

# City of Driggs

## Teton County, Idaho



### **CITY OF DRIGGS SNOW & ICE REMOVAL**

**Adopted 01/06/2016**

**Policy, and Procedures for use by City Representatives in administering Snow and Ice removal, and related matters.**

**Purpose:** While the winter season is a wonderful time of year, winter snow maintenance can prove expensive and dangerous. In order to control costs to the taxpayers of the City, a written policy must be established. This policy will guide personnel of Public Works concerned with applying traction material, deicing, plowing, and snow removal efforts. It not only gives snow removal crews a set of guidelines to follow, but also informs the general public of the procedures being followed so they may have a better understanding of the City's snow removal efforts.

This document is the official policy for snow removal for the City of Driggs. All existing ordinances regarding snow removal from sidewalks, and parking regulations for snow emergencies remain in effect, and are considered a necessary part of the overall snow removal plan.

The City of Driggs will strive to maintain safe conditions for travelers observing winter driving conditions. However, this is not an absolute "bare pavement" policy. It must be recognized that, although this policy sets general guidelines to be followed, each storm has its own character with variable conditions such as wind, extreme temperatures, timing, duration, and moisture content. The policy must remain flexible and take into consideration these variables.

The Public Works Department would like to remind residents again that it is unlawful for any person to park on any public right-of-way (City, County, and State within the City of Driggs) between the hours 12:00 a.m. (midnight) and 6:00 a.m. between November 15 and April 1 of each year. You will be ticketed and towed at your expense.

The City is not responsible for damage to private property (cars, trash cans, etc.) or private improvements (grassy areas, irrigation systems, fences, shrubs, steps, etc.) that fall within the public street right of way.

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## **I. DETERMINATION OF NEED FOR SNOW & ICE CONTROL PROCEDURES**

The on-call employee shall generally keep themselves apprised of changing weather conditions. However, the Department of Public Works relies heavily on the observations of Sheriff's Department personnel, citizen reports, local media and various Internet weather sites to alert them to road conditions any time of the day. The implementation of the policy shall be dictated by actual road conditions. Three (3) inches or more accumulation will generally prompt plowing procedures to start.

The responsibility for ordering out personnel and equipment for winter operations shall primarily be with the on-call employee. During off duty hours, the on-call employee and the Sheriff's Department shall keep watch.

## **II. SNOW & ICE CONTROL PROCEDURES**

Deployment for ice control or snow plowing will commence at the direction of the on-call employee. Services shall be provided in accordance with the following procedures.

### **ICE CONTROL**

Ice control will commence, when, in the opinion of the on-call employee, an unsafe condition for travel exists. Deicing operations can vary greatly, depending on whether there is a need for citywide coverage, or if the slippery areas are isolated. The Public Works Department and Sheriff's Department will maintain contact to assure that priority locations are done in a timely manner. Attention is given to City streets according to the designated priorities as follows:

- **1st Priority** Heaviest traveled sections of road (including most primary routes) and dangerous spots, such as sharp curves with significant traffic levels, busy intersections, emergency services, and school bus routes.
- **2nd Priority** Lighter traveled sections of road, including routes traveled by commuters.
- **3rd Priority** City owned parking lots
- **4<sup>th</sup> Priority** Sidewalks used for school access and downtown core access.
- **5<sup>th</sup> Priority** Outlying pathways, sidewalks, and other areas not included above.

When icy conditions occur in the City, hazardous situations will present themselves in numerous locations at the same time. It must be realized that traction material crew cannot be in all places at all times, and the affect of traction material is not immediate. The City uses salt mixed with 3/8" minus lava rock dust by spreader application for most deicing operations. At very low temperatures, salt/abrasives may be used. For icy or packed snow conditions, we may use a salt/abrasive mixture to provide traction. These mixtures will be used at intersections where start/stop movements are frequent.

## **SNOW PLOWING**

Snowplowing during non-business hours will commence when, in the opinion of the on-call employee, sufficient snow exists to be a hazard to traffic. Snow events with accumulations of three (3) inches or more will prompt the on-call employee to prepare for City-wide plowing operations to include all streets, alleys, and municipal parking lots. During lesser snow events, city staff will plow streets as time permits to reduce the buildup of snow that results in deep ruts and spring slush events. Staff will also scrape streets during warm up events when warranted. Attention is given to City streets according to the designated priorities as follows:

- **1st Priority** Heaviest traveled sections of road (including most primary routes) and dangerous spots, such as sharp curves with significant traffic levels, busy intersections, emergency services, and school bus routes.
- **2nd Priority** Lighter traveled sections of road, including routes traveled by commuters.
- **3rd Priority** is to clear City owned parking lots
- **4<sup>th</sup> Priority** is to clear sidewalks used for school access and downtown core access.

