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

Wednesday, July 29, 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/4dd24aad
Event number: 2537 428 2104
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. **2009 Property Maintenance Code Violation (Chapter 22 - Buildings and Building Regulations, Article XII - Vacant Buildings, Section 22-403 - Registration and Registration Fee) - Appeal of Registration Fee - 131 Orchard Avenue (Bobbie Hobbs)**

2. **2009 Property Maintenance Code Violation (Chapter 22 - Buildings and Building Regulations, Article XII - Vacant Buildings, Section 22-403 - Registration and Registration Fee) - Appeal of Registration Fee - 236 North Governors Avenue (Lauren Good)**

3. **2009 Property Maintenance Code Violation (Chapter 3 - General Requirements, Section 302.1 - Sanitation) - Appeal of Citation #25-00003074-09 and Related Fines - 838 Monroe Terrace (Michelle Staats)**

4. **2009 Property Maintenance Code Violation (Chapter 3 - General Requirements, Section 302.1 - Sanitation) - Appeal of Citation #25-00004119-07 and Related Fines - 838 Monroe Terrace (Michelle Staats)**

5. **2009 Property Maintenance Code Violation (Chapter 3 - General Requirements, Section 302.8 - Motor Vehicles) - Appeal of Citation #26-00001174-01 and Related Fines - 838 Monroe Terrace (Michelle Staats)**

ADJOURNMENT

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

ARTICLE XII. - VACANT BUILDINGS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

b. *Registration fee*.

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

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

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

Sec. 22-404. - Violation and penalties.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

From: Bobbie Hobbs
To: City Clerks Office
Subject: EXTERNAL: case 26-00002371
Date: Wednesday, July 8, 2026 12:00:36 PM

Some people who received this message don't often get email from [redacted] 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.

Re: 26-00002371
Bobbie Hobbs
131 Orchard ave
Dover,DE 19901
[redacted]

Dear Sir/Madam:
This is my home since 1997. I live at 131 Orchard ave. Dover,DE 19901, my fiancé died in 2013.
I never received a certified letter because i never received the green paper to sign by post office.

I was in hospital last week& i am trying to catchup with this.
This is my home & is not vacant.
I am appealing idea that my home is a vacant dwelling.
i am just an old lady.
Bobbie Hobbs

Sent from Yahoo Mail for iPhone

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

City of Dover Vacant Building Registration

1.

Amount Due:	$375.00	LID#:	6984	Amount Paid:	
Date Due:	7-13-2026	Case #	26-00002371	Date Registered:	
Vacant Since:	12-20-2022	Tax Parcel #	ED-05-077.17-05-290.000-000		
Property Address:	131 Orchard Ave. Dover DE 19901				
Current Property Owner:	Bobbie Hobbs & Thomas Matthew Loetz				
Address:	131 Orchard Ave Dover DE 19901				
Phone:	[redacted]	Cellular:	[redacted]		
E-Mail:	[redacted]				

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

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

3. Insurance on Building: Y ☑ / N ☐
   If Yes: Name of Insurance Company: Liberty Mutual Insurance

   Exempt from Registration Fee: Y ☑ / N ☐

4. Explanation of Exemption if granted: _____

NOTE: No Exemption if Registered by City of Dover Staff

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

6. *Owner Signature:* Bobbie Hobbs
   Date: July 7, 2026

Fees as follows:

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

Interior Inspection Date _____

OFFICE USE ONLY

ELECTRIC:	Y ■	N ☐
GAS SERVICE:	Y ☐	N ☐
BASEMENT:	Y ☐	N ☐
SECURED:	Y ☐	N ☐
PHOTO:	Y ☐	N ☐
STRUCTURE SOUND:	Y ☐	N ☐
WEAK FLOORS:	Y ☐	N ☐

REVISED 11/22/2023

Community Excellence Through Quality Service

My home is not VACANT.

July 9, 2026

Bobbie Hobbs
131 Orchard Avenue
Dover, DE 19901

Re: Appeal of Citation #26-00002371 – Vacant Building Registration – 131 Orchard Avenue, Dover, DE 19901

Dear Ms. Hobbs:

We have received your request to appeal the decision of the Building Inspector to register your property as vacant in accordance with Chapter 22 – Buildings and Building Regulations, Article XII – Vacant Buildings, Section 22 – 403 – Registration and Registration Fee.

A meeting of the Construction and Property Maintenance Code Board of Appeals has been scheduled for Wednesday, July 29, 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, 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 or by phone at (302) 736-7008 if you have any questions or concerns.

Dial: 1-650-479-3208
Link: https://tinyurl.com/4dd24aad
Event number: 2537 428 2104
Event password: DOVER (if needed)

Sincerely,

Andria L. Bennett, CMC
City Clerk

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

Item 1.

City of Dover
PO BOX 475
VER, DE 19903-0475
INSPECTIONS
EPARTMENT

CERTIFIED MAIL®

9589 0710 5270 3911 0035 18

FIRST-CLASS

US POSTAGE PITNEY BOWES
ZIP 19904 $ 010.44⁰
02 7W
0008035008 JUN 15 2026

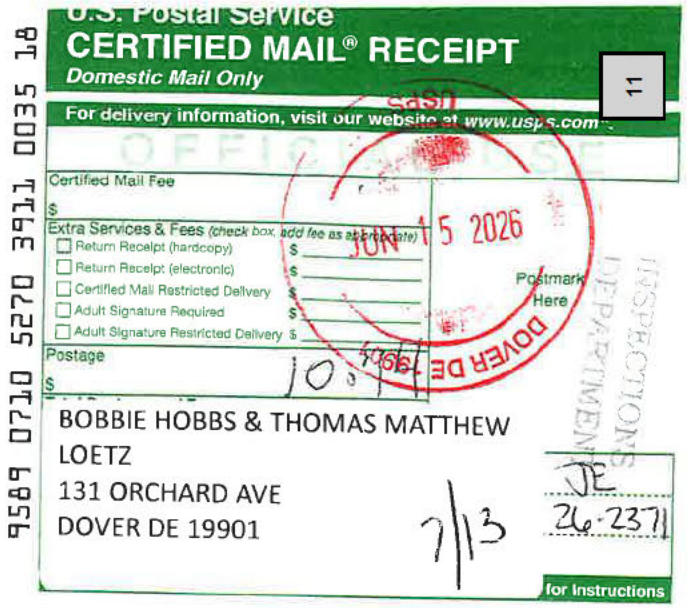
10

THOMAS MATTHEW

NIXIE 171 CS 1 2206/18/26
RETURN TO SENDER
UNCLAIMED
UNABLE TO FORWARD
BC: 19903047575 *2419-03677-17-12

POSTED
6/24/26
@2:24

Item 1.



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

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

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.

JUN 15 2026
DOVER DE 19901
Postmark Here

9589 0710 5270 3911 0035 18

BOBBIE HOBBS & THOMAS MATTHEW
LOETZ
131 ORCHARD AVE
DOVER DE 19901

7/13

JE
26-2371

for instructions

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

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:

BOBBIE HOBBS & THOMAS MATTHEW
LOETZ
131 ORCHARD AVE
DOVER DE 19 1

9590 9402 9866 5335 3926 69

2. Article Number (Transfer from service label)
9589 0710 5270 3911 0035 18

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

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X
☐ Agent
☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

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

JE
26-2371

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

Mail Restricted Delivery

7/13

Domestic Return Receipt

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

June 12, 2026

BOBBIE & HOBBS
LOETZ,THOMAS MATTHEW
131 ORCHARD AVE
DOVER DE 19901

RE: Property Address: 131 ORCHARD AVE
Tax Parcel #: ED-05-077.17-05-290.000-000
Case Number: 26-00002371

Dear Sir/Madam:

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

In accordance with this ordinance, this building must be registered with the City of Dover. Enclosed with this notice is a registration form. Please return this form by **July 13, 2026** to the City of Dover Department of Planning and Inspections. Failure to return the form within 30 days of mailing will result in the building being registered by this department.

An annual registration fee shall be paid at the time of registration. If the building inspector registers the building as vacant the fee shall be due not later than 30 days after the building is registered as vacant. Please read the enclosed leaflet for more information on fees and any exemptions that may apply to the fees. You have the right to appeal to the construction and property maintenance code board of appeals. Such an appeal must be filed, in writing, on or before 5pm **July 13, 2026.**

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

Please contact this office between the hours of 8:30 a.m. and 4:30 p.m. at (302) 736-7011 with any questions or concerns regarding this letter.

Sincerely,

John England
Code Enforcement Officer

cc: file

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

City of Dover Vacant Building Registration

1.

Amount Due:	$375.00	LID#:	6984	Amount Paid:	
Date Due:	7-13-2026	Case #	26-00002371	Date Registered:	
Vacant Since:	12-20-2022	Tax Parcel #	ED-05-077.17-05-290.000-000		
Property Address:	131 Orchard Ave. Dover DE 19901				
Current Property Owner:	Bobbie Hobbs & Thomas Matthew Loetz				
Address:					
Phone:		Cellular:			
E-Mail:					

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

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

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

Exempt from Registration Fee: Y ☐ / N ☐

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

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

6. Owner Signature: _____
Date: _____

Fees as follows:

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

Interior Inspection Date _____

OFFICE USE ONLY

ELECTRIC:	Y ■	N ☐
GAS SERVICE:	Y ☐	N ☐
BASEMENT:	Y ☐	N ☐
SECURED:	Y ☐	N ☐
PHOTO:	Y ☐	N ☐
STRUCTURE SOUND	Y ☐	N ☐
WEAK FLOORS	Y ☐	N ☐

REVISED 11/22/2023

Community Excellence Through Quality Service

Address Information

Address:	131 ORCHARD AVE
City, state, zip:	DOVER DE 199014445
Carrier route:	C005
Delivery point:	319
Inside/outside code:	IN INSIDE CITY LIMITS
Jurisdiction:	DOVER DOVER
General location:	DIST4 DISTRICT 4
DRS from Location Master	40255200
Address type:	Main Parcel
Effective date:	
Location status:	Active
Last change user:	CAB
Last change date:	12/15/2015

Parcel Information

Tax Map Number	ED-05-077.17-05-290.000-000
Subdivision:	MORRIS ESTATES I
Parcel status:	Active

Zoning Information

Zoning:	ONE FAMILY RESIDENCE R-8
Commissioner district:	COUNCIL DISTRICT 2
Undivided interest %:	.00%
Longitude/latitude:	.000000 .000000
Map X/Y coordinates:	
Property code:	RES

Current Owner

Name:	HOBBS,BOBBIE &
Address:	LOETZ,THOMAS MATTHEW
	131 ORCHARD AVE
	DOVER DE 19901

Property Information - 131 ORCHARD AVE, DOVER - (2 05 07717 05 2900 000)

Summary | Buildings (../../Buildings/2 05 07717 05 2900 000)
Transfers (../../Transfers/2 05 07717 05 2900 000) | Billing (../../Billing/2 05 07717 05 2900 000)
Permits (../../Permits/2 05 07717 05 2900 000) | Map (../../Map/2 05 07717 05 2900 000)
Taxable Assessment (../../TaxableAssessment/2 05 07717 05 2900 000)

PRINT

Parcel Information

Map Number: 2 05 07717 05 2900 000
Location ID/User Account#: 12123
Property Type: R
Account Type:
Lot#: 50
Subdivision: MORRIS ESTATES
Legal Description:
MORRIS ESTATES, LOT 50 131 ORCHARD AVE.

