



# **Snow & Ice Control Policies & Procedures**

Draper City Public Works  
Revised October 2014

## **I. INTRODUCTION**

### **PURPOSE**

The purpose of this manual is to establish an acceptable policy and operational procedure for snow and ice control on public streets under the jurisdiction of Draper City. This policy provides a uniform understanding of the priorities and procedures to be used to combat the accumulation of snow and ice on City streets.

### **OBJECTIVE**

The objective is to provide adequate traction for vehicles properly equipped for winter driving conditions. Priority is given to streets which carry the largest traffic volume. Limited resources preclude service on lower priority streets, until higher priority streets have been completed. It can be expected that during storms of high intensity or long duration, drivers on lower priority streets will encounter snow-packed or icy conditions. Snow and ice control operations will continue until all streets have clear pavement, or plowing and salting is no longer effective. For questions regarding snow removal or other street related issues, please contact Draper City Public Works Department at (801) 576-6557.

## **II. POLICIES**

### **RESPONSIBILITY**

The responsibility for implementing the snow and ice control policy lies with the Streets Manager or his designee during off hours. The Public Works Director will authorize the use of additional resources, when conditions warrant.

### **TRAINING**

Prior to the start of the snow season, the Streets Division will conduct training for all personnel that will be involved in snow control activities. The training will consist of classroom training and hands-on equipment training, including the operation of salters, snowplows, and front-end loaders. A “dry run” will be conducted for inexperienced drivers, which will consist of driving the routes to familiarize the drivers with any obstructions they may encounter.

## **WEATHER MONITORING**

The Streets Manager will use the National Weather Service daily forecast to monitor weather conditions, and will be responsible for placing snowplow crews on “on-call status”.

## **COMMENCEMENT OF OPERATIONS**

Whenever there is a danger of icy or snowy conditions on City roadways, the Streets Division will monitor conditions. After regular working hours, the Police Department also reports weather conditions to the Streets Division. Following a snow storm of 2” accumulation or greater, or in icy conditions, the Streets manager, or his designee during off hours, will authorize commencement of plowing and/or salting operations.

## **PRIORITIES**

A limited amount of resources and the need to provide the greatest safety and benefit to the traveling public, in the most efficient manner, necessitate that priority be given to certain streets above others. Streets with higher intensity use have a higher priority for snow removal service. Streets, which require proportionally more time for snow removal, have the lowest priority.

- PRIORITY ONE:*** These are arterial and major collector streets.
- PRIORITY TWO:*** These are generally minor subdivision collector streets and residential through streets.
- PRIORITY THREE:*** These are cul-de-sacs and other dead-end streets
- NO PRIORITY:*** Private lanes and private streets are not plowed by Draper City

## **CONTINUATION AND COMPLETION**

Although no snow event is exactly the same, as a rule of thumb, it usually takes 24 hours **AFTER** the snow stops falling to plow and salt all priority one streets. Priority two streets generally take 48 hours to plow, assuming no interruptions to move back to priority one streets. Priority three streets may be plowed within 72 hours after the snow stops.

During major storms, traffic on low priority streets usually causes the snow to become packed or icy, before it can be plowed. In these cases, it may take days to remove the packed snow and ice from low-priority streets. When snow has become compacted on low priority streets and plowing is ineffective, salting and plowing operations may discontinue until regular working hours.

## **SALTING**

Salting is usually done in conjunction with plowing, and has a similar priority system. Salting alone will be done when roads are icy, or plowing is ineffective on snow-packed roads. The priority system for salting operations is as follows:

1. Arterial and major collector streets
2. Minor subdivision collector streets and residential through streets (including perimeter streets around public and private schools during weekdays).
3. Areas where traction problems are causing hazardous driving conditions, such as hills, curves, stop signs, etc.

Once operations have begun, salting will continue until the selected streets have traction restored. Depending on the weather conditions, arterial and collector streets may receive multiple applications, along with other hazardous intersections or street inclines. Due to limited salt storage and delivery capacities, when more snow is predicted, salting may be halted on low priority streets to conserve salt for higher priority streets.

## **MATERIALS**

For salting operations, straight salt will be used in different amounts, depending on pavement temperature, air temperature and the amount of precipitation.

## **SALT STORAGE**

The salt storage dome at the Draper City Public Works Facility has a capacity of approximately 2,000 tons. Salting operations to meet the demands of a major storm, could consume this entire volume. Orders for salt delivery are regularly made to keep the storage facility full. The objective is to maintain the minimum amount of salt on hand at 1,000 tons.

## **CUL-DE-SACS**

In an effort to become more efficient, crews will, when feasible, use the following standard in plowing snow in cul-de-sacs:

1. One full pass will be made around the perimeter of the cul-de-sac with a snowplow, pushing the snow to the outside of the cul-de-sac and salting the center.
2. As time allows after a heavy storm, the snow will be plowed out of the center of the cul-de-sac and dispersed to the sides of the street.

## **LOADING AND HAULING OF SNOW**

Hauling of snow will only be done when there are no other alternatives to keep streets open or to maintain access to adjacent properties, or under other special circumstances.

## **SOLID WASTE COLLECTION**

Snow removal affects many City services, but none more than the collection of solid waste. For this reason, it is necessary to include in this policy, procedures for coordinating solid waste collection services with snow removal plans.

