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

## INVOICE

Date: June 28, 2022
Invoice #: 19-00001593-4

ALLEN, JESSE L
736 N BRADFORD ST
DOVER DE 19904

RE: Property address: 3074 N DUPONT HWY
Tax Parcel #: ED-05-057.01-03-010.000-000

| DESCRIPTION | AMOUNT |
|---|---|
| Vacant Building Registration Fee | $3000.00 |
| TOTAL | **$3000.00** |

Please make all checks payable to City of Dover
Payment must be received before July 28, 2022

Prepared 6/28/22,15:42:34 Location Master Inquiry -(LMNAB010) Page 1
Program HTDFTAL Screen detail for Program: LX LMNAB010
User ID RLC Location 000070236

**Address Information**

| | |
|---|---|
| Address: | 3074 N DUPONT HWY |
| City, state, zip: | DOVER DE 199010000 |
| Inside/outside code: | IN INSIDE CITY LIMITS |
| Jurisdiction: | DOVER DOVER |
| DRS from Location Master | |
| Address type: | Main Parcel |
| Effective date: | |
| Location status: | Active |
| Last change user: | AXH |
| Last change date: | 6/20/2019 |

**Parcel Information**

| | |
|---|---|
| Tax Map Number | ED-05-057.01-03-010.000-000 |
| Parcel status: | Active |

**Zoning Information**

| | |
|---|---|
| Zoning: | HIGHWAY COMMERCIAL C-4 |
| Undivided interest %: | .00% |
| Longitude/latitude: | .000000 .000000 |
| Map X/Y coordinates: | |
| Property code: | COMM |

**Current Owner**

| | |
|---|---|
| Name: | ALLEN,JESSE |
| Address: | 736 N BRADFORD ST |
| | DOVER DE 19901 |

# Property Information - 3074 N DUPONT HWY, DOVER - (2 05 05701 03 0100 000 )

Summary | Buildings | Transfers | Billing | Permits | Map

BACK NEW SEARCH PRINT

## Parcel Information

**Map Number:** 2 05 05701 03 0100 000

**Location ID/User Account#:** 110163

**Tax Account ID:** 116373

**Property ID:** 99256

**GIS Coord:** E-461864 N-0435972

**Property Code:** P-Property

**Improvement Status:** Improved

**Property Type:** SFR - Single-Fam Residential

**Flood Plan:**

**Deed BVP:** D 6802/134

**Plat Book:**

**Lot#:** 26-27-28

**Acres:** 0.69

**Subdivision:** DUPONT MANOR

**Total Living Area:** 1372 SQFT

**Legal Description:**

**Total Bedrooms:**

**Full BA:** 0 **Half BA:**

DUPONT MANOR, LOTS 26-27-28 3074 N. DUPONT HWY.

## District Information

**Levy Court District:**

3RD

(http://co.kent.de.us/levy-court/3RD-district-representative.aspx)

**Fire:** 46_F-Robbins Hose (Dover)

**Sewer:**

**School District:** 18_SCH-Capital

**Trash:**

**Ambulance:** 63_A-Dover Ambulance

**Light:**

**Storm Water Management:**

**Tax Ditch:**

## Owner

**Name:**

ALLEN JESSE

**Owners Mailing Address:**

736 N Bradford ST
Dover, DE 19904-7210

## Location Information

**Location Addresses:**

3074 N DUPONT HWY, DOVER, DE 19901
** Primary **

## Zoning Information

**Zone:**

BN - Neighborhood Business

## Assessed Values

**Land :** $27,000

**Buildings:** $25,300

**Other Improvements:** $900

**Total:** $53,200

« Back | New Search »

© 2022 Property Records System - Kent County Levy Court - 555 Bay Rd Dover, DE 19901

2/28
11:00

**Division of**
**Code Enforcement**
15 Loockerman Plaza
Dover, DE 19901

# City of Dover

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

January 18, 2022

JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

RE: Property address: 3074 N DUPONT HWY
Tax Parcel Number: ED-05-057.01-03-010.000-000
Case Number: 19-00001593

Dear Jesse Allen:

The property at 3074 N DUPONT HWY has been registered as a vacant building with the City of Dover Department of Planning and Inspections. As such, upon request of the Code Enforcement Officer, an owner or agent shall provide access to all interior portions of a vacant building in order to permit a complete inspection.

Vacant buildings are detrimental to the surrounding buildings and neighborhoods in which they exist. The health, safety and welfare of the neighborhoods in which vacant buildings are located are of the utmost importance to the city, as is the general character of the community in which these vacant buildings are located.

Please contact this office by *February 01, 2022* to schedule the interior inspection of the building. Inspections can be scheduled at 302-736-7010 or 302-736-7011. If you have any questions or concerns regarding this letter, other than scheduling, please contact me directly at the above phone numbers.

Sincerely,

Ronald L Coburn Jr.

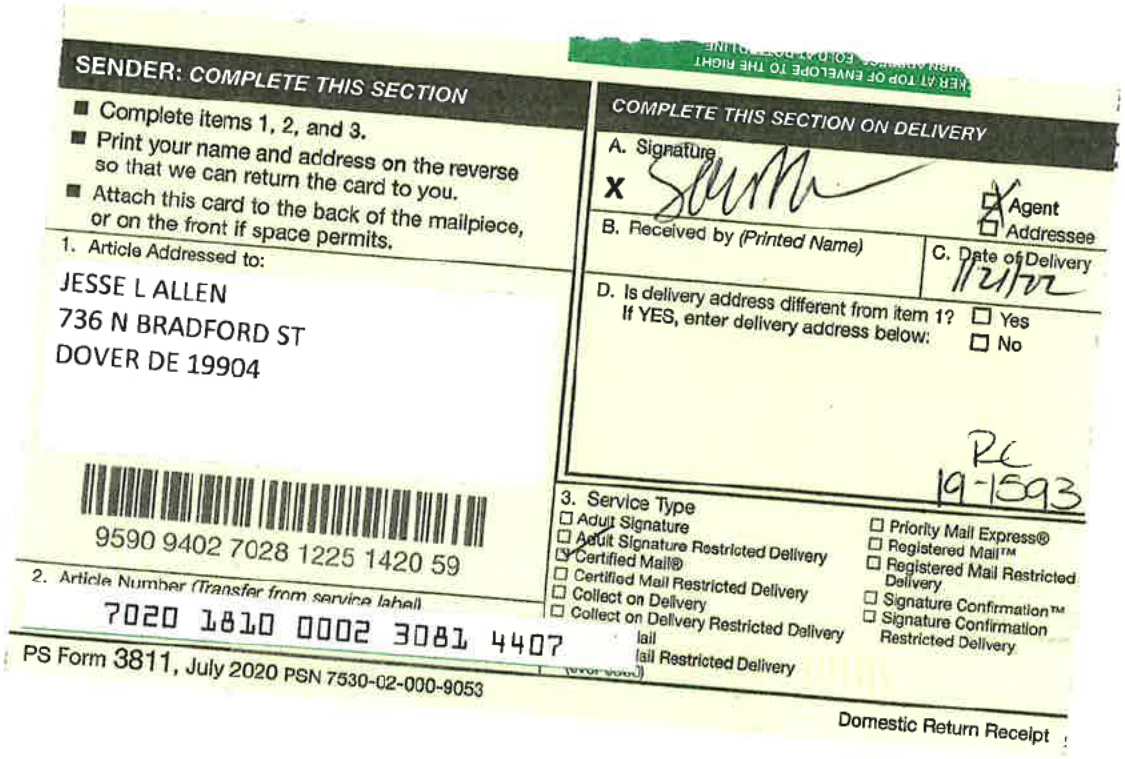
RON COBURN
Code Enforcement Officer

~~NAT~~ ELECTRIC
NO GAS

OIL TANK - BASEMENT

cc: File

MAILED: CERTIFIED / REGULAR



SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

9590 9402 7028 1225 1420 59

2. Article Number (Transfer from service label)

7020 1810 0002 3081 4407

PS Form 3811, July 2020 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

☒ Agent
☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

RL
19-1593

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☑ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

Domestic Return Receipt

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901

# City of Dover

Phone: (302) 736-4457
Fax: (302) 736-4217

## City of Dover Vacant Building Registration

CK# [redacted]

1.

| | | | | | |
|---|---|---|---|---|---|
| Amount Due: | [redacted] | | | Amount Paid: | [redacted] |
| Date Due: | 07/19/2021 | Case # | 19-00001593 | Date Registered: | 06/17/2019 |
| Vacant Since: | 08/02/2013 | Tax Parcel # | ED-05-057.01-03-010.000-000 | | |
| Property Address: | 3074 N Dupont Highway Dover DE 19901 | | | | |
| Current Property Owner: | Jesse Allen | | | | |
| Address: | 736 N Bradford Street<br>Dover DE 19901 | | | | |
| Phone: | | Cellular: | | | |
| E-Mail: | | | | | |

2.

| | | | |
|---|---|---|---|
| ** Local agent is required for any owner residing outside of Kent County Delaware | | | |
| Responsible Person/Agent: | | | |
| Address: | | | |
| Phone: | | Cellular: | |
| E-Mail: | | | |

3. Insurance on Building: Y ☐ / N ☐
If Yes: Name of Insurance Company: _____

4. Exempt from Registration Fee: Y ☐ / N ☐
Explanation of Exemption if granted: _____
**NOTE: No Exemption if Registered by City of Dover Staff**

5. ****If building is for sale or lease–Listed Selling Price: _____
****Attach a copy of the Realtors Listing Sheet (REQUIRED)

6. Owner Signature: _____ Date: _____

Fees as follows:

| | |
|---|---|
| Buildings vacant one year or less; | $375.00 |
| Buildings vacant for more than one year but less than two years; | $750.00 |
| Buildings vacant for more than two years but less than three years; | $1,500.00 |
| Buildings vacant for more than three years but less than five years; | $3,000.00 |
| Buildings vacant for five years or longer; | $5,000.00 |

ELECTRIC - ACTIVE
GAS - NO

INTERIOR INSPECTION LETTER

REVISED 08/31/2018

CITY OF DOVER - CASH RECEIPTS
REPRINT
*** CUSTOMER RECEIPT ***

Oper: ANA Type: PC Drawer: 1
Date: 7/19/21 01 Receipt no: 12439

| Year | Number | Amount |
|---|---|---|
| 2019 | 1593 | |

CE CODE ENFORCEMENT [redacted]

Tender detail
CK CHECK [redacted]
Total tendered
Total payment

Trans date: 7/19/21 Time: 15:32:02

THANK YOU FOR YOUR PAYMENT

**Division of**
**Code Enforcement**
15 Loockerman Plaza
Dover, DE 19901

# City of Dover

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

June 17, 2021

JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

RE: Property address: 3074 N DUPONT HWY
Annual Vacant Building Registration
**3rd Year Fee Due $1500.00**
Case Number: 19-00001593

Dear Jesse Allen:

This property was registered as a vacant building within the City of Dover. Annual registrations and fees are required each year the dwelling remains vacant. Please complete the enclosed registration form and return with payment amount as indicated above by July 19, 2021. Failure to pay registration fees will result in the fee being placed on the next tax billing. Mail registration form and required payment to:

City of Dover
Planning and Community Development Department
15 Loockerman Plaza
Dover, DE 19901

If the property is no longer vacant or meets the requirements for exemption of payment as identified in the enclosed brochure, please complete the registration form with the updated information and return to this office. You have the right to appeal to the construction and property maintenance code board of appeals. Such appeal must be filed, in writing, on or before 5pm July 19, 2021.

I can be reached by phone at 302-736-7011 or email at rcoburn@dover.de.us, should you have any questions or concerns.

Sincerely,

Ron Coburn
Code Enforcement Officer

Attachments
file



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Certified Mail Fee
$

Extra Services & Fees *(check box, add fee as appropriate)*
- ☐ Return Receipt (hardcopy) $
- ☐ Return Receipt (electronic) $
- ☐ Certified Mail Restricted Delivery $
- ☐ Adult Signature Required $
- ☐ Adult Signature Restricted Delivery $ [redacted]

Postage

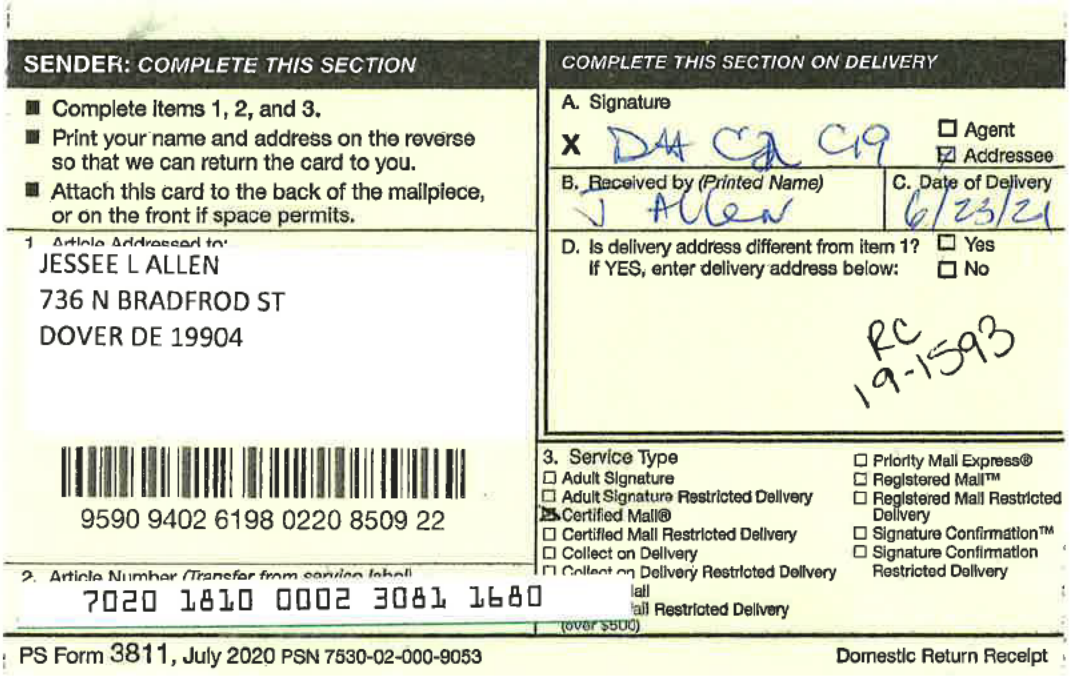
Postmark Here

JESSEE L ALLEN
736 N BRADFROD ST
DOVER DE 19904

RC 19-1593

7020 1810 0002 3081 1680

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



**SENDER: *COMPLETE THIS SECTION***

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

JESSEE L ALLEN
736 N BRADFROD ST
DOVER DE 19904

9590 9402 6198 0220 8509 22

2. Article Number *(Transfer from service label)*
7020 1810 0002 3081 1680

***COMPLETE THIS SECTION ON DELIVERY***

A. Signature
X DA CA CA ☐ Agent ☑ Addressee

B. Received by *(Printed Name)* J ALLEN

C. Date of Delivery 6/23/21

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

RC 19-1593

3. Service Type
- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☑ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ [illegible]ail
- ☐ [illegible]ail Restricted Delivery (over $500)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt

**Division of**
**Code Enforcement**
15 Loockerman Plaza
Dover, DE 19901

# City of Dover

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

## INVOICE

Date: June 17, 2021
Invoice #: 19-00001593-3

JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

RE: Property address: 3074 N DUPONT HWY
Tax Parcel #: ED-05-057.01-03-010.000-000

| DESCRIPTION | AMOUNT |
|---|---|
| Vacant Building Registration Fee | $1500.00 |
| TOTAL | $1500.00 |

Please make all checks payable to City of Dover
Payment must be received before July 19, 2021

**Address Information**

| | |
|---|---|
| Address: | 3074 N DUPONT HWY |
| City, state, zip: | DOVER DE 199010000 |
| Inside/outside code: | IN INSIDE CITY LIMITS |
| Jurisdiction: | DOVER DOVER |
| DRS from Location Master | |
| Address type: | Main Parcel |
| Effective date: | |
| Location status: | Active |
| Last change user: | AXH |
| Last change date: | 6/20/2019 |

**Parcel Information**

| | |
|---|---|
| Tax Map Number | ED-05-057.01-03-010.000-000 |
| Parcel status: | Active |

**Zoning Information**

| | | |
|---|---|---|
| Zoning: | HIGHWAY COMMERCIAL | C-4 |
| Undivided interest %: | .00% | |
| Longitude/latitude: | .000000 | .000000 |
| Map X/Y coordinates: | | |
| Property code: | COMM | |

**Current Owner**

| | |
|---|---|
| Name: | ALLEN,JESSE |
| Address: | 736 N BRADFORD ST |
| | DOVER DE 19901 |

# KENT COUNTY, DELAWARE

555 Bay Road, Dover, Delaware 19901-3615
(302) 744-2300 -- FAX (302) 736-2279

*"Serving Kent County With Pride"*

## PROPERTY INFORMATION

Planning and Building Permits Information

**Reference #** ED EAST DOVER HUNDRED **Card #** 1 **of** 1

**Location ID** 110163

**Tax ID** 116373

**Parcel ID** 109298

**Property Code** P - PROPERTY

**Map Number** 2-05-05701-03-0100-00001

**Deed BVP** D 6802 0134 D 3352 0073

**Deed BVP2**

**Current Owner**
ALLEN, JESSE
736 N BRADFORD ST
DOVER, DE 19904

**Additional Owner**

**Property Location**
3074 N DUPONT HWY
DOVER , DE 19901

**Zoning** BN

**Acres** .69

**Sub-Division** DUPONT MANOR

| Sales History | | | | Liv.Sq.Ft | 1,372.0000 |
|---|---|---|---|---|---|
| **Date** | **Price** | **Assessment** | | **Total Rooms** | |
| 6/03/13 | 262,500 | **Land** | 27,000 | **Bedrooms** | |
| 10/31/06 | 0 | **Buildings** | 26,200 | **Full Bath** | |
| | | **Total** | 53,200 | **Half Bath** | |

| | | | | |
|---|---|---|---|---|
| **Base Tax Due** | .00 | Last Billing Detail | History | Farm Info |
| **Tax Penalty** | .00 | | | |
| **Total Tax Bal.** | .00 | | | |
| **Sewer Balance** | .00 | **Sewer Account #** | | |
| **Neighborhood #** | 00299 | **Coordinates** | | 0461864 E 0435972 N |
| **Land Use** | 0 | **Lot Dimensions** | | 0000150.00 0000200.00 |
| **Living Units** | NO | **School District** | 18 | CAPITOL |
| **Class** | Unassig | **Fire District** | 46 | ROBBINS HOSE (DOVER) |
| **Plat Book Pg** | | **Sewer District** | 00 | NONE |

**Division of**
**Code Enforcement**
15 E. Loockerman St.
Dover, DE 19901

# City of Dover

Phone: (302) 736-4457
Fax: (302) 736-4217

## City of Dover Vacant Building Registration [redacted]

1.

| | | | | | |
|---|---|---|---|---|---|
| Amount Due: | [redacted] | | | Amount Paid: | TRAN MR 9/1/2020 |
| Date Due: | 08/28/2020 | Case # | 19-00001593 | Date Registered: | 06/17/2019 |
| Vacant Since: | 08/02/2013 | Tax Parcel # | ED-05-057.01-03-010.000-000 | | |
| Property Address: | 3074 N Dupont Highway Dover DE 19901 | | | | |
| Current Property Owner: | Jesse Allen | | | | |
| Address: | 736 N Bradford Street<br>Dover DE 19901 | | | | |
| Phone: | | Cellular: | | | |
| E-Mail: | | | | | |

2.

| | | | |
|---|---|---|---|
| ** Local agent is required for any owner residing outside of Kent County Delaware | | | |
| Responsible Person/Agent: | | | |
| Address: | | | |
| Phone: | | Cellular: | |
| E-Mail: | | | |

3. Insurance on Building: Y ☐ / N ☐
If Yes: Name of Insurance Company: _____

4. Exempt from Registration Fee: Y ☐ / N ☐
Explanation of Exemption if granted: _____
**NOTE: No Exemption if Registered by City of Dover Staff**

5. ****If building is for sale or lease–Listed Selling Price: _____
****Attach a copy of the Realtors Listing Sheet (REQUIRED)

6. Owner Signature: _____ Date: _____

Fees as follows:

| | |
|---|---|
| Buildings vacant one year or less; | $375.00 |
| Buildings vacant for more than one year but less than two years; | $750.00 |
| Buildings vacant for more than two years but less than three years; | $1,500.00 |
| Buildings vacant for more than three years but less than five years; | $3,000.00 |
| Buildings vacant for five years or longer; | $5,000.00 |

REVISED 08/31/2018

**Division of**
**Code Enforcement**
15 Loockerman Plaza
Dover, DE 19901

# City of Dover

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

July 29, 2020

ALLEN, JESSE L
736 N BRADFORD ST
DOVER DE 19904

RE: Property address: 3074 N DUPONT HWY
Annual Vacant Building Registration
**2nd Year Fee Due $750.00**
Case Number: 19-00001593

Dear Jesse Allen:

This property was registered as a vacant building within the City of Dover. Annual registrations and fees are required each year the dwelling remains vacant. Please complete the enclosed registration form and return with payment amount as indicated above by *August 28, 2020.* Failure to pay registration fees will result in the fee being placed on the next tax billing. Mail registration form and required payment to:

City of Dover
Planning and Community Development Department
15 Loockerman Plaza
Dover, DE 19901

If the property is no longer vacant or meets the requirements for exemption of payment as identified in the enclosed brochure, please complete the registration form with the updated information and return to this office. You have the right to appeal to the construction and property maintenance code board of appeals. Such appeal must be filed, in writing, on or before 5pm August 28, 2020.

I can be reached by phone at 302-736-7011 or email at rcoburn@dover.de.us, should you have any questions or concerns.

Sincerely,

Ronald L Coburn

Ron Coburn
Code Enforcement Officer

Attachments
file

7018 1130 0001 2696 6346



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CERTIFIED MAIL® RECEIPT
*Domestic Mail Only*

For delivery information, visit our website at *www.usps.com*®.