Tax Account ID: 12123
GIS Coord: E-470710 N-416786
Deed BVP: D 7889/234
Plat Book: 00000
Acres: 0.2640
Total Living Area: 1316 SQFT
Total Bedrooms: 3 **Full BA:** 1 **Half BA:** 0

District Information

Levy Court District: 2ND
(https://www.kentcountyde.gov/Elected-Officials/Second-District-Commissioner)
Fire: 46_F Robbins Hose (Dover)
School District: SC18 CAPITAL
Ambulance: 63_A Dover Ambulance
Storm Water Management:
Tax Ditch:

Sewer:
Trash:
Light:

Owner

Name:
HOBBS BOBBIE
LOETZ THOMAS MATTHEW
Owners Mailing Address:
131 ORCHARD AVE
DOVER, DE 19901

Location Information

Location Addresses:
131 ORCHARD AVE, DOVER, DE 19901

Zoning Information

Zone:
R8 - One Family Residence

Assessed Values

Land : $89,100
Buildings: $144,500
Total: $233,600

« Back New Search »

© 2026 Property Records System - Kent County Levy Court - 555 Bay Rd Dover, DE 19901

Property Information - 131 ORCHARD AVE, DOVER - (2 05 07717 05 2900 000)

Summary (../../General/2 05 07717 05 2900 000)

Buildings (../../Buildings/2 05 07717 05 2900 000) Transfers

Billing (../../Billing/2 05 07717 05 2900 000) Permits (../../Permits/2 05 07717 05 2900 000)

Map (../../Map/2 05 07717 05 2900 000)

Taxable Assessment (../../TaxableAssessment/2 05 07717 05 2900 000)

PRINT

Transfer Information

Recorded Date: 12/3/2015	**Sale Price:** $56,300	**Sold as Vacant:** Yes
Sale Date: 12/4/2015	**Land Value:**	**Legal Ref:** D 7889-234
LUC at Sale:	**Building Value:**	**Doc/Cert#:** 2015-286902
Instrument Type: ID	**Grantor:** HOBBS, BOBBIE	
	Grantee:	

Recorded Date: 1/1/1900	**Sale Price:** $0	**Sold as Vacant:** Yes
Sale Date: 1/1/1900	**Land Value:**	**Legal Ref:** X 52-189
LUC at Sale:	**Building Value:**	**Doc/Cert#:**
Instrument Type: ID	**Grantor:**	
	Grantee:	

Recorded Date: 6/10/2015	**Sale Price:** $0	**Sold as Vacant:** Yes
Sale Date: 1/1/1900	**Land Value:**	**Legal Ref:** WG11-716
LUC at Sale:	**Building Value:**	**Doc/Cert#:**
Instrument Type: WS	**Grantor:** FULKERSON, STEPHEN S.	
	Grantee:	

Recorded Date: 1/1/1900	**Sale Price:** $0	**Sold as Vacant:** Yes
Sale Date: 1/1/1900	**Land Value:**	**Legal Ref:** D 304-61
LUC at Sale:	**Building Value:**	**Doc/Cert#:**
Instrument Type: ID	**Grantor:**	
	Grantee:	

« Back New Search »

© 2026 Property Records System - Kent County Levy Court - 555 Bay Rd Dover, DE 19901

UT220G01 CITY OF DOVER 6/12
A Customer at a Glance Cust exempt 09:06

Acct #: [redacted] 6984 Status: A NSF #: Tax: N Penalty: N
Service Address Cyc/Rte: 40 02 Mailing Address Phone: [redacted]
HOBBS, BOBBIE LYNN 131 ORCHARD AVE Cash?: N
131 ORCHARD AVE Enote: N
DOVER DE 199014445 DOVER DE 199014445
SS#: [redacted] DL#: [redacted] DE Reinst.: N A-pay: N Dep.: N
EL MT A Start: 4/22/15 Term: D /R /I 51882253E
More...

Amt due: [redacted] Pending: [redacted] Delq amt: [redacted]
Last notice: Cut date: Payment plan: Budget:

Bill Date	Amount	Pymt Date	Amount	Current A/R Code/Desc/Amount
5/27/26	[redacted]	5/13/26	[redacted]	C CURRENT
4/24/26		4/10/26		30 OVER 30 [redacted]

More...

Comment			
	NOTE	6/12/20	CUST INFO UPDATED-KM
	SSN	4/21/15	.

More...

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

UT300I01 **CITY OF DOVER** 6/12
Customer/Location Consumption History Inquiry 09:05

Customer ID: [redacted] Name: HOBBS, BOBBIE LYNN
Location ID: 6984 Addr: 131 ORCHARD AVE
Cycle/Route: 40 02 Amount due: [redacted]
Initiation date : 4/22/15 Pending :
Termination date: 0/00/00 Customer status: A Customer/Location status: A

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

Opt	Service Code	Reading Type	Reading Date	Actual Consumption	Actual Demand	Days	Meter Number	Est CD	Cmnt CD
_	WA	REG	5/20/26	[redacted]		29	48159811W		N
_	WA	REG	4/21/26			32	48159811W		N
_	WA	REG	3/20/26			28	48159811W		N
_	WA	REG	2/20/26			30	48159811W		N
_	WA	REG	1/21/26			34	48159811W		N
_	WA	REG	12/18/25			28	48159811W		N
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F3=Exit F5=Print history F8=Pending/history trans F10=Change view
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UT300I01 **CITY OF DOVER** 6/12
Customer/Location Consumption History Inquiry 09:05

Customer ID: [redacted] Name: HOBBS, BOBBIE LYNN
Location ID: 6984 Addr: 131 ORCHARD AVE
Cycle/Route: 40 02 Amount due: [redacted]
Initiation date : 4/22/15 Pending :
Termination date: 0/00/00 Customer status: A Customer/Location status: A

Type options, press Enter.
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Opt	Service Code	Reading Type	Reading Date	Actual Consumption	Actual Demand	Days	Meter Number	Est CD	Cmnt CD
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UT300I01 **CITY OF DOVER** 6/12/[illegible]
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UT300I01 CITY OF DOVER 6/12/
Customer/Location Consumption History Inquiry 09:06

Customer ID: [redacted] Name: HOBBS, BOBBIE LYNN
Location ID: 6984 Addr: 131 ORCHARD AVE
Cycle/Route: 40 02 Amount due: [redacted]
Initiation date : 4/22/15 Pending :
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Opt	Service Code	Reading Type	Reading Date	Actual Consumption	Actual Demand	Days	Meter Number	Est CD	Cmnt CD
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UT300I01 **CITY OF DOVER** 6/12
Customer/Location Consumption History Inquiry 09:06

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Cycle/Route: 40 02 Amount due: [redacted]
Initiation date : 4/22/15 Pending :
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_									

F3=Exit F5=Print history F8=Pending/history trans F10=Change view
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England, John

From: Layfield, Matthew
Sent: Thursday, June 11, 2026 2:36 PM
To: England, John
Subject: Possible Vacant

131 Orchard Ave

Matthew Layfield
City of Dover
Code Enforcement
15 Loockerman Plaza
Dover DE 19901
Phone # 302.736.7162



ARTICLE XII. - VACANT BUILDINGS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

b. *Registration fee*.

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

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

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

Sec. 22-404. - Violation and penalties.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

From: Lauren Good
To: City Clerks Office
Subject: EXTERNAL: Case No 26-00002034 Appeal
Date: Tuesday, June 23, 2026 1:28:02 PM

Some people who received this message don't often get email from [redacted] Learn why this is important

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

Good afternoon,

I received a notice taped to my door at 236 N Governors Ave regarding my home being vacant. This is the first time I'm learning of any such attempt to register my home as such. I spoke to John England a few moments ago and he informed me that several months have shown "less water usage than is normal for a single family home."

I live at this address. It is my primary place of residence and has been since I moved in. I cannot imagine why my water usage would not be considered normal as I live here full time by myself. The only reason I can think of is that I have been unemployed since March 2025 and was diagnosed with major depressive disorder since before that time. Perhaps I don't do as many loads of laundry as one should, but that doesn't mean I don't live here, flushing toilets regularly.

I can provide numerous and consistent receipts of food deliveries to this address over the periods Mr England indicated. I'm not sure what other proof of habitation I can provide, other than I cannot imagine my water/sewer numbers were 0 and my electric usage would have had to fluctuate on a regular basis.

I hope this information is sufficient. If not, please let me know what information I need to provide to dispute this assessment.

Lauren Good

Lauren Good
e [redacted]
p [redacted]

July 22, 2026

Lauren Good
236 North Governors Avenue
Dover, DE 19904

Re: Appeal of Citation #26-00002034 – Vacant Building Registration – 236 North Governors Avenue, Dover, DE 19904

Dear Ms. Good:

We have received your request to appeal the decision of the Building Inspector to register your property as vacant in accordance with Chapter 22 - Buildings and Building Regulations, Article XII - Vacant Buildings, Section 22-403-Registration and Registration Fee.

A meeting of the Construction and Property Maintenance Code Board of Appeals has been rescheduled for Wednesday, July 29, 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, 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 or by phone at (302) 736-7008 if you have any questions or concerns.

Dial: 1-650-479-3208
Link: https://tinyurl.com/4dd24aad
Event number: 2537 428 2104
Event password: DOVER (if needed)

Sincerely,

Andria L. Bennett, CMC
City Clerk

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

City of Dover

July 16, 2026

Lauren Good
236 North Governors Avenue
Dover, DE 19904

Re: Appeal of Citation #26-00002034 – Vacant Building Registration – 236 North Governors Avenue, Dover, DE 19904

Dear Ms. Good:

On Wednesday, July 15, 2026, the Construction and Property Maintenance Code Board of Appeals considered your appeal of the decision of the Code Official to register your property as vacant in accordance with Chapter 22 - Buildings and Building Regulations, Article XII - Vacant Buildings, Section 22-403- Registration and Registration Fee.

After reviewing the case history, the Board determined that your case would be deferred until July 29, 2026, to allow Code Enforcement to verify your residency at 236 North Governors Avenue.

If you have any questions regarding this matter, please contact the City Clerk's Office at (302) 736-7008.

Sincerely,

Arielle M. Rivera
Assistant City Clerk

Enclosures

cc: Dan Griffith, City Solicitor
Sharon Duca, City Manager
Dawn Melson-Williams, Principal Planner
Eddie Kopp, Code Enforcement Supervisor
John England, Code Enforcement Officer

July 6, 2026

Lauren Good
236 North Governors Avenue
Dover, DE 19904

Re: Appeal of Citation #26-00002034 – Vacant Building Registration – 236 North Governors Avenue, Dover, DE 19904

Dear Ms. Good:

We have received your request to appeal the decision of the Building Inspector to register your property as vacant in accordance with Chapter 22 - Buildings and Building Regulations, Article XII - Vacant Buildings, Section 22-403-Registration and Registration Fee.

A meeting of the Construction and Property Maintenance Code Board of Appeals has been scheduled for Wednesday, July 15, 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, 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 or by phone at (302) 736-7008 if you have any questions or concerns.

Dial: 1-650-479-3208
Link: https://tinyurl.com/2sxypryz
Event number: 2536 904 0635
Event password: DOVER (if needed)

Sincerely,

Arielle M. Rivera
Assistant City Clerk

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

Item 2.

9589 0710 5270 3911 0020 61

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

39

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

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
$ 15.11

MAY 27 2026 Postmark Here
DOVER DE 19901

LAUREN E GOOD
236 N GOVERNORS AVE
DOVER DE 19904

6/23

PS Form 3800, January 2023 ... See Reverse for Instructions

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

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:

LAUREN E GOOD
236 N GOVERNORS AVE
DOVER DE 19904

9590 9402 9866 5335 4125 89

2. Article Number (Transfer from service label)
9589 0710 5270 3911 0020 61

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X ☐ Agent ☐ Addressee

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

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

JE
26-2034

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

6/23

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

Item 2.

