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

Wednesday, May 27, 2026 at 3:30 PM

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

AGENDA

THIS AGENDA HAS BEEN REVISED TO CORRECT THE APPEAL RELATED TO ITEM #1 - APPEAL OF CITATION FOR FAILURE TO OBTAIN A BUILDING PERMIT

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://rb.gy/a3z14t
Event number: 2539 422 8383
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 International Residential Code Violation (Chapter 1 – Scope and Administration, Section R105 – Permits) - Appeal of Citation for Failure to Obtain a Building Permit - 103 Lady Bug Drive (Amber Whitley)**

2. **2009 International Property Maintenance Code (Chapter 3 - General Requirements, Section 302.8 - Motor Vehicles) - Appeal of Citation and Related Fines - 209 West Division Street (Edmund Njubigbo)**

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

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Composite Default screen

alternative materials or methods, the *building official* shall have the authority to require tests as evidence of compliance to be made at no expense to the *jurisdiction*. Test methods shall be as specified in this code or by other recognized test standards. In the absence of recognized and accepted test methods, the *building official* shall approve the testing procedures. Tests shall be performed by an *approved* agency. Reports of such tests shall be retained by the *building official* for the period required for retention of public records.

SECTION R105 PERMITS

R105.1 Required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the *building official* and obtain the required *permit*.

R105.2 Work exempt from permit. *Permits* shall not be required for the following. Exemption from *permit* requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this *jurisdiction*.

Building:

1. One-story detached *accessory structures* used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet (18.58 m^2).
2. Fences not over 6 feet (1829 mm) high.
3. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly upon *grade* if the capacity does not exceed 5,000 gallons (18 927 L) and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Prefabricated swimming pools that are less than 24 inches (610 mm) deep.
8. Swings and other playground equipment.
9. Window awnings supported by an exterior wall which do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
10. Decks not exceeding 200 square feet (18.58 m^2) in area, that are not more than 30 inches (762 mm) above *grade* at any point, are not attached to a *dwelling* and do not serve the exit door required by Section R311.4.

Electrical:

1. *Listed* cord-and-plug connected temporary decorative lighting.
2. Reinstallation of attachment plug receptacles but not the outlets therefor.
3. Replacement of branch circuit overcurrent devices of the required capacity in the same location.
4. Electrical wiring, devices, *appliances,* apparatus or *equipment* operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
5. Minor repair work, including the replacement of lamps or the connection of *approved* portable electrical *equipment* to *approved* permanently installed receptacles.

Gas:

1. Portable heating, cooking or clothes drying *appliances*.
2. Replacement of any minor part that does not alter approval of *equipment* or make such *equipment* unsafe.
3. Portable-fuel-cell *appliances* that are not connected to a fixed piping system and are not interconnected to a power grid.

Mechanical:

1. Portable heating *appliances*.
2. Portable ventilation *appliances*.
3. Portable cooling units.
4. Steam, hot- or chilled-water piping within any heating or cooling *equipment* regulated by this code.
5. Replacement of any minor part that does not alter approval of *equipment* or make such *equipment* unsafe.
6. Portable evaporative coolers.
7. Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.
8. Portable-fuel-cell *appliances* that are not connected to a fixed piping system and are not interconnected to a power grid.

The stopping of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a *permit* shall be obtained and inspection made as provided in this code.

The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

R105.2.1 Emergency repairs. Where *equipment* replacements and repairs must be performed in an emergency situation, the *permit* application shall be submitted within the next working business day to the *building official*.

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Thursday, March 19, 2009 10:53:19 AM

REQUEST FOR APPEAL

CONSTRUCTION AND PROPERTY MAINTENANCE CODE BOARD OF APPEALS

Return Completed Form To:
City of Dover - City Clerk's Office
P.O. Box 475
Dover, DE 19903, or
cityclerk@dover.de.us, or
Phone: (302) 736-7008; FAX: (302) 736-5068

RECEIVED
APR 28 2026
OFFICE OF THE CITY CLERK

Name of Appellant: Amber Whitley

Date of Request: 4/28/2026

Mailing Address: 103 Lady Bug Dr.
Dover, DE 19901

Telephone: (302) 484-7658

Email: Whitley.amber@gmail.com

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

I am appealing the latest citation as there are multiple extenuating circumstances as to why this permit ~~application~~ application was not timely filed; and at the time of this citation, we had submitted the permit application. See attached form.

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

NEXT STEPS

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

April 27, 2026

Citation # 25-00003500-07

Permit #: 26-453

Dear City of Dover Code Enforcement / Permits Office,

I am writing to formally appeal the $1,000 fine recently assessed in connection with the deck construction at my property.

I acknowledge that there was a delay in addressing the permitting requirements following completion of the project in July 2025. During that time, there were complications with the contractor involved, and progress toward permitting was not completed as expected. Once it became clear that the matter remained unresolved, I took direct action to move the project into compliance by submitting the required permit application.

Since that time, I have been actively working with the city to bring this matter into full compliance. At the time the fine was issued, my permit application had already been submitted, and the project is now in the final stages of review. I have complied with all requirements requested to date and continue to move this process forward.

The purpose of the fine—to prompt corrective action—has now been fulfilled, as I have taken the necessary steps to address the permitting requirement and bring the project into compliance through the proper approval process.

Given that the application is actively under review and nearing completion, I respectfully request that the $1,000 fine be reduced or waived in consideration of my good faith efforts to resolve this matter and bring the project into compliance.

Please let me know if any additional information is needed in support of this request. I appreciate your time and consideration and look forward to resolving this matter.

Sincerely,
Amber Whitley
103 Lady Bug Dr., Dover, DE 19901
(302) 484-7658

May 15, 2026

Amber Whitley
103 Lady Bug Drive
Dover, DE 19901

Re: Appeal of Citation #25-00003500-07 and Related Fines – 103 Lady Bug Drive, Dover, DE 19901

Dear Ms. Whitley,

We have received your request to appeal the citation and fines related to the violation of the 2009 International Residential Code Chapter 1 – Scope and Administration, Section R105 – Permits.

A meeting of the Construction and Property Maintenance Code Board of Appeals has been rescheduled for Wednesday, May 27th, 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://rb.gy/a3z14t
Event number: 2539 422 8383
Event password: DOVER (if needed)

Sincerely,

Arielle Rivera
Assistant City Clerk

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

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ORGAN
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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 ad nt this USPS®-postmarked Ce t 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 mailp appropriate postage, and depos iece.

IMPORTANT: Save this receipt for your records.

Item 1.

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

SENDER: *COMPLETE THIS SECTION*

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

1. Article Addressed to:

AMBER WHITLEY & RETHA WHITLEY ORGAN
103 LADY BUG DR
DOVER DE 19901

9590 9402 7904 2234 6574 50

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

9589 0710 5270 1820 9577 00

COMPLETE THIS SECTION ON DELIVERY

Item 1.

A. Signature

X

☐ 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

SB
25-3500-01

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☑ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ d Mail
- ☐ d Mail Restricted Delivery
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signatur ation Restricte y

20

USPS TRACKING #



9590 9402 7904 2234 6574 50

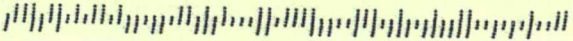
First-Cl
Postag aid
USPS
Permit No. G-10

Item 1.

United States Postal Service

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

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



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

CERTIFIED MAIL®

9589 0710 5270 1820 9595 99

FIRST-CLASS

US POSTAGE

ZIP 19904
02 7W
0008035008 OCT 15 2025

$ 010.44⁰

POSTED
NOV 10 2025
By:

AMBER & RETHA WHITLEY ORGAN
103 LADY BUG DR
DOVER DE 19901

10/18/25

NIXIE 171 DE 1 0011/04/25
RETURN TO SENDER
UNABLE TO FORWARD
BC: 19903047575 *2419-00915-04-05

.193270000853328 26

UNC
19903>0475

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:

AMBER & RETHA WHITLEY ORGAN
103 LADY BUG DR
DOVER DE 19901

9590 9402 7900 2234 9587 04

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

9589 0710 5270 1820 9595 99

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

SB
25-3500-02

3. Service Type

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

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

CERTIFIED MAIL®

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

9589 0710 5270 1820 9615 30

FIRST-CLASS

US POSTAGE
ZIP 19904 $ 010.44⁰
02 7W
0008035008 NOV 26 2025

POSTED
JAN 29 2026
By: SDB

AMBER & RETHA WHITLEY ORGAN
103 LADY BUG DR
DOVER DE 19901

L/N
MO
1/5/26

UNC
19901>0475

NIXIE 171 DE 1 0001/27/26
RETURN TO SENDER
UNCLAIMED
UNABLE TO FORWARD
BC: 19903047575 *2792-02018-27-2

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:

AMBER & RETHA WHITLEY ORGAN
103 LADY BUG DR
DOVER DE 19901

9590 9402 7900 2234 9576 91

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

9589 0710 5270 1820 9615 30

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

SB
25-3500-03

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☒ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Mail
- ☐ Mail Restricted Delivery
- 500)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

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

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

CERTIFIED MAIL®

9589 0710 5270 1766 2417 96

FIRST-CLASS

US POSTAGE™
ZIP 19904
02 7W
$ 010.44⁰
0008035008 FEB 23 2026

AMBER & RETHA WHITLEY ORGAN
103 LADY BUG DR
DOVER DE 19901

POSTED
MAR 2 3 2026
By:

L/N
MO

NIXIE 171 DC 1 0003/17/26
RETURN TO SENDER
UNCLAIMED
UNABLE TO FORWARD
BC: 19903047575 *0319-04674-17-0

UNC
19903>0475

26

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:

AMBER & RETHA WHITLEY ORGAN
103 LADY BUG DR
DOVER DE 19901

9590 9402 7900 2234 9816 58

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

9589 0710 5270 1766 2417 96

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

SB
25-3500-06

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
- ☐ Mail Restricted Delivery
- 00)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

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

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00003500-07

AMBER & WHITLEY
ORGAN,RETHA WHITLEY
103 LADY BUG DR
DOVER DE 19901

Location of Offense: 103 LADY BUG DR
Tax Parcel Number: ED-05-077.07-07-120.000-000
Type of Offense: NO VALID PERMIT
Date of Offense: April 6, 2026
Date of Issue: April 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 **May 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.*

Sierra Brown
Code Enforcement Officer

Violation: (X) FAILURE TO OBTAIN A BUILDING PERMIT

Sec No: DCO 22-61 IRC R105 PERMIT REQUIRED

Fine as per code: $1,000.00

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

ADDITIONAL NOTICE

April 6, 2026

AMBER & WHITLEY
ORGAN,RETHA WHITLEY
103 LADY BUG DR
DOVER DE 19901

RE: Property Address: 103 LADY BUG DR
Tax Parcel Number: ED-05-077.07-07-120.000-000
Case Number: 25-00003500

Dear SIR/MADAM:

On July 23, 2025, a Code Enforcement Officer with the City of Dover, Department of Inspections, inspected 103 LADY BUG DR. The inspection revealed one or more City Code Violations on the property.

Attached are the violation(s) found.

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

Sierra Brown
Code Enforcement Officer

cc: File

CASE NUMBER 25-00003500
PROPERTY ADDRESS 103 LADY BUG DR

VIOLATION: 778 QUANTITY: 1
DESCRIPTION: 778 BUILDING PERMIT REQUIRED DATE: 7/23/25
LOCATION: ATTENTION

NARRATIVE :
APPLY FOR AND OBTAIN A VALID CITY OF DOVER BUILDING PERMIT AND ALL APPLICABLE INSPECTIONS, FOR THE DECK THAT HAS BEEN CONSTRUCTED AT THE REAR OF THE DWELLING. ENSURE THAT ANY ADDITIONAL WORK CEASES UNTIL PERMITS ARE APPROVED AND OBTAINED.

ORDINANCE DESCRIPTION :
SECTION IRC R105 PERMIT REQUIRED

CORRECTIVE ACTION REQUIRED :
PRIOR TO THE BUILDING PERMIT BEING OBTAINED, APPROVAL IS NEEDED FROM THE PLANNING AND INSPECTIONS STAFF. A BUILDING PERMIT APPLICATION IS REQUIRED TO BE SUBMITTED AT DOVER CITY HALL. PLEASE ATTACH A COPY OF THIS VIOLATION NOTICE TO THE APPLICATION. THE BUILDING PERMIT MUST BE FINALIZED FOR THIS VIOLATION TO BE IN COMPLIANCE.

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00003500-06

AMBER & WHITLEY
ORGAN,RETHA WHITLEY
103 LADY BUG DR
DOVER DE 19901

Location of Offense: 103 LADY BUG DR
Tax Parcel Number: ED-05-077.07-07-120.000-000
Type of Offense: NO VALID PERMIT
Date of Offense: February 19, 2026
Date of Issue: February 19, 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 19, 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.*

Sierra Brown
Code Enforcement Officer

Violation: (X) FAILURE TO OBTAIN A BUILDING PERMIT

Sec No: DCO 22-61 IRC R105 PERMIT REQUIRED

Fine as per code: $1,000.00

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

ADDITIONAL NOTICE

February 19, 2026

AMBER & WHITLEY
ORGAN,RETHA WHITLEY
103 LADY BUG DR
DOVER DE 19901

RE: Property Address: 103 LADY BUG DR
Tax Parcel Number: ED-05-077.07-07-120.000-000
Case Number: 25-00003500

Dear SIR/MADAM:

On July 23, 2025, a Code Enforcement Officer with the City of Dover, Department of Inspections, inspected 103 LADY BUG DR. The inspection revealed one or more City Code Violations on the property.

Attached are the violation(s) found.

A follow-up inspection was not scheduled for this case, or the re-inspection revealed that the violation(s) remain. Enclosed is an additional Citation for failure to correct the violation(s). A follow-up inspection must be scheduled by **March 19, 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,

Sierra Brown
Code Enforcement Officer

cc: File

CASE NUMBER 25-00003500
PROPERTY ADDRESS 103 LADY BUG DR

VIOLATION: 778 QUANTITY: 1
DESCRIPTION: 778 BUILDING PERMIT REQUIRED DATE: 7/23/25
LOCATION: ATTENTION

NARRATIVE :
APPLY FOR AND OBTAIN A VALID CITY OF DOVER BUILDING PERMIT AND ALL APPLICABLE INSPECTIONS, FOR THE DECK THAT HAS BEEN CONSTRUCTED AT THE REAR OF THE DWELLING. ENSURE THAT ANY ADDITIONAL WORK CEASES UNTIL PERMITS ARE APPROVED AND OBTAINED.

ORDINANCE DESCRIPTION :
SECTION IRC R105 PERMIT REQUIRED

CORRECTIVE ACTION REQUIRED :
PRIOR TO THE BUILDING PERMIT BEING OBTAINED, APPROVAL IS NEEDED FROM THE PLANNING AND INSPECTIONS STAFF. A BUILDING PERMIT APPLICATION IS REQUIRED TO BE SUBMITTED AT DOVER CITY HALL. PLEASE ATTACH A COPY OF THIS VIOLATION NOTICE TO THE APPLICATION. THE BUILDING PERMIT MUST BE FINALIZED FOR THIS VIOLATION TO BE IN COMPLIANCE.


02/18/2026 14:10


02/18/2026 14:10

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00003500-05

AMBER & WHITLEY
ORGAN,RETHA WHITLEY
103 LADY BUG DR
DOVER DE 19901

Location of Offense: 103 LADY BUG DR
Tax Parcel Number: ED-05-077.07-07-120.000-000
Type of Offense: NO VALID PERMIT
Date of Offense: January 20, 2026
Date of Issue: January 20, 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 18, 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.*

Sierra Brown
Code Enforcement Officer

Violation: (X) FAILURE TO OBATIN A BUILDING PERMIT

Sec No: DCO 22-61 IRC R105 PERMIT REQUIRED

Fine as per code: $1,000.00

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

SIXTH NOTICE

January 20, 2026

AMBER & WHITLEY
ORGAN,RETHA WHITLEY
103 LADY BUG DR
DOVER DE 19901

RE: Property Address: 103 LADY BUG DR
Tax Parcel Number: ED-05-077.07-07-120.000-000
Case Number: 25-00003500

Dear SIR/MADAM:

On July 23, 2025, a Code Enforcement Officer with the City of Dover, Department of Inspections, inspected 103 LADY BUG DR. The inspection revealed one or more City Code Violations on the property.

Attached are the violation(s) found.

A follow-up inspection was not scheduled for this case, or the re-inspection revealed that the violation(s) remain. Enclosed is an additional Citation for failure to correct the violation(s). A follow-up inspection must be scheduled by **February 18, 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,

Sierra Brown
Code Enforcement Officer

cc: File

CASE NUMBER 25-00003500
PROPERTY ADDRESS 103 LADY BUG DR

VIOLATION: 778 QUANTITY: 1
DESCRIPTION: 778 BUILDING PERMIT REQUIRED DATE: 7/23/25
LOCATION: ATTENTION

NARRATIVE :
APPLY FOR AND OBTAIN A VALID CITY OF DOVER BUILDING PERMIT AND ALL APPLICABLE INSPECTIONS, FOR THE DECK THAT HAS BEEN CONSTRUCTED AT THE REAR OF THE DWELLING. ENSURE THAT ANY ADDITIONAL WORK CEASES UNTIL PERMITS ARE APPROVED AND OBTAINED.

ORDINANCE DESCRIPTION :
SECTION IRC R105 PERMIT REQUIRED

CORRECTIVE ACTION REQUIRED :
PRIOR TO THE BUILDING PERMIT BEING OBTAINED, APPROVAL IS NEEDED FROM THE PLANNING AND INSPECTIONS STAFF. A BUILDING PERMIT APPLICATION IS REQUIRED TO BE SUBMITTED AT DOVER CITY HALL. PLEASE ATTACH A COPY OF THIS VIOLATION NOTICE TO THE APPLICATION. THE BUILDING PERMIT MUST BE FINALIZED FOR THIS VIOLATION TO BE IN COMPLIANCE.

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00003500-04

AMBER & WHITLEY
ORGAN,RETHA WHITLEY
103 LADY BUG DR
DOVER DE 19901

Location of Offense: 103 LADY BUG DR
Tax Parcel Number: ED-05-077.07-07-120.000-000
Type of Offense: NO VALID PERMIT
Date of Offense: December 19, 2025
Date of Issue: December 19, 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 **January 19, 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.*

Sierra Brown
Code Enforcement Officer

Violation: (X) FAILURE TO OBTAIN A BUILDING PERMIT

Sec No: DCO 22-61 IRC R105 PERMIT REQUIRED

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

December 23, 2025

AMBER & WHITLEY
ORGAN,RETHA WHITLEY
103 LADY BUG DR
DOVER DE 19901

RE: Property Address: 103 LADY BUG DR
Tax Parcel Number: ED-05-077.07-07-120.000-000
Case Number: 25-00003500

Dear SIR/MADAM:

On July 23, 2025, a Code Enforcement Officer with the City of Dover, Department of Inspections, inspected 103 LADY BUG DR. The inspection revealed one or more City Code Violations on the property.

