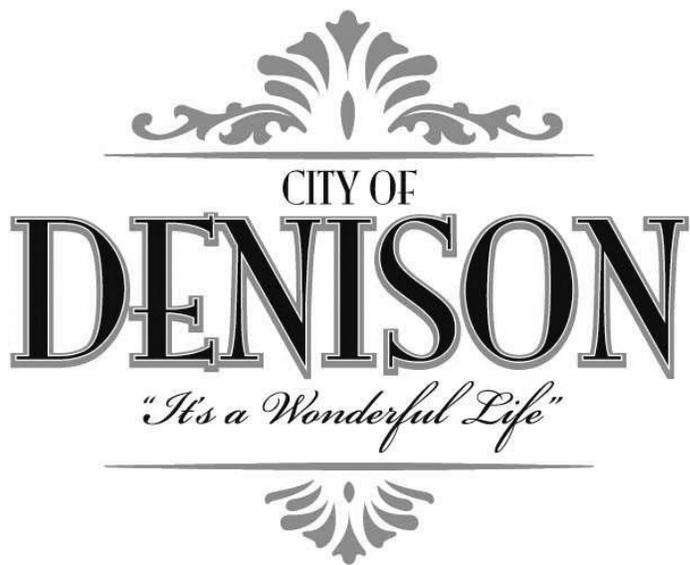


2022

Snow Removal Policy



City of Denison

11/15/2022

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I. Overview

Purpose: This Snow Removal Policy will aid City staff in the decision-making process of when to remove snow from City roads, alleys, and sidewalks where the City bodes responsibilities. This policy is subject to review and possible change on an annual basis, and to improve the City's services.

This policy is provided for staff to understand their roles and responsibilities during snow events. It is also a tool that is available to the resident and business community to understand their roles and responsibilities. Staff has done their best to ensure it flows and is easy to locate and understand what the City does to comply the Snow Ordinances, which is the basis for establishing this policy.

Adopted: November 1, 2022, by Council Resolution _____

Revisions: None.

Policy Members: Eric Martens, Public Works Director Mike Vogt, Street (Transp.) Supervisor
Bradley Hanson, City Manager

II. Snow Ordinances

This policy is in place to give the residents a place to gather information for the winter events that will occur during the winter season, as well as ensure City staff meets the City's requirements. In this policy citizens will also find city policies and enforceable laws. The City of Denison strives to provide information to the community on what to expect from the City and what is expected from the residents of the City prior, during and after a snow event.

68.15 SNOW REMOVAL.

1. No person shall park, abandon or leave unattended any vehicle in any of the following snow removal zones during snow removal operations unless the snow has been removed or plowed from said street, alley or parking area and the snow has ceased to fall. **(Code of Iowa, 321.236[1])**
 - A. Exchange Street on both sides from 1st Avenue North to Broadway;
 - B. South 12th Street on both sides from Broadway to 1st Avenue South;
 - C. Avenue C on both sides from 1st Avenue North to Broadway;
 - D. Main Street on both sides from 3rd Avenue North to 1st Avenue South;
 - E. 14th Street on both sides from 2nd Avenue North to 1st Avenue South;
 - F. 1st Avenue North on both sides from Exchange Street to North 15th Street;
 - G. Broadway on both sides from 11th Street to 16th Street;
 - H. 1st Avenue South on both sides from South 12th Street to South 15th Street.
 - I. Police Officers and Public Works Officials shall have the authority to order the impoundment of any vehicle parked, abandoned, or left unattended in any public street, right of way, or parking lot that they determine to hamper snow removal efforts. If a vehicle is declared to hamper snow removal efforts by a Police Officer or Public Works official, the Police shall order that the vehicle be impounded. The owner of the impounded vehicle shall be responsible for paying the costs of towing and storing the vehicle. **(Ord. 1515 – Dec. 19 Supp.)**

68.16 SNOW ROUTES.

The Council may designate certain streets in the City as snow routes. When conditions of snow or ice exist on the traffic surface of a designated snow route, it is unlawful for the driver of a vehicle to impede or block traffic. **(Code of Iowa, Sec. 321.236[12])**

