

# **THE GUIDE FOR GOOD NEIGHBORS**



**Community Ordinances & Services  
for You and Your Neighbors  
in the City of Steubenville, Ohio**

**March 2010**

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The preparation of this document was financed in part with Community Development Block Grant (CDBG) funds received from the U.S. Department of Housing and Urban Development (HUD).

## **CITY ORDINANCES & RULES YOU SHOULD KNOW**

We all have different expectations of our neighbors. For some of us, a good neighbor is someone who takes time for a chat across the fence, or who helps with the chores when a neighbor is ill. For others, a good neighbor is someone who leaves us alone. Although we don't all agree on all the fine points of neighborliness, we do tend to agree on certain basic standards which allow residents to enjoy their homes and property, preserve peace and quiet in our neighborhoods, help maintain property values, and prevent disputes among neighbors.

The citizens of the City of Steubenville, through their elected representatives, have enacted many of these standards into law. Some of these "good neighbor ordinances" are described in this booklet, with references to relevant sections of the Codified Ordinances of Steubenville and/or other codes. Please note that the ordinances in this guide were effective as of the date listed on the cover and may be added to or amended by vote of Steubenville City Council.

Remember, when you follow these simple rules, you are not only obeying the law -- you're being a good neighbor! The City of Steubenville website, [www.cityofsteubenville.us](http://www.cityofsteubenville.us), has information on all city departments and programs. It is sometimes confusing finding the correct department to contact when you have questions or need service. The following brief department descriptions may be helpful:

**Planning & Zoning Commission, Property Maintenance Inspection Division -(740) 283-6000, ext. 1700**

Responds to existing building maintenance, and exterior and interior property upkeep concerns;

**Planning & Zoning Commission, Building Inspection Division-(740) 283-6000, ext. 3400**

Handles all new and renovated building inspection, plan review and permitting.

**Police Department-(740) 283-6000, ext. 2900; if emergency call 911**

Provides protection of private and public property, responds to nuisance law violations including abandoned vehicles, vicious and/or barking dogs and other noise disturbances;

**Health Department-(740) 283-6000, ext. 1500**

Responds to requests concerning adequate plumbing, health hazards, sanitation and infestation problems;

**Police Department, Weed & Litter Control Div.-(740) 283-6000, ext. 2827**

Responds to issues concerning high weeds or litter;

**Police Department, Animal Control Div.-(740) 283-6000, ext. 1002**

Responds to issues concerning stray dogs and animal neglect or abuse complaints;

**Police Department, Narcotics Div.-(740) 283-6000, ext. 2400**

Investigates illegal drug activity in neighborhoods.

### **Reporting Violations**

If you see a violation in your neighborhood and want to report it, contact the appropriate city department. Voice mail messages may be left at any time, 24 hours. Most office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday, except holidays. Please leave your name, address and daytime telephone number so that we can reach you if additional information is needed. If your complaint needs to be referred to a different city department, your information will be referred

and you will be told which department will be handling the complaint. If you want to speak to a specific officer or code enforcement inspector, please call during regular working hours. If the officer or inspector is not available, your call will be returned as soon as possible. Most of the complaints the City investigates did not occur overnight, therefore, a remedy may not be available overnight. Legal requirements regarding investigations and notification of the property owner sometimes can delay action on a complaint for several weeks or longer. If, after a reasonable time period, you do not see corrective action in a code violation situation, feel free to contact the appropriate department for an update on the status of your complaint.

### **Compliance Guidelines**

A letter or notice received from a city department regarding a complaint that has been lodged against you should never be ignored! Failure to respond to a notice order by the City could result in criminal charges. The City of Steubenville has the authority to remove trash, junk, weeds and junk autos, from private and public property. You will be billed for the actual cost of any services, including any administrative costs. If not paid, the bill will be legally pursued for collection, and a lien may be placed on your property, your credit rating may also be affected. Criminal penalties may also apply. If you have any questions regarding a letter or notice received, please call the appropriate department to discuss it.

## **ANIMALS**

Animals must be confined to their owner's private property unless they are properly leashed. Maliciously hurting or killing any animal is prohibited by law. It is also unlawful to poison, torture, starve or abandon an animal. Nuisance wildlife should be reported to the Jefferson County Game Warden at (330) 644-3802, ext. 3207. You may need to contract with a private trapper to handle nuisance wildlife problems or purchase commercially available traps and take care of the problem yourself. City employees are not State-licensed animal trappers and are therefore prohibited from trapping nuisance wildlife.

[§ 505.01-505.071]

### **Leash Requirement**

Dogs must be kept on a leash when not on the owner's property. Stray dogs should be reported to the Animal/Litter Control Officer at (740) 283-6000, ext. 1002. Any female dog in heat must be kept on the owner's property, unless it is properly on a leash.

[§ 505.01]

### **Licensing**

All dogs three (3) months of age or more must have a dog license every year. Contact the Jefferson County Auditor's Office at (740)-283-8511 for further information.

