



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

**Thursday, April 09, 2026 at 3:30 PM**

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

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**AGENDA**

**VIRTUAL MEETING NOTICE**

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

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

**Link:** <https://tinyurl.com/44xjzskz>

**Event number:** 2533 467 1015

**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 3 - General Requirements, Section 302.8 - Motor Vehicles) - Appeal of Citation and Related Fines - 210 Northdown Drive (Simon Epiewane)**
- 2. Property Maintenance Code Violation (Chapter 3 - General Requirements, Section 304.6 - Exterior Walls) - Appeal of Citation and Related Fines - 106 Red Oak Drive (James Brooks)**
- 3. Property Maintenance Code Violation (Chapter 3 - General Requirements, Section 302.8 - Motor Vehicles) - Appeal of Citation and Related Fines - 132 West Sheldrake Circle (Christine Sheppard)**
- 4. Property Maintenance Code Violation (Chapter 3 - General Requirements, Section 302.8 - Motor Vehicles) - Appeal of Citation and Related Fines - 228 Falmouth Way (Denice Williams)**

**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

## CHAPTER 3

# GENERAL REQUIREMENTS

### SECTION 301 GENERAL

**301.1 Scope.** The provisions of this chapter shall govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and *exterior property*.

**301.2 Responsibility.** The *owner* of the *premises* shall maintain the structures and *exterior property* in compliance with these requirements, except as otherwise provided for in this code. A person shall not occupy as owner-occupant or permit another person to occupy *premises* which are not in a sanitary and safe condition and which do not comply with the requirements of this chapter. *Occupants* of a *dwelling unit*, *rooming unit* or *housekeeping unit* are responsible for keeping in a clean, sanitary and safe condition that part of the *dwelling unit*, *rooming unit*, *housekeeping unit* or *premises* which they occupy and control.

**301.3 Vacant structures and land.** All vacant structures and *premises* thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

### SECTION 302 EXTERIOR PROPERTY AREAS

**302.1 Sanitation.** All *exterior property* and *premises* shall be maintained in a clean, safe and sanitary condition. The *occupant* shall keep that part of the *exterior property* which such *occupant* occupies or controls in a clean and sanitary condition.

**302.2 Grading and drainage.** All *premises* shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.

**Exception:** *Approved* retention areas and reservoirs.

**302.3 Sidewalks and driveways.** All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

**302.4 Weeds.** All *premises* and *exterior property* shall be maintained free from weeds or plant growth in excess of (jurisdiction to insert height in inches). All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the *owner* or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the

property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the *owner* or agent responsible for the property.

**302.5 Rodent harborage.** All structures and *exterior property* shall be kept free from rodent harborage and *infestation*. Where rodents are found, they shall be promptly exterminated by *approved* processes which will not be injurious to human health. After extermination, proper precautions shall be taken to eliminate rodent harborage and prevent reinfestation.

**302.6 Exhaust vents.** Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another *tenant*.

**302.7 Accessory structures.** All accessory structures, including *detached* garages, fences and walls, shall be maintained structurally sound and in good repair.

**302.8 Motor vehicles.** Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any *premises*, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an *approved* spray booth.

**Exception:** A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and *approved* for such purposes.

**302.9 Defacement of property.** No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti.

It shall be the responsibility of the *owner* to restore said surface to an *approved* state of maintenance and repair.

### SECTION 303 SWIMMING POOLS, SPAS AND HOT TUBS

**303.1 Swimming pools.** Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.

**303.2 Enclosures.** Private swimming pools, hot tubs and spas, containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier at least 48 inches (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches (1372 mm) above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches (152 mm) from the gatepost. No existing pool enclosure

# REQUEST FOR APPEAL

## CONSTRUCTION AND PROPERTY MAINTENANCE CODE BOARD OF APPEALS



Item 1.

### Return Completed Form To:

City of Dover - City Clerk's Office

P.O. Box 475

Dover, DE 19903, or

[cityclerk@dover.de.us](mailto:cityclerk@dover.de.us), or

Phone: (302) 736-7008; FAX: (302) 736-5068

RECEIVED

MAR 13 2026

OFFICE OF THE CITY CLERK

Name of Appellant: SIMON EPIEWANE

Date of Request: 03/13/26

Mailing Address: 210 NORTHDOWN DRIVE

DOVER, DE. 19904

Telephone: 302-399-3397

Simon.Epiwane@

Email: delaware.gov

Appeal:

Please provide the address associated with the violation, case number (if available), and a brief description of why you are appealing the violation/citation.

Citation # 26-0000264-01. The car mentioned in the citation is mine. I am appealing on the bases that the car is not abandoned as it is tagged, registered and insured. Thanks for understanding.

NOTICE : Under the City of Dover Code of Ordinances Chapter 22 - Buildings and Building Regulations, Article 1 - In General, Section 22-1(b) - Appeals. Whenever any person is aggrieved by a decision of the building inspector with respect to the provision of this chapter, it is the right of that person to appeal to the construction and property maintenance code board of appeals. Such appeal must be filed, in writing, within 30 days after the determination by the building inspector.

### NEXT STEPS

1. City Staff will review your appeal to confirm that it is in accordance with City Code to be brought before the Construction and Property Maintenance Code Board of Appeals
2. Once staff review of the appeal is complete, the City Clerk's Office will reach out to advise you if and when the appeal will be heard by the Construction and Property Maintenance Code Board of Appeals (if applicable).
3. If you have any documentation to provide to support your appeal, please submit it to the City Clerk's Office at 15 Loockerman Plaza or by email at [cityclerk@dover.de.us](mailto:cityclerk@dover.de.us) no later than 7 days before your appeal is scheduled to be heard.
4. Per the City of Dover Code of Ordinances Chapter 22 - Buildings and Building Regulations, Article 1 - In General, Section 22-1(c) - Notice; hearing "The determination by the construction and property maintenance code board of appeals shall be final in all cases."

**From:** [Wheeler, Crystal L](#)  
**To:** [Kopp, Eddie L](#); [Matthew Layfield](#)  
**Cc:** [City Clerks Office](#); [Duca, Sharon](#)  
**Subject:** Request for Citation - Review of Appeal - 210 Northdown Drive - Simon Epiewane  
**Date:** Friday, March 13, 2026 3:24:16 PM  
**Attachments:** [image001.png](#)  
[Simon Epiewane - 210Northdown Drive - Appeal Request.pdf](#)

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Good afternoon

Attached, please find an appeal that the City Clerk's Office has received from Simon Epiewane in regard to the property located at 210 Northdown Drive. Please provide the citation that was issued in this matter so that we may determine if this appeal should be heard by the Construction and Property Maintenance Code Board of Appeals.

Thank you,

*Crystal Wheeler*

Assistant to the Director of Council Affairs and Constituent Services/FOIA  
Coordinator  
City Clerk's Office – City of Dover  
15 Loockerman Plaza  
P.O. Box 475  
Dover, DE 19901  
P: (302) 736-4462  
[cwheeler@dover.de.us](mailto:cwheeler@dover.de.us)



**From:** [Miller, Thomas S.](#)  
**To:** [Wheeler, Crystal L](#)  
**Cc:** [Kopp, Eddie L](#)  
**Subject:** RE: Request for Citation - Review of Appeal - 210 Northdown Drive - Simon Epiewane  
**Date:** Monday, March 16, 2026 4:23:52 PM  
**Attachments:** [210 Northdown Dr-1.pdf](#)  
[image003.png](#)  
[image004.png](#)  
[210 Northdown Dr-2.pdf](#)

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Here is the case info for 210 Northdown Dr.

## Thomas Miller

**Code Enforcement Officer**  
**City of Dover, Delaware**  
**302-736-3729 Office**  
[tmiller@dover.de.us](mailto:tmiller@dover.de.us)




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**From:** Wheeler, Crystal L <cwheeler@dover.de.us>  
**Sent:** Friday, March 13, 2026 3:33 PM  
**To:** Miller, Thomas S. <tmiller@DOVER.DE.US>  
**Cc:** City Clerks Office <CityClerk@dover.de.us>  
**Subject:** FW: Request for Citation - Review of Appeal - 210 Northdown Drive - Simon Epiewane

Good afternoon

Please see the following email below.

Thank you,

*Crystal Wheeler*

Assistant to the Director of Council Affairs and Constituent Services/FOIA  
 Coordinator  
 City Clerk's Office – City of Dover  
 15 Loockerman Plaza  
 P.O. Box 475  
 Dover, DE 19901  
 P: (302) 736-4462  
[cwheeler@dover.de.us](mailto:cwheeler@dover.de.us)



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**From:** Wheeler, Crystal L <[cwheeler@dover.de.us](mailto:cwheeler@dover.de.us)>  
**Sent:** Friday, March 13, 2026 3:24 PM  
**To:** Kopp, Eddie L <[ekopp@dover.de.us](mailto:ekopp@dover.de.us)>; Matthew Layfield <[mlayfield@dover.de.us](mailto:mlayfield@dover.de.us)>  
**Cc:** City Clerks Office <[CityClerk@dover.de.us](mailto:CityClerk@dover.de.us)>; Duca, Sharon <[SDuca@dover.de.us](mailto:SDuca@dover.de.us)>  
**Subject:** Request for Citation - Review of Appeal - 210 Northdown Drive - Simon Epiewane

Good afternoon

Attached, please find an appeal that the City Clerk's Office has received from Simon Epiewane in regard to the property located at 210 Northdown Drive. Please provide the citation that was issued in this matter so that we may determine if this appeal should be heard by the Construction and Property Maintenance Code Board of Appeals.

