

# Being The Good Neighbor Guide

**Community Ordinances & Services for You and Your Neighbors in the Village of  
West Liberty, Ohio**

“When one neighbor helps another, we strengthen our communities.”  
Jennifer Pahlka

“And good neighbors make a huge difference in the quality of life.”  
Robert Fulghum

## Village Ordinances & Rules You Should Know

We all have different expectations of our neighbors. For some of us, a good neighbor is one 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 one who leaves us alone. Although we don't 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 Village of West Liberty, through their elected representatives, have enacted 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 West Liberty and/or the Ohio Revised Code. Please note that the ordinances in this guide were effective as of the date listed on the back cover and may be added to or amended by vote of West Liberty Village Council. Village ordinances and zoning codes may be found at the following websites: <https://www.mywestliberty.com/ordinances.html> AND [https://codelibrary.amlegal.com/codes/westliberty/latest/westliberty\\_oh/0-0-0-25](https://codelibrary.amlegal.com/codes/westliberty/latest/westliberty_oh/0-0-0-25)

Remember, when you follow these simple rules, you are not only obeying the law -- you're being a good neighbor! The Village of West Liberty website ([www.mywestliberty.com](http://www.mywestliberty.com)) has information on all village 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:

**Property Maintenance and Building & Zoning** - Code Enforcement Officer (937) 441-6826

Responds to existing building repair and maintenance, exterior property upkeep, and weeds, trash, and junk vehicle concerns; Responds to new and

renovated residential building inspection and permitting, as well as building demolitions and zoning use issues.

**Police Department** - (937) 465-2801

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

**Logan County Health Department** -(937) 592-9040

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

**Logan County Dog Warden** - (937) 599-7231

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

## **ANIMALS**

Animals must be confined to their owner's private property. Maliciously hurting or killing any animal without the consent of the owner is prohibited by law. It is also unlawful to poison, torture, starve or abandon an animal.

### **Leash Requirement**

Dogs must be kept on a leash when not on the owner's property. [§ 505.01] Stray dogs should be reported to the Police Department at (937) 465-2801. Any female dog in heat must be kept on the owner's property, unless it is properly on a leash.

### **Licensing**

All dogs three (3) months of age or more must have a dog license every year. [§ 505.03 (a)] Contact the Logan County Auditor's Office at (937)-599-7209.

### **Barking Dogs**

Excessive barking or howling dogs are prohibited. Report violations to the West Liberty Police Department at (937) 465-2801. [§ 505.09 (a)]

### **Harboring a Vicious Dog** [§ 505.14]

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. Except when a dangerous dog is lawfully engaged in hunting or training for the purpose of hunting and is accompanied by the owner, keeper, harbinger, or handler of the dog, no owner, keeper, or harbinger of a dangerous dog shall fail to do either of the following:

- (1) While that dog is on the premises of the owner, keeper, or harbinger, securely confine it at all times in a building, in a locked pen that has a top, locked fence yard or other locked enclosure that has a top;
- (2) While that dog is off premises of the owner, keeper, or harbinger, keep that dog on a chain-link leash or tether that is not more than six feet in length and additionally do at least one of the following:
  - (a) Keep that dog in a locked pen that has a top, locked fence yard or other locked enclosure that has a top
  - (b) Have the leash or tether controlled by a person who is of suitable age and discretion or securely attach, tie, or affix the leash or tether to the ground or stationary object or fixture so that the dog is adequately restrained and station such a person in close enough proximity to that dog so as to prevent it from causing injury to any person
  - (c) Muzzle the dog
- (3) No owner, keeper, or harbinger of a dangerous dog shall fail to do the following:
  - (a) Obtain liability insurance with an insurer authorized to write liability insurance in this State providing coverage in each occurrence because of damage or bodily injury or death of a person caused by the dangerous dog if so ordered by a court and provide proof of that liability insurance upon request to any law enforcement officer, County Dog Warden, or public health official charged with enforcing this section.  
(505.14 AND ORC 955.22)

### **Animal Bites**

All animal bites must be reported within 24 hours to the Logan County Health Commissioner at 937-592-9040 or the Logan County Dog Warden at 937-599-7231. [§ 505.10]

### **Exotic/Dangerous Animals**

Owners of all exotic or dangerous animals must notify the police within one hour after the escape of that animal. Proper cages and warning signs are required. [§ 505.13 AND ORC 935.01]

### **Livestock & Wild Animals**

Keeping livestock (farm animals, fowl, wild animals) within the Village is prohibited. [§ 505.15]

### **Animal Waste**

All properties are to be kept free of animal waste. Animal waste should be bagged and disposed of with your regular trash. [§ 505.16]

## **BUILDING AND ZONING**

### **Zoning**

The Village of West Liberty has a zoning ordinance that protects neighborhoods by prohibiting commercial or industrial activities in residential zones. For further information regarding neighborhood land uses, call the Code Enforcement Officer at 937-441-6826. [§ 1121 and 1141 and 1145]

### **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 pools, sheds, added patios or porches onto existing structures 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 Code Enforcement Officer at 937-441-6826 or the Logan County Building Authority at 937-592-7473.

