CITY OF DOVER, DELAWARE
CODE BOARD OF APPEALS
Thursday, July 23, 2026 at 3:30 PM

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

AGENDA

VIRTUAL MEETING NOTICE

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

Dial: 1-650-479-3208
Link: https://tinyurl.com/w5ukd6mk
Event number: 2537 226 2481
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. **Dover Code Ordinance Violation (2009 International Property Maintenance Code Chapter 22 - Buildings and Building Regulations, Article X - Rental Dwellings, Division 1 - Generally, Section 22-332 - Inspection Required) - Appeal of Citation and Related Fines - 172 Stoney Drive (Ying Chu)**

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

Sec. 22-332. Inspection required.

(a) The Code Enforcement Office, in accordance with the procedures set forth in the International Property Maintenance Code adopted in section 22-221, shall inspect rental dwellings for compliance with the property maintenance code and all other applicable codes to ensure compliance.

(b) An inspection is required prior to the issuance of any new rental dwelling permit. No new permit shall be issued until all outstanding code violation(s) comply with the code and are verified for compliance by the code official.

(c) The owner of the rental dwelling or a property manager must be present for all scheduled inspections. Failure to meet this requirement will result in the scheduled inspection to be terminated and shall be fined as provided in Appendix F-Fees and Fines. Property manager is defined in section 22-333(a).

(d) It shall be the responsibility of the owner or property manager to schedule all required inspections.

(e) Following an inspection, the code official shall issue a letter and/or report of any code violations and provide a timeline for compliance. There shall be no fee for the first follow-up inspection when all violations comply with the code. Each subsequent reinspection shall be subject to a fee as provided for in Appendix F—Fees and Fines.

(Code 1981, § 10-87; Ord. of 4-10-2000; Ord. of 4-14-2008; Ord. No. 2009-26, 12-14-2009; Ord. No. 2013-04, 4-8-2013; Ord. No. 2022-14, 11-28-2022; Ord. No. 2024-15, 6-24-2024)

PART 2—ADMINISTRATION AND ENFORCEMENT

SECTION 103
DEPARTMENT OF PROPERTY MAINTENANCE INSPECTION

103.1 General. The department of property maintenance inspection is hereby created and the executive official in charge thereof shall be known as the *code official*.

103.2 Appointment. The *code official* shall be appointed by the chief appointing authority of the jurisdiction.

103.3 Deputies. In accordance with the prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the *code official* shall have the authority to appoint a deputy(s). Such employees shall have powers as delegated by the *code official*.

103.4 Liability. The *code official*, member of the board of appeals or employee charged with the enforcement of this code, while acting for the jurisdiction, in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered liable personally, and is hereby relieved from all personal liability for any damage accruing to persons or property as a result of an act or by reason of an act or omission in the discharge of official duties. Any suit instituted against any officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of this code shall be defended by the legal representative of the jurisdiction until the final termination of the proceedings. The *code official* or any subordinate shall not be liable for costs in an action, suit or proceeding that is instituted in pursuance of the provisions of this code.

103.5 Fees. The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in the following schedule.

[JURISDICTION TO INSERT APPROPRIATE SCHEDULE.]

SECTION 104
DUTIES AND POWERS OF THE CODE OFFICIAL

104.1 General. The *code official* is hereby authorized and directed to enforce the provisions of this code. The *code official* shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

104.2 Inspections. The *code official* shall make all of the required inspections, or shall accept reports of inspection by *approved* agencies or individuals. All reports of such inspections shall be in writing and be certified by a responsible officer of such *approved* agency or by the responsible individual. The *code official* is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the appointing authority.

104.3 Right of entry. Where it is necessary to make an inspection to enforce the provisions of this code, or whenever the *code official* has reasonable cause to believe that there exists in a *structure* or upon a *premises* a condition in violation of this code, the *code official* is authorized to enter the structure or *premises* at reasonable times to inspect or perform the duties imposed by this code, provided that if such *structure* or *premises* is occupied the *code official* shall present credentials to the *occupant* and request entry. If such structure or *premises* is unoccupied, the *code official* shall first make a reasonable effort to locate the *owner* or other person having charge or control of the *structure* or *premises* and request entry. If entry is refused, the *code official* shall have recourse to the remedies provided by law to secure entry.

104.4 Identification. The *code official* shall carry proper identification when inspecting *structures* or *premises* in the performance of duties under this code.