Thank you,

*Crystal Wheeler*

Assistant to the Director of Council Affairs and Constituent Services/FOIA  
Coordinator  
City Clerk's Office – City of Dover  
15 Loockerman Plaza  
P.O. Box 475  
Dover, DE 19901  
P: (302) 736-4462  
[cwheeler@dover.de.us](mailto:cwheeler@dover.de.us)





April 2, 2026

Simon Epiewane  
210 Northdown Drive  
Dover, DE 19904

Re: Appeal of Citation #26-00000264-01 and Related Fines – 210 Northdown Drive, Dover, DE 19904

Dear Mr. Epiewane,

We have received your request to appeal the citation and fines related to the violation of the 2009 International Property Maintenance Code - Chapter 3 - General Requirements, Section 302.8 – Motor Vehicles.

A meeting of the Construction and Property Maintenance Code Board of Appeals has been scheduled for Thursday, April 9th, at 3:30 p.m. to hear your appeal. This meeting will be held in the City Hall Conference Room, 15 Loockerman Plaza, Dover, DE 19901, with electronic access via Webex, available on a computer, smartphone, or by telephone. Below, I have listed the information needed to access the meeting electronically. If you have any additional documentation that you would like the Board to review when considering your appeal, please provide this information to the City Clerk's Office prior to the appeal hearing.

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

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

**Link:** <https://tinyurl.com/4xv5kfcg>

**Event number:** 2533 467 1015

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Arielle Rivera", is written over a faint, larger signature.

Arielle Rivera  
Assistant City Clerk

cc: Dan Griffith, City Solicitor  
Sharon Duca, Assistant City Manager  
Dawn Melson-Williams, Principal Planner  
Eddie Kopp, Chief Code Enforcement Officer  
Thomas Miller, Code Enforcement Officer

## SENDER: COMPLETE THIS SECTION

- Item 1.
- Complete items 1, 2, and 3.
  - Print your name and address on the reverse so 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:

SIMON EWANE EPIEWANE  
210 NORTHDOWN DR  
DOVER DE 19904



9590 9402 7900 2234 9556 59

2. Article Number (Transfer from service label)

9589 0710 5270 1766 2377 68

PS Form 3811, July 2020 PSN 7530-02-000-9033

## COMPLETE THIS SECTION ON DELIVERY

A. Signature

B. Received by (Printed Name)

C. Date of Delivery

3/6

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

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
- ☐ Registered Mail Restricted Delivery (over \$500)

- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

Insured Mail Restricted Delivery (over \$500)

Domestic Return Receipt

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

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

OFFICIAL USE

Certified Mail Fee

Extra Services &amp; 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

\$

SIMON EWANE EPIEWANE  
210 NORTHDOWN DR  
DOVER DE 19904

INSPECTIONS  
DEPARTMENT  
MAR 04 2026  
DOVER DE 19904

See Reverse for Instructions

Division of  
Code Enforcement  
15 Lookerman Plaza  
Dover, DE 19901

City of



Dover

Item 1.

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

## OFFICIAL CITATION

Citation # 26-00000264-01

SIMON EWANE EPIEWANE  
210 NORTHDOWN DR  
DOVER DE 19904

Location of Offense: 210 NORTHDOWN DR  
Tax Parcel Number: ED-05-076.13-02-080.000-000  
Type of Offense: DOVER CODE OF ORDINANCES  
Date of Offense: March 2, 2026  
Date of Issue: March 2, 2026

You are hereby fined for violating the City of Dover Ordinance marked (X) below. Payment must be received by the City of Dover Inspections Department, 15 Lookerman Plaza, Dover, Delaware, before **April 03, 2026.**

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

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

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

A handwritten signature in black ink, appearing to read "Thomas Miller".

Thomas Miller  
Code Enforcement Officer

Violation: **(X) FAILURE TO ABD/UNREG VEHICLE**

Sec No: **DCO 22-221/2009 PM SECTION 302.8 MOTOR VEHICLES**

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

Division of  
Code Enforcement  
15 Loockerman Plaza  
Dover, DE 19901



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

**SECOND NOTICE**

March 2, 2026

SIMON EWANE EPIEWANE  
210 NORTHDOWN DR  
DOVER DE 19904

RE: Property Address: 210 NORTHDOWN DR  
Tax Parcel Number: ED-05-076.13-02-080.000-000  
Case Number: 26-00000264

Dear Sir/Ma'am:

On January 21, 2026, a Code Enforcement Officer with the City of Dover, Department of Inspections, inspected 210 NORTHDOWN DR. The inspection revealed one or more City Code Violations on the property.

Attached are the violation(s) found.

A follow-up inspection was not scheduled for this case, or the re-inspection revealed that the violation(s) remain. Enclosed is a Citation for failure to correct the violation(s). An additional inspection must be scheduled by **April 03, 2026**. Failure to comply will result in an additional citation, and if the property is a rental unit, it may result in the suspension of the rental license. **It is the responsibility of the property owner/agent to contact this office to schedule all inspections.**

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

Sincerely,



Thomas Miller  
Code Enforcement Officer

cc: File

CASE NUMBER 26-00000264  
PROPERTY ADDRESS 210 NORTHDOWN DR

Item 1.

-----  
VIOLATION: 724 QUANTITY: 1  
DESCRIPTION: 724 REMOVE ABD/UNREG VEHICLE DATE: 1/21/26  
LOCATION: DRIVEWAY

NARRATIVE :

Remove the disabled/inoperable vehicle from the property.  
This vehicle is considered abandoned due to the current  
state of the vehicle and the inoperable nature of the  
vehicle. Failure to comply will result in the City of Dover  
issuing citations to the property owner until the violation  
is brought into compliance.

ORDINANCE DESCRIPTION :

PM SECTION 302.8 Motor vehicles.  
Except as provided for in other regulations,  
inoperative or unlicensed motor vehicles shall not be  
parked, kept or stored on any premises, and vehicles shall  
not at any time be in a state of major disassembly,  
disrepair, or in the process of being stripped or  
dismantled. Painting of vehicles is prohibited unless  
conducted inside an approved spray booth.

CORRECTIVE ACTION REQUIRED :

Remove or properly register or repair vehicle.



Division of  
Code Enforcement  
15 Loockerman Plaza  
Dover, DE 19901

City of



Dover

Item 1.

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

January 21, 2026

SIMON EWANE EPIEWANE  
210 NORTHDOWN DR  
DOVER DE 19904

RE: Property address: 210 NORTHDOWN DR  
Tax Parcel Number: ED-05-076.13-02-080.000-000  
Case Number: 26-00000264

Dear Sir/Ma'am:

On January 21, 2026, a Code Enforcement Officer with the City of Dover, Department of Inspections, inspected 210 NORTHDOWN DR.

Attached are the Code violations found during the inspection.

A follow-up inspection must be conducted by **February 23, 2026**, to ensure compliance. Failure to comply will result in citation(s) being issued.

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

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

Sincerely,

Thomas Miller  
Code Enforcement Officer

cc: File

CASE NUMBER 26-00000264  
PROPERTY ADDRESS 210 NORTHDOWN DR

Item 1.

-----  
VIOLATION: 724 QUANTITY: 1  
DESCRIPTION: 724 REMOVE ABD/UNREG VEHICLE DATE: 1/21/26  
LOCATION: DRIVEWAY

NARRATIVE :

Remove the disabled/inoperable vehicle from the property.  
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not at any time be in a state of major disassembly,  
disrepair, or in the process of being stripped or  
dismantled. Painting of vehicles is prohibited unless  
conducted inside an approved spray booth.

CORRECTIVE ACTION REQUIRED :

Remove or properly register or repair vehicle.



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## SECTION 305 INTERIOR STRUCTURE

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

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

**REQUEST FOR APPEAL****CONSTRUCTION AND PROPERTY MAINTENANCE CODE BOARD OF APPEALS**Return Completed Form To:

City of Dover - City Clerk's Office

P.O. Box 475

Dover, DE 19903, or

[cityclerk@dover.de.us](mailto:cityclerk@dover.de.us), or

Phone: (302) 736-7008; FAX: (302) 736-5068

**RECEIVED****MAR 18 2026****OFFICE OF THE CITY CLERK**

Name of Appellant:

JAMES A BROOK

Date of Request:

3/18/2026

Mailing Address:

106 RED OAK DR.DOVER, DEL

Telephone:

302 674 3074

Email:

n/a

Appeal:

Please provide the address associated with the violation, case number (if available), and a brief description of why you are appealing the violation/citation.

Citation # 26-00000410-01Appeal - extension due to weather.

