

## Resident Guide 2019

### **City of University Heights** *est. August 13, 1935*

1302 Melrose Avenue, University Heights, IA 52246

319-337-6900

[www.university-heights.org](http://www.university-heights.org)

University Heights Police Department: 319-356-6800

Emergency: 911

### **Mayor and City Council**

email the mayor and council: [council@university-heights.org](mailto:council@university-heights.org)

Louise From, Mayor, [louise@university-heights.org](mailto:louise@university-heights.org)

207 Monroe Street, 319-354-1433

Nick Herbold, Community Protection chair, [nick@university-heights.org](mailto:nick@university-heights.org)

1250 Melrose Avenue

Dotti Maher, Streets & Sidewalks chair, [dotti@university-heights.org](mailto:dotti@university-heights.org)

60 Marietta Avenue

Virginia Miller, Building, Zoning, Sanitation chair, [virginia@university-heights.org](mailto:virginia@university-heights.org)

7 Glencrest Drive

Liesa Moore, Mayor Pro Tem, eGovernment chair, [liesa@university-heights.org](mailto:liesa@university-heights.org)

220 Koser Avenue

Silvia Quezada, Finance chair, [silvia@university-heights.org](mailto:silvia@university-heights.org)

416 Ridgeview Avenue

### **City Staff**

City Clerk, Christine Andersen, [city-clerk@university-heights.org](mailto:city-clerk@university-heights.org), 319-541-9230

City Treasurer, Lori Kimura, [city-treasurer@university-heights.org](mailto:city-treasurer@university-heights.org)

City Attorney, Steven Ballard, Leff Law Firm, [steve-ballard@university-heights.org](mailto:steve-ballard@university-heights.org)

City Engineer, Josiah Bilskemper, Shive-Hattery, Inc., [jbilskemper@shive-hattery.com](mailto:jbilskemper@shive-hattery.com)

City Building Inspector, Terry Goerd, [terry-goerd@university-heights.org](mailto:terry-goerd@university-heights.org)

City Housing Inspector, position temporarily vacant

Police Chief, Troy Kelsay, [troy.kelsay@uhsopolice.org](mailto:troy.kelsay@uhsopolice.org), 319-356-6800

Fire Chief, John Grier, [john-grier@iowa-city.org](mailto:john-grier@iowa-city.org)

**City council meetings** are open to the public. Regular meetings are held at 7:00 p.m. on the second Tuesday of each month at City Hall (this is subject to change; check the meeting schedule on the city website). Agendas are posted in the front and back windows of City Hall before meetings. Minutes are published in the Press-Citizen. Agendas, supporting information, minutes, and links to recordings are posted on the city website. Regular monthly council meetings are televised Thursdays at 9:00 p.m. on City Channel 4.

**Board of Adjustment, Zoning Commission, Tree Board:** To be considered for an appointment when there is a vacancy on a board or commission, or to volunteer for the **Community Events Committee**, contact Mayor From.

**Ordinances** are available for inspection from the city clerk. An unofficial copy is posted on the city website.

**New rental housing ordinances** were adopted in 2018 and 2019. There is a moratorium on the issuance of new rental permits in the R-1 Zone until January 15, 2020. Existing permits may be renewed but can be refused if paperwork or payments are late or if there are problems with upkeep of the property or other violations of the current rental housing code or other laws or ordinances. Rental information is posted on the website. Contact a council member, city staff member, or the mayor if you have concerns or issues regarding rental properties.

**Parking ordinances** prohibit vehicles on lawns at all times other than Iowa home football game days. Vehicles may not be parked so that they block or partially block sidewalks. Parking is not allowed at any time on the area between the street and the property line.

**Temporary street parking** (for a party or for workers at your property) should be arranged in advance to avoid tickets. Contact the University Heights Police Chief to inquire about options. Do not park on lawns.

**Parking permits** for diagonal spaces on Marietta are available. Contact the University Heights Police Chief for details. Annual permits (excluding game days) are available only to residents of University Heights; Iowa football home game day permits are available to the general public.