40

- 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 fe… this USPS®-postmarked Certified Ma… 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

CERTIFIED MAIL

9589 0710 5270 3911 0020 61

PHILADELPHIA PA 191
28 MAY 2026 PM 1 L

FIRST-CLASS

US POSTAGE
ZIP 19904 $ 010.44⁰
02 7W
0008035008 MAY 27 2026

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

LAUREN E GOOD
236 N GOVERNORS AVE
DOVER DE 19904

Posted 6/18/26 @10:12

DNA 1st 5/30/26

NIXIE 171 DE 1 0006/15/26
RETURN TO SENDER
UNCLAIMED
UNABLE TO FORWARD
BC: 19903047575 *2997-00443-29-04

UNC
19904-344536

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

May 21, 2026

LAUREN E GOOD
236 N GOVERNORS AVE
DOVER DE 19904

RE: Property Address: 236 N GOVERNORS AVE
Tax Parcel #: ED-05-076.08-02-680.000-000
Case Number: 26-00002034

Dear Sir/Madam:

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

In accordance with this ordinance, this building must be registered with the City of Dover. Enclosed with this notice is a registration form. Please return this form by **June 23, 2026** to the City of Dover Department of Planning and Inspections. Failure to return the form within 30 days of mailing will result in the building being registered by this department.

An annual registration fee shall be paid at the time of registration. If the building inspector registers the building as vacant the fee shall be due not later than 30 days after the building is registered as vacant. Please read the enclosed leaflet for more information on fees and any exemptions that may apply to the fees. You have the right to appeal to the construction and property maintenance code board of appeals. Such an appeal must be filed, in writing, on or before 5pm **June 23, 2026**.

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

Please contact this office between the hours of 8:30 a.m. and 4:30 p.m. at (302) 736-7011 with any questions or concerns regarding this letter.

Sincerely,

John England
Code Enforcement Officer

cc: file

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

City of Dover Vacant Building Registration

1.

Amount Due:	$375.00	LID#:	312	Amount Paid:	
Date Due:	6-23-2026	Case #	26-00002034	Date Registered:	
Vacant Since:	9-30-2024	Tax Parcel #	ED-05-076.08-02-680.000-000		
Property Address:	236 N Governors Ave. Dover DE 19904				
Current Property Owner:	Lauren E Good				
Address:					
Phone:		Cellular:			
E-Mail:					

2.

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

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

Exempt from Registration Fee: Y ☐ / N ☐

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

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

6. Owner Signature: _____
Date: _____

Fees as follows:

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

Interior Inspection Date _____

OFFICE USE ONLY

ELECTRIC:	Y ■	N ☐
GAS SERVICE:	Y ☐	N ☐
BASEMENT:	Y ☐	N ☐
SECURED:	Y ☐	N ☐
PHOTO:	Y ☐	N ☐
STRUCTURE SOUND:	Y ☐	N ☐
WEAK FLOORS:	Y ☐	N ☐

REVISED 11/22/2023

Community Excellence Through Quality Service

Address Information

Address:	236 N GOVERNORS AVE
City, state, zip:	DOVER DE 199043116
Carrier route:	C002
Delivery point:	367
Inside/outside code:	IN INSIDE CITY LIMITS
Jurisdiction:	DOVER DOVER
General location:	DIST1 DISTRICT 1
DRS from Location Master	11431400
Address type:	Main Parcel
Effective date:	
Location status:	Active
Last change user:	CAB
Last change date:	7/13/2017

Parcel Information

Tax Map Number	ED-05-076.08-02-680.000-000
Parcel status:	Active

Zoning Information

Zoning:	GENERAL RESIDENCE RG-1
Commissioner district:	COUNCIL DISTRICT 4
Undivided interest %:	.00%
Longitude/latitude:	.000000 .000000
Map X/Y coordinates:	
Property code:	RES

Current Owner

Name:	GOOD,LAUREN E
Address:	236 N GOVERNORS AVE
	DOVER DE 19904

Property Information - 236 N GOVERNORS AVE, DOVER - (2 05 07608 02 6800 000)

Summary | Buildings (../../Buildings/2 05 07608 02 6800 000) | Transfers (../../Transfers/2 05 07608 02 6800 000) | Billing (../../Billing/2 05 07608 02 6800 000) | Permits (../../Permits/2 05 07608 02 6800 000) | Map (../../Map/2 05 07608 02 6800 000) | Taxable Assessment (../../TaxableAssessment/2 05 07608 02 6800 000)

PRINT

Parcel Information

Map Number: 2 05 07608 02 6800 000
Location ID/User Account#: 6182
Property Type: R
Account Type:
Lot#: 52
Subdivision: FULTON`S ADDITION
Legal Description:
W SD GOVERNORS AVE LOT 52 236 N GOVERNORS AVENUE

Tax Account ID: 6182
GIS Coord: E-467761 N-424117
Deed BVP: D 8684/180
Plat Book: 001 00024
Acres: 0.1650
Total Living Area: 1957 SQFT
Total Bedrooms: 3 **Full BA:** 2 **Half BA:** 0

District Information

Levy Court District: 3RD
(https://www.kentcountyde.gov/Elected-Officials/Third-District-Commissioner)
Fire: 46_F Robbins Hose (Dover)
School District: SC18 CAPITAL
Ambulance: 63_A Dover Ambulance
Storm Water Management:
Tax Ditch:

Sewer:
Trash:
Light:

Owner

Name:
GOOD LAUREN E.
Owners Mailing Address:
236 N GOVERNORS AVENUE
DOVER, DE 19904

Location Information

Location Addresses:
236 N GOVERNORS AVE, DOVER, DE 19901

Zoning Information

Zone:
RG1 - General Residence

Assessed Values

Land : $40,100
Buildings: $149,900
Total: $190,000

« Back | New Search »

Location ID . . . . . : 312
Location address . . . . : 236 N GOVERNORS AVE
11431400

Type options, press Enter.
1=Select

Opt	Customer Name	Customer ID	Amount Due	Sts	Init Date	Term Date	ARP
_	AMMANN, CHARLES	[redacted]		F	6/19/97	4/23/99	
_	DOBSON, MARTHA N			F	8/31/93	6/19/97	
_	RICHARDSON, TAMI L & RODN			F	4/23/99	6/30/17	
_	GOOD, LAUREN E			A	6/30/17		

Bottom

F3=Exit F8=Sort by Init Date F12=Cancel

```
UT220G01                          CITY OF DOVER                          5/21/26
                              A Customer at a Glance     Cust exempt    16:39
Acct #: [redacted]  312  Status: A  NSF #:    Tax: N   Penalty: N
Service Address     Cyc/Rte: 10 14     Mailing Address      Phone: [redacted]
GOOD, LAUREN E                         236 N GOVERNORS AVE              Cash?: N
236 N GOVERNORS AVE                                                     Enote: N
DOVER              DE  199043116 DOVER                    DE  199043116
SS#: [redacted]  DL#: [redacted] DE          Reinst.: N  A-pay: N  Dep.: N
EL MT  A Start:  6/30/17  Term:                D /R /I                35253845E
                                                                        More...

Amt due:  [redacted]     Pending:  [redacted]     Delq amt:  [redacted]
Last notice:  4/28/26    Cut date:  4/27/26   Payment plan:     Budget:
Bill Date      Amount   Pymt Date     Amount   Current A/R Code/Desc/Amount
 5/05/26  [redacted]     2/25/26  [redacted]   C  CURRENT
 4/06/26                 1/28/26              30  OVER 30  [redacted]
                                                                More...


 Comment      NOTE  10/20/21   ** WAIVE SC FEE-AMY
              DOB    6/28/17
                                                                More...
F3=Exit   F10=Zoom   F12=Cancel   F20=Cst/loc functions
```

UT300I01 CITY OF DOVER 5/21/26
Customer/Location Consumption History Inquiry 16:40

Customer ID: [redacted] Name: GOOD, LAUREN E
Location ID: 312 Addr: 236 N GOVERNORS AVE
Cycle/Route: 10 14 Amount due: [redacted]
Initiation date : 6/30/17 Pending :
Termination date: 0/00/00 Customer status: A Customer/Location status: A

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

Opt	Service Code	Reading Type	Reading Date	Actual Consumption	Actual Demand	Days	Meter Number	Est CD	Cmnt CD
	WA	REG	4/30/26	[redacted]		30	19239988W		N
_	WA	REG	3/31/26			32	19239988W		N
_	WA	REG	2/27/26			28	19239988W		N
_	WA	REG	1/30/26			32	19239988W		N
_	WA	REG	12/29/25			28	19239988W		N *
_	WA	REG	12/01/25			32	19239988W		N
_	WA	REG	10/30/25			31	19239988W		N
_	WA	REG	9/29/25			31	19239988W		N +

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

UT300I01 **CITY OF DOVER** 5/21/26
Customer/Location Consumption History Inquiry 16:40

Customer ID: [redacted] Name: GOOD, LAUREN E
Location ID: 312 Addr: 236 N GOVERNORS AVE
Cycle/Route: 10 14 Amount due: [redacted]
Initiation date : 6/30/17 Pending :
Termination date: 0/00/00 Customer status: A Customer/Location status: A

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

Opt	Service Code	Reading Type	Reading Date	Actual Consumption	Actual Demand	Days	Meter Number	Est CD	Cmnt CD
_	WA	REG	8/29/25	[redacted]	[redacted]	29	19239988W	N	*
_	WA	REG	7/31/25			31	19239988W	N	
_	WA	REG	6/30/25			32	19239988W	N	
_	WA	REG	5/29/25			30	19239988W	N	
_	WA	REG	4/29/25			32	19239988W	N	*
_	WA	REG	3/28/25			29	19239988W	N	
_	WA	REG	2/27/25			28	19239988W	N	
_	WA	REG	1/30/25			34	19239988W	N	+
_									

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

UT300I01 CITY OF DOVER 5/21/26
Customer/Location Consumption History Inquiry 16:40

Customer ID: [redacted] Name: GOOD, LAUREN E
Location ID: 312 Addr: 236 N GOVERNORS AVE
Cycle/Route: 10 14 Amount due: [redacted]
Initiation date : 6/30/17 Pending :
Termination date: 0/00/00 Customer status: A Customer/Location status: A

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

Opt	Service Code	Reading Type	Reading Date	Actual Consumption	Actual Demand	Days	Meter Number	Est CD	Cmnt CD
_	WA	REG	12/27/24	[redacted]		30	19239988W		N
_	WA	REG	11/27/24			29	19239988W		N
_	WA	REG	10/29/24			29	19239988W		N
_	WA	REG	9/30/24			32	19239988W		N
_	WA	REG	8/29/24			30	19239988W		N
_	WA	REG	7/30/24			29	19239988W		N
_	WA	REG	7/01/24			33	19239988W		N
_	WA	REG	5/29/24			30	19239988W		N +
_									

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

UT300I01 **CITY OF DOVER** 5/21
Customer/Location Consumption History Inquiry 16:39

Customer ID: [redacted] Name: GOOD, LAUREN E
Location ID: 312 Addr: 236 N GOVERNORS AVE
Cycle/Route: 10 14 Amount due: [redacted]
Initiation date : 6/30/17 Pending :
Termination date: 0/00/00 Customer status: A Customer/Location status: A

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

Opt	Service Code	Reading Type	Reading Date	Actual Consumption	Actual Demand	Days	Meter Number	Est CD	Cmnt CD
	EL	REG	4/30/26	[redacted]		30	35253845E		N
_	EL	REG	3/31/26			32	35253845E		N
_	EL	REG	2/27/26			28	35253845E		N
_	EL	REG	1/30/26			32	35253845E		N
_	EL	REG	12/29/25			28	35253845E		N
_	EL	REG	12/01/25			32	35253845E		N
_	EL	REG	10/30/25			31	35253845E		N
_	EL	REG	9/29/25			31	35253845E		N +

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

UT300I01 **CITY OF DOVER** 5/21
Customer/Location Consumption History Inquiry 16:39