NOTICE : Under the City of Dover Code of Ordinances Chapter 22 - Buildings and Building Regulations, Article 1 - In General, Section 22-1(b) - Appeals. Whenever any person is aggrieved by a decision of the building inspector with respect to the provision of this chapter, it is the right of that person to appeal to the construction and property maintenance code board of appeals. Such appeal must be filed, in writing, within 30 days after the determination by the building inspector.

**NEXT STEPS**

1. City Staff will review your appeal to confirm that it is in accordance with City Code to be brought before the Construction and Property Maintenance Code Board of Appeals
2. Once staff review of the appeal is complete, the City Clerk's Office will reach out to advise you if and when the appeal will be heard by the Construction and Property Maintenance Code Board of Appeals (if applicable).
3. If you have any documentation to provide to support your appeal, please submit it to the City Clerk's Office at 15 Loockerman Plaza or by email at [cityclerk@dover.de.us](mailto:cityclerk@dover.de.us) no later than 7 days before your appeal is scheduled to be heard.
4. Per the City of Dover Code of Ordinances Chapter 22 - Buildings and Building Regulations, Article 1 - In General, Section 22-1(c) - Notice; hearing "The determination by the construction and property maintenance code board of appeal shall be final in all cases."

**From:** [Wheeler, Crystal L](#)  
**To:** [Kopp, Eddie L](#); [Miller, Thomas S.](#)  
**Cc:** [City Clerks Office](#); [Duca, Sharon](#)  
**Subject:** Request for Citation - Review of Appeal - 106 Red Oak Drive - James Brook  
**Date:** Friday, March 20, 2026 11:00:57 AM  
**Attachments:** [Brook Appeal.pdf](#)  
[image001.png](#)

---

Good Morning

Attached, please find an appeal that the City Clerk's Office has received from James Brook regarding the property located at 106 Red Oak Drive. Please provide the citation that was issued in this matter so that we may determine if this appeal should be heard by the Construction and Property Maintenance Code Board of Appeals.

Thank you,

*Crystal Wheeler*

Assistant to the Director of Council Affairs and Constituent Services/FOIA  
Coordinator  
City Clerk's Office – City of Dover  
15 Loockerman Plaza  
P.O. Box 475  
Dover, DE 19901  
P: (302) 736-4462  
[cwheeler@dover.de.us](mailto:cwheeler@dover.de.us)



**From:** [Kopp, Eddie L](#)  
**To:** [City Clerks Office](#)  
**Subject:** Case Files  
**Date:** Tuesday, March 24, 2026 3:07:08 PM  
**Attachments:** [26-0307-01.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[26-0410-01.pdf](#)  
[26-0142-01.pdf](#)

---

Good afternoon,

Attached are the case files for:

- 26-0410-01 (106 Red Oak Dr)
- 26-0307-01 (48 Heatherfield Way)
- 26-0142-01 (132 W Sheldrake Cir)

## Eddie Kopp, CCEO

**Chief Code Enforcement Officer**

**City of Dover, Delaware**

**302-760-4929 Office**

**302-270-8156 Cell**

[ekopp@dover.de.us](mailto:ekopp@dover.de.us)



This message and any attachments are solely for the use of intended recipients. The information contained herein may include trade secrets, protected health or personal information, privileged or otherwise confidential information. Unauthorized review, forwarding, printing, copying, distributing, or using such information is strictly prohibited and may be unlawful. If you are not an intended recipient, you are hereby notified that you received this email in error, and that any review, dissemination, distribution, or copying of this email and any attachment is strictly prohibited. If you have received this email in error, please contact the sender and delete the message and any attachments from your system. Thank you for your cooperation.



April 2, 2026

James Brooks  
106 Red Oak Drive  
Dover, DE 19904

Re: Appeal of Citation #26-00000410-01 and Related Fines – 106 Red Oak Drive, Dover, DE 19904

Dear Mr. Brooks,

We have received your request to appeal the citation and fines related to the violation of the 2009 International Property Maintenance Code - Chapter 3 - General Requirements, Section 304.6 – Exterior Walls.

A meeting of the Construction and Property Maintenance Code Board of Appeals has been scheduled for Thursday, April 9th, at 3:30 p.m. to hear your appeal. This meeting will be held in the City Hall Conference Room, 15 Loockerman Plaza, Dover, DE 19901, with electronic access via Webex, available on a computer, smartphone, or by telephone. Below, I have listed the information needed to access the meeting electronically. If you have any additional documentation that you would like the Board to review when considering your appeal, please provide this information to the City Clerk's Office prior to the appeal hearing.

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

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

**Link:** <https://tinyurl.com/4xv5kfcv>

**Event number:** 2533 467 1015

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Arielle Rivera", is written over a faint, larger blue signature that also appears to read "Arielle Rivera".

Arielle Rivera  
Assistant City Clerk

cc: Dan Griffith, City Solicitor  
Sharon Duca, Assistant City Manager  
Dawn Melson-Williams, Principal Planner  
Eddie Kopp, Chief Code Enforcement Officer  
Thomas Miller, Code Enforcement Officer

Division of  
Code Enforcement  
15 Loockerman Plaza  
Dover, DE 19901



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

## OFFICIAL CITATION

Citation # 26-00000410-01

JAMES A & BROOKS  
BROOKS, VALORIE B  
106 RED OAK DR  
DOVER DE 19904

Location of Offense: 106 RED OAK DR  
Tax Parcel Number: ED-05-067.14-04-030.000-000  
Type of Offense: PROPERTY MAINTENANCE-EXTERIOR  
Date of Offense: March 11, 2026  
Date of Issue: March 11, 2026

You are hereby fined for violating the City of Dover Ordinance marked (X) below. Payment must be received by the City of Dover Inspections Department, 15 Loockerman Plaza, Dover, Delaware, **before April 11, 2026.**

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

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

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

  
Thomas Miller  
Code Enforcement Officer

Violation: **(X) FAILURE TO REPAIR WALL SIDING**

Sec No: **DCO 22-221/2009 SECTION PM 304.6 EXTERIOR WALLS**

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

| SENDER: COMPLETE THIS SECTION                                                                                                                                                                                                                                                                                                                                                                                                                         |  | COMPLETE THIS SECTION ON DELIVERY                                                                                                                                                                                                                                                                      |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> <li>■ Complete items 1, 2, and 3.</li> <li>■ Print your name and address on the reverse so that we can return the card to you.</li> <li>■ Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>                                                                                                                                                                              |  | <p>A. Signature<br/> X <u>Valorie Brooks</u> <input type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee</p>                                                                                                                                                                          |  |
| <p>1. Article Addressed to:</p> <p>JAMES &amp; VALORIE BROOKS<br/> 106 RED OAK DR<br/> DOVER DE 19904</p>                                                                                                                                                                                                                                                                                                                                             |  | <p>B. Received by (Printed Name)<br/> <u>Valorie Brooks</u></p> <p>C. Date of Delivery<br/> <u>03/14</u></p>                                                                                                                                                                                           |  |
| <p>2. Article Number (Transfer from service label)<br/> <u>9589 0710 5270 1766 2428 85</u></p>                                                                                                                                                                                                                                                                                                                                                        |  | <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br/> If YES, enter delivery address below:</p>                                                                                                                                    |  |
| <p>3. Service Type <u>950-8410</u></p> <p><input type="checkbox"/> Adult Signature<br/> <input type="checkbox"/> Adult Signature Restricted Delivery<br/> <input checked="" type="checkbox"/> Certified Mail®<br/> <input type="checkbox"/> Certified Mail Restricted Delivery<br/> <input type="checkbox"/> Collect on Delivery<br/> <input type="checkbox"/> Collect on Delivery Restricted Delivery<br/> <input type="checkbox"/> Insured Mail</p> |  | <p><input type="checkbox"/> Priority Mail Express®<br/> <input type="checkbox"/> Registered Mail™<br/> <input type="checkbox"/> Registered Mail Restricted Delivery<br/> <input type="checkbox"/> Signature Confirmation™<br/> <input type="checkbox"/> Signature Confirmation Restricted Delivery</p> |  |
| <p>PS Form 3811, July 2020 PSN 7530-02-000-9053</p>                                                                                                                                                                                                                                                                                                                                                                                                   |  | <p>Domestic Return Receipt</p>                                                                                                                                                                                                                                                                         |  |

| U.S. Postal Service™<br>CERTIFIED MAIL® RECEIPT<br>Domestic Mail Only                            |                                                              |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a> ®. |                                                              |
| OFFICIAL USE                                                                                     |                                                              |
| Certified Mail Fee<br>\$                                                                         |                                                              |
| Extra Services & Fees (check box, add fee as appropriate)                                        |                                                              |
| <input type="checkbox"/> Return Receipt (hardcopy) \$                                            |                                                              |
| <input type="checkbox"/> Return Receipt (electronic) \$                                          |                                                              |
| <input type="checkbox"/> Certified Mail Restricted Delivery \$                                   |                                                              |
| <input type="checkbox"/> Adult Signature Required \$                                             | <p>Postage<br/> \$ Tr<br/> \$ Se<br/> \$ Str<br/> \$ Cit</p> |
| <input type="checkbox"/> Adult Signature Restricted Delivery \$                                  |                                                              |
| <p>JAMES &amp; VALORIE BROOKS<br/> 106 RED OAK DR<br/> DOVER DE 19904</p>                        |                                                              |
| PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions                     |                                                              |