OFFICIAL USE

Certified Mail Fee
$

Extra Services & Fees *(check box, add fee as appropriate)*
- ☐ Return Receipt (hardcopy) $
- ☐ Return Receipt (electronic) $
- ☐ Certified Mail Restricted Delivery $ [redacted]
- ☐ Adult Signature Required $
- ☐ Adult Signature Restricted Delivery $

Postmark Here

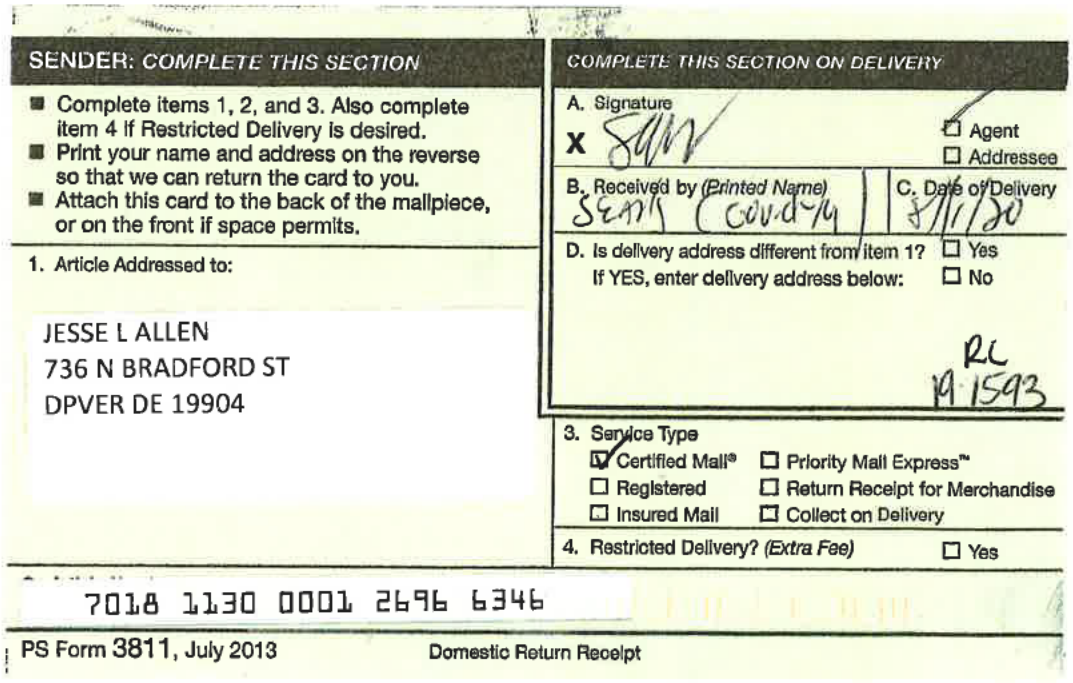
Inspections & Planning

19-1593 RC

Postage
$
To JESSE L ALLEN
$ 736 N BRADFORD ST
Se DPVER DE 19904
Str
Cit

JUL 31 2020

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



**SENDER:** *COMPLETE THIS SECTION*

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

JESSE L ALLEN
736 N BRADFORD ST
DPVER DE 19904

*COMPLETE THIS SECTION ON DELIVERY*

A. Signature
X [signature]
☑ Agent
☐ Addressee

B. Received by *(Printed Name)* SEAN (Covid-19)
C. Date of Delivery 8/1/20

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

RC
19-1593

3. Service Type
☑ Certified Mail® ☐ Priority Mail Express™
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ Collect on Delivery

4. Restricted Delivery? *(Extra Fee)* ☐ Yes

7018 1130 0001 2696 6346

PS Form 3811, July 2013 Domestic Return Receipt

**Division of**
**Code Enforcement**
15 Loockerman Plaza
Dover, DE 19901

# City of Dover

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

## INVOICE

Date: July 29, 2020
Invoice #: 19-00001593-2

ALLEN, JESSE L
736 N BRADFORD ST
DOVER DE 19904

RE: Property address: 3074 N DUPONT HWY
Tax Parcel #: ED-05-057.01-03-010.000-000

| DESCRIPTION | AMOUNT |
|---|---|
| Vacant Building Registration Fee | $750.00 |
| TOTAL | $750.00 |

Please make all checks payable to City of Dover
Payment must be received before August 28, 2020

RECEIVED
JUN 17 2019
CK # [redacted]

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901

Phone: (302) 736-4457
Fax: (302) 736-4217

# City of Dover

## City of Dover Vacant Building Registration

1.

| | | | | | |
|---|---|---|---|---|---|
| Amount Due: | [redacted] | | | Amount Paid: | [redacted] |
| Date Due: | 06/17/2019 | Case # | 19-00001593 | Date Registered: | 6/17/19 |
| Vacant Since: | 08/02/2013 | Tax Parcel # | ED-05-057.01-03-010.000-000 | | |
| Property Address: | 3074 N Dupont Highway Dover DE 19901 | | | | |
| Current Property Owner: | Jesse Allen | | | | |
| Address: | 736 N Bradford St<br>Dover De 19901 | | | | |
| Phone: | | Cellular: | 302-612-0975 | | |
| E-Mail: | JK Tangles 4 @ Gmail com | | | | |

2. **** Local agent is required for any owner residing outside of Kent County Delaware**

| | | | |
|---|---|---|---|
| Responsible Person/Agent: | | | |
| Address: | | | |
| Phone: | | Cellular: | |
| E-Mail: | | | |

3. Insurance on Building: Y ☐ / N ☒
If Yes: Name of Insurance Company: _____

4. Exempt from Registration Fee: Y ☐ / N ☐
Explanation of Exemption if granted: _____
**NOTE: No Exemption if Registered by City of Dover Staff**

5. ****If building is for sale or lease–Listed Selling Price: _____
****Attach a copy of the Realtors Listing Sheet (REQUIRED)

6. Owner Signature: _____ Date: _____

Fees as follows:

| | |
|---|---|
| Buildings vacant one year or less; | $375.00 |
| Buildings vacant for more than one year but less than two years; | $750.00 |
| Buildings vacant for more than two years but less than three years; | $1,500.00 |
| Buildings vacant for more than three years but less than five years; | $3,000.00 |
| Buildings vacant for five years or longer; | $5,000.00 |

REVISED 08/31/2018

CITY OF DOVER - CASH RECEIPTS
*** CUSTOMER RECEIPT ***

Oper: NMA Type: PC Drawer: 1
Date: 6/17/19 01 Receipt no: 284824

| | Year | Number | | Amount |
|---|---|---|---|---|
| | 2019 | 1593 | | |
| CE | | CODE ENFORCEMENT | | [redacted] |

Tender detail
CK CHECK [redacted]
Total tendered
Total payment

Trans date: 6/17/19 Time: 11:05:46

THANK YOU FOR YOUR PAYMENT

**Division of**
**Code Enforcement**
15 Loockerman Plaza
Dover, DE 19901

# City of Dover

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

May 16, 2019

JESSE ALLEN
PO BOX 1278
DOVER DE 19903

RE: Property Address: 3074 N DUPONT HWY
Tax Parcel #: ED-05-057.01-03-010.000-000
Case Number: 19-00001593

Dear Mr. Allen:

On June 26, 2006, the Dover City Council adopted the Vacant Building Ordinance to reduce the negative impact vacant buildings have on the surrounding businesses and neighborhoods. This letter is to inform you that your building has been found to be vacant as defined under Article 12, Chapter 22 of the Dover Code of Ordinances.

In accordance with this ordinance, this building must be registered with the City of Dover. Enclosed with this notice is a registration form. Please return this form by *June 17, 2019* to the City of Dover Department of Planning and Inspections. Failure to return the form within 30 days of mailing will result in the building being registered by this department.

An annual registration fee shall be paid at the time of registration. If the building inspector registers the building as vacant the fee shall be due not later than 30 days after the building is registered as vacant. Please read the enclosed leaflet for more information on fees and any exemptions that may apply with the fees. You have the right to appeal to the construction and property maintenance code board of appeals. Such appeal must be filed, in writing, within 30 days.

The building inspector shall inspect any premises in the city for the purpose of enforcing and assuring compliance with the provisions of this article. Upon request of the building inspector, an owner shall provide access to all interior portions of a vacant building in order to permit a complete inspection.

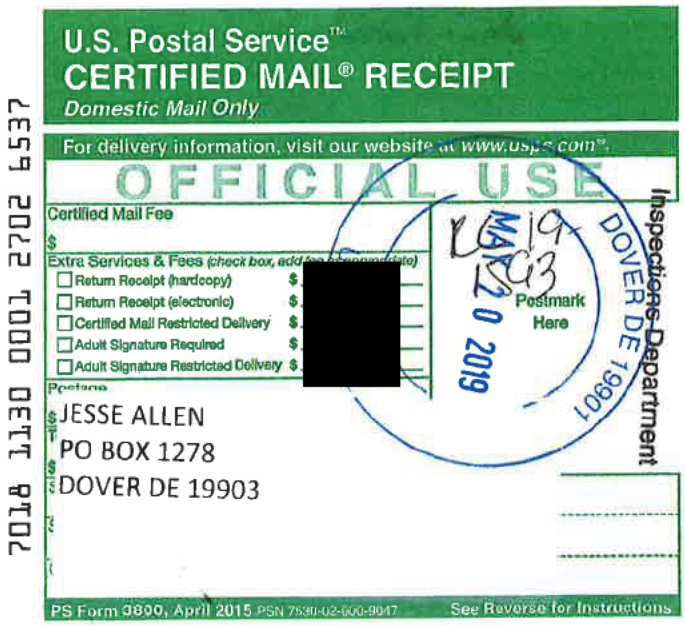
Please contact this office between the hours of 8:30 a.m. and 5:00 p.m. at (302) 736-7011 with any questions or concerns regarding this letter.

Sincerely,

RON COBURN
Code Enforcement Officer

cc: file

7018 1130 0001 2702 6537



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OFFICIAL USE

Certified Mail Fee
$

Extra Services & Fees (check box, add fee as appropriate)
- ☐ Return Receipt (hardcopy) $ [redacted]
- ☐ Return Receipt (electronic) $
- ☐ Certified Mail Restricted Delivery $
- ☐ Adult Signature Required $
- ☐ Adult Signature Restricted Delivery $

Postage
$

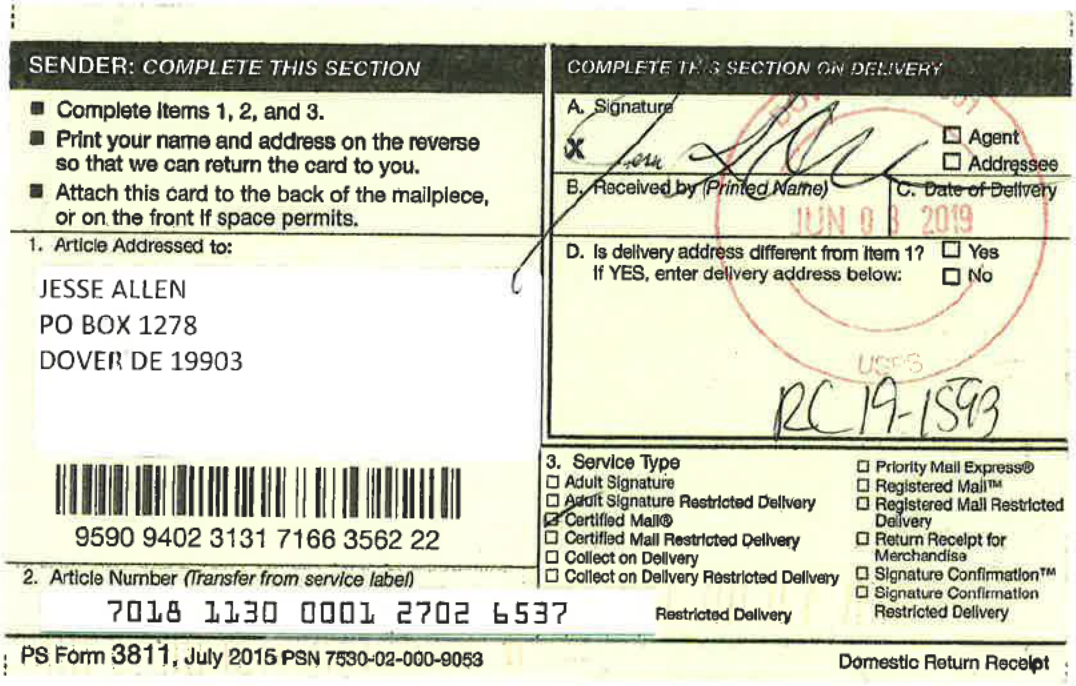
JESSE ALLEN
PO BOX 1278
DOVER DE 19903

Postmark Here

RC 19-1593
MAY 20 2019
DOVER DE 19901

Inspections Department

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



---

**SENDER:** *COMPLETE THIS SECTION*

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

JESSE ALLEN
PO BOX 1278
DOVER DE 19903

9590 9402 3131 7166 3562 22

2. Article Number *(Transfer from service label)*

7018 1130 0001 2702 6537

*COMPLETE THIS SECTION ON DELIVERY*

A. Signature
X
☐ Agent
☐ Addressee

B. Received by *(Printed Name)*

C. Date of Delivery

JUN 03 2019

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

USPS
RC 19-1593

3. Service Type
- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☑ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

Restricted Delivery

PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt

**Division of**
**Code Enforcement**
15 E. Loockerman St.
Dover, DE 19901

# City of Dover

Phone: (302) 736-4457
Fax: (302) 736-4217

## City of Dover Vacant Building Registration

1.

| | | | | | |
|---|---|---|---|---|---|
| Amount Due: | $375.00 | | | Amount Paid: | |
| Date Due: | 06/17/2019 | Case # | 19-00001593 | Date Registered: | |
| Vacant Since: | 08/02/2013 | Tax Parcel # | ED-05-057.01-03-010.000-000 | | |
| Property Address: | 3074 N Dupont Highway Dover DE 19901 | | | | |
| Current Property Owner: | Jesse Allen | | | | |
| Address: | | | | | |
| Phone: | | Cellular: | | | |
| E-Mail: | | | | | |

2.

| | | | |
|---|---|---|---|
| **** Local agent is required for any owner residing outside of Kent County Delaware** | | | |
| Responsible Person/Agent: | | | |
| Address: | | | |
| Phone: | | Cellular: | |
| E-Mail: | | | |

3. Insurance on Building: Y ☐ / N ☐
If Yes: Name of Insurance Company: _____

4. Exempt from Registration Fee: Y ☐ / N ☐
Explanation of Exemption if granted: _____
**NOTE: No Exemption if Registered by City of Dover Staff**

5. ****If building is for sale or lease–Listed Selling Price: _____
****Attach a copy of the Realtors Listing Sheet (REQUIRED)

6. Owner Signature: _____ Date: _____

Fees as follows:

| | |
|---|---|
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| Buildings vacant for more than one year but less than two years; | $750.00 |
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| Buildings vacant for more than three years but less than five years; | $3,000.00 |
| Buildings vacant for five years or longer; | $5,000.00 |

REVISED 08/31/2018

**Division of**
**Code Enforcement**
15 Loockerman Plaza
Dover, DE 19901

# City of Dover

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

May 16, 2019

JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

RE: Property Address: 3074 N DUPONT HWY
Tax Parcel #: ED-05-057.01-03-010.000-000
Case Number: 19-00001593

Dear Mr. Allen:

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An annual registration fee shall be paid at the time of registration. If the building inspector registers the building as vacant the fee shall be due not later than 30 days after the building is registered as vacant. Please read the enclosed leaflet for more information on fees and any exemptions that may apply with the fees. You have the right to appeal to the construction and property maintenance code board of appeals. Such appeal must be filed, in writing, within 30 days.

The building inspector shall inspect any premises in the city for the purpose of enforcing and assuring compliance with the provisions of this article. Upon request of the building inspector, an owner shall provide access to all interior portions of a vacant building in order to permit a complete inspection.

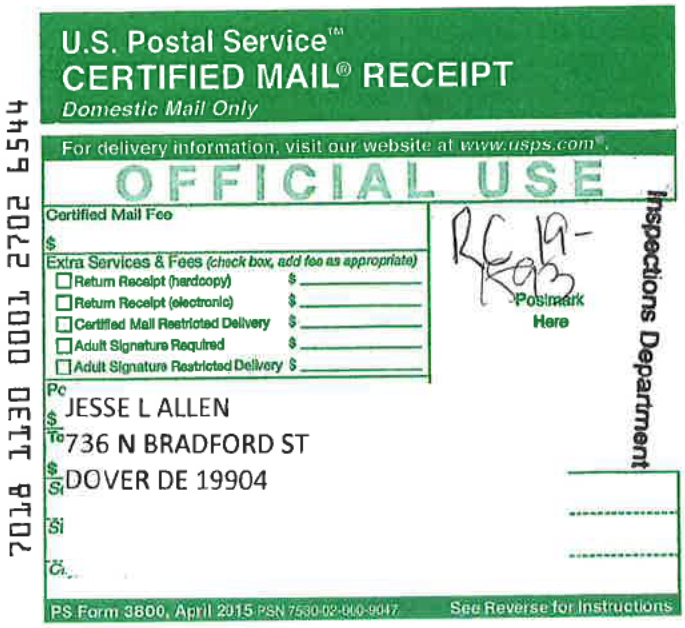
Please contact this office between the hours of 8:30 a.m. and 5:00 p.m. at (302) 736-7011 with any questions or concerns regarding this letter.

Sincerely,

Ronald L Coburn

RON COBURN
Code Enforcement Officer

cc: file



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Certified Mail Fee
$

Extra Services & Fees (check box, add fee as appropriate)
- ☐ Return Receipt (hardcopy) $
- ☐ Return Receipt (electronic) $
- ☐ Certified Mail Restricted Delivery $
- ☐ Adult Signature Required $
- ☐ Adult Signature Restricted Delivery $

Postmark Here

Inspections Department

JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7018 1130 0001 2702 6544

City of Dover
PO BOX 475
DOVER, DE 19903-0475
Inspections Department

CERTIFIED MAIL

7018 1130 0001 2702 6544

U.S. POSTAGE PITNEY BOWES
ZIP 19904 [redacted]
02 1W
0001402947 MAY 20 2019

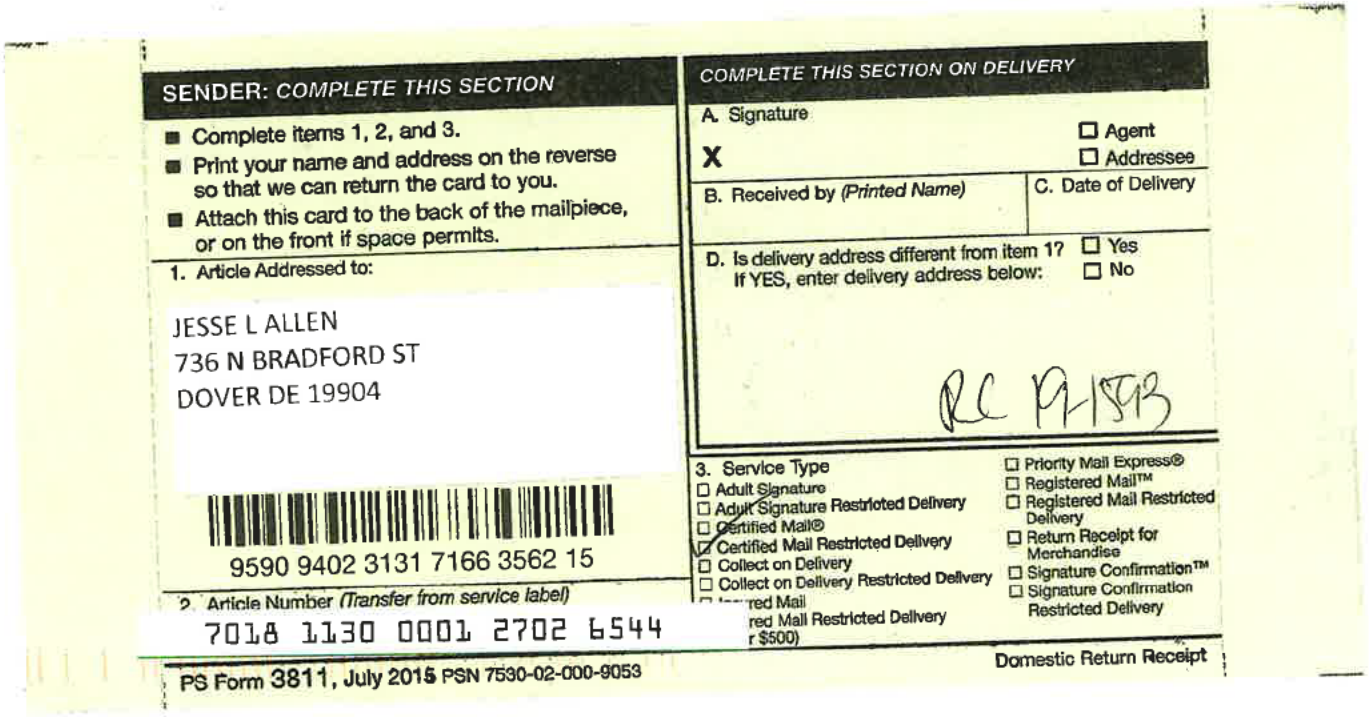
22-5-19 JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

UNCLAIMED

NAME C. W. (5/20)
1ST NOTICE X
2ND NOTICE 5/31
RETURN 6/4

RECEIVED
JUN 11 2019
POSTED 6/11/19

1990437210 C002



SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

JESSE L ALLEN
736 N BRADFORD ST
DOVER DE 19904

9590 9402 3131 7166 3562 15

2. Article Number (Transfer from service label)
7018 1130 0001 2702 6544

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X
☐ Agent
☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

RC 19-1593

3. Service Type
☐ Adult Signature
☐ Adult Signature Restricted Delivery
☐ Certified Mail®
☑ Certified Mail Restricted Delivery
☐ Collect on Delivery
☐ Collect on Delivery Restricted Delivery
☐ ...red Mail
...red Mail Restricted Delivery
...r $500)

☐ Priority Mail Express®
☐ Registered Mail™
☐ Registered Mail Restricted Delivery
☐ Return Receipt for Merchandise
☐ Signature Confirmation™
☐ Signature Confirmation Restricted Delivery

PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901

# City of Dover

Phone: (302) 736-4457
Fax: (302) 736-4217

## City of Dover Vacant Building Registration

1.

| | | | | | |
|---|---|---|---|---|---|
| Amount Due: | $375.00 | | | Amount Paid: | |
| Date Due: | 06/17/2019 | Case # | 19-00001593 | Date Registered: | |
| Vacant Since: | 08/02/2013 | | Tax Parcel # | ED-05-057.01-03-010.000-000 | |
| Property Address: | 3074 N Dupont Highway Dover DE 19901 | | | | |
| Current Property Owner: | Jesse Allen | | | | |
| Address: | | | | | |
| Phone: | | | Cellular: | | |
| E-Mail: | | | | | |

2.

| | | | |
|---|---|---|---|
| ** Local agent is required for any owner residing outside of Kent County Delaware | | | |
| Responsible Person/Agent: | | | |
| Address: | | | |
| Phone: | | Cellular: | |
| E-Mail: | | | |

3. Insurance on Building: Y ☐ / N ☐
If Yes: Name of Insurance Company: _____

4. Exempt from Registration Fee: Y ☐ / N ☐
Explanation of Exemption if granted: _____
**NOTE: No Exemption if Registered by City of Dover Staff**

5. ****If building is for sale or lease–Listed Selling Price: _____
****Attach a copy of the Realtors Listing Sheet (REQUIRED)

6. Owner Signature:_____ Date: _____

Fees as follows:

| | |
|---|---|
| Buildings vacant one year or less; | $375.00 |
| Buildings vacant for more than one year but less than two years; | $750.00 |
| Buildings vacant for more than two years but less than three years; | $1,500.00 |
| Buildings vacant for more than three years but less than five years; | $3,000.00 |
| Buildings vacant for five years or longer; | $5,000.00 |