Customer ID: [redacted] Name: GOOD, LAUREN E
Location ID: 312 Addr: 236 N GOVERNORS AVE
Cycle/Route: 10 14 Amount due: [redacted]
Initiation date : 6/30/17 Pending :
Termination date: 0/00/00 Customer status: A Customer/Location status: A

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

Opt	Service Code	Reading Type	Reading Date	Actual Consumption	Actual Demand	Days	Meter Number	Est CD	Cmnt CD
	EL	REG	8/29/25	[redacted]		29	35253845E		N
_	EL	REG	7/31/25			31	35253845E		N
_	EL	REG	6/30/25			32	35253845E		N
_	EL	REG	5/29/25			30	35253845E		N
_	EL	REG	4/29/25			32	35253845E		N
_	EL	REG	3/28/25			29	35253845E		N
_	EL	REG	2/27/25			28	35253845E		N
_	EL	REG	1/30/25			34	35253845E		N +

_

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

07/15/2026 10:20


07/15/2026 10:19

07/15/2026 10:19

2009 International Property Maintenance Code (IPMC)
Version: Jan 2009 (Historical)
CONTENTS
NOTES
Chapter 3
General Requirements
SECTION 301 GENERAL
SECTION 302 EXTERIOR PROPERTY AREAS
SECTION 303 SWIMMING POOLS, SPAS AND HOT TUBS
SECTION 304 EXTERIOR STRUCTURE
SECTION 305 INTERIOR STRUCTURE
SECTION 306 COMPONENT SERVICEABILITY
SECTION 307 HANDRAILS AND GUARDRAILS
SECTION 308 RUBBISH AND GARBAGE
SECTION 309 PEST ELIMINATION
Chapter 4
Light, Ventilation and Occupancy Limitations
Chapter 5
Plumbing Facilities and Fixture Requirements
Chapter 6
Mechanical and Electrical Requirements

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

From: Michele Staats
To: Wheeler, Crystal
Subject: Fwd: EXTERNAL: 838 Monroe Terrace
Date: Tuesday, July 7, 2026 11:13:56 AM
Attachments: Outlook-rd05zq44.png
Outlook-ipuvqpfx.png

You don't often get email from [redacted] Learn why this is important

---------- Forwarded message ---------
From: **Layfield, Matthew** <mlayfield@dover.de.us>
Date: Thu, Jul 2, 2026 at 3:00 PM
Subject: Re: EXTERNAL: 838 Monroe Terrace
To: Michele Staats [redacted]

Good Afternoon,

HI, all appeals have to go to city clerk's office with-in 30-days of the date on the notice. You can contact Crystal Wheeler in the city clerk's office. Thank you and have a great day.

"Wheeler, Crystal" <cwheeler@dover.de.us> Thia is her email.

Matthew Layfield
City of Dover
Code Enforcement
15 Loockerman Plaza
Dover DE 19901
Phone # 302.736.7162





From: Michele Staats [redacted]
Sent: Thursday, July 2, 2026 2:53 PM
To: Kopp, Edward <ekopp@dover.de.us>; Layfield, Matthew <mlayfield@dover.de.us>; Bennett, Andria <abennett@dover.de.us>

Subject: EXTERNAL: 838 Monroe Terrace

You don't often get email from [redacted] 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.

To the Dover City Clerk,

I hereby appeal Citation No. 25-307409, 26- 1774-01 issued against the property located at 838 Monroe Terrace, Dover, Delaware.

I respectfully request that this citation be dismissed in its entirety. If the City declines to dismiss the citation, this letter shall serve as my formal demand for a full hearing on the matter.

The citation alleges a violation of PM 302.1 (Sanitation) for "Failure to Remove Junk and Debris." However, the City has failed to establish that any of the items located on my property constitute garbage, trash, junk, debris, or an unsanitary condition as required by the ordinance.

All of the items depicted in the City's photographs are my personal property and were being retained for future use. None of the items were garbage, refuse, abandoned materials, or waste. The City has not alleged or demonstrated that any item created a health hazard, safety hazard, vermin infestation, environmental concern, or any other condition that would reasonably be considered unsanitary.

Furthermore, neither the citation nor the prior notices identified which specific items allegedly violated the ordinance. I was never provided a written list of items that the City considered noncompliant. Instead, I received generalized demands to remove property without any explanation of why specific items constituted "junk" or "debris" under the code.

The photographs show stored personal property, including vehicle parts, tires, fencing materials, windows, bicycles, and yard equipment. These items were located in the rear yard of my property and were not visible from the public street. Ownership and storage of personal property does not, by itself, transform that property into garbage, trash, junk, debris, or an unsanitary condition.

The ordinance relies upon subjective terms such as "clean," "sanitary," "junk," and "debris," yet the City has failed to explain how any specific item met those definitions. The citation therefore lacks sufficient specificity to support enforcement and fails to provide adequate notice of the alleged violation.

I also note that the violation documentation references an inspection date of June 23, 2025, while the citation was issued on May 7, 2026. The basis for this timeline is unclear and further supports the need for disclosure of all records associated with this matter.

Accordingly, I request immediate dismissal of Citation No. 26-1774-01, 25-307409. If the City declines to dismiss the citation, I demand a full hearing and request that the City preserve and produce all evidence it intends to rely upon, including but not limited to:

• All inspection reports and inspection notes

• All photographs and video recordings
• All complaints received regarding the property
• All reinspection records
• Any written standards, policies, or guidelines used to determine what constitutes "junk," "debris," or an unsanitary condition under PM 302.1
• Any documents identifying the specific items alleged to be in violation

I reserve all rights and defenses available under applicable law and will present evidence and testimony at the hearing if dismissal is denied.

Respectfully,

Michele Staats
838 Monroe Terrace
Dover, Delaware 19904

City of Dover

July 9, 2026

Michele M. Staats
838 Monroe Terrace
Dover, DE 19904

Re: Appeal of Citation #25-00003074-09 and Related Fines – 838 Monroe Terrace, Dover, DE 19904

Dear Ms. Staats:

We have received your request to appeal the violation in reference to 838 Monroe Terrace, in accordance with the 2009 International Property Maintenance Code – Chapter 3 - General Requirements, Section 302.1 – Exterior Property Areas – Sanitation.

A meeting of the Construction and Property Maintenance Code Board of Appeals has been scheduled for Wednesday, July 29, 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, 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 or by phone at (302) 736-7008 if you have any questions or concerns.

Dial: 1-650-479-3208
Link: https://tinyurl.com/4dd24aad
Event number: 2537 428 2104
Event password: DOVER (if needed)

Sincerely,

Andria L. Bennett, CMC
City Clerk

cc: Dan Griffith, City Solicitor
Sharon Duca, City Manager
Dawn Melson-Williams, Principal Planner
Eddie Kopp, Code Enforcement Supervisor
Matthew Layfield, Code Enforcement Officer


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Extra Services & Fees (check box, add fee as appropriate)
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Certified Mail Restricted Delivery
Adult Signature Required
Adult Signature Restricted Delivery
Postage
Postmark Here
10.73
USPS
MICHELE M STAATS
838 MONROE TER
DOVER DE 19904
INSPECTIONS DEPARTMENT
ML 25-3074-02
9589 0710 5270 1820 9579 84


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JUL 25 2025
MICHELE M STAATS
838 MONROE TER
DOVER DE 19904
INSPECTIONS DEPARTMENT
ML 25-3074-
9589 0710 5270 1820 9494 53


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DOVER DE 19901
MICHELE M STAATS
838 MONROE TER
DOVER DE 19904
INSPECTIONS DEPARTMENT
ML 25-3074-04
9589 0710 5270 1820 9616 91


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Adult Signature Restricted Delivery
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DOVER DE 19901
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MICHELE M STAATS
838 MONROE TER
DOVER DE 19904
USPS
ML 25-3074
9589 0710 5270 1820 9605 33


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USPS
10.73
MAR 10 2026
DOVER DE 19901
MICHAEL STAATS
838 MONROE TER
DOVER DE 19904
ML 25-3074-06
9589 0710 5270 1766 2403 79


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Return Receipt (electronic)
Certified Mail Restricted Delivery
Adult Signature Required
Adult Signature Restricted Delivery
Postage
Postmark Here
USPS
10.73
FEB 10
MICHELE M STAATS
838 MONROE TER
DOVER DE 19904
INSPECTIONS DEPARTMENT
ML 25-3074-05
9589 0710 5270 1766 2424 03



9589 0710 5270 1766 2433 49

U.S. Postal Service
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Certified Mail Fee
$

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

Postage
$ 10

Postmark Here

MAY 11 2026
DOVER DE 19901

MICHELLE M STAATS
838 MONROE TER
DOVER DE 19904

for Instructions



9589 0710 5270 3911 0023 44

U.S. Postal Service
CERTIFIED MAIL® RECEIPT
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Extra Services & Fees (check box, add fee as appropriate)
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- ☐ Return Receipt (electronic) $
- ☐ Certified Mail Restricted Delivery $
- ☐ Adult Signature Required $
- ☐ Adult Signature Restricted Delivery $

Postage
$ 10.73

Postmark Here

JUN 10 2026
DOVER DE 19901

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

ML
25-3074
09

for Instructions

INSPECTIONS DEPARTMENT



9589 0710 5270 1766 2383 76

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

ML
25-3074-09

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

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
$ 10.73

Postmark Here

09 2026

MICHELLE M STAATS
838 MONROE TER
DOVER DE 19904

See Reverse for Instructions

Item 3.

Posted on Front Door on 9/9/25 @ 11:30AM

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT

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:

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

9590 9402 7904 2234 6567 12

2. Article Number *(Transfer from service label)*
9589 0710 5270 1820 9579 84

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

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X ☐ Agent ☐ Addressee

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

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

ML
25-3074-02

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
- ☐ Insured Mail Restricted Delivery (over $500)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

RETURN TO SENDER
NOT DELIVERABLE AS ADDRESSED
UNABLE TO FORWARD

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

City of Dover
PO BOX 475
DOVER, DE 19903-0475
INSPECTIONS
DEPARTMENT

CERTIFIED MAIL®

9589 0710 5270 1820 9579 84

FIRST-CLASS

US POSTAGE PITNEY BOWES
ZIP 19904 $ 010.73⁰
02 7W
0008035008 AUG 27 2025

Item 3.

Posted on the front Door on 6/9/26 @ 10:27Am

64

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

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:

MICHELLE M STAATS
838 MONROE TER
DOVER DE 19904

9590 9402 9866 5335 4144 39

2. Article Number (Transfer from service label)
9589 0710 5270 1766 2433 49

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

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X
☐ Agent
☐ Addressee

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

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No
ML
25-3074-08

3. Service Type
- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☑ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ ct 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

Domestic Return Receipt

UNC 19903>0475

8C: 19903047575 *2792-06623-04-22

RETURN TO SENDER
UNCLAIMED
UNABLE TO FORWARD

NIXIE 173 DE 1 0806/04/26

Lin 5112 MC

MICHELLE M STAATS
838 MONROE TER
DOVER DE 19904

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

9589 0710 5270 1766 2433 49

FIRST-CLASS

US POSTAGE PITNEY BOWES
ZIP 19904 $ 010.44⁰
02 7W
0008035008 MAY 11 2026

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00003074-09

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

Location of Offense: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Type of Offense: PROPERTY MAINTENANCE-EXTERIOR
Date of Offense: June 8, 2026
Date of Issue: June 8, 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 08, 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.*

Matthew Layfield
Code Enforcement Officer

Violation: (X) FAILURE TO REMOVE JUNK & DEBRIS

Sec No: DCO 22-221/2009 SECTION PM 302.1 SANITATION

Fine as per code: $ 1000.00

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

ADDITIONAL NOTICE

June 8, 2026

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

RE: Property Address: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Case Number: 25-00003074

Dear Sir/Ma'am:

On June 23, 2025, a Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections, inspected 838 MONROE TER. 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 an additional Citation for failure to correct the violation(s). A follow-up inspection must be scheduled by July 08, 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,

Matthew Layfield
Code Enforcement Officer

cc: File

CASE NUMBER 25-00003074
PROPERTY ADDRESS 838 MONROE TER

VIOLATION: 717 QUANTITY: 1
DESCRIPTION: 717 RMV JUNK AND DEBRIS DATE: 6/23/25
LOCATION: BEHIND HOUSE

NARRATIVE :
Remove and properly dispose of all garbage, trash, junk and/or debris from the Rear exterior of the property. To include the old tires.

