CONSTRUCTION AND PROPERTY MAINTENANCE CODE BOARD OF APPEALS AGENDA

SEPTEMBER 7, 2016 - 3:30 P.M.
REVISED
CITY HALL CONFERENCE ROOM
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

REVISED TO INCLUDE A NEW ITEM #1 - ELECTION OF CHAIR

PUBLIC COMMENTS ARE WELCOMED ON ANY ITEM AND WILL BE PERMITTED AT APPROPRIATE TIMES. WHEN POSSIBLE, PLEASE NOTIFY THE CITY CLERK (736-7008 OR E-MAIL AT CITYCLERK@DOVER.DE.US) SHOULD YOU WISH TO BE RECOGNIZED.

AGENDA ADDITIONS/DELETIONS

1. **ELECTION OF CHAIR**

2. **PROPERTY MAINTENANCE CODE CITATION (VACANT BUILDING) - APPEAL OF DECISION (ANNUAL VACANT BUILDING REGISTRATION AND REGISTRATION FEE) - 168 NORTH EDGEHILL AVENUE *(ATKINS)***

3. **ADJOURNMENT**

/JS
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\MISC-AGENDAS\CONSTRUCTION AND PROPERTY MAINTENANCE CODE BOARD OF APPEALS\09-07-2016 AGENDA-REVISED 09-01-2016.WPD

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.

Scheduling of Meeting to Hear Appeal of Decision
Vacant Building Registration and Fee - 168 North Edgehill Avenue
Case#: 16-00001245

June 29, 2016 Ms. Angela Atkins submitted an appeal of a Property Maintenance Code Citation (Vacant Building). She informed the City Clerk's Office that she would be out of town from July 8, 2016 through July 29, 2016 and could only meet on Mondays and Thursdays.

August 1, 2016 A Property Maintenance Code Board of Appeals meeting was scheduled for August 1, 2016. Ms. Atkins confirmed that she was available, but after the meeting agenda and packet were posted, she called to say she could not attend because she had not provided her supervisor with enough notice. She stated that she would be available to meet at any other time with one (1) week's notice.

August 22, 2016 Council adopted Ordinance #2016-19 consolidating the Construction Code Appeals Committee and the Property Maintenance Code Board of Appeals into the Construction and Property Maintenance Code Board of Appeals.

August 31, 2016 Attempts were made to schedule a meeting for August 31, 2016. All other parties were confirmed. A message was left for Ms. Atkins on July 28, 2016 and she called saying that she would be unable to attend on this date.

September 7, 2016 A meeting of the Construction and Property Maintenance Code Board of Appeals was scheduled for this date at 3:00 p.m., and Ms. Atkins confirmed her availability to attend. To ensure a quorum of the Board, the meeting time was changed to 3:30 p.m. Ms. Atkins was advised of the time change by phone on August 25, 2016 and she confirmed that she was still available to attend. As a follow-up to this telephone conversation, the time change information was mailed to Ms. Atkins.

The meeting materials were posted to the City's website at 10:43 a.m. on August 31, 2016. At 12:47 p.m., an email was received from Ms. Atkins stating that she would be unavailable due to unforeseen circumstances but would be available on September 1 or September 2, 2016.

A legal opinion was received from Deputy City Solicitor William Pepper on September 1, 2016 stating that the Construction and Property Maintenance Code Board of Appeals should meet on the scheduled date. He advised that Ms. Atkins needed to submit a written request for a continuance. If the request is submitted, the Board would consider the request. If the Board grants a continuance, the meeting would be rescheduled. If the continuance is denied, the meeting would proceed. Mr. Pepper stated that Ms. Atkins should be encouraged to submit documentation or written justification to support her position.

/js

Stein, Jody

From: Stein, Jody
Sent: Thursday, September 01, 2016 3:54 PM
To: 'Candy Cane'
Cc: City Clerks Office; Townshend, Ann Marie; Nick Rodriguez; 'William W Pepper'
Subject: RE: Time Change - Appeal of Decision - Vacant Building Registration and Fee - 168 North Edgehill Avenue
Attachments: Rescheduling of Property Maintenance Code Board of Appeals Meeting - Vacant Building Registration - 168 North Edgehill Avenue (09-01-2016).pdf

Ms. Atkins,

As we discussed during our telephone conversation this afternoon, the meeting of the Construction and Property Maintenance Code Board of Appeals will proceed as scheduled on September 7, 2016 at 3:30 p.m. Attached please find correspondence providing additional details regarding the meeting. Per our conversation, you may submit a written request for a continuance and are encouraged to submit documentation or written justification to support your position regarding your appeal.

Please contact the City Clerk's Office by email at cityclerk@dover.de.us or by phone at (302) 736-7008 if you have any questions.