REVISED 08/31/2018

# KENT COUNTY, DELAWARE

555 Bay Road, Dover, Delaware 19901-3615
(302) 744-2300 -- FAX (302) 736-2279

*"Serving Kent County With Pride"*

## PROPERTY INFORMATION

Planning and Building Permits Information

**Reference #** ED EAST DOVER HUNDRED **Card #** 1 **of** 1

**Location ID** 110163

**Map Number** 2-05-05701-03-0100-00001

**Tax ID**

**Deed BVP** D 6802 0134 D 3352 0073

**Parcel ID** 109298

**Deed BVP2**

**Property Code** P - PROPERTY

**Current Owner**
ALLEN, JESSE
PO BOX 1278
DOVER, DE 19903

**Property Location**
3074 N DUPONT HWY
DOVER , DE 19901

**Zoning** BN

**Acres** .69

**Additional Owner**

**Sub-Division** DUPONT MANOR

| Sales History | | | | Liv.Sq.Ft | 1,372.0000 |
|---|---|---|---|---|---|
| **Date** | **Price** | **Assessment** | | **Total Rooms** | |
| 6/03/13 | 262,500 | **Land** | 27,000 | **Bedrooms** | |
| 10/31/06 | 0 | **Buildings** | 26,200 | **Full Bath** | |
| | | **Total** | 53,200 | **Half Bath** | |

| | | | | |
|---|---|---|---|---|
| **Base Tax Due** | .00 | Last Billing Detail | History | Farm Info |
| **Tax Penalty** | .00 | | | |
| **Total Tax Bal.** | .00 | | | |
| **Sewer Balance** | .00 | **Sewer Account #** | | |
| **Neighborhood #** | 00299 | **Coordinates** | | 0461864 E 0435972 N |
| **Land Use** | 0 | **Lot Dimensions** | | 0000150.00 0000200.00 |
| **Living Units** | NO | **School District** | 18 | CAPITOL |
| **Class** | Unassig | **Fire District** | 46 | ROBBINS HOSE (DOVER) |
| **Plat Book Pg** | | **Sewer District** | 00 | NONE |

Prepared 5/16/19, 9:52:13 Location Master Inquiry -(LMNAB010) Page 1
Program HTDFTAL Screen detail for Program: LX LMNAB010
User ID RLC Location 000070236

**Address Information**

| | |
|---|---|
| Address: | 3074 N DUPONT HWY |
| City, state, zip: | DOVER DE 199010000 |
| Inside/outside code: | IN INSIDE CITY LIMITS |
| Jurisdiction: | DOVER DOVER |
| DRS from Location Master | |
| Address type: | Main Parcel |
| Effective date: | |
| Location status: | Active |
| Last change user: | CAB |
| Last change date: | 1/28/2019 |

**Parcel Information**

| | |
|---|---|
| Tax Map Number | ED-05-057.01-03-010.000-000 |
| Parcel status: | Active |

**Zoning Information**

| | | |
|---|---|---|
| Zoning: | HIGHWAY COMMERCIAL | C-4 |
| Undivided interest %: | .00% | |
| Longitude/latitude: | .000000 | .000000 |
| Map X/Y coordinates: | | |
| Property code: | | |

**Current Owner**

| | |
|---|---|
| Name: | ALLEN,JESSE |
| Address: | PO BOX 1278 |
| | DOVER DE 19903 |

Location ID: 35536 Addr: 1643 N DUPONT HWY
Type options, press Enter.
1=Select 5=View detail

| Opt | ID | Customer Name | Type | Sts | Initiation Date | Termination Date |
|---|---|---|---|---|---|---|
| _ | [redacted] | ALLEN, JESSE L | OW | A | 8/02/13 | |
| _ | | ATLANTIC WOMENS MEDICAL SVCS | | F | 4/29/97 | 8/02/13 |
| _ | | SAWDON, VAUGHN | | F | 2/16/96 | 4/29/97 |
| _ | | SECOND REALITY LTD | | F | 5/26/95 | 2/16/96 |

Bottom

F3=Exit F5=Services F12=Cancel

UT220G01 CITY OF DOVER 5/16/19

A Customer at a Glance Cust exempt 09:

Acct #: [redacted] 35536 Status: A NSF #: Tax: N Penalty: N

Service Address Cyc/Rte: 30 35 Mailing Address Phone: 302 - 7348695

ALLEN, JESSE L 736 N BRADFORD ST Cash?: N

1643 N DUPONT HWY Enote: N

DOVER DE 199012216 DOVER DE 199047210

SS#: [redacted] DL#: [redacted] Reinst.: N A-pay: N Dep.: N

EL MT A Start: 8/02/13 Term: D /C /I 19849992E

More...

Amt due: [redacted] Pending: [redacted] Delq amt: [redacted]

Last notice: Cut date: Payment plan: Budget:

| Bill Date | Amount | Pymt Date | Amount | Current A/R Code/Desc/Amount |
|---|---|---|---|---|
| 4/18/19 | [redacted] | 4/26/19 | [redacted] | C CURRENT [redacted] |
| 3/19/19 | | 4/02/19 | | 30 OVER 30 |

More...

| Comment | | | |
|---|---|---|---|
| | SSN | 8/01/13 | . |
| | DL | 8/01/13 | . |

More...

F3=Exit F10=Zoom F12=Cancel F20=Cst/loc functions

UT300I01

# CITY OF DOVER
## Customer/Location Consumption History Inquiry

5/16/19
09:[redacted]

Customer ID: [redacted] Name: ALLEN, JESSE L
Location ID: 35536 Addr: 1643 N DUPONT HWY
Cycle/Route: 30 35
Initiation date : 8/02/13
Termination date: 0/00/00 Customer status: A
Amount due: [redacted]
Pending :
Customer/Location status: A

Type options, press Enter.
1=Select 5=View detail

| Opt | Service Code | Reading Type | Reading Date | Actual Consumption | Actual Demand | Days | Meter Number | Est CD | Cmnt CD |
|---|---|---|---|---|---|---|---|---|---|
| _ | EL | REG | 4/15/19 | [redacted] | [redacted] | 32 | 19849992E | | N |
| _ | EL | REG | 3/14/19 | | | 28 | 19849992E | | N |
| _ | EL | REG | 2/14/19 | | | 31 | 19849992E | | N |
| _ | EL | REG | 1/14/19 | | | 32 | 19849992E | | N |
| _ | EL | REG | 12/13/18 | | | 28 | 19849992E | | N |
| _ | EL | REG | 11/15/18 | | | 30 | 19849992E | | N |
| _ | EL | REG | 10/16/18 | | | 32 | 19849992E | | N |
| _ | EL | REG | 9/14/18 | | | 30 | 19849992E | | N + |

F3=Exit F5=Print history F8=Pending/history trans F10=Change view
F12=Cancel F14=Graph history

## Coburn, Ron

**From:** Melson-Williams, Dawn
**Sent:** Thursday, June 13, 2019 3:47 PM
**To:** Coburn, Ron
**Subject:** Questions on 3074 N DuPont Highway Lands of Jessie Allen
**Attachments:** PC REcommendation Report wAttachments to CC AX-18-01 Lands of Allen 3074 N DuPont Hwy 6-28-2018.pdf

Ron:
AX-18-01 Lands of Jessie Allen at 3074 N. DuPont Highway, Dover
This property was the subject of an Annexation Application in 2018. Following Planning Commission review and recommendation in June 2018 then City Council took action to annex the property into the City of Dover on July 9, 2018. Attached is the Planning Commission Recommendation Report on the Application which includes multiple references to the availability of utility services in the narrative reports and agency comments. Mr. Allen would have received this Report (and others) as part of the review process.

Annexation of the property makes it eligible to connect to City Water and Sewer services; however, it does not obligate the City to undertake construction activities to install such connections. The development/redevelopment of the property/building and the improvements to connect to City Water and Sewer are the burden of the property owner/developer to fund and construct in accordance with applicable regulations.

*Dawn Melson-Williams*, AICP
Principal Planner
City of Dover, Delaware
Department of Planning & Inspections
(302) 736-7196 phone
(302) 736-4217 fax
dmelson@dover.de.us

PETITION TO ANNEX AND REZONE PROPERTY
Public Hearing Before the City Council on July 9, 2018
Recommendation from Planning Commission Meeting of June 18, 2018
with Staff and Development Advisory Committee Review

| | |
|---|---|
| **File Number:** | AX-18-01 |
| **Ordinance Number:** | 2018-04 |
| **Applicant:** | Jesse L. Allen |
| **Owner of Record:** | Jesse L. Allen |
| **Property Address:** | 3074 North DuPont Highway<br>(Also referenced as 1643 North DuPont Highway) |
| **Tax Parcel ID #:** | ED-00-057.02-01-04.00-000 |
| **Lot Size:** | 0.69 acres |
| **Present Zoning:** | BG (General Business District) |
| **Proposed Zoning:** | C-4 (Highway Commercial Zone) |
| **Comprehensive Plan Designation:** | Category 1: High Priority Annexation Areas |
| **Comprehensive Plan Land Use Designation:** | Commercial |
| **Present Use:**<br>**Proposed Use:** | Commercial (Vacant Building)<br>No Use Specifically Identified in Application |
| **Utility Availability:** | *Electric:* 3074 North DuPont Highway is located on the east side of Route 13 and is currently served by City of Dover Electric. *Water and Sanitary Sewer*: It is not served by City of Dover Water or Sanitary Sewer. City of Dover Water and Sanitary Sewer are available on the west side of Route 13. While they are within 200 feet of the property, installation of services would be costly and require DelDOT approval. It should be noted that Water and Sanitary Sewer are also available through Tidewater |

within 600 feet of the property to the east. It appears as though the property may be served by a private well an on-site septic. These amenities should be evaluated by the applicant in conjunction with DNREC to determine the Water and Sanitary Sewer needs for the property. This is critical as utility crossings of Route 13 are strongly discouraged by DelDOT and only approved with special approval by District Public Works. The applicant should coordinate with the City, DNREC and DelDOT to ensure their ultimate goal can be obtained and to determine the best path forward.

| | |
|---|---|
| **Planning Commission Recommendation:** | The applicant was present at the meeting. Following a public hearing on June 18, 2018, where one member of the public spoke regarding the proposed annexation and rezoing, the Planning Commission voted in favor of the annexation with the proposed C-4 zoning with seven (7) votes in favor and no votes in opposition (two members absent). |

Summary

This application is for the annexation and rezoning of property 3074 N. DuPont Highway, Dover. It is a parcel of land totaling 0.69 acres +/-. The owner of record is Jesse L. Allen. Tax Parcel: ED-00-057.02-01-04.00-000.

It is noted that there are some records that reference the subject property by the address of 1643 N. DuPont Highway. These records included the City's Customer Service file for Electric services.

Existing Property

The property is located on the east side of North DuPont Highway and north of but not adjacent to Woodford Street. The boundary of the City of Dover is currently across North DuPont Highway. This annexation will include the adjoining right-of-way of North DuPont Highway equal to the property's frontage width to connect the property to the existing City boundary on the west side of North DuPont Highway.

The property includes an existing one-and-half story building likely constructed in the 1960s as a residence. The property is currently zoned BG (General Business District) in Kent County. The building most recently was utilized as offices; however, it is current vacant. There is an asphalt paved area between the building and the highway spanning most of the length of the street frontage. There is no designated curbed entrance to the site and no sidewalk system along the street frontage.

Surrounding Land Uses

Immediately surrounding uses on this east side of North DuPont Highway (Route 13) include other commercial businesses such as offices, service establishments, and retail establishments. To the east of the parcels fronting Route 13, is a residential area consisting of single family dwellings and a mobile home/manufactured home park. These properties are in Kent County. On this east side of Route 13, the closest properties within the City limits are: to the south the

WAWA at the intersection with Rustic Lane and to the north the campus of Wilmington University. The west side of Route 13 is within the City of Dover boundaries and includes the Dover Town Center with multiple retailers, the Outback Restaurant, the Bob Evans Restaurant, a hotel, and the Delaware State University Learning & Living Commons facility.

Comprehensive Plan

In the *2008 Comprehensive Plan* (as amended), the Potential Annexation Areas (Map 13 -1) identifies the property in the Category 1: High Priority Annexation Areas. The Growth and Annexation Plan Chapter (Chapter 13) notes that "Lands in this category are primarily enclaves of unincorporated territory mostly surrounded by the City of Dover. In all or most of these cases, the City provides these parcels with one or more essential service (sewer, water, police, fire, trash)." For Category 1: High Priority Annexation Areas, it notes in the Recommendation that "the City will not extend sewer and/or water infrastructure to Category 1 areas unless the property owners annex into the City" with consideration given for issues of health, safety and welfare.

The *Comprehensive Plan* also sets the review criteria for the review of zoning for parcels being proposed for annexation. Chapter 13, pages 170-171 note that the Zoning Review may include:

- Proposed zoning be in compliance with the land use category shown on Map 13-2 and used in conjunction with Table 12-1: Land Use and Zoning Matrix;
- Character and compatibility of the surrounding land uses and properties;
- The street type and capacity serving the property;
- Environmental concerns and conditions that may influence land use and zoning;
- Market concerns and conditions;
- The compatibility with the overall goals of the Comprehensive Plan.

Map 13-2: Potential Land Use for Annexation Areas identifies the Land Use for this property to be Commercial. The Land Development Plan Chapter (Chapter 12) makes the following recommendation for Commercial Land Use in this Route 13 area of the City:

> *US Route 13/113 Corridor*
>
> The US Route 13/113 corridor is dominated by highway commercial development. For the most part, the Comprehensive Land Development Plan proposes to continue US Route 13/113 as the major commercial corridor in Central Delaware.
>
> Few vacant developable parcels exist within this area. However, potential exists for the redevelopment of older retail stores and strip shopping centers. The Comprehensive Plan encourages the renovation and adaptive reuse of older structures within the highway corridor as means of restoring property value, preventing blight and demolition by neglect, and enhancing the overall image of the highway environment. In some cases the demolition of older structures may be beneficial, and should be supported, to enable redevelopment to occur within the corridor.

As part of the Land Development Plan, Table 12-1: Land Use and Zoning Matrix specifies that the following zones are compatible with this land use classification of Commercial.

C-1 (Neighborhood Commercial)
C-1A (Limited Commercial)
C-2 (Central Commercial)

C-2A (Limited Central Commercial)
C-3 (Service Commercial)
C-4 (Highway Commercial)
SC-1 (Shopping Center Commercial)
SC-2 (Shopping Center Commercial)
SC-3 (Shopping Center Commercial)
RC (Recreational and Commercial)
RGO (General Residence and Office)
CPO (Commercial/Professional Office)
IO (Institutional and Office)

Request for C-4 (Highway Commercial Zone)

The applicant has requested the zoning of C-4 (Highway Commercial Zone). The types of permitted uses in the C-4 (Highway Commercial Zone) are given in Article 3 §16 of the *Zoning Ordinance*. See the following Code excerpt:

**Article 3, Section 16. - Highway commercial zone (C-4).**

16.1 *Uses permitted.* In a highway commercial zone (C-4), no building or premises shall be used, and no building or part of a building shall be erected, which is arranged, intended, or designed to be used, in whole or in part, for any purpose, except the following:

(a) Retail stores.
(b) Business, professional or governmental offices.
(c) Restaurants.
(d) Personal service establishments.
(e) Service establishments.
(f) Hotels and motels.
(g) Places of public assembly.
(h) Bus terminal.
(i) Wholesale, storage, warehousing, and distribution establishments.
(j) Indoor or outdoor recreation and amusement establishments.
(k) Hospitals and medical centers.
(l) Drive-throughs.
(m) Motor vehicle, boat, or farm equipment sales or service:

(1) The minimum lot size for such establishments shall be 20,000 square feet, and the minimum street frontage shall be 150 feet.

(2) Entrance and exit driveways shall have an unrestricted width of not less than 16 feet, shall be located not nearer than ten feet from any property line and shall be so laid out as to avoid the necessity of any vehicle leaving the property to back out across any public right-of-way or portion thereof.

(3) Vehicle lifts or pits, dismantled and disabled automobiles, and all parts or supplies shall be located within a building enclosed on all sides.

(4) All service or repair of motor vehicles, other than such minor servicing as change of tires or sale of gasoline or oil, shall be conducted in a building fully enclosed on all sides. This requirement shall not be construed to mean that the doors to any repair shop must be kept closed at all times.

(5) The storage of gasoline or flammable oils in bulk shall be located fully underground in accordance with applicable provisions of the National Fire Protection Association Code.

(6) No fuel pumps shall be located nearer than 15 feet to any street line.

(7) Fuel pumps shall not be permitted closer than 100 feet from a property line of any school, day care, church, hospital, nursing home, or place of public assembly designed for the simultaneous use and occupancy by more than 100 persons.

(n) Manufacturing, assembling, converting, altering, finishing, cleaning, or any other processing of products for sale on or off the premises, provided that not more than 25 persons shall be engaged in such activity; and provided further, that any such use shall be subject to the performance standards procedure as set forth in article 5, section 8.

(o) Mini-storage facilities, subject to the following regulations:

(1) No unit shall be placed within 30 feet of a residential property line.

(2) No outside storage, except for recreational vehicles, boats, or personal automobiles when completely parked in specifically approved locations. Parking for these vehicles shall not count toward the required parking set forth in subsection (e) below.

(3) No individual unit may be used for retail, garage sale, or any other commercial activities.

(4) No storage of flammable, explosive, corrosive, or other hazardous products may occur in the individual unit.

(5) Parking must be provided at a ratio of one space for each 25 rental units, plus a minimum of three spaces for an office.

(p) Adult entertainment establishments, subject to the provisions stated in article 5, section 13.

16.2 *Conditional uses.* The following uses are permitted, conditional upon the approval of the planning commission in accordance with the procedures and subject to the general conditions set forth in article 10, section 1:

(a) Apartments and multi-family dwellings.

(b) Crematory, subject to the following requirements:

(1) The building lot line upon which a crematory is to be established shall be located at least 100 feet from any residential zone.

(2) Where adjacent to residential zones, all landscape buffers shall be required. The buffer shall consist of a landscape screen no less than six and one-half feet high. All landscaping shall be properly maintained throughout the life of the use on lot.

(3) Loading operations shall be conducted within a completely enclosed building. Location of loading doors shall be at the side or rear of the building.

(4) The crematory shall comply with the Delaware Incinerator Regulations. A copy of the approved air pollution permit issued by the State of Delaware Department of Natural Resources and Environmental Control shall accompany the application for a certificate of occupancy.

16.3 *Enclosed buildings.* All permitted uses and all storage accessory thereto, other than offstreet parking, shall be carried on in buildings fully enclosed on all sides, except for outdoor eating areas associated with restaurants and outdoor sales areas approved by the city planner.

16.4 *Performance standards.* All uses are subject to performance standards as set forth in article 5, section 8.1.

16.5 *Site development plan approval.* Site development plan approval in accordance with article 10, section 2 hereof shall be required prior to the issuance of building permits for the erection or enlargement of all structures and prior to the issuance of certificates of occupancy for any change of use.

Recommendation of Planning Staff:

Staff recommends the annexation of the property and rezoning to C-4 (Highway Commercial Zone) be approved as submitted. The subject property is in the City's Annexation Plan of the

*2008 Comprehensive Plan* as Category 1: High Priority Annexation Areas with a Land Use Designation as Commercial. The C-4 zoning is consistent with the development in the area and is consistent with the Land Use Designation of Commercial.

Recommendation of Planning Commission

The applicant, Mr. Jesse Allen, was present at the Planning Commission meeting to represent his request. Following a public hearing on June 18, 2018, where a member of the public spoke regarding the proposed annexation and rezoning, the Planning Commission voted in favor of the annexation with the proposed C-4 zoning (Highway Commercial Zone) with seven (7) votes in favor and no votes in opposition (two members absent).

Discussion of the Application by the Planning Commission included questions on water and sanitary sewer availability, utility service providers, responsibility for costs of service connections, impact on adjacent properties, and continue use of existing well and septic. See the included Excerpt of the DRAFT Meeting Minutes of the June 18, 2018 Planning Commission meeting.

Submission of Plan of Services

As required by 22 *Delaware Code* §101, a Plan of Services was submitted to the Office of State Planning Coordination. A Letter of Conformation and acceptance of the Plan of Services was received June 19, 2018 (Plan of Services Reference #2018-09). Attached is the copy of the basic submission form and acceptance letter. A copy of the full Plan of Services submission with attachments is on file with the Planning Office.

## ADVISORY COMMENTS TO THE APPLICANT

1) From the agency comments received, it appears that ability to provide City water and sanitary sewer service to this property may be challenging due to the location of existing City infrastructure in the area. The applicant is encouraged to discuss service options with the Department of Public Works, other utility providers, DNREC, and DelDOT.

2) Upon annexation into the City of Dover, the property will be subject to the provisions of the *Dover Code of Ordinances*. This includes procedures such as review processes for plans and permits for construction activities, the City of Dover Business Licenses, etc.

3) Prior to establishing any use or commencing with any construction on the subject property, including within the existing buildings, the applicant shall contact the Planning Office so that the appropriate review process can be determined and coordinated with other reviewing entities including the Fire Marshal's Office, Public Works/Utilities, and the Chief Building Inspector.

4) The applicant shall be aware that approval of any Annexation & Rezoning application does not represent Site Development Plan or Record Plan approval. A separate Site Development Plan must be submitted and approved if development activities are proposed to establish a use on the property. A separate Record Plan must be submitted and approved if changes to existing property lines are proposed.

5) The applicant shall be aware that approval of any Annexation & Rezoning application does not represent a Building Permit or other construction activity permit approval. A separate application submission showing all improvements is required before issuance of permits by the City of Dover.

6) All businesses operating in the City of Dover are required to obtain a City of Dover Business Licenses from the Licensing and Permitting Division located in City Hall. Certain types of uses also require a Public Occupancy permit.