USPS TRACKING#



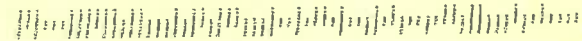
9590 9402 7900 2234 9608 97

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United States  
Postal Service

• Sender: Please print your name, address, and ZIP+4® in this box•

DEPARTMENT OF  
PLANNING/INSPECTIONS  
CITY OF DOVER  
P. O. BOX 475  
DOVER DE 19903-0475



### Certified Mail service provides the following benefits:

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

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

- for an electronic return receipt, see a retail associate for assistance. To receive a duplicate return receipt for no additional fee, present this USPS®-postmarked Certified Mail receipt to the retail associate.
- Restricted delivery service, which provides delivery to the addressee specified by name, or to the addressee's authorized agent.
- Adult signature service, which requires the signee to be at least 21 years of age (not available at retail).
- Adult signature restricted delivery service, which requires the signee to be at least 21 years of age and provides delivery to the addressee specified by name, or to the addressee's authorized agent (not available at retail).
- To ensure that your Certified Mail receipt is accepted as legal proof of mailing, it should bear a USPS postmark. If you would like a postmark on this Certified Mail receipt, please present your Certified Mail item at a Post Office™ for postmarking. If you don't need a postmark on this Certified Mail receipt, detach the barcoded portion of this label, affix it to the mailpiece, apply appropriate postage, and deposit the mailpiece.

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

PS Form 3800, January 2023 (Reverse) PSN 7530-02-000-9047

Division of  
Code Enforcement  
15 Loockerman Plaza  
Dover, DE 19901



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

**SECOND NOTICE**

March 11, 2026

JAMES A & BROOKS  
BROOKS, VALORIE B  
106 RED OAK DR  
DOVER DE 19904

RE: Property Address: 106 RED OAK DR  
Tax Parcel Number: ED-05-067.14-04-030.000-000  
Case Number: 26-00000410

Dear Sir/Ma'am:

On February 06, 2026, a Code Enforcement Officer with the City of Dover, Department of Inspections, inspected 106 RED OAK DR. The inspection revealed one or more City Code Violations on the property.

Attached are the violation(s) found.

A follow-up inspection was not scheduled for this case, or the re-inspection revealed that the violation(s) remain. Enclosed is a Citation for failure to correct the violation(s). An additional inspection must be scheduled by **April 11, 2026**. Failure to comply will result in an additional citation, and if the property is a rental unit, it may result in the suspension of the rental license. **It is the responsibility of the property owner/agent to contact this office to schedule all inspections.**

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

Sincerely,

Thomas Miller  
Code Enforcement Officer

cc: File

CASE NUMBER 26-00000410  
PROPERTY ADDRESS 106 RED OAK DR

-----  
VIOLATION: 242 QUANTITY: 1  
DESCRIPTION: 242 REPAIR WALL SIDING DATE: 2/06/26  
LOCATION: ATTENTION

## NARRATIVE :

Repair/replace the missing wall siding on the front of the house.

## ORDINANCE DESCRIPTION :

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

## CORRECTIVE ACTION REQUIRED :

Repair or replace all damaged and/or missing exterior wall siding.



Division of  
Code Enforcement  
15 Loockerman Plaza  
Dover, DE 19901

# City of Dover



Item 2.

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

February 6, 2026

JAMES A & BROOKS  
BROOKS, VALORIE B  
106 RED OAK DR  
DOVER DE 19904

RE: Property address: 106 RED OAK DR  
Tax Parcel Number: ED-05-067.14-04-030.000-000  
Case Number: 26-00000410

Dear SIR/MA'AM:

On February 06, 2026, a Code Enforcement Officer with the City of Dover, Department of Inspections, inspected 106 RED OAK DR.

Attached are the Code violations found during the inspection.

A follow-up inspection must be conducted by **March 09, 2026**, to ensure compliance. Failure to comply will result in citation(s) being issued.

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Miller", is written over a horizontal line.

Thomas Miller  
Code Enforcement Officer

cc: File

CASE NUMBER 26-00000410  
PROPERTY ADDRESS 106 RED OAK DR

Item 2.

-----  
VIOLATION: 242 QUANTITY: 1  
DESCRIPTION: 242 REPAIR WALL SIDING DATE: 2/06/26  
LOCATION: ATTENTION

NARRATIVE :

Repair/replace the missing wall siding on the front of the house.

ORDINANCE DESCRIPTION :

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

CORRECTIVE ACTION REQUIRED :

Repair or replace all damaged and/or missing exterior wall siding.



## CHAPTER 3

# GENERAL REQUIREMENTS

### SECTION 301 GENERAL

**301.1 Scope.** The provisions of this chapter shall govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and *exterior property*.

**301.2 Responsibility.** The *owner* of the *premises* shall maintain the structures and *exterior property* in compliance with these requirements, except as otherwise provided for in this code. A person shall not occupy as owner-occupant or permit another person to occupy *premises* which are not in a sanitary and safe condition and which do not comply with the requirements of this chapter. *Occupants* of a *dwelling unit*, *rooming unit* or *housekeeping unit* are responsible for keeping in a clean, sanitary and safe condition that part of the *dwelling unit*, *rooming unit*, *housekeeping unit* or *premises* which they occupy and control.

**301.3 Vacant structures and land.** All vacant structures and *premises* thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

### SECTION 302 EXTERIOR PROPERTY AREAS

**302.1 Sanitation.** All *exterior property* and *premises* shall be maintained in a clean, safe and sanitary condition. The *occupant* shall keep that part of the *exterior property* which such *occupant* occupies or controls in a clean and sanitary condition.

**302.2 Grading and drainage.** All *premises* shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.

**Exception:** *Approved* retention areas and reservoirs.

**302.3 Sidewalks and driveways.** All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

**302.4 Weeds.** All *premises* and *exterior property* shall be maintained free from weeds or plant growth in excess of (jurisdiction to insert height in inches). All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the *owner* or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the

property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the *owner* or agent responsible for the property.

**302.5 Rodent harborage.** All structures and *exterior property* shall be kept free from rodent harborage and *infestation*. Where rodents are found, they shall be promptly exterminated by *approved* processes which will not be injurious to human health. After extermination, proper precautions shall be taken to eliminate rodent harborage and prevent reinfestation.

**302.6 Exhaust vents.** Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another *tenant*.

**302.7 Accessory structures.** All accessory structures, including *detached* garages, fences and walls, shall be maintained structurally sound and in good repair.

**302.8 Motor vehicles.** Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any *premises*, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an *approved* spray booth.

**Exception:** A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and *approved* for such purposes.

**302.9 Defacement of property.** No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti.

It shall be the responsibility of the *owner* to restore said surface to an *approved* state of maintenance and repair.

### SECTION 303 SWIMMING POOLS, SPAS AND HOT TUBS

**303.1 Swimming pools.** Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.

**303.2 Enclosures.** Private swimming pools, hot tubs and spas, containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier at least 48 inches (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches (1372 mm) above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches (152 mm) from the gatepost. No existing pool enclosure

February 28, 2026

CHRISTINE SHEPPARD  
132 W. SHELDRAKE CIR.  
DOVER, DE, 19904

Appeals for the Citation # 26-00000142-01  
Tax Parcel Number: ED-05-076.03-01-740.000-000

RECEIVED  
MAR 18 2026  
OFFICE OF THE CITY CLERK

To The City Of Dover,

My deceased husband, Larry A. Sheppard, passed on November 3, 2016, and I, Christine Sheppard, am appointed as administrator. His two minor daughters inherit his estates, which cannot be administered until they are of legal age. Please accept the attached documents of the Surrogate's Court of the State of New York Certificate along with his death certificate and his (2) minor daughters' birth certificates, Lauralee Sheppard and L'Oreal Sheppard.

If you need any additional information, please feel free to contact or email me at 862-223-2373 or Christinesheppard.cw@gmail.com.

x Christine Sheppard

**From:** [Kopp, Eddie L](#)  
**To:** [City Clerks Office](#)  
**Subject:** Case Files  
**Date:** Tuesday, March 24, 2026 3:07:08 PM  
**Attachments:** [26-0307-01.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[26-0410-01.pdf](#)  
[26-0142-01.pdf](#)

---

Good afternoon,

Attached are the case files for:

- 26-0410-01 (106 Red Oak Dr)
- 26-0307-01 (48 Heatherfield Way)
- 26-0142-01 (132 W Sheldrake Cir)

## Eddie Kopp, CCEO

**Chief Code Enforcement Officer**

**City of Dover, Delaware**

**302-760-4929 Office**

**302-270-8156 Cell**

[ekopp@dover.de.us](mailto:ekopp@dover.de.us)



This message and any attachments are solely for the use of intended recipients. The information contained herein may include trade secrets, protected health or personal information, privileged or otherwise confidential information. Unauthorized review, forwarding, printing, copying, distributing, or using such information is strictly prohibited and may be unlawful. If you are not an intended recipient, you are hereby notified that you received this email in error, and that any review, dissemination, distribution, or copying of this email and any attachment is strictly prohibited. If you have received this email in error, please contact the sender and delete the message and any attachments from your system. Thank you for your cooperation.



