

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 1100-08-02 LGL 2008-10
TITLE: <b>SNOW AND ICE CONTROL</b> EFFECTIVE DATE: March 6, 2008 REVISION EFFECTIVE DATE:	

1.0 GENERAL

1.1 With winter comes snowstorms, and the City of Spokane has developed a Snow and Ice Control Plan to keep streets safe and accessible during periods of ice and snow. The goal is to provide snow and ice control services on all major City streets and to plow selected streets to provide access and egress to citizens' homes.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City divisions and departments.

3.0 REFERENCES

RCW 35.22.280

4.0 DEFINITIONS

None

## 5.0 POLICY

### 5.1 Snow and Ice Control Plan

5.1.1 The Street Department on an annual basis shall develop the City's Snow and Ice Control Plan.

5.1.2 The plan shall be approved by the City Administrator and filed with the City Clerk's Office.

### 5.2 Activation of the Snow and Ice Control Plan.

5.2.1 Whenever there