Jody Stein
Administrative Assistant
City Clerk's Office - City of Dover
P.O. Box 475
Dover, DE 19903
(302) 736-7008

From: Candy Cane [redacted]
Sent: Thursday, September 01, 2016 11:42 AM
To: Stein, Jody
Subject: Re: Time Change - Appeal of Decision - Vacant Building Registration and Fee - 168 North Edgehill Avenue

Hello Judy,

I sent a message via cell phone regarding the arrangements for the appeal. I will be unavailable on that date, however, I am available today or tomorrow. I apologize for the inconvenience.

Thank you.

Angela Atkins

City of Dover

September 1, 2016

Angela M. Atkins
211 Ingram Street
Dover, DE 19901

Re: Appeal of Decision - Vacant Building Registration and Fee - 168 North Edgehill Avenue, Dover, DE - Case #: 16-00001245

Dear Ms. Atkins:

I am writing in response to your request to reschedule the Construction and Property Maintenance Code Board of Appeals meeting regarding your request to appeal the decision of the Building Inspector to register your property located at 168 North Edgehill as vacant, in accordance with Chapter 22 - Buildings and Building Regulations, Article XII - Vacant Buildings.

The Construction and Property Maintenance Code Board of Appeals will meet as scheduled on September 7, 2016 at 3:30 p.m. in the City Hall Conference Room, 15 Loockerman Plaza, Dover, DE 19901. If you are unable to attend this meeting, you may submit a written request for a continuance. The Board has the discretion to grant or deny the continuance. If your request is granted, the meeting will be rescheduled. If it is denied, the meeting will proceed as scheduled. You are encouraged to submit documentation or written justification to support your position regarding your appeal.

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

Sincerely,

Traci A. McDowell

Traci A. McDowell, MMC
City Clerk

TAM/js

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cc: Ann Marie Townshend, Director of Planning & Community Development
Nicholas Rodriguez, City Solicitor
William Peppper, Deputy City Solicitor

Stein, Jody

From: Stein, Jody
Sent: Friday, August 26, 2016 9:45 AM
To: [redacted]
Cc: City Clerks Office
Subject: Time Change - Appeal of Decision - Vacant Building Registration and Fee - 168 North Edgehill Avenue

Ms. Atkins,

As we discussed by telephone yesterday, there has been a slight change in the scheduling of the Construction and Property Maintenance Code Board of Appeals meeting on September 7, 2016 in the City Hall Conference Room, 15 Loockerman Plaza, Dover, DE 19901. This meeting will be held at 3:30 p.m., rather than at 3:00 p.m. as previously scheduled. Please confirm your ability to attend by responding to this email.

Please contact the City Clerk's Office at cityclerk@dover.de.us or by calling (302) 736-7008 if you have any questions.

Jody Stein
Administrative Assistant
City Clerk's Office - City of Dover
P.O. Box 475
Dover, DE 19903
(302) 736-7008

Stein, Jody

From: Stein, Jody
Sent: Monday, August 22, 2016 9:41 AM
To: '[redacted]
Cc: City Clerks Office
Subject: Rescheduling of Appeal - Property Maintenance Code Board of Appeals - 168 North Edgehill Avenue - Vacant Building Registration and Fee
Attachments: Rescheduling of Property Maintenance Code Board of Appeals Meeting - Vacant Building Registration - 168 North Edgehill Avenue.pdf

Please see the attached correspondence regarding the rescheduling of a meeting of the Property Maintenance Code Board of Appeals to consider your appeal regarding the vacant building registration and fee for your property at 168 North Edgehill Avenue.

Sincerely,

Jody Stein
Administrative Assistant
City Clerk's Office - City of Dover
P.O. Box 475
Dover, DE 19903
(302) 736-7008

City of Dover

August 22, 2016

Angela M. Atkins
211 Ingram Street
Dover, DE 19901

Re: Appeal of Decision - Vacant Building Registration and Fee - 168 North Edgehill Avenue, Dover, DE - Case #: 16-00001245

Dear Ms. Atkins:

I am writing in response to your request to reschedule the Property Maintenance Code Board of Appeals meeting regarding your request to appeal the decision of the Building Inspector to register your property as vacant, in accordance with Chapter 22 - Buildings and Building Regulations, Article XII - Vacant Buildings. This meeting has been rescheduled for Wednesday, September 7, 2016 at 3:00 p.m. in the City Hall Conference Room, 15 Loockerman Plaza, Dover, DE 19901.

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

Sincerely,

Traci A. McDowell

Traci A. McDowell, MMC
City Clerk

TAM/js

S:\APPEALS\2016\168 North Edgehill Avenue - Appeal - Vacant Building Registration and Fee - Atkins\Rescheduling of Property Maintenance Code Board of Appeals Meeting - Vacant Building Registration - 168 North Edgehill Avenue wpd

cc: Ann Marie Townshend, Director of Planning & Community Development
Scott Koenig, City Manager
Nicholas Rodriguez, City Solicitor

Stein, Jody

From: Candy Cane [redacted]
Sent: Saturday, August 13, 2016 12:11 PM
To: City Clerks Office
Subject: Appeal Meeting

Thank you Jody, I will be attending the meeting in 7 sept. 2016th.