[§ 505.03]

### **Barking Dogs**

Barking or howling dogs are prohibited. Report violations to the Steubenville Police Department at (740) 283-6000, ext. 2900.

[§ 505.09]

### **Harboring a Vicious Dog**

It is against the law to keep or own a dog for fighting, selling, breeding, attacking, or causing it to make unprovoked attacks upon people or other animals. Dangerous or vicious dogs must be confined in a securely enclosed and locked pen or structure upon the premises of the person owning, harboring, or having the care, custody, or control of the dangerous dog, or be tied with a secure leash or tether so that the dog is adequately restrained. Such pen or structure must have

secure sides and a secure top. When off the premises of the owner, they must be on a secure leash or tether. A “dangerous dog” is defined as a dog that has chased or approached a person in a menacing fashion or in an apparent attitude of attack or has attempted to bite a person while off the premises of the owner. A “vicious dog” is defined as a dog that without provocation has killed or caused injury to a person or has killed another dog. Vicious dogs may be subject to seizure and euthanasia. Report violations to the Steubenville Police Department, Animal Control Division at (740) 293-6000, ext. 1002.

[§ 505.14]

#### **Animal Bites/Quarantine**

All animal bites must be reported within 24 hours to the Steubenville Health Commissioner at (740)-283-6000, ext. 1500 and the Animal/Litter Control Officer at (740) 283-6000, ext. 1002. Domestic animals may require quarantine and a veterinarian exam.

[§ 505.10]

#### **Exotic/Dangerous Animals**

Owners of all exotic or dangerous animals must notify the police within one hour after escape of that animal.

[§ 505.13]

#### **Pigeons**

The harboring or feeding of common pigeons within the City of Steubenville is prohibited.

[§ 505.16 & 505.17]

#### **Animal Waste**

All properties are to be kept free of animal waste. Animal waste should be bagged and disposed of with your regular trash. See page 10 for approved trash receptacles.

[§ 505.08 & 505.15]

## **BUILDING**

### **Building Permits**

If you are making major repairs to your property, permits are required for the following: a building permit is required for new construction, alterations, additions or structural reinforcement to a residential property. A permit is required for re-roofing, re-siding, electrical work and any major repair work. A permit is not required for painting, drywall repair, insulation or other minor repair work. However, if you are unsure if a permit is required, please contact the Building Inspection Division of the Steubenville Planning & Zoning Commission at (740) 283-6000, ext. 1700

[§1323.01-1323.99]

### **Plumbing Permits**

Plumbing permits are required for most types of plumbing work. A registered master plumber must complete the work in most cases. Inspections are generally required while the work is being done and when complete. For more information, contact the Health Department at (740) 283-6000, ext. 1500.

[§1305.03, 1305.05 &1305.06]

### **Excavation**

Excavation or filling on property is not permitted without approval from the Building Inspection Department. Call (740) 283-6000, ext. 3400 for information.

[§ 1339.01-1339.99]

## **Swimming Pool Fences**

All swimming pools or other bodies of water containing 24 inches or more of water in depth at any point are required to be enclosed by a fence. Swimming pool fences are required to be at least 5 feet in height as measured from the outside of the fence, and no more than 4" from the bottom of the fence to the grade, as measured from the outside of the fence. Pool fences can not have gaps or openings larger than 4" in any dimension. Gates must also be equipped with self-closing and self-latching devices placed not less than 4 feet above the ground. The wall of a house may serve as part of a pool barrier, Call the Building Inspection Department at (740) 283-6000, ext. 3400 for further information.

[§1337.05]

## **COMMONLY REPORTED NUISANCES**

### **Weeds, Litter, Junk Vehicles & Other Nuisances**

- Grass and/or weeds growing in excess of 12 inches - must be cut within 5 days from notification.  
[§521.10 & PMC 302.4]
- Trash, rubbish, junk stored on the property - must be removed within 5 days from notification. No person shall permit domestic animal waste, garbage, rubbish, branches or trimmings, discarded articles, tires, litter or junk to be kept on any premises.  
[§ 521.08, 1501.15 & PMC 307.1]
- Junk vehicles – unlicensed and/or inoperable vehicles not in an enclosed building or garage must be moved or repaired and licensed within 10 days of notification.  
[§ 303.10 & PMC 302.8]
- Abandoned vehicles - vehicles may not be parked on a public street for longer than 72 consecutive hours or on private property without the property owner's permission.  
[§ 303.09] [ORC 4513.63]
- Prohibited parking – parking on sidewalks, blocking driveways, within intersections or within 10 feet of a fire hydrant is prohibited.  
[§ 351.03]
- Parking commercial vehicles – parking commercial vehicles overnight in residential areas is prohibited. The parking of commercial vehicles on public streets is only permitted for the purpose of loading and unloading.  
[§ 351.09 & 351.15]
- Front yard parking – parking in a front yard can only occur in an improved driveway which is designed and intended to be used for parking purposes.  
[§ 351.17]
- Parking of boats, campers, recreational vehicles – prohibited from being stored or parked on any public street or right of way, and prohibited from being stored or parked in front yards in residential areas  
[§ 351.16 & 1185.23]
- Noise-loud parties, radios/stereos or cars which disturb the peace of others is prohibited  
[§ 509.03 & 509.10]
- Nuisance drug houses-properties and premises used for the purpose of conducting illegal drug transactions and other illegal drug activity, are often neglected and negatively impact neighborhoods