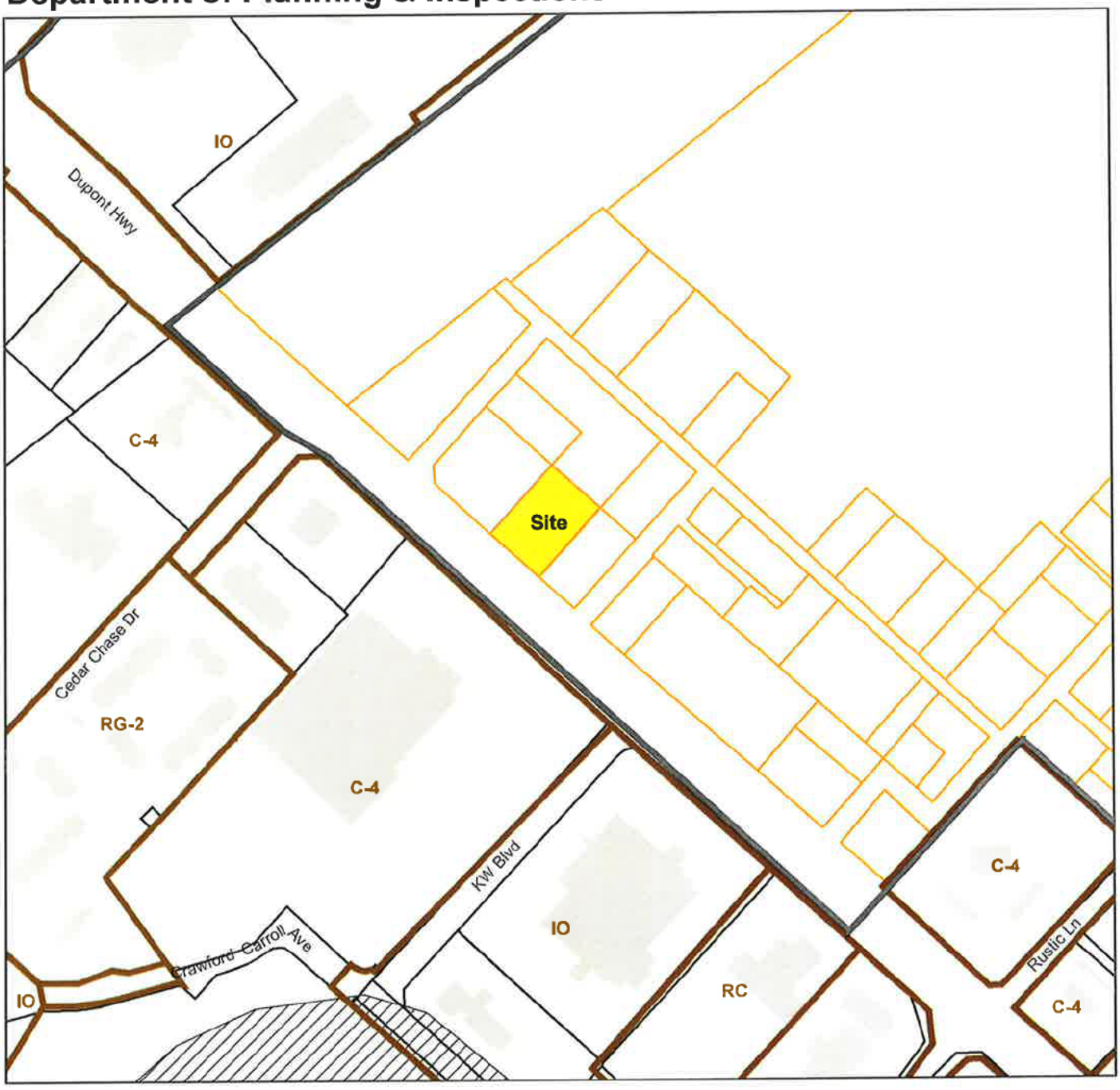
Attachments:

- Zoning Map Exhibit AX-18-01
- Aerial Map Exhibit of Property
- DAC Comments: Department of Public Works, Office of the Fire Marshal, DelDOT, and Kent Conservation District
- Excerpt of Draft Minutes from June 18, 2018 Planning Commission Meeting
- Municipal Annexation Plan of Services Form with Attachment List
- Letter of Acceptance for Plan of Services dated June 19, 2018

# City of Dover

## Department of Planning & Inspections

Application No.: AX-18-01




Title: Lands of Jesse L. Allen
Address: 3074 North DuPont Highway
Parcel ID: ED-00-057.02-01-04.00-000
Zoning: C-4 (proposed)
Owner: Jesse L. Allen
Date: 4/26/2018

**Legend**

- Subject Property
- Kent County Parcels
- Dover Parcels
- Zoning
- Dover Boundary
- 2012 Buildings

N W E S

0 200 400 800 Feet


KENT COUNTY DEPARTMENT OF PLANNING SERVICES
GIS DIVISION - 302-744-2410
555 BAY ROAD, DOVER, DE 19901
03
04
05
06
20
N DUPONT HWY
N DUPONT HWY
WOODFORD ST
170'
210'
150'
100'
50'
200'
THIS MAP IS NOT SURVEY ACCURATE OR FOR
ENGINEERING USE AND IS SUBJECT TO PERIODIC CHANGES
0 15
Feet

CITY OF DOVER
Electric &
Public Works
Departments

**CITY OF DOVER**

**DEVELOPMENT ADVISORY COMMITTEE**

**APPLICATION REVIEW COMMENTARY**

**STAFF D.A.C. MEETING DATE: MAY 30, 2018**

**APPLICATION:** LANDS OF JESSE L. ALLEN AT 3074 N. DUPONT HWY

**FILE #:** AX-18-01

**REVIEWING AGENCY:** City of Dover Electric and Public Works Departments

**CONTACT PERSON:** Paul Waddell - Electric
Jason A. Lyon, P.E. – Public Works

**CONTACT PHONE #:** Electric - 302-736-7070 Public Works – 302-736-7025

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

## CITY AND STATE CODE REQUIREMENTS

### ELECTRIC / STORMWATER / SANITATION / STREETS / GROUNDS

1. Our office has no objections to the proposed annexation of tax parcel ED-00-057.02-01-04.00-000.

### WATER / WASTEWATER

1. The Department of Public Works recommends that the Water and Sanitary Sewer connection strategy be resolved prior to annexation of tax parcel ED-00-057.02-01-04.00-000.

## RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

### ELECTRIC / WATER / WASTEWATER / STORMWATER / SANITATION / STREETS / GROUNDS

1. None

## ADVISORY COMMENTS TO THE APPLICANT

### ELECTRIC / WATER / WASTEWATER

1. As per the Petition to Annex and Rezone Property, as heard by the Council Committee of the Whole, June 12, 2018, please find the following:
   a. 3074 North Dupont Highway is located on the east side of Route 13 and is currently served by City of Dover Electric. It is not served by City of Dover Water or Sanitary Sewer. City of Dover Water and Sanitary Sewer are available on the west side of Route 13. While they are within 200 feet of the property, installation of services would be costly and require DelDOT approval. It should be noted that Water and Sanitary Sewer are also available through Tidewater within 600 feet of the property to the east. It appears as though the property may be served by a private well and on-site septic. These amenities should be evaluated by the applicant in conjunction with DNREC to determine the Water and Sanitary Sewer needs for the property. This is critical as utility crossings of Route 13 are strongly discouraged by DelDOT and only approved with special approval by District Public Works. The applicant should coordinate with the City, DNREC and DelDOT to ensure their ultimate goal can be obtained and to determine the best path forward.

## SANITATION

1. The solid waste on this property shall be served by a private contractor.

## STORMWATER / STREETS / GROUNDS

1. None.

IF YOU HAVE ANY QUESTIONS OR NEED TO DISCUSS ANY OF THE ABOVE COMMENTS, PLEASE CALL THE ABOVE CONTACT PERSON AND THE PLANNING DEPARTMENT AS SOON AS POSSIBLE.

AX-18-01

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: 06/06/18

CITY OF DOVER FIRE MARSHAL

APPLICATION: Lands of Jesse L. Allen at 3074 N DuPont Hwy

FILE #: AX-18-01 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: Jason Osika, Fire Marshal PHONE #: (302) 736-4457

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY, AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESS BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

1. Proposed building is needs to be determined.

2. Speed Reduction Devices must be approved, please see City of Dover Ordinance Chapter 98-10 in reference to this process.

3. The installation of natural gas and LP gas meters, regulators, valves, and LP gas bottles shall be protected from impact damage by impact protection. Natural gas and LP gas meters, regulators, and valves located inside structures shall have impact protection, except when located in separate protected utility rooms.

   *Dimensions of bollards.* Bollards shall be a minimum of six-inch diameter filled with concrete. The bollard shall be set into the ground at a depth of at least 36 inches (three ft.) embedded in concrete at a minimum of 18 inches surrounding the bollard. The bollards must be a least 48 inches (four ft.) in height above the finish grade elevation. Any deviation of the stated requirements must be approved by the fire marshal and/or chief building inspector. The above dimensions shall serve as the requirement for installation; however, the fire marshal and/or chief building inspector shall have the authority to require more stringent dimensions to fit the needs of devices warranting impact protection.

   *Color of bollards.* Bollards should be of the following colors; yellow, amber or orange. All colors shall be of fluorescent or have a reflective coating. Any deviation of the stated requirements must be approved by the fire marshal and/chief building inspector.
   (City of Dover Code of Ordinances, 46-4)

4. Every house, building or structure used or intended for use as living quarters or as a place for conducting business, and having any wall facing or abutting any public or private street or alley, shall have displayed on that wall, in legible, easily read characters which are of contrasting color to the background, the proper street number for such house, building, or structure in accordance with the following:

   *One-family and two-family residential structures, height,* the number shall measure a minimum of four inches in height, *location,* the number shall be placed on the house above or to the left or right of the front entrance, *color,* the number shall be contrasting to the background color, *Arabic numerals,* all numbers shall be Arabic numerals.

   *Multiple-family dwellings, measurements,* the number shall measure a minimum of six inches when identifying individual apartments with exterior doors, and 12 inches when identifying buildings with apartment complexes where there are two or more buildings not assigned street addresses. Individual buildings with street addresses shall have numbers measuring six inches, *location,* numbers shall be placed either in the center of the building or on the street end of the building so as to be visible from either the public or private street or from the parking lot, *color,* numbers shall be contrasting to the background color, *Arabic numerals,* all numbers used shall be Arabic numerals.

   *Commercial, industrial and office buildings, height,* the numbers shall measure a minimum of 12 inches in height, *location generally,* numbers shall be placed either in the center of the building or on the street end of the building so as to be visible from either the public or private street or from the parking lot,

   *property line or driveway,* should the building be located far enough from a public or private road so that the numbers are not clearly visible from the street, then the street address shall also be posted on the property at or near the property line or driveway to said building,

   *color; each building,* numbers shall be contrasting to the background color and shall be placed on each building in the complex,

   *Arabic numerals,* all numbers used shall be Arabic numerals,

   *Shopping centers.* Shopping centers consisting of two or more stores shall have a tenant or suite number affixed to the front of the tenant space and on the outside of the rear door which corresponds with that tenant space. Numbers shall measure six inches in height.
   (City of Dover Code of Ordinances, 98-344)

5. Project to be completed per approved Site Plan.

6. Full building and fire plan review is required.

7. Construction or renovations cannot be started until building plans are submitted and approved.

8. Fire alarm systems, fire suppression systems, hoods, and hood suppression systems require a fire permit from the Fire marshal's Office. This work cannot be started until the permit is approved.

9. Building cannot be occupied by the public until a Certificate of Occupancy is obtained.

ADDITIONAL / SPECIFIC REQUIREMENTS TO OBTAIN APPROVAL:

1. This office has no objections
2. If approved, a meeting would need to take place with Planning and Zoning, the Chief Building Inspector, and the Fire Marshal to discuss the buildings occupancy classification/use. At that time, additional code requirements in regard to the building occupancy classification/use may be required.

APPLICABLE CODES LISTED BELOW (NOT LIMITED TO):
2015 NFPA 1 Fire Code (NFPA; National Fire Protection Association)
2015 NFPA 101 Life Safety Code (NFPA; National Fire Protection Association)
2013 NFPA 72 National Fire Alarm and Signaling Code (NFPA; National Fire Protection Association)
2013 NFPA 13 Installation of Sprinkler Systems (NFPA; National Fire Protection Association)
2009 IBC (International Building Code)
Latest editions of all other NFPA Codes as defined by the Delaware State Fire Prevention Regulations
2015 Delaware State Fire Prevention Regulations
City of Dover Code of Ordinances

*If you have any questions or need to discuss any of the above comments, please call the above contact person listed.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: May 30, 2018

DELDOT

APPLICATION: Lands of Jesse L. Allen (3074 N. DuPont Highway)

FILE#: AX-18-01 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Joshua Schwartz PHONE#: (302) 760-2768

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY & STATE CODE REQUIREMENTS:

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

No Comments.

# KENT CONSERVATION DISTRICT

800 BAY ROAD SUITE 2 • DOVER, DELAWARE • 19901 (302) 741-2600 EXT. 3 • FAX (302) 741-0347


## CITY OF DOVER
## DEVELOPMENT ADVISORY COMMITTEE
## APPLICATION REVIEW COMMENTARY
## 2018

**APPLICATION:** *Lands of Jesse L. Allen* **FILE #:** *AX-18-01*

**REVIEWING AGENCY:** *Kent Conservation District*

**CONTACT PERSON:** *Jessica L. Verchick, EIT* **PHONE #:** *741-2600 ext.3*

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE. THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

Source: 2014 Delaware Sediment and Stormwater Regulations

CITY AND STATE CODE REQUIREMENTS:

1. Kent Conservation District has no objection to the annexation of the above referenced site.

ADVISORY COMMENTS TO THE APPLICANT:

1. If at any time expansion or earth disturbing activity (clearing, grubbing tree clearing etc.) takes place and exceeds 5000 square feet; a detailed Sediment and Stormwater Management Plan must be submitted and approved to the Kent Conversation District.

**CITY OF DOVER PLANNING COMMISSION**
**June 18, 2018**
**Excerpt from Meeting Minutes – Draft**

The Regular Meeting of the City of Dover Planning Commission was held on Monday, June 18, 2018 at 7:00 PM in the City Hall Council Chambers with Chairman Mr. Tolbert presiding. Members present were Mr. Roach, Mr. Holt, Mr. Baldwin, Dr. Jones, Mrs. Welsh, Ms. Maucher and Mr. Tolbert. Mr. Holden and Ms. Edwards were absent. Staff members present were Mr. Dave Hugg, Mrs. Dawn Melson-Williams, Mr. Jason Lyon, Mr. Julian Swierczek, and Mrs. Kristen Mullaney.

AX-18-01 Lands of Jesse L. Allen at 3074 N. DuPont Highway – Public Hearing and Review for Recommendation of an Annexation Request and Rezoning Request for a parcel of land totaling 0.69 acres +/- located at 3074 N. DuPont Highway. The property is currently zoned BG (General Business District) in Kent County. The proposed zoning is C-4 (Highway Commercial Zone). The property is located on the east side of North DuPont Highway and north of but not adjacent to Woodford Street. This annexation will include the adjoining right-of-way of North DuPont Highway equal to the property's frontage width to connect the property to the existing City boundary on the west side of North DuPont Highway. The annexation category according to Dover's *2008 Comprehensive Plan* is Category 1: High Priority Annexation Areas and the land use designation is Commercial. The owner of record is Jesse L. Allen. Property Address: 3074 N. DuPont Highway. Tax Parcel: ED-00-057.02-01-04.00-000. Proposed Council District 3. Ordinance #2018-04.

**Representatives**: Mr. Jesse Allen, Owner

Mrs. Melson-Williams stated that this is a request for annexation into the City of Dover. First, with any annexation they have to look to the City's *Comprehensive Plan*. In looking at the *Comprehensive Plan* in reference to the property at 3074 North DuPont Highway, they find that it is in a dark green area which is a Category One - High Priority Annexation Area. It is areas that are anticipated to be annexed into the City within a reasonable timeframe. They are areas that are ultimately surrounded by areas that are in the City. This is one parcel in what is a much larger area that is currently surrounded by the City on the northern part of Route 13. Moving on to the second map that they always have to look at with the *Comprehensive Plan*, they have to look at what the *Comprehensive Plan* envisions for future land use activities on a particular property proposed for annexation. In this case, this map found in the *Comprehensive Plan* identifies the land use classification as commercial. With that land use classification of commercial, Staff then looks at what is a matrix of different types of zoning that could be placed on the property. In considering the rezoning of the property to a City of Dover zoning classification, they have to look at compliance with the table and map of the Plan as well as the general character of the surrounding area such as other adjacent land uses.

This property is located on the east side of DuPont Highway, basically across the street from the Dover Town Center. The areas on the west side of Route 13 are in the City and with this annexation; it would then be connected across Route 13 to properties already in the City thus making it contiguous. The surrounding land uses in the area are focused on commercial. Its

neighbors on the east side of Route 13 include a variety of different commercial uses. Further to the east is a residential area that is currently located in Kent County. This property currently has a zoning classification of BG (General Business Zone) in the County and is seeking the C-4 (Highway Commercial Zone) zoning classification in the City of Dover. C-4 (Highway Commercial Zone) is one of our higher intensity commercial zones allowing for a variety of retail and service industry type functions. Our report actually lists all of those uses that are permitted in the C-4 (Highway Commercial Zone).

As part of this process, the utility availability is looked at. The City of Dover is actually the service provider for electric for this location. The property is currently not served by City water and sanitary sewer. In the case of water and sanitary sewer, the closest City services are actually on the west side of Route 13; however, installation of those services to cross Route 13 is challenging at best because of crossing Route 13 in the corridor and needing DelDOT approval. There are some City utility services on the east side of Route 13; however, they are not in that close of proximity to this particular location. Coming out of that, there are certainly some recommendations and additional discussions because of the challenges presented with water and sanitary sewer service provisions. Additional discussions would need to occur with the applicant as well as with the City's Public Works Office and potentially other utility providers. There is a utility provider, Tidewater in the general area. Also, utility services may mean with interaction with State agencies like DNREC and DelDOT.

The recommendation of Planning Staff is for annexation of the property, finding that the *Comprehensive Plan* supports annexation; it is a Category 1 area. The potential zoning classification of C-4 (Highway Commercial Zone) is consistent with development in the general area and again consistent with the *Comprehensive Plan*. The Development Advisory Committee Report includes the comments from the typical agencies. There are a series of advisory comments that really focus on once the property is in the City. There are a number of City processes and procedures relating to permitting and licensing that they would have to go through to either use the existing building or if they were thinking of any kind of redevelopment to place a new use there. Tonight, the Planning Commission is charged with looking at what is the appropriate zoning classification for this property that is seeking annexation into the City of Dover. They have made the request for C-4 (Highway Commercial Zone). The Planning Commission will be making a recommendation that will be forwarded to City Council.

Mr. Holt stated that it looks like there is some major stuff that needs to be done with the highway in order to get water and sewer over to this property and that could cost a lot of money. Who is going to bare that expense? Would the City do that or would the new property owner handle that? Responding to Mr. Holt, Mr. Lyon stated that the standard response is that the developer is responsible to bare all costs for new development. They have seen preliminary estimates. This would need to be bored across Route 13 so that they are not opening the road up. Preliminary costs are fairly expensive; between $85,000 to $100,000.

Mr. Holt questioned if that cost could come out of the taxes? Responding to Mr. Holt, Mr. Lyon stated that he could not answer that question. It's possible that the City Manager could have a different discussion but the standard procedure is that the developer takes care of the expense.

Ms. Maucher questioned if lack of water and sewer impact the ability of the new owner to develop the property as a commercial entity? Is there an Ordinance or restriction stating that a commercial property must have public utilities? Responding to Ms. Maucher, Mrs. Melson-Williams stated that there is not; however, the current property is on its own individual well and septic system. If those items cannot meet the service needs of how the property will be utilized then they may have to look to the connection to City water and sewer. DNREC controls whether you get permits for a new well or septic system. Typically in situations like that they don't allow upgrades to those current facilities that may be located on the individual property if the opportunity for connection to public water and sewer is available.

Mr. Tolbert stated that since this area is an enclave and it doesn't get any of the City water and sewer, there are other properties in that enclave. If the applicant chose to do that, what impact would it have on the other properties in that enclave? Responding to Mr. Tolbert, Mr. Lyon stated that the estimates provided were strictly for the property in question. It was for the services to go across the road, not for mains to be extended.

Mr. Allen stated that the only thing he needs is water and sewer to his property because he wants to put a hair salon there or something else to build the business up. All of the seven properties in that area are kind of an eyesore to Dover in his eyes. You have a gas station and McKinnley's that is falling apart. He can't speak for Dover but right now it's an eyesore. If you bring water and sewer to that area he is sure the other people will bow to get some water and sewer. Maybe you can make the City look a little better on that side. The other side of Route 13 looks great but his side looks like trash.

Mr. Tolbert asked if Mr. Allen has talked to his neighbors regarding his plan. Responding to Mr. Tolbert, Mr. Allen stated that he sent them all a letter but nobody has responded yet.

Mr. Tolbert further questioned if his neighbors knew that there is going to be a hearing tonight? Responding to Mr. Tolbert, Mr. Allen stated yes they did.

*Mr. Tolbert opened a public hearing.*

**Mr. James McKinney – 52 Smith Street Dover, DE 19901**

Mr. McKinney stated that on behalf of himself and his family which owns the property directly behind and the parcel two lots north that has highway frontage; they have no desire to be annexed into the City of Dover. They have wells that work great and they have their own septic. They don't want to be annexed into the City of Dover. As far as the *Comprehensive Plan* goes, he doesn't know of anyone in DuPont Manor that wants to be annexed either. They annexed Wawa which was adjoining through the old Gulf Station where the Starbucks is located now and then crossed over the State Police Headquarters. The Dover Mall was annexed in years ago. Wilmington University also got annexed in but nothing east of DuPont Manor has been annexed. It's not surrounded; its just north and south of our parcels that have been annexed. As far as Mr. Allen's need for water and sewer for his hair business, he believes there is a tie in just on the other side of Kentwood Drive for the County sewer but he would have to cross a couple of lots in order to get to it which would be a substantial cost also. Speaking on behalf of those adjoining properties, they have no desire to be annexed. They feel that this may be a foothold into basically

forcing their annexation and they don't want that.

Mr. Tolbert questioned if he was just speaking for himself or for all of the neighbors? Responding to Mr. Tolbert, Mr. McKinney stated that he can speak for all of the McKinney neighbors.

Mr. McKinney stated that he does believe with Mr. Allen's need for the water and septic, the fact that no one around really wants to be included would be reason for DNREC to approve a large system for his hair business.

Mr. Tolbert stated that he is not clear about Mr. McKinney's reason for not wanting to be part of the City of Dover. Responding to Mr. Tolbert, Mr. McKinney stated that it's because of increased taxes. It's all financial. As far as even trash service, which is an expense that you must incur, they pretty much take care of that.

*Mr. Tolbert closed the public hearing.*

Mr. Holt stated that the present owners there that have their present wells and so forth, would they not be able to use them if they were annexed into the City? Would they all be forced to tie into the City water and sewer? Responding to Mr. Holt, Mr. Lyon stated that as Mrs. Melson-Williams stated earlier, the reason that DNREC would make anyone connect to public sewer and water is if your well or septic tank fails and you are within 200 feet of a water main or sewer main to your property. The specific issue before us tonight would only be for services to this property. There would not be a main added that these people would be in proximity too.

Mr. Holt questioned if they could still continue with the use of their well and so forth? Responding to Mr. Holt, Mr. Lyon stated yes.