**Parking violations** may result in vehicles being ticketed and/or towed.

**New ordinances for Iowa Hawkeye Football Saturdays** were adopted in 2018, and are posted on the city website. Contact a council member or the mayor with questions or concerns.

**Leaves, grass clippings, and other lawn debris** may not be deposited on city streets or the curb/gutter area or sidewalks. This includes mowing and blowing of grass and leaves. If you use a commercial lawn care service, be sure they understand this.

**To stop delivery of the free Wednesday Press-Citizen newspaper**, contact Joe Grochala by phone (515-777-7033) or by email (jgrochal@gannett.com). When the newspaper is in your yard, it is your responsibility to pick up or dispose of it properly. Consider giving the plastic bags to someone who has a dog.

**Sidewalk snow removal** is the responsibility of each property owner. Snow and ice must be removed within 24 hours after each snowfall. The property owner is legally liable for accidents due to failure to clear sidewalks. The city has the authority to remove snow from sidewalks not cleared within 24 hours and charge the cost to the property owner without prior notification. You may not deposit snow or ice from your property on the private property of another or on public property or on the city right-of-way. Residents are prohibited from pushing, transporting, or carrying snow and/or ice accumulations from their property into, upon, or across a street or alley right-of-way for the purpose of depositing the snow and/or ice on the other side of the street or alley right-of-way without prior approval of the council.

**Street snow removal services** are provided by Hawkeye Construction and Snow Removal; sand and salt are used. Do not leave vehicles on the street when plowing is likely: they may be ticketed or towed. Sand and salt barrels are placed around town for resident use.

**Sidewalk maintenance** is the responsibility of property owners. Broken or uneven areas should be repaired or replaced; contact the city clerk before work is done. The city inspects the condition of sidewalks in three sections of town on a rotating basis to establish an inspection of sidewalks in each area once every six years: the southeast section (south of Melrose, east of Sunset), the southwest section (south of Melrose, west of Sunset), and the north section (north of Melrose). The city has the authority to make repairs and charge the cost to the property owner.

**Yard signs** (political, garage sale, for sale, for rent, etc.) may only be placed on your property; signs in the city right-of-way (the area between the sidewalk and the street) will be removed.

**Water Drainage:** Iowa law generally provides that the owners of land at higher elevations have easement rights over adjoining lands at lower elevations for the drainage of surface waters. The law further provides that landowners who increase the quantity of water or change the flow of water onto lands of others may be held liable for resulting damage. These general principles of state law apply within the city limits of University Heights. Sump pump discharges are not to be directed in any way that can cause damage to city streets. The city council asks all property owners to make sure that their sump pump system discharges correctly, and to check their neighbors' discharge location. Contact a council member or city staff member with questions or concerns.

**Undermining of Streets:** If you find holes emerging on your property that may indicate the undermining of city streets, notify the city clerk. Such holes need to be filled to help prevent erosion.

**Right of Way Excavation:** Before performing an excavation in the street or in the city right-of-way, an excavation permit is required. Contact the city clerk.

**The zoning ordinance** provides that no building shall be erected or altered unless a building permit is issued by the building inspector. It is the responsibility of the property owner to ensure that required permits are obtained. Do not assume that a contractor will do this. Ordinances also regulate fences and driveways. If you are building or changing a fence or driveway, check with the city clerk or building inspector first; it is a good idea to check with adjacent neighbors also.

**Pets/Animals:** University Heights does not require pets to be licensed, but they must be vaccinated. It is the pet owners' responsibility to have their animals under control. Dogs are not allowed off the owner's property without being leashed. Allowing a pet to cause damage or defilement to public or private property is a nuisance and is prohibited, so be sure to clean up after your pet. When walking, be considerate of neighbors and keep pets on the city right-of-way: don't allow your pet access to private property far away from the street. To report lost pets; animals at large; injured animals; animal bites; animal cruelty, abuse, or neglect; and other animal-related matters, contact the University Heights Police Department at 356-6800. You may take stray animals to the Iowa City Animal Care and Adoption Center.