### **Fences**

Fences must be structurally sound, maintained in good repair and be attractively finished 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 or adjacent to public streets or sidewalk. Questions please contact the Code Enforcement Officer at 937-441-6826. [§521.07 and 1149.17]

### **Swimming Pool Fences**

Fences are required to be at least 5' in height as measured from the outside of the fence and must have a gate with a lock. Questions please contact the Code Enforcement Officer at 937-441-6826. [§1149.03]

### **Electric Vehicle Charging Stations**

Contact the Code Enforcement Officer to obtain a permit and obtain requirements.

### **Solar Panels Installation**

Installed in the yard are accessory structures. Contact the Code Enforcement Officer to obtain a permit and obtain requirements.

## **COMMUNITY DEVELOPMENT**

### **Property Maintenance**

The Property Maintenance Code provides protection to you by regulating:

- Dangerous structures or dilapidated or deteriorated buildings [§1149.14 ]
- General requirements for fire safety [§1149.15 and 925.06 ];
- Buildings without appropriate plumbing, mechanical or electrical service are not allowed per the Logan County Building Authority at 937-592-7473. More information may be obtained at <https://www.co.logan.oh.us/167/Building-Authority>
- General maintenance requirements [§1331.06]
- Maintenance responsibilities [§1331.05]
  - General requirements for exterior property areas [§1331.11]
  - General public nuisance properties [§1331.09]

Persons found in violation of the Property Maintenance Code can be subjected to fines, civil or criminal charges and possible demolition of their building if it is found to be dangerous. Owners of the property will be issued a citation requiring them to repair or make their property safe. Depending on the nature of the problem, owners may have from 10 days to 120 days to complete the work. [§1331.99]

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. Questions please contact the Code Enforcement Officer at 937-441-6826.

For your protection, ordinances have been established which require property owners to maintain their property as follows:

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

- Grass and/or weeds growing in excess of 10 inches - must be cut within 10 days from notification. [§ 521.11]
- Trash, rubbish, junk stored on the property - must be removed within 10 days from notification. No person shall permit domestic animal waste, garbage, rubbish, branches or trimmings, discarded articles, litter or junk to be kept outside any structure, or on any premises, except where permitted by commercial or industrial zoning ordinances. [§ 521.08]
- Junk vehicles -. No person, firm or corporation shall deposit, store, maintain, collect or permit the storage, deposit, maintenance or collection of any junk, junk cars, vehicles without current registration, or rubbish on his own premises or any premises it or they own or use under his or their control, or in any other place within the village, village street and alley right of way. [§ 303.09]
- Abandoned vehicles: Vehicles may not be parked on a public street for longer than 48 consecutive hours or on private property without the property owner's permission. [§ 1149.05] [ORC 4513.63]
- Parking vehicles and trailers containing junk on private or public property for longer than necessary to load or unload the vehicle or trailer is prohibited. [§ 351.17 and 351.16]

### **Reporting Violations**

If you see a violation in your neighborhood and want to report it, contact the Code Enforcement Officer at 937-441-6826 or the Clerk's Office at 937-465-2716. Most of the complaints the Code Enforcement Officer investigates did not occur overnight, therefore, a remedy may not be available overnight. Legal requirements regarding notification of the property owner sometimes can delay action on a complaint for 3 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 Code Enforcement Officer for an update on the status of your complaint.

### **Compliance Guidelines**

A letter received from the Code Enforcement Officer regarding a complaint that has been lodged against you should never be ignored! Failure to respond to an order by the Village could result in civil and/or criminal charges. The Village of West Liberty has the authority to remove trash, junk, weeds and junk autos, board up buildings and fill excavations. You will be billed for any services plus a civil penalty up to \$100. If not paid, the bill will be legally pursued for collection, and your credit rating may be affected. Criminal penalties may also apply. If you have any questions regarding a letter received from the Code Enforcement Officer, call 937-441-6826 right away to discuss it.

