

RESIDENT'S GUIDE

So This is Shipoke!

We recognize that sometimes it helps to have a reminder of the local customs. At one time or another almost all of us have had to eat the cost of a parking ticket because we forgot to move the car on street cleaning day. Or we meekly return our still-full trash can to the back of the property, because we didn't get it out to the curb on the appropriate day.

This is a handy list of Shipoke customs and traditions, brought to you by your Shipoke Neighborhood Association (SNA).



We hope this is helpful. And if it's not enough help, we hope you won't hesitate to call a member of the SNA Board of Directors or email us at info@Shipoke.org.

One more thing: Please revisit this section periodically so that you can be advised of updates as they are made available.

With best wishes from your

Shipoke Neighborhood Association

Parking and Pedestrians

Visually Impaired Drivers

The presence of Premier Eye Clinic at the corner of South Front and Tuscarora Streets brings many patients into the Shipoke neighborhood during daylight hours. We all need to be aware that some of those patients are operating their own vehicles even though they are visually impaired. ***Please, use appropriate care when walking across a Shipoke street! Equally important, do not allow children to play in the street!***

Residential Parking Permits

Due to the limited availability of off-street parking, most curbside parking in Shipoke is restricted during certain weekday hours in order to discourage suburban commuters from monopolizing residential parking spaces. That is why you see Zoned Parking signs posted at curbside, warning that cars without permits will be ticketed during certain morning and afternoon hours. You can ***avoid becoming a victim of the City Parking Authority*** by obtaining a residential parking permit; all you have to do is go to the City Treasurer's Office* at the rear of the ground floor, on the left, in City Hall, 10 N. 2nd Street with evidence of your vehicle ownership and Shipoke residence in hand (plus \$15 -- unless you're over age 60, in which case it's free). You should ***affix the permit to the back of your rear-view mirror or to a file card on your dash***, so that it is visible to Parking Authority patrol officers.

Visitor Parking Permits

You may obtain a Visitor's permit for \$5 for houseguests, for a period of up to one month.

Contractor Parking Permits

The city will issue a permit for \$5 for any contractor who is working on your property. Parking Authority officials generally are forgiving, however, of well-marked contractor vehicles, and most of us have found it sufficient to place a "Contractor" sign on the dash of any unmarked contractor's vehicle.

Street Cleaning

Street cleaning schedules are posted at curbside, and violators are ticketed even if the vehicle displays a parking permit. The posted schedule applies year-round so that, in winter months, snow removal can take place.

General

Please exercise common sense and courtesy when parking. Don't ruin a parking place for another vehicle by leaving an excessive amount of space ahead of, or behind, your vehicle.

If there is more than one vehicle in your household, please recognize that your neighbors occasionally like to park at their own front door.

Make friends of your neighbors: Park one of your cars on a stretch of block where no home fronts the curb.

**The City Treasurer's office will accept tax and city utility bill payments as well.*



Pets

Clean up after your dog!

We're not just being "picky" here. There are three fundamental reasons why it's in *your* best interest to clean up after your pet:

1. City law requires that you curb your dog and pick up their waste.
2. It's the neighborly, decent and respectful thing to do, in a community where children and adults use the green spaces to run, play, and relax.
3. Failure to clean up after your dog contributes to the spread of *Parvovirus*, a contagious, frequently fatal-to-dogs intestinal disease, which is spread through dog-to-dog contact and by

the fecal matter of infected dogs. *Parvovirus* is difficult to combat because it is capable of surviving for many months under varying conditions and temperatures, and it can be transmitted from place to place on the hair and feet of infected dogs as well as on the clothing and shoes of people. If you love your dog, protect its health by bagging and properly disposing of its waste.

Noise Ordinance 3-343.10.