ORDINANCE DESCRIPTION :
SECTION PM 302.1 Sanitation Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

CORRECTIVE ACTION REQUIRED :
Remove and properly dispose of all garbage, trash, junk and/or debris from exterior areas.


06/08/2026 09:53


06/08/2026 09:50


06/08/2026 09:53


06/08/2026 09:50


06/08/2026 09:50


06/08/2026 09:53


06/08/2026 09:50


06/08/2026 09:50

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00003074-08

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

Location of Offense: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Type of Offense: PROPERTY MAINTENANCE-EXTERIOR
Date of Offense: May 7, 2026
Date of Issue: May 7, 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 **June 08, 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.*

Matthew Layfield
Code Enforcement Officer

Violation: (X) FAILURE TO REMOVE THE JUNK & DEBRIS

Sec No: DCO 22-221/2009 SECTION PM 302.1 SANITATION

Fine as per code: $ 1000.00

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

ADDITIONAL NOTICE

May 7, 2026

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

RE: Property Address: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Case Number: 25-00003074

Dear Sir/Ma'am:

On June 23, 2025, a Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections, inspected 838 MONROE TER. 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 an additional Citation for failure to correct the violation(s). A follow-up inspection must be scheduled by **June 08, 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,

Matthew Layfield
Code Enforcement Officer

cc: File

CASE NUMBER 25-00003074
PROPERTY ADDRESS 838 MONROE TER

VIOLATION: 717 QUANTITY: 1
DESCRIPTION: 717 RMV JUNK AND DEBRIS DATE: 6/23/25
LOCATION: BEHIND HOUSE

NARRATIVE :
Remove and properly dispose of all garbage, trash, junk and/or debris from the Rear exterior of the property. To include the old tires.

ORDINANCE DESCRIPTION :
SECTION PM 302.1 Sanitation Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

CORRECTIVE ACTION REQUIRED :
Remove and properly dispose of all garbage, trash, junk and/or debris from exterior areas.



















Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00003074-07

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

Location of Offense: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Type of Offense: PROPERTY MAINTENANCE-EXTERIOR
Date of Offense: April 7, 2026
Date of Issue: April 7, 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 May 07, 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.*

Matthew Layfield
Code Enforcement Officer

Violation: (X) FAILURE TO REMOVE JUNK & DEBRIS

Sec No: DCO 22-221/2009 SECTION PM 302.1 SANITATION

Fine as per code: $ 1000.00

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

ADDITIONAL NOTICE

April 7, 2026

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

RE: Property Address: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Case Number: 25-00003074

Dear Sir/Ma'am:

On June 23, 2025, a Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections, inspected 838 MONROE TER. 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 an additional Citation for failure to correct the violation(s). A follow-up inspection must be scheduled by May 07, 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,

Matthew Layfield
Code Enforcement Officer

cc: File

CASE NUMBER 25-00003074
PROPERTY ADDRESS 838 MONROE TER

VIOLATION: 717 QUANTITY: 1
DESCRIPTION: 717 RMV JUNK AND DEBRIS DATE: 6/23/25
LOCATION: BEHIND HOUSE

NARRATIVE :
Remove and properly dispose of all garbage, trash, junk and/or debris from the Rear exterior of the property. To include the old tires.

ORDINANCE DESCRIPTION :
SECTION PM 302.1 Sanitation Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

CORRECTIVE ACTION REQUIRED :
Remove and properly dispose of all garbage, trash, junk and/or debris from exterior areas.


04/07/2026 10:14


04/07/2026 10:14


04/07/2026 10:12


04/07/2026 10:14


04/07/2026 10:12


04/07/2026 10:11


04/07/2026 10:12

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00003074-06

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

Location of Offense: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Type of Offense: PROPERTY MAINTENANCE-EXTERIOR
Date of Offense: March 6, 2026
Date of Issue: March 6, 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 07, 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.*

Matthew Layfield
Code Enforcement Officer

Violation: (X) FAILURE TO REMOVE JUNK & DEBRIS

Sec No: DCO 22-221/2009 SECTION PM 302.1 SANITATION

Fine as per code: $ 1000.00

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

ADDITIONAL NOTICE

March 6, 2026

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

RE: Property Address: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Case Number: 25-00003074

Dear Sir/Ma'am:

On June 23, 2025, a Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections, inspected 838 MONROE TER. 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 an additional Citation for failure to correct the violation(s). A follow-up inspection must be scheduled by **April 07, 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,

Matthew Layfield
Code Enforcement Officer

cc: File

CASE NUMBER 25-00003074
PROPERTY ADDRESS 838 MONROE TER

VIOLATION: 717 QUANTITY: 1
DESCRIPTION: 717 RMV JUNK AND DEBRIS DATE: 6/23/25
LOCATION: BEHIND HOUSE

NARRATIVE :
Remove and properly dispose of all garbage, trash, junk and/or debris from the Rear exterior of the property. To include the old tires.

ORDINANCE DESCRIPTION :
SECTION PM 302.1 Sanitation Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

CORRECTIVE ACTION REQUIRED :
Remove and properly dispose of all garbage, trash, junk and/or debris from exterior areas.


03/06/2026 09:05


03/06/2026 09:08


03/06/2026 09:05


03/06/2026 09:08


03/06/2026 09:08


03/06/2026 09:08


03/06/2026 09:09

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00003074-05

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

Location of Offense: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Type of Offense: PROPERTY MAINTENANCE-EXTERIOR
Date of Offense: February 6, 2026
Date of Issue: February 6, 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 06, 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.*

Matthew Layfield
Code Enforcement Officer

Violation: **(X) FAILURE TO REMOVE JUNK & DEBRIS**

Sec No: **DCO 22-221/2009 SECTION PM 302.1 SANITATION**

Fine as per code: **$ 1000.00**

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

SIXTH NOTICE

February 6, 2026

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

RE: Property Address: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Case Number: 25-00003074

Dear Sir/Ma'am:

On June 23, 2025, a Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections, inspected 838 MONROE TER. 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 an additional Citation for failure to correct the violation(s). A follow-up inspection must be scheduled by **March 06, 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,

Matthew Layfield
Code Enforcement Officer

cc: File

CASE NUMBER 25-00003074
PROPERTY ADDRESS 838 MONROE TER

VIOLATION: 717 QUANTITY: 1
DESCRIPTION: 717 RMV JUNK AND DEBRIS DATE: 6/23/25
LOCATION: BEHIND HOUSE

NARRATIVE :
Remove and properly dispose of all garbage, trash, junk and/or debris from the Rear exterior of the property. To include the old tires.

ORDINANCE DESCRIPTION :
SECTION PM 302.1 Sanitation Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

CORRECTIVE ACTION REQUIRED :
Remove and properly dispose of all garbage, trash, junk and/or debris from exterior areas.


02/06/2026 10:20


02/06/2026 10:21


02/06/2026 10:18


02/06/2026 10:20


02/06/2026 10:17


02/06/2026 10:18


02/06/2026 10:21


02/06/2026 10:18

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00003074-04

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

Location of Offense: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Type of Offense: PROPERTY MAINTENANCE-EXTERIOR
Date of Offense: January 5, 2026
Date of Issue: January 5, 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 **February 05, 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.

Matthew Layfield
Code Enforcement Officer

Violation: (X) FAILURE TO REMOVE JUNK & DEBRIS

Sec No: DCO 22-221/2009 SECTION PM 302.1 SANITATION

Fine as per code: $ 500.00

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

FIFTH NOTICE

January 5, 2026

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

RE: Property Address: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Case Number: 25-00003074

Dear Sir/Ma'am:

On June 23, 2025, a Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections, inspected 838 MONROE TER. 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 an additional Citation for failure to correct the violation(s). A follow-up inspection must be scheduled by **February 05, 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,

Matthew Layfield
Code Enforcement Officer

cc: File

CASE NUMBER 25-00003074
PROPERTY ADDRESS 838 MONROE TER

VIOLATION: 717 QUANTITY: 1
DESCRIPTION: 717 RMV JUNK AND DEBRIS DATE: 6/23/25
LOCATION: BEHIND HOUSE

NARRATIVE :
Remove and properly dispose of all garbage, trash, junk and/or debris from the Rear exterior of the property. To include the old tires.

ORDINANCE DESCRIPTION :
SECTION PM 302.1 Sanitation Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

CORRECTIVE ACTION REQUIRED :
Remove and properly dispose of all garbage, trash, junk and/or debris from exterior areas.


01/05/2026 09:36


01/05/2026 09:38


01/05/2026 09:39


01/05/2026 09:36

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

FOURTH NOTICE

November 3, 2025

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

RE: Property Address: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Case Number: 25-00003074

Dear Sir/Ma'am:

On June 23, 2025, a Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections, inspected 838 MONROE TER. 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 an additional Citation for failure to correct the violation(s). A follow-up inspection must be scheduled by December 03, 2025. 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,

Matthew Layfield
Code Enforcement Officer

cc: File

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00003074-03

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

Location of Offense: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Type of Offense: PROPERTY MAINTENANCE-EXTERIOR
Date of Offense: November 3, 2025
Date of Issue: November 3, 2025

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 **December 03, 2025.**

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

If the violation is not corrected, the City reserves the right to use its 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.*

Matthew Layfield
Code Enforcement Officer

Violation: (X) FAILURE TO REMOVE JUNK & DEBRIS

Sec No: DCO 22-221/2009 SECTION PM 302.1 SANITATION

Fine as per code: $ 300.00

CASE NUMBER 25-00003074
PROPERTY ADDRESS 838 MONROE TER

VIOLATION: 717 QUANTITY: 1
DESCRIPTION: 717 RMV JUNK AND DEBRIS DATE: 6/23/25
LOCATION: BEHIND HOUSE

NARRATIVE :
Remove and properly dispose of all garbage, trash, junk and/or debris from the Rear exterior of the property. To include the old tires.

ORDINANCE DESCRIPTION :
SECTION PM 302.1 Sanitation Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

CORRECTIVE ACTION REQUIRED :
Remove and properly dispose of all garbage, trash, junk and/or debris from exterior areas.


11/03/2025 10:17


11/03/2025 10:15


11/03/2025 10:17


11/03/2025 10:15

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

THIRD NOTICE

August 25, 2025

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

RE: Property Address: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Case Number: 25-00003074

Dear Sir/Ma'am:

On June 23, 2025, Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections conducted an inspection at 838 MONROE TER. 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 an additional Citation for failure to correct the violation(s). An additional inspection must be scheduled by **September 25, 2025**. Failure to comply will result in an additional citation and if the property is a rental unit, may result in the suspension of the rental license. **It is the responsibility of the property owner/agent to contact this office to schedule all inspections.**

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

Sincerely,

Matthew Layfield
Code Enforcement Officer

cc: File

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00003074-02

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

Location of Offense: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Type of Offense: PROPERTY MAINTENANCE-EXTERIOR
Date of Offense: August 25, 2025
Date of Issue: August 25, 2025

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, prior to **September 25, 2025**.

