

## **Resident Guide (January 2022)**

1302 Melrose Avenue, University Heights, IA 52246  
319-337-6900 (leave a message)  
university-heights.org

### **University Heights Police Department**

319-356-6800; Emergency: 911

The Police are always available to assist with any issue or to facilitate communication with appropriate staff. An officer may not be in City Hall. If the door is locked and no one is visible inside, call 319-356-6800 and request an officer meet you at the Police Department, your vehicle, or another location within University Heights.

### **City Hall**

University Heights staff does not maintain regular office hours. You may contact individuals by email or by leaving a message at 319-337-6900.

### **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), 319-321-5525

Stepheny Gahn, Community Protection Chair, [stepheny@university-heights.org](mailto:stepheny@university-heights.org)

Liesa Moore, eGovernment Chair, [liesa@university-heights.org](mailto:liesa@university-heights.org)

Tim Schroeder, Building, Zoning, Sanitation Chair, [tim@university-heights.org](mailto:tim@university-heights.org)

Bobby Scott, Finance Chair, [bobby@university-heights.org](mailto:bobby@university-heights.org)

Doug Swailes, Streets & Sidewalks Chair, [doug@university-heights.org](mailto:doug@university-heights.org)

### **City Staff**

City Clerk, Mike Haverkamp, [city-clerk@university-heights.org](mailto:city-clerk@university-heights.org)

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

City Attorney, Steven Ballard

City Engineer, Josiah Bilskemper

City Building Inspector, Terry Goerd, [building@university-heights.org](mailto:building@university-heights.org), 319-330-9806

City Housing Inspector, Terry Goerd

City Housing Inspector, Brian Jensen, [housing@university-heights.org](mailto:housing@university-heights.org), 319-383-8794

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

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

**City council meetings** are open meetings: the public is encouraged to attend. Regular meetings are held at 7:00 p.m. the second Tuesday of each month (this is subject to change, so check the calendar on the City website). Official agendas are posted in the front and back windows of City Hall at least 24 hours before meetings. Minutes are published in the Press-Citizen. Agendas and supporting information, minutes, and links to recordings are on the City website. Regular monthly council meetings are televised Thursdays at 9:00 p.m. on City Channel 4.

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

**Ordinances:** An unofficial copy of the Code of Ordinances is posted on the City website.

**Rental housing** requires a permit. Check the City website for information. If you have concerns or issues, contact a council member, city staff member, or the mayor.

**Parking in University Heights:**

- No parking at any time on lawns (other than when allowed for Iowa home football game days).
- No parking at any time between the street and sidewalk.
- Do not block or partially block sidewalks.
- No parking on interior sidewalks and walkways.
- No overnight street parking (other than permit-only spaces on Marietta).

To avoid tickets, **arrange temporary parking** (such as for workers at your home or party attendees) in advance. Contact the University Heights Police Department by email or by phone at 319-356-6800 to inquire about options.

Residents of University Heights can purchase **annual permits for the diagonal spaces on Marietta**. Game day parking is excluded. Call the Police Department at 319-356-6800 to inquire about options.

**Parking violations** can result in your vehicle being ticketed or towed. If you have questions about a parking ticket you received, contact Chief Troy Kelsay. If you see a parking violation that needs to be addressed, call the Police Department at 319-356-6800.

**Leaves, grass clippings, and other lawn debris** may not be deposited on city streets, the curb/gutter area, or sidewalks when mowing/blowing grass and leaves. If you use a commercial lawn care service, be sure they understand this. For scheduled leaf vacuuming, pile leaves on the grassy right-of-way, not in the street. If there is a storm drain adjacent to your property, keep it clear of debris. Report clogged storm drains to the City either by email, telephone, or the “report a concern” form on the website.

**Snow removal:**

- Property owners are responsible for clearing snow and ice from the public sidewalk within 24 hours of accumulation. The entire width of the sidewalk must be cleared down to the concrete. The property owner is liable for accidents due to failure to clear sidewalks.
- The City has the authority to remove snow/ice from sidewalks not cleared within the 24-hour period and to charge the cost to the property owner without prior notification.
- Persons are prohibited from placing snow/ice onto the property of another or onto public property. Persons are also prohibited from moving snow/ice across a street to deposit it onto the other side. Be sure to notify your snow removal contractor of this.

**Street snow removal services** are provided by Hawkeye Construction and Snow Removal; sand and salt are used.

- Do not blow or shovel snow into the street. This is a violation of Ordinance 97. Instead, angle your snowblower chute so snow is deposited in your yard.
- When snow is forecast and temperatures are expected to drop below 10 degrees, treat your driveway and sidewalk with ice melt before the precipitation begins to fall. This will help keep the snow and ice from freezing to the pavement, and it will be easier to remove.
- Avoid parking on the street when snowfall is expected so snowplows can more effectively clear the entire width of the street.
- Consider clearing snow away from storm drains (to help prevent flooding when temperatures rise above freezing) and fire hydrants (if you or your neighbors suffer a house fire, it is critical that the fire department can easily locate and access fire hydrants).
- Sand/salt in barrels placed around town is for use on icy patches that may form on streets.

**Sidewalk maintenance** is the responsibility of property owners. Before repairing broken or uneven areas, contact the city clerk. The City has the authority to make repairs and charge the cost to the property owner.

**The use of fireworks** in University Heights is prohibited; a violation may result in a \$250 fine.

**Yard signs** (political, garage sale, for sale, for rent, etc.) may only be placed on your property, not in the City right-of-way.

**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, and 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. 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 so they can be assessed and 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.

**A building permit** issued by the building inspector are required if a building is to be erected or altered. It is the responsibility of the property owner to contact the building inspector 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 alert adjacent neighbors also.

**Pets/Animals:** University Heights does not require pets to be licensed, but they must be vaccinated. It is the pet owner's responsibility to have pets 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.

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 319-356-6800. You may take stray animals to the Iowa City Animal Care and Adoption Center.

**Vendor Ordinance (No. 81):** The display or sale of goods or services on any public property (parks, streets, alleys, sidewalks) is prohibited in University Heights. The 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 Iowa home football games.

**Stormwater Regulations in University Heights:** Stormwater 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. Stormwater 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 stormwater runoff can have many adverse effects on plants, fish, animals, and people. **Report potentially hazardous spills or dumping to 319-356-6800.** The City website provides more information about the stormwater management program and what you can do to protect water quality.

**Trimming of Trees and Shrubs in the City Right-of-Way:** Ordinance No. 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 vehicles (8' over sidewalks; 13' over streets), to not obstruct the view of any intersection or traffic signs, to not obstruct street lights, and to eliminate dead/damaged/dangerous limbs. Peruse diagrams and information on the City website to be sure your property is in compliance.

**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.

**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 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.