## **COMMUNITY & NEIGHBORHOOD DEVELOPMENT**

### **Property Maintenance**

The Property Maintenance Code provides protection to you by regulating:

- Dangerous structures or dilapidated or deteriorated buildings;  
[§ PMC 108]
- General requirements for fire safety;  
[§ PMC 701-704]
- Buildings without appropriate plumbing, mechanical or electrical service;  
[§ PMC 501-607]
- General requirements for exterior & interior property areas.  
[§ PMC 301-404]

Persons found in violation of the Property Maintenance Code can be subjected to fines, criminal charges, and possible demolition of their building if it is found to be dangerous. Owners of the property will be issued a notice requiring them to repair or make safe their property. Depending on the nature of the problem, owners may have from 5 days to 120 days to complete the work.

Please be aware that a complaint may be investigated by more than one department. The Planning and Zoning Commission investigates repair and maintenance of existing property and structures, condemnation of dangerous buildings and approval and determination of appropriate zoning use of residential, commercial and industrial property. The Police Department investigates nuisance complaints concerning high weeds, accumulation of litter or trash and junk or abandoned vehicles. In many cases, both departments could be investigating various complaints against the same property. As a neighborhood resident, you have the right and the responsibility to report property maintenance code violations to ensure dangerous and unsanitary conditions do not persist in your neighborhood. Call (740) 283-6000, ext. 1700 for further clarification of the Property Maintenance Code or to report a violation.

### **Utility Connections**

All occupied homes are required to have hot and cold running water and a properly functioning heating system during cold weather. It is a violation of the Property Maintenance Code to occupy a residence that does not have these facilities on and properly functioning for the benefit of the residents.

[§ PMC 505.1, 602.2 & 602.3]

### **Graffiti**

When graffiti is found on buildings, structures, and places a notice will be issued to the owner to remove the graffiti within 7 days of receiving such notice. Owners who fail to comply with the above and remove or paint over the graffiti will be in violation of City code.

[§ PMC 302.9]

### **Housing Assistance**

The Planning and Zoning Commission offers housing repair assistance for owner occupied property. Applicants must meet income and other restrictions.

For more information, call (740) 283-6000, ext. 1700.



### **Acquiring Abandoned or Tax Delinquent Properties**

Anyone interested in obtaining property which is abandoned or has become tax delinquent should contact the Jefferson County Treasurer's Office at (740) 283-8572 and the Jefferson County Prosecutor's Office at (740) 283-1966 for information concerning procedures to ensure that the property is placed on the next Treasurer's or Auditor's Sale. You should also thoroughly research the property at the courthouse and have as much information as possible about the property.

#### **Tax Abatement**

Abatement of the additional real estate taxes resulting from certain residential and commercial real estate improvements is available to Steubenville residential and commercial property owners who construct a new structure or remodel an existing structure. Contact the Planning & Zoning Commission at (740) 283-6000, ext. 1700 for further information.  
[§195.01-195.05]

### **CURFEW**

The curfew schedule below applies to minors in all areas of the City of Steubenville not accompanied by an adult parent or guardian:

Sunday through Thursday - 11:00 p.m.  
Friday and Saturday - 12:00 midnight.

The provisions of this section do not apply to a minor with his parent, guardian or other responsible adult. Parents are responsible for their children observing these curfews and business are not allowed to permit the presence minors after curfew hours unless accompanied by a parent or guardian. Other curfews applicable to all persons apply at City parks. For further information, call the Steubenville Police Department at (740) 283-6000, ext. 2900.  
[§ 509.09 & 955.01-955.99]

### **EMERGENCY SERVICES**

Steubenville is part of Jefferson County's 9-1-1 emergency system. If you have need of fire, police or ambulance personnel, dial 9-1-1 on your telephone. Depending upon your location, if calling from a cellular phone, your call may be forwarded through a different county's 9-1-1 system, in which case they should direct your call to the appropriate authorities.

### **GARBAGE & TRASH**

#### **Garbage**

Garbage and trash from residential homes is collected weekly by the City

#### **Pick Up**

Acceptable refuse should be placed at the curb no earlier than 6:00 p.m. the night before collection, and empty containers shall be removed from the curb by 6:00 p.m. the day of pickup. No construction or demolition debris; automobile parts or tires; paints, solvents or flammable liquids; refrigerators, freezers or air conditioners; or large bulky household items (such as furniture) may be placed in out for regular weekly garbage pick-up. Tree limbs shall be tied and bundled in lengths not longer than 4 feet and with a bundle diameter of not more than 2 feet.

Grass clippings should be placed out with the weekly garbage. Call the Sanitation Department at (740) 283-6000, ext. 3100 to find out your scheduled collection day.