Dr. Jones stated that given the fact that you already have a well, we just heard that DNREC may not recognize the current well if it's not large enough or it fails. She thinks that the applicant mentioned that he wanted to open a salon and you just need water and sewer. How does the applicant view what has been said about the uncertainty maybe of the current water and sewer? Responding to Dr. Jones, Mr. Allen stated that he has owned the place for about five years. He wants to open it up because he has been sitting on this property for five years. He figured that somebody might want to get water and sewer in that area but if they don't want it what can he say to that. He thinks that it's necessary in the area because you can't really develop land if you don't have water and sewer in Dover. You can sit on a piece of property for six or seven years and not do anything to it if you are in the County. In the City of Dover, you have to clean it up. You have to make a business out of it; you can't just sit on it. Right now, he has been sitting on this property and the County hasn't said a word to him about anything that he did.

Dr. Jones stated that the point in question is, assuming that the property is annexed, are you ready to move forward to provide the necessary utilities to the property? Responding to Dr. Jones, Mr. Allen stated yes.

Mr. Roach questioned if there was any validity behind the concerns of the gentleman in regards

to the fact that his annexation could possibly affect the surrounding properties? He is trying to clarify that if he (the applicant) does get annexed in because the other properties in close proximity, would there be any issue in regards to them keeping their current sewers and wells? Responding to Mr. Roach, Mrs. Melson-Williams stated that annexation into the City of Dover is by property owner request. The City does not have provisions currently where the City could go after a person specifically and force them to annex into the City limits. Typically, property owner request means that they want to be annexed into the City of Dover. This application tonight is about one property. Yes, if it is annexed into the City of Dover then the boundary of the City of Dover does become closer to a number of properties more so than it was before. It may actually make some (properties) easier to annex because they could then be contiguous where currently they may not be at all. The key thing is that it is a property owner request that starts the annexation process.

Mr. Lyon stated that just as a point of reference, the Kent County sanitary sewer is available in this development and Tidewater has a CPCN, which are territorial rights in this area. He can't speak to the exact location of where those mains are but that would come up. Hypothetically if your well fails, DNREC is going to look to see if there is any sort of main there. It may be Tidewater or it may be Kent County sewer but it would not be the City of Dover so they would not mandate any annexation at this point in time.

Ms. Maucher questioned if this property was in the Tidewater CPCN area? Responding to Ms. Maucher, Mr. Lyon stated no, the CPCN is to the east. He meant to say it was located behind this location.

Ms. Maucher questioned if it was in any CPCN area? Responding to Ms. Maucher, Mr. Lyon stated it is located in the City of Dover's area.

Ms. Maucher stated that services by Tidewater may not be an option then unless the City relinquished. Responding to Ms. Maucher, Mr. Lyon stated that the property can request a CPCN change. If Mr. Allen wants to go down that road to see if he can connect into Tidewater which would be an expense as well, that is possible.

Mr. Holt stated that the fact that some of the other property owners aren't here tonight shows that the evidently have no interest in coming into the City. Responding to Mr. Holt, Mrs. Melson-Williams stated that the notification is in regards to property owners within 200 feet; they are given notice of the application being filed. That notice was given, there is also the legal ad in the newspaper and the bright yellow sign that notes the hearings both before the Planning Commission and City Council. This is an application request for one parcel of land; the property at 3074 North DuPont Highway and that property only.

Mr. Tolbert stated that if the application was approved, the applicant is not obligated to tie into the City water and sewer system. Responding to Mr. Tolbert, Mrs. Melson-Williams stated yes, the sheer action of annexing the property does not automatically trigger a requirement for connection to City water and sewer. It makes that an option.

Ms. Maucher questioned if it obligates the City to extend services? Responding to Ms. Maucher,

Mrs. Melson-Williams stated that it does not.

*Ms. Maucher moved to recommend approval to City Council for AX-18-01 Lands of Jesse L. Allen at 3074 North DuPont Highway, to include the zoning classification change from BG (General Business District) to C-4 (Highway Commercial Zone), seconded by Mrs. Welsh and the motion was carried 7-0 by roll call vote with Mr. Holden and Ms. Edwards absent. Mr. Roach voting yes. Mr. Holt voting yes; he thinks it's a good move for the City and he thinks that in the long run everyone will be happy. Mr. Baldwin voting yes. Dr. Jones voting yes; based upon Staff's recommendation and review from the DAC. Mrs. Welsh voting yes; based on Staff's recommendation. Ms. Maucher voting yes; it's in a High Priority Annexation Area and she concurs with the owner's concerns about that side of the highway. It will be nice to see some development going. Mr. Tolbert voting yes; we have an enclave in this area which is something of an anomaly in the City of Dover. The City is completely all around this place and he hopes that it encourages all of the people in that area to come to the conclusion that they would be willing to annex into the City of Dover. It would make it easier for everybody.*

## Municipal Annexation Plan of Services

Pursuant to Title 22, Delaware Code, §101, any city or town proposing to extend its boundaries, irrespective of any municipal charter provisions, whether such extension is proposed by action of the General Assembly or pursuant to the provisions of a home rule charter, must submit a Plan of Services to the Office of State Planning Coordination. The Plan of Services must be received by our office for review and acceptance at least 20 working days prior to the final discretionary action taken by the municipal legislative body. Please review your charter to identify the final discretionary action for your particular jurisdiction. For example, in some municipalities, the act of voting to hold a special election obligates the jurisdiction to annex the property in advance, pending the outcome of the election. For your information, provisions of the Delaware Code applicable to annexations are attached at the end of the Plan of Services.

- If you complete the form electronically, the template will expand as you type. You must also send a signed original form through the regular mail. To submit attachments electronically, place your cursor in the area indicated at the end of the document and use the Insert function on your toolbar.
- A completed Plan of Services demonstrates the ability of your municipality to provide utilities and public services to the area proposed for annexation. We welcome the inclusion of supplemental materials that illustrate the character of the site, any proposed development, and the impact the proposed annexation will have on your community.
- The form and all attachments must be fully completed at the time of submission. The Plan of Services will not be reviewed unless all attachments have been provided. You can use the list below to be sure all attachments have been included with the Plan of Services.

**Attachment Checklist**

| | | |
|---|---|---|
| Locator map | ☒ attached | |
| Annexation map from comprehensive plan | ☒ attached | |
| Water facilities plan | ☐ attached | ☐ on file with OSPC |
| Water provider letter | ☐ attached | ☒ not applicable |
| Wastewater facilities plan | ☐ attached | ☐ on file with OSPC |
| Wastewater provider letter | ☒ attached | ☐ not applicable |
| Electric provider letter | ☐ attached | ☒ not applicable |
| Police, Fire, EMS letters | ☒ attached | |
| Current municipal budget | ☒ attached | ☐ on file with OSPC |
| Current municipal audit | ☒ attached | ☐ on file with OSPC |
| Annexation agreements | ☐ attached | ☒ not applicable |
| Planning or Annexation Committee report | ☒ attached | |
| Signatures of Mayor and Town Engineer | ☒ attached | |

NOTES:
For the Water facilities plan and the Wastewater facilities plan, the City of Dover Department of Public Works can make available for viewing the 2006 Water Master Plan and the 2010 Wastewater Master Plan. These documents are unavailable in an electronic format to email. Contact the Department at 736-7025 for Jason Lyon, Water/Wastewater Manager.

# MUNICIPAL ANNEXATION
# PLAN OF SERVICES

## 1. Property Information

1.1 Property name/description: Lands of Jesse L. Allen (AX-18-01)

1.2 Tax parcel identification number(s): ED-00-57.02-01-04.00-000

1.3 Address: 3074 North DuPont Highway (Also previous references to 1643 N. DuPont Hwy)
City : Dover State: DE Zip code: 19901

1.4 Total acreage: 0.69 acres

1.5 Locator map which clearly shows the parcel(s) and demonstrates contiguity ☒ attached.

1.6 Annexation map from the certified municipal comprehensive plan which clearly indicates the location of the parcel(s) ☒ attached.

1.7 Name of petitioner for annexation: Jesse L. Allen
Address: 736 North Bradford Street
City : Dover State: DE Zip code: 19901

1.8 Municipality name: Dover Contact person: Dawn Melson-Williams
Address: P.O. Box 475
City : Dover State: DE Zip code: 19903
Phone: 736-7196 E-Mail: dmelson@dover.de.us
Also Contact: David S. Hugg, III Director of Planning & Inspections dhugg@dover.de.us

## 2. Planning Information

2.1 Is the property developed? ☒ Yes ☐ No Reuse or redevelopment of the existing building may occur

2.2 How is the property identified in the certified municipal annexation plan?
Annexation area ☐ Short-term annexation area ☐ Long-term annexation area ☐
Other (define): Category 1: High Priority Annexation Area

2.3 What is the land-use designation in the certified municipal annexation plan?
Commerical

2.4 Current use: Commercial (Vacant Building) Current county zoning: BG (General Business)

2.5 Proposed use: Not Identified; likely commercial Proposed municipal zoning: C-4 (Highway Commercial Zone)

2.6 Proposed density: N/A Maximum allowable density: FAR 4.0

2.7 EDUs within current municipal boundaries:
Vacant acreage within current municipal boundaries:

2.8

| Utility/Service: | Provider: |
|---|---|
| Water | potential City of Dover * |
| Wastewater transmission | potential City of Dover * |
| Wastewater treatment | Kent County |
| Electricity | City of Dover (current customer) |
| Police | City of Dover |
| Fire | Dover Fire Department |
| EMS | Kent County |
| Road maintenance and repair | State of Delaware/DelDOT |
| Other: | |

* The water and sanitary sewer is available on the west side of Route 13 which would require a utility crossing of Route 13 (typically discouraged by DelDOT). There is also services on the east side of Route 13 by the City and also by Tidewater Utilities. The Department of Public Works has recommended additional discussions occur (with City, DNREC, DelDOT, etc. and the applicant) to determine the best path forward for services. 2

## 3. Abbreviated Plan of Services

**Indicate if any of the following conditions apply to the proposed annexation area and proceed to Section 9. If none apply, proceed to Section 4.**

| | |
|---|---|
| ☐ | The property is an enclave[1] of five (5) acres or less. |
| ☐ | The property is ten (10) acres or less and more than 50% is within municipal boundaries. |
| ☐ | The property has been subdivided and fully developed and utilities and services are currently provided by the municipality. |
| ☐ | The property has been subdivided and fully developed and utilities/services are provided by the municipality or another public utility. The public utility must supply a letter of concurrence describing their ability to provide necessary services to the proposed annexation area. |

## 4. Water System

4.1 ☒ Check here if the municipality will provide water to the proposed annexation area, attach relevant sections of the most recent water facilities plan and complete Items 4.2 through 4.7. If not, proceed to Item 4.8. See note on page 2. City is potential service provider.

4.2 Current municipal system capacity (maximum gpd without capital expenditure): 10,500,000gpd

4.3 Average municipal water usage (gpd): 4,819,100 gpd

4.4 DNREC permit allocation (gpd): 11,043,000 gpd DNREC permit #: 87-00180RAM3, 87-0018brm1, 92-00021 M1

4.5 Estimated future water demand (gpd) within current municipal boundaries based on approved EDUs and full build-out of vacant acreage under current zoning: 3,125,000 gpd

4.6 Estimated future water demand for the proposed annexation area (gpd) based on EDUs for proposed density or maximum allowable density under the proposed zoning: unknown

4.7 If the current infrastructure cannot meet the estimated demand of the proposed annexation area, indicate how this will be addressed: Developer is responsible for all costs associated with extending and providing services.

4.8 If the municipality does not provide water, attach statement(s) from the water provider indicating their ability to serve the proposed annexation area and briefly describing system capacity and capital improvements needed to support either the proposed density or maximum allowable density under the proposed zoning. The provider should detail specific phasing plans or other special arrangements needed to supply service to the annexation area. ☐ letter attached

## 5. Wastewater System

5.1 ☒ Check here if the proposed annexation area will be served by a public wastewater system and complete Items 5.2 through 5.8. If not, complete Items 5.8 and 5.9. See note on page 2. City is potential provider.

5.2 ☐ Check here if the municipality will transmit and treat wastewater from the proposed annexation area, attach relevant sections of the wastewater facilities plan, and complete Items 5.3 through 5.8.
☒ Check here if the municipality will transmit wastewater to another treatment operator and proceed to Item 5.9. City transmits to Kent County for treatment.
☐ Check here if wastewater will be transmitted and treated by another treatment operator and proceed to Item 5.9.

5.3 Current municipal treatment capacity (daily maximum gpd without capital expenditure):

5.4 Current municipal average wastewater flow (gpd):

5.5 DNREC permitted discharge (gpd):

5.6 Estimated future wastewater demand (gpd) within current municipal boundaries based on approved EDUs and full build-out of vacant acreage under current zoning:

5.7 Estimated future wastewater demand for proposed annexation area (gpd) based on EDUs under the proposed density or maximum allowable density under the proposed zoning: unknown

5.8 Describe any municipal or developer funded infrastructure improvements necessary to transmit and/or treat waste from the proposed annexation area.

5.9 If the municipality does not provide wastewater transmission and/or treatment, attach statement(s) from the wastewater service provider and/or treatment operator indicating their ability to serve the proposed annexation area and briefly describing system capacity and capital improvements needed to support either the proposed density or maximum allowable density under the proposed zoning. The provider should detail specific phasing plans or other special arrangements needed to supply service to the annexation area. ☒ letter attached

## 6. Electricity

6.1 ☒ Check here if the municipality will provide electric service to the proposed annexation area and complete Items 6.2 and 6.3. If not, proceed to Item 6.4. Property is current City Electric customer.

6.2 Date of the most recent municipal electrical facilities plan: unknown

6.3 Describe electrical upgrades underway or planned within the next 5 years for the proposed annexation area: City-wide system upgrades explained in the Budget documents.

6.4 If electrical service is to be provided by another jurisdiction or a public utility regulated by the Delaware Public Service Commission, attach a statement from the provider indicating their ability to serve the proposed annexation area and briefly describing phasing plans or special arrangements needed to support either the proposed density or maximum allowable density under the proposed zoning. ☐ letter attached

## 7. Public Safety

7.1 Public safety and other non-municipal authorities are obligated to serve their territories and are to be notified of proposed annexations. Attach copies of notification letters *and any responses* to and from non-municipal police, fire, EMS, county or other authorities having jurisdiction in the proposed annexation area. ☒ letters attached

## 8. Fiscal Information

8.1 Attach a copy of the municipality's current fiscal year budget. Links to FY2017-18 Budget and FY2018-19 DRAFT Budget.
☒ budget attached ☐ budget on file with Office of State Planning Coordination
☐ budget not available; the fiscal management practices of the municipality are described as follows :

8.2 Attach a copy of the most recent audit prepared for the municipality. Link to Comprehensive Annual Financial Report for year ending 6/30/2017. Includes audit information.
☒ audit attached ☐ audit on file with Office of State Planning Coordination ☐ audit not available

8.3 If applicable, attach copies of any annexation agreement(s) with owners, potential buyers or developers, and/or service providers pertaining to the proposed annexation area.
☐ agreement(s) attached ☒ not applicable

8.4 If applicable, use the following table to indicate the source of funds to construct infrastructure necessary to develop the annexation area to either the proposed density or maximum allowable density under the proposed zoning. ☐ not applicable

| Capital Infrastructure Improvements | ☒ Impact Fees or Annexation Fees from Developer or Public Utility | ☐ Other Municipal Funds |
|---|---|---|
| Water system | ☒ | ☐ |
| Wastewater transmission | ☒ | ☐ |
| Wastewater treatment | ☒ | ☐ |
| Electrical system | ☐ | ☒ |
| Public streets | ☐ | ☒ |

8.5 If applicable, use the following table to indicate the source of funds to maintain the annexation area when developed to either the proposed density or maximum allowable density under the proposed zoning. ☐ not applicable

| Operating and Maintenance Costs | Homeowner or Condominium Association Fees | Public Utility Fees or Enterprise Funds [2] | Other Municipal Funds |
|---|---|---|---|
| Water system | ☐ | ☒ | ☐ |
| Wastewater transmission | ☐ | ☒ | ☐ |
| Wastewater treatment | ☐ | ☒ | ☐ |
| Electrical system | ☐ | ☐ | ☒ |
| Public streets | ☐ | ☐ | ☒ |

## 9. Certifications

The undersigned certify that the information provided in this Plan of Services is complete and accurate to the greatest extent practicable and that all letters required from service and utility providers are attached.

Mayor _____ Town Engineer _____

Place your cursor below this line and use the Insert function on your toolbar to attach documents electronically.

[1] The Office of State Planning Coordination has final discretion and is available to help your municipality evaluate whether specific parcels meet these guidelines or merit additional consideration due to unusual boundary configurations or other special factors. An enclave is defined for the purpose of evaluating this Plan of Services as an individual lot, piece or parcel of land, a group of parcels or an entire subdivision of record; where

a. the boundaries are not less than 50% contiguous with the boundaries of an annexing municipal corporation; and which is designated by the municipality's most recent certified comprehensive plan as an annexation area; and

b. is lawfully accessible by vehicular traffic over lands lying within the annexing municipal corporation; and

c. is receiving public services such as water, sewer, electric, police protection, fire protection or trash collection, from the said municipal corporation, its municipal electric company, or any water and/or sewer authority of which the said municipal corporation is a member; or

d. in addition to item B, is not currently receiving public services but will have available such public services as are provided to other properties within the annexing municipal corporation whether by the said municipal corporation, its municipal electric company, any water and/or sewer authority of which the said municipal corporation is a member, or by a public utility regulated by the Delaware Public Service Commission.

[2] Enterprise funds, typically for municipal utilities, are financed by user fees for the utilities. The purpose of enterprise funds is to provide services to consumers at a price that will cover both the current cost of operations and the maintenance and financing of necessary capital assets.

## Provisions of the Delaware Code Applicable to Annexations

### Title 22 § 101 Annexation by city or town

Any city or town proposing to extend its boundaries, irrespective of any municipal charter provisions, whether such extension is proposed by action of the General Assembly or pursuant to the provisions of a home rule charter, except any proposed annexation that has been submitted to the Office of State Planning Coordination prior to the effective date of this Act for review, shall conform to the following provisions:

(a) All annexations must be consistent with the most recently adopted municipal comprehensive plan meeting the requirements of Title 22, Chapter 7, Delaware Code. The area(s) being considered must be depicted as area(s) for future annexation on the adopted plan. If a municipality does not have an adopted comprehensive plan, or if its adopted comprehensive plan does not depict areas for future annexation, it shall prepare and adopt a plan or plan amendment within 12 months of the effective date of this Act. The municipality shall not approve any annexations until such plan or plan amendment is adopted, notwithstanding any other charter provisions; except that during the 12-month period a municipality may consider an annexation of already developed parcels where the proposed use(s) will not change from that currently authorized in the adjacent jurisdiction and where the primary purpose of the annexation is to address existing public health or safety issues such as, but not limited to, failing on-site wastewater disposal systems or contaminated or inadequate drinking water. In such cases the provisions of §101(b) through (f) of this section shall not apply.

(b) A city or town shall prepare a plan of services indicating those services it expects to provide to the newly annexed area, how such services will be provided, and the fiscal and operating capabilities of the municipality to provide such services. Should any services be provided by another jurisdiction or a public utility regulated by the Delaware Public Service Commission, the written comments of such provider on the provider's ability to provide the necessary services for the proposed annexation shall be obtained and included in the plan of services. The study shall be conducted in accordance with standards or criteria established by the Cabinet Committee on State Planning Issues as administered

by the Office of State Planning Coordination.

(c) At the time of annexation the jurisdiction shall by ordinance rezone the area being annexed to a zoning classification consistent with the adopted comprehensive plan or development strategy.

(d) A municipality proposing annexation must fully comply with the provisions of Chapter 92, Title 29, Delaware Code as to State notice, and must demonstrate that it has notified all other affected jurisdictions, conducted a public hearing, and provided a comment period of at least 30 days before formal annexation. The city or town proposing annexation shall file with the State Office of Planning Coordination any written comments received concerning such proposed annexation together with any response(s) thereto.

(e) The Advisory Council on Planning Coordination shall establish a mechanism for resolving disputes between jurisdictions regarding annexations. The mechanism developed by the Council shall address: determination of how the costs for the dispute resolution process are born among the parties; timeline for the dispute resolution process; and extent to which the dispute resolution process will be enforceable.

**Title 22 § 702. Comprehensive development plan**

(a) A planning commission established by any incorporated municipality under this chapter shall prepare a comprehensive plan for the city or town or portions thereof as the commission deems appropriate. It is the purpose of this section to encourage the most appropriate uses of the physical and fiscal resources of the municipality and the coordination of municipal growth, development and infrastructure investment actions with those of other municipalities, counties and the State through a process of municipal comprehensive planning.

(b) Comprehensive plan means a document in text and maps, containing at a minimum, a municipal development strategy setting forth the jurisdiction's position on population and housing growth within the jurisdiction, expansion of its boundaries, development of adjacent areas, redevelopment potential, community character, and the general uses of land within the community, and critical community development and infrastructure issues. The comprehensive planning process shall demonstrate coordination with other municipalities, the county and the State during plan preparation. The comprehensive plan for municipalities of greater than 2,000 population shall also contain, as appropriate to the size and character of the jurisdiction, a description of the physical, demographic and economic conditions of the jurisdiction; as well as policies, statements, goals and planning components for public and private uses of land, transportation, economic development, affordable housing, community facilities, open spaces and recreation, protection of sensitive areas, community design, adequate water and wastewater systems, protection of historic and cultural resources, annexation and such other elements which in accordance with present and future needs, in the judgment of the municipality, best promotes the health, safety, prosperity and general public welfare of the jurisdiction's residents.

(c) The comprehensive plan shall be the basis for the development of zoning regulations as permitted pursuant to Chapter 3 of this title.

(d) After a comprehensive plan or portion thereof has been adopted by the municipality in accordance to this chapter, the comprehensive plan shall have the force of law and no development shall be permitted except as consistent with the plan.

(e) At least every 5 years a municipality shall review its adopted comprehensive plan to determine if its provisions are still relevant given changing conditions in the municipality or in the surrounding areas. The adopted comprehensive plan shall be revised, updated and amended as necessary, and re-adopted at least every 10 years.

(f) Municipalities shall file their adopted comprehensive plan with the Office of State Planning

Coordination within 90 days of the effective date of this section, and within 90 days after any re-adoption or revision, update or amendment thereto. Municipalities shall further provide to the Office of State Planning Coordination by December 31 of each year a report describing implementation of their comprehensive plan and identifying development issues, trends or conditions since the plan was last adopted or amended.

