# CITY OF DOVER, DELAWARE
# CODE BOARD OF APPEALS
**Thursday, September 10, 2026 at 3:30 PM**

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

## AGENDA

### VIRTUAL MEETING NOTICE

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

**Dial:** 1-650-479-3208
**Link:** https://tinyurl.com/25nhbk4h
**Event number:** 2537 242 4599
**Event password:** DOVER (if needed)

**If you are new to WebEx, get the app now at https://www.webex.com/ to be ready when the meeting starts.**

**CALL TO ORDER**

**ADOPTION OF AGENDA**

1. **Dover Code Ordinance Violation (Chapter 106- Traffic and Vehicles, Article III.- Stopping, Standing and Parking, Division 1, Section 106-130.- Wrecked. Nonoperating, improperly parked, or improperly parked or equipped vehicles) 846 Monroe Terrace (Shelley Evans)**

**ADJOURNMENT**

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

## Sec. 106-130. Wrecked, nonoperating, or improperly parked or equipped vehicles.

(a) *Prohibited.* It shall be unlawful for any person to park any vehicle or permit any vehicle to remain parked on the streets of the city when that vehicle is wrecked, nonoperating or improperly equipped to such an extent that it would be unlawful to drive the vehicle upon the streets of the city in its condition.

(b) *Leaving vehicles on property.*

(1) It shall be unlawful for any person in charge or in control of any property within the city, whether as owner, tenant, occupant, lessee or otherwise, to:

a. Allow any vehicle partially dismantled, stripped, nonoperating or in such repair as to render it unable to operate legally on a public street, or a wrecked, junked or discarded vehicle to remain on the property for more than five days; or

b. Allow any operable unregistered or uninspected vehicle to remain on the property for more than 90 days.

(2) This subsection shall not apply with regard to a vehicle in an enclosed building or enclosed area designed and approved for such purposes, a vehicle on the premises of a business enterprise licensed and approved for vehicle storage or salvage or repair, or a vehicle in an appropriate storage place or depository maintained in a lawful place and manner as approved by the city.

(3) Unregistered or uninspected vehicles whose owners have properly parked and secured them and who have notified the department of planning and inspections may be granted extensions of the 90-day limit on keeping of unregistered or uninspected vehicles for reasons including but not limited to out-of-state military service, illness, extended travel or such other reasons as approved by the department.

(c) *Parking in grass.* Vehicles shall not be permitted to be parked in front, side, or rear yards required by appendix B pertaining to zoning, except in approved driveways, garages, carports, or parking pads.

(Code 1968, § 31-81; Code 1981, § 13-37; Ord. of 11-12-1996; Ord. No. 2018-07, 8-27-2018)

State law reference(s)—Driving of hazardous vehicles prohibited, 21 Del. C. § 4335.

**From:** Red
**To:** City Clerks Office
**Subject:** EXTERNAL: Request for Appeal
**Date:** Thursday, August 13, 2026 7:59:50 AM

You don't often get email from red.scathanna@protonmail.com. Learn why this is important

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

Citation # 26-00002868-01

In regards to the citation, I am requesting an appeal against the $100 fine given to me by Code Enforcement Officer Matthew Layfield. I am asking for it to be excused for multiple reasons.

First, in regards to this citation specifically, there was no warning given at the time nor for months prior. I was immediately given a fine instead.

Second, the car was not in the yard for long and was there for a valid reason. It had been in my yard for five minutes while I let my husband, who is handicapped, get from the car to the house. That was all.

Lastly, this citation is the last in a long list of harassment being cause by the officer since he found out he could not issue me a citation for parking my bobtail in my driveway. After he tried numerous times to do so.

When I called Mr. Layfield's supervisor, Mr. Kopp regarding the citation I was told he didn't care if my husband fell in the road, I couldn't let him out in front of my door. When I stated that was uncalled for Mr. Kopp informed me he could do whatever he wants. He then stated he has no boss and no one can stop him.

If more information is needed, please let me know. Until then, I will wait to find out what to do about the citation.