[§ 951.01-951.99]

### **Containers**

Waterproof and vermin proof containers with a capacity of not more than 30 gallons and a combined weight of container and contents of not more than 50 pounds must be provided by the occupants of single family homes or duplexes. For multi-family residences (apartments), the owner of the premises must provide containers or a dumpster(s) for use by occupants of the building(s).

[§ 951.06 & PMC 307]

### **Large Items**

Large household items such as appliances and furniture should be set out at the curb no earlier than 6:00 p.m. the night before the annual scheduled Spring Clean Up. Construction or demolition debris; automobile parts or tires; paints, solvents or flammable liquids; refrigerators, freezers and air conditioners; and rocks or dirt are not picked up. Call the Sanitation Department at (740) 283-6000, ext. 3100 to find out your scheduled Spring Clean Up collection day.

### **Leaf Pick-up**

Leaves should be raked to the curb, but not placed in the street by 6:00 p.m. the night before the annual scheduled Fall leaf pick-up. Call the Sanitation Department at (740) 283-6000, ext. 3100 to find out your scheduled Fall leaf collection day.

### **Christmas Tree Pick Up**

Discarded Christmas trees are picked up after Christmas on a schedule announced by the City. Plastic bags should be removed from the trees prior to pick-up. The trees should be placed at the curb at the same location as your regular weekly refuse pick-up.

### **Unauthorized Refuse**

Construction or demolition debris; automobile parts or tires; paints, oils, solvents or flammable liquids; and refrigerators, freezers and air conditioners will not be accepted.

Call the Sanitation Department at (740) 283-6000, ext. 3100 for questions or additional information.

### **Recycling**

Information about recycling programs can be obtained by calling the Jefferson County Recycling and Litter Prevention Program at (740) 283-8614.

### **Illegal Dumping**

It is illegal for people to deposit garbage, refuse or litter on public or private property. Those illegally dumping, if caught, will be prosecuted, however it is ultimately the property owner's responsibility to clean up any materials dumped.

[§ 521.08]

## **HOME/FIRE SAFETY**

### **Home Safety**

The Steubenville Police Department is available to make presentations to organizations about crime and safety, drug education, and beginning block watch programs. Call (740) 283-6000, ext. 2825 for further information.

The Steubenville Fire Department is available to make presentations to organizations about fire prevention and safety. Call (740) 283-6000, ext. 1800 for further information.

## **Smoke Detectors**

All homes are recommended to have smoke alarms outside sleeping areas in the immediate vicinity of bedrooms and on every floor including basements. In older homes built prior to current codes, these smoke alarms may be battery powered. In new homes, smoke detectors are required and must be electric powered, wired into the homes electrical system. Contact the Building Inspection department at (740) 283-6000, ext. 3400 or the Steubenville Fire Department at (740) 283-6000, ext. 1800 for more information.

[§ Residential Code of Ohio for One, Two and Three Family Dwellings and Ohio Fire Code]

## **House Numbering**

All homes and buildings are required to have address numbers located where easily seen from the public right-of-way by police, fire and ambulance staff. All numbers must contrast with their background and be Arabic numerals at least 4" high with a minimum stroke width of 1/2".

[§ PMC 304.3]

## **Open Burning**

No open burning of any garbage, leaves or refuse is permitted inside the city limits. Other types of burning may be permitted under certain circumstances when approved by the Fire Department. Contact the Steubenville Fire Department at (740) 283-6000, ext. 1800 for questions or additional information.

[§ 1511.01-1511.99 & chapter 3 of Ohio Fire Code]

## **NEIGHBORHOOD ASSOCIATIONS**

The City of Steubenville encourages neighborhood associations as an excellent way for citizens to get involved. Annual clean-up events provide opportunities for residents to participate in keeping our community clean. Neighborhood associations regularly work with the police department to help keep residents safe. If there is a neighborhood organization in your area, strongly consider joining it - you will meet more of your neighbors and enhance your influence in your neighborhood and community. If there is no neighborhood association in your area, contact the Planning and Zoning Commission at (740) 283-6000, ext. 1700 to find out how to form one.

## **NOISE & PUBLIC DISTURBANCES**

The City of Steubenville has zero tolerance ordinances against causing loud noises and public disturbances (a warning does not have to be given) as well as against fighting or causing harm to another person or property. There are also ordinances prohibiting loud radios, stereos, or "boom boxes"; loud car motor sounds; tire "squealing" or "peeling"; racing of car motors; and gasoline engines within the city limits without a muffler to deaden the noise. There is no specific time when loud noise is permitted, therefore a person could be cited at any time of day. For further assistance, call the Steubenville Police Department at (740) 283-6000, ext. 2900. [311.04, 331.36, 509.03, 509.10 & 1337.13]

## **PARKS & RECREATION**

### **Parks**

Bellevue Park Clubhouse and the Martin Luther King, Jr. Recreation Center may be reserved by calling the Steubenville Parks and Recreation Department. Ballfields and other facilities are often reserved for league or tournament play or for use by area organizations. The Bellevue Park Swimming Pool is open to the public during summer months for a nominal cost, but may

also be reserved for a fee in the evenings. Contact the Steubenville Parks and Recreation Department at (740) 283-6000, ext. 4000 for a fee schedule and additional information.