Municipal Annexation Plan of Services Summary of Attachments

City of Dover, DE

Annexation of 3074 North DuPont Highway, Dover DE

Links:

- City of Dover FY2017-2018 Annual Operating Budget
  https://www.cityofdover.com/city-budget

- City of Dover DRAFT FY2018-2019 Budget
  https://www.cityofdover.com/public-documents

- City of Dover Comprehensive Annual Financial Report (CAFR) for Year Ending June 30, 2017. Page 15 includes Audit information as Report of Independent Public Accountants
  https://www.cityofdover.com/public-documents-finance

Attachments:

- Location map: Zoning Map Exhibit AX-18-01

- Annexation map from Comprehensive Plan:
  - Map 13-1 Potential Annexation Areas
  - Map 13-2 Potential Land Use for Annexation Areas

- Wastewater provider letter:
  - Letter to Kent County Department of Public Works
  - Letter from Kent County Department of Public Works of 6/1/2018

- Email regarding Electric Service

- Police, Fire, and EMS Letters:
  - Email Set Requesting Information
  - Letter to Dover Police Department and Email Response
  - Letter to Dover Fire Department
  - Letter to Kent County Emergency Medical Services

- Development Advisory Committee (DAC) Report on AX-18-01 Lands of Jesse L. Allen: 3074 North DuPont Highway forwarded to Planning Commission for meeting of June 18, 2018

**STATE OF DELAWARE**
**EXECUTIVE DEPARTMENT**
**OFFICE OF STATE PLANNING COORDINATION**

June 19, 2018

Mr. David S. Hugg, III
Planning Director
City of Dover
P.O. Box 475
Dover, DE 19903

**RE: Plan of Services 2018-09, Lands of Jesse L. Allen**
**Tax Parcel(s) ED-00-57.02-01-04.00-000**

Dear ~~Mr. Hugg,~~ Dave,

This letter is to confirm that we have received and accepted the completed Plan of Services for the above referenced annexation. The City has completed all relevant annexation requirements of Title 22, Section 101, and subsection (3) of the Delaware Code.

After this property has been annexed please notify our office in writing so that we may update our records and maps. A copy of the annexation committee report and the official annexation resolution should accompany this notification. Please do not hesitate to contact me if I can be of any further assistance.

Sincerely,

David L. Edgell, AICP
Principal Planner

cc: Dawn Melson-Williams, AICP, Principal Planner, City of Dover

# CONSTRUCTION AND PROPERTY MAINTENANCE CODE BOARD OF APPEALS

The Construction and Property Maintenance Code Board of Appeals meeting was held on August 07, 2024, at 3:30 p.m., with Mr. Neil presiding. The members present were Mr. Campana, Mr. Rocha, Mr. Martin and Mr. Boggerty (in at 3:45 p.m.). The staff members present were Mr. Kopp and Ms. Brown.

## ADOPTION OF AGENDA

**Mr. Rocha moved for approval of the agenda, seconded by Mr. Martin, and unanimously carried**.

## PROPERTY MAINTENANCE CODE VIOLATION: (Chapter 22 - Buildings and Building Regulations, Article XII - Vacant Buildings, Section 22-403 - Registration and Registration Fee) - Appeal of Registration Fee - 3074 N. Dupont Hwy

Ms. Sierra Brown, Code Enforcement Officer, reviewed the case history for 3074 N. Dupont Highway on behalf of John England.

Responding to Mr. Neil, Ms. Brown noted that payments have been made for two (2) of the four (4) years. She confirmed that the first year's registration fee was paid. However, she did not find a payment for the second year. The third year's $1,500 fee was paid, but the $5,000 and $750 from the second year remain unpaid. Therefore, this appeal addresses the $5,000 fee for the vacant building.

Responding to Mr. Neil, Ms. Brown referred to Mr. England's notes, which indicate that roof work was performed. According to Mr. England, the active permits show that some work was done on the roof. Ms. Brown further explained that it appears Mr. England reported that the roof was being raised, but he noted that there was no evidence of additional interior work, and that progress had stalled for some time. This information was provided on July 12th.

Mr. Jesse Allen noted that his divorce occurred shortly after he moved into the city. He had been under the impression that the city would provide sewer and water services up to the curb, but this was not the case. Although Mr. Allen understood the impact fees and associated costs, he found that he had to access the sewer across the highway. The divorce process took about two and a half years and was not finalized until February 2022, largely due to delays caused by COVID-19. Following the divorce, Mr. Allen sought architectural advice from Mr. Byler, who advised him to obtain a plan. Mr. Allen secured a plan but was unable to proceed with any work during the divorce. Once the divorce was finalized, Mr. Allen resumed working with Mr. Byler, who helped him finalize the plan. They completed this process by June 2023.

With the plan in hand, Mr. Allen obtained the necessary permits from the City of Dover and began the project. He successfully completed the top roof and arranged for an electrical inspection. The shed was finished around October or November of last year. This year, rain caused some delays, but Mr. Allen managed to install the beams as instructed by Mr. Byler. He is now prepared to put on the roof, having installed the necessary supports. Regarding the sewer, Mr. Allen realized that he needed to install a septic system, for which he has obtained a permit. In September, he visited the City of Dover to arrange for his electric lines to be buried, as the existing overhead lines were tangled in a tree. However, he was informed that this could not proceed as planned due to a well in the area. Despite these challenges, Mr. Allen has been diligently working on the property for about a year, starting from September of last year.

Mr. Allen clarified that he purchased the house in its existing condition, which was vacant and lacked running water or utilities at the time of purchase. There may have been running water previously, and the property has heating, but he does not use it. The electricity remains connected, but he turns it off when he leaves to prevent break-ins. The property, which is near a trailer park, was in poor condition when he bought it, and he has encountered some problematic issues. Nevertheless, he continues to work on improving it.

Responding to Mr. Rocha, Ms. Brown stated that, according to Mr. England's notes, during his monthly 30-day inspections of his vacant properties, the building is always vacant, appears to be secured, and has no active electric service.

Responding to Ms. Brown, Ms. Allen stated that it is active and that he gets a City of Dover bill every month. The bill is roughly $12, and the account is in his name.

Responding to Mr. Boggerty, Mr. Kopp stated that it could just be a service fee. The intent of having electricity in the property is to prevent expedited decomposition. Without active utilities, the building rapidly deteriorates due to exposure to the elements, especially since there are no windows. Heat, humidity, and cold air cause everything to buckle under these conditions. Mr. Kopp clarified that it appears that Mr. Allen purchased this property around May 20, 2013, according to Kent County records. This property remained vacant for six years until the first vacant building case was discovered in 2019, meaning it has been vacant for 11 years, assuming Mr. Allen bought it in the condition that he described. Based on the research and current records, a permit was issued on August 7, 2024, but there have been no inspections on that permit as of today. When they talk about an expedient manner, it is concerning that over a year has passed with no inspections since the permit was issued. Mr. Kopp apologized that he misspoke earlier, the permit was actually issued on June 20, 2023, not August. So, it has been over a year with no inspections, no work, nothing done on this building which has been vacant for 11 years. That is why Mr. England's interpretation is that this does not meet the definition of an expedient manner as prescribed in the Dover Code ordinances under the vacant building provisions.

Mr. Allen stated that the city has two different addresses listed with the City of Dover Electric Department which is causing some confusion. Mr. Allen noted that the city has mixed up the addresses, and he has let them know what in the past. The correct address should be 3074, not 1643 North DuPont Highway. He has let the city know that he pays his bill for 3074.

Responding to Mr. Allen, Mr. Kopp stated that the bill shows just $12, which is only a service fee, not for actual electric usage.

Responding to Mr. Kopp, Mr. Allen stated he is using electric to run my saws and everything else.

Responding to Mr. Neil, Mr. Allen stated that he is doing all of the work himself. Mr. Allen continued to state that he is asking for two (2) years and that includes all of the work. Mr. Allen noted that he has not been communicating with the city, he just has the permit.

Responding to Mr. Neil, Mr. Allen explained that this is the first notice he has received, as he did not receive any prior notices. He mentioned that he had the property up for sale and received a notice, after which he spoke with Code Enforcement. Last year, they informed him that everything was fine, but this year the situation is completely different, leaving him unsure why he is even here.

Mr. Kopp explained that the purpose of the vacant building ordinance, which was adopted by city council, is to prevent vacant buildings within the city. That is his interpretation of the ordinance. It works by gradually increasing fees each year as a deterrent. In the first year, the fee is $375; in the second year, it is $750; the third year is $1,500; the fourth year is $3,000; and for the fifth year and beyond, the fee is $5,000. The reason for these escalating fees is to discourage long-term vacancies within the city. In his view, the ordinance is designed to motivate property owners to take action on their vacant buildings.

Mr. Kopp stated that the issue at hand is that he has previously been granted exemptions from the fees. However, now that they are in the fifth year, they need to start making decisions about fairness. Both code enforcement and Mr. England's interpretation is that it is neither just nor fair to continue granting exemptions at this stage. The building has now been vacant for 11 years, not just five. In his opinion, as the Chief Code Enforcement Officer, it is not justified to grant any further extensions. They have other citizens who are paying their fees for buildings that have been vacant for five (5) years, and the penalty is intended to deter prolonged vacancies. Granting an exemption under these circumstances contradicts the purpose of the ordinance, which is to address extended vacancies and to serve the interests of the community. This is why they are addressing this issue today.

Responding to Mr. Rocha, Mr. Kopp stated that he is unsure what was on the property before it became vacant but recalls that it has been a vacant building since at least 2013. Mr. Kopp noted that Mr. Allen purchased the property in 2013, so it is unclear how long it has been vacant since then. The purpose of the ordinance is to address and reduce the number of vacant buildings. This property technically falls under the Dangerous Building Ordinance, as any building that remains vacant for more than 90 days is subject to this ordinance and potentially to demolition. While the Vacant Building Ordinance aims to prevent such demolitions, this property's extended vacancy and lack of utilities contribute to its rapid deterioration, making it subject to the Dangerous Building Ordinance.

Responding to Mr. Rocha, Mr. Allen stated that Mr. England has not gone inside the building and that he plans to turn it into a hair salon. Mr. Allen explained that as he mentioned, he feels like he has not been given enough time. He has been working on this property for almost a year, though it might not even be a full year yet. The property was indeed vacant, but he did not want to start significant work without doing things properly. He could have just started tearing it apart without notifying anyone, but he chose to handle it the right way. Mr. Allen would just like to complete this project. He understand the reasons for the ordinance and why the property has remained as it is. The situation was complicated by personal issues, including a difficult divorce that delayed progress. Mr. Allen was hesitant to invest in the property while facing the possibility of losing it. It took me about three (3) years to resolve those issues, and that is why the property has been sitting for so long.

Responding to Mr. Campana, Mr. Kopp stated that the $5,000 fee is the maximum amount, but it will be charged annually. Each year, the fee will be $5,000. The purpose of this fee is to encourage the elimination of vacant buildings. The ordinance has a graduated fee structure for the first five (5) years: it starts at $375 in the first year to give property owners the opportunity to address issues. This case originated in 2019, and there may have been exemptions granted previously, but the fee structure is designed to escalate to incentivize timely action.

Responding to Mr. Rocha, Mr. Kopp stated that there has been leniency and exemptions granted in good faith over the years. However, when they reach the fifth year, it becomes difficult to justify granting another exemption, especially after providing them in years one (1) through four (4). The initial exemptions were intended to offer grace and time to bring things up to standard, but by the fifth year, it is hard for the city to continue offering exemptions.

Responding to Mr. Rocha, Mr. Kopp stated the code does not specify exact timelines, but it does require that work be completed in an expedient manner. In his interpretation, if work is only starting in the fourth or fifth year, that does not meet the standard of expediency. Years one (1), two (2), and three (3) are when the work should have been underway. Waiting four (4) or five (5) years to begin work and then seeking an exemption for expediency does not align with the intent of the code, especially since the project has already been delayed for three (3) years. That is not what they would consider expedient.

Responding to Mr. Rocha, Mr. Kopp explained that the way the code works is that they are paying for the actual year. So, for instance, they might be exempted from paying the $375 fee for one (1) year, but if they are not exempted in the second year, the fee increases to $750. The exemption only applies to that specific year's fee and does not prevent the escalation of fees in subsequent years. There are cases where people pay the fee and continue working on their building.

Responding to Mr. Boggerty, Mr. Allen stated that he believes he received his divorce decree in 2022. Mr. Allen continued to state that the property settlement came after and was completed in 2022. He went right to Mr. Byler afterwards to get the paperwork done which took a year to complete the plans.

Responding to Mr. Boggerty, Mr. Kopp stated that if it was in the second year the fee would be $750.

Responding to Mr. Boggerty, Mr. Allen stated that if he had a deadline, he would most likely be able to complete everything in less than two (2) years.

Responding to Mr. Kopp, Mr. Allen stated that regarding the timeline, it depends on how fast he works. As he mentioned, he has had some difficulty getting things done, but his plan is to finish within two years (2), hopefully before then. That is what he is aiming for.

Responding to Mr. Allen, Mr. Kopp noted that this is where code enforcement finds it challenging, when a building has been sitting for as long as this one has. Mr. Kopp explained that to be fair, they do have compassion for Mr. Allen's situation, but they must also consider the broader responsibility they have to the citizens of Dover. So, is it fair just grant Mr. Allen a two (2)-year extension from today to complete this work when they are holding others to the same standard? The big question here is, how do they justify giving Mr. Allen two (2) years? If they granted Mr. Allen two (2) years today, they would need to pause enforcement for everyone else to be fair, consistent, and just in upholding the code. That is just not feasible.

Ms. Brown clarified that, despite earlier claims of no communication with Mr. Allen from the city, he was indeed informed about the situation. Mr. Allen is actually the one who registered the building as vacant. He was met on-site by Ron Coburn in December 2021, during which they discussed the condition of the building, the interior was gutted, and half the roof was missing. Mr.

Allen acknowledged that he was aware he would need permits and mentioned that Bill Byler would be drawing up plans for submission. This conversation took place in December 2021.

Responding to Mr. Rocha, Mr. Kopp explained that to obtain a permit for this project, they would need to undergo multiple inspections. Since the building is down to the studs, the Mr. Allen needs inspections for electrical work, plumbing, mechanical systems, and the roof, among others. The permit process involves several steps, including pre-drywall and pre-plumbing inspections, depending on what is required. It is not a matter of simply completing the work and then moving on; each stage needs to be inspected to ensure compliance with code. One issue they have encountered is that people sometimes complete all the work and then have to tear it out because inspections were not performed at the appropriate stages. Ideally, inspections would be conducted as the work progresses, such as when the building inspector signs off on pre-drywall work to ensure everything is done correctly and in an expedient manner.

Mr. Kopp continued to explain that, for the permit issued on June 20, 2023, there have been zero inspections recorded. This indicates that, despite the permit being renewed, the required inspections have not been completed, meaning the work is not progressing as required. Their interpretation is that the completion of inspections demonstrates that steps are being taken towards compliance. Without these inspections, the project is not considered to be moving forward in an expedient manner.

Responding to Mr. Allen, Mr. Neil stated that he is asking them to support his project for his benefit, which places a heavy burden on taxpayers to accommodate Mr. Allen's timeline and costs. No one else can do that, no one else is allowed to delay or defer their responsibilities in the same way. Mr. Neil did not understand why this situation should be treated differently. If everyone else had the same approach, saying they are working on it and will pay when they have extra funds, there would be no end to such delays. If Mr. Allen cannot afford the project, perhaps he should consider selling the property or recouping his investments in other ways. Mr. Neil explained that they cannot support his budget or extend the timeline for completing this work. Their priority is to protect the city, especially given the number of vacant properties they already have. Mr. Neil noted that Mr. Allen is asking for an extension that could stretch beyond two (2) or even three (3) years. If that is the case, the building will remain open and problematic, whereas other projects must meet specific deadlines. It seems unreasonable to make an exception in this case. Therefore, Mr. Neil cannot support any changes to the current requirements because the extended timeline Mr. Allen proposes is not feasible for bringing the property into compliance.

Responding to Mr. Allen and Mr. Neil, Mr. Boggerty stated that he definitely echoes his colleague's concerns and understands Mr. Allen's situation well. However, even considering that things can happen, they are now faced with the reality of a two(2) year delay. They need to figure out how to move forward from here. While he does not believe in scrutinizing another person's finances, Mr. Allen has mentioned having $10,000 available this year and possibly another $10,000 next year. From his perspective, it seems likely that the total cost of the project will exceed $20,000. For context, Mr. Boggerty previously owned a barber shop and a hair salon, and just the initial furniture alone cost more than $10,000. In essence, Mr. Allen is asking the board to accept a $10,000 budget for this year and wait to see progress, which is a significant concern. They need to consider whether this approach is viable and fair to everyone involved.

Responding to Mr. Boggerty, Mr. Allen stated that he anticipates the entire project will cost roughly $80,000. He explained that he will begin incurring more expenses once work starts on the blacktop, sidewalk, electrical work, and other related tasks.

Responding to Mr. Boggerty, Mr. Allen explained that while he does have the funds available, he does not plan to invest all of it in the project this year. His budget for this year is $10,000, and he estimates that next year's budget could be either $20,000 or $30,000, depending on how quickly the work progresses.

Responding to Mr. Campana, Mr. Allen stated that right now he is just working on the building on the weekend.

Responding to Mr. Allen, Mr. Campana noted that he has experience in construction and used to sell materials to contractors. He stated that the project at hand is quite extensive and typically requires more than one (1) person to complete. It is not feasible for a single individual to handle all the tasks necessary for the property. Additionally, the longer the work is delayed, the more the condition of the property will deteriorate, and the costs will continue to rise.

Responding to Mr. Rocha, Mr. Kopp stated that next year, it will be an additional $5,000 fee. Mr. Allen is currently at the maximum amount, so every year, it will be an extra $5,000 until the work is completed. They are at $5,000 now because they are in the fifth year. Mr. Kopp noted that he believes that code enforcement's interpretation of the code was correct. On behalf of code enforcement, he feels that the $5,000 fee is justified and that the appeal should be denied.

**Mr. Rocha moved to deny the appeal made by Mr. Jesse Allen and to uphold the decision of the Code Enforcement Officer to declare this property in its fifth year of vacancy and to apply the fifth-year vacant building registration fee, in the amount of $5,000. The motion was seconded by Mr. Campana and unanimously carried.**

**Mr. Neil moved for an adjournment of the Construction and Property Maintenance Code Board of Appeals meeting, seconded by Mr. Rocha, hearing no objection, the meeting adjourned at 4:25 p.m.**

The meeting adjourned at 4:25 p.m.

Andre Boggerty
Chairman

AB/aw

**From:** Nate Meginniss
**To:** City Clerks Office; Alice Rodgers; Tom Jackson; Shanda Sabrina
**Subject:** EXTERNAL: 321 Charring Cross Drive -- Appeal Request
**Date:** Tuesday, October 14, 2025 12:11:04 PM
**Attachments:** image.png
321 Charring Cross Dr Deck comment letter 92525-1758830529715 (1) (1).docx
Page 2.pdf
Page 1 Updated.pdf

Some people who received this message don't often get email from nate@advancemyhome.com. Learn why this is important

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

On behalf of the homeowners, we are looking to appeal the building review decision of denying the permit for a new deck. Attached is the letter of denial and written request from the homeowners explaining their situation. Please advise future steps to get this processed.

---

Dear Planning & Inspections Board,

I am writing to respectfully appeal the recent decision regarding my deck project at my residence, 321 Charring Cross Drive.

I fully understand the City's responsibility to ensure safety and code compliance. However, I would like to request reconsideration of the requirements placed on my project due to the following circumstances:

Consistency with Neighborhood: Every deck in my townhouse community, including updated ones, has been built in the same style and location as my proposed deck. My request is simply to match what has already been approved and exists throughout my neighborhood, ensuring consistency and fairness.

Financial Hardship: I currently receive government benefits, and this project was intended as a gift from my mother to help improve my home. The additional cost of approximately $5,000 for fire-resistant materials presents a significant financial hardship.

Family and Accessibility Needs: My grandfather is a permanent resident in my home. He has already undergone one hip replacement and may require another soon. Having a safe, accessible outdoor deck is important for his mobility and quality of life. I also care for my young niece, who is about to turn one, and ensuring a safe space for her is equally important.

For these reasons, I respectfully request:

1. Approval of my proposed deck design as submitted, consistent with the other decks in my neighborhood, without requiring the additional $5,000 upgrade.

2. If that is not possible, I ask that the City consider available financial assistance, grant funding, or community resources to help offset the cost of the required fire-resistant materials.

3. If neither option can be approved immediately, I request the opportunity for a meeting or hearing before the Review Board to present my case in full and seek a fair resolution.

It is my sincere goal to provide a safe and code-compliant space for my family while keeping consistent with the character of my neighborhood. I truly appreciate your time, service, and consideration of my appeal.

Sincerely,

Sy-Ajah Alston

--

Nate Meginniss
Project Manager
(302) 650-2026
nate@advancemyhome.com

Advance
ROOFING WINDOWS SIDING DOORS DECKS
Exterior Home Improvement Experts Since 1989

# City of Dover - **BUILDING PERMIT APPLICATION**

15 Loockerman Plaza ♦ Dover, Delaware 19901 ♦ (302) 736-7010 ♦ FAX (302) 736-4217
**permitsandlicenses@dover.de.us**

**Project Address/Tax Parcel Identification Number**

321 Charring Cross Dr., Dover DE 19904 — 2050761303 0700 000

**Applicant's Name**

Alice Rodgers — (302) 324-8890

Owner Name and Address: Sy-Ajah Alston, 321 Charring Cross Drive — Phone # ( ) (302) 535-4790

E-mail address: singlesexybri@gmail.com

Contractor Name and Address: Advance, Inc. — Phone # (302) 324-8890

E-mail address: decks@advancemyhome.com — Dover Business License # 26-00027933

**BUILDING DETAILS**

Proposed Occupancy _____

Type of Construction open deck

Change in Occupancy or Use? Yes or (No)

If yes, describe the previous use _____

**Type of work:** ( ) New (✓) Addition ( ) Demolition
( ) Renovation – Interior ___ Exterior ___
( ) Roof – tear off ___ overlay ___ # of layers_____
( ) Alteration ( ) Siding ( ) Solar panels
( ) Full Building Demolition (✓) Selective Demolition
( ) Fence - Height _____ ( )Pool ( ) Elevator ( )Shed
(✓) OTHER open deck

Number of Stories _____

Total Height in Feet 90" from grade

Total Land Area to be Disturbed (in SF) 80

Proposed Occupant Load _____

Square Footage All Floors 80

Total Work Area (in SF) 80

**Description of Work:**
80SF open deck with steps to a landing then steps to grade

Sprinkler System? Yes or (No)

Fire Alarm System? Yes or (No)

**Estimated Value of Construction:** $6,600

**Before You Dig! Call Delmarva 811 at (800)282-8555 or other authorized locator. Attention! Please post your issued permit on site and visible from the street.**

Office Use Only

Permit Number _____

Roll Plans Fold Plans CD/Email

**Date Received** _____

**Date Issued** _____

**Flood Plain** Y N **Taxes** Y N

**Public Works** Y N **KCD** Y N

**Impact Fee Fixtures Sheet** Y N

**C/O Required** _____

Review Approvals

| | |
|---|---|
| ( ) Building Plan | Date____ Initials____ |
| ( ) Fire Plan | Date____ Initials____ |
| ( ) Zoning / Site Plan | Date____ Initials____ |

**Total Fee** _____

**Fees Paid** ( )

**Check #**_____ **Cash** ____ **Credit** ____

**Collected By** _____

**Certification in Lieu of Oath**

I hereby certify that I am the owner of record or a contractor authorized by the owner of record to make this application, and that all work will be performed in accordance with the applicable Codes and Ordinances.