April 2, 2026

Christine Sheppard  
132 West Sheldrake Circle  
Dover, DE 19904

Re: Appeal of Citation #26-00000142-01 and Related Fines – 132 West Sheldrake Circle, Dover, DE 19904

Dear Ms. Sheppard,

We have received your request to appeal the citation and fines related to the violation of the 2009 International Property Maintenance Code - Chapter 3 - General Requirements, Section 302.8 – Motor Vehicles.

A meeting of the Construction and Property Maintenance Code Board of Appeals has been scheduled for Thursday, April 9th, at 3:30 p.m. to hear your appeal. This meeting will be held in the City Hall Conference Room, 15 Loockerman Plaza, Dover, DE 19901, with electronic access via Webex, available on a computer, smartphone, or by telephone. Below, I have listed the information needed to access the meeting electronically. If you have any additional documentation that you would like the Board to review when considering your appeal, please provide this information to the City Clerk's Office prior to the appeal hearing.

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

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

**Link:** <https://tinyurl.com/4xv5kfcp>

**Event number:** 2533 467 1015

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Arielle M. Rivera", is written over a faint, larger signature.

Arielle Rivera  
Assistant City Clerk

cc: Dan Griffith, City Solicitor  
Sharon Duca, Assistant City Manager  
Dawn Melson-Williams, Principal Planner  
Eddie Kopp, Chief Code Enforcement Officer  
Thomas Miller, Code Enforcement Officer

**From:** [Wheeler, Crystal L](#)  
**To:** [Griffith, Daniel A.](#); [Duca, Sharon](#); [Kopp, Eddie L](#); [Miller, Thomas S.](#); [Melson-Williams, Dawn](#)  
**Cc:** [City Clerks Office](#)  
**Subject:** CORRESPONDENCE SENT TO CHRISTINE SHEPPARD - NOTICE OF APPEAL HEARING DATE  
**Date:** Thursday, April 2, 2026 3:43:59 PM  
**Attachments:** [Receipt of Appeal - Sheppard - 132 West Sheldrake Circle - Motor Vehicle \(SIGNED\).pdf](#)  
[image001.png](#)

---

Good afternoon

Attached please find correspondence that was mailed to Christine Sheppard on April 2, 2026, regarding his appeal of citation #26-00000142-01 for her property located at 132 West Sheldrake Circle.

Thank you,

*Crystal Wheeler*

Assistant to the Director of Council Affairs and Constituent Services/FOIA  
Coordinator  
City Clerk's Office – City of Dover  
15 Loockerman Plaza  
P.O. Box 475  
Dover, DE 19901  
P: (302) 736-4462  
[cwheeler@dover.de.us](mailto:cwheeler@dover.de.us)



67 2415 2270 1766 9921 5142 27

|                                                                                                                                                                                                                                                                                                                                                                            |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
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| <b>OFFICIAL USE</b>                                                                                                                                                                                                                                                                                                                                                        |  |  |
| Certified Mail Fee<br>\$                                                                                                                                                                                                                                                                                                                                                   |  |  |
| Extra Services & Fees (check box, add fee as appropriate)<br><input type="checkbox"/> Return Receipt (hardcopy) \$<br><input type="checkbox"/> Return Receipt (electronic) \$<br><input type="checkbox"/> Certified Mail Restricted Delivery \$<br><input type="checkbox"/> Adult Signature Required \$<br><input type="checkbox"/> Adult Signature Restricted Delivery \$ |  |  |
| Postage<br>\$                                                                                                                                                                                                                                                                                                                                                              |  |  |
| CHRISTINE SHEPPARD<br>132 W SHELDRAKE CIR<br>DOVER DE 19904                                                                                                                                                                                                                                                                                                                |  |  |
| PS Form 3811, January 2020 PSN 7530-02-000-9053 See Reverse for Instructions                                                                                                                                                                                                                                                                                               |  |  |

|                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SENDER: COMPLETE THIS SECTION</b><br><ul style="list-style-type: none"> <li>■ Complete items 1, 2, and 3.</li> <li>■ Print your name and address on the reverse so that we can return the card to you.</li> <li>■ Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul> | <b>COMPLETE THIS SECTION ON DELIVERY</b><br>A. Signature<br><input checked="" type="checkbox"/> Agent<br><input checked="" type="checkbox"/> Addressee<br>B. Received by (Printed Name)<br>C. Date of Delivery<br>D. Is delivery address different from Item 1? <input type="checkbox"/> Yes<br>If YES, enter delivery address below: <input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                           |
| 1. Article Addressed to:<br><br>CHRISTINE SHEPPARD<br>132 W SHELDRAKE CIR<br>DOVER DE 19904                                                                                                                                                                                                                      | TM<br>26-142-01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2. Article Number (Transfer from service label)<br>9590 9402 7900 2234 9812 90                                                                                                                                                                                                                                   | 3. Service Type<br><input type="checkbox"/> Adult Signature<br><input type="checkbox"/> Adult Signature Restricted Delivery<br><input checked="" type="checkbox"/> Certified Mail®<br><input type="checkbox"/> Certified Mail Restricted Delivery<br><input type="checkbox"/> Collect on Delivery<br><input type="checkbox"/> Collect on Delivery Restricted Delivery<br><input type="checkbox"/> Insured Mail<br><input type="checkbox"/> Registered Mail™<br><input type="checkbox"/> Registered Mail Restricted Delivery<br><input type="checkbox"/> Signature Confirmation™<br><input type="checkbox"/> Signature Confirmation Restricted Delivery |
| 4. Article Number (Transfer from service label)<br>9589 0710 5270 1766 2415 67                                                                                                                                                                                                                                   | red Mail Restricted Delivery<br>r \$500)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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

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

#### Important Reminders:

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

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

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

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

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

PS Form 3800, January 2023 (Reverse) PSN 7530-02-000-9047

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DEPARTMENT OF  
PLANNING/INSPECTIONS  
CITY OF DOVER  
P. O. BOX 475  
DOVER DE 19903-0475



Division of  
Code Enforcement  
15 Loockerman Plaza  
Dover, DE 19901

City of  Dover

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

## OFFICIAL CITATION

Citation # 26-00000142-01

CHRISTINE SHEPPARD  
132 W SHELDRAKE CIR  
DOVER DE 19904

Location of Offense: 132 W SHELDRAKE CIR  
Tax Parcel Number: ED-05-076.03-01-740.000-000  
Type of Offense: DOVER CODE OF ORDINANCES  
Date of Offense: February 12, 2026  
Date of Issue: February 12, 2026

You are hereby fined for violating the City of Dover Ordinance marked (X) below. Payment must be received by the City of Dover Inspections Department, 15 Loockerman Plaza, Dover, Delaware, before **March 16, 2026.**

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

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

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



Thomas Miller  
Code Enforcement Officer

Violation: (X) **FAILURE TO REMOVE ABD/UNREG VEHICLE**

Sec No: **DCO 22-221/2009 PM SECTION 302.8 MOTOR VEHICLES**

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

Division of  
Code Enforcement  
15 Loockerman Plaza  
Dover, DE 19901

City of



Dover

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

SECOND NOTICE

February 12, 2026

CHRISTINE SHEPPARD  
132 W SHELDRAKE CIR  
DOVER DE 19904

RE: Property Address: 132 W SHELDRAKE CIR  
Tax Parcel Number: ED-05-076.03-01-740.000-000  
Case Number: 26-00000142

Dear Sir/Ma'am:

On January 12, 2026, a Code Enforcement Officer with the City of Dover, Department of Inspections, inspected 132 W SHELDRAKE CIR. The inspection revealed one or more City Code Violations on the property.

Attached are the violation(s) found.

A follow-up inspection was not scheduled for this case, or the re-inspection revealed that the violation(s) remain. Enclosed is a Citation for failure to correct the violation(s). An additional inspection must be scheduled by **March 16, 2026**. Failure to comply will result in an additional citation, and if the property is a rental unit, it may result in the suspension of the rental license. **It is the responsibility of the property owner/agent to contact this office to schedule all inspections.**

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

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas Miller", is written over a horizontal line.

Thomas Miller  
Code Enforcement Officer

cc: File

CASE NUMBER 26-00000142  
PROPERTY ADDRESS 132 W SHELDRAKE CIR

Item 3.

-----  
VIOLATION: 777 QUANTITY: 1  
DESCRIPTION: 777 DISPLAY ADDRESS NUMBERS DATE: 1/12/26  
LOCATION: FRONT OF HOUSE

## NARRATIVE :

Properly display address "132" on the exterior wall of the house. Numbers must be 4" or larger and visible from the street. Must be of a contrasting color from the background.

## ORDINANCE DESCRIPTION :

SECTION PM 304.3 Premises identification. Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be not less than 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).

DCO Section 98-344 Posting numbers.

(a) Required. 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.

## CORRECTIVE ACTION REQUIRED :

Properly display address number on the front of the dwelling.