### **Summer Food Program**

The summer food program begins in June and lasts for about eight weeks. Locations are selected from various playgrounds, schools, recreation facilities and parks around the city. Lunch is provided and site supervisors stage a myriad of activities for youth, including athletics, games, arts and crafts, and social activities. There is no fee for the program. For further information, contact the Steubenville Parks and Recreation Department at (740) 283-6000, ext. 4000.

### **Boating**

A free boat launch ramp is available at the Steubenville Marina. Boats may also dock at the marina for the day free of charge. Night docking between 10:00 pm and sunrise or overnight stays at the marina are not permitted unless approved in advance by the Recreation Department. [955.01]

### **Fishing**

Fishing is permitted in the Ohio River. Public river access points for fishing are available at the Steubenville Marina and at Blum Park (next to the Jefferson County Justice Center). The marina is closed from 10:00 pm to sunrise. The Ohio River may be fished in accordance with the general fishing laws of the State of Ohio. A fishing license is required.

### **Disk Golf**

An 18 hole disc golf course is available at Beatty Park. Use of the course is free and it is open to the public provided there is no scheduled tournament play.

### **Other Programs & Activities**

A wide variety of recreational programs and activities are available at the parks. Contact the Recreation Department for information.

## **PARKING & STREET USE**

### **Alleys**

The City of Steubenville maintains all opened public alleys, annually patching potholes as needed. Maintenance of private or unopened alleys is the responsibility of the abutting property owner(s). Residents whose properties abut public alleys are encouraged to join together and have the alley paved themselves. This will however require prior approval of the Engineering Department. Call (740) 283-6000, ext. 3303.

### **Driveways and Off-Street Parking Facilities**

All driveways and off-street parking facilities must be approved by the Zoning Administrator and City Engineer prior to construction. Specifications governing off street parking facilities are available at the Planning and Zoning Commission office and the Engineering Department. Call (740) 283-6000, ext. 1700 and (740) 283-6000, ext. 3303 for information.

### **Prohibited Parking**

Parking is prohibited in the following places:

- In alleys
- On front yards
- On private property without the owner's permission
- On public or private property for over 72 hours without permission
- On sidewalks or between the sidewalk and the curb
- In front of a public or private driveway
- Within an intersection

- Within 10 feet of a fire hydrant
  - Within 20 feet of a crosswalk
  - Within 20 feet of a fire station driveway
  - Within 30 feet of a traffic control device
  - Within 50 feet of a railroad crossing
  - In a safety or loading zone
  - On a bridge
  - Alongside an already parked car
  - Where the curb is painted yellow
  - At any place in excess of the maximum time permitted by signs
  - At any place requiring a permit without a valid permit
- [§ 303.09, 351.03, 351.04, 351.11, 351.17, 351.19, 353.01, & 353.03]  
 Warning signs do not have to be posted for these prohibitions to apply.  
 Vehicles cannot be repaired on a public street except in an emergency.  
 [§ 351.06]

Semi-trailers and tractors or other commercial vehicles cannot be parked on residential streets in the city overnight and cannot be parked on any street in the city except to load or unload.  
 [§ 351.09 & 351.15]

Coasters, roller skates, sleds and other toy vehicles are not allowed on any street except at a crosswalk.  
 [§ 311.03]

Bicycles are not permitted on any sidewalk within a business district  
 [§ 373.12]

### **Handicapped Parking**

Permits and signs awarding on-street handicapped parking spaces are provided only for those who are handicapped and do not have available off-street space to park. Contact the Police Department for more information at (740) 283-6000, ext. 2303.  
 [§ 351.04 & 351.18]

## **PUBLIC HOUSING**

Public housing is administered through the Jefferson Metropolitan Housing Authority (JMHA). JMHA has apartments, scattered single family homes and rental assistance through housing choice vouchers available. Income requirements and other restrictions apply. For information contact JMHA at (740) 282-0994.

## **SIDEWALKS & CURBS**

### **Curbs**

Maintenance of curbs is the responsibility of the property owner. A driveway entrance, regardless of whether or not cutting of the curb is required, requires a permit from the Planning & Zoning Commission and approval of the City Engineer. Call (740) 283-6000, ext. 1700 and (740) 283-6000, ext. 3303 for more information.

[§ 901.08, 901.09, 903.02, 903.05, 1311.03]

### **Sidewalks**

Although sidewalks are a public way, property owners are responsible for maintenance and repair of all sidewalks on their property. Replacing a public sidewalk requires a permit from the

Building Inspection Department and approval of the City Engineer. Call (740) 283-6000, ext 3400 and (740) 283-6000, ext. 3300 for more information

[§ PMC 302.3, 521.04, 521.06, 901.08, 901.09, 903.02, 903.05, 1311.01 & 1311.02]

### **Snow & Ice Removal**

Snow, ice or other nuisances must be removed from a sidewalk by the owner or occupant of the abutting property.