Attached are the violation(s) found.

A follow-up inspection was not scheduled for this case, or the re-inspection revealed that the violation(s) remain. Enclosed is an additional Citation for failure to correct the violation(s). A follow-up inspection must be scheduled by **January 19, 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,

Sierra Brown
Code Enforcement Officer

cc: File

CASE NUMBER 25-00003500
PROPERTY ADDRESS 103 LADY BUG DR

VIOLATION: 778 QUANTITY: 1
DESCRIPTION: 778 BUILDING PERMIT REQUIRED DATE: 7/23/25
LOCATION: ATTENTION

NARRATIVE :
APPLY FOR AND OBTAIN A VALID CITY OF DOVER BUILDING PERMIT AND ALL APPLICABLE INSPECTIONS, FOR THE DECK THAT HAS BEEN CONSTRUCTED AT THE REAR OF THE DWELLING. ENSURE THAT ANY ADDITIONAL WORK CEASES UNTIL PERMITS ARE APPROVED AND OBTAINED.

ORDINANCE DESCRIPTION :
SECTION IRC R105 PERMIT REQUIRED

CORRECTIVE ACTION REQUIRED :
PRIOR TO THE BUILDING PERMIT BEING OBTAINED, APPROVAL IS NEEDED FROM THE PLANNING AND INSPECTIONS STAFF. A BUILDING PERMIT APPLICATION IS REQUIRED TO BE SUBMITTED AT DOVER CITY HALL. PLEASE ATTACH A COPY OF THIS VIOLATION NOTICE TO THE APPLICATION. THE BUILDING PERMIT MUST BE FINALIZED FOR THIS VIOLATION TO BE IN COMPLIANCE.

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00003500-03

AMBER & WHITLEY
ORGAN,RETHA WHITLEY
103 LADY BUG DR
DOVER DE 19901

Location of Offense: 103 LADY BUG DR
Tax Parcel Number: ED-05-077.07-07-120.000-000
Type of Offense: NO VALID PERMIT
Date of Offense: November 20, 2025
Date of Issue: November 20, 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 19, 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.*

Sierra Brown
Code Enforcement Officer

Violation: (X) FAILURE TO OBATIN A BUILDING PERMIT

Sec No: DCO 22-61 IRC R105 PERMIT REQUIRED

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

November 20, 2025

AMBER & WHITLEY
ORGAN, RETHA WHITLEY
103 LADY BUG DR
DOVER DE 19901

RE: Property Address: 103 LADY BUG DR
Tax Parcel Number: ED-05-077.07-07-120.000-000
Case Number: 25-00003500

Dear SIR/MADAM:

On July 23, 2025, a Code Enforcement Officer Sierra Brown with the City of Dover, Department of Inspections, inspected 103 LADY BUG DR. The inspection revealed one or more City Code Violations on the property.

Attached are the violation(s) found.

A follow-up inspection was not scheduled for this case, or the re-inspection revealed that the violation(s) remain. Enclosed is an additional Citation for failure to correct the violation(s). A follow-up inspection must be scheduled by **December 19, 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,

Sierra Brown
Code Enforcement Officer

cc: File

CASE NUMBER 25-00003500
PROPERTY ADDRESS 103 LADY BUG DR

VIOLATION: 778 QUANTITY: 1
DESCRIPTION: 778 BUILDING PERMIT REQUIRED DATE: 7/23/25
LOCATION: ATTENTION

NARRATIVE :
APPLY FOR AND OBTAIN A VALID CITY OF DOVER BUILDING PERMIT AND ALL APPLICABLE INSPECTIONS, FOR THE DECK THAT HAS BEEN CONSTRUCTED AT THE REAR OF THE DWELLING. ENSURE THAT ANY ADDITIONAL WORK CEASES UNTIL PERMITS ARE APPROVED AND OBTAINED.

ORDINANCE DESCRIPTION :
SECTION IRC R105 PERMIT REQUIRED

CORRECTIVE ACTION REQUIRED :
PRIOR TO THE BUILDING PERMIT BEING OBTAINED, APPROVAL IS NEEDED FROM THE PLANNING AND INSPECTIONS STAFF. A BUILDING PERMIT APPLICATION IS REQUIRED TO BE SUBMITTED AT DOVER CITY HALL. PLEASE ATTACH A COPY OF THIS VIOLATION NOTICE TO THE APPLICATION. THE BUILDING PERMIT MUST BE FINALIZED FOR THIS VIOLATION TO BE IN COMPLIANCE.


11/20/2025 11:37

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00003500-02

AMBER & WHITLEY
ORGAN,RETHA WHITLEY
103 LADY BUG DR
DOVER DE 19901

Location of Offense: 103 LADY BUG DR
Tax Parcel Number: ED-05-077.07-07-120.000-000
Type of Offense: NO VALID PERMIT
Date of Offense: October 13, 2025
Date of Issue: October 13, 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 **November 17, 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.*

Sierra Brown
Code Enforcement Officer

Violation: (X) FAILURE TO OBTAIN A BUILDING PERMIT

Sec No: DCO 22-61 IRC R105 PERMIT REQUIRED

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

October 13, 2025

AMBER & WHITLEY
ORGAN,RETHA WHITLEY
103 LADY BUG DR
DOVER DE 19901

RE: Property Address: 103 LADY BUG DR
Tax Parcel Number: ED-05-077.07-07-120.000-000
Case Number: 25-00003500

Dear SIR/MADAM:

On July 23, 2025, Code Enforcement Officer with the City of Dover, Department of Inspections conducted an inspection at 103 LADY BUG DR. The inspection revealed one or more City Code Violations on the property.

Attached are the violation(s) found.

A follow-up inspection was not scheduled for this case, or the re-inspection revealed that the violation(s) remain. Enclosed is an additional Citation for failure to correct the violation(s). An additional inspection must be scheduled by **November 17, 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,

Sierra Brown
Code Enforcement Officer

cc: File

CASE NUMBER 25-00003500
PROPERTY ADDRESS 103 LADY BUG DR

VIOLATION: 778 QUANTITY: 1
DESCRIPTION: 778 BUILDING PERMIT REQUIRED DATE: 7/23/25
LOCATION: ATTENTION

NARRATIVE :
APPLY FOR AND OBTAIN A VALID CITY OF DOVER BUILDING PERMIT AND ALL APPLICABLE INSPECTIONS, FOR THE DECK THAT HAS BEEN CONSTRUCTED AT THE REAR OF THE DWELLING. ENSURE THAT ANY ADDITIONAL WORK CEASES UNTIL PERMITS ARE APPROVED AND OBTAINED.

ORDINANCE DESCRIPTION :
SECTION IRC R105 PERMIT REQUIRED

CORRECTIVE ACTION REQUIRED :
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10/13/2025 11:11


10/13/2025 11:11

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 25-00003500-01

AMBER & WHITLEY
ORGAN,RETHA WHITLEY
103 LADY BUG DR
DOVER DE 19901

Location of Offense: 103 LADY BUG DR
Tax Parcel Number: ED-05-077.07-07-120.000-000
Type of Offense: NO VALID PERMIT
Date of Offense: August 22, 2025
Date of Issue: August 27, 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 26, 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.*

Sierra Brown
Code Enforcement Officer

Violation: (X) FAILURE TO OBTAIN A BUILDING PERMIT

Sec No: DCO 22-61 IRC R105 PERMIT REQUIRED

Fine as per code: $100.00

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

SECOND NOTICE

August 27, 2025

AMBER & WHITLEY
ORGAN,RETHA WHITLEY
103 LADY BUG DR
DOVER DE 19901

RE: Property Address: 103 LADY BUG DR
Tax Parcel Number: ED-05-077.07-07-120.000-000
Case Number: 25-00003500

Dear SIR/MADAM:

On July 23, 2025, Code Enforcement Officer Sierra Brown with the City of Dover, Department of Inspections conducted an inspection at 103 LADY BUG DR. The inspection revealed one or more City Code Violations on the property.

Attached are the violation(s) found.

A follow-up inspection was not scheduled for this case, or the re-inspection revealed that the violation(s) remain. Enclosed is a Citation for failure to correct the violation(s). An additional inspection must be scheduled by **September 26, 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,

Sierra Brown
Code Enforcement Officer

cc: File

CASE NUMBER 25-00003500
PROPERTY ADDRESS 103 LADY BUG DR

VIOLATION: 778 QUANTITY: 1
DESCRIPTION: 778 BUILDING PERMIT REQUIRED DATE: 7/23/25
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08/22/2025 10:25

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

July 23, 2025

AMBER & WHITLEY
ORGAN,RETHA WHITLEY
103 LADY BUG DR
DOVER DE 19901

RE: Property address: 103 LADY BUG DR
Tax Parcel Number: ED-05-077.07-07-120.000-000
Case Number: 25-00003500

Dear SIR/MADAM:

On July 23, 2025, Code Enforcement Officer Sierra Brown with the City of Dover, Department of Inspections conducted an inspection at 103 LADY BUG DR.