Owning or keeping any animal which, by frequent barking or noise-making, **causes a noise disturbance by making sounds continuously and/or incessantly for a period of ten minutes or by making noises intermittently for ½ hour or more** to the disturbance of any person at any time of the day or night, violates the City Noise Ordinance. Residents who are disturbed repeatedly by dog barking may register complaints via the non-emergency police number at 255-3131. Simply give the approximate address of where the barking is occurring. The police will investigate the owners. Multiple complaints over a period of time may result in fines or other police action.

Licenses

Dog Owners residing in the city for more than 60 days are required to license their dog.

Term	Before March 1	After March 1
One Year License	\$6.00	\$12.00
Three Year License	\$14.00	\$20.00
One Year Dangerous Dog* License	\$35.00	\$70.00

Applications can be mailed to:

City Government Center
Tax Enforcement Office, Suite 305-A
10 North Second Street
Harrisburg, PA 17101.

Walk-in customers may obtain tags in the Treasurer’s Office, Suite 103, or by calling (717) 255-6513 to obtain an application. The rabies tag number, along with the veterinarian’s name, must be furnished with the application.

Failure to comply may result in a fine of not less than \$50.00 for the first offense and not less than \$250.00 for the second or subsequent offense.

Be advised! The Animal Control Officer is not required to give any warning before imposing a penalty.

Street Lighting

The city is responsible for maintaining the large overhead streetlights. If one burns out near your home, contact the city's contractor at **1-800-382-1319** to request that a replacement bulb be installed. You will be asked to provide the pole number which is posted on the lamppost at (approximately) eye level (*example: 23963 S34433*) and/or provide the closest street address to the burned-out light.



Street Lamps

Certain blocks in Shipoke have decorative street lamps located at curbside. It is the responsibility of the homeowner to maintain the street lamp outside his/her door. Most homeowners rely on photocells, which are easily installed and which can be purchased for less than \$5 at most hardware or lighting stores. The advantage of such a unit is that it saves costs by allowing the light to burn only after dark. Another cost saving idea is to use a low wattage fluorescent bulb.

If you have a decorative lamppost outside your door, you are encouraged to keep it operational for both safety and Historic neighborhood enhancement reasons.

Trees

The trees you see at curbside and in our common green spaces are under the jurisdiction of the city's Bureau of Parks and Recreation. That agency welcomes the opportunity to work with residents in planning for the planting of trees and shrubs on city-owned property. Although city authorization, and a \$15 permit, are required to remove a curbside tree, the homeowner must bear the cost of that removal, as well as the cost of a replacement tree. Be aware that the city has veto power over any species that are to be planted on public property or at curbside. Certain species (Silver Maple is one) are no longer allowed to be planted on city property. A \$5 planting permit is required.

According to the 2003 City Council amendment to the Shade Tree Ordinance, the city will no longer provide free tree trimming services; thus, the maintenance and trimming of shade trees in front of homes is now the responsibility of the homeowner. Moreover, in the event a storm or other casualty fells a tree growing on the property of a homeowner so that the branches or stump obstruct the street, the homeowner is responsible for removal and clean up. Failure to do so will result in the city's removing the obstruction and assessing the homeowner with costs. ***Call the Bureau of Parks and Recreation at 255-3020 for more information, or to report a tree limb blocking stop signs.***

Other Important Numbers:

Potholes: 236-4802

Abandoned Vehicles: 255-6546 or 255-3128

Illegal Dumping in Progress: 255-3131 (*\$250 Reward* for information leading to the arrest and conviction of the person responsible)

Trash Collection

The City of Harrisburg collects trash in Shipoke on Thursday mornings. Trash may be placed at curbside *after 7 p.m.* Wednesday evenings.

Garbage

The city requires that all garbage be placed in covered containers, because plastic bags are not sufficient to deter rodents. Trash cans should not be placed out for collection more than 24 hours in advance or left out more than 24 hours after collection.