-----  
VIOLATION: 724 QUANTITY: 1  
DESCRIPTION: 724 REMOVE ABD/UNREG VEHICLE DATE: 1/12/26  
LOCATION: DRIVEWAY

## NARRATIVE :

Remove the disabled/inoperable vehicle from the property. This vehicle is considered abandoned due to the current state of the vehicle and the inoperable nature of the vehicle. Failure to comply will result in the City of Dover issuing citations to the property owner until the violation is brought into compliance.

## ORDINANCE DESCRIPTION :

PM SECTION 302.8 Motor vehicles.  
Except as provided for in other regulations, inoperative or unlicensed motor vehicles shall not be parked, kept or stored on any premises, and vehicles shall not at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless

CASE NUMBER 26-00000142  
PROPERTY ADDRESS 132 W SHELDRAKE CIR

Item 3.

## ORDINANCE DESCRIPTION :

conducted inside an approved spray booth.

## CORRECTIVE ACTION REQUIRED :

Remove or properly register or repair vehicle.



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



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

January 12, 2026

CHRISTINE SHEPPARD  
132 W SHELDRAKE CIR  
DOVER DE 19904

RE: Property address: 132 W SHELDRAKE CIR  
Tax Parcel Number: ED-05-076.03-01-740.000-000  
Case Number: 26-00000142

Dear Sir/Ma'am:

On January 12, 2026, a Code Enforcement Officer with the City of Dover, Department of Inspections, inspected 132 W SHELDRAKE CIR.

Attached are the Code violations found during the inspection.

A follow-up inspection must be conducted by **February 12, 2026**, to ensure compliance. Failure to comply will result in citation(s) being issued.

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

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

Sincerely,

Thomas Miller  
Code Enforcement Officer

cc: File

CASE NUMBER 26-00000142  
PROPERTY ADDRESS 132 W SHELDRAKE CIR

Item 3.

-----  
VIOLATION: 777 QUANTITY: 1  
DESCRIPTION: 777 DISPLAY ADDRESS NUMBERS DATE: 1/12/26  
LOCATION: FRONT OF HOUSE

## NARRATIVE :

Properly display address "132" on the exterior wall of the house. Numbers must be 4" or larger and visible from the street. Must be of a contrasting color from the background.

## ORDINANCE DESCRIPTION :

SECTION PM 304.3 Premises identification. Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be not less than 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).

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Properly display address number on the front of the dwelling.

-----  
VIOLATION: 724 QUANTITY: 1  
DESCRIPTION: 724 REMOVE ABD/UNREG VEHICLE DATE: 1/12/26  
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## NARRATIVE :

Remove the disabled/inoperable vehicle from the property. This vehicle is considered abandoned due to the current state of the vehicle and the inoperable nature of the vehicle. Failure to comply will result in the City of Dover issuing citations to the property owner until the violation is brought into compliance.

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CASE NUMBER 26-00000142  
PROPERTY ADDRESS 132 W SHELDRAKE CIR

Item 3.

ORDINANCE DESCRIPTION :  
conducted inside an approved spray booth.

CORRECTIVE ACTION REQUIRED :  
Remove or properly register or repair vehicle.





# KENT COUNTY LEVY COURT

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

*"Serving Kent County With Pride"*

## PROPERTY RECORD REPORT

### Parcel Information:

**Parcel ID:** 2 05 07603 01 7400 000  
**User Account #:** 66001  
**Tax Account ID:** 73545  
**Property Code:** R -  
**Property Type:** Single Family Dwelling  
**Improvement Status:** N/A  
**Deed BVP:** D 8724/61  
**Plat Book:** 45 92

**GIS Cord:** E-456959 N-418454

**Flood Plain:** N/A

**Zoning:** RM1 - Medium Density Residence

**Lot #:** 74 **Acres:** 0.176

**Total Living Area:** 1943 SQFT

**Total Beds/Baths/Half Baths:** 3 / 2 / 1

**Legal Description:** VILLAGE OF CANNON MILL LOT #74  
132 W.SHELDRAKE CIRCLE

### Owner Information:

**Name(s):** SHEPPARD CHRISTINE  
**Address:** 132 W SHELDRAKE CIRCLE,  
DOVER, DE 19904

### District Information:

**Levy Court District:** 2ND  
**Fire:** 46\_F Robbins Hose (Dover)  
**Ambulance:** 63\_A Dover Ambulance  
**School:** SC18 CAPITAL  
**Sewer:**  
**Sewer ID:**  
**Trash:**  
**Light:**  
**Stormwater:**  
**Tax Ditch:**

### Assessed Values:

**Land:** \$76,600  
**Buildings:** \$302,600  
**Yard:** \$0  
**Total:** \$379,200

### Location Information:

**Location Address:** 132 W SHELDRAKE  
CIR, DOVER, DE 19904  
**Subdivision:** VILLAGE OF CANNON MILL

### Transfers:

**Recorded Date:** 7/31/2017  
**Sale Date:** 7/28/2017  
**Price:** \$245,000  
**Legal Ref:** D 8724-61

**Recorded Date:** 3/22/2016  
**Sale Date:** 3/16/2016  
**Price:** \$65,000  
**Legal Ref:** D 8017-191

**Recorded Date:** 5/21/2007  
**Sale Date:** 1/1/1900  
**Price:** \$0  
**Legal Ref:** D 3795-72

### County Billing:

**Pending:** \$0.00  
**Base Tax:** \$0.00  
**Penalty / Interest:** \$0.00  
**Other:** \$0.00  
**Total Due:** \$0.00

### Permits:

No Permits

### Sewer Billing:

**Account #:**  
**Customer #:**  
**Units:** 0.0  
**Balance:** \$0.00

Kent County Levy Court has made all attempts to ensure the correctness and suitability of information under our control and to correct any problems or errors which have been brought to our attention, no representation or guarantee can be made as to the correctness or suitability of that information or any other information presented, referenced, or implied. The information provided in this document is for reference only so anyone using this information should first consult original records and personally verify the accuracy of any information/data provided in the document. The use of this information is at your own risk.

**KENT COUNTY, DELAWARE**

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

*"Serving Kent County With Pride"*

**PROPERTY RECORD REPORT (cont)****Building Information 1:****Building ID:** 1**Building Sequence #:** 1**Building Type:** CONVENTIONAL**Walls:** ALUM/VINYL**Floor:****Frame:****Height:** 2 Story**Heat:** CENTRAL AIR CONDITIONING**Roof:****Plumbing:****Insulation:****Year Built:** 2016**Rooms / Bedrooms:** 9 / 3

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## CHAPTER 3

# GENERAL REQUIREMENTS

### SECTION 301 GENERAL

**301.1 Scope.** The provisions of this chapter shall govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and *exterior property*.

**301.2 Responsibility.** The *owner* of the *premises* shall maintain the structures and *exterior property* in compliance with these requirements, except as otherwise provided for in this code. A person shall not occupy as owner-occupant or permit another person to occupy *premises* which are not in a sanitary and safe condition and which do not comply with the requirements of this chapter. *Occupants* of a *dwelling unit*, *rooming unit* or *housekeeping unit* are responsible for keeping in a clean, sanitary and safe condition that part of the *dwelling unit*, *rooming unit*, *housekeeping unit* or *premises* which they occupy and control.

**301.3 Vacant structures and land.** All vacant structures and *premises* thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

### SECTION 302 EXTERIOR PROPERTY AREAS

**302.1 Sanitation.** All *exterior property* and *premises* shall be maintained in a clean, safe and sanitary condition. The *occupant* shall keep that part of the *exterior property* which such *occupant* occupies or controls in a clean and sanitary condition.

**302.2 Grading and drainage.** All *premises* shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.

**Exception:** *Approved* retention areas and reservoirs.

**302.3 Sidewalks and driveways.** All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

**302.4 Weeds.** All *premises* and *exterior property* shall be maintained free from weeds or plant growth in excess of (jurisdiction to insert height in inches). All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the *owner* or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the

property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the *owner* or agent responsible for the property.

**302.5 Rodent harborage.** All structures and *exterior property* shall be kept free from rodent harborage and *infestation*. Where rodents are found, they shall be promptly exterminated by *approved* processes which will not be injurious to human health. After extermination, proper precautions shall be taken to eliminate rodent harborage and prevent reinfestation.

**302.6 Exhaust vents.** Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another *tenant*.

**302.7 Accessory structures.** All accessory structures, including *detached* garages, fences and walls, shall be maintained structurally sound and in good repair.

**302.8 Motor vehicles.** Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any *premises*, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an *approved* spray booth.

**Exception:** A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and *approved* for such purposes.

**302.9 Defacement of property.** No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti.

It shall be the responsibility of the *owner* to restore said surface to an *approved* state of maintenance and repair.

### SECTION 303 SWIMMING POOLS, SPAS AND HOT TUBS

**303.1 Swimming pools.** Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.

**303.2 Enclosures.** Private swimming pools, hot tubs and spas, containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier at least 48 inches (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches (1372 mm) above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches (152 mm) from the gatepost. No existing pool enclosure

**From:** [Namil K Moore](#)  
**To:** [Wheeler, Crystal L](#)  
**Cc:** [Miller, Thomas S.](#); [Kopp, Eddie L](#); [City Clerks Office](#)  
**Subject:** Re: EXTERNAL: Fwd: Citation removal  
**Date:** Wednesday, April 1, 2026 11:05:57 AM  
**Attachments:** [image001.png](#)

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Citation # 26-00000570-01

Property address: 228 Falmouth Way, Dover, DE 19904

Contact info: 215-820-8642

On Wed, Apr 1, 2026 at 10:57 AM Wheeler, Crystal L <[cwheeler@dover.de.us](mailto:cwheeler@dover.de.us)> wrote:

Good morning

Per my phone conversation with Code Enforcement, you were advised to contact the City Clerk's Office in order to file an appeal of your citation and related fees. Please note that, according to Code Enforcement, the fee has not been removed.