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

If the violation is not corrected, the City reserves the right to use its 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 get in touch with the Division of Code Enforcement. Correcting the violation(s) does not dismiss or resolve this citation. All citations issued will remain due until paid in full.*

Matthew Layfield
Code Enforcement Officer

Violation: **(X) FAILURE TO REMOVE JUNK & DEBRIS**

Sec No: **DCO 22-221/2009 SECTION PM 302.1 SANITATION**

Fine as per code: **$ 200.00**

CASE NUMBER 25-00003074
PROPERTY ADDRESS 838 MONROE TER

VIOLATION: 717 QUANTITY: 1
DESCRIPTION: 717 RMV JUNK AND DEBRIS DATE: 6/23/25
LOCATION: BEHIND HOUSE

NARRATIVE :
Remove and properly dispose of all garbage, trash, junk and/or debris from the Rear exterior of the property. To include the old tires.

ORDINANCE DESCRIPTION :
SECTION PM 302.1 Sanitation Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

CORRECTIVE ACTION REQUIRED :
Remove and properly dispose of all garbage, trash, junk and/or debris from exterior areas.


08/25/2025 10:14


08/25/2025 10:10


08/25/2025 10:14


08/25/2025 10:08


08/25/2025 10:10


08/25/2025 10:10


08/25/2025 10:14

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

SECOND NOTICE

July 23, 2025

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

RE: Property Address: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Case Number: 25-00003074

Dear Sir/Ma'am:

On June 23, 2025, Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections conducted an inspection at 838 MONROE TER. 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 **August 25, 2025**. Failure to comply will result in an additional citation and if the property is a rental unit, may result in the suspension of the rental license. **It is the responsibility of the property owner/agent to contact this office to schedule all inspections.**

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

Sincerely,

Matthew Layfield

Matthew Layfield
Code Enforcement Officer

cc: File

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00003074-01

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

Location of Offense: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Type of Offense: PROPERTY MAINTENANCE-EXTERIOR
Date of Offense: July 23, 2025
Date of Issue: July 23, 2025

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, prior to **August 25, 2025**.

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

If the violation is not corrected, the City reserves the right to use its 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 get in touch with the Division of Code Enforcement. Correcting the violation(s) does not dismiss or resolve this citation. All citations issued will remain due until paid in full.*

Matthew Layfield
Code Enforcement Officer

Violation: **(X) FAILURE TO REMOVE JUNK & DEBRIS**

Sec No: **DCO 22-221/2009 SECTION PM 302.1 SANITATION**

Fine as per code: **$ 100.00**

CASE NUMBER 25-00003074
PROPERTY ADDRESS 838 MONROE TER

VIOLATION: 717 QUANTITY: 1
DESCRIPTION: 717 RMV JUNK AND DEBRIS DATE: 6/23/25
LOCATION: BEHIND HOUSE

NARRATIVE :
Remove and properly dispose of all garbage, trash, junk and/or debris from the Rear exterior of the property. To include the old tires.

ORDINANCE DESCRIPTION :
SECTION PM 302.1 Sanitation Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

CORRECTIVE ACTION REQUIRED :
Remove and properly dispose of all garbage, trash, junk and/or debris from exterior areas.


07/23/2025 09:59


07/23/2025 09:58


07/23/2025 09:58

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

June 23, 2025

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

RE: Property address: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Case Number: 25-00003074

Dear Sir/Ma'am:

On June 23, 2025, Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections conducted an inspection at 838 MONROE TER.

Attached are the Code violations found during the inspection.

A follow-up inspection must be conducted by **July 23, 2025**, to ensure compliance. Failure to comply will result in citation(s) being issued.

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

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

Sincerely,

Matthew Layfield
Code Enforcement Officer

cc: File

CASE NUMBER 25-00003074
PROPERTY ADDRESS 838 MONROE TER

VIOLATION: 717 QUANTITY: 1
DESCRIPTION: 717 RMV JUNK AND DEBRIS DATE: 6/23/25
LOCATION: BEHIND HOUSE

NARRATIVE :
Remove and properly dispose of all garbage, trash, junk and/or debris from the Rear exterior of the property. To include the old tires.

ORDINANCE DESCRIPTION :
SECTION PM 302.1 Sanitation Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

CORRECTIVE ACTION REQUIRED :
Remove and properly dispose of all garbage, trash, junk and/or debris from exterior areas.


06/23/2025 10:36


06/23/2025 10:35


06/23/2025 10:35

2009 International Property Maintenance Code (IPMC)
Version: Jan 2009 (Historical)
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General Requirements
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SECTION 302 EXTERIOR PROPERTY AREAS
SECTION 303 SWIMMING POOLS, SPAS AND HOT TUBS
SECTION 304 EXTERIOR STRUCTURE
SECTION 305 INTERIOR STRUCTURE
SECTION 306 COMPONENT SERVICEABILITY
SECTION 307 HANDRAILS AND GUARDRAILS
SECTION 308 RUBBISH AND GARBAGE
SECTION 309 PEST ELIMINATION
Chapter 4
Light, Ventilation and Occupancy Limitations
Chapter 5
Plumbing Facilities and Fixture Requirements
Chapter 6
Mechanical and Electrical Requirements

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

From: Michele Staats
To: Wheeler, Crystal
Subject: Fwd: EXTERNAL: 838 Monroe Terrace
Date: Tuesday, July 7, 2026 11:13:56 AM
Attachments: Outlook-rd05zq44.png
Outlook-ipuvqpfx.png

You don't often get email from [redacted]. Learn why this is important

---------- Forwarded message ---------
From: **Layfield, Matthew** <mlayfield@dover.de.us>
Date: Thu, Jul 2, 2026 at 3:00 PM
Subject: Re: EXTERNAL: 838 Monroe Terrace
To: Michele Staats [redacted]

Good Afternoon,

HI, all appeals have to go to city clerk's office with-in 30-days of the date on the notice. You can contact Crystal Wheeler in the city clerk's office. Thank you and have a great day.

"Wheeler, Crystal" <cwheeler@dover.de.us> Thia is her email.

Matthew Layfield
City of Dover
Code Enforcement
15 Loockerman Plaza
Dover DE 19901
Phone # 302.736.7162





From: Michele Staats [redacted]
Sent: Thursday, July 2, 2026 2:53 PM
To: Kopp, Edward <ekopp@dover.de.us>; Layfield, Matthew <mlayfield@dover.de.us>; Bennett, Andria <abennett@dover.de.us>

Subject: EXTERNAL: 838 Monroe Terrace

You don't often get email from [redacted]. 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.

To the Dover City Clerk,

I hereby appeal Citation No. 25-307409, 26- 1774-01 issued against the property located at 838 Monroe Terrace, Dover, Delaware.

I respectfully request that this citation be dismissed in its entirety. If the City declines to dismiss the citation, this letter shall serve as my formal demand for a full hearing on the matter.

The citation alleges a violation of PM 302.1 (Sanitation) for "Failure to Remove Junk and Debris." However, the City has failed to establish that any of the items located on my property constitute garbage, trash, junk, debris, or an unsanitary condition as required by the ordinance.

All of the items depicted in the City's photographs are my personal property and were being retained for future use. None of the items were garbage, refuse, abandoned materials, or waste. The City has not alleged or demonstrated that any item created a health hazard, safety hazard, vermin infestation, environmental concern, or any other condition that would reasonably be considered unsanitary.

Furthermore, neither the citation nor the prior notices identified which specific items allegedly violated the ordinance. I was never provided a written list of items that the City considered noncompliant. Instead, I received generalized demands to remove property without any explanation of why specific items constituted "junk" or "debris" under the code.

The photographs show stored personal property, including vehicle parts, tires, fencing materials, windows, bicycles, and yard equipment. These items were located in the rear yard of my property and were not visible from the public street. Ownership and storage of personal property does not, by itself, transform that property into garbage, trash, junk, debris, or an unsanitary condition.

The ordinance relies upon subjective terms such as "clean," "sanitary," "junk," and "debris," yet the City has failed to explain how any specific item met those definitions. The citation therefore lacks sufficient specificity to support enforcement and fails to provide adequate notice of the alleged violation.

I also note that the violation documentation references an inspection date of June 23, 2025, while the citation was issued on May 7, 2026. The basis for this timeline is unclear and further supports the need for disclosure of all records associated with this matter.

Accordingly, I request immediate dismissal of Citation No. 26-1774-01, 25-307409. If the City declines to dismiss the citation, I demand a full hearing and request that the City preserve and produce all evidence it intends to rely upon, including but not limited to:

• All inspection reports and inspection notes

• All photographs and video recordings
• All complaints received regarding the property
• All reinspection records
• Any written standards, policies, or guidelines used to determine what constitutes "junk," "debris," or an unsanitary condition under PM 302.1
• Any documents identifying the specific items alleged to be in violation

I reserve all rights and defenses available under applicable law and will present evidence and testimony at the hearing if dismissal is denied.

Respectfully,

Michele Staats
838 Monroe Terrace
Dover, Delaware 19904

City of Dover

July 9, 2026

Michele M. Staats
838 Monroe Terrace
Dover, DE 19904

Re: Appeal of Citation #25-00004119-07 and Related Fines – 838 Monroe Terrace, Dover, DE 19904

Dear Ms. Staats:

We have received your request to appeal the violation in reference to 838 Monroe Terrace, in accordance with the 2009 International Property Maintenance Code – Chapter 3 - General Requirements, Section 302.1 – Exterior Property Areas – Sanitation.

A meeting of the Construction and Property Maintenance Code Board of Appeals has been scheduled for Wednesday, July 29, 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, 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 or by phone at (302) 736-7008 if you have any questions or concerns.

Dial: 1-650-479-3208
Link: https://tinyurl.com/4dd24aad
Event number: 2537 428 2104
Event password: DOVER (if needed)

Sincerely,

Andria L. Bennett, CMC
City Clerk

cc: Dan Griffith, City Solicitor
Sharon Duca, City Manager
Dawn Melson-Williams, Principal Planner
Eddie Kopp, Code Enforcement Supervisor
Matthew Layfield, Code Enforcement Officer


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Adult Signature Required
Adult Signature Restricted Delivery
Postage
Postmark Here
JUN 10 2026
DOVER DE 19901
9589 0710 5270 3911 0023 37
MICHELE M STAATS
838 MONROE TER
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838 MONROE TER
DOVER DE 19904
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Adult Signature Restricted Delivery
Postage
Postmark Here
09 2026
DOVER DE 19901
USPS
9589 0710 5270 1766 2383 21
MICHELLE M STAATS
838 MONROE TER
DOVER DE 19904
ML
25-4119
05
See Reverse for Instructions


U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only
For delivery information, visit our website at www.usps.com®.
Certified Mail Fee
Extra Services & Fees (check box, add fee as appropriate)
Return Receipt (hardcopy)
Return Receipt (electronic)
Certified Mail Restricted Delivery
Adult Signature Required
Adult Signature Restricted Delivery
Postage
Postmark Here
MAY 11 2026
DOVER DE 19901
USPS
9589 0710 5270 1766 2433 56
MICHELLE M STAATS
838 MONROE TER
DOVER DE 19904
ML
25-4119


U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only
For delivery information, visit our website at www.usps.com®.
Certified Mail Fee
Extra Services & Fees (check box, add fee as appropriate)
Return Receipt (hardcopy)
Return Receipt (electronic)
Certified Mail Restricted Delivery
Adult Signature Required
Adult Signature Restricted Delivery
Postage
Postmark Here
MAR 10 2026
DOVER DE 19901
9589 0710 5270 1766 2403 12
MICHAEL STAATS
838 MONROE TER
DOVER DE 19904
ML
25.4119-04
PS Form 3800, January 2023


U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only
For delivery information, visit our website at www.usps.com®.
Certified Mail Fee
Extra Services & Fees (check box, add fee as appropriate)
Return Receipt (hardcopy)
Return Receipt (electronic)
Certified Mail Restricted Delivery
Adult Signature Required
Adult Signature Restricted Delivery
Postage
Postmark Here
INSPECTIONS DEPARTMENT
FEB 10 2026
9589 0710 5270 1766 2423 80
MICHELE M STAATS
838 MONROE TER
DOVER DE 19904
ML
25-4119
03


U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only
For delivery information, visit our website at www.usps.com®.
Certified Mail Fee
Extra Services & Fees (check box, add fee as appropriate)
9589 0710 5270 1820 9612 71

Item 4.