Attached are the Code violations found during the inspection.

A follow-up inspection must be conducted by **August 22, 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,

Sierra Brown
Code Enforcement Officer

cc: File

CASE NUMBER 25-00003500
PROPERTY ADDRESS 103 LADY BUG DR

VIOLATION: 778 QUANTITY: 1
DESCRIPTION: 778 BUILDING PERMIT REQUIRED DATE: 7/23/25
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APPLY FOR AND OBTAIN A VALID CITY OF DOVER BUILDING PERMIT AND ALL APPLICABLE INSPECTIONS, FOR THE DECK THAT HAS BEEN CONSTRUCTED AT THE REAR OF THE DWELLING. ENSURE THAT ANY ADDITIONAL WORK CEASES UNTIL PERMITS ARE APPROVED AND OBTAINED.

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07/23/2025 11:32


07/23/2025 11:32


07/23/2025 11:32


07/23/2025 11:32

Brown, Sierra D

From: Public Works Distribution
Sent: Wednesday, July 23, 2025 11:19 AM
To: Kopp, Eddie L; Brown, Sierra D
Subject: Code Enforcement Complaint Form - NVP- NO VALID PERMIT

Follow Up Flag: Follow up
Flag Status: Completed

ORGINANTION CODE:
PW- PUBLIC WORKS
CASE TYPE:
NVP- NO VALID PERMIT
INSPECTOR ASSIGNED:
SIERRA BROWN_
COMPLAINT ASSIGNED:
YES

DATE AND TIME OF SUBMISSION:
1753283760000

NAME OF PERSON COMPLETING FORM:
Eddie

DEPARTMENT COMPLETING FORM:
CE- CODE ENFORCEMENT

ADDRESS OF VIOLATION:
103 Lady Bug Dr, Dover, DE, 19901, USA

APT/UNIT:

ANNOUNOMOUS COMPLAINT?
CITY STAFF REFEFRAL ONLY

COMPLAINT INFORMATION-
METHOD OF COMPLAINT:
PHONE CALL

WHEN DID THE VIOLATION OCCUR?
1753286400000

DESCRIPTION OF VIOLATION:
A deck was built in the back of the house. The deck is too close to the alley and may have been built without a permit. There is a concern that the snow plow might hit it.

COPY OF EMAIL:

Property Information--
IS THE PROPERTY:
OCCUPIED

IS THE VIOLATION VISBLE FROM THE PUBLIC RIGHT OF WAY?
YES
INVESTIGATION QUESTIONS-
IS THE VIOLATION VISIBLE FROM YOUR PROPERTY?
NO
DO YOU GRANT PERMISSION FOR CODE ENFORCEMENT TO ENTER YOUR PROPERTY TO INVESTIGATE?

WOULD YOU LIKE FOLLOW UP FROM CODE ENFORCEMENT?
NO
COMPLAINING PARTY CONTACT INFORMATION-
NAME OF PERSON FILING COMPLAINT:

PHONE NUMBER OF PERSON FILING COMPLAINT:

EMAIL OF PERSON FILING COMPLAINT:

Brief Description of Work (To Be Completed by Applicant):	To Be Completed By Planning & Inspections Staff
10.7 x18.1 freestanding ground level deck	Building Permit #: Plumbing Permit #: 26-453 C/O Required: Y/N

WORK SITE LOCATION	Address: 103 Lady Bug Dr., Dover, DE 19901
	Parcel ID: 205077071200000

Applicant (Owner or Contractor)	Amber Whitley
Contact Person	Amber Whitley
Mailing Address	103 Lady Bug Dr.
City, State, Zip	Dover, DE 19901
Telephone	(302) 484-7658
Fax	
E-mail Address	whitley.amber@gmail.com

Does Your Project Propose . . .	Yes	No	If Yes, Describe
an increase or decrease to the quantity of plumbing fixtures at the location?**		X	
a change in size of the water line serving the location?		X	
a new water irrigation system?		X	
a change in size of the sanitary sewer line serving the location?		X	
relocation of the water meter?^		X	
relocation of the water line serving the location or any associated appurtenances?^		X	
relocation of the sanitary sewer line serving the location or any associated appurtenances?		X	
any work within the right-of-way?		X	
any proposed sidewalk work?		X	
any proposed concrete work?		X	
any alteration to any storm drain infrastructure?		X	
any proposed curb alteration, i.e., new driveway to property?		X	
any proposed scaffolding to renovate building exterior?		X	
any proposed tree or shrub plantings within the right-of-way?		X	
an upgrade in sanitation service?		X	
a relocation of the existing trash pick-up location?		X	

EASEMENT*	Yes	No
Is there any existing easement on this property? (utility, drainage, cross access, etc.)		X

**-It is prohibited to build any structure, including a fence, within an existing easement.*
*** - An increase in fixtures may be subject to impact fees.*

PLUMBING ^	MATERIAL	LOCATION (CHECK ALL THAT APPLY)
Specify material of pipe being installed for water line serving the location, if applicable	N/A	_____Publicly Owned _____Privately Owned

I hereby certify that the information provided above is correct and acknowledge that should any differences be identified throughout the course of the project that all renovation project requirements still apply.

Amber Whitley — Printed Name of Applicant

Signature of Applicant

4/2/2026 — Date

THIS FORM MUST BE COMPLETED AND TURNED IN WITH PLUMBING PERMIT APPLICATION OR BUILDING PERMIT APPLICATION.

AS-BUILT DECK PLAN SUBMISSION

City of Dover, Delaware
Address: 103 Lady Bug Drive, Dover, DE 19901
Parcel #: 205077071200000
Owner: Amber Whitley

ORIENTATION KEY (PLAN VIEW)

All directional references in this document are based on **standing inside the rear of the house looking toward the rear property line (alley side)**.

- **House Side:** Side of deck adjacent to dwelling
- **Rear Property Line (Alley Side):** Side of deck facing alley
- **Left Property Line:** Left side of lot when facing rear property line
- **Right Property Line:** Right side of lot when facing rear property line

1. PROJECT DESCRIPTION

This submission is for after-the-fact approval of an existing **freestanding, low-profile deck structure** located at the rear of the dwelling.

The deck is:

- Not attached to the house
- Less than 30 inches in height
- Constructed to follow existing grade conditions
- Supporting a secured 10' x 12' hardtop gazebo

2. PROPERTY INFORMATION

- Lot Width (rear property line): **22.53 feet**
- Lot Depth (from rear of house to rear property line): **27.6 feet**
- Rear property line: Alley
- Left property line: Adjacent to driveway
- Right property line: Side property boundary

3. SITE LAYOUT DESCRIPTION

- The deck is located at the **rear of the home**, directly beyond a concrete patio.
- The deck is oriented **perpendicular to the rear wall of the house**.
- The deck extends **18.1 feet from the house side toward the rear property line (alley side)**.
- The deck is positioned such that its **right edge is aligned with the right property line (0' setback)**.

4. EXISTING STRUCTURES

Concrete Pad

- Dimensions: **6 feet (width) x 39 inches (depth)**
- Located immediately adjacent to the house at the rear door
- Deck begins directly beyond this pad

5. DECK DIMENSIONS

- Width (left-to-right direction): **10.7 feet**
- Depth (house side to rear property line direction): **18.1 feet**

6. SETBACKS

- Rear setback (deck to rear property line): **75 inches**
- Rear setback (stairs to rear property line): **50.5 inches**
- Right side setback: **0 inches (existing condition)**

7. STAIRS

- Location: At the **edge of the deck facing the rear property line (alley side)**
- Alignment: Positioned along the **right side of the deck (adjacent to right property line)**
- Width: **43 inches**
- Depth: **24.5 inches**
- Configuration: Two steps constructed at grade (no stringers)

8. DECK STRUCTURE

Framing

- Joists: **2x6 pressure treated lumber**
- Spacing: **18 inches on center**
- Orientation: Runs **perpendicular to decking** and **parallel to direction of deck depth (house → rear property line)**

Decking

- Material: **2x4 boards**
- Orientation: Runs **left-to-right across the deck**, parallel to the rear wall of the house
- All lumber is pressure-treated and rated for ground contact. All fasteners are exterior-rated galvanized or stainless steel.

Height

- Minimum height: **5 inches (house side)**
- Maximum height: **17 inches (rear property line side)**

Grade Condition

- Deck follows natural slope of yard from house toward rear property line
- Joists near house side are partially embedded into grade to maintain a level deck surface

9. SUPPORT CONDITION

The deck is primarily supported continuously along the lower elevation at the house side by framing members bearing directly on grade. No deep footings due to height under 30 inches.

The framing at the lower elevation extends to and bears on the ground, distributing loads continuously rather than through discrete post supports.

Two short posts are present at the higher elevation near the rear property line; these provide **supplemental support only** and do not function as primary structural supports for an elevated deck system.

Due to the low-profile design, distributed bearing condition, and minimal height above grade, the structure functions as a **ground-level platform deck rather than a post-supported elevated deck system**.

10. SUPPORT ELEMENTS

- (2) short vertical posts located near the **rear property line side** (approx. 17" height area)
- Posts provide localized stabilization where grade slopes downward
- Primary load is transferred to grade along the lower elevation at the house side

11. RAILINGS

- (2) side railings: **6 feet long x 36 inches high**
- (1) rear railing: **6 feet long x 36 inches high**
- Material: White vinyl

12. GAZEBO

- Size: **10 feet x 12 feet**
- Type: Hardtop metal gazebo
- Location: **Rear-left portion of deck**
- Alignment:
  - Flush with rear edge (adjacent to rear property line side)
  - Offset from right property line
- Secured directly to decking

13. STRUCTURAL CLASSIFICATION

This structure is classified as:

Freestanding, ground-level platform deck

Based on:

- Height under 30 inches
- Continuous bearing along grade
- Lack of attachment to dwelling
- Limited reliance on vertical posts

14. COMPLIANCE STATEMENT

This submission reflects the **existing as-built condition** of the deck.