Ms. Angela M. Atkins

Stein, Jody

From: Stein, Jody
Sent: Friday, August 05, 2016 4:31 PM
To: [redacted]
Cc: City Clerks Office; Townshend, Ann Marie; Koenig, Scott; Nick Rodriguez
Subject: Recheduling - Appeal of Decision - Vacant Building Registration and Fee - 168 North Edgehill Avenue, Dover, DE - Case # 1600001245

Ms. Atkins,

I am writing in regard to your request to reschedule the Property Maintenance Code Board of Appeals meeting that was originally scheduled for August 1, 2016.

This meeting has been tentatively rescheduled for Wednesday, September 7, 2016 at 3:00 p.m. in the City Hall Conference Room, 15 Loockerman Plaza, Dover DE 19901 for members to consider your request to appeal the decision of the Building Inspector to register your property at 168 North Edgehill Avenue, Dover, DE as vacant in accordance with Chapter 22 – Building and Building Regulations, Article XII – Vacant Buildings.

Please advise, either by email to cityclerk@dover.de.us or by calling the City Clerk's Office at (302) 736-7008, as soon as possible if you are able to attend.

Please let us know if you have any questions or concerns.

Jody Stein
Administrative Assistant
City Clerk's Office - City of Dover
P.O. Box 475
Dover, DE 19903
(302) 736-7008

Stein, Jody

From: Stein, Jody
Sent: Tuesday, July 12, 2016 8:12 AM
To: [redacted]
Cc: City Clerks Office
Subject: Scheduling of Appeal - Property Maintenance Code Board of Appeals - 168 North Edgehill Avenue - Vacant Building Registration and Fee
Attachments: Property Maintenance Code Board of Appeals - Receipt of Appeal - Vacant Building Registration - 168 North Edgehill Avenue.pdf

Please see the attached correspondence regarding the scheduling of a meeting of the Property Maintenance Code Board of Appeals to consider your appeal regarding the vacant building registration and fee for your property at 168 North Edgehill Avenue.

Sincerely,

Jody Stein
Administrative Assistant
City Clerk's Office - City of Dover
P.O. Box 475
Dover, DE 19903
(302) 736-7008

City of Dover

July 12, 2016

Angela M. Atkins
211 Ingram Street
Dover, DE 19901

Re: Appeal of Decision - Vacant Building Registration and Fee - 168 North Edgehill Avenue, Dover, DE - Case #: 16-00001245

Dear Ms. Atkins:

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

A meeting of the Property Maintenance Code Board of Appeals has been scheduled for Monday, August 1, 2016 at 3:00 p.m. in the City Hall Conference Room, 15 Loockerman Plaza, Dover, DE 19901 to hear your appeal.

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

Sincerely,

Traci A. McDowell

Traci A. McDowell, MMC
City Clerk

TAM/js

S:\APPEALS\2016\168 North Edgehill Avenue - Appeal - Vacant Building Registration and Fee - Atkins\Property Maintenance Code Board of Appeals - Receipt of Appeal - Vacant Building Registration - 168 North Edgehill Avenue.wpd

cc: Ann Marie Townshend, Director of Planning & Community Development
Scott Koenig, City Manager
Nicholas Rodriguez, City Solicitor

Stein, Jody

From: Angela Atkins [redacted]
Sent: Wednesday, June 29, 2016 6:25 PM
To: City Clerks Office
Subject: Appeal

Dear City Clerk,

My name is Angela Atkins and I'm sending this e-mail to request an appeal for a property violation at 168 North Edgehill Avenue in Dover. The citation was issued for a vacant property listing. I spoke with Tom in Inspection and Planning and received a message from Tim. I only received the notice to register and pay $375.00. I have some questions I would like to have answered when possible.

Thank you.

Angela M. Atkins

DOVER, DE CODE OF ORDINANCES

CHAPTER 22 – BUILDINGS AND BUILDING REGULATIONS

ARTICLE VII. - PROPERTY MAINTENANCE CODE[4]

Footnotes:

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Charter reference— Power of city to regulate buildings, subpart A, §§ 20, 22.

Sec. 22-221. - Adopted.

(a) A certain document, three copies of which are on file in the licensing and permitting office of the city, being marked and designated as "The International Property Maintenance Code, 2009" as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the City of Dover, in the State of Delaware; for the control of buildings and structures as herein provided; and each and all of the regulations, provisions, penalties, conditions and terms of said property maintenance code are hereby referred to, adopted, and made a part hereof, as if fully set out in this section, with the following additions, insertions, deletions and changes:

Section 101.1 Title. Insert "City of Dover, DE" in place of "[NAME OF JURISDICTION]"

SECTION 111 MEANS OF APPEAL See Chapter 22 - Buildings and Building Regulations, Article VII - Property Maintenance Code, Sec. 22-225 Property maintenance code board of appeals.

Section 304.14 Insect screens. Insert "March 1st to November 30th" in place of "[date] to [date]".

Section 602.3 Heat supply. Insert "September 15th to May 1st" in place of "[date] to [date]".