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

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

OFFICIAL USE

Certified Mail Fee $

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

Postage $

Postmark Here

INSPECTIONS DEPARTMENT

JAN 07 2026

DOVER DE 19901

USPS

ML

25-4119-02

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

See Instructions

Posted on the front door on 6/9/26 @ 10:27 AM

9589 0710 5270 1766 2433 56

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

118

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:

MICHELLE M STAATS
838 MONROE TER
DOVER DE 19904

9590 9402 9866 5335 4144 15

2. Article Number (Transfer from service label)
9589 0710 5270 1766 2433 56

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

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X ☐ Agent ☐ Addressee

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

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

ML
25-4119-02

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
- ☐ Insured Mail Restricted Delivery (over $500)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

Domestic Return Receipt

RETURN TO SENDER
UNCLAIMED
UNABLE TO FORWARD

NIXIE 172 DE 1 9805/34/26

BC: 19903047575 *2792-06624-04-22

UNC 19903>0475

0400011301985 9

MICHELLE M STAATS
838 MONROE TER
DOVER DE 19904

L/N 5/12 ML

9589 0710 5270 1766 2433 56

FIRST-CLASS

US POSTAGE PITNEY BOWES
ZIP 19904 $ 010.44⁰
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0008035008MAY 11 2026

475

L

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00004119-07

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

Location of Offense: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Type of Offense: PROPERTY MAINTENANCE-EXTERIOR
Date of Offense: June 8, 2026
Date of Issue: June 8, 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 08, 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.*

Matthew Layfield
Code Enforcement Officer

Violation: (X) FAILURE TO REMOVE OLD TIRES

Sec No: DCO 22-221/2009 SECTION PM 302.1 SANITATION

Fine as per code: $ 1000.00

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

ADDITIONAL NOTICE

June 8, 2026

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

RE: Property Address: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Case Number: 25-00004119

Dear Sir/Ma'am:

On August 25, 2025, a Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections, inspected 838 MONROE TER. 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 an additional Citation for failure to correct the violation(s). A follow-up inspection must be scheduled by **July 08, 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,

Matthew Layfield
Code Enforcement Officer

cc: File

CASE NUMBER 25-00004119
PROPERTY ADDRESS 838 MONROE TER

VIOLATION: 745 QUANTITY: 1
DESCRIPTION: 745 REMOVE OLD TIRES DATE: 8/25/25
LOCATION: BACK ALLY

NARRATIVE :
REMOVE TIRE FROM THE FRONT OF THE PROPERTY AND THE REAR OF THE PROPERTY AND DISPOSE OF PROPERLY. THE CITY OF DOVER WILL NOT ACCEPT TIRES WITH TRASH COLLECTION.

ORDINANCE DESCRIPTION :
SECTION PM 302.1 Sanitation. Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

CORRECTIVE ACTION REQUIRED :
Remove old or abandoned vehicle tires from exterior property areas. Tires are a breeding area for mosquitoes and are a fire hazard. - NOTE: The City of Dover sanitation crews WILL NOT pick up tires, contact local tire dealer for disposal.


06/08/2026 09:50


06/08/2026 09:53


06/08/2026 09:50

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00004119-06

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

Location of Offense: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Type of Offense: PROPERTY MAINTENANCE-EXTERIOR
Date of Offense: May 7, 2026
Date of Issue: May 7, 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 June 08, 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.*

Matthew Layfield
Code Enforcement Officer

Violation: (X) FAILURE TO REMOVE OLD TIRES

Sec No: DCO 22-221/2009 SECTION PM 302.1 SANITATION

Fine as per code: $ 1000.00

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

ADDITIONAL NOTICE

May 7, 2026

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

RE: Property Address: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Case Number: 25-00004119

Dear Sir/Ma'am:

On August 25, 2025, a Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections, inspected 838 MONROE TER. 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 an additional Citation for failure to correct the violation(s). A follow-up inspection must be scheduled by **June 08, 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,

Matthew Layfield
Code Enforcement Officer

cc: File

CASE NUMBER 26-00001774
PROPERTY ADDRESS 838 MONROE TER

VIOLATION: 724 QUANTITY: 1
DESCRIPTION: 724 REMOVE ABD/UNREG VEHICLE DATE: 5/07/26
LOCATION: BEHIND HOUSE

NARRATIVE :
Repair, Remove or properly register the Sliver Chevy Malibu. This vehicle is considered abandoned due to there being no active registration on the vehicle. If the vehicle is non-operating or unregistered, it needs to be removed from the property.
Vehicles must be registered and in good repair to remain on the property.

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.


05/07/2026 10:30


05/07/2026 10:33


05/07/2026 10:34


05/07/2026 10:32

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

SIXTH NOTICE

April 7, 2026

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

RE: Property Address: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Case Number: 25-00004119

Dear Sir/Ma'am:

On August 25, 2025, a Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections, inspected 838 MONROE TER. 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 an additional Citation for failure to correct the violation(s). A follow-up inspection must be scheduled by May 07, 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,

Matthew Layfield
Code Enforcement Officer

cc: File

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00004119-05

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

Location of Offense: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Type of Offense: PROPERTY MAINTENANCE-EXTERIOR
Date of Offense: April 7, 2026
Date of Issue: April 7, 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 May 07, 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.*

Matthew Layfield
Code Enforcement Officer

Violation: (X) FAILURE TO REMOVE OLD TIRES

Sec No: DCO 22-221/2009 SECTION PM 302.1 SANITATION

Fine as per code: $ 1000.00

CASE NUMBER 25-00004119
PROPERTY ADDRESS 838 MONROE TER

VIOLATION: 745 QUANTITY: 1
DESCRIPTION: 745 REMOVE OLD TIRES DATE: 8/25/25
LOCATION: BACK ALLY

NARRATIVE :
REMOVE TIRE FROM THE FRONT OF THE PROPERTY AND THE REAR OF THE PROPERTY AND DISPOSE OF PROPERLY. THE CITY OF DOVER WILL NOT ACCEPT TIRES WITH TRASH COLLECTION.

ORDINANCE DESCRIPTION :
SECTION PM 302.1 Sanitation. Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

CORRECTIVE ACTION REQUIRED :
Remove old or abandoned vehicle tires from exterior property areas. Tires are a breeding area for mosquitoes and are a fire hazard. - NOTE: The City of Dover sanitation crews WILL NOT pick up tires, contact local tire dealer for disposal.


04/07/2026 10:11


04/07/2026 10:14


04/07/2026 10:14


04/07/2026 10:12

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00004119-04

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

Location of Offense: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Type of Offense: PROPERTY MAINTENANCE-EXTERIOR
Date of Offense: March 6, 2026
Date of Issue: March 6, 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 07, 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.*

Matthew Layfield
Code Enforcement Officer

Violation: (X) FAILURE TO REMOVE OLD TIRES

Sec No: DCO 22-221/2009 SECTION PM 302.1 SANITATION

Fine as per code: $ 500.00

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

FIFTH NOTICE

March 6, 2026

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

RE: Property Address: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Case Number: 25-00004119

Dear Sir/Ma'am:

On August 25, 2025, a Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections, inspected 838 MONROE TER. 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 an additional Citation for failure to correct the violation(s). A follow-up inspection must be scheduled by **April 07, 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,

Matthew Layfield
Code Enforcement Officer

cc: File

'CASE NUMBER 25-00004119
PROPERTY ADDRESS 838 MONROE TER

VIOLATION: 745 QUANTITY: 1
DESCRIPTION: 745 REMOVE OLD TIRES DATE: 8/25/25
LOCATION: BACK ALLY

NARRATIVE :
REMOVE TIRE FROM THE FRONT OF THE PROPERTY AND THE REAR OF THE PROPERTY AND DISPOSE OF PROPERLY. THE CITY OF DOVER WILL NOT ACCEPT TIRES WITH TRASH COLLECTION.

ORDINANCE DESCRIPTION :
SECTION PM 302.1 Sanitation. Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

CORRECTIVE ACTION REQUIRED :
Remove old or abandoned vehicle tires from exterior property areas. Tires are a breeding area for mosquitoes and are a fire hazard. - NOTE: The City of Dover sanitation crews WILL NOT pick up tires, contact local tire dealer for disposal.


03/06/2026 09:05


03/06/2026 09:08


03/06/2026 09:09


03/06/2026 09:05

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00004119-03

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

Location of Offense: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Type of Offense: PROPERTY MAINTENANCE-EXTERIOR
Date of Offense: February 6, 2026
Date of Issue: February 6, 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 06, 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.*

Matthew Layfield
Code Enforcement Officer

Violation: (X) FAILURE TO RMOVE OLD TIRES

Sec No: DCO 22-221/2009 SECTION PM 302.1 SANITATION

Fine as per code: $ 300.00

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

FOURTH NOTICE

February 6, 2026

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

RE: Property Address: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Case Number: 25-00004119

Dear Sir/Ma'am:

On August 25, 2025, a Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections, inspected 838 MONROE TER. 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 an additional Citation for failure to correct the violation(s). A follow-up inspection must be scheduled by **March 06, 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,

Matthew Layfield
Code Enforcement Officer

cc: File

CASE NUMBER 25-00004119
PROPERTY ADDRESS 838 MONROE TER

VIOLATION: 745 QUANTITY: 1
DESCRIPTION: 745 REMOVE OLD TIRES DATE: 8/25/25
LOCATION: BACK ALLY

NARRATIVE :
REMOVE TIRE FROM THE FRONT OF THE PROPERTY AND THE REAR OF THE PROPERTY AND DISPOSE OF PROPERLY. THE CITY OF DOVER WILL NOT ACCEPT TIRES WITH TRASH COLLECTION.

ORDINANCE DESCRIPTION :
SECTION PM 302.1 Sanitation. Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

CORRECTIVE ACTION REQUIRED :
Remove old or abandoned vehicle tires from exterior property areas. Tires are a breeding area for mosquitoes and are a fire hazard. - NOTE: The City of Dover sanitation crews WILL NOT pick up tires, contact local tire dealer for disposal.


02/06/2026 10:17


ULINE
02/06/2026 10:20


02/06/2026 10:21


02/06/2026 10:17

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00004119-02

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

Location of Offense: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Type of Offense: PROPERTY MAINTENANCE-EXTERIOR
Date of Offense: January 5, 2026
Date of Issue: January 5, 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 **February 05, 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.*

Matthew Layfield
Code Enforcement Officer

Violation: (X) FAILURE TO REMOVE OLD TIRES

Sec No: DCO 22-221/2009 SECTION PM 302.1 SANITATION

Fine as per code: $ 200.00

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

THIRD NOTICE

January 5, 2026

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

RE: Property Address: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Case Number: 25-00004119

Dear Sir/Ma'am:

On August 25, 2025, a Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections, inspected 838 MONROE TER. 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 an additional Citation for failure to correct the violation(s). A follow-up inspection must be scheduled by **February 05, 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,

Matthew Layfield
Code Enforcement Officer

cc: File

CASE NUMBER 25-00004119
PROPERTY ADDRESS 838 MONROE TER

VIOLATION: 745 QUANTITY: 1
DESCRIPTION: 745 REMOVE OLD TIRES DATE: 8/25/25
LOCATION: BACK ALLY

NARRATIVE :
REMOVE TIRE FROM THE FRONT OF THE PROPERTY AND THE REAR OF THE PROPERTY AND DISPOSE OF PROPERLY. THE CITY OF DOVER WILL NOT ACCEPT TIRES WITH TRASH COLLECTION.