135.13 DUMPING OF SNOW.

It is unlawful for any person to throw, push, or place or cause to be thrown, pushed or placed, any ice or snow from private property, sidewalks, or driveways onto the traveled way of a street or alley so as to obstruct gutters, or impede the passage of vehicles upon the street or alley or to create a hazardous condition therein; except where, in the cleaning of large commercial drives in the business district it is absolutely necessary to move the snow onto the street or alley temporarily, such accumulation shall be removed promptly by the property owner or agent. Arrangements for the prompt removal of such accumulations shall be made prior to moving the snow. **(Code of Iowa, Sec. 364.12[2])**

III. *Snow Events Questions and Answers*

1. **Who makes policies?** Policies are made by the following: City Council, Mayor, EMS, Police Department, Fire Department, and Public Works. Policies are influenced by current municipal code and state statutes. In the end, all policies must be approved by the Council.
2. **Who evaluates these policies?** Policies are reviewed yearly by the City Council, Mayor, EMS, Police Department, Fire Department, and Public Works. To ensure any policy is consistent with current municipal code and/or state statute, the City Attorney reviews any new policy when necessary due to major changes of an existing policy.
3. **When will policies be changed?** Changes in the Snow Removal Policy will ideally occur during the summer months. However, the City of Denison will reserve the right to change a policy during the winter season if a change is warranted. If a change has occurred during the winter season, the City of Denison will notify the public on the City website and Facebook page, KDSN radio, Denison Bulletin & Review, La Prensa, and Channel 13.
4. **What is pre-treatment and is it completed in the City of Denison?** Pre-treatment is the delivery of a snow or ice melt product on road surfaces prior to an anticipated snow event and/or storm. Pre-treatments aid in the removal of snow and ice and prevent the roads becoming icy and thereby slick. City of Denison will provide pretreatment to areas of city owned streets before a weather event.
 - A. **Pre-treatment Areas.** Possible roads designated for pretreatment include, but are not limited to, arterial streets, steep hills with stop signs or lights, bridges, and walking surfaces.
 - B. **Bridges.** City bridges and Uptown nodes will receive pretreatment when the risk of frost is present or a possibility. This information is gathered from the Iowa State DOT.
 - C. Treatment will be provided during normal working hours of 7:00 am to 4:00 pm unless a call out is warranted by the City of Denison Public Works Managers, the Police, Fire, or Ambulance services. Treatment will consist as follows:
 - i. Arterial and uptown business area streets.
 - ii. Side streets will be treated in the center of the travel portions of the side streets which shall include hills and intersections.
5. **Where do we find the official precipitation measurements?** City of Denison will only use the measurements of precipitation from KDSN radio with official times coming from the Denison Police Department dispatcher computer.
6. **When will snow removal begin during a normal snow event?** City of Denison Public Works will provide limited snow removal during a snow event. Snow removal with the use of a blade will start once the city receives 1.0 inch of snow on the complete travel proportions of the roadway. The reason for waiting until a minimum amount of snow, is that anything less than 1.0 inch of snow decreases the plow efficiency and little to none of accumulated snow is actually removed or plowed away. This snow removal will be from hours of 4:00 am until 6:00 pm during the snow event. Removal of City owned trucks may occur during snow event if it is determined that the trucks are not doing any good or the situation is more hazardous. This

decision will be made by the Public Works Director/Street Commissioner and the City Manager. When snow trucks are removed, very limited to no material will be spread.

Public works can be called back after-hours into limited service during the snow event by the Denison Police Department, ambulance services, and/or the Denison Fire Department for emergencies or treating of hazardous conditions that develop during a snow event.

Public Works will perform snow removal of streets in the city of Denison that have a 1.0 inch of snow on the complete travel area of the road. If the snowfall recorded at KDSN Radio is less than 1.0 inch, it may not be plowed in most areas. Removal of 1.0 inch of snow or more will begin after the snow event has stopped or 4:00 am whichever comes first. Snow plowing of streets will be completed in the following manner:

- A. The plows will provide services first to the arterial streets and uptown business area then move to the side streets when removal of the arterial streets has been completed.
- B. Once all arterial streets are open the City will travel all streets providing one pass in each direction until all the city streets have been covered.
- C. Final cleanup of the uptown business area for a normal snow event and/or when KDSN radio measures less than two (2) inches of snow will be as follows. Business owners should have snow removed from the uptown sidewalks to the streets before 4:00 am for clean-up. If this is not possible, please snow should be moved to the front of curb no later than 4:00 am the following morning after the end of the snow event. Public Works will move the snow from back of curb and city owned sidewalks to the middle of the street then pushed to corners of the respected areas, then hauled out by the Public Works once time is appropriate.

