

# Cottonwood Heights Snow Removal Policy and Procedure

## **Purpose:**

The purpose of this policy is to state the city's philosophy and objectives for snow removal in the city and to establish procedures for the implementation of that philosophy and accomplishment of the stated objectives for removal of snow and ice on city streets and sidewalks in Cottonwood Heights.

## **Objective:**

The objective of these policies and procedures is to give direction for timely and efficient removal of snow and ice from city streets and walkways in Cottonwood Heights. Priority is given to streets which carry the largest traffic volume. Limited resources require such prioritization which will typically result in delayed attention to lower priority residential streets. Snow packed or icy conditions may develop on lower priority streets during storms of high intensity or long duration, but, plowing will continue until all streets have been cleared.

Our goal is to have all streets cleared **24 hours after the end of a storm.**

## **Scope:**

This policy is intended for publicly maintained streets located within the municipal boundaries of Cottonwood Heights. The city maintains more than 252 lane miles of arterial, secondary and residential streets that have been divided into four (4) priorities.

Please refer to the city's current snow removal map for current route prioritization.

**PRIORITY 1, Major Arterials** – These streets are first priority because they are essential to the movement of public safety vehicles in the city and carry the most significant volume of traffic. These streets will be cleared first in any storm event. Streets in this category will be cleared curb to curb on a continual basis until the storm abates and the roads remain cleared. Examples of roads in this category would be Highland Drive, Fort Union and Union Park Avenues.

**PRIORITY 2, Minor Arterials** This priority is based on traffic volume and the need to provide access to schools, bus routes and other essential services. Nonresidential streets in this category will be cleared curb to curb on a continual basis until the storm abates and the roads remain cleared. Residential areas will be cleared to within three to four feet of the curb. Examples of roads in this category would be Kings Hill, Creek Road, Hollow Mill Dr., and Parkridge.

**PRIORITY 3, Collector Roads**– Priority 3 includes streets that typically collect traffic from neighborhoods leading to Priority 1 and 2 roads and roads with steep slopes or other features requiring priority attention. They are typically major traffic volume generators and incorporate trouble areas such as busy intersections and roads on steep slopes. Streets in this category will be cleared to within three to four feet of the curb on a continual basis until the storm abates and the roads are cleared. Examples of roads in this category would be Siesta Dr, Banbury Rd. Camino Way and Greenfield Way.

**PRIORITY 4, Local Residential Roads-** This priority covers all other local streets. Streets in this priority will be cleared to within three to four feet of the curb. As plowing resources complete their duties on the Priority One, Two and Three streets, they will be dispatched to these local residential roads.

The reasons for clearing residential streets to within 3-4 feet of the curb is to avoid the ever present danger of property damage either to overhanging foliage or mailboxes, along with avoiding the placement of more snow in drive approaches and on sidewalks. Technically, foliage should NOT overhang the street for this and other street maintenance purposes. Snow removal along Wasatch Boulevard, a state road, is performed by the Utah Department of Transportation and Salt Lake County by interlocal agreement with Cottonwood Heights.

It is the responsibility of residents to clear their mailboxes sufficiently for mail delivery. Likewise, snow plows will typically push some snow in front of driveways which are the responsibility of residents to clear to their satisfaction. However, if through snow removal operations an inordinate amount of snow is left blocking a driveway or a mailbox, please notify the city's public works department. An inordinate amount of snow would be determined by there being significantly more snow visibly in front of your driveway or mailbox than is found in front of other properties on the same street or circle.

Cul de Sacs & Circles:The city has over 250 cul de sacs and circles. The nature of such cul de sacs and circles makes each unique relative to snow removal. Impediments to snow removal include placement of mail boxes, utility boxes, driveways, garbage cans put out on garbage day and vehicles parked in the circle. Ideally, the plow will back into the circle and push snow out followed by a loop around the outside of the circle to push any remaining snow toward the curb. In doing so, it is unavoidable that some snow will be deposited in front of mailboxes and driveways. Residents are responsible to clear around their mailboxes for mail delivery. Because they are labor intensive, most cul de sacs or circles will be done by smaller plows and toward the end of the plowing priorities.

Salting: Salt is an essential component in maintaining safe and passable streets in the winter time. The city has the option of using two types of salt: a standard white salt and a red mineralized salt. The red salt is a high performance salt that due to its mineralization stays in place better on the roads and works at lower temperatures than the white salt. Pre-storm salting has been shown to improve snow removal and maintain clear streets longer at the beginning of a storm. Likewise, if roads become snow packed, the administration of the red salt will typically break up the snow pack and allow plows to effectively remove the snow pack. Once roads are clear, salt may be administered if there are excessive amounts of snow that could melt during warmer daytime temperatures resulting in icy road conditions in the evening. Residual amounts of salt are unavoidable as a result of snow removal operations. However, if a resident believes there is an inordinate amount of residual salt they may file a complaint with the Public Works department.