104.5 Notices and orders. The *code official* shall issue all necessary notices or orders to ensure compliance with this code.

104.6 Department records. The *code official* shall keep official records of all business and activities of the department specified in the provisions of this code. Such records shall be retained in the official records for the period required for retention of public records.

SECTION 105
APPROVAL

105.1 Modifications. Whenever there are practical difficulties involved in carrying out the provisions of this code, the *code official* shall have the authority to grant modifications for individual cases upon application of the *owner* or *owner*'s representative, provided the *code official* shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements. The details of action granting modifications shall be recorded and entered in the department files.

105.2 Alternative materials, methods and equipment. The provisions of this code are not intended to prevent the installation of any material or to prohibit any method of construction not specifically prescribed by this code, provided that any such alternative has been *approved*. An alternative material or method of construction shall be *approved* where the *code official* finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in this code in quality, strength, effectiveness, fire resistance, durability and safety.

105.3 Required testing. Whenever there is insufficient evidence of compliance with the provisions of this code, or evidence that a material or method does not conform to the requirements of this code, or in order to substantiate claims for

RECEIVED
JUL 0 2 2026
OFFICE OF THE CITY CLERK

Date: 6-24-26

Address :172 Stoney Dr

Dover, DE 19901

Citation # 26-00001405-01

TO WOM IT MAY CONCERN

Hello,

This is Ying Chu writing this letter to appeal for the citation # 26-00001405-01 regarding the missing inspection appointment. Unfortunately, reason for me not calling to set up the appointment is because I didn't receive any letter in mail regarding the required inspection. If possible Please waive the Paneity and send me a new property Inspection date if possible. Thank you for understanding. Have a great day

Best Regards,

Ying

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 26-00001405-01

YING H CHU
172 STONEY DR
DOVER DE 19904

Location of Offense: 172 STONEY DR
Type of Offense: ANNUAL HOUSING INSPECTION
Date of Offense: June 3, 2026
Date of Issue: June 3, 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 **July 03, 2026.**

Appeals for this citation may be submitted in writing to the City of Dover Inspections Department at the above address. This appeal must be made within 30 days of the date of the offense. Failure to pay this fine may result in the City of Dover seeking collection through an approved collections agency, which will incur a collection fee of 35%.

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.

Thomas Miller
Code Enforcement Officer

Violation: (X) FAILURE TO SCHEDULE ANNUAL HOUSING INSPECTION

Sec No: DCO 22-332 INSPECTION REQUIRED

Fine as per code: $100.00

City of Dover

July 9, 2026

Ying Chu
915 McDowell Drive
Dover, DE 19901

Re: Appeal of Citation #26-000001405-01 and Related Fines – 172 Stoney Drive, Dover, DE 19904

Mr. Chu:

We have received your request to appeal the citation and fines related to the violation of Article V, Section 22-332 of the Dover Code of Ordinances.

A meeting of the Code Board of Appeals has been scheduled for Thursday, July 23, 2026, at 3:30 p.m. to hear your appeal. This meeting will be held in the City Hall Conference Room, 15 Loockerman Plaza, Dover, DE 19901, with electronic access via Webex, which may be accessed through a computer, smartphone, or a telephone call. Below, I have listed the information needed to access the meeting electronically. If you have any additional documentation that you would like the Board to review when considering your appeal, please provide this information to the City Clerk's Office prior to the appeal hearing.

Please feel free to contact me by e-mail at 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/w5ukd6mk
Event number: 2537 226 2481
Event password: DOVER (if needed)

Sincerely,

Andria L. Bennett, CMC
City Clerk

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



9589 0710 5270 3911 0038 84

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

TM
26-1405-01

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

OFFICIAL USE

Certified Mail Fee
$

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

Postage
$ 10.24

JUN 05 2026
DOVER DE 19901

Postmark Here

INSPECTIONS DEPARTMENT

YING H CHU
172 STONEY DR
DOVER DE 19904

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

Certified Mail service provides the following benefits:

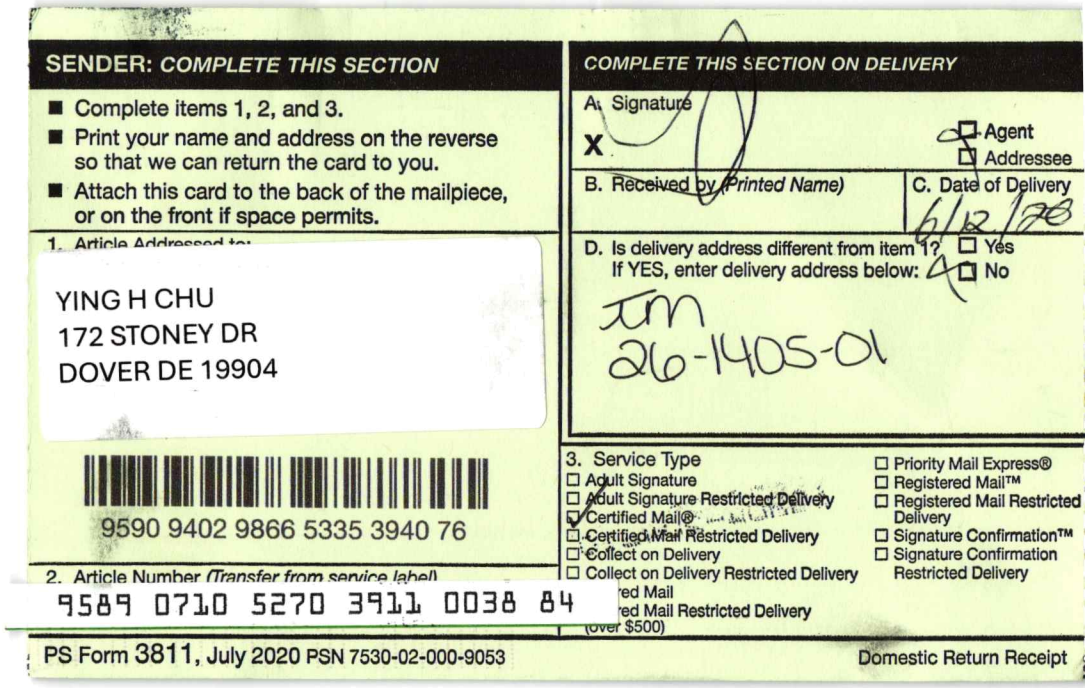
- A receipt (this portion of the Certified Mail label).
- A unique identifier for your mailpiece.
- Electronic verification of delivery or attempted delivery.
- A record of delivery (including the recipient's signature) that is retained by the Postal Service™ for a specified period.

Important Reminders:

- You may purchase Certified Mail service with First-Class Mail®, First-Class Package Service®, or Priority Mail® service.
- 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



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:

YING H CHU
172 STONEY DR
DOVER DE 19904

9590 9402 9866 5335 3940 76

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

9589 0710 5270 3911 0038 84

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

☐ Agent
☐ Addressee

B. Received by *(Printed Name)*

C. Date of Delivery

6/12/20

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

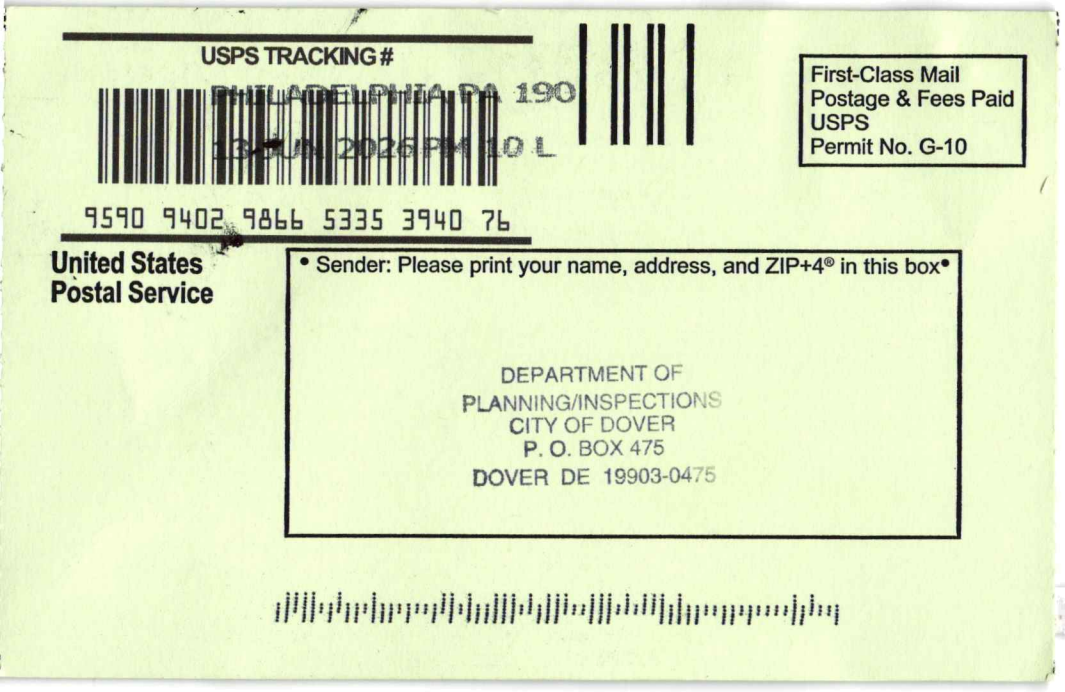
JM
26-1405-01

3. Service Type

☐ Adult Signature
☐ Adult Signature Restricted Delivery
☐ Certified Mail®
☐ Certified Mail Restricted Delivery
☐ Collect on Delivery
☐ Collect on Delivery Restricted Delivery
☐ ed Mail
☐ ed Mail Restricted Delivery
(over $500)

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

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


USPS TRACKING #
PHILADELPHIA PA 190
13 JUN 2026 PM 10 L
9590 9402 9866 5335 3940 76
First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10
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

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 26-00001405-01

YING H CHU
172 STONEY DR
DOVER DE 19904

Location of Offense: 172 STONEY DR
Type of Offense: ANNUAL HOUSING INSPECTION
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Thomas Miller
Code Enforcement Officer

Violation: (X) FAILURE TO SCHEDULE ANNUAL HOUSING INSPECTION

Sec No: DCO 22-332 INSPECTION REQUIRED

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

June 3, 2026

YING H CHU
172 STONEY DR
DOVER DE 19904

RE: Property address: **172 STONEY DR**
Tax Parcel Number: ED-05-076.05-03-220.000-000
Case Number: 26-00001405

Dear SIR/MA'AM:

The City of Dover's Department of Inspections has sent request(s) for inspection starting April 20, 2026, to schedule a Housing Inspection for your rental property at 172 STONEY DR. As of the date of this letter, no contact has been made with this office to schedule such an inspection. Therefore, enclosed is a citation for violating Article 10, Section 22-332 of the Dover City Ordinance. Failure to schedule an inspection by **(July 03, 2026)** will result in additional citations being issued and may lead to the possible revocation of your 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. If you have any questions or would like to schedule your inspection or appeal this notice, please contact me at (302) 736-7011.

Failure to contact this office to schedule a date and time will be considered an interference with our right of entry, as authorized under Article 10, Section 22-332 of the Dover City Ordinance and Section PM 104.3 of the 2009 International Property Maintenance Code. Citation(s) will be issued until the inspection has been scheduled.

Sincerely,

Thomas Miller
Code Enforcement Officer

cc: File

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

Phone: (302) 736-7010
Fax: (302) 736-4217

April 20, 2026

YING H CHU
172 STONEY DR
DOVER DE 19904

RE: Property address: 172 STONEY DR
Tax Parcel Number: ED-05-076.05-03-220.000-000
Case Number: 26-00001405

DEAR Sir/Ma'am:

Over the next several weeks, the City of Dover will conduct housing inspections in your neighborhood. During that time, we will perform interior and exterior inspections of all the rental properties. We will also perform exterior inspections of all owner-occupied houses in the area.

By the various codes and regulations this office is entrusted to enforce within the City of Dover, an exterior inspection of the property along with an interior inspection will be conducted at the above referenced address to determine the degree of compliance with all adopted City of Dover codes and ordinances to include but to limited to the Life Safety Code, the International Property Maintenance Code, and the Zoning Code.

You must contact this office by May 20, 2026 at (302) 736-7011 to arrange a time and date suitable for you or your representative to meet with our inspectors at your property.

After the property inspection has been completed, you will be notified by letter of any code violation(s) that require correction. Failure to correct such violations by the time specified may result in fines and/or suspension of the rental license.

***Failure to contact this office to schedule a date and time will be considered an interference with our right of entry, as authorized under Article 10, Section 22-332, of the Dover City Ordinance and Section 104.3 of the 2009 International Property Maintenance Code.* Citation(s) will be issued for failure to schedule.**

Sincerely,

Thomas Miller
Code Enforcement Officer

cc: File