7. What is the snow removal policy during a snow emergency and what is a snow emergency?

- A. When KDSN radio measures two (2) inches or more, the Public Works Director or the Street Superintendent will place the city into a Snow Emergency. At that time, all vehicles shall be removed from the city snow routes and parking spaces (unless noted in attached maps) before 2:00 am the next day. The latest time the City of Denison will be placed into a snow emergency shall be 6:00 pm. Signs shall be placed in the intersections of 1st Ave North and N. Main, Main and Broadway, and Broadway and 15th street.
- B. A Snow Emergency is put in place and designed to limit on-street parking during a snow emergency to allow plows to access and clear the entire street during extreme winter storms. The policy has no major effects on those who park their vehicles on Denison streets outside of the central business district located in the downtown area. Pay attention to these policies to avoid the inconvenience and expense of tickets and towing. Vehicles found in violation will incur fines per incident, plus the cost of towing and storage. Under no circumstances should the posted parking signs overrule Snow Emergencies.
- C. At 2:01 am the Denison Police Department will gather a list of license plates of the cars that will need to be removed from the snow routes. Once the list has been gathered a parking ticket and a towing company will be called and cars will be removed and taken to the impound lot at the owner's expense at 4 am.
- D. Prior to 4 am. All businesses shall make every attempt to have the snow in front of their business cleared into the city street so final clean up can begin at 4 am. Once final cleanup has started, snow will be windrowed down the center of the snow route streets.

- E. City will start as soon as possible blowing snow into trucks for removal. During this process, the city street where the blower is located will be closed by Denison Police Department for safety reasons. Once the snow has been removed from all streets, the Public Works will allow the snow emergency to expire.
- F. Final cleanup on arterial streets and side streets will consist of the plows perform one more pass pushing snow to the curb and apply treatment in the center of the street at this time.
- G. Arterial and Side streets during the Snow Emergency will also be affected. The Denison Police Department will be using the Even / Odd parking of these streets. Citizens will be asked to park their vehicles on the even house side of the streets on even days and move them to the odd house side of the streets on odd days. This will be to ensure that City plows can make at least one pass on the entirety of each street.

Example: If the Snow Emergency starts on November 18th that means the car owners shall move their cars to the even house side of the streets before 4 am, unless that side of the street has NO PARKING SIGNS posted. The same will follow for the next day November 19th the cars need to park on the house number side of the street with odd numbers before 4 am, unless that side of the street has NO PARKING SIGNS posted.

If one of the sides of the streets has a “No Parking” sign, You will be permitted to park on the side with the “No Parking” sign the day immediately following the first day of road snow removal, but not to exceed 24 hours after the first plow day. Once the snow plowing is completed, City staff will notify you to follow the “No Parking” ordinance by the following day via KDSN Radio, Facebook, and the City’s webpage. Failure of the car owner to follow this guidance will result in the car being ticketed and may be towed at the owner’s expense.

- 8. **How can I find out if a Snow Emergency has been Declared?** Notification of Snow Emergencies will be via KDSN radio, City Hall post, the City’s Facebook page, and the three signs placed in the major intersections in the up-town area. A safe rule to follow if the weather event produces more than 2” of snow consider that the Snow Emergency has been issued.
- 9. **When Public Works plows the street which side does the snow get plowed?** Each street in the City of Denison unless up town will be plowed 50% one way and 50% the other way this is true for all streets.
- 10. **When Will Public Works Plow City-Owned parking lots and sidewalks?** The City intends provide parking areas and sidewalks that are as clean as possible for the city of Denison to use. Public Works staff work on clearing the city-owned sidewalks and parking lots in uptown areas while crews are plowing the streets. Side walks away from the uptown areas will be cleaned and treated as soon as time allows during normal workday. The City of Denison will not clear these sidewalks on weekends and after the normal workday.
- 11. **When will Public Works plow the city-maintained alleys?** The Public Works department will plow alleys only after snowfall is measured at 3” or more. Alleys will be lower on the priority list and will be cleaned and as soon as time allows during the normal workday. The City of Denison will not clear these alleys on weekends and/or after the normal workday. Exceptions may be made due to limited criteria which includes, but are not limited to, medical needs, disability needs, and/or other necessary needs. A written request for the exception must be submitted to City Hall and will be reviewed for approval by the City Manager and Public Works Director.