[§ 521.06]

### **Street Trees/Tree Lawns**

Trees between the curb and sidewalk are the property of the City of Steubenville. Permission must be obtained from the City Manager before trimming, removing or planting trees. The maintenance of the grass and trees in this area is the responsibility of the property owner.

[§ 909.01-909.99]

## **STREETS**

### **Maintenance**

The City regularly patches pot holes and completes street maintenance activities as needed. To report a pot hole or a problem with your street, call the Street Department at (740) 283-6000, ext. 3100.

### **Snow Removal**

The plowing and salting of streets takes place as soon as possible when snow occurs. Main routes are cleaned first, followed by secondary streets. Streets will not be plowed or salted if the City truck cannot safely navigate the street, therefore please be sure that any cars parked on the street leave plenty of room for trucks to pass by.

## **ZONING**

### **Use**

The City of Steubenville has a zoning ordinance that protects neighborhoods by prohibiting commercial, industrial or other negative activities in residential zones and by requiring a minimum level of separation between uses. For further information regarding neighborhood land uses or obtaining zoning approval for additions or improvement projects, call the Planning & Zoning Commission at (740) 283-6000, ext. 1700.

[§1131.01-1193.09]

### **Fences**

Fences must be structurally sound and maintained in good repair on both sides. The ground between fences and property lines must be maintained at all times. No barbed wire, razor wire or electrical fences are permitted in residential areas or abutting any public street or sidewalk. Front yard fences and fences on corner lots in the side yard facing the side street are prohibited in some areas. Fences in front yards or on corner lots in side yards facing a side street (when permitted) should not exceed 4 feet in height. Fences in rear or other yards should not exceed 6 feet in height. Outside of residential districts, it is permitted to place not more than 3 strands of barbed wire on top of a fence other than a barbed wire fence. The barbed strands must be placed at least 6 feet above the ground. You should contact the Planning and Zoning Commission at (740) 283-6000, ext. 1700 for information on fence requirements. All fences and walls are prohibited from being located in City right-of-way or from restricting sight distance at intersections.

[§ 521.07, 903.07 & 1185.12]

### **Home Businesses**

Home-based businesses or home occupations are permitted in residential neighborhoods provided they comply with zoning requirements. Registration with the City's Income Tax Department and an annual permit from the Planning and Zoning Commission is required.

### **Patios, Porches & Additions**

The addition of patios, porches or other rooms to an existing home requires both zoning approval and a building permit. Specific yard and setback requirements will apply. Contact the Planning & Zoning Commission and Building Inspection Department for information.

### **Driveways**

The construction or widening of driveways requires zoning approval, a building permit, and approval of the curb cut by the Building Inspector. Contact the Planning & Zoning Commission and Building Inspection Department for information.

### **Garages & Sheds**

Building a garage, shed or other use or structure accessory to a home requires zoning approval and a building permit. There are specific setback and area requirements that will apply. Contact the Planning & Zoning Commission and Building Inspection Department for information.

### **Occupancy Limits**

Not more than 2 unrelated persons (a "family" as defined in the zoning code) are permitted to occupy a single dwelling unit. Contact the Planning & Zoning Commission for additional information.

## **ADDITIONAL INFORMATION**

### **Water Service**

To have your water service turned on or off or for billing questions, call the Utility Collection Office at (740) 283-6000, ext. 1400. Repair of your water line from your house to the main is your responsibility. Repair must be completed by a registered master plumber. Call the Health Department at (740) 283-6000, ext. 1500, for information about repairing your water line.

### **Block Watch**

Residents can work together to prevent burglaries and other crimes through the Neighborhood Watch program. The Steubenville Police Department can help you set up Block Watch program. Call (740) 283-6000, ext. 2300 for more information.

### **Council Members**

The City of Steubenville is divided into 6 wards, each of which is represented by an elected council member, with one member of Council elected at-large. If you have a concern regarding your ward, contact your council person or call the Steubenville City Council clerk at (740) 283-6000, ext. 2100. The Clerk can tell you how to contact your Council representative.

### **Drainage Problems**

If you have a drainage problem on your property which is damaging your property or it is affecting your neighbor(s) or city right-of-way, you may be ordered to correct the problem. You are not permitted to connect roof or site drains into the sanitary sewer system, however you may be able to connect them to the storm drainage system with the approval of the City Engineer. Contact the Engineering Department at (740) 283-6000, ext. 3303 to find out how to properly connect to public storm drainage facilities.

[§PMC 302.2 & 304.7, 1339.02 & 1341.02]

### **Illegal Discharge to Storm Sewers/DO NOT Dump**

It is illegal to discharge pollutants or waters containing pollutants, (i.e. anti-freeze, pesticides, paints, motor oil or other hazardous chemicals) into the city's storm sewer drainage system, including but not limited to catch basins, drainage pipes, rivers or streams. Violations should be reported to the Engineering Department at (740) 283-6000, ext. 3303.