Section 602.4. Occupiable work spaces. Insert "September 15th to May 1st" in place of "[date] to [date]".

(b) It shall be unlawful for any person to violate any of the provisions of the publication adopted in subsection (a).

(Code 1981, § 10-1; Ord. of 7-10-1989; Ord. of 4-25-1994; Ord. of 1-27-1997; Ord. of 3-13-2000; Ord. of 4-11-2005(7); Ord. of 4-14-2008; Ord. No. 2010-02, 5-10-2010)

Sec. 22-222. - Definitions.

(a) Whenever the word "municipality" or "city" is used in the publication adopted by this article, it shall be construed to mean the City of Dover, Delaware.

(b) Whenever the term "corporation counsel" or "city attorney" is used in the publication adopted by this article, it shall mean the city solicitor.

(c) Whenever, in the publication adopted by reference in this article, a term is used which is also defined in the city's zoning ordinance as set forth in appendix B to this Code, such term shall have the meaning provided in such appendix B.

(Code 1981, § 10-2; Ord. of 7-10-1989)

Sec. 22-223. - Conflicting provisions.

In the event of any conflict between the provisions of the code adopted by this article and applicable provisions of state law, this Code or any other ordinance, rule or regulation, the provisions of state law, this Code or such other ordinance, rule or regulation shall prevail and be controlling.

(Code 1981, § 10-3; Ord. of 7-10-1989)

Sec. 22-224. - Enforcement.

The city planner shall enforce the provisions of the publication adopted by reference in this article.

(Code 1981, § 10-4; Ord. of 7-10-1989; Ord. of 4-14-2008)

Sec. 22-225. - Property maintenance code board of appeals.

There shall be a board to be referred to as the "property maintenance code board of appeals," consisting of three members, one of whom shall be the city manager, one a resident generally selected as a representative of homeowners, and one representative of the local real estate industry association. The members shall be appointed by the mayor, subject to confirmation of a voting majority of the city council at its annual meeting. Decisions of the board shall be final.

(Code 1981, § 10-5; Ord. of 7-10-1989; Ord. of 4-10-2000)

Secs. 22-226—22-250. - Reserved.

DOVER, DE CODE OF ORDINANCES

CHAPTER 22 – BUILDINGS AND BUILDING REGULATIONS

ARTICLE XII. - VACANT BUILDINGS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The registration of the vacant building shall include the site address, the name of the current owner or owners, current address of the owner and of all applicable owners, tax parcel number, proof of insurance on the building, description of the condition of the building, plans for the building (to eliminate the vacancy), the responsible person or agent and their contact information and any other applicable information. If any information changes the owner is responsible for informing the city of those changes in a timely manner.

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

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

b. *Registration fee.*

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

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

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

Sec. 22-404. - Violation and penalties.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sec. 22-406. - Appeals.

(a) Any appeal of the building inspector's decision must be made in writing within 30 days of the decision. The appeal would be heard by the property maintenance code board of appeals.

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

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

DOVER, DE CODE OF ORDINANCES

APPENDIX F – FEES AND FINES

Chapter 22. Buildings and Building Regulations	Fees and Fines
Article XII. Vacant Buildings	
Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.	
Sec. 22-403. Registration and registration fees	
Subsec. (a)(2)b.(ii). Registration fee	
Residential buildings and non-residential buildings <10,000 SF:	
Buildings vacant one year or less	$375.00
Buildings vacant for more than one year but less than two years	$750.00
Buildings vacant for more than two years but less than three years	$1,500.00
Buildings vacant for more than three years but less than five years	$3,000.00
Buildings vacant for five years or longer	$5,000.00

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

REGISTRATION NOTIFICATION

June 6, 2016

ANGELA M ATKINS
211 INGRAM ST
DOVER DE 19901

RE: Property Address: 168 N EDGEHILL AVE
Tax Parcel #: ED-05-068.18-01-320.001-000
Case Number: 16-00001245

Dear Ms. Atkins:

This letter is to inform you that your building has been found to be vacant as defined under Article 12, Chapter 22 of the Dover Code of Ordinances. In accordance with this ordinance, the Code Enforcement Officer has registered this building as vacant with the City of Dover.

An annual registration fee shall be paid at the time of registration. Please read the enclosed leaflet for more information on fees and any exemptions that may apply with the fees. **Total amount due at this time will be $375.00.**

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

IF THE REGISTRATION FEE IS NOT PAID BY July 06, 2016 IT WILL BE PLACED ON THE NEXT TAX BILLING.

Please contact this office between the hours of 8:30 a.m. and 5:00 p.m. at (302) 736-7011 with any questions or concerns regarding this letter.