## **CURFEW**

### **Limitations Upon the Nighttime Travel of Unaccompanied Minors**

No minor under the age of 16 years shall be upon or in the public streets, parks, or buildings or places of entertainment or upon open lands or vacant lots within the Village, between the hours of 11:00 pm and 5:00 am of the following day. 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. [§ 509.08]

## **GARBAGE & TRASH**

### **Garbage**

Garbage and trash for single family homes and multi-family apartments require the use of orange PAYT 16 and 33 gallon bags, which are available at

- Clerk's Office (open M, T, R, and F from 8 am to 4 pm; Wednesdays 8 am to Noon)
- Shell Station
- Thomans IGA

The 16 gallon bags are \$10 per roll of ten bags and the 33 gallon bags are \$15 for a roll of ten bags. The only trash pickup provider is the Village of West Liberty [§ 951.11]. Trash not in orange bags will not be picked up. Bags must be tied.



No out-of-town garbage will be picked up at any residence. Bulky items will be picked up with an additional charge—contact the Clerk's Office for those charges ( call the Clerk's Office at 937-465-2716) [§ 951]. Trash on the east side of the Village is picked up on Tuesdays and trash on the west side of the Village is picked up on Fridays.

All soft furniture, couches, mattresses, chairs, etc. must be wrapped with plastic: top, bottom, sides, and securely taped. There is an extra charge for these items and they will be picked up on the regular trash day.

### **Illegal Dumping**

It is illegal for people who do not qualify for pick up by the Village to place garbage and trash at your curb. Reporting the license number of anyone placing trash at another resident's curb side helps alleviate unnecessary additional trash removal costs being passed on to you and other paying customers. For reporting these and other violations, or for additional information or problems, please call the Village Street Department at 937-465-0971.

### **Recycling**

Two recycling bins are provided by the Village. Please separate cardboard/paper/junk mail from cans/plastic/glass AND place in recycling bins. Recycling is picked up one time a week on Fridays. [§ 951.01]

### **Yard Waste**

No charge if only 7 buckets and 2 trash cans (note sizes of each). Grass and weeds are picked up on Wednesdays and should be in 5 gallon buckets with only 7 buckets allowed per week. Limbs/sticks should be in containers no larger than 35 gallon containers, not to exceed 6" above container with only two containers of this size per week. No yard waste in bags or recycling bins. Anything more will be charged up to \$35 for a truck load. No professional contractors' brush will be picked up.[§ 951.07]

### **Leaf Pick Up**

No charge. Leaf pick up is only in the fall. No limbs, sticks, or other yard waste in leaves. Please place leaves on the boulevard or as close to the street as possible. Do not place leaves in the street. [§ 951.09]

## **Tree Regulations**

Tree overhanging sidewalks must have a clearance of 12 feet. Trees overhanging a State Route must have a clearance of 14 feet. Trees overhanging a public street or alley must have a clearance of 12 feet. Responsibility of trees is the property owner/tree owner. [§ 521.11; 909.02; 909.03]

The Street Supervisor may condemn any tree as a hazard. Property/tree owners will be given notice in writing and have 30 days to respond or appeal to the Village Council. [§ 909.04]

Trees may not be planted close to the street to impede vision between a height of 2 ½ feet and 10 feet. [§ 1149.09] Questions should be directed to the Street Supervisor at 937-465-0971 or [villagewl@outlook.com](mailto:villagewl@outlook.com)

## **HOME/FIRE SAFETY**

### **Smoke Detectors**

All homes are encouraged to have a smoke alarm on every floor and in the immediate vicinity of every sleeping area, including the basement level.

### **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 rescue staff. All numbers must be Arabic numerals at least 3" high and 1-1/2" wide. [§ 1321.02 and 1321.03]

### **Open Burning**

No open burning of any garbage, leaves or refuse is permitted inside the village limits. [§ 1511.01, 1511.99, 1511.02, 1511.03, 1511.05]

## **MISCELLANEOUS ORDINANCES**

Illegal Discharge to Storm Sewers/DO NOT Dump

It is illegal to discharge pollutants or waters containing pollutants, (i.e. antifreeze, pesticides, paints or other hazardous chemicals) into the village's storm sewer drainage system, including but not limited to catch basins, drainage pipes, rivers or streams. Clear water prohibited from being dumped into the sewer system from sump pumps. [§ 929.08, 929.07, 929.04] Questions please call Water/Wastewater Superintendent at 937-465-2179 or [b.hudson@mywestliberty.com](mailto:b.hudson@mywestliberty.com)

## **NOISE & PUBLIC DISTURBANCES**

The Village of West Liberty has ordinances against causing loud noises and public disturbances as well as against fighting or causing harm to another person or property. There are also ordinances prohibiting loud radios, stereos, or "boomboxes"; 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. For further assistance, call the West Liberty Police Department at 937-465-2801. [ § 509.09; 331.44]

## **PARKING & STREET USE**

### **Prohibited Parking**

**Parking** is prohibited in the following places:

- In alleys
- On front or side 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 or within 3 feet of a private driveway
- 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 truck 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 [§ 351.03]
- Only 2 licensed/operational vehicles in the backyard. Vehicles cannot be repaired or greased on a public street except in an emergency. [§ 452.10] Semi-trailers and tractors or tow trucks cannot be parked on village streets except to load or unload. [§ 351.09]