### **Fair Housing**

The Fair Housing Act and City law prohibits discrimination in housing because of race or color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodian, pregnant women and people securing custody of children under 18), or handicap. For more information, contact the Steubenville Fair Housing Practices Commission at (740) 283-6000, ext. 1706.

[§ 171.01-171.99 & 4112 ORC]

### **Nuisance Drug Houses**

Properties and premises used for the purpose of conducting illegal drug transactions and other illegal drug activity are often neglected and negatively impact the community. Contact the Steubenville Police Department at (740) 283-6000, ext. 2300 for proper reporting procedures.

### **Tenant/Landlord Disputes**

Information on legal remedies pertaining to tenant/landlord disputes can be obtained by calling Southeastern Ohio Legal Services at (740) 283-4781.

### **Landlord Registration**

All owners of residential rental property must register their rental units with the City. Call the Planning and Zoning Commission at 283-6000, ext. 1700 for registration information.

[§ 1197.01-1197.13]

### **Landlord Training**

Specialized training is available for landlords periodically through the Jefferson Metropolitan Housing Authority or the Steubenville Fair Housing Practices Commission. Call JMHA at (740) 282-0994 and the Steubenville Fair Housing Commission at (740) 283-6000, ext. 1706 for more information.

### **Garage/Yard Sales**

Not more than 2 garage/yard sales are permitted at a residence per year. They can not begin before 7:00 am or continue after 7:00 pm, and the placement of signs advertising garage/yard sales on trees, fences, utility poles or in street right-of-way is not permitted.

[§ 1185.07 & 1185.22]

### **Water Line Breaks**

In the event of a break of a city water line, call the Water Department (740) 283-6041.



## **CITY OF STEUBENVILLE DEPARTMENT HEADS**

### **CITY MANAGER**

Cathy Davison  
Steubenville City Hall  
115 South Third Street, Suite 103  
Steubenville, Ohio 43952 • (740) 283-6000, ext. 1200  
[citymanager@cityofsteubenville.us](mailto:citymanager@cityofsteubenville.us)

### **COMMUNITY DEVELOPMENT/PLANNING & ZONING/BUILDING INSPECTION**

Christopher Petrossi  
Steubenville City Hall  
115 South Third Street, Suite 108  
Steubenville, Ohio 43952 • (740) 283-6000, ext. 1700  
[cdp@cityofsteubenville.us](mailto:cdp@cityofsteubenville.us)

### **ENGINEERING**

Michael Dolak, P.E.  
Steubenville City Hall  
115 South Third Street, Suite 107  
Steubenville, Ohio 43952 • (740) 283-6000, ext. 3303  
[mdolak@cityofsteubenville.us](mailto:mdolak@cityofsteubenville.us)

### **FINANCE/INCOME TAX**

Michael Marshall  
Steubenville City Hall  
115 South Third Street, Suite 106  
Steubenville, Ohio 43952 • (740) 283-6000, ext. 1300  
[finance@cityofsteubenville.us](mailto:finance@cityofsteubenville.us)

### **FIRE DEPARTMENT**

Terri Kovach, Chief  
Steubenville City Hall  
115 South Third Street, Suite 109  
Steubenville, Ohio 43952 • (740) 283-6000, ext. 1800  
[fire@cityofsteubenville.us](mailto:fire@cityofsteubenville.us)

### **HEALTH DEPARTMENT**

Patricia Reda, R.N.  
Steubenville City Hall  
119 South Third Street  
Steubenville, Ohio 43952 • (740) 283-6000, ext. 1500  
[health@cityofsteubenville.us](mailto:health@cityofsteubenville.us)

### **LAW DIRECTOR**

S. Gary Repella, Esq.  
Steubenville City Hall  
115 South Third Street, Suite 110  
Steubenville, Ohio 43952 • (740) 283-6000, ext. 1900  
[law@cityofsteubenville.us](mailto:law@cityofsteubenville.us)

#### MAYOR

Domenick Mucci, Jr.  
Steubenville City Hall  
115 South Third Street, Suite 105  
Steubenville, Ohio 43952 • (740) 283-6000, ext. 1100  
[mayor@cityofsteubenville.us](mailto:mayor@cityofsteubenville.us)

#### MUNICIPAL COURT

The Honorable Daniel Spahn, Judge  
Municipal Building  
123 South Third Street  
Steubenville, Ohio 43952 • (740) 283-6000, ext. 2200  
[municipalcourt@cityofsteubenville.us](mailto:municipalcourt@cityofsteubenville.us)

#### PARKS & RECREATION

Dwan Johnson  
Martin Luther King, Jr. Recreation Center  
905 Market Street  
Steubenville, Ohio 43952 • (740) 283-6000, ext. 4000  
[recreation@cityofsteubenville.us](mailto:recreation@cityofsteubenville.us)

#### POLICE DEPARTMENT

William McCafferty, Chief  
Steubenville City Hall  
115 South Third Street, Suite 102  
Steubenville, Ohio 43952 • (740) 283-6000, ext. 2300  
[police@cityofsteubenville.us](mailto:police@cityofsteubenville.us)