12. My mailbox was hit during a snow event what do I do? Unfortunately, mailboxes are occasionally damaged during snow removal by city equipment or by the weight of the snow coming off the blade. If City-owned equipment was the cause of the damage to the mailbox by the equipment striking the mailbox, the City will furnish one black metal mailbox. However, if a mailbox is damaged by the snow drifts from the snow plowing, it is not the City's responsibility due to the placement of the mailbox.

13. What are my responsibilities as a citizen of Denison?

- A.** The main responsibility of residents of the City of Denison is to get informed and stay informed. Information will be posted on the city website and Facebook page. Citizens who would like to talk with the city staff can stop by or call City Hall with concerns or questions. They are always happy to assist with citizens concerns.
- B.** What should I do if I have a fire hydrant on my property? If a citizen has a fire hydrant in on their property at no time can the hydrant be buried with snow or have snow within a 3-foot circle of the hydrant. The snow must be removed and kept below all hydrant caps within 24 hours from the end of the snow event. The adjacent property owner's responsibility is to ensure the fire hydrant is cleared from snow and available in the event of a fire emergency.
- C.** How long does a resident have to clear the sidewalk on their property? Sidewalks shall be cleared within 24 hours after the end of the snow event. After 24 hours, a written notice is given to the resident, or if no resident is available the notice will be hung in plain sight on the front door. If another 24 hours passes and the sidewalk is not cleared, the Code Enforcement staff will take a picture and plan to have the sidewalk cleared with the appropriate fee billed to the owner of the property.
- D.** How many notices will I get? Each address in violation will receive one (1) written notice per season. If an address has received one (1) notice during a snow season, the Code Enforcement staff can proceed with plans to have the sidewalk cleared if it is not cleared within 24 hours after the end of a snow event, with the appropriate fee billed to the owner of the property.
- E.** When can a resident place snow in the city street? Never, if resident places snow back into the street this will be a chargeable municipal code violation, which if convicted or plead guilty, to has a significant fine.
- F.** I've seen people driving over the windrows and snow piles before they're picked up. Is that legal? Residents at no time are permitted to deliberately break apart windrows or snow piles. If a resident is observed performing such actions, the Denison Police Department will be notified, and a ticket may be issued.

14. My car was just towed, what do I do, and how much will it take to get my car back? The first step is to pay the parking ticket, towing charge, and impound fees at the Denison Police Department. After payment is made, they will provide a time to pick up the vehicle from the impound lot.

15. In the Business area the city has a windrow/deep snow down the center of the street and my car gets hung up in snow what should I expect? We strongly suggest that citizens NOT try to drive through windrows. This is the equivalent of trying to break apart the windrows/snow piles and a ticket may be issued (see 13F above). No City staff are permitted to assist with the removal of vehicles stuck in a windrow, snow pile, or any other possible way of being stuck. The Denison Police Department will be called, and a tow truck will be arranged to remove the vehicle from the windrow or the snow pile at the vehicle owner's or operator's expense.

IV. Ice Events Questions and Answers

- 1. What do I expect during an Ice Storm Event?** Public Works will be out treating the traveled portions of the road as needed. Treatment will begin on the arterial roads first, then continue to the side streets.
- 2. Will there be a time that Public Works is not out during an Ice Event?** Yes, there maybe a time when the ice is so severe and/or continuing that treatment is prohibited or too dangerous to be on the roads. When this happens, City staff will notify KDSN Radio and post it on the City's Facebook page and Webpage advising the hazardous conditions with a recommendation for all travelers to remain in place until it is safe to travel again – with a notification again through the aforementioned mediums.

IV. Maps

The City of Denison Arterial Streets that will be plowed and maintained first.