Thank you,
Shelley Evans

# City of Dover

August 26, 2026

Shelley Evans
846 Monroe Terrace
Dover, DE 19904

Re: Appeal of Citation #26-00002868-01 and Related Fines – 846 Monroe Terrace, Dover, DE 19904

Dear Ms. Evans:

We have received your request to appeal the violation in reference to 846 Monroe Terrace, in accordance with the Dover Code Ordinance Violation Chapter 106- Traffic and Vehicles, Article III.- Stopping, Standing and Parking, Division 1, Section 106-130.- Wrecked. Nonoperating, improperly parked, or improperly parked or equipped vehicles.

A meeting of the Code Board of Appeals has been scheduled for Thursday, September 10, 2026, at 3:30 p.m. to hear your appeal. This meeting will be held in the City Hall Conference Room, 15 Loockerman Plaza, Dover, DE 19901, with electronic access via Webex, which may be accessed through a computer, smartphone, or a telephone call. Below, I have listed the information needed to access the meeting electronically. If you have any additional documentation that you would like the Board to review when considering your appeal, please provide this information to the City Clerk's Office prior to the appeal hearing.

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

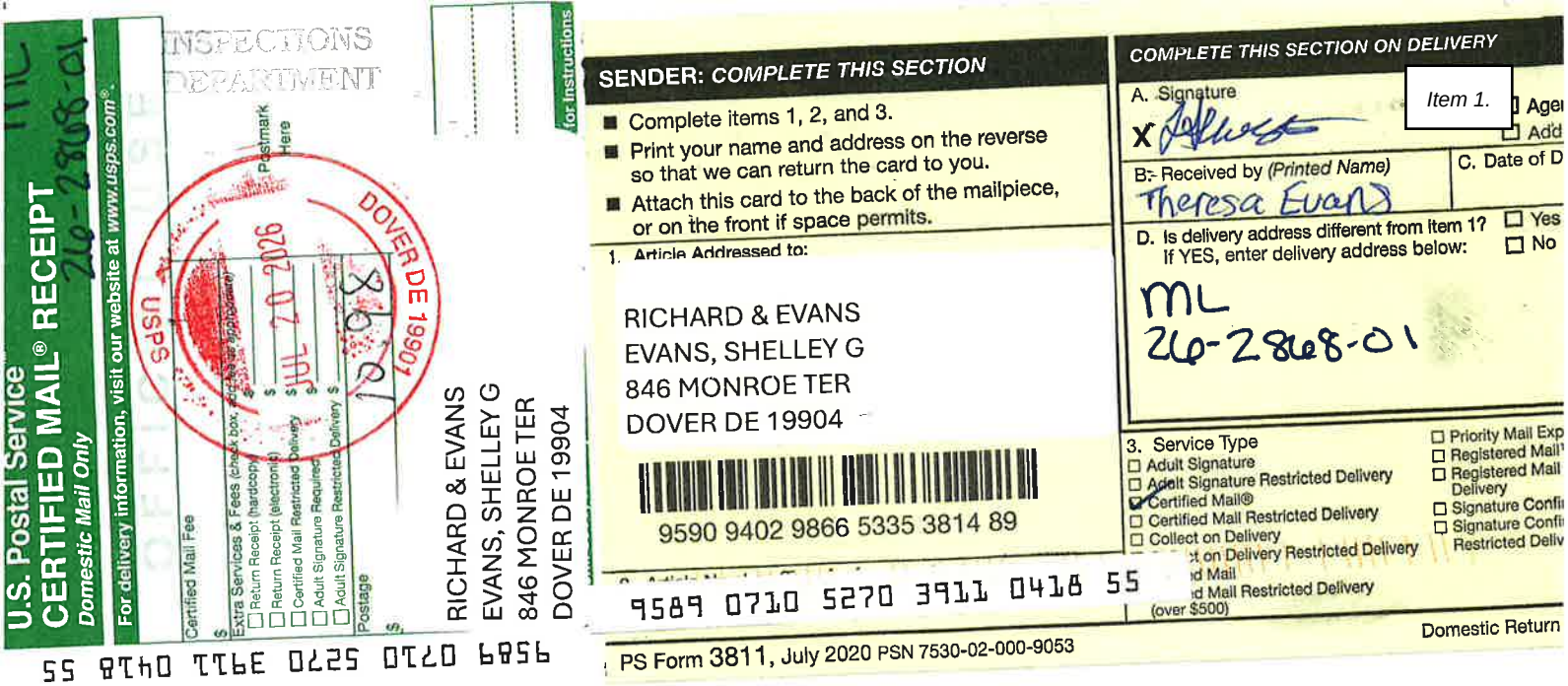
**Dial:** 1-650-479-3208
**Link:** https://tinyurl.com/25nhbk4h
**Event number:** 2537 242 4599
**Event password:** DOVER (if needed)