Where specific safety concerns exist, a street may be advanced to a higher priority for plowing. For operating efficiency some lower priority streets may be done when equipment is in the area rather than doubling back at a later time. This will vary by storm severity.

Plows must make two to four passes down a street to clear it curb to curb or to edge of asphalt. The City tries to do this at one time so residents can clear their driveways and sidewalks. It is best to wait, if possible, until we've finished plowing before shoveling out your driveway approach.

Parked and abandoned vehicles present obstacles to plows attempting to get as close to the curb as possible. We do not regularly return to plow snow where vehicles had previously been parked.

The Public Works Department would like to remind residents again that it is unlawful for any person to park on any public right-of-way (City, County, and State within the City of Driggs) between the hours 12:00 a.m. (midnight) and 6:00 a.m. between November 15 and April 1 of each year. You will be ticketed and towed at your expense.

**When heavy snows are occurring during peak travel times, main streets (arterials) will be continually patrolled. Secondary streets (collectors) will be patrolled as frequently as possible. Low volume residential streets (locals) may not be plowed until storm abates.**

### **III. SIDEWALKS/PATHWAYS**

- The City of Driggs provides sidewalk/pathway snow plowing as a courtesy to the business areas and school routes. The removal of snow and ice is still the responsibility of the property owners.
- It is the responsibility of the property owner to provide access to properties thru snow and ice.
- The City will not provide or distribute any snow/ice melt salts or chemicals on sidewalks or pathways. The placement of snow/ice melt is the responsibility of the property owner.
- If signs or other obstructions are blocking the sidewalk on Main Street properties they will be bypassed. We do not move signs or anything left on the sidewalks.
- Snow is to be plowed when new accumulation is 3” or more on the sidewalks and pathways.
- Keep snow removed from crosswalk approaches on Main Street and Little Avenue.
- The downtown area from Main Street from Wallace to Short, West Little from Main Street to Huntsman pathway will have two “2” passes made during a regular plowing route.
- If snow storm accumulation is increasing, public works will make one (1) pass thru Little Avenue and Main Street sidewalks then return after the storm is over.
- Locations the plow or bobcat blower cannot fit or navigate thru safely will not be cleared by city public works.
- If school is not in session we will only clear high priority sidewalks.

### **IV. OPERATIONAL NOTES**

#### **SEASONAL PARKING REGULATIONS**

##### **(A) Definitions**

- (1) Seasonal Parking: November 15 to April 1, vehicles shall not be parked in the city right of way between the hours of 12 a.m. (midnight) and 6:00 o’clock a.m. This shall not be interpreted to allow on-street parking in areas where parking is otherwise restricted by Ordinance 218, 271-07 or any other provision of this Municipal Code or State Statute.
- (2) Traction Material: 3/8” minus lava rock dust, salt, and/or liquid de-icer.

#### **SNOW REMOVAL**

##### **(1) Sidewalks/Pathways**

The City will remove snow from the following sidewalks and pathways, in order of priority.

##### **A) Sidewalks:**

- Main Street, downtown core from Short Street to Wallace Avenue (8’ wide plow zone)
- Little Avenue, 5<sup>th</sup> Street, and Ross Avenue. (5’ wide plow zone)
- Main Street outside the core from Wallace to Ross. (5’ wide plow zone)

##### **B) Pathways:**

- Short Street to Ross Avenue. (8’ wide plow zone)
- Ross Avenue to Valley Center. (8’ wide plow zone)
- 750 South Hwy 33 to 5<sup>th</sup>. (8’ wide plow zone)

- Short Street to Creekside Meadows. (8' wide plow zone)

(2) Deposit on streets, sidewalks, pathways, and/or near Fire Hydrants is prohibited.

- (A) No person shall throw, or put, or cause to be thrown or put, any snow or ice onto any fire hydrant, or cause to be blocked or covered or interfere with the use of fire hydrants.
- (B) No owner of real property within the City shall remove or cause or allow to be removed any snow or ice from private property including but not limited to driveway, parking lot, parking area, business property, or other area onto any public right-of-way or public property. No owner of real property within the City shall remove or cause or allow to be removed any snow or ice from a sidewalk or driveway apron onto any alley or public street. Idaho Statute § 18-3907.
- (C) Snow removed from public sidewalks and pathways shall not be stored in any manner which will unreasonably obstruct or limit vehicular or pedestrian vision, movement, or access.