To move forward with scheduling your appeal, please provide the citation number, property address, and your current contact information.

If you have any questions, please feel free to contact me.

Thank you,

*Crystal Wheeler*

Assistant to the Director of Council Affairs and Constituent Services/FOIA  
Coordinator

City Clerk's Office – City of Dover

[15 Loockerman Plaza](#)

P.O. Box 475

Dover, DE 19901

P: (302) 736-4462

[cwheeler@dover.de.us](mailto:cwheeler@dover.de.us)



---

**From:** Namil K Moore <[namilmoore30@gmail.com](mailto:namilmoore30@gmail.com)>

**Sent:** Wednesday, April 1, 2026 10:47 AM

**To:** City Clerks Office <[CityClerk@dover.de.us](mailto:CityClerk@dover.de.us)>

**Subject:** EXTERNAL: Fwd: Citation removal

Some people who received this message don't often get email from [namilmoore30@gmail.com](mailto:namilmoore30@gmail.com). [Learn why this is important](#)

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----- Forwarded message -----

From: **Namil K Moore** <[namilmoore30@gmail.com](mailto:namilmoore30@gmail.com)>

Date: Tue, Mar 31, 2026 at 9:20 AM

Subject: Citation removal

To: <[cityclerck@dover.de.us](mailto:cityclerck@dover.de.us)>

The city of dover has asked me to call you guys to get a recent citation removed because i met the requirements for their car request

**From:** [Wheeler, Crystal L](#)  
**To:** [Miller, Thomas S.](#); [Kopp, Eddie L](#)  
**Cc:** [City Clerks Office](#)  
**Subject:** FW: EXTERNAL: Fwd: Citation removal  
**Date:** Wednesday, April 1, 2026 11:09:52 AM  
**Attachments:** [image001.png](#)

---

Good Morning

Attached, please find an appeal that the City Clerk's Office has received from Namil Moore regarding the property located at 228 Falmouth Way. Please provide the citation that was issued in this matter so that we may determine if this appeal should be heard by the Construction and Property Maintenance Code Board of Appeals or by the Code Board of Appeals.

Thank you,

*Crystal Wheeler*

Assistant to the Director of Council Affairs and Constituent Services/FOIA  
 Coordinator  
 City Clerk's Office – City of Dover  
 15 Loockerman Plaza  
 P.O. Box 475  
 Dover, DE 19901  
 P: (302) 736-4462  
[cwheeler@dover.de.us](mailto:cwheeler@dover.de.us)




---

**From:** Namil K Moore <[namilmoore30@gmail.com](mailto:namilmoore30@gmail.com)>  
**Sent:** Wednesday, April 1, 2026 11:06 AM  
**To:** Wheeler, Crystal L <[cwheeler@dover.de.us](mailto:cwheeler@dover.de.us)>  
**Cc:** Miller, Thomas S. <[tmiller@DOVER.DE.US](mailto:tmiller@DOVER.DE.US)>; Kopp, Eddie L <[ekopp@dover.de.us](mailto:ekopp@dover.de.us)>; City Clerks Office <[CityClerk@dover.de.us](mailto:CityClerk@dover.de.us)>  
**Subject:** Re: EXTERNAL: Fwd: Citation removal

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Citation # 26-00000570-01

Property address: 228 Falmouth Way, Dover, DE 19904

Contact info: 215-820-8642

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Good morning

Per my phone conversation with Code Enforcement, you were advised to contact the City Clerk's Office in order to file an appeal of your citation and related fees. Please note that, according to Code Enforcement, the fee has not been removed.

To move forward with scheduling your appeal, please provide the citation number, property address, and your current contact information.

If you have any questions, please feel free to contact me.

Thank you,

*Crystal Wheeler*

Assistant to the Director of Council Affairs and Constituent Services/FOIA  
Coordinator

City Clerk's Office – City of Dover

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Dover, DE 19901

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Date: Tue, Mar 31, 2026 at 9:20 AM

Subject: Citation removal

To: <[cityclerk@dover.de.us](mailto:cityclerk@dover.de.us)>

The city of dover has asked me to call you guys to get a recent citation removed because i met the requirements for their car request

**From:** [Miller, Thomas S.](#)  
**To:** [Wheeler, Crystal L.](#); [Kopp, Eddie L.](#)  
**Cc:** [City Clerks Office](#)  
**Subject:** RE: EXTERNAL: Fwd: Citation removal  
**Date:** Wednesday, April 1, 2026 4:19:02 PM  
**Attachments:** [228 Falmouth Way2.pdf](#)  
[image002.png](#)  
[image003.png](#)  
[228 Falmouth Way.pdf](#)

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Here's the documents you requested.

Thanks,

**Thomas Miller**

**Code Enforcement Officer**  
**City of Dover, Delaware**  
**302-730-3729 Office**  
[tmiller@dover.de.us](mailto:tmiller@dover.de.us)




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**From:** Wheeler, Crystal L <[cwheeler@dover.de.us](mailto:cwheeler@dover.de.us)>  
**Sent:** Wednesday, April 1, 2026 11:10 AM  
**To:** Miller, Thomas S. <[tmiller@DOVER.DE.US](mailto:tmiller@DOVER.DE.US)>; Kopp, Eddie L <[ekopp@dover.de.us](mailto:ekopp@dover.de.us)>  
**Cc:** City Clerks Office <[CityClerk@dover.de.us](mailto:CityClerk@dover.de.us)>  
**Subject:** FW: EXTERNAL: Fwd: Citation removal

Good Morning

Attached, please find an appeal that the City Clerk's Office has received from Namil Moore regarding the property located at 228 Falmouth Way. Please provide the citation that was issued in this matter so that we may determine if this appeal should be heard by the Construction and Property Maintenance Code Board of Appeals or by the Code Board of Appeals.

Thank you,

*Crystal Wheeler*

Assistant to the Director of Council Affairs and Constituent Services/FOIA  
 Coordinator  
 City Clerk's Office – City of Dover

15 Loockerman Plaza  
P.O. Box 475  
Dover, DE 19901  
P: (302) 736-4462  
[cwheeler@dover.de.us](mailto:cwheeler@dover.de.us)




---

**From:** Namil K Moore <[namilmoore30@gmail.com](mailto:namilmoore30@gmail.com)>  
**Sent:** Wednesday, April 1, 2026 11:06 AM  
**To:** Wheeler, Crystal L <[cwheeler@dover.de.us](mailto:cwheeler@dover.de.us)>  
**Cc:** Miller, Thomas S. <[tmiller@DOVER.DE.US](mailto:tmiller@DOVER.DE.US)>; Kopp, Eddie L <[ekopp@dover.de.us](mailto:ekopp@dover.de.us)>; City Clerks Office <[CityClerk@dover.de.us](mailto:CityClerk@dover.de.us)>  
**Subject:** Re: EXTERNAL: Fwd: Citation removal

You don't often get email from [namilmoore30@gmail.com](mailto:namilmoore30@gmail.com). [Learn why this is important](#)

Citation # 26-00000570-01

Property address: 228 Falmouth Way, Dover, DE 19904

Contact info: 215-820-8642

On Wed, Apr 1, 2026 at 10:57 AM Wheeler, Crystal L <[cwheeler@dover.de.us](mailto:cwheeler@dover.de.us)> wrote:

Good morning

Per my phone conversation with Code Enforcement, you were advised to contact the City Clerk's Office in order to file an appeal of your citation and related fees. Please note that, according to Code Enforcement, the fee has not been removed.

To move forward with scheduling your appeal, please provide the citation number, property address, and your current contact information.

If you have any questions, please feel free to contact me.

Thank you,

*Crystal Wheeler*

Assistant to the Director of Council Affairs and Constituent Services/FOIA  
Coordinator  
City Clerk's Office – City of Dover  
[15 Loockerman Plaza](#)

P.O. Box 475  
Dover, DE 19901  
P: (302) 736-4462  
[cwheeler@dover.de.us](mailto:cwheeler@dover.de.us)



---

**From:** Namil K Moore <[namilmoore30@gmail.com](mailto:namilmoore30@gmail.com)>

**Sent:** Wednesday, April 1, 2026 10:47 AM

**To:** City Clerks Office <[CityClerk@dover.de.us](mailto:CityClerk@dover.de.us)>

**Subject:** EXTERNAL: Fwd: Citation removal

Some people who received this message don't often get email from [namilmoore30@gmail.com](mailto:namilmoore30@gmail.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.