Sincerely,

Andria L. Bennett, CMC
City Clerk

Enclosures

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


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Adult Signature Restricted Delivery
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Postmark Here
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DOVER DE 19901
JUL 20 2026
RICHARD & EVANS
EVANS, SHELLEY G
846 MONROE TER
DOVER DE 19904
9589 0710 5270 3911 0418 55
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:
RICHARD & EVANS
EVANS, SHELLEY G
846 MONROE TER
DOVER DE 19904
9590 9402 9866 5335 3814 89
COMPLETE THIS SECTION ON DELIVERY
A. Signature
B. Received by (Printed Name) Theresa Evans
C. Date of D
D. Is delivery address different from item 1? Yes No
If YES, enter delivery address below:
ML
26-2868-01
Item 1.
3. Service Type
Adult Signature
Adult Signature Restricted Delivery
Certified Mail®
Certified Mail Restricted Delivery
Collect on Delivery
Priority Mail Exp
Registered Mail
Registered Mail Delivery
Signature Confi
Signature Confi Restricted Deliv
(over $500)
PS Form 3811, July 2020 PSN 7530-02-000-9053
Domestic Return

**Division of**
**Code Enforcement**
15 Loockerman Plaza
Dover, DE 19901

City of Dover

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

# OFFICIAL CITATION

Citation # 26-00002868-01

RICHARD & EVANS
EVANS,SHELLEY G
846 MONROE TER
DOVER DE 19904

Location of Offense: 846 MONROE TER
Tax Parcel Number: ED-05-077.17-01-380.000-000
Type of Offense: DOVER CODE OF ORDINANCES
Date of Offense: July 16, 2026
Date of Issue: July 16, 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 **August 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.***

Matthew Layfield
Code Enforcement Officer

**Violation:** **(X) FAILURE TO MAINTAIN A KNOWN VIOLATION**

**Sec No:** **DCO CHAPTER 46 SECTION 46-8 KNOWN VIOLATION**

**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

July 16, 2026

RICHARD & EVANS
EVANS, SHELLEY G
846 MONROE TER
DOVER DE 19904

RE: Property address: 846 MONROE TER
Tax Parcel Number: ED-05-077.17-01-380.000-000
Case Number: 26-00002868

Dear Sir/Ma'am:

On July 16, 2026, a Code Enforcement Officer Matthew Layfield with the City of Dover, Department of Inspections, inspected 846 MONROE TER.

Attached are the Code violations found during the inspection.

A follow-up inspection must be conducted by **August 18, 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 26-00002868
PROPERTY ADDRESS 846 MONROE TER

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VIOLATION: 707 QUANTITY: 1
DESCRIPTION: 707 VEHICLES PARKED/STORED DATE: 7/16/26
LOCATION: FRONT YARD

NARRATIVE :
Remove the Blue Hyundai from the grass and park only on approved parking surfaces. If the vehicle is non-operating or unregistered, it needs to be removed from the property.

ORDINANCE DESCRIPTION :
DCO SECTION 106-130 (C) Parking in grass. Vehicles shall not be permitted to be parked in front, side, or rear yards required by Appendix B pertaining to zoning, except in approved driveways, garages, carports, or parking pads.

CORRECTIVE ACTION REQUIRED :
Park all vehicles on approved parking surfaces.


07/16/2026 09:26


846
07/16/2026 09:26