Sincerely,

RON COBURN
Code Enforcement Officer

cc: File

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

INVOICE

Date: June 6, 2016
Invoice #: 16-00001245

ANGELA M ATKINS
211 INGRAM ST
DOVER DE 19901

RE: Property address: 168 N EDGEHILL AVE
Tax Parcel #: ED-05-068.18-01-320.001-000

DESCRIPTION	AMOUNT
Vacant Building Registration Fee	$375.00
TOTAL	$375.00



Please make all checks payable to City of Dover
Payment must be received by July 6, 2016

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901

City of Dover

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

City of Dover Vacant Building Registration

Amount Due:	$375.00			Amount Paid:	
Date Due:	07/06/16	Case #	16-00001245	Date Registered:	06/06/16
Vacant Since:	12/31/14		Tax Parcel #	ED-05-068.18-01-320.001-000	
Property Address:	168 N Edgehill Avenue Dover DE 19901				
Current Property Owner:	Angela M Atkins				
Address:	211 Ingram Street Dover DE 19901				
Phone:			Cellular:		
E-Mail:					
**** Local agent is required for any owner residing outside of Kent County Delaware**					
Responsible Person/Agent:					
Address:					
Phone:			Cellular:		
E-Mail:					

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

Exempt from Registration Fee: Y ☐ / N ☒
Explanation of Exemption if granted: Staff Registered
NOTE: No Exemption if Registered by City of Dover Staff

****If building is for sale or lease–Listed Selling Price: _____

****Attach a copy of the Realtors Listing Sheet (REQUIRED)

Owner Signature:_____ Date: _____

Fees as follows:

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

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:

ANGELA M ATKINS
211 INGRAM ST
DOVER DE 19901

JUN 17 2016

9590 9401 0038 5168 8855 08

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

7014 1820 0001 2210 0256

COMPLETE THIS SECTION ON DELIVERY

A. Signature

x Angela M. Atkins ☐ 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

3. Service Type 16-1245

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☐ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Mail
- ☐ Mail Restricted Delivery
- 00)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

PS Form 3811, April 2015 PSN 7530-02-000-9053 Domestic Return Receipt

UNITED STATES POSTAL SERVICE

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

• 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

USPS TRACKING #

9590 9401 0038 5168 8855 08

Division of
Code Enforcement
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

May 5, 2016

ANGELA M ATKINS
211 INGRAM ST
DOVER DE 19901

RE: Property Address: 168 N EDGEHILL AVE
Tax Parcel #: ED-05-068.18-01-320.001-000
Case Number: 16-00001245

Dear Ms. Atkins:

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

In accordance with this ordinance, this building must be registered with the City of Dover. Enclosed with this notice is a registration form. Please return this form by *June 06, 2016* to the City of Dover Department of Planning and Inspections. Failure to return the form within 30 days of mailing will result in the building being registered by this department.

An annual registration fee shall be paid at the time of registration. If the building inspector registers the building as vacant the fee shall be due not later than 30 days after the building is registered as vacant. Please read the enclosed leaflet for more information on fees and any exemptions that may apply with the fees.

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

Please contact this office between the hours of 8:30 a.m. and 5:00 p.m. at (302) 736-7011 with any questions or concerns regarding this letter.

Sincerely,

RON COBURN
Code Enforcement Officer

cc: File

Division of
Code Enforcement
15 E. Loockerman St.
Dover, DE 19901

City of Dover

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

City of Dover Vacant Building Registration

Amount Due:	$375.00			Amount Paid:	
Date Due:	06/06/16	Case #	16-00001245	Date Registered:	
Vacant Since:	12/31/14		Tax Parcel #	ED-05-068.18-01-320.001-000	
Property Address:	168 N Edgehill Avenue Dover DE 19901				
Current Property Owner:	Angela M Atkins				
Address:	211 Ingram Street Dover DE 19901				
Phone:			Cellular:		
E-Mail:					
**** Local agent is required for any owner residing outside of Kent County Delaware**					
Responsible Person/Agent:					
Address:					
Phone:			Cellular:		
E-Mail:					

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

Exempt from Registration Fee: Y ☐ / N ☐
Explanation of Exemption if granted: _____
NOTE: No Exemption if Registered by City of Dover Staff

****If building is for sale or lease–Listed Selling Price: _____

****Attach a copy of the Realtors Listing Sheet (REQUIRED)

Owner Signature:_____Date: _____

Fees as follows:

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

7014 1820 0001 2213 5845

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

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

OFFICIAL USE

6.46

RC 16-1245

Postage $

Certified Fee

Return Receipt Fee (Endorsement Required)

Restricted Delivery Fee (Endorsement Required)

Postmark Here

Inspections & Planning

USPS

MAY 03 2016

DOVER DE

ANGELA M ATKINS
211 INGRAM ST
DOVER DE 19901

PS Form 3800, July 2014 See Reverse for Instructions

Certified Mail service provides the following benefits:

- A Certified Mail 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, you may request the following services:
  - Return receipt service, which provides you with 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; include applicable postage to cover the return receipt service fee; and endorse the mailpiece "Return Receipt Requested," or see a retail associate for assistance. For an electronic return receipt, see a retail associate for assistance. To receive a duplicate return receipt, present this USPS®-postmarked Certified Mail receipt to the retail associate, who will provide a duplicate return receipt for no additional fee.
  - Restricted delivery service, which provides delivery to the addressee specified by name, or to the addressee's authorized agent. Include applicable postage to cover the restricted delivery fee and endorse the mailpiece "Restricted Delivery," or see a retail associate for assistance.
- 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,** July 2014 *(Reverse)* PSN 7530-02-000-9047