**The use of fireworks** in University Heights is prohibited.

**Vendor Ordinance:** The display or sale of goods or services on any public property (parks, streets, alleys, sidewalks) is prohibited in University Heights. This ordinance also applies to private property in a residential zone other than home occupations or personal garage sales allowed by the zoning ordinance. This ordinance also regulates sales of goods and services during football games.

**Storm Water Regulations in University Heights:** Storm water runoff occurs when precipitation from rain or snowmelt flows over the ground. Impervious surfaces like driveways, sidewalks, and streets prevent storm water runoff from naturally soaking into the ground. Pollutants accumulate on impervious surfaces between rainfall events. Storm water can pick up trash, chemicals, dirt, and other pollutants and flow into a storm sewer system or directly into a local waterway. Anything that enters a storm sewer system is discharged untreated into the water bodies we use for swimming, fishing, and providing drinking water. Polluted storm water runoff can have many adverse effects on plants, fish, animals, and people. Report potentially hazardous spills or dumping to 319-887-6800. To find out what is involved with the storm water management program and what you can do, find more information on the city website.

**Trimming of Trees and Shrubs in the City Right-of-Way:** Ordinance 52 requires owners of private property to be responsible for the proper care and maintenance of trees and shrubs located in the city right-of-way adjoining their property: keeping them trimmed to allow free passage of pedestrians and vehicular traffic (8' over sidewalks; 13' over streets) and not obstruct traffic signs on any street or intersection. Diagrams are on the city website.

**The University Heights Garden** (Melrose/Koser/Golfview intersection) is made possible through donations to the **University Heights Garden Club**. Contributions and volunteer gardeners are welcome. Contact Carol Ann Christiansen at 319-321-3390.

**The University Heights Community Fund** is affiliated with the Community Foundation of Johnson County. Links and information, including how to make a tax-deductible donation or apply for a grant, can be found on the Community Foundation website, or contact the board at [uhcommunityfund@gmail.com](mailto:uhcommunityfund@gmail.com).

**Gas and electric service; gas leak, power outage:** MidAmerican Energy, 888-427-5632.

**Water and sewer service:** Iowa City Revenue Utilities, 319-356-5066.

**Water or sewer emergencies:** Iowa City Water Division: water, 319-356-5166; sewer, 319-356-5177.

**Storm sewer drain problems:** Iowa City Streets Division, 319-356-5181.

**Fire Department:** Iowa City Fire Department, 319-356-5260.

**Driver's licenses:** Iowa Department of Transportation, Eastdale Plaza, 1700 First Avenue, Iowa City.

**Vehicle registration, license plates:** Motor Vehicle Department, 319-356-6091, Johnson County Administration Building, 913 S. Dubuque Street.

**Voter registration:** Johnson County Auditor, 319-356-6004, Johnson County Administration Building, 913 S. Dubuque Street.

**Animal Shelter:** Iowa City Animal Care and Adoption Center, 319-356-5295, 3910 Napoleon Lane.

**Library:** Iowa City Public Library, 319-356-5200; Coralville Public Library, 319-248-1850.

**Post Office:** Coralville New Post Office, 2150 James Street, Coralville, 319-337-8881.

**Bus service, schedules, fares:** Iowa City Transit, 319-356-5151.

**Paratransit:** Johnson County SEATS, 319-339-6128; for senior citizens, people with disabilities, others who find it difficult to conduct daily transactions.

**Public Schools:** Iowa City Community School District, 319-688-1000; call to find your resident school; elementary K-6: Ernest Horn Elementary (students south of Melrose) or Norman Borlaug Elementary (students north of Melrose) depending on your address; Northwest Junior High School; West High School.

**Utility Location:** Iowa One Call, 811 or 800-292-8989; call before digging (required by Iowa law) to have utilities marked free of charge.

## Waste and Recycling Guide

- Garbage, Recycling, Yard Waste, Compost
- Appliances and Large Items
- Christmas Trees, Leaves
- Hazardous Waste, Prescription Drugs

### Curbside Pickup of Garbage, Recycling, Yard Waste, Compost:

#### Johnson County Refuse Inc.

Steve & Kandy Smith, owners

PO Box 200, North Liberty, IA 52317

Phone 319-665-4498

[Cart Information and Placement Diagram](#) from Johnson County Refuse.

