



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

Wednesday, September 09, 2026 at 3:30 PM

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

AGENDA

THIS AGENDA HAS BEEN REVISED TO REMOVE ITEM #2 - 2009 PROPERTY MAINTENANCE CODE VIOLATION (CHAPTER 1 - SCOPE AND ADMINISTRATION, SECTION 108.1 - GENERAL) - 71 CHATHAM COURT (JAMES BRANCH)

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/24z98wsn>

Event number: 2532 562 3818

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 3 - General Requirements, Section 302.1 - Sanitation) - 747 and 747A South State Street (Patty Downes)**

ADJOURNMENT

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

CHAPTER 3

GENERAL REQUIREMENTS

SECTION 301 GENERAL

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

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

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

SECTION 302 EXTERIOR PROPERTY AREAS

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

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

Exception: *Approved* retention areas and reservoirs.

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

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

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

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

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

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

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

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

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

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

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

SECTION 303 SWIMMING POOLS, SPAS AND HOT TUBS

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

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

From: [patty downes](#)
To: [City Clerks Office](#)
Subject: EXTERNAL: Appeal for Violation at 774 South State St Dover
Date: Tuesday, August 11, 2026 3:55:55 PM

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

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

I need to appeal the violation on the grounds that I have not been well to clear (cancer) but we also have signed an MOU to sell the property and the buyers want the materials. They will be using them for renovations. So they will be cleared in due time anyway. Please consider our request. Thanks you

Get [Outlook for iOS](#)



SIGN



REVIEW NOTES



SHARE



MORE

Page 3

This proposal is subject to acceptance by Owner within Five (5) working days.

If this proposal is acceptable, please acknowledge below.

This proposal is intended solely as a memorandum of understanding between the parties hereto and is subject to final approval by Seller and Buyer. For the protection of both parties, neither party shall be bound by the terms hereof until a satisfactory and a mutually acceptable Agreement of Sale has been fully executed and delivered by both parties.

Should this letter be acceptable to you, please execute one of the enclosed copies and return to us. We look forward to working with you on this transaction.

Sincerely,

Tricia Hawryluk

Buyer
Accepted and Agreed

Seller
Accepted and Agreed

By: _____

By: _____

BENNETT CLICK HERE

Date: _____

06/30/2026

Date: _____

06/30/2026

By: _____

Matthew DiMattesa

dotloop verified
06/30/26 4:44 PM EDT
4CUB-QNXD-OQXX-NSU2

By: _____



Ask



24



August 20, 2026

Patty's Pedal, LLC
Patty Downes
774 South State Street
Dover, DE 19901

Re: Appeal of Citation #26-00002787 – 774 & 774A South State Street, Dover, DE 19901

Dear Ms. Downes:

We have received your request to appeal the violation in reference to 774 & 774A South State Street, 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 rescheduled for Wednesday, September 9, 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/24z98wsn>

Event number: 2532 562 3818

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
Matthew Layfield, Code Enforcement Officer



August 13, 2026

Patty's Pedal, LLC
Patty Downes
774 South State Street
Dover, DE 19901

Re: Appeal of Citation #26-00002787 – 774 & 774A South State Street, Dover, DE 19901

Dear Ms. Downes:

We have received your request to appeal the violation in reference to 774 & 774A South State Street, 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, September 2, 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/24z98wsn>

Event number: 2532 562 3818

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
Matthew Layfield, Code Enforcement Officer

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901



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

July 13, 2026

PATTYS PEDAL LLC
774 S STATE ST OFFICE
DOVER DE 19901

RE: Property address: 774& 774A S STATE ST
Tax Parcel Number: ED-05-077.13-02-300.000-000
Case Number: 26-00002787

Dear Sir/Ma'am:

On July 13, 2026, a Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections, inspected 774& 774A S STATE ST.

Attached are the Code violations found during the inspection.

A follow-up inspection must be conducted by **August 13, 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 26-00002787
PROPERTY ADDRESS 774& 774A S STATE ST

VIOLATION: 717 QUANTITY: 1
DESCRIPTION: 717 RMV JUNK AND DEBRIS DATE: 7/13/26
LOCATION: BACK YARD

NARRATIVE :

Remove and properly dispose of all garbage, trash, junk
and/or debris from the exterior of the property.

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.