Alice Rodgers
Signature

Alice Rodgers
Print Name

9-17-25
Date

# City of Dover - BUILDING PERMIT APPLICATION

15 Loockerman Plaza ♦ Dover, Delaware 19901 ♦ (302) 736-7010 ♦ FAX (302) 736-4217
permitsandlicenses@dover.de.us

**Project Address/Tax Parcel Identification Number**

321 Charring Cross Dr., Dover DE 19904 — 2 05 07613 03 0700 000

**Applicant's Name**

Alice Rodgers — (302) 324-8890

Owner Name and Address: Sy-Ajah Alston, 321 Charring Cross Drive — Phone # ( ) (302) 535-4790

E-mail address: singlesexybri@gmail.com

Contractor Name and Address: Advance, Inc. — Phone # (302) 324-8890

E-mail address: decks@advancemyhome.com — Dover Business License # 26-00027933

**BUILDING DETAILS**

Proposed Occupancy: _____

Type of Construction: open deck

Change in Occupancy or Use? Yes or (No)

If yes, describe the previous use: _____

**Type of work:** ( ) New (✓) Addition ( ) Demolition
( ) Renovation – Interior ___ Exterior ___
( ) Roof – tear off ___ overlay ___ # of layers_____
( ) Alteration ( ) Siding ( ) Solar panels
( ) Full Building Demolition (✓) Selective Demolition
( ) Fence - Height _____ ( )Pool ( ) Elevator ( )Shed
(✓) OTHER open deck

Number of Stories: _____

Total Height in Feet: 90" from grade

Total Land Area to be Disturbed (in SF): 80

Proposed Occupant Load: _____

Square Footage All Floors: 80

Total Work Area (in SF): 80

**Description of Work:**
80SF open deck with steps to a landing then steps to grade

Sprinkler System? Yes or (No)

Fire Alarm System? Yes or (No)

**Estimated Value of Construction:** $6,600

**Before You Dig! Call Delmarva 811 at (800)282-8555 or other authorized locator. Attention! Please post your issued permit on site and visible from the street.**

**Office Use Only**

Permit Number 25-1375

Roll Plans Fold Plans CD/Email

Date Received 9-17-25

Date Issued _____

Flood Plain Y (N) Taxes Y N

Public Works (Y) N KCD Y (N)

Impact Fee Fixtures Sheet Y (N)

C/O Required _____

| Review Approvals | |
|---|---|
| ( ) Building Plan | Date___ Initials___ |
| ( ) Fire Plan | Date___ Initials___ |
| (✓) Zoning / Site Plan | Date 9/19 Initials [illegible] |

Total Fee 730

Fees Paid ( )

Check #_____ Cash ____ Credit ____

Collected By _____

**Certification in Lieu of Oath**

I hereby certify that I am the owner of record or a contractor authorized by the owner of record to make this application, and that all work will be performed in accordance with the applicable Codes and Ordinances.

Alice Rodgers
Signature

Alice Rodgers
Print Name

9-17-25
Date

| Brief Description of Work (To Be Completed by Applicant): | To Be Completed By Planning & Inspections Staff |
|---|---|
| demo and install an 80SF deck 90" from grade with steps to a landing then steps to grade | Building Permit #: 25-1375<br>Plumbing Permit #:<br>C/O Required: Y/N |

| WORK SITE LOCATION | Address: |
|---|---|
| | Parcel ID: |

| | |
|---|---|
| Applicant (Owner or Contractor) | Advance, Inc. |
| Contact Person | Alice Rodgers |
| Mailing Address | 645 Dawson Dr., Suite A |
| City, State, Zip | Newark DE 19713 |
| Telephone | 302-324-8890 |
| Fax | 302-324-9155 |
| E-mail Address | decks@advancemyhome.com |

| Does Your Project Propose . . . | Yes | No | If Yes, Describe |
|---|---|---|---|
| an increase or decrease to the quantity of plumbing fixtures at the location?** | | ✓ | |
| a change in size of the water line serving the location? | | ✓ | |
| a new water irrigation system? | | ✓ | |
| a change in size of the sanitary sewer line serving the location? | | ✓ | |
| relocation of the water meter?^ | | ✓ | |
| relocation of the water line serving the location or any associated appurtenances?^ | | ✓ | |
| relocation of the sanitary sewer line serving the location or any associated appurtenances? | | ✓ | |
| any work within the right-of-way? | | ✓ | |
| any proposed sidewalk work? | | ✓ | |
| any proposed concrete work? | | ✓ | |
| any alteration to any storm drain infrastructure? | | ✓ | |
| any proposed curb alteration, i.e., new driveway to property? | | ✓ | |
| any proposed scaffolding to renovate building exterior? | | ✓ | |
| any proposed tree or shrub plantings within the right-of-way? | | ✓ | |
| an upgrade in sanitation service? | | ✓ | |
| a relocation of the existing trash pick-up location? | | ✓ | |

| EASEMENT* | Yes | No |
|---|---|---|
| Is there any existing easement on this property? (utility, drainage, cross access, etc.) | | ✓ |

*-It is prohibited to build any structure, including a fence, within an existing easement.
** - An increase in fixtures may be subject to impact fees.

| PLUMBING ^ | MATERIAL | LOCATION (CHECK ALL THAT APPLY) |
|---|---|---|
| Specify material of pipe being installed for water line serving the location, if applicable | | _____ Publicly Owned<br>_____ Privately Owned |

*I hereby certify that the information provided above is correct and acknowledge that should any differences be identified throughout the course of the project that all renovation project requirements still apply.*

Alice Rodgers — Printed Name of Applicant

Alice Rodgers — Signature of Applicant

9/17/25 — Date

THIS FORM MUST BE COMPLETED AND TURNED IN WITH PLUMBING PERMIT APPLICATION OR BUILDING PERMIT APPLICATION.

25-1375



**Alston Residence**

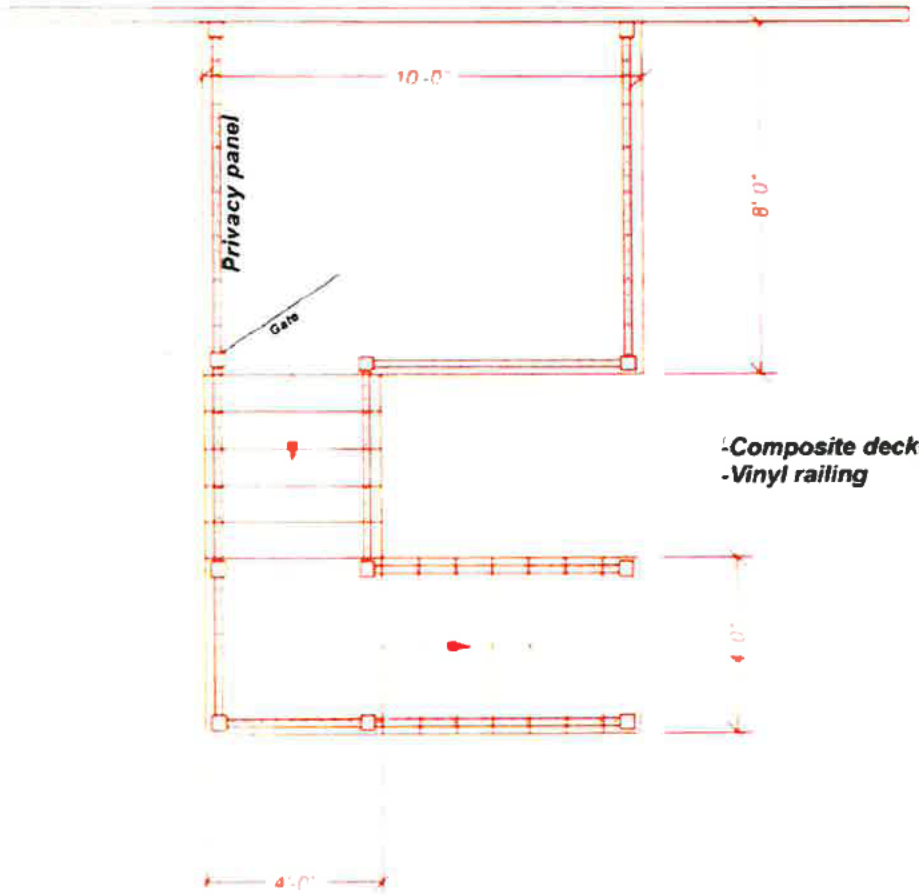
**321 Charring Cross Dr**
**Dover, DE 19904**

**Page 1**

**80 sq/ ft open deck**

**Steps to landing and then down to grade**

**Deck height approx 90"**




**-Composite decking**
**-Vinyl railing**

**Alston Residence**

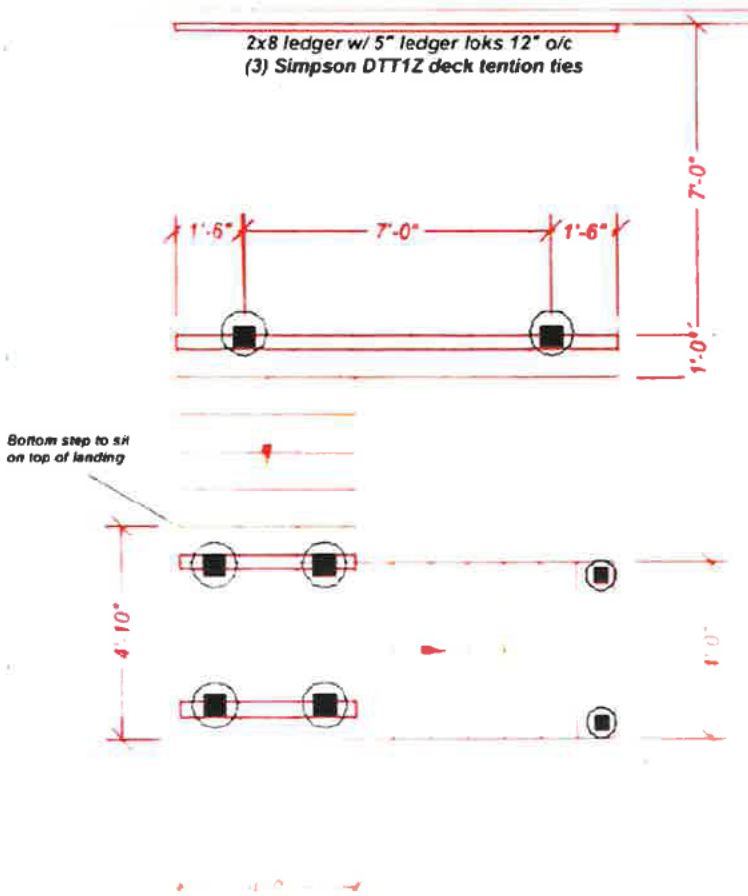
**321 Charring Cross Dr**
**Dover, DE 19904**

**Page 2**

**80 sq/ ft open deck**

**Steps to landing and then down to grade**

**Deck height approx 90"**




***Deck Specs***
*All lumber #2 southern pine pressure treated*
*(2) 2x10 beams*
*2x8 joists 16" o/c*
*6x6 posts shoulder cut*
*1/2" carriage bolts*
***Footers**: 14" Diameter. 24" below grade*

***Landing Specs***
*All lumber #2 southern pine pressure treated*
*(2) 2x8 beams*
*2x8 joists 16" o/c*
*6x6 posts shoulder cut*
*1/2" carriage bolts*
***Footers**: 12" Diameter. 24" below grade*

***Stair Specs***
*4x4 posts*
*2x12 stringers 16" o/c*
***Footers**: 8" Diameter. 24" below grade*

## SITE DATA:

OWNER(s): SY-AJAH T ALSTON

ADDRESS: 321 CHARRING CROSS DRIVE
DOVER, DE 19904

TAX PARCEL ID: 2-05-07613-03-040-0000

DEED REF: D.B. 6286, PG. 292
P.B. 31, PG. 81

TOTAL AREA: 2,263.80 S.F. ± (0.05 AC. ±)

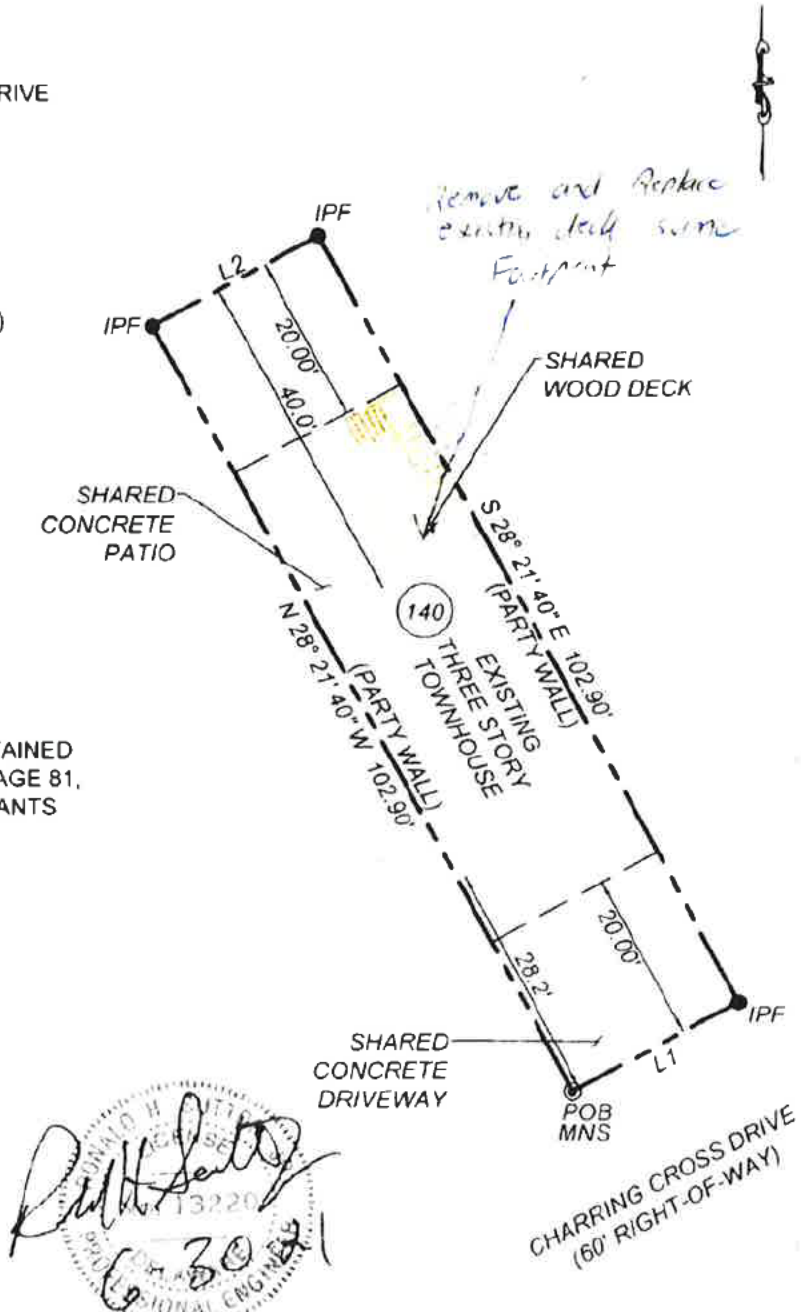
ZONING: RM1 (CITY OF DOVER)

BUILDING SETBACKS:
(PER P.B. 31, PG. 81)
FRONT/STREET YARD - 20 FEET
SIDE YARD - N/A
REAR YARD - 20 FEET

*MNS* ⊙ MAGNAIL TO BE SET (1)
*IPF* ● IRON PIN FOUND (3)

## NOTES:

1) THIS PROPERTY IS SUBJECT TO ALL RESTRICTIONS AND/OR EASEMENTS CONTAINED ON THE RECORD PLAN, PLOT BOOK #31, PAGE 81, AND ANY DEED RESTRICTIONS OR COVENANTS RECORDED FOR THE SUBDIVISION.




### PROPERTY LINE TABLE

| LINE | BEARING | DISTANCE |
|---|---|---|
| L1 | S 61° 38' 20" W | 22.00' |
| L2 | N 61° 38' 20" E | 22.00' |

GRAPHIC SCALE
0' 20' 40'
SCALE: 1"=20'

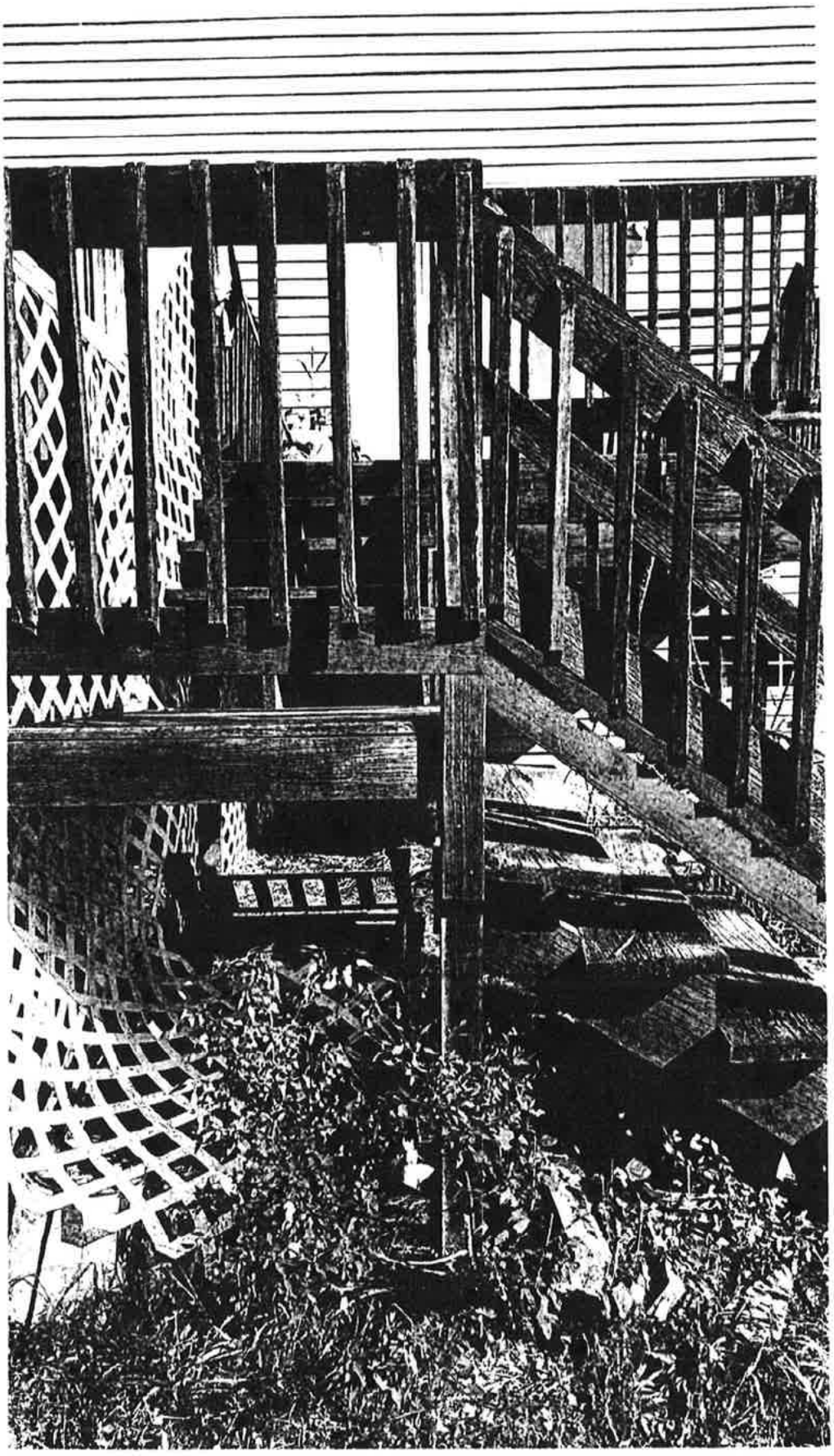
DONALD H. HUTTON 13220 PROFESSIONAL ENGINEER
6-30-21

DATE: JUNE 30, 2021
DRAWN BY: JH | SURVEYED BY: HP
FILE: 21005 - IA
REVISIONS

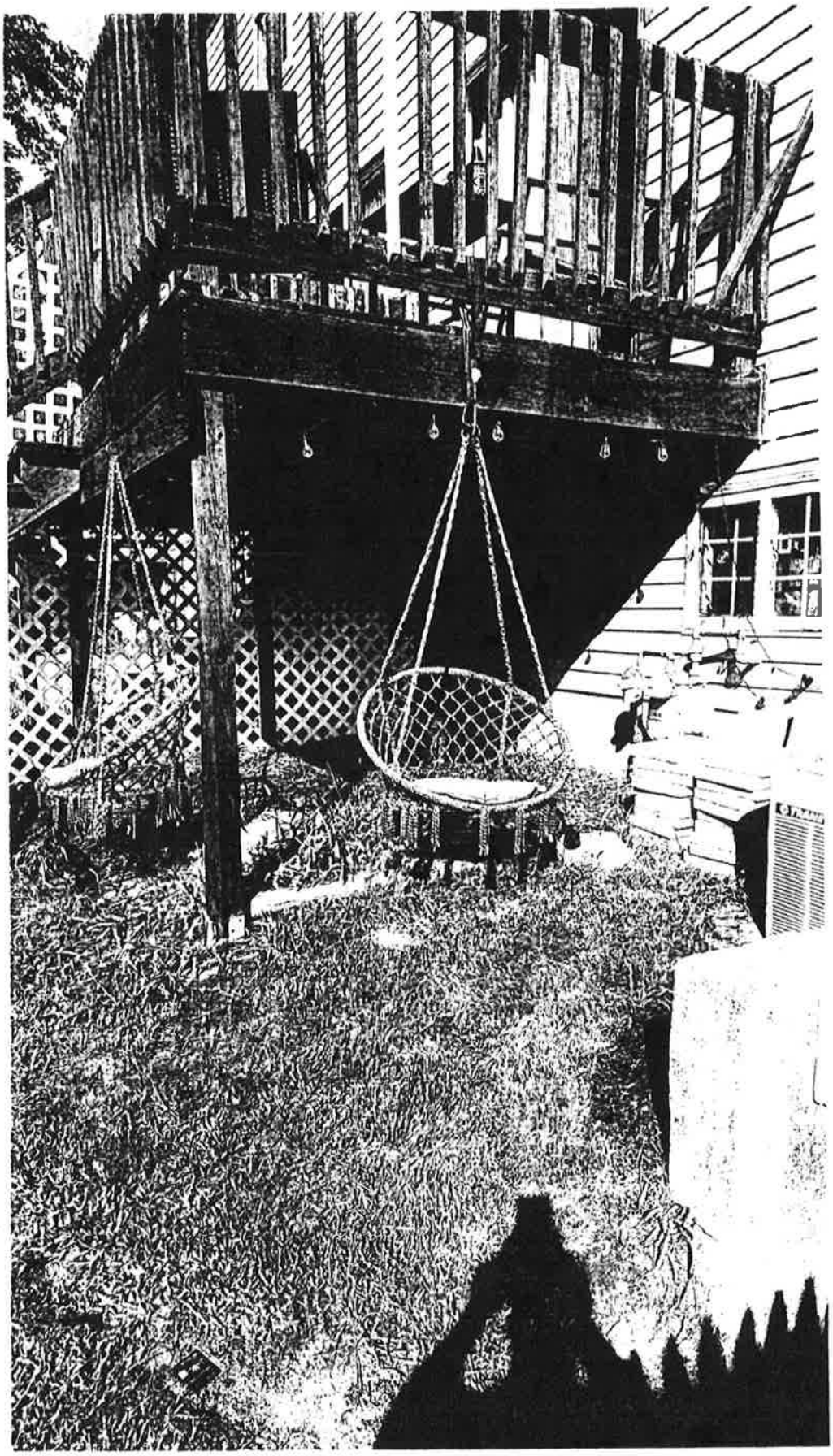
**BOUNDARY SURVEY PLAN**
FOR
**LOT 140**
**VILLAGE OF WESTOVER**
**321 CHARRING CROSS DRIVE**