Recyclables

In an effort to promote recycling, the city supplies homeowners with blue bins for disposing of used food containers that are made of glass, plastic and metal. Please remove caps, labels, and lids and thoroughly rinse the containers before setting them out. Household recyclables are collected only at the front curb on the same day as trash is collected. Only blue bins are to be used for recyclable materials. Recyclables are not to be placed in plastic bags. Replacement bins cost \$5.00 and are available during normal business hours at the City Treasurer's office, Room 103 in the Dr. Martin Luther King Jr. City Government Center, 10 N. 2nd Street.

What to Recycle:

Acceptable items for recycling include: Food/Beverage Cans, Glass Bottles, Jars, and Plastic Bottles. Dry Newspaper and phone books should be tied together or placed in a brown paper bag.

Dauphin County sponsors a curbside household hazardous waste program for county residents. The program can be used once per year per household by calling 1-800-449-7587. You can properly dispose of your unwanted household hazardous waste items such as: Old Paints, Degreasers, Drain Cleaners, Car Care Products, Pool Chemicals, Pesticides, Batteries.

The Dauphin County Department of Solid Waste and Recycling also sponsors E-Waste Drop off Days where electronics, appliances, computers, fax machines, etc. can be recycled. For more information call (717) 780-6351.



Bulk Items

Do not abandon your old appliances or renovation debris out-of-doors. It is a violation of city codes to do so, and invites a hefty fine. If you see unsightly debris in the neighborhood, you can report the violation to the city Codes Department by calling 255-6480. You will be sent a one-page form to complete, and your privacy will be protected.

If your appliance dealer will not take your old appliance, you can hire a trash hauler to remove it or call the City for a bulk item collection at a \$15-\$20 fee. As an alternative, bulk items can be taken to the Harrisburg Steam Generating Facility, 1670 South 19th Street, on the second and third Sunday (8 a.m. to 4 p.m.) of each month, free of charge. You must bring proof of city residence, and separate burnable items from appliances and metal. Items not accepted include bricks, grass clippings, tree limbs with green leaves, dirt, batteries, animal carcasses, plaster, drywall, and yard waste. Call the City Sanitation Office at 236-5274 if you have any questions. Christmas Trees can be placed at the front curb on the same days that trash and recycling are collected during the month of January.

Safety – Floods and Fire

Shipoke is subject to periodic flooding because of its location within the floodplain of the Susquehanna River. Shipoke is also vulnerable to fire hazards due to the age of much of the housing and the close proximity of the housing and trees. As a result, Shipoke neighbors tend to keep an eye on the river, keep curbside storm drain grates free of debris, and use extra care with outdoor grills.

Floods

You can be assured that city officials share our concerns. They are vigilant about alerting us to the risks and probabilities of flooding, and in advising what precautions we should be taking. While we are fortunate to have a city administration that takes seriously the potential for flooding, we appreciate that the officials are not alarmists. Therefore, when city officials begin leaving alerts at your door, take them seriously; read them, and follow instructions.

Be aware that it's prudent to avoid storing anything of value in your basement. It's also smart to develop a plan; prioritizing what valuables you will begin to move to higher levels in your home in anticipation of flooding. You are well advised to keep a battery-operated radio on hand (with a supply of fresh batteries), and to maintain a supply of bottled drinking water.

Before you evacuate, be sure to turn off your electric power at the box, as well as gas and water lines. When you leave, pack what you can into your vehicle and move it out of the neighborhood. One option is to park it, securely locked, on an upper level of one of the municipal parking garages.



Flood stage for the Harrisburg section of the Susquehanna River is officially listed as 17 feet. Shipoke does not begin to take water, however, until the river level approaches 19 feet, and our first water usually comes not from the river, but from Paxton Creek, which runs east and south of Shipoke. Be aware that when Shipoke does flood, the water generally appears first at the intersection of Race and Tuscarora Streets, coming up through the street storm drain. As the water level rises, the water works its way north and south on Race, and west on Tuscarora.