#### STREETS/SANITATION

Robert Baird  
Public Works Building  
238 South Lake Erie Avenue  
Steubenville, Ohio 43952 • (740) 283-6000, ext. 3100  
[street@cityofsteubenville.us](mailto:street@cityofsteubenville.us)

#### UTILITY COLLECTION

Michael Marshall  
Steubenville City Hall  
115 South Third Street, Suite 101  
Steubenville, Ohio 43952 • (740) 283-6000, ext. 1400  
[utility@cityofsteubenville.us](mailto:utility@cityofsteubenville.us)

#### WASTEWATER

Charles Murphy  
Wastewater Treatment Plant  
100 North Water Street  
Steubenville, Ohio 43952 • (740) 283-6150  
[cmurphy@cityofsteubenville.us](mailto:cmurphy@cityofsteubenville.us)

#### WATER

Robert Ribar  
Water Filtration Plant  
1575 University Boulevard  
Steubenville, Ohio 43952 (740) 283-6041  
[rribar@cityofsteubenville.us](mailto:rribar@cityofsteubenville.us)

## IMPORTANT PHONE NUMBERS

### 9-1-1 EMERGENCY

#### **Police Business Offices**

Chief.....	283-6000, ext. 2300
Administration.....	283-6000, ext. 2825
Animal Control.....	283-6000, ext. 1002
Detectives.....	283-6000, ext. 2500
Dispatchers.....	283-6000, ext. 2900
Juvenile.....	283-6000, ext. 2600
Narcotics.....	283-6000, ext. 2400
Prosecutor.....	283-6000, ext. 2850
Traffic.....	283-6000, ext. 2352
Weed & Litter Control.....	283-6000, ext. 2827

#### **Fire Department Business Offices**

Chief & Inspectors.....	283-6000, ext. 1800
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#### **Utilities**

American Electric Power.....	800-672-2231
AT & T.....	800-288-2020
Call Before You Dig.....	800-362-2764
Columbia Gas.....	800-344-4077
Comcast.....	800-266-2278
City Sewer (Treatment Plant).....	283-6150
City Water (Filtration Plant).....	283-6041
Utility Collection.....	283-6000, ext. 1400

#### **Other**

Building Inspection.....	283-6000, ext. 1700
City Manager.....	283-6000, ext. 1200
Civil Service Commission.....	283-6000, ext. 1950
Engineering.....	283-6000, ext. 3303
Finance Department.....	283-6000, ext. 1300
Health Department.....	283-6000, ext. 1500
Income Tax .....	283-6000, ext. 1301
Law Department.....	283-6000, ext. 1900
Mayor.....	283-6000, ext. 1100
Municipal Court.....	283-6000, ext. 2200
Planning & Zoning Commission.....	283-6000, ext. 1700
Recreation.....	283-6000, ext. 4000
Street/Sanitation.....	283-6000, ext. 3100
Utility Collection.....	283-6000, ext. 1400

# OFFICIAL ROSTER - STEUBENVILLE CITY COUNCIL

January 2010

## FIRST WARD

Gerald DiLoreto, 528 Arden Avenue..... 282-9806

## SECOND WARD

Richard D. Perkins, 1904 Orchard Street..... 282-1264

## THIRD WARD

Gregory R. Metcalf, 1810 Hamilton Place..... 282-0714

## FOURTH WARD

N. David Fortunato, 321 Madison Avenue..... 284-1513

## FIFTH WARD

Albert Stasiulewicz, 208 Wilshire Boulevard..... 264-4420

## SIXTH WARD

David M. Lalich, 119 Aberdeen Road..... 266-6070

## AT-LARGE

Edward Chanoski, 187 Keagler Drive..... 266-2332

## CLERK-COUNCIL OFFICE

Pamela L. Orlando, 115 South Third Street, Suite 104.....283-6000, ext. 2100

## COUNCIL COMMITTEES

FINANCE.....**Lalich**, Fortunato, Metcalf  
SERVICE.....**Fortunato**, Lalich, Perkins  
SAFETY & HEALTH.....**Lalich**, Metcalf, Chanoski  
PLANNING.....**Fortunato**, Perkins, DiLoreto  
PUBLIC UTILITIES.....**Lalich**, Metcalf, Perkins  
BUILDING & GROUNDS.....**Fortunato**, Metcalf, Stasiulewicz  
PARKS & RECREATION.....**Perkins**, DiLoreto, Chanoski  
TRANSPORTATION.....**Metcalf**, Chanoski, Stasiulewicz  
ECONOMIC DEVELOPMENT.....**Lalich**, Fortunato, Metcalf  
PRIDE.....**Metcalf**, DiLoreto, Stasiulewicz

**CITY OF STEUBENVILLE**

115 South Third Street  
Steubenville, OH 43952

**PHONE (740) 283-6000**

**FAX (740) 283-6165**

**[www.cityofsteubenville.us](http://www.cityofsteubenville.us)**

March 2010

Prepared by the Steubenville Planning & Zoning Commission  
in cooperation with other city departments.