

SECTION I

SNOW AND ICE CONTROL POLICY

CITY OF URBANDALE SNOW AND ICE CONTROL POLICY

INTRODUCTION

The purpose of this Snow and Ice Control Manual is to establish the City's policy and level of service with respect to ice control and clearing of its street system during the snow season. This manual supersedes all previously written policies of the City on snow and ice control procedures.

The following policies and procedures serve as a practical guide for the effective snow and ice control procedure in and for the City of Urbandale, Iowa. Provisions contained in this Manual may be updated and reviewed as conditions change.

IMPLEMENTATION

This Manual will be in effect when weather conditions could cause accumulations of frost, sleet, ice, snow, or other occurrences on the City of Urbandale streets and public parking areas and will be in effect during the normal winter season.

DEFINITION OF SUPERVISOR

The use of the word "Supervisor" in this Manual means the Engineering and Public Works Department person who is on duty at the time of a snow or ice control operation. This may include one or all of the following: Director of Public Works, Public Works Coordinator, and Public Works Supervisor(s).

MONITORING AND NOTIFICATION OF ICE/SNOW EVENTS

During normal working hours, (7:30 a.m. to 4:00 p.m., Monday through Friday) the observations of the Engineering and Public Works employees, or police, may alert the first response for snow and ice removal.

During off duty hours, police officers may direct the police dispatcher to contact the Engineering and Public Works Department regarding street conditions.

Police and public works personnel will monitor weather conditions when inclement weather is approaching. The use of weather reports from radios, TV, the internet and National Weather Service broadcasts will be used concurrently with existing street condition reports to determine notification timing.

News media notification of the application of the snow ordinance or of road condition reports will be made by the Engineering and Public Works Department working in conjunction with the Police Department.

Media Notification of the enactment of the emergency parking ban, snow emergency declarations and road closures will be made by Engineering and Public Works Department with the consultation of the Police Department.

SNOW CONTROL PROCEDURES

The snow accumulation and volume of traffic will normally dictate when snowplowing operations will begin. Plowing and/or material spreading will take place during a storm as needed to keep the accumulation on the street surface less than the guidelines contained in this Manual if possible.

The normal procedure on the primary streets will be to operate the plow trucks in teams. Team plowing may consist of two or three plows operating simultaneously to provide for the rapid removal of snow from centerline to curb in one pass. All other streets will normally be plowed with a single plow unit making multiple passes in each direction to clear the street of accumulated snow from curb to curb.

Snow removal operations will be conducted in accordance with the provisions and guidelines established for the various streets as outlined in this Manual and snow plowing activities may be accomplished in conjunction with ice control procedures.

PRIORITIES

In order to make the most efficient use of available resources, it is necessary to establish priorities using the assumption that the severity of a storm is not beyond the normal capabilities of the city's snow removal resources. Deviations will occur. For example, storm severity may preclude all snow removal operations, or seriously impede response, or an emergency may require a different allocation of resources. The established priorities are as follows:

FIRST PRIORITIES (RED ZONES)

1. 86th Street from Hickman Road north to corporate limits.
2. Douglas Avenue from the east corporate limits to 142nd Street.
3. Northwest Urbandale Drive from Hwy 141 south and east to 100th Street.
4. 100th Street from Northwest Urbandale Drive south to Hickman Road.
5. Meredith Drive from 121st Street east to Merle Hay Road
6. 121st Street from Douglas Avenue north to Meredith Drive.
7. 70th Street from Hickman Road north to Meredith Drive.
8. 72nd Street from Meredith Drive north to corporate limits.
9. Aurora Avenue from 86th Street to Merle Hay Mall entrance.
10. 128th Street from Hickman Road to Douglas Avenue.
11. Urbandale Avenue from 70th Street east to Westover Boulevard.
12. Aurora Avenue/104th Street/Sutton Drive/100th Street from Northwest Urbandale Drive east and north to corporate limits.
13. 72nd Street from Hickman Road north to Douglas Avenue.

SECONDARY PRIORITIES (YELLOW ZONES)

Route 71

- a. 84th Street from Meredith Drive north to Plum Drive.
- b. Plum Drive from 84th Street east to 78th Street.
- c. 78th Street from Plum Drive south to Meredith Drive.
- d. Parkview Drive from Meredith Drive north to Plum Drive.
- e. Lockner Drive from Meredith Drive north to Plum Drive.
- f. Plum Drive from Lockner Drive west to 72nd Street.

