



### **Snow Removal Policy**

The City of Sandpoint has adopted this snow removal policy to serve as a guide for city operations and to inform roadway users of the process by which snow removal situations will be addressed. Our goal is to have all city roadways passable within a reasonable amount of time after a snowfall.

### **When Snow Plows Will Be Dispatched**

If snowfall accumulates during regular working hours, plows may be dispatched at that time. If snowfall accumulates during the night or early morning hours, plows will be dispatched at an early morning hour. Weekend plowing will be handled in a similar fashion.

Exception: Snow plows normally stay off emergency snow routes during peak traffic hours to avoid congestion and visibility problems.

### **The Snow Plow Routes and Parking Along Those Routes**

**Emergency Snow Routes:** A system of Emergency Snow Routes has been established to assure access to critical facilities, emergency services and highways. Upon an accumulation of two (2) to four (4) inches of snow, at the discretion of the Public Works Director or Streets Supervisor, snow plows will plow the snow from the center of the roadway to the curb line or roadway shoulder where it will be stored. See Attached Map.

**Commercial Access Routes:** Upon an accumulation of two (2) to four (4) inches of snow, at the discretion of the Public Works Director or Streets Supervisor, snow plows will plow the snow from the center of the roadway to the curb line or roadway shoulder where it will be stored. See Attached Map.

### **Downtown Business Sector**

**Parking is prohibited in the downtown Business Sector from 2-6 AM Nov 1<sup>st</sup> thru Mar 1<sup>st</sup>, unless posted differently.**

Upon an accumulation of two (2) to four (4) inches of snow, at the discretion of the Public Works Director or Streets Supervisor, snow plows will plow the snow from the curb line to the center of the

roadway from where it will be removed and hauled away. Normally the plowing and removal will occur simultaneously. However, certain conditions may cause the piled snow to remain for a period of time. After the snow has been plowed from the curb line, depositing snow from sidewalks onto the roadway is prohibited. Depositing snow from parking areas and alleyways onto the street is prohibited at all times. See Attached Map.

**Residential Streets:** Upon an accumulation of two (2) to four (4) inches of snow, at the discretion of the Public Works Director or Streets Supervisor, snow plows will plow residential streets. (Residential streets are defined as all roadways not classified as emergency snow routes, downtown business sector or commercial access routes.) They will plow to each curb line.

All parked vehicles on the streets must be cleaned of snow for visibility within 24 hours of any storm. Any snow berm around a vehicle must be cleaned up within 24 hours or the vehicle will need to be moved to an alternate location so that City plows can move the snow to the curb line during the next plowing activity. Vehicles left on streets during parking prohibitions are subject to removal (towing) by the Sandpoint Police Department.

### **The Use of Anti-Icing and Traction Agents**

At the discretion of the Public Works Director or Streets Supervisor crushed rock (anti-skid) materials will be applied at intersections and chemical anti-icing agent will be used on selected roadways to control the formation of ice.

### **Personal Property and City Responsibility**

#### **Mailboxes and Fences**

Mailboxes damaged during snow removal will be evaluated on a case by case basis. Only those mail boxes that were properly located and installed in accordance with City of Sandpoint and United States Postal Service standards, and which were damaged by actual contact with City equipment, will be considered for repair at city expense.

Fences in the right of way may be damaged by snow operations. The City is not responsible for damage to fences and landscaping that are located within the street right of way.

#### **Depositing snow on public roadways**

City residents are reminded that it is unlawful to deposit snow upon public roadways. Piles of snow left on or near the roadway can freeze into a solid mass, creating a hazardous situation for vehicles and snowplows. Collisions and damages caused by snow piles placed in the roadway may result in liability to the property owner.

#### **Assistance to stranded motorists**

City personnel may assist stranded motorists by contacting law enforcement or emergency personnel. City employees will not attempt to remove vehicles from ditches, snow banks or any other impediment.

## **Driveways**

City graders are equipped with snow gates to reduce the amount of snow plowed to the curb line at driveways. Removal of the accumulation of a snow berm created by the City snow plow operations at private driveway entrances is the responsibility of the individual homeowner or property owner.

## **Sidewalks and Pathways**

It is the responsibility of the adjacent property owner to maintain the sidewalk in front of their home or business and keep the sidewalk clear of snow and ice.

Upon an accumulation of two (2) to four (4) inches of snow, at the discretion of the Public Works Director or Streets Supervisor, the Streets Department will provide snow removal operations for approved pathways along the City streets. See Attached Map.

## **Emergency Snow Declaration**

**Declaration of Snow Emergency:** Whenever in their opinion the conditions exist making it necessary to declare a Snow Emergency, the City Administrator or Public Works Director is authorized to declare a Snow Emergency. Such emergency shall continue for a period of forty-eight (48) hours from the time it is announced or until such earlier time as snow plowing operations have been declared completed.

During a Snow Emergency, vehicles on residential streets shall be parked on the even or odd numbered addressed side of the street, relative to the calendar date. On even calendar days, park on the even side of the street until 5:00 p.m. On Odd calendar days, park on the odd side of the street until 5:00 p.m. The change in parking occurs each day at 5:00 p.m. For example, since Dec. 1<sup>st</sup> is an odd day, vehicles must be moved to the even side of the street at 5:00 p.m. Residents should think, "park for tomorrow". This section shall not be interpreted to allow on-street parking in areas where parking is otherwise restricted by existing signage or any other provision of City Code.

## **Communicating With the City about Snow Removal Conditions/Problems**

Questions or concerns regarding snow removal operations may be directed to the Public Works Department at 208-263-3407 between 8:00 a.m. – 4:30 p.m. or the City Shop at 208-263-3428 between 7:00 a.m. - 4:00 p.m. Snow removal is a partnership between residents and the City. Part of *everyone's* job is to communicate their questions and concerns.

Local radio stations KPND (95.3 FM) and KSPT (1400 AM) should be monitored for information on road conditions and snow emergency declarations. This information will also be available on the City's web site at [www.cityofsandpoint.com](http://www.cityofsandpoint.com) and posted on our social media sites.