CERTIFIED MAIL®

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

Inspections & Planning

7014 1820 0001 2213 5845

U.S POSTAGE PITNEY BOWES
ZIP 19904 $ 006.46⁵
02 1W
0001402947 MAY 06 2016

NOT INSPECTIONS

RETURN TO SENDER

UNCLAIMED

ROW COBURN UNCLAIMED

ANGELA M ATKINS
211 INGRAM ST
DOVER DE 19901

ST NOTICE 5-7-16
2ND NOTICE 5-21
RETURN 5-30

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:

A. m. Atkins
211 Ingram St
Dover De 19901

9590 9403 0710 5196 8079 42

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

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

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☐ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail
- ☐ Insured Mail Restricted Delivery (over $500)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

PS Form 3811, April 2015 PSN 7530-02-000-9053 Domestic Return Receipt

Address Information

Address:	168 N EDGEHILL AVE
City, state, zip:	DOVER DE 199014267
Carrier route:	C006
Delivery point:	687
Inside/outside code:	IN INSIDE CITY LIMITS
Jurisdiction:	DOVER DOVER
General location:	DIST3 DISTRICT 3
DRS from Location Master	30813800
Address type:	Main Parcel
Effective date:	9/09/1998
Location status:	Active
Last change user:	CLP
Last change date:	5/12/2005

Parcel Information

Tax Map Number	ED-05 069.18-01-320.001-000
Subdivision:	EDGEHILL
Parcel status:	Active

Zoning Information

Zoning:	ONE FAMILY RESIDENCE R-7
Commissioner district:	COUNCIL DISTRICT 3
Undivided interest %:	.00%
Longitude/latitude:	.000000 .000000
Map X/Y coordinates:	
Property code:	

Current Owner

Name:	ATKINS,ANGELA M
Address:	211 INGRAM ST
	DOVER DE 19901

KENT COUNTY, DELAWARE

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

"Serving Kent County With Pride"

PROPERTY INFORMATION

Planning and Building Permits Information

Reference #		ED EAST DOVER HUNDRED		**Card #** 1 **of** 1
Location ID	14597	**Map Number**	2-05-06818-01-3201-00001	
Tax ID	14597	**Deed BVP**	D 0276 0061	
Parcel ID	12251	**Property Code**	P - PROPERTY	

Current Owner
ATKINS, ANGELA M.
211 INGRAM STREET
DOVER, DE 19901

Property Location
168 EDGEHILL AVE
DOVER , DE 19901

Zoning C4 **Acres** .18

Additional Owner

Sub-Division EDGEHILL ACRES

Sales History				Liv.Sq.Ft	1,160.0000
Date	**Price**	**Assessment**		**Total Rooms**	5
0/00/00	0	**Land**	6,600	**Bedrooms**	3
0/00/00	1	**Buildings**	32,300	**Full Bath**	1
		Total	38,900	**Half Bath**	1

Base Tax Due	.00	Last Billing Detail		History	Farm Info
Tax Penalty	.00				
Total Tax Bal.	.00				
Sewer Balance	.00	**Sewer Account #**			
Neighborhood #	00207	**Coordinates**			0471710 E 0425203 N
Land Use	1	**Lot Dimensions**			0000060.00 0000130.78
Living Units	NO	**School District**	18		CAPITOL
Class	Residen	**Fire District**	46		ROBBINS HOSE (DOVER)
Plat Book Pg	00000	**Sewer District**	00		NONE
Topography	Level	**Ambulance District**	46		ROBBINS HOSE (DOVER)

Coburn, Ron

From: Mullaney, Kristen N
Sent: Thursday, May 05, 2016 8:33 AM
To: Coburn, Ron
Subject: 168 N Edgehill Ave

Hi Ron,

We just received a call from Angela Atkins regarding 168 N Edgehill Ave. Her property was posted for not renewing her rental license. She says the property is no longer a rental and that the house is vacant. Thanks!

12/31/19

Kristen Mullaney
City of Dover Planning & Inspections
15 Loockerman Plaza
Dover DE 19901
(302)736-4457 office
(302)736-4217 fax
E-mail: kmullaney@dover.de.us

UT220G01 CITY OF DOVER 7/01/16

A Customer at a Glance Cust exempt 11:11:31

Acct #: [redacted] Status: A NSF #: Tax: N Penalty: N

Service Address Cyc/Rte: 30 08 Mailing Address ALT Phone: [redacted]

ATKINS, ANGELA M 211 INGRAM ST Cash?: N

168 N EDGEHILL AVE Enote: N

DOVER DE 199014267 DOVER DE 199018403

SS#: [redacted] DL#: [redacted] Reinst.: N A-pay: N Dep.: N

EL MT A Start: 12/31/14 Term: D /R /I 40175509E

More...