CITY OF DOVER
KENT COUNTY, DELAWARE

CIVIL ENGINEERING ASSOCIATES, LLC
• ENGINEERING • SURVEYING • CONSTRUCTION SERVICES
55 WEST MAIN STREET
MIDDLETOWN, DE 19709
PHONE: (302) 376-8833
CEA-DE.COM









**Advancemyhome.com**
**302-324-8890**
**Make checks payable to:** Advance, Inc.
**Main Office:** 645 Dawson Drive, Suite A
Newark, DE 19713
**Sussex Office:** 28528 Dupont Blvd
Millsboro, DE 19966

Advance
ROOFING WINDOWS SIDING DOORS DECKS
*Exterior Home Improvement Experts*
*Since 1989*

DLN 1992100581 NJ LN 13
PA LN 022133 MHIC 126536



*Name: Sy-Ajah Alston (Shanda Glover) *Date: _____ *H.I.C TJ
*Address 321 Charming Cross Dr. *City: Dover *State: DE *Zip: 19904
*Development: _____ *E-mail: Singlsexybri@gmail.com
*Phone (H): 302-535-4790 Sy-Ajah *Cell: 302-538 8241 *Work: & Shanda

## DECK

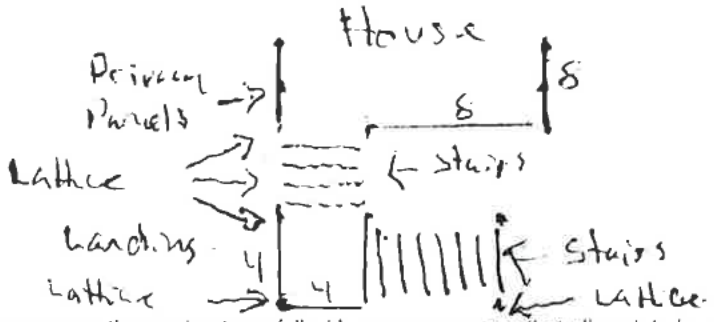
☐ Re-Deck ☐ New Deck ☑ Tear Down ☐ Screen Room ☐ 3 Season Room

Deck Size 9'6 plus Landing & Steps | Deck Brand TMS Meridian | Deck Color Shoreside
Railing Brand Wolf (178) | Railing Style 100 Series | Railing Color White
Spindle Style _____ | Spindle Color White | Fascia White
Stairs Yes 12-11 | Tread Color Shoreside | Riser White
Substructure Stone _____ | Square Footage _____ | Color _____
Skirting White lattice - underside along property line, outside of landing & stairs
Roof Style _____ | Ceiling Style _____ | Gutter Color _____
Storm Door _____ | Size _____ | Color _____
Patio Door _____ | Size _____ | Color _____
Window(s) _____ | Qty _____ | Color _____
Dumpster Size and Location _____

- All new decks are built with ground contact pressure treated 6 x 6 posts and concrete footers. Joist and beam size to be determined by deck size
- Wood components are warranted for the life of the deck against rot. Twisting and splitting are inherent with any wood product
- Deck warranties are in accordance with the selected manufacturer's warranty (see manufacturer for warranty details)
- 10 Year Labor warranty
- Plot Plans and Permits are required for all new builds. Permit costs to be added to final payment

# Privacy Panels on Left side of main deck when Facing home

# Gate at the top of Stairs on main deck




Please review this contract carefully. Homeowner agrees that all work to be performed is written on this contract and that no verbal discussion or promises were made for any other work to be performed. Any work performed above and beyond what is written on this contract will be at an additional cost.

Homeowner Initials SA

Salesperson _____ Date 8-11-25
Homeowner _____ Date 8/23/25
Homeowner _____ Date 8/23/25

☐ Homeowners or Civic Association

List Price $
30 Day Guarantee $
Amount of Sale $
Deposit Applied $
Installment Due at Start $
Second Installment Due $
Amount Due at Completion $
Plus Permit.

Advance
ROOFING WINDOWS SIDING & DOORS

Dear Customer,

Advance Inc. would like to thank you for choosing us as your home improvement company and truly welcome you to our family. All of the employees at Advance Inc. are dedicated to customer satisfaction. We take great pride as a company in our customer satisfaction rate along with our repeat and referral business and look forward to doing other projects with you in the future.

On the final day of your installation, payment in full will be due. We recognize the busy lifestyles of today and wish to make this as convenient as possible for you. For our billing purposes please provide the following information.

**Arrangements for Final Payment:**

Name: Sy-Ajah Alston & Shonda Glover Date: 8-25 HIC: TJ

Address: 321 Charging Cross Dr. City: Dover State: DE Zip: 19904

*I was referred to Advance by N/A
*For Referral Reward — Name — Address

*(Please initial your preference of final payment)

_____ Please bill my credit card on file upon completion (will ONLY accept VISA or MASTERCARD)

✓ I will be home during installation, and will have a check made payable to Advance Inc. to be given to the installation crew (If I change my method of payment to a credit card, I will be assessed an additional 3% transaction fee to my final balance due).

_____ I will NOT be home, but I will leave a check made payable to Advance Inc. in a secure location for the installation crew (If I change my method of payment to a credit card, I will be assessed an additional 3% transaction fee to my final balance due).

_____ We are financing the project using one of the convenient lending tools provided by Advance Inc.
LENDING TOOL: _____

** PERMIT CHARGE and FEES (if applicable):
Customer agrees to pay Advance Incorporated a charge of ~~$495 to pull~~ any permits that may be required during product installation, as well as the cost of said permits. These additional expenses will be added to your final invoice. Please mark your answer:

✓ YES (I would like Advance Inc. to pull any permit that may be required during product installation)
_____ NO (I will be responsible for pulling any permit that may be required during product installation)

** Permits may not be required for all jobs. Please check local township permit office.

Once again, we truly thank you for choosing Advance Inc. and welcome you to our family.

Best Regards,

Gary Derrick

Customer Signature: Sy-Ajah A Date: 8/28/25

**Alston Residence**

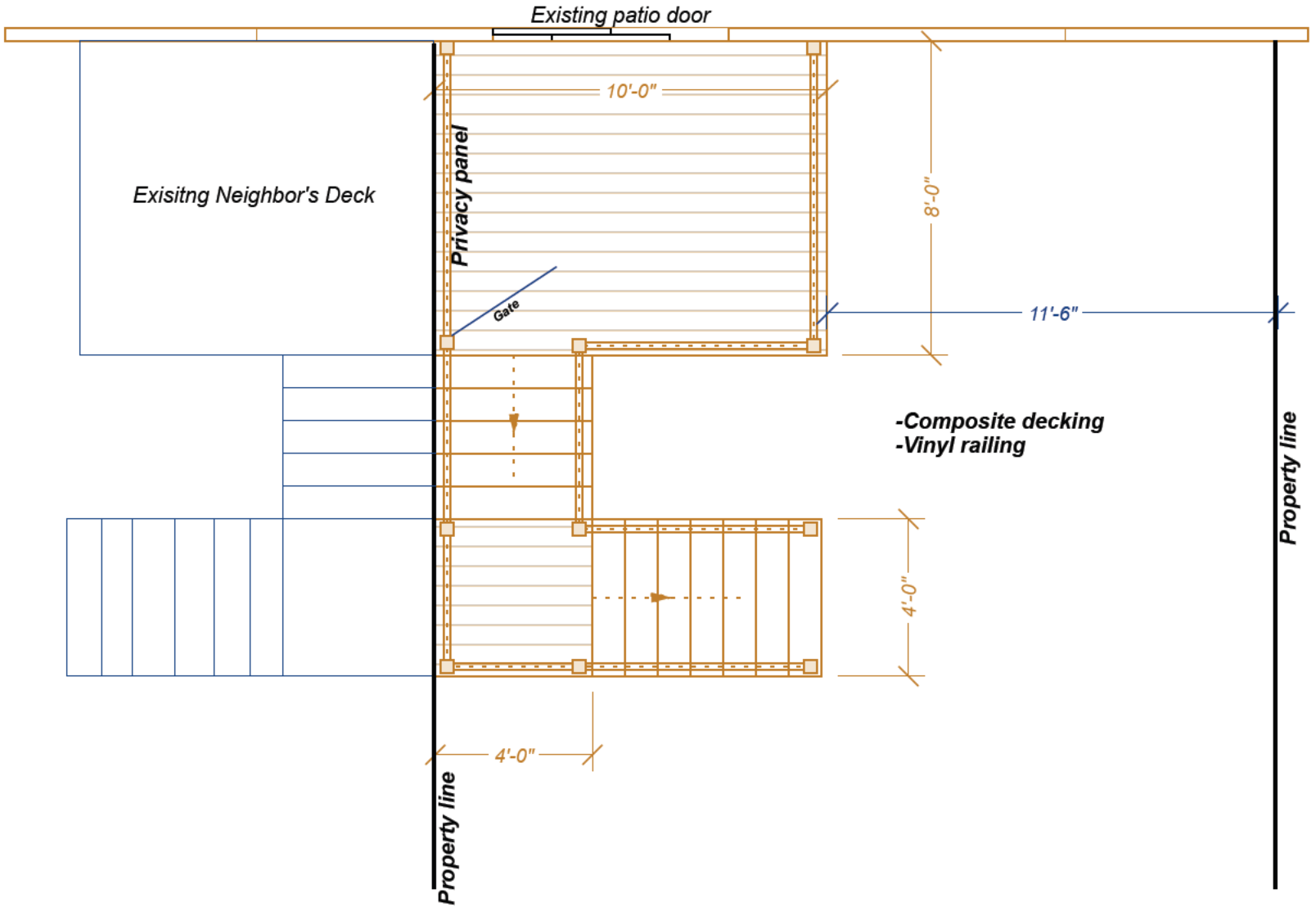
**321 Charring Cross Dr**
**Dover, DE 19904**

**Page 1**

**80 sq/ ft open deck**

**Steps to landing and then down to grade**

**Deck height approx 90"**



***Alston Residence***

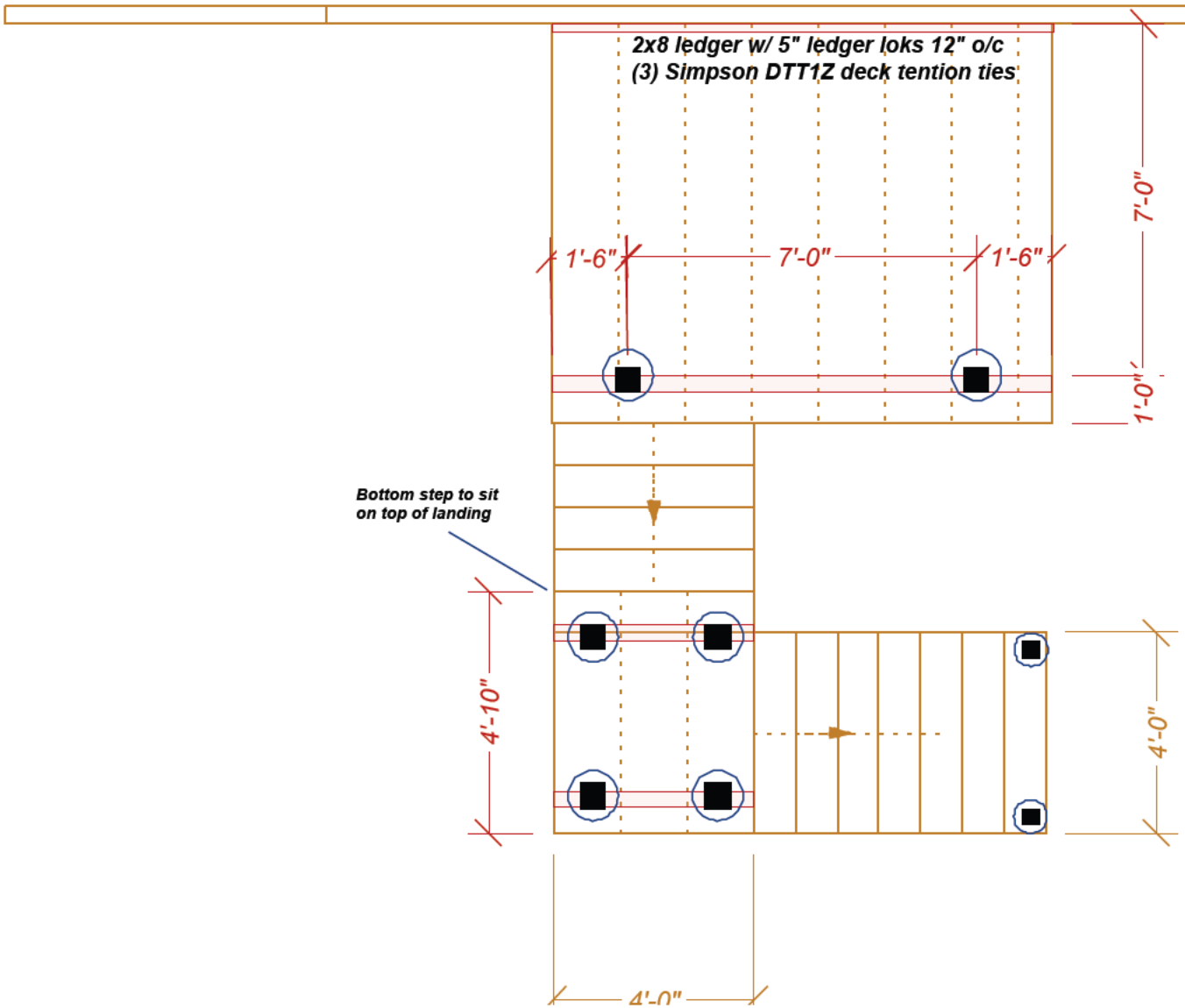
***321 Charring Cross Dr***
***Dover, DE 19904***

***Page 2***

***80 sq/ ft open deck***

***Steps to landing and then down to grade***

***Deck height approx 90"***




***Deck Specs***
*All lumber #2 southern pine pressure treated*
*(2) 2x10 beams*
*2x8 joists 16" o/c*
*6x6 posts shoulder cut*
*1/2" carriage bolts*
***Footers:*** *14" Diameter, 24" below grade*

***Landing Specs***
*All lumber #2 southern pine pressure treated*
*(2) 2x8 beams*
*2x8 joists 16" o/c*
*6x6 posts shoulder cut*
*1/2" carriage bolts*
***Footers****: 12" Diameter, 24" below grade*

***Stair Specs***
*4x4 posts*
*2x12 stringers 16" o/c*
***Footers****: 8" Diameter, 24" below grade*

| Brief Description of Work (To Be Completed by Applicant): | To Be Completed By Planning & Inspections Staff |
|---|---|
| demo and install an 80SF deck 90" from grade with steps to a landing then steps to grade | Building Permit #:<br>Plumbing Permit #:<br>C/O Required: Y/N |

| WORK SITE LOCATION | Address: |
|---|---|
| | Parcel ID: |

| | |
|---|---|
| Applicant (Owner or Contractor) | Advance, Inc. |
| Contact Person | Alice Rodgers |
| Mailing Address | 645 Dawson Dr., Suite A |
| City, State, Zip | Newark DE 19713 |
| Telephone | 302-324-8890 |
| Fax | 302-324-9155 |
| E-mail Address | decks@advancemyhome.com |

| Does Your Project Propose . . . | Yes | No | If Yes, Describe |
|---|---|---|---|
| an increase or decrease to the quantity of plumbing fixtures at the location?** | | ✓ | |
| a change in size of the water line serving the location? | | ✓ | |
| a new water irrigation system? | | ✓ | |
| a change in size of the sanitary sewer line serving the location? | | ✓ | |
| relocation of the water meter?^ | | ✓ | |
| relocation of the water line serving the location or any associated appurtenances?^ | | ✓ | |
| relocation of the sanitary sewer line serving the location or any associated appurtenances? | | ✓ | |
| any work within the right-of-way? | | ✓ | |
| any proposed sidewalk work? | | ✓ | |
| any proposed concrete work? | | ✓ | |
| any alteration to any storm drain infrastructure? | | ✓ | |
| any proposed curb alteration, i.e., new driveway to property? | | ✓ | |
| any proposed scaffolding to renovate building exterior? | | ✓ | |
| any proposed tree or shrub plantings within the right-of-way? | | ✓ | |
| an upgrade in sanitation service? | | ✓ | |
| a relocation of the existing trash pick-up location? | | ✓ | |

| EASEMENT* | Yes | No |
|---|---|---|
| Is there any existing easement on this property? (utility, drainage, cross access, etc.) | | ✓ |

**-It is prohibited to build any structure, including a fence, within an existing easement.*
*** - An increase in fixtures may be subject to impact fees.*

| PLUMBING ^ | MATERIAL | LOCATION (CHECK ALL THAT APPLY) |
|---|---|---|
| Specify material of pipe being installed for water line serving the location, if applicable | | _____ Publicly Owned<br>_____ Privately Owned |

*I hereby certify that the information provided above is correct and acknowledge that should any differences be identified throughout the course of the project that all renovation project requirements still apply.*

Alice Rodgers — Printed Name of Applicant

Alice Rodgers — Signature of Applicant

9/17/25 — Date

THIS FORM MUST BE COMPLETED AND TURNED IN WITH PLUMBING PERMIT APPLICATION OR BUILDING PERMIT APPLICATION.

Code Solutions International, LLC

# Plan Review Comment Letter

| | |
|---|---|
| Date: | 9/24/25 – Revised 9/25/25 |
| Project: | Residential Deck |
| Site Address: | 321 Charring Cross Dr - (25-1375) |
| Description: | saa |
| Design Professional: | N/A |
| Contact: | n/a |
| Construction manager: | n/a |
| Contact: | n/a |
| Plan Reviewer: | David Naples, MCP |
| Client: | City of Dover |

Applicable Codes: 2009 International Building Code and references. The proposed construction submission was not reviewed by Code Solutions International for conformance with applicable City of Dover land development, sewage connection, flood plain, shade tree, signage, driveway, and curbing regulations, etc.

**The construction documents are not able to be approved as submitted.**

The following items require clarification, revision or further information for the permit application and plan review to be further processed:

~~1. Please revise the plans to show the proposed deck and its proximity to each side lot line.~~

a. Our concern is that the fire-separation distance may be less than 5' and additional fire-protection measures may be required. (2009 IRC Table 302.1 for projections)

9/25/25 –

2. The fire separation distance from the edge of the proposed deck to the lot line is not compliant with 2009 IRC Table 302.1 and requires fire-resistance rated construction and relocation.
   a. IRC 302.1 –

      Construction, **projections**, openings and penetrations of exterior walls of dwellings and accessory buildings shall comply with Table R302.1.

      Decks are considered "projections" per the ICC.

Projections are not permitted within 2' of a lot line; regardless of what may have been approved previously. That situation may have been legally existing non-conforming. The removal of the original deck nullifies that status. The deck cannot be constructed in the same location as was done previously.

Projections $\geq$ 2' to 5' of the lot line shall be protected to a 1-hour rating from the underside. A combustible deck is not permitted within 2' of a lot line.

Our office reserves the right to perform another fully comprehensive review of any future submissions. Additional items in need of resolution may be added based on the adequacy of the future submissions.

Written determination from the ICC –

INTERNATIONAL RESIDENTIAL CODE

## CHAPTER 3
## BUILDING PLANNING

**SECTION R302.1**
**IRC Interpretation No. 17-04**
**2003 Edition**
**Issued: 12-29-05**

**R302.1 Exterior walls.** Exterior walls with a fire separation distance less than 3 feet (914 mm) shall have not less than a one-hour fire-resistive rating with exposure from both sides. Projections shall not extend to a point closer than 2 feet (610 mm) from the line used to determine the fire separation distance.

**Exception:** Detached garages accessory to a dwelling located within 2 feet of a lot line shall be permitted to have roof eave projections not exceeding 4 inches.

Projections extending into the fire separation distance shall have not less than one-hour fire-resistive construction on the underside. The above provisions shall not apply to walls which are perpendicular to the line used to determine the fire separation distance.

**Exception:** Tool and storage sheds, playhouses and similar structures exempted from permits by R105.2 are not required to provide wall protection based on location on the lot. Projections beyond the exterior wall shall not extend over the lot line.

• • • • • • • • • • •

**Q:** Do the requirements in Section R302.1 for projections apply to exterior balconies and decks as defined in Section R202?

**A:** Yes. Exterior balconies and decks that are attached to the building but not under roof are considered projections. Exterior balconies, decks and porches that are attached and under roof are considered to be a part of the primary building structure. Section 302.1 regulates projections into the fire separation distance. Projections can not extend more than 12 inches (305 mm) into this area. In addition, projections that do extend into an area where walls are required to be of one-hour fire-resistive construction must be protected on the underside with one-hour fire-resistive construction.

---

Code Solutions International, LLC

# Plan Review Comment Letter

| | |
|---|---|
| Date: | 9/24/25 |
| Project: | Residential Deck |
| Site Address: | 321 Charring Cross Dr - (25-1375) |
| Description: | saa |
| Design Professional: | N/A |
| Contact: | n/a |
| Construction manager: | n/a |
| Contact: | n/a |
| Plan Reviewer: | David Naples, MCP |
| Client: | City of Dover |

Applicable Codes: 2009 International Building Code and references. The proposed construction submission was not reviewed by Code Solutions International for conformance with applicable City of Dover land development, sewage connection, flood plain, shade tree, signage, driveway, and curbing regulations, etc.

**The construction documents are not able to be approved as submitted.**

The following items require clarification, revision or further information for the permit application and plan review to be further processed:

1. Please revise the plans to show the proposed deck and its proximity to each side lot line.
    a. Our concern is that the fire-separation distance may be less than 5' and additional fire-protection measures may be required. (2009 IRC Table 302.1 for projections)

Our office reserves the right to perform another fully comprehensive review of any future submissions. Additional items in need of resolution may be added based on the adequacy of the future submissions.