----- Forwarded message -----

**From:** Namil K Moore <[namilmoore30@gmail.com](mailto:namilmoore30@gmail.com)>

**Date:** Tue, Mar 31, 2026 at 9:20 AM

**Subject:** Citation removal

**To:** <[cityclerck@dover.de.us](mailto:cityclerck@dover.de.us)>

The city of dover has asked me to call you guys to get a recent citation removed because i met the requirements for their car request



April 2, 2026

Denice Williams  
228 Falmouth Way  
Dover, DE 19904

Re: Appeal of Citation #26-00000570-01 and Related Fines – 228 Falmouth Way, Dover, DE 19904

Dear Ms. Williams,

We have received your request to appeal the citation and fines related to the violation of the 2009 International Property Maintenance Code - Chapter 3 - General Requirements, Section 302.8 – Motor Vehicles.

A meeting of the Construction and Property Maintenance Code Board of Appeals has been scheduled for Thursday, April 9th, at 3:30 p.m. to hear your appeal. This meeting will be held in the City Hall Conference Room, 15 Loockerman Plaza, Dover, DE 19901, with electronic access via Webex, available on a computer, smartphone, or by telephone. Below, I have listed the information needed to access the meeting electronically. If you have any additional documentation that you would like the Board to review when considering your appeal, please provide this information to the City Clerk's Office prior to the appeal hearing.

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

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

**Link:** <https://tinyurl.com/4xv5kfcv>

**Event number:** 2533 467 1015

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

Sincerely,

A handwritten signature in blue ink, reading "Arielle M. Rivera", is written over the word "Sincerely,".

Arielle Rivera  
Assistant City Clerk

cc: Dan Griffith, City Solicitor  
Sharon Duca, Assistant City Manager  
Dawn Melson-Williams, Principal Planner  
Eddie Kopp, Chief Code Enforcement Officer  
Thomas Miller, Code Enforcement Officer

Item 4.

9589 0710 5270 1766 2440 32

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65

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| <input type="checkbox"/> Return Receipt (electronic)         | \$ |
| <input type="checkbox"/> Certified Mail Restricted Delivery  | \$ |
| <input type="checkbox"/> Adult Signature Required            | \$ |
| <input type="checkbox"/> Adult Signature Restricted Delivery | \$ |

Postage

\$

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27 2026

DENICE WILLIAMS  
228 FALMOUTH WAY  
DOVER DE 19904



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:

DENICE WILLIAMS  
228 FALMOUTH WAY  
DOVER DE 19904



9590 9402 7904 2234 6620 96

2. Article Number (Transfer from service label)

9589 0710 5270 1766 2440 32

## COMPLETE THIS SECTION ON DELIVERY

A. Signature

X *[Signature]*

B. Received by (Printed Name)

C. Date of Delivery  
3/30

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

TM  
26-57

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 Delivery
- ☐ Signature Confirmation
- ☐ Signature Confirmation Restricted Delivery

ed Mail  
ed Mail Restricted Delivery  
\$500)

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

Domestic Return F

Division of  
Code Enforcement  
15 Loockerman Plaza  
Dover, DE 19901

City of  Dover

Item 4.

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

## OFFICIAL CITATION

Citation # 26-00000570-01

DENICE WILLIAMS  
228 FALMOUTH WAY  
DOVER DE 19904

Location of Offense: 228 FALMOUTH WAY  
Tax Parcel Number: ED-05-075.08-01-090.000-000  
Type of Offense: DOVER CODE OF ORDINANCES  
Date of Offense: March 25, 2026  
Date of Issue: March 25, 2026

You are hereby fined for violating the City of Dover Ordinance marked (X) below. Payment must be received by the City of Dover Inspections Department, 15 Loockerman Plaza, Dover, Delaware, before **April 24, 2026.**

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

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

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

  
Thomas Miller  
Code Enforcement Officer

Violation: **(X) FAILURE TO REMOVE ABD/UNREG VEHICLE**

Sec No: **DCO 22-221/2009 PM SECTION 302.8 MOTOR VEHICLES**

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

Division of  
Code Enforcement  
15 Loockerman Plaza  
Dover, DE 19901

# City of Dover



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

## SECOND NOTICE

March 25, 2026

DENICE WILLIAMS  
228 FALMOUTH WAY  
DOVER DE 19904

RE: Property Address: 228 FALMOUTH WAY  
Tax Parcel Number: ED-05-075.08-01-090.000-000  
Case Number: 26-00000570

Dear Sir/Ma'am:

On February 20, 2026, a Code Enforcement Officer with the City of Dover, Department of Inspections, inspected 228 FALMOUTH WAY. The inspection revealed one or more City Code Violations on the property.

Attached are the violation(s) found.

A follow-up inspection was not scheduled for this case, or the re-inspection revealed that the violation(s) remain. Enclosed is a Citation for failure to correct the violation(s). An additional inspection must be scheduled by April 24, 2026. Failure to comply will result in an additional citation, and if the property is a rental unit, it may result in the suspension of the rental license. It is the responsibility of the property owner/agent to contact this office to schedule all inspections.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas Miller".

Thomas Miller  
Code Enforcement Officer

cc: File

CASE NUMBER 26-00000570  
 PROPERTY ADDRESS 228 FALMOUTH WAY

Item 4.

-----  
 VIOLATION: 724 QUANTITY: 1  
 DESCRIPTION: 724 REMOVE ABD/UNREG VEHICLE DATE: 2/20/26  
 LOCATION: DRIVEWAY

NARRATIVE :

Remove the disabled/inoperable vehicle from the property.  
 This vehicle is considered abandoned due to the current  
 state of the vehicle and the inoperable nature of the  
 vehicle. Failure to comply will result in the City of Dover  
 issuing citations to the property owner until the violation  
 is brought into compliance.

ORDINANCE DESCRIPTION :

PM SECTION 302.8 Motor vehicles.  
 Except as provided for in other regulations,  
 inoperative or unlicensed motor vehicles shall not be  
 parked, kept or stored on any premises, and vehicles shall  
 not at any time be in a state of major disassembly,  
 disrepair, or in the process of being stripped or  
 dismantled. Painting of vehicles is prohibited unless  
 conducted inside an approved spray booth.

CORRECTIVE ACTION REQUIRED :

Remove or properly register or repair vehicle.



Division of  
Code Enforcement  
15 Loockerman Plaza  
Dover, DE 19901



Item 4.

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

February 20, 2026

DENICE WILLIAMS  
228 FALMOUTH WAY  
DOVER DE 19904

RE: Property address: 228 FALMOUTH WAY  
Tax Parcel Number: ED-05-075.08-01-090.000-000  
Case Number: 26-00000570

Dear Sir/Ma'am:

On February 20, 2026, a Code Enforcement Officer with the City of Dover, Department of Inspections, inspected 228 FALMOUTH WAY.

Attached are the Code violations found during the inspection.

A follow-up inspection must be conducted by **March 24, 2026**, to ensure compliance. Failure to comply will result in citation(s) being issued.

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

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

Sincerely,

Thomas Miller  
Code Enforcement Officer

cc: File

CASE NUMBER 26-00000570  
PROPERTY ADDRESS 228 FALMOUTH WAY

Item 4.

-----  
VIOLATION: 724 QUANTITY: 1  
DESCRIPTION: 724 REMOVE ABD/UNREG VEHICLE DATE: 2/20/26  
LOCATION: DRIVEWAY

## NARRATIVE :

Remove the disabled/inoperable vehicle from the property.  
This vehicle is considered abandoned due to the current  
state of the vehicle and the inoperable nature of the  
vehicle. Failure to comply will result in the City of Dover  
issuing citations to the property owner until the violation  
is brought into compliance.

## ORDINANCE DESCRIPTION :

PM SECTION 302.8 Motor vehicles.  
Except as provided for in other regulations,  
inoperative or unlicensed motor vehicles shall not be  
parked, kept or stored on any premises, and vehicles shall  
not at any time be in a state of major disassembly,  
disrepair, or in the process of being stripped or  
dismantled. Painting of vehicles is prohibited unless  
conducted inside an approved spray booth.

## CORRECTIVE ACTION REQUIRED :

Remove or properly register or repair vehicle.

-----  
VIOLATION: 777 QUANTITY: 1  
DESCRIPTION: 777 DISPLAY ADDRESS NUMBERS DATE: 2/20/26  
LOCATION: ATTENTION

## NARRATIVE :

Properly display address "228" on the exterior wall of the  
house. Numbers must be 4" or larger and visible from the  
street. Must be of a contrasting color from the background.

## ORDINANCE DESCRIPTION :

SECTION PM 304.3 Premises identification. Buildings shall  
have approved address numbers placed in a position to be  
plainly legible and visible from the street or road fronting  
the property. These numbers shall contrast with their  
background. Address numbers shall be Arabic numerals or  
alphabet letters. Numbers shall be not less than 4 inches  
(102 mm) in height with a minimum stroke width of 0.5 inch  
(12.7 mm).

DCO Section 98-344 Posting numbers.

(a)Required. 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.

## CORRECTIVE ACTION REQUIRED :

CONTINUED

CASE NUMBER 26-00000570  
PROPERTY ADDRESS 228 FALMOUTH WAY

Item 4.

CORRECTIVE ACTION REQUIRED :  
Properly display address number on the front of the  
dwelling.