Solid waste collection is normally unaffected by minor snow events. As accumulations of snow increase, storage of snow on curbs and shoulders may restrict or eliminate areas where garbage containers are normally placed. It may become unsafe, ineffective, or detrimental to snow removal efforts, to continue regularly scheduled collection of solid waste. For major snow events and emergencies, the Solid Waste Manager will coordinate continuing solid waste collection services with the Streets Manager. Solid waste collection may be suspended or postponed, with the approval of the Public Works Director.

## **PUBLIC RELATIONS**

Providing information to the public is a vital part of snow removal services. Residents need to know how they can help facilitate snow removal, and what to expect in terms of a response to winter storms. Messages sent to the public can range from simple requests to remove parked vehicles from the street, to notification of street closures, or other severe conditions.

Prior to the snow season, each year, information will be distributed through the City's newsletter, or other general circulation, regarding parking restrictions, sidewalk snow removal requirements, prohibitions against throwing or blowing snow on the City streets, and snow removal priorities.

During storms, the Public Works Department will be staffed appropriately to take requests for service, according to storm intensity.

Mass media, and reverse-911 calling capabilities, through the Valley Emergency Communications Center (VECC), will be utilized to request compliance with the snow removal ordinances, or to notify the public when extreme weather conditions force the suspension of solid waste collection, or street closures.

## **DISPATCHING COMPLAINTS**

Since snowplow operators are already trained to follow priorities set in the policies and procedures, it would be detrimental to the whole to respond to the individual complainants, before letting the operators respond in accordance with the Snow Removal Policy. Telephone operators will log requests for service, and periodically forward these logs to snow plow operators for review and action.

The Streets Manager will need to be notified immediately of hazardous icy conditions or new snow accumulation on priority one streets, roadways blocked by drifting snow, or other emergency conditions.

Claims from residents for property damage caused by snowplows, should be reported to the Public Works Department.

### III. PUBLIC INFORMATION

#### ON-STREET PARKING

It is dangerous and difficult to plow streets clogged with parked vehicles. Some streets, especially cul-de-sacs may not be plowed if plows cannot safely drive down them. The most helpful thing residents can do to facilitate snow removal is to park their cars off the street, and encourage others to do the same.

In order to facilitate snow removal and allow room for the snow plow crews to do their work, residents are not allowed to park a vehicle or trailer on the street from November 15 through April 15, between the hours of 1:00 am and 6:00 am (Draper City Municipal Code Section 14-5-010). The Police Department may issue a parking citation, and / or have vehicles that are parked on the street impounded (towed), especially during or shortly after a snow storm. To report parking / traffic violations in your neighborhood, please contact Draper City Police Department at (801) 840-4000.

#### SNOW BLOWING

Blowing, throwing or pushing snow from driveways and walks into the street creates additional work for snowplow operators, and may create a traffic hazard. Some businesses and residents have pushed large piles of snow into the street, hoping it would melt quickly. The snow pile is a hazard itself, but the ice created when the melting snow refreezes can create an even more dangerous situation. Throw snow onto landscaped areas in the yard or parking lot (Draper City Municipal Code Section 7-13-030).

#### CUL-DE-SACS

It takes considerably longer to clear snow from cul-de-sacs than other “uninterrupted” stretches of City streets. Because of the high cost-to-benefit ratio, cul-de-sacs and dead end streets have the lowest priority. Cul-de-sacs will be cleared, but it will likely be several days after a major storm ends.

#### SIDEWALKS

Snowplows will try to avoid placing snow on sidewalks, but in some instances, this is impossible. The adjacent property owner is responsible to keep sidewalks clear (Draper City Municipal Code Section 7-13-030). For snow removal problems regarding sidewalks, call the Draper City Code Enforcement Division at (801) 576-6539.

#### RESIDENTIAL DRIVEWAYS

One of the most frequent concerns in the removal of snow from public streets is snow being deposited in residential driveways during plowing operations. As plows travel along streets, the snow accumulated on the plow blade has no place to go but on the adjacent street boulevards and in driveways. The more snow that has fallen, the greater the problem will be.

One way residents can help is to pile snow they have shoveled **on the left side of the driveway as facing their home**, in lieu of placing it on both sides at the end of the driveway. Doing this will help snowplow drivers avoid carrying piles from the “upstream” side back across driveways.

## **MAIL DELIVERY**

City snow operators make every effort to remove snow as close to the curb as practical and to provide access to mailboxes for postal carriers. However, it is not always possible to provide ideal conditions and not damage mailboxes with the size and type of equipment the City operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident.

## **PROPERTY DAMAGE CLAIMS**

Snowplowing and ice control operations can result in property damage, particularly during blizzard conditions or during night-time snow plowing. Incidents involving contact between City equipment and private property typically occur within the public street right-of-way, which commonly extends beyond the adjoining sidewalk. The intent of the right-of-way is to provide for snow storage, utilities, sidewalks, and other City uses.

Homeowners are permitted to place some improvements, such as mailboxes, within the right-of-way. In the event of damage to private property during snow removal efforts, the property owner shall contact the Public Works Department by calling (801) 576-6557. The damage will then be investigated to determine if any damage is the responsibility of the City. The City accepts responsibility for mailboxes, if the damage is caused by impact with a plow blade or other piece of equipment. Mailboxes should be constructed solidly enough to withstand the force of snow rolling off a plow. Lawns and sprinklers that are physically damaged by City plows will also be repaired.