ORDINANCE DESCRIPTION :
SECTION PM 302.1 Sanitation. Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

CORRECTIVE ACTION REQUIRED :
Remove old or abandoned vehicle tires from exterior property areas. Tires are a breeding area for mosquitoes and are a fire hazard. - NOTE: The City of Dover sanitation crews WILL NOT pick up tires, contact local tire dealer for disposal.


01/05/2026 09:36


01/05/2026 09:38


01/05/2026 09:39


01/05/2026 09:38

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

SECOND NOTICE

November 3, 2025

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

RE: Property Address: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Case Number: 25-00004119

Dear Sir/Ma'am:

On August 25, 2025, a Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections, inspected 838 MONROE TER. 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 December 03, 2025. 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,

Matthew Layfield

Matthew Layfield
Code Enforcement Officer

cc: File

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00004119-01

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

Location of Offense: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Type of Offense: PROPERTY MAINTENANCE-EXTERIOR
Date of Offense: November 3, 2025
Date of Issue: November 3, 2025

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 **December 03, 2025.**

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

If the violation is not corrected, the City reserves the right to use its 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.*

Matthew Layfield
Code Enforcement Officer

Violation: (X) FAILURE TO REMOVE OLD TIRES

Sec No: DCO 22-221/2009 SECTION PM 302.1 SANITATION

Fine as per code: $ 100.00

CASE NUMBER 25-00004119
PROPERTY ADDRESS 838 MONROE TER

VIOLATION: 745 QUANTITY: 1
DESCRIPTION: 745 REMOVE OLD TIRES DATE: 8/25/25
LOCATION: BACK ALLY

NARRATIVE :
REMOVE TIRE FROM THE FRONT OF THE PROPERTY AND THE REAR OF THE PROPERTY AND DISPOSE OF PROPERLY. THE CITY OF DOVER WILL NOT ACCEPT TIRES WITH TRASH COLLECTION.

ORDINANCE DESCRIPTION :
SECTION PM 302.1 Sanitation. Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

CORRECTIVE ACTION REQUIRED :
Remove old or abandoned vehicle tires from exterior property areas. Tires are a breeding area for mosquitoes and are a fire hazard. - NOTE: The City of Dover sanitation crews WILL NOT pick up tires, contact local tire dealer for disposal.


11/03/2025 10:15


11/03/2025 10:17


11/03/2025 10:17


11/03/2025 10:17

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

August 25, 2025

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

RE: Property address: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Case Number: 25-00004119

Dear Sir/Ma'am:

On August 25, 2025, Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections conducted an inspection at 838 MONROE TER.

Attached are the Code violations found during the inspection.

A follow-up inspection must be conducted by **September 25, 2025**, to ensure compliance. Failure to comply will result in citation(s) being issued.

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

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

11/3/025

Sincerely,

Matthew Layfield

Matthew Layfield
Code Enforcement Officer

cc: File

CASE NUMBER 25-00004119
PROPERTY ADDRESS 838 MONROE TER

VIOLATION: 745 QUANTITY: 1
DESCRIPTION: 745 REMOVE OLD TIRES DATE: 8/25/25
LOCATION: BACK ALLY

NARRATIVE :
REMOVE TIRE FROM THE FRONT OF THE PROPERTY AND THE REAR OF THE PROPERTY AND DISPOSE OF PROPERLY. THE CITY OF DOVER WILL NOT ACCEPT TIRES WITH TRASH COLLECTION.

ORDINANCE DESCRIPTION :
SECTION PM 302.1 Sanitation. Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

CORRECTIVE ACTION REQUIRED :
Remove old or abandoned vehicle tires from exterior property areas. Tires are a breeding area for mosquitoes and are a fire hazard. - NOTE: The City of Dover sanitation crews WILL NOT pick up tires, contact local tire dealer for disposal.


08/25/2025 10:14


08/25/2025 10:09


08/25/2025 10:14


08/25/2025 10:08


08/25/2025 10:10


08/25/2025 10:10

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: Michele Staats
To: Wheeler, Crystal
Subject: Fwd: EXTERNAL: 838 Monroe Terrace
Date: Tuesday, July 7, 2026 11:13:56 AM
Attachments: Outlook-rd05zq44.png
Outlook-ipuvqpfx.png

You don't often get email from [redacted]. Learn why this is important

---------- Forwarded message ---------
From: **Layfield, Matthew** <mlayfield@dover.de.us>
Date: Thu, Jul 2, 2026 at 3:00 PM
Subject: Re: EXTERNAL: 838 Monroe Terrace
To: Michele Staats <[redacted]

Good Afternoon,

HI, all appeals have to go to city clerk's office with-in 30-days of the date on the notice. You can contact Crystal Wheeler in the city clerk's office. Thank you and have a great day.

"Wheeler, Crystal" <cwheeler@dover.de.us> Thia is her email.

Matthew Layfield
City of Dover
Code Enforcement
15 Loockerman Plaza
Dover DE 19901
Phone # 302.736.7162





From: Michele Staats [redacted]
Sent: Thursday, July 2, 2026 2:53 PM
To: Kopp, Edward <ekopp@dover.de.us>; Layfield, Matthew <mlayfield@dover.de.us>; Bennett, Andria <abennett@dover.de.us>

Subject: EXTERNAL: 838 Monroe Terrace

You don't often get email from [redacted]. 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.

To the Dover City Clerk,

I hereby appeal Citation No. 25-307409, 26- 1774-01 issued against the property located at 838 Monroe Terrace, Dover, Delaware.

I respectfully request that this citation be dismissed in its entirety. If the City declines to dismiss the citation, this letter shall serve as my formal demand for a full hearing on the matter.

The citation alleges a violation of PM 302.1 (Sanitation) for "Failure to Remove Junk and Debris." However, the City has failed to establish that any of the items located on my property constitute garbage, trash, junk, debris, or an unsanitary condition as required by the ordinance.

All of the items depicted in the City's photographs are my personal property and were being retained for future use. None of the items were garbage, refuse, abandoned materials, or waste. The City has not alleged or demonstrated that any item created a health hazard, safety hazard, vermin infestation, environmental concern, or any other condition that would reasonably be considered unsanitary.

Furthermore, neither the citation nor the prior notices identified which specific items allegedly violated the ordinance. I was never provided a written list of items that the City considered noncompliant. Instead, I received generalized demands to remove property without any explanation of why specific items constituted "junk" or "debris" under the code.

The photographs show stored personal property, including vehicle parts, tires, fencing materials, windows, bicycles, and yard equipment. These items were located in the rear yard of my property and were not visible from the public street. Ownership and storage of personal property does not, by itself, transform that property into garbage, trash, junk, debris, or an unsanitary condition.

The ordinance relies upon subjective terms such as "clean," "sanitary," "junk," and "debris," yet the City has failed to explain how any specific item met those definitions. The citation therefore lacks sufficient specificity to support enforcement and fails to provide adequate notice of the alleged violation.

I also note that the violation documentation references an inspection date of June 23, 2025, while the citation was issued on May 7, 2026. The basis for this timeline is unclear and further supports the need for disclosure of all records associated with this matter.

Accordingly, I request immediate dismissal of Citation No. 26-1774-01, 25-307409. If the City declines to dismiss the citation, I demand a full hearing and request that the City preserve and produce all evidence it intends to rely upon, including but not limited to:

• All inspection reports and inspection notes

• All photographs and video recordings
• All complaints received regarding the property
• All reinspection records
• Any written standards, policies, or guidelines used to determine what constitutes "junk," "debris," or an unsanitary condition under PM 302.1
• Any documents identifying the specific items alleged to be in violation

I reserve all rights and defenses available under applicable law and will present evidence and testimony at the hearing if dismissal is denied.

Respectfully,

Michele Staats
838 Monroe Terrace
Dover, Delaware 19904

City of Dover

July 9, 2026

Michele M. Staats
838 Monroe Terrace
Dover, DE 19904

Re: Appeal of Citation #26-00001174-01 and Related Fines – 838 Monroe Terrace, Dover, DE 19904

Dear Ms. Staats:

We have received your request to appeal the citation and fines in reference to 838 Monroe Terrace, in accordance with 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 Wednesday, July 29, 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, 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 or by phone at (302) 736-7008 if you have any questions or concerns.

Dial: 1-650-479-3208
Link: https://tinyurl.com/4dd24aad
Event number: 2537 428 2104
Event password: DOVER (if needed)

Sincerely,

Andria L. Bennett, CMC
City Clerk

cc: Dan Griffith, City Solicitor
Sharon Duca, City Manager
Dawn Melson-Williams, Principal Planner
Eddie Kopp, Code Enforcement Supervisor
Matthew Layfield, Code Enforcement Officer



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- ☐ Adult Signature Restricted Delivery $

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JUN 10 2026
DOVER DE 19904

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MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

ML
26:1774
01

for Instructions

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 26-00001774-01

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

Location of Offense: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Type of Offense: DOVER CODE OF ORDINANCES
Date of Offense: June 8, 2026
Date of Issue: June 8, 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 09, 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.*

Matthew Layfield
Code Enforcement Officer

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

Sec No: DCO 22-221/2009 SECTION PM 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

June 8, 2026

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

RE: Property Address: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Case Number: 26-00001774

Dear Sir/Ma'am:

On May 07, 2026, a Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections, inspected 838 MONROE TER. The inspection revealed one or more City Code Violations on the property.

Attached are the violation(s) found.

A follow-up inspection was not scheduled for this case, or the re-inspection revealed that the violation(s) remain. Enclosed is a Citation for failure to correct the violation(s). An additional inspection must be scheduled by **July 08, 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,

Matthew Layfield

Matthew Layfield
Code Enforcement Officer

cc: File

CASE NUMBER 26-00001774
PROPERTY ADDRESS 838 MONROE TER

VIOLATION: 724 QUANTITY: 1
DESCRIPTION: 724 REMOVE ABD/UNREG VEHICLE DATE: 5/07/26
LOCATION: BEHIND HOUSE

NARRATIVE :

Repair, Remove or properly register the Sliver Chevy Malibu. This vehicle is considered abandoned due to there being no active registration on the vehicle. If the vehicle is non-operating or unregistered, it needs to be removed from the property.
Vehicles must be registered and in good repair to remain on the property.

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

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

May 7, 2026

MICHELE M STAATS
838 MONROE TER
DOVER DE 19904

RE: Property address: 838 MONROE TER
Tax Parcel Number: ED-05-077.17-01-390.000-000
Case Number: 26-00001774

Dear Sir/Ma'am:

On May 07, 2026, a Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections, inspected 838 MONROE TER.

Attached are the Code violations found during the inspection.

A follow-up inspection must be conducted by **June 08, 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,

Matthew Layfield
Code Enforcement Officer

cc: File

CASE NUMBER 25-00004119
PROPERTY ADDRESS 838 MONROE TER

VIOLATION: 745 QUANTITY: 1
DESCRIPTION: 745 REMOVE OLD TIRES DATE: 8/25/25
LOCATION: BACK ALLY

NARRATIVE :
REMOVE TIRE FROM THE FRONT OF THE PROPERTY AND THE REAR OF THE PROPERTY AND DISPOSE OF PROPERLY. THE CITY OF DOVER WILL NOT ACCEPT TIRES WITH TRASH COLLECTION.

ORDINANCE DESCRIPTION :
SECTION PM 302.1 Sanitation. Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

CORRECTIVE ACTION REQUIRED :
Remove old or abandoned vehicle tires from exterior property areas. Tires are a breeding area for mosquitoes and are a fire hazard. - NOTE: The City of Dover sanitation crews WILL NOT pick up tires, contact local tire dealer for disposal.


06/08/2026 09:53


73173
06/08/2026 09:49


05/07/2026 10:30


05/07/2026 10:33


73173
05/07/2026 10:33


73173
05/07/2026 10:33