If required to comply with applicable zoning or setback requirements, the structure can be modified to provide necessary offsets or additional support as required.

15. SAFETY STATEMENT

The structure:

- Is stable and in active use
- Supports typical residential loads
- Includes guardrails where applicable
- Has no observed structural deficiencies



Kent County GIS Map



9/8/2025, 3:07:02 PM

Parcels Roads

Locals

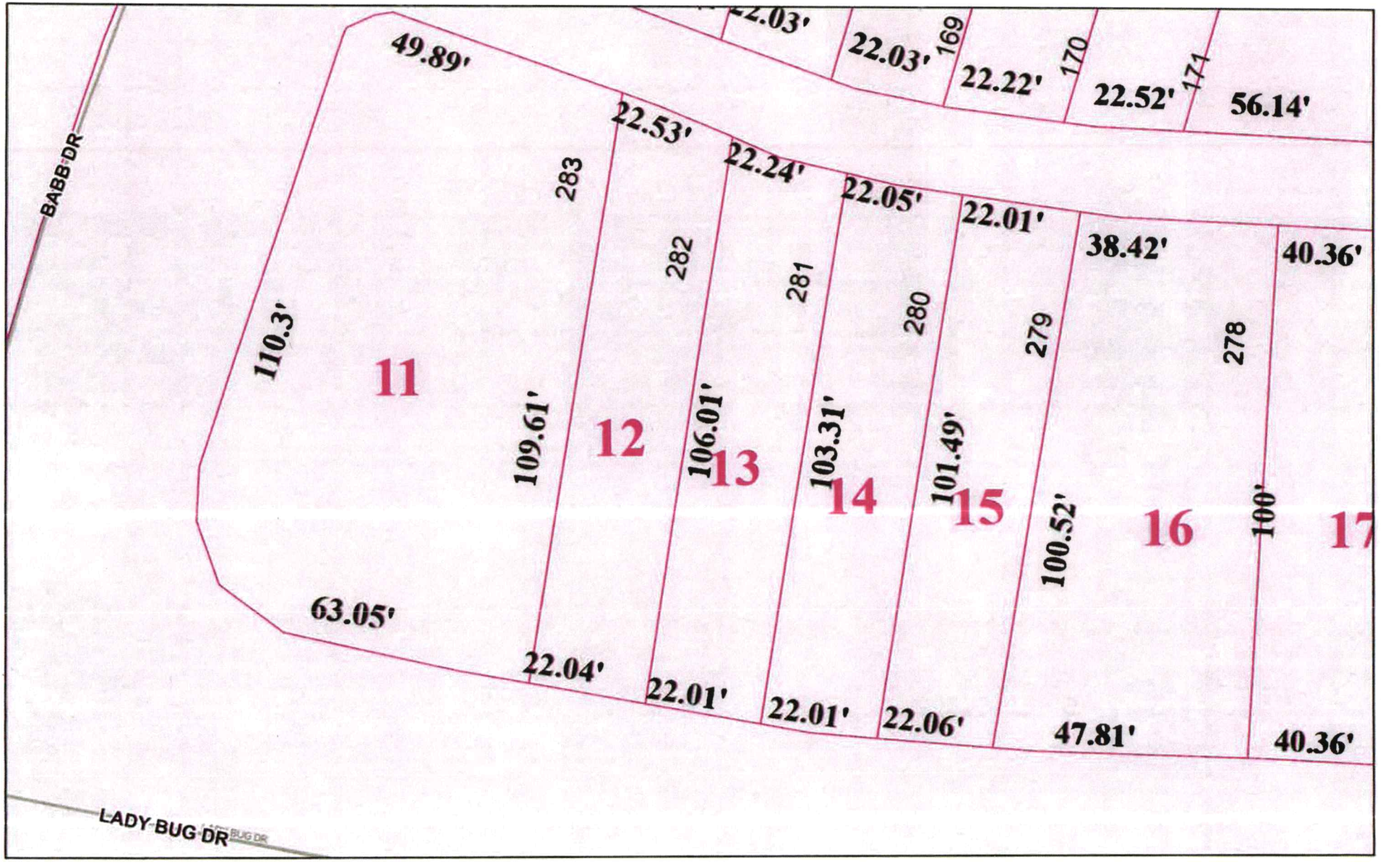
1:384

0 12.5 25 50 ft

0 4 8 16 m

State of Delaware, Sanborn Map Company, Inc.

Kent County GIS Map



9/8/2025, 3:07:37 PM

Parcels Roads

Locals

1:384

0 12.5 25 50 ft

0 4 8 16 m

KENT COUNTY
LEVY COURT

KentCountyDE.gov (http://KentCountyDE.gov) 302-744-2401 Help
Login

Property Information - 103 LADY BUG DR, DOVER - (2 05 07707 07 1200 000)

Summary | Buildings | Transfers | Billing | Permits | Map | Taxable Assessment

PRINT BACK NEW SEARCH

Parcel Information

Map Number: 2 05 07707 07 1200 000
Location ID/User Account#: 84593
Property Type: R
Account Type:
Lot#: 282
Subdivision: CLEARVIEW MEADOW
Legal Description:
CLEARVIEW MEADOW SUBD LOT 282 103 LADY BUG DRIVE

Tax Account ID: 88825
GIS Coord: E-474115 N-422470
Deed BVP: D 9418/153
Plat Book: 80 046
Acres: 0.05
Total Living Area: 1648 SQFT
Total Bedrooms: 4 **Full BA:** 2 **Half BA:** 1

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:
WHITLEY AMBER
ORGAN RETHA WHITLEY
Owners Mailing Address:
103 LADY BUG DR
DOVER, DE 19901

Location Information

Location Addresses:
103 LADY BUG DR, DOVER, DE 19901

Zoning Information

Zone:
RM1 - Medium Density Residence

Assessed Values

Land : $53,800
Buildings: $199,700
Total: $253,500

« Back | New Search »

© 2025 Property Records System - Kent County Levy Court - 555 Bay Rd Dover, DE 19901

Amber Whitney
103 Locust Bug Dr.
Denver, DE 19901
Parcel #: 20507707120000
ALLEY
22.53'
PROPERTY LINES
GRASS
DRIVEWAY
8.2' W x 27.6' D
GRASS
RAILING 12' W x 36" H
RAILING
6' x 36" H
PROPERTY LINES
17" H
STEPS
13" W x 24.5" D
5.05'
.75"
GRASS
DECK
10.7' W x 18.1' D
4"
heights"
GRASS
CONCRETE PAD
6' W x 39" D
HVAC
20"
8.2' W
GARAGE
20.10'
House

Brown, Sierra D

From: Wheeler, Crystal L
Sent: Wednesday, April 29, 2026 9:37 AM
To: Brown, Sierra D; Kopp, Eddie L
Cc: City Clerks Office
Subject: Request for Citation/Case File - Review of Appeal - 103 Lady Bug Drive
Attachments: Whitley Appeal.pdf

Good morning

Attached, please find an appeal that the City Clerk's Office has received from Amber Whitley regarding the property located at 103 Lady Bug Drive. Please provide the citation that was issued in this matter and the case file so that we may determine if this appeal should be heard by the Construction and Property Maintenance Code Board of Appeals.

I have spoken with Ms. Whitley by phone, and she will email me the documents she has for this case later today.

Thank you,

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

REQUEST FOR APPEAL

CONSTRUCTION AND PROPERTY MAINTENANCE CODE BOARD OF APPEALS

Return Completed Form To:
City of Dover - City Clerk's Office
P.O. Box 475
Dover, DE 19903, or
cityclerk@dover.de.us, or
Phone: (302) 736-7008; FAX: (302) 736-5068

RECEIVED
APR 28 2026
OFFICE OF THE CITY CLERK

Name of Appellant: Amber Whitley

Date of Request: 4/28/2026

Mailing Address: 103 Lady Bug Dr.
Dover, DE 19901

Telephone: (302) 484-7658

Email: Whitley.amber@gmail.com

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

I am appealing the latest citation as there are multiple extenuating circumstances as to why this permit ~~application~~ application was not timely filed; and at the time of this citation, we had submitted the permit application. See attached form.