Amt due: $35.28 Pending: $.00 Delq amt: $.00

Last notice: Cut date: Payment plan: Budget:

Bill Date	Amount	Pymt Date	Amount	Current A/R Code/Desc/Amount	
6/20/16	$35.28	6/08/16	[redacted]	C CURRENT	$35.28
5/18/16	$33.36	5/10/16		30 OVER 30	$.00

More...

Comment NOTE 1/26/15 ANGELA REQUEST TO STOP BD -APT

SSN 10/18/12 [redacted]

More...

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

UT300I01 CITY OF DOVER 7/01/16
Customer/Location Consumption History Inquiry 11:11:43

Customer ID: [redacted] Name: ATKINS, ANGELA M
Location ID: Addr: 168 N EDGEHILL AVE
Cycle/Route: 30 08 Amount due: $35.28
Initiation date : 12/31/14 Pending : [redacted]
Termination date: 0/00/00 Customer status: A Customer/Location status: A

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

Opt	Service Code	Reading Type	Reading Date	Actual Consumption	Actual Demand	Days	Meter Number	Est CD	Cmnt CD
_	EL	REG	6/13/16	48.00	.00	31	40175509E		N
_	EL	REG	5/13/16	32.00	.00	30	40175509E		N
_	EL	REG	4/13/16	26.00	.00	30	40175509E		N
_	EL	REG	3/14/16	18.00	.00	31	40175509E		N
_	EL	REG	2/12/16	11.00	.00	30	40175509E		N
_	EL	REG	1/13/16	21.00	.00	30	40175509E		N
_	EL	REG	12/14/15	22.00	.00	31	40175509E		N
_	EL	REG	11/13/15	31.00	.00	29	40175509E		N +

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

UT300I01 CITY OF DOVER 7/01/16
Customer/Location Consumption History Inquiry 11:11:48

Customer ID: [redacted] Name: ATKINS, ANGELA M
Location ID: Addr: 168 N EDGEHILL AVE
Cycle/Route: 30 08 Amount due: $35.28
Initiation date : 12/31/14 Pending : [redacted]
Termination date: 0/00/00 Customer status: A Customer/Location status: A

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

Opt	Service Code	Reading Type	Reading Date	Actual Consumption	Actual Demand	Days	Meter Number	Est CD	Cmnt CD	
_	EL	REG	10/15/15	44.00	.00	31	40175509E		N	
_	EL	REG	9/14/15	60.00	.00	31	40175509E		N	
_	EL	REG	8/14/15	62.00	.00	31	40175509E		N	
_	EL	REG	7/14/15	57.00	.00	29	40175509E		N	
_	EL	REG	6/15/15	53.00	.00	32	40175509E		N	*
_	EL	REG	5/14/15	38.00	.00	30	40175509E		N	*
_	EL	REG	4/14/15	23.00	.00	32	40175509E		N	*
_	EL	REG	3/13/15	986.00	.00	28	40175509E		N	+

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

UT300I01 CITY OF DOVER 7/01/16
Customer/Location Consumption History Inquiry 11:11:53

Customer ID: [redacted] Name: ATKINS, ANGELA M
Location ID: Addr: 168 N EDGEHILL AVE
Cycle/Route: 30 08 Amount due: $35.28
Initiation date : 12/31/14 Pending : [redacted]
Termination date: 0/00/00 Customer status: A Customer/Location status: A

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

Opt	Service Code	Reading Type	Reading Date	Actual Consumption	Actual Demand	Days	Meter Number	Est CD	Cmnt CD
_	WA	REG	6/13/16	.00	.00	31	40434822W		N
_	WA	REG	5/13/16	.00	.00	30	40434822W		N
_	WA	REG	4/13/16	.00	.00	30	40434822W		N
_	WA	REG	3/14/16	.00	.00	31	40434822W		N
_	WA	REG	2/12/16	.00	.00	30	40434822W		N
_	WA	REG	1/13/16	.00	.00	30	40434822W		N
_	WA	REG	12/14/15	.00	.00	31	40434822W		N
_	WA	REG	11/13/15	.00	.00	29	40434822W		N +