After floodwaters have receded and residents are permitted to return to their homes, follow the city's advisories, particularly as they relate to the timing of basement pump-outs, so as to avoid the collapse of your foundation walls. Coordination with your neighbors is advisable.

Fire

When fire breaks out in Shipoke, city firefighters respond quickly and vigorously. When Conoy Street's Pancake Row caught fire in the middle of the 1996 flood, city firefighters fought valiantly--and successfully--to prevent the fire's spread throughout the entire Shipoke community. The dependability, dedication and vigilance of the city's emergency responders, however, are no reason for any of us to let down our guard. In the winter, please help keep the fire hydrant closest to your home clear and free of snow build-up; and please, never encourage your guests to park in front of a hydrant, any time of year.

Safety – General

Anything you can do to slow down burglars, or to force them to make noise that will attract attention to them as they are committing a crime is a deterrent to their plans. Here are some things to consider:

- In the summer many of us are looking for additional ventilation and cooling. If you have windows open to provide this cooling, you may want to install nails or screws in the window tracks so that windows that are open cannot be raised more than four to six inches.
- Windows which are not used for ventilation but are at ground level, or are accessible from a fire escape or a lower level roof, should have nails or screws inserted in the window tracks to prevent their being forced open. The normal double-hung window and sash-lock provide very little protection from forced-entry. ***However, if any of these windows are a means of exit in your home fire escape plan, you should make sure your plan includes a way of quickly opening them (break them out) in case of a fire.***
- Keep bicycles and other portable outdoor summer equipment in secure areas. Be sure to chain and lock ladders to prevent access to upper floors.
- If you do not have a secure area in which to store portable items or if you have outdoor furniture such as benches or chairs, attach them to an "immovable object" with a chain or cable that will resist readily-available cutting tools (see your hardware dealer for advice).
- Check your property to determine if the flowers, bushes, trees or shrubbery around it may provide a covering screen for someone who is attempting to enter your home illegally; if so, you may want to trim or remove those plantings.

Government Services	
Abandoned Vehicles	255-6546
Aging/County Department	255-2790
Animal Control	255-3131
Bldg/Housing Development	255-6428
Children & Youth (County)	255-2870
City Clerk	255-3060
Codes (Dave Patton)	255-6552
Crisis Intervention	232-7511
Engineer	255-3091
Fair Housing Council	238-9540
Fire Bureau (non-emergency)	255-6464
Harrisburg Police (non-emergency)	255-3131
Police Community Relations	255-3018
Human Relations Commission	255-3038
Incinerator	236-5361
Operations/Revenue	255-6514
Parking Enforcement	255-3141
Parks/Recreation	255-3020
Sanitation Bureau	236-5274

- If you have movable planters of flowers or shrubbery outside, make them as heavy as you can.

As always, if you see activity in the neighborhood that *"just doesn't seem right,"* call the police. If what you see strikes you as being **a threat to someone's safety or property requiring immediate intervention, dial 911.** If what you see strikes you as being something that is **not** an immediate threat to someone's safety or property, but which should be called to the attention of the Harrisburg City Police Department, dial 255-3131.

The Election Process

If you have not already done so, please consider stopping in at the Dauphin County Elections Bureau at 112 Market Street, Harrisburg to register to vote. That office is located in the Veterans' Administration Building, across the street from the Dauphin County Courthouse.

You only need to register one time; your registration will remain valid for your lifetime, so long as you vote at least once every two years. You may register up to 30 days prior to each election. For more specific information, you can call the **Dauphin County Election Bureau at 255-2793.**

On Election Day, Shipoke residents cast their ballots at the First Ward, First Precinct polling place in the motel at the corner of Race and South Front Streets. The polling place is open from 7 a.m. to 8 p.m. on Election Day. Our local Judge of Elections is Front Street neighbor Mike Snyder.

