

## **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: 319-887-6800

UHPD non-emergency dispatch (JECC - Joint Emergency Communication Center): 319-356-6800

emergency: 911

## **Resident Guide 2018-2019**

### **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 and Sidewalks chair, [dotti@university-heights.org](mailto:dotti@university-heights.org)

60 Marietta Avenue

Virginia Miller, Building, Zoning, and 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 Housing Inspector, Stan Laverman, [stan-laverman@university-heights.org](mailto:stan-laverman@university-heights.org), 319-540-8631

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

Police Chief, Nathan Petersen, [nate.petersen@uhpolice.org](mailto:nate.petersen@uhpolice.org), 319-887-6800 ext. 621

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 normally scheduled at 7pm 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 also posted on the city website. Regular monthly council meetings are televised on City Channel 4, Thursdays at 9pm.

**Board of Adjustment, Zoning Commission, Tree Board:** If you would like to be considered for an appointment when there is a vacancy on a board or commission, contact Mayor From. You may also contact her to volunteer for the Community Events Committee.

**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. University Heights is now capped at 20 percent rentals in the city's R-1 Single-Family Residential Zone. The number of rental permits presently exceeds the cap; until it falls below the cap, no new rental permits will be issued. 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. If you need temporary street parking for a party or for workers, contact the University Heights Police Chief to inquire about options. Parking permits for the diagonal spaces on Marietta are available through the UHPD: annual permits (excluding game days) are \$20 and are available only to residents of University Heights; Iowa football home game day permits are \$250 for the season and 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. Information and the ordinances 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 placed on city streets, including the curb area. This includes mowing or blowing grass and leaves into the street. If you use a commercial lawn care service, please ensure that they understand this.

**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 public 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. On days (or evenings) when plowing is likely, please do not leave cars on the street, or they may be ticketed or towed. Barrels with sand and salt 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 second round of sidewalk inspections will begin summer 2018 with inspection of the southeast quadrant. The city will issue sidewalk inspection reports to property owners noting required repairs and a date in summer of 2019 when repairs must be completed. 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 public 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.

**Property Owner Alert:** If you find holes emerging on your property that may indicate the undermining of city streets, please 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 street 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 also a good idea to check with adjacent neighbors.

**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 public 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. If no one is available, call JECC (Joint Emergency Communications Center) dispatch. 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, refer to the city website.

**Trimming of Trees and Shrubs:** Ordinance 52 requires owners of private property to be responsible for the proper care and maintenance of trees and shrubs located in the public 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. Refer to the city website for details.

**The University Heights Garden** (Melrose, Koser, Golfview intersection) is made possible through donations to the **University Heights Garden Club**. Contributions and volunteer gardeners are always 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 city website or on the Community Foundation website, or contact the board at uhcommunityfund@gmail.com or 319-321-4163.

**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 (University Heights) or Norman Borlaug Elementary (Coralville) depending on your address; Northwest Junior High School (Coralville); West High School (Iowa City)

**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 Disposal

### Garbage, Recycling, Yard Waste, Compost

Johnson County Refuse Inc.; Steve & Kandy Smith, owners  
PO Box 200, North Liberty, IA 52317; 319-665-4498

- Tuesday morning pick up. Place containers at the curb between 3pm Monday and 6:30am Tuesday; remove containers from the curb by the end of the day on Tuesday.
- Use containers with fly-tight lids to reduce rodent/animal issues and spillage.
- If your garbage/recycling spills or blows around your neighborhood, please clean it up immediately.
- Garbage stickers and yard waste bags for University Heights are sold at Fareway Grocery off Mormon Trek.

**Garbage:** use yellow Johnson County Refuse garbage stickers (\$6.25/sheet of 5)

- 1 sticker for a 20-gallon can; 2 stickers for a 21- to 35-gallon can or for bags; 40-pound limit
- containers larger than 35 gallons will not be serviced
- to purchase a yearly sticker, call 319-665-4498

**Recycling:** all recyclables must be clean; use recycling bins; no need to sort; paid by city

- **Plastic:** plastic jug, bottle, dish containers with recycle emblem #1-7
- **Glass:** clear, brown, blue, green bottles and jars, food and beverage only
- **Metal:** tin and aluminum food and beverage cans, labels removed
- **Cardboard:** corrugated and chipboard cardboard, flattened, cut into 2' x 2' pieces
- **Paper:** newspaper, magazines, phonebooks, junk mail, computer paper, envelopes, books
- **Non-recyclable items:** styrofoam, plastic bags, toys, broken glass, window or mirror glass, tissue paper, wax paper, wrapping paper, paper plates, hangers, bubble wrap, toxic oil containers, soiled/dirty items, cardboard that hasn't been broken down

**Yard Waste & Curbside Compost:** use Johnson County Refuse yard waste bags (\$6.25/pack of 5)

- curbside compost requires a special 35-gallon cart (available from Johnson County Refuse with a \$25 deposit) and a Johnson County Refuse yard waste bag
- 1 free branch bundle per week: no more than 3 feet long and 36 inches around
- You may take yard waste to the Iowa City Landfill at no charge.

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

**Christmas Tree Pick Up:** Jan. 8 & 15, 2019; paid by city

**Leaf Vacuuming, Quality Care:** Nov. 7 & 19, Dec. 5, 2018 (subject to change if leaves are still falling); paid by city

**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's no charge, but you need an appointment. Call 319-356-5185.

**Prescription drug/medication disposal:** use the drop box in the Community Center hall across from the UHPD (medications only, no sharps)