## **V. PRIVATE DRIVES AND PARKING LOTS**

No private driveways or parking lots will be plowed by public works crews. Some snow and ice may be deposited in private driveways by normal plowing operations. The Public Works Department shall not and will not be responsible for snow berms left in driveways, approaches and around mailboxes due to plowing actions. Slush berms caused by spring warmer temperatures, may be occasionally removed by city crews during especially heavy events, if time permits.

## **VI. DAMAGED MAILBOXES**

The Public Works Department has experienced some problems during snow plowing with the incorrect placement of mailboxes. The U.S. Postal Service has requirements for mailbox placement and the Department of Public Works has requirements that must be adhered to in order for the snow plow operators to clear snow from the curb line and edge of roadways.

The face of the mailbox may not extend past the back of the curb and no further away than (1) foot behind the curb. The mailbox height should be 42” inches from the top of the curb to the bottom of the mailbox. In areas where there is no curb, the height of the mailbox should be 48”inches from the top of the ground to the bottom of the mailbox and a minimum of (1) foot behind the edge of asphalt.

It should be remembered that weather, frost, and age will affect the placement of a mailbox and annual maintenance by the resident is recommended. If a plow truck damages a mailbox due to the force of the snow rolling off the plow, the mailbox will not be repaired or replaced by the City of Driggs. If the mailbox extends past the back of the curb or edge of asphalt and is damaged by a City plow truck, the city accepts no liability for damage. If a mailbox is damaged due to operator error, the operator will notify the Public Works Director of the location and the amount of damage. The Department of Public Works may choose to replace the damaged mailbox with a standard mailbox approved by the U.S. Postal Service.

## **VII. COMPLAINTS**

Complaints regarding snow or ice removal operations should be directed to the Public Works Director during normal working hours of 8:30 a.m. to 5:00 p.m. Monday - Thursday and Friday 8:30 a.m. to 1:00 p.m. The phone number is 354-2362 ext 8. The Public Works Director will review the location and nature of the complaint, and make an appropriate response.

For after hour’s emergencies call 911 or the City of Driggs on-call number at (208) 201-8117

## **VIII. CITIZENS CAN HELP**

Winter maintenance is expensive, dangerous and time consuming. There are several ways the public can help make the Cities job more cost effective and safe:

- If there is a snow fall and residents have a vehicle parked on the roadway, please move it immediately. If residents do not move it, the vehicle will most likely be bermed in, ticketed, or towed. It will be at the resident's expense to recover the vehicle.
- Any snow plowing obstructions such as rocks, fences or planters within the roadway right-of-way should be removed for the winter. Not only can they be destroyed by snow removal operations, they can do substantial damage to snow plows. Owners of such obstructions are at risk should the Cities equipment be unnecessarily damaged.
- Snow from residents' property should not be stacked over inlet and outlet ends of drainage pipes, ditches, and storm drainage basins. Rapid warming cycles in winter could result in overloaded drainages being unable to drain and local flooding could occur.
- Mailboxes are occasionally damaged during snow removal operations. Damage due to rotting posts or snow being thrown from a plow will be the responsibility of the property owner/resident.
- Snow removal operations require the use of large, heavy, noisy equipment to be used during periods of darkness usually accompanied by limited visibility caused by falling snow. City of Driggs operators are carefully trained and safety is stressed at all times. Snowplows can slide on ice and snow too, so it is very important to keep a safe distance between your car and the snow plow.
- Children love to watch snow removal operations - the large equipment, noise, lights and activity can be very exciting. Although operators are glad to have people watch, everyone should be cautioned to stay a safe distance away. The concentration required for efficient snow removal, combined with the noise and types of equipment used, means the operators may not always be able to see small children close by and accidents could result.
- Please encourage children **NOT** to build tunnels, forts or play in snow berms close to the road.
- Residents who remove snow from their driveways or sidewalks are reminded that **State law prohibits placing snow or ice on any public road, sidewalks, pathways, in a manner that impedes vehicle or pedestrian traffic or makes it unsafe.**

If you have questions, please call the City of Driggs main office Monday through Thursday, 8:30 a.m. to 5:00 p.m. and Friday 8:30 a.m. to 1:00p.m.at 354-2362 ext 8.