## **SIDEWALKS & CURBS**

### **Curbs**

Maintenance of curbs and sidewalks is the responsibility of the property owner. Sidewalks are to be free and clear of snow and ice. If any sidewalk has more than ¼" crack, have holes ⅝" or more, raised more than ¼" than this must be repaired or replaced. If the sidewalk is unsafe in any way then it must be repaired or replaced. Questions please call the Code Enforcement Officer at 937-441-6826. [§ 521.04 and 521.06]

## **PARKS & RECREATION**

**Ball Diamond Reservations** - Ball diamonds may be reserved for practice or tournaments from April through September. Reservations must be made by contacting the West Liberty Ball Association for Dodge Park fields and the Lions Club for the fields at Lions' Park. At **Dodge Park** LEI Field usage is restricted to WLBA teams or individual West Liberty residents, unless permission is granted by the WLBA. LEI Field can be rented by other organizations for practices, games or tournaments. For pricing and scheduling please contact Matt Hull at **937-935-0797**. For ball fields at **Lions Park** send an email request to [wliblions@gmail.com](mailto:wliblions@gmail.com) to schedule a day and time.

**Picnic Shelters** - You may reserve a picnic shelter from April 1 to September 30. Without a reservation, shelters are available on a first come, first-serve basis. Shelters are available at the following park: Lions Park. Call 937-465-2716 for the current reservation fee schedule and availability.

**Splash Pad** - Located at Lions Park which is open to the public from Memorial Day through Labor Day. It may be reserved for private parties for a fee on Tuesdays from 6 pm to 9 pm. For reservations call 937-465-2716.

## **FINANCIAL INFORMATION REGARDING THE VILLAGE**

The Ohio Checkbook serves as the singular and most trusted resource for Ohioans to obtain both local and state financial information. The collective effort enhances government transparency by providing real-time state

financial and transactional data. Users can view online government spending, as well as how revenue is allocated. To view state and other local government information use [www.checkbook.ohio.gov](http://www.checkbook.ohio.gov) . For the Village use <https://checkbook.ohio.gov/local/citiesvillages.aspx?municipality=Village%20of%20West%20Liberty>

## **VILLAGE OF WEST LIBERTY DEPARTMENT HEADS**

### **UTILITY BILLING AND COLLECTION**

Cindee Boyd  
201 N. Detroit Street, P.O. Box 187  
West Liberty, OH 43357  
937-465-2716  
[vowlclerk@mywestliberty.com](mailto:vowlclerk@mywestliberty.com)

### **BUILDING & ZONING**

Scott Woodruff  
937-441-6826  
[scottwoodruff29@gmail.com](mailto:scottwoodruff29@gmail.com)

### **STREETS AND GARBAGE/RUBBISH**

Bill Detrick, Superintendent  
915 Sidney Street  
West Liberty, OH 43357  
937-465-0971  
[villagewl@outlook.com](mailto:villagewl@outlook.com)

### **FIRE DEPARTMENT**

Darin Leach, Chief  
201 N. Detroit, P.O. Box 191  
West Liberty, OH 43357  
937-465-3989  
[wlfireddept@gmail.com](mailto:wlfireddept@gmail.com)

### **POLICE DEPARTMENT**

Shane Oelker, Chief  
111 Runkle Street  
West Liberty, OH 43357  
937-465-2801  
[soelker@westlibertypolice.org](mailto:soelker@westlibertypolice.org)

**WATER AND SEWER DEPARTMENT**

Brad Hudson, Superintendent  
1050 Township Road 262  
West Liberty, OH 43357  
937-465-2179  
[b.hudson@mywestliberty.com](mailto:b.hudson@mywestliberty.com)

**SOLICITOR**

Christopher Moell  
201 N. Detroit Street  
West Liberty, OH 43357  
937-465-2716

**MAYOR**

Jill McKelvey  
201 N. Detroit Street  
West Liberty, OH 43357  
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[mayor.mckelvey@mywestliberty.com](mailto:mayor.mckelvey@mywestliberty.com)

**OFFICIAL ROSTER - WEST LIBERTY VILLAGE COUNCIL**

Jayne Griffith  
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Finance Committee

Jim Hoffman  
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Safety Committee

Joanna Hostetler  
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Street Committee and Tree City USA Commission for WL

Patty Kauffman  
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Finance Committee

Trent Spriggs  
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Street Committee and Parks & Recreation Committee

Jeanette Zerkle  
[j.zerkle@mywestliberty.com](mailto:j.zerkle@mywestliberty.com)  
Safety Committee

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