**Responsibility:**

The responsibility for implementing the snow removal policy lies with the Public Works Director or his/her designee during off hours. The Public Works Director will authorize the use of additional resources or overtime as conditions warrant.

**Training:**

Prior to the start of snow season training on snow removal equipment for all personnel involved in snow removal activities will be conducted. The training will include classroom and hands on equipment training, including the operation of salters, snowplows and front end loaders. This training may include a “dry-run” of each route to locate obstacles and familiarize operators with assigned areas. Training will be ongoing throughout the year.

**Weather Monitoring:**

Public works personnel, utilizing information from the National Weather Service and local weather stations, will monitor daily forecasts and current conditions and will be responsible for notifying snowplow crews of their “on call” status.

**Commencement of Plow Operations:**

Public works personnel will monitor road conditions. During non work hours the Police Departments ON Duty Sergeant will also monitor road conditions. When snow or ice begins to accumulate, or when the commencement of a known storm is imminent, the Public Works Director or his/her designee will authorize plow or salting operations to commence.

**Parking on the Street:****City Code: 11.20.130 Parking prohibited when.**

A. It is unlawful for any person who owns or has possession, custody or control of any vehicle to park or knowingly allow to be parked any vehicle on any street:

1. After any snow accumulation, until 24 hours after the end of such accumulation;
2. Upon any street or alley for longer than 24 consecutive hours; or
3. For any period longer than that allowed by appropriate signs, markings or parking meters giving notice of such parking time limitations.

B. Whenever any police officer finds a vehicle upon a street or alley in violation of the provisions of this section, the officer may have the vehicle impounded or otherwise removed.

**City Code:****14.12.050 Landscaping overhanging street pavement.**

Trees and landscaping which overhang the street pavement shall be trimmed to a minimum height of thirteen and one-half feet above the street pavement. Trees and landscaping which violate the requirements of this section may be trimmed or removed by city employees or by any other person or entity designated by the city after 20 days’ notice by certified mail to the property owner has been given. The city shall be entitled to reimbursement of the costs incurred by it in trimming trees and landscaping under this section, and may seek such reimbursement by sending an itemized invoice by certified mail to the property owner at its last known address. If the property owner fails to pay such costs to the city within 20 days after the date of mailing such invoice, the city may cause suit to be brought in an appropriate court of law seeking such payment, interest thereon at the statutory rate, and the city’s attorney’s fees and costs of suit.

**14.32.060 Snow removal—Required.**

It is unlawful for the owner, occupant, lessor or agent of property abutting on a paved sidewalk to fail to remove or cause to be removed from such sidewalk and any existing pedestrian curb ramp all hail, snow or sleet within a reasonable time after the hail, snow or sleet has fallen. Such removal shall in any event occur not later than the same day in which the snow, hail or sleet has fallen; provided that snow, sleet and hail falling after 8:00 p.m. may be removed the following day by 10:00 a.m.

**14.32.070 Snow and debris removal—clogging gutter or depositing in public way prohibited.**

It is unlawful for:

- A. Any person removing snow or debris from a sidewalk or curb ramp to deposit snow, dirt or other material in a gutter so as to clog the same or prevent the free flow of water therein.
- B. Any person to place, dump or push snow, dirt or other material onto public streets or sidewalks.

**Public Relations:**

Providing information to the public before, during and after a storm is a vital part of the snow removal process. Residents need to know how they can help facilitate snow removal and what they can expect in terms of a response to a winter storm. Information to the public can be found in articles in the Cottonwood/Holladay Journal, the city web site, [www.twitter.com/chcity](http://www.twitter.com/chcity) and messages on the city's Facebook page [www.facebook.com/chcity](http://www.facebook.com/chcity). Each year prior to the first snowfall, information will be distributed through these resources to inform residents of winter requirements for parking, snow removal from sidewalks etc.

During snow events residents are encouraged to check the priority maps then call the Cottonwood Heights City "Snow Event Hotline at (801) 944 7071 or email us at [snowevent@ch.utah.gov](mailto:snowevent@ch.utah.gov) or [snowevent@cottonwoodheights.utah.gov](mailto:snowevent@cottonwoodheights.utah.gov). If they feel they have been missed or they have an issue with snowplowing on their street.

Snowplow operators have been trained to follow the priorities set in the policies and procedures section. It is detrimental to respond to individual complaints before operators have responded in accordance with the snow removal policy. Complaints will be logged and given to supervisors for review and action.

Claims from residents for property damage caused by snowplows should be reported to Linda Dunlavy the city's risk manager at (801)944-7021 or e mail at [ldunlavy@ch.utah.gov](mailto:ldunlavy@ch.utah.gov)