Harrisburg City Government

Linda D. Thompson, Mayor

King City Government Center
10 North Second Street
Harrisburg, PA 17101

Business Hours are 8:30 a.m. to 5 p.m. weekdays

Mayor's Office: 255-3040

City Council Office: 255-3060

City Council

Eugenia Smith

Patty Kim

Gloria Martin-Roberts

Brad Koplinski

Susan Brown-Wilson

Wanda D. Williams

Kelly Summerford

City Council Meetings: 6 p.m. Tuesdays

(The first and third Tuesdays of each month are work sessions; the second and fourth Tuesdays are legislative sessions.) **Go to www.harrisburgpa.gov for more**

information

Historic District Codes Enforcement Assistance: A service being offered our residents by the Shipoke Neighborhood Association are the designation of a neighbor who is willing to act as Codes Enforcement intervener. If you see a condition that may rise to the level of a Code violation, **call Dudley Smith at 238-3313 for assistance.**

A 91-page guide to what is and is not allowed relative to building changes in a historic district can be found at the following computer site: http://www.harrisburgpa.gov/Downloads/DBHD/Historic_District_Guide.pdf

What it Means to Live in a Historic District

Protecting and Preserving our Heritage

When you move into or invest in real estate situated in a Historic District, you do so with the understanding that certain limitations accompany the transaction. While property owners generally are free to make interior home improvements at will, the same may not be true of the exterior of property located within a Historic District.

Shipoke is arguably Harrisburg's most famous historic neighborhood. It has been officially designated a Historic District by *both* the City of Harrisburg and the federal government. As such, Shipoke is listed on the National Register of Historic Places, deemed to be worthy of preservation for its significance in American history and architecture. Preservation is assured through the oversight of the Historic Architectural Review Board (HARB).

The HARB was created by law to help protect the historic character of Shipoke (and the city's other Historic Districts) by considering the effects of proposed changes to buildings within the District, and by offering comment to city government officials on the appropriateness of proposed changes. Harrisburg City Council has the final say on HARB applications.

Essentially, the HARB reviews any proposed exterior changes which can be seen from a public right-of-way, including additions, new construction, alterations, renovations, major repairs, window replacement, material replacement, and the erection of signs and awnings, within the Historic District. Any property owner planning to alter or restore the exterior of their property should submit appropriate applications to the Bureau of Codes, 2nd Floor, City Hall, or by calling 255-6428.

Help is available from the Historic Harrisburg Association (HHA). If you are considering exterior renovations, you might want to start by requesting a copy of the HHA's ***Old House***

Resource Directory. You can reach the HHA's office, located at 223 N. Front St, Harrisburg, by calling 233-4646 or at www.historicharrisburg.com.

Buildings that are visibly deteriorating as the result of neglect on the part of an absentee landlord should be reported to the city Codes Enforcement Office by calling 255-6480. Or, contact one of our neighborhood volunteers for guidance and assistance: Dudley Smith at 238-3313.

Welcoming the "Tourists"

It is clear to many non-residents of the neighborhood that Shipoke offers history, serenity, beautiful gardens, parks, and river views. Indeed, history is Shipoke's hallmark; it was the city's first National Register historic district. Many of our old homes have been extensively renovated, and modern townhouses mix nicely today with the older homes.



As a result, it is not uncommon, particularly in mild weather, to see visitors strolling our sidewalks and admiring our river view, our parks, or our homes. From time to time Shipoke architecture is the focus of a college art appreciation class, or a guided historical tour, when we see people grouped around an instructor or guide who is explaining the architectural significance of what they are seeing.

Following the devastation of Hurricane Agnes in June 1972, and the extensive restoration work that came after, the Historic Harrisburg Association organized its first annual Candlelight House Tour, in Shipoke, in December 1973. Since that inaugural event, Shipoke residences have been showcased at regular intervals by nonprofit organizations for House Tours, and Home and Garden Tours as well.

We hope all residents of Shipoke will feel proud of the neighborhood, and treat visitors with patience, courtesy and respect.