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

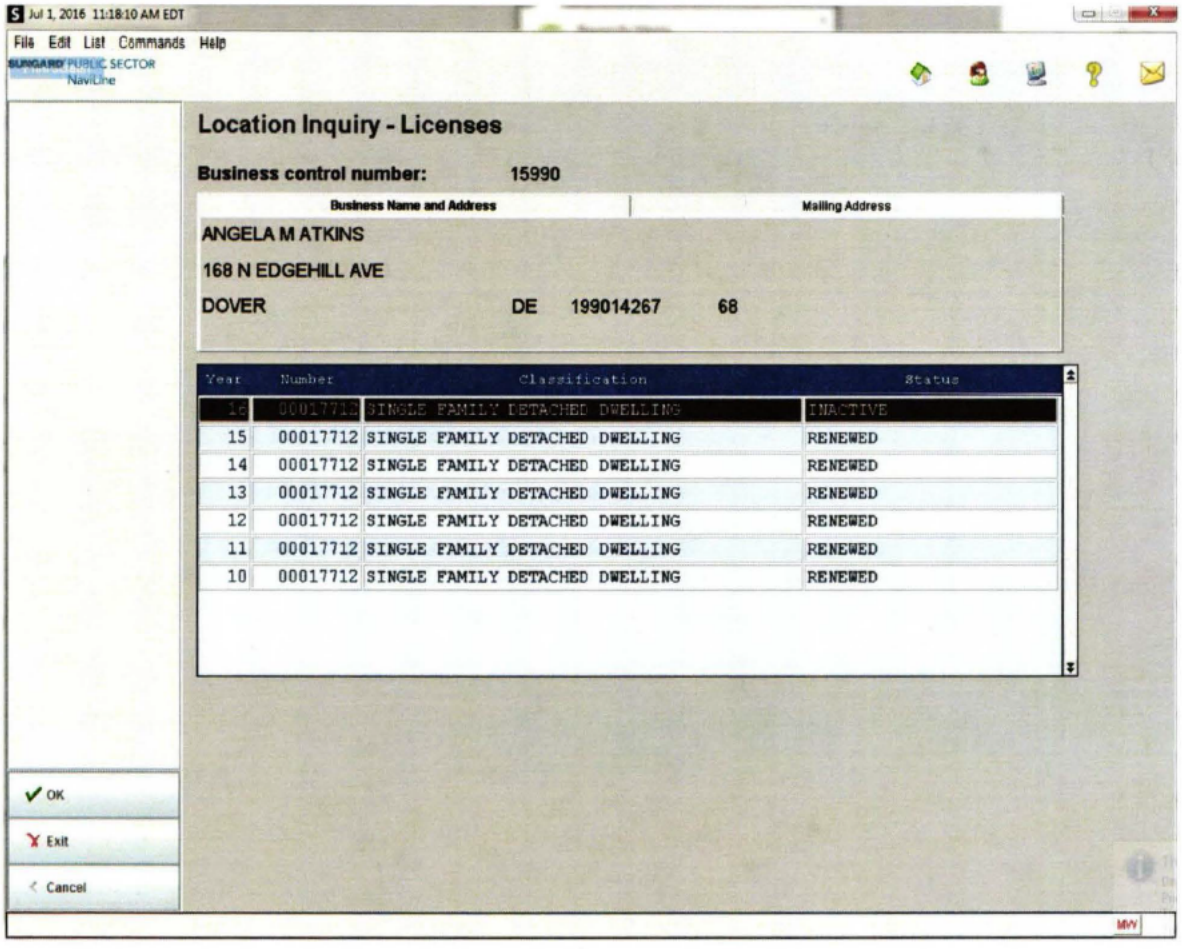
UT300I01 CITY OF DOVER 7/01/16
Customer/Location Consumption History Inquiry 11:11:57

Customer ID: [redacted] Name: ATKINS, ANGELA M
Location ID: Addr: 168 N EDGEHILL AVE
Cycle/Route: 30 08 Amount due: $35.28
Initiation date : 12/31/14 Pending : [redacted]
Termination date: 0/00/00 Customer status: A Customer/Location status: A

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

Opt	Service Code	Reading Type	Reading Date	Actual Consumption	Actual Demand	Days	Meter Number	Est CD	Cmnt CD
_	WA	REG	10/15/15	.00	.00	31	40434822W		N
_	WA	REG	9/14/15	.00	.00	31	40434822W		N
_	WA	REG	8/14/15	.00	.00	31	40434822W		N
_	WA	REG	7/14/15	.00	.00	29	40434822W		N
_	WA	REG	6/15/15	.00	.00	32	40434822W		N
_	WA	REG	5/14/15	.00	.00	30	40434822W		N
_	WA	REG	4/14/15	.00	.00	32	40434822W		N
_	WA	REG	3/13/15	.00	.00	28	40434822W		N +

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


Jul 1, 2016 11:18:10 AM EDT
File Edit List Commands Help
SUNGARD PUBLIC SECTOR
NaviLine
Location Inquiry - Licenses
Business control number: 15990
Business Name and Address
Mailing Address
ANGELA M ATKINS
168 N EDGEHILL AVE
DOVER DE 199014267 68
Year Number Classification Status
16 00017713 SINGLE FAMILY DETACHED DWELLING INACTIVE
15 00017712 SINGLE FAMILY DETACHED DWELLING RENEWED
14 00017712 SINGLE FAMILY DETACHED DWELLING RENEWED
13 00017712 SINGLE FAMILY DETACHED DWELLING RENEWED
12 00017712 SINGLE FAMILY DETACHED DWELLING RENEWED
11 00017712 SINGLE FAMILY DETACHED DWELLING RENEWED
10 00017712 SINGLE FAMILY DETACHED DWELLING RENEWED
OK
Exit
Cancel
MVY