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

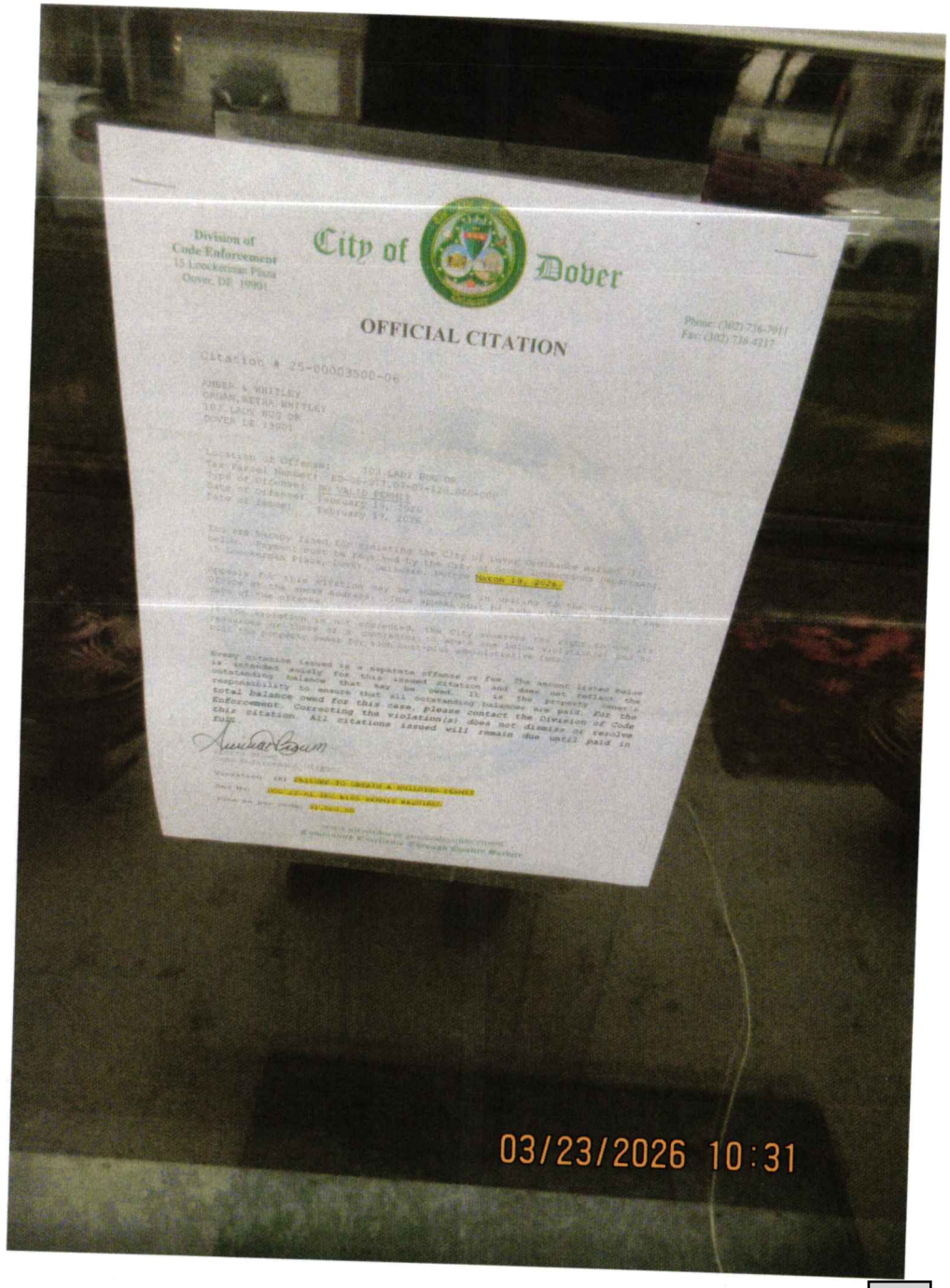
NEXT STEPS

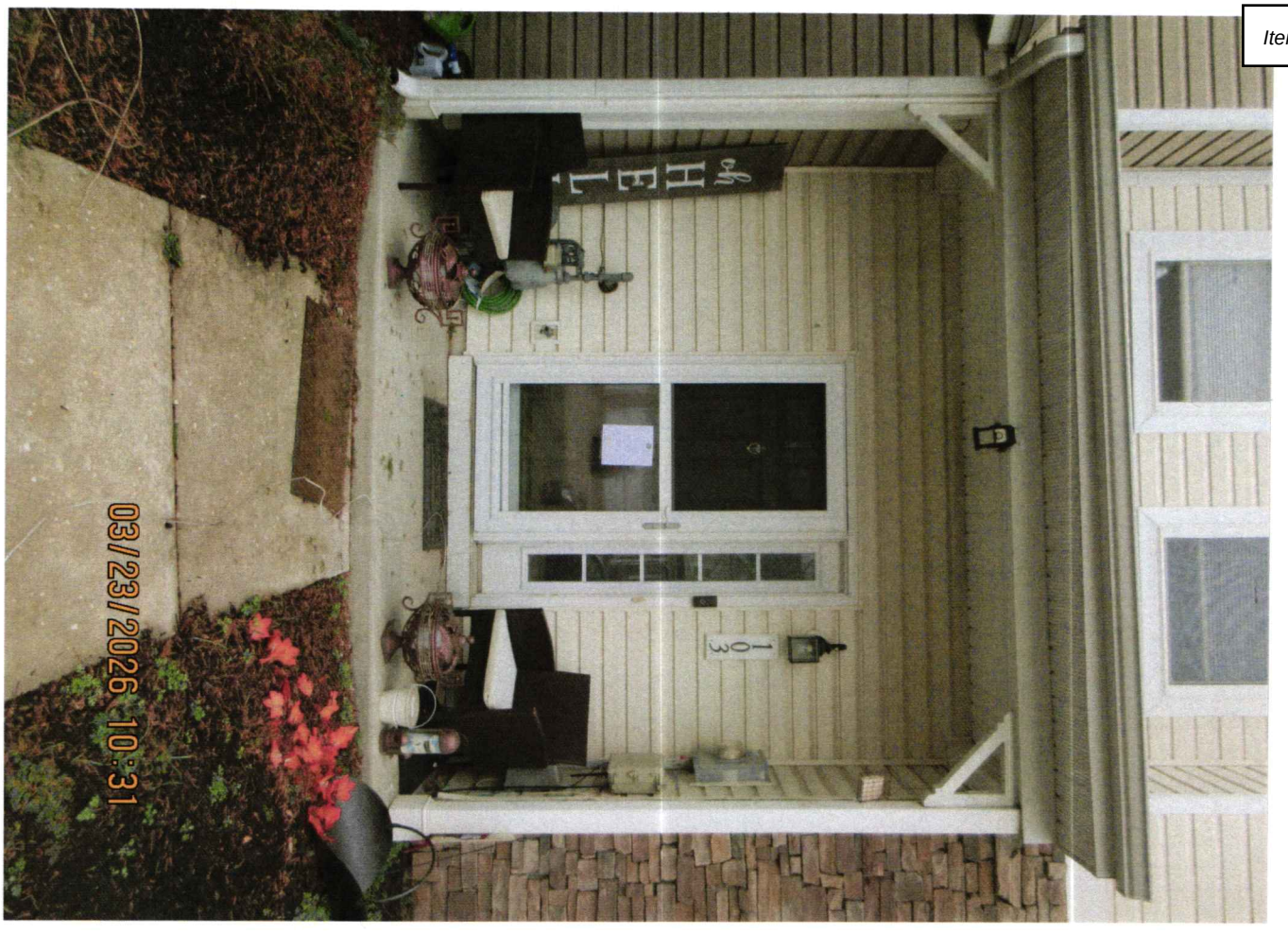
1. City Staff will review your appeal to confirm that it is in accordance with City Code to be brought before the Construction and Property Maintenance Code Board of Appeals
2. Once staff review of the appeal is complete, the City Clerk's Office will reach out to advise you if and when the appeal will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


01/30/2026 11:14


02/18/2026 14:10


02/18/2026 14:10


Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901
City of Dover
OFFICIAL CITATION
Phone: (302) 736-7011
Fax: (302) 736-4217
Citation # 25-00003500-06
AMBER A WHITLEY
ORIAN, REETHA WHITLEY
103 LADY ROSE DR
DOVER DE 19901
Location of Offense: 103 LADY ROSE DR
Tax Parcel Number: ED-05-077.03-01-120.00-000
Type of Violation: MC VIOLATION
Date of Issuance: February 19, 2026
Date of Inspection: February 19, 2026
MARCH 19, 2026
Every ordinance issued is a separate offense or fine. 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.
FAILURE TO OBTAIN A BUILDING PERMIT
03/23/2026 10:31


03/23/2026 10:31


07/23/2025 11:32


07/23/2025 11:32


07/23/2025 11:32


07/23/2025 11:32


08/22/2025 10:25

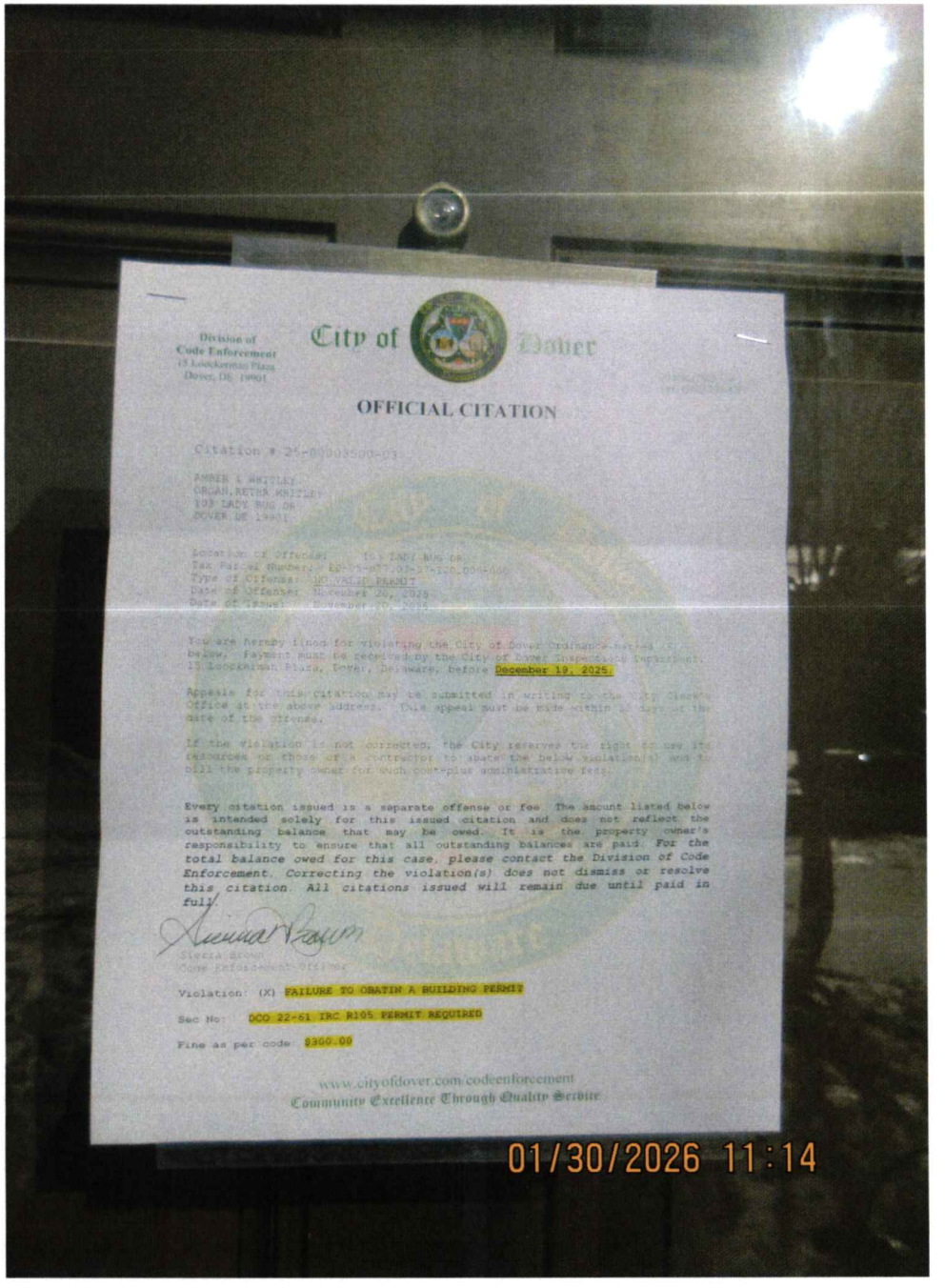

10/13/2025 11:11


10/13/2025 11:11


11/20/2025 11:37


City of Dover
OFFICIAL CITATION
Citation # 25-00003506-02
AMBER L WHITLEY
ORGAN,SETRA WHITLEY
100 LACY DR
DOVER DE 19901
November 11, 2025
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.
Violation: (2) FAILURE TO OBTAIN A BUILDING PERMIT
Sec No.: PCO 22-61 IPC R105 PERMIT REQUIRED
Fine as per code: $200.00
11/20/2025 11:41


103
11/20/2025 11:41


Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901
City of Dover
OFFICIAL CITATION
Citation # 25-00003500-03
AMBER L WHITLEY
ORGAN,KETRA WHITLEY
103 LADY BUG DR
DOVER DE 19901
Location of Offense: 103 LADY BUG DR
Tax Parcel Number: ED-05-077.06-01-10.00-000
Type of Offense: NO VALID PERMIT
Date of Offense: November 20, 2025
Date of Issue: December 05, 2025
You are hereby fined for violating the City of Dover Ordinance noted as below. Payment must be received by the City of Dover Inspections Department, 15 Loockerman Plaza, Dover, Delaware, before December 19, 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 10 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 costs 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.
Sierra Brown
Zone Enforcement Officer
Violation: (X) FAILURE TO OBATIN A BUILDING PERMIT
Sec No: DCO 22-61 IRC R105 PERMIT REQUIRED
Fine as per code: $360.00
www.cityofdover.com/codeenforcement
Community Excellence Through Quality Service
01/30/2026 11:14

Bauer, Taryn M

From: Townsend, Ann Marie
Sent: Thursday, April 23, 2026 10:56 AM
To: Bauer, Taryn M; CompPlan
Subject: Re: 103 Lady Bug Dr - Deck Permit #26-453

The problem is that I think it requires a variance if it is within 10 feet of the property line. I will go back to my email and follow up. Thanks for letting me know it is code enforcement related and already in place.

From: Bauer, Taryn M <tbauer@dover.de.us>
Sent: Thursday, April 23, 2026 10:43 AM
To: Townsend, Ann Marie <atownsend@DOVER.DE.US>; CompPlan <CompPlan@dover.de.us>
Subject: RE: 103 Lady Bug Dr - Deck Permit #26-453

Thanks for the update. Just so you are aware, this was installed in June or July of last year. Sierra has had a case on it since Public Works made a complaint that they struggle to get their trash trucks and plows down the alley. Jason Lyon did approve a waiver for them for the distance from property line, and Public Works has approved it on their end.

Taryn Bauer
City of Dover Planning & Inspections
302-736-7011
Fax- 302-736-4217

From: Townsend, Ann Marie <atownsend@DOVER.DE.US>
Sent: Thursday, April 23, 2026 10:30 AM
To: Bauer, Taryn M <tbauer@dover.de.us>; CompPlan <CompPlan@dover.de.us>
Subject: Re: 103 Lady Bug Dr - Deck Permit #26-453

Ok. This is one I reached out to for more information but haven't heard back. Planning to follow up tomorrow.

From: Bauer, Taryn M <tbauer@dover.de.us>
Sent: Thursday, April 23, 2026 10:28 AM
To: CompPlan <CompPlan@dover.de.us>
Subject: FW: 103 Lady Bug Dr - Deck Permit #26-453

Please update permit #26-453 to show the fee as $146.00. Thanks!

Taryn Bauer
City of Dover Planning & Inspections
302-736-7011

From: Walls, Ashley A <awalls@dover.de.us>
Sent: Thursday, April 23, 2026 10:17 AM
To: Permits & Licenses <permitsandlicenses@dover.de.us>
Subject: 103 Lady Bug Dr - Deck Permit #26-453

Per Sierra the fee is to be doubled for #26-453 (103 Lady Bug Dr).

Thank you,

Ashley Walls, CMC
City of Dover Planning & Inspections
15 E. Loockerman Plaza
Dover, DE 19901
302-736-7010
Permitsandlicenses@dover.de.us

May 6, 2026

Amber Whitley
103 Lady Bug Drive
Dover, DE 19901
Whitley.amber@gmail.com

RE: Deck Permit Application #26-453, 103 Lady Bug Drive, Dover DE
(located in Clearview Meadows PND)
Tax Parcel: ED05-077.07-07-12.00-000

Dear Ms. Whitley:

We have reviewed your permit application for a detached deck and gazebo at 103 Lady Bug Drive in Dover, Delaware. Unfortunately, we are unable to issue the permit, as the deck with gazebo does not comply with the *Zoning Ordinance*, Article 4 §4.11 and Article 5 §1.1. Permit #26-453 was only reviewed for compliance with the provisions of the *Zoning Ordinance* and this review does not ensure that the deck and gazebo project (as already constructed) would be in compliance with the adopted Building Codes for the City of Dover.

According to *Zoning Ordinance,* Article 4 §4.11, the maximum lot coverage for the lot is 75%. An open deck does not count toward lot coverage, but as the deck includes a gazebo, it is counted toward lot coverage. Based on information provided and on record with the City, the lot coverage is approximately 78%.

According to *Zoning* Ordinance, Article 5 §1.1:

> 1.1 *Accessory buildings.* An accessory building may be located in any required side or rear yard provided:
>
> 1.11 Such buildings shall not exceed 15 feet in height.
>
> 1.12 Such buildings shall be set back five feet from any lot line and shall not be located less than ten feet from an adjoining principal structure.
>
> 1.13 All such buildings in the aggregate shall not occupy more than 30 percent of the area of the required rear and side yard.

The gazebo mounted on the deck does not comply with the required setback of five feet from the side and rear property line, and it occupies more than 30% of the rear yard.

If you wish to file an application to the Board of Adjustment to request a variance from these restrictions, please contact the Planning Office during normal business hours at (302) 736-7196.

Sincerely,
Department of Planning & Inspections

Dawn Melson-Williams, AICP
Principal Planner

DEMW:amt

CHAPTER 3
GENERAL REQUIREMENTS

SECTION 301
GENERAL

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

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

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

SECTION 302
EXTERIOR PROPERTY AREAS

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

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

Exception: *Approved* retention areas and reservoirs.

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

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

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

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

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

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

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

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

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

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

SECTION 303
SWIMMING POOLS, SPAS AND HOT TUBS

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

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

REQUEST FOR APPEAL

CONSTRUCTION AND PROPERTY MAINTENANCE CODE BOARD OF APPEALS

Return Completed Form To:
City of Dover - City Clerk's Office
P.O. Box 475
Dover, DE 19903, or
cityclerk@dover.de.us, or
Phone: (302) 736-7008; FAX: (302) 736-5068

RECEIVED
MAY 13 2026
OFFICE OF THE CITY CLERK

Name of Appellant: Edmund Njubigbo

Date of Request: 5/13/2026

Mailing Address: 209 W. Division St
Dover, DE 19904

Telephone: 302 357 7467

Email: ednjubigbo@gmail.com

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

I received the citation, # 26-00000900-01. It stated that I failed to remove a vehicle, abandoned in my property. I am appealing the citation because the vehicle is not abandoned. One of the tires was flat and I was waiting to replace it. The car has valid tag, registeration, and insurance for full-year 2026.