Route 68

- a. Townsend Avenue from 61st Street west to 70th Street.
- b. 66th Street from Meredith Drive south to Douglas Avenue.
- c. Airline Avenue from 64th Street west to 70th Street.
- d. Roseland Drive from 70th Street east to corporate limits.

Route 69

- a. Parkview Drive from 80th Street east and north to Meredith Drive.
- b. Townsend Avenue from 70th Street west to Parkview Drive.

Route 61

- a. 75th Street from Douglas Avenue north to Aurora Avenue.
- b. Airline Avenue from 70th Street west to 86th Street.
- c. 72nd Street from Douglas Avenue north to Aurora Avenue.

Route 65

- a. 78th Street from Hickman Road north to Colby Woods Drive.
- b. Colby Woods Drive from 78th Street to Colby Parkway.
- c. Colby Parkway from 83rd Street to 86th Street.
- d. 83rd Street from Colby Parkway to Douglas Avenue.
- e. 78th Street from Colby Woods Drive north to Ashwood Drive.
- f. Ashwood Drive from 78th Street north to Dennis Drive.
- g. Dennis Drive from Ashwood Drive east to Elm Drive.
- h. Elm Drive from Douglas Avenue south to Roseland Drive.
- i. Roseland Drive from 70th Street west to 78th Street.

Route 64

- a. 100th Street from Northwest Urbandale Drive to Meredith Drive.
- b. Aurora Avenue from 86th Street west to Tanglewood Drive.
- c. Tanglewood Drive from 95th Street west to 100th Street.
- d. 95th Street from Meredith Drive south to Tanglewood Drive.
- e. Mary Lynn Drive from Douglas Avenue north to Aurora Avenue.
- f. Townsend Avenue from 86th Street west to 91st St.
- g. 91st Street from Townsend Avenue north to Meredith Drive.

Route 70

- a. Patricia Drive from Hickman Road north and west to Mary Lynn Drive.
- b. Mary Lynn Drive from Patricia Drive north to Douglas Avenue.
- c. New York Avenue from 86th Street west to Patricia Drive.

Route 66

- a. 114th Street from Douglas Avenue north to Meredith Drive.
- b. Aurora Avenue from 114th Street east to Northwest Urbandale Drive.
- c. 104th Street from Hickman Road north to Douglas Avenue.
- d. Justin Drive from 100th Street west and north to 109th Street.
- e. 109th Street from Justin Drive north to 112th Street.
- f. 112th Street from 109th Street north to Meredith Drive.

Routes 63 and 67

- a. 142nd Street from Hickman Road north to Douglas Parkway.
- b. Douglas Parkway from 142nd Street west to 156th Street.
- c. Meredith Drive from 121st Street west to 184th Street.
- d. 170th Street from Meredith Drive to Waterford Road.
- e. 156th Street from Douglas Parkway to Waterford Road.

The order of plowing each route may be determined by each individual operator. The goal is to open all streets as quickly as possible. When conditions are favorable, or plowing is during times of low traffic, each route should be plowed by efficiency. However, during peak traffic times, when snowfall has exceeded one and a half inches per hour, or when blizzard conditions exist, the secondary priority streets within each route should be plowed first.

THIRD PRIORITIES (BLUE ZONES)

- 1. All other residential streets by efficiency as indicated on route maps.

EMERGENCIES

Some foreseeable emergencies may include:

- 1. Immediate need for police, fire, and rescue assistance. City personnel may be asked for assistance and may leave the public right-of-way to respond to an emergency. Snow removal crews will provide necessary assistance, such as opening a driveway or parking lot to give access to the emergency crews.
- 2. Isolated problem areas where traction is urgently needed before all other areas are handled: The Police Department may only advise of road conditions and shall not direct snow and ice operations of the Engineering and Public Works Department.
- 3. Icing conditions where a water line has broken.

ANTI-ICING

Prior to a precipitation event, the Supervisor may employ anti-icing operations. If frost, and snow and/or ice is being forecasted, and pavement temperatures are dropping at a rate that they will reach freezing, one truck will be dispatched to apply salt brine to pavement at a rate of 30 gallons per lane mile. The operator will apply anti-icing materials to first priority streets only by efficiency.

MATERIAL SPREADING

Conditions may warrant the application of sand, salt, or a mixture of both. Standard procedure will be to use only salt. Temperature and moisture conditions may also warrant the addition of liquid calcium chloride to any such mixture. Application will follow the same priorities established for snow removal.