#### General Information:

- Tuesday morning pick up: place carts and yard waste at the curb between 3:00 p.m. Monday and 6:30 a.m. Tuesday.
- Remove carts by the end of the day on Tuesday.
- Place carts at the curb with the arrows on the lid pointing toward the street.
- Carts must be at least 4 feet from obstacles (other carts, mailboxes, yard waste, lamp posts, utility poles, trees, etc.), and not placed under low hanging branches or power lines.
- Cart lids must be completely closed.
- If your garbage/recycling spills or blows around your neighborhood, clean it up.
- Garbage placed in carts does not need stickers. An additional bag requires a pink garbage sticker.
- A pink garbage sticker is \$3.00. Yard waste bags are \$8.25 for a pack of 5. Purchase at Fareway Grocery on Westwinds Drive off Mormon Trek.

#### Garbage:

- In the garbage cart, use bags (tied closed) to keep the cart clean. Bags inside the cart do not need stickers.
- Place your cart at the curb with arrows on the lid pointing toward the street, with 4 feet of clearance around the cart from any obstacles.
- The cart lid must close entirely with no garbage sticking out.
- If you have additional garbage, you will need to purchase a \$3.00 pink sticker (see above instructions). The bag (35-gallon, 40-pound limit) should be tied closed and placed on top of the closed lid of the garbage cart.
- No yard waste, toxic items/liquids, electronics, dirt, sand, concrete blocks, bricks, medical sharps, or cardboard.

#### Recycling:

- Do not use bags in the recycling cart.
- Place your cart at the curb with arrows on the lid pointing toward the street, with 4 feet of clearance around the cart from any obstacles.
- Cart lid must close entirely without anything sticking out.
- All recyclable items must be emptied and rinsed clean. You may leave labels on.
- Recyclable items:
  - Plastic food and beverage containers with emblems 1 through 7.
  - Plastic health and beauty product containers with emblems 1 through 7.
  - Plastic household product containers with emblems 1 through 7.
  - Glass food and beverage containers only.
  - Aluminum and steel cans (no other metals).
- Cardboard: corrugated and chipboard cardboard, flattened and cut to fit freely in cart

- Paper: newspaper, magazines, phonebooks, junk mail, computer paper, envelopes, books
- Non-recyclable items include: styrofoam, window glass, mirrors, light bulbs, electronic waste, plastic bags, toys, ceramics, cookware, dishes, scrap metal, monitors, medical needles or waste, animal food bags, kitty litter bags, containers used for hazardous materials such as antifreeze or motor oil, chemical containers, cast iron, food waste, yard waste.

**Yard Waste & Compost:**

- Use Johnson County Refuse yard waste bags.
- You may dispose of 1 free branch bundle per week: no more than 3 feet long, 36 inches around, tied with garden twine.
- You have the option to get a 35-gallon compost cart from Johnson County Refuse for a \$25 deposit; Johnson County Refuse yard waste bags must be used in the cart.
- You may take yard waste to the Iowa City Landfill at no charge.

**Christmas Tree Curbside Pickup:** Dates TBD; paid by city.

**Appliances and Large Items:** call Johnson County Refuse, 319-665-4498.

**Leaf Vacuuming:** Dates TBD; paid by city. Leaves only; no sticks or other yard waste. Do not rake leaves into the street or gutter.

**Hazardous Waste/Materials:** Never dispose of hazardous materials in the garbage, sink, toilet, storm drains, or community waterways. Take hazardous materials to the **Hazardous Waste Collection Facility** at the Iowa City Landfill, 3900 Hebl Avenue (off Melrose Avenue about 2 miles west of Iowa City). There is no charge, but you must call 319-356-5185 to make an appointment.

**Prescription Drugs/Medication:** Use the drop box in the Community Center hall across from the Police Department (medications only, no sharps).