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

NEXT STEPS

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

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 26-00000900-01

EDMUND C & NKECHI J NJUBIGBO
209 W DIVISION ST
DOVER DE 19904

Location of Offense: 209 W DIVISION ST
Tax Parcel Number: ED-05-076.08-05-550.000-000
Type of Offense: DOVER CODE OF ORDINANCES
Date of Offense: April 14, 2026
Date of Issue: April 14, 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 14, 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.

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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

Eddie Kopp

May 15, 2026

Edmund Njubigbo
209 West Division Street
Dover, DE 19904

Re: Appeal of Citation #26-00000900-01 and Related Fines – 209 West Division Street, Dover, DE 19904

Dear Mr. Njubigbo,

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

A meeting of the Construction and Property Maintenance Code Board of Appeals has been rescheduled for Wednesday, May 27th, 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.

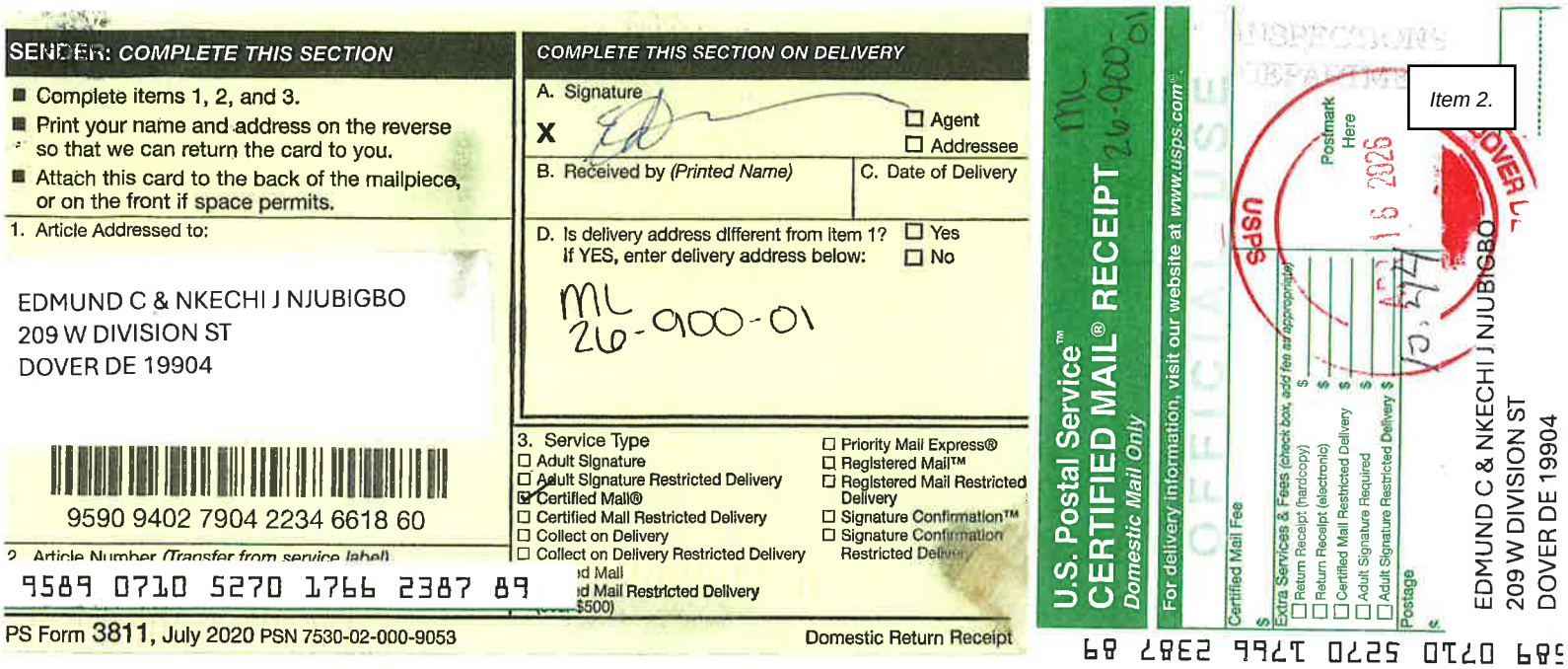
Please feel free to contact me by email at cityclerk@dover.de.us or by phone at (302) 736-7008 if you have any questions or concerns.

Dial: 1-650-479-3208
Link: https://rb.gy/a3z14t
Event number: 2539 422 8383
Event password: DOVER (if needed)

Sincerely,

Arielle Rivera
Assistant City Clerk

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



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:

EDMUND C & NKECHI J NJUBIGBO
209 W DIVISION ST
DOVER DE 19904

9590 9402 7904 2234 6618 60

2. Article Number (Transfer from service label)
9589 0710 5270 1766 2387 89

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 26-900-01

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

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 $

USPS Postmark Here
JAN 15 2026
DOVER DE

Item 2.

EDMUND C & NKECHI J NJUBIGBO
209 W DIVISION ST
DOVER DE 19904

9589 0710 5270 1766 2387 89

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

USPS TRACKING #

9590 9402 7904 2234 4418 60

United States
Postal Service

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

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

Certified Mail service provides the following benefits:

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

Important Reminders:

- You may purchase Certified Mail service with First-Class Mail®, First-Class Package Service®, or Priority Mail® service.
- Certified Mail service is *not* available for international mail.
- Insurance coverage is *not* available for purchase with Certified Mail service. However, the purchase of Certified Mail service does not change the insurance coverage automatically included with certain Priority Mail items.
- For an additional fee, and with a proper endorsement on the mailpiece, you may request the following services:
  - Return receipt service, which provides a record of delivery (including the recipient's signature). You can request a hardcopy return receipt or an electronic version. For a hardcopy return receipt, complete PS Form 3811, *Domestic Return Receipt*; attach PS Form 3811 to your mailpiece; for an electronic return receipt, see a retail associate for assistance. To receive a duplicate return receipt for no additional fee, present this USPS®-postmarked Certified Mail receipt to the retail associate.
  - Restricted delivery service, which provides delivery to the addressee specified by name, or to the addressee's authorized agent.
  - Adult signature service, which requires the signee to be at least 21 years of age (not available at retail).
  - Adult signature restricted delivery service, which requires the signee to be at least 21 years of age and provides delivery to the addressee specified by name, or to the addressee's authorized agent (not available at retail).
- To ensure that your Certified Mail receipt is accepted as legal proof of mailing, it should bear a USPS postmark. If you would like a postmark on this Certified Mail receipt, please present your Certified Mail item at a Post Office™ for postmarking. If you don't need a postmark on this Certified Mail receipt, detach the barcoded portion of this label, affix it to the mailpiece, apply appropriate postage, and deposit the mailpiece.

IMPORTANT: Save this receipt for your records.

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

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

OFFICIAL CITATION

Citation # 26-00000900-01

EDMUND C & NKECHI J NJUBIGBO
209 W DIVISION ST
DOVER DE 19904

Location of Offense: 209 W DIVISION ST
Tax Parcel Number: ED-05-076.08-05-550.000-000
Type of Offense: DOVER CODE OF ORDINANCES
Date of Offense: April 14, 2026
Date of Issue: April 14, 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 14, 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.

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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

April 14, 2026

EDMUND C & NKECHI J NJUBIGBO
209 W DIVISION ST
DOVER DE 19904

RE: Property Address: 209 W DIVISION ST
Tax Parcel Number: ED-05-076.08-05-550.000-000
Case Number: 26-00000900

Dear Sir/Ma'am:

On March 12, 2026, a Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections, inspected 209 W DIVISION ST. 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 **May 14, 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 26-00000900
PROPERTY ADDRESS 209 W DIVISION ST

VIOLATION: 724 QUANTITY: 1
DESCRIPTION: 724 REMOVE ABD/UNREG VEHICLE DATE: 3/12/26
LOCATION: BACK ALLY

NARRATIVE :
Repair, Remove or properly register the Sliver Ford Five Hundred. 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.


818039
04/14/2026 09:29


04/14/2026 09:29

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

March 12, 2026

EDMUND C & NKECHI J NJUBIGBO
209 W DIVISION ST
DOVER DE 19904

RE: Property address: 209 W DIVISION ST
Tax Parcel Number: ED-05-076.08-05-550.000-000
Case Number: 26-00000900

Dear Sir/Ma'am:

On March 12, 2026, a Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections, inspected 209 W DIVISION ST.

Attached are the Code violations found during the inspection.

A follow-up inspection must be conducted by April 14, 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 26-00000900
PROPERTY ADDRESS 209 W DIVISION ST

VIOLATION: 724 QUANTITY: 1
DESCRIPTION: 724 REMOVE ABD/UNREG VEHICLE DATE: 3/12/26
LOCATION: BACK ALLY

NARRATIVE :
Repair, Remove or properly register the Sliver Ford Five Hundred. 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 :
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CORRECTIVE ACTION REQUIRED :
Remove or properly register or repair vehicle.


03/12/2026 09:37


818039
03/12/2026 09:38


03/12/2026 09:38


818039
03/12/2026 09:38