Materials will first be applied on all priority one routes. Other streets will have material spread only at intersections, hills and curves. Materials on those streets may also be applied at spot locations to allow tracking and clearing of streets, rather than uniformly.

JOINT JURISDICTION

The following streets are the responsibility of the City of Urbandale for maintenance. The jurisdiction shown in parentheses identifies the organization that has maintenance arrangements with the City and are listed as follows:

City of Urbandale (Clive)

1. Douglas Avenue from ½ mile east of 170th Street to 170th Street.
2. Meredith Drive from ½ mile east 170th Street to 184th Street.
3. 160th Street from Boston Parkway north to City limit line.

City of Urbandale (Dallas County)

1. Waterford Road from 142nd Street to ½ mile west of 142nd Street
2. 142nd Street from Waterford Road to ½ mile south of Waterford Road
3. Meredith Drive from 184th Street to ¼ mile east of 170th Street.

City of Urbandale (Des Moines)

1. Urbandale Avenue from 70th Street to 62nd Street.
2. Douglas Avenue from corporate limits to 62nd Street.
3. Aurora Avenue from corporate limits to Merle Hay Road.

City of Urbandale (Grimes)

1. 138th Street from Aurora Avenue to ¼ mile south of Aurora Avenue.
2. Aurora Avenue from ¼ mile west of 128th Street to 142nd Street
3. 142nd Street from Aurora Avenue to Meredith Drive.
4. Meredith Drive from ½ mile east of 128th Street to 142nd Street.

City of Urbandale (Polk County)

1. 72nd Street from Meredith Drive north to 54th Street.

City of Urbandale (IDOT)

1. Overpasses at Douglas Avenue, Meredith Drive, and 86th Street.

DRIVEWAYS AND PRIVATE PROPERTY

1. City snowplows will not clear private driveways or other private property such as parking lots, school driveways or parking lots, except in a verified emergency as discussed previously.
2. Snow placed in a driveway or on sidewalks where the driveway or sidewalk meets the street by city plows is the responsibility of the property owner to remove.
3. Residents or private contractors are prohibited from blowing or pushing snow into or across the street or leaving windrows of snow in the street as a result of cleaning their sidewalk or drive.

COMPLAINT PROCEDURES

1. It is the responsibility of the resident to remove accumulations of snow or ice from the public sidewalk adjoining their property within 24 hours of a snowfall or ice storm. A form designed specifically for noncompliance sidewalk snow removal will be used for complaints regarding a failure to remove snow.
2. The Supervisor(s) on duty, the Public Works Coordinator or the Director of Engineering and Public Works will handle emergency complaints. A Work Order form will be used for all other snow related complaints.
3. A supervisor will investigate each location, and if necessary, will dispatch a person or crew to resolve the condition.

REPORTS

The supervisor for each snow removal operation will complete a snow record as soon after each storm as applicable. This record will contain operating times, weather conditions, resources committed and results.

SNOW FENCE

To assist in preventing blowing snow from accumulating on city streets, the Department of Engineering and Public Works will place snow fence at various locations throughout the city. Said snow fence will be placed on private property with permission of the owner. Snow fence locations will be subject to change or elimination as development continues to occur within the city.

MAILBOXES

Mailboxes not installed in accordance with United States Postal Service specification and damaged during snow plowing operations will not be the responsibility of the City for reimbursement for repair or replacement. Each mailbox installation should be sufficiently solid to withstand snow-clearing efforts by the city. The City is only responsible to clear streets from curb to curb, it will be the responsibility of the adjacent property owner to clear snow around mailboxes to assure mail delivery by the United States Postal Department. In the event a City vehicle damages a properly installed mailbox, the City will install a new green-treated post and/or standard black mailbox. If the property owner desires a different mailbox, the City will reimburse up to \$50 towards replacement by the property owner.

DISCLAIMER

This policy is not intended to create any duty to any individual member of the public or to protect any particular or circumscribed class of persons. At least one or more of the following, which will delay all or some of the services provided, may affect all or parts of this policy:

1. Equipment breakdown or manpower shortage.
2. Vehicles disabled in deep snow.
3. Weather so severe as to cause crews to be called in from the street.
4. Equipment rendered inadequate by the depth of the snow or snow drifts
5. Crew breaks, and breaks required for refueling, refilling of material spreaders and installing chains and new blades.
6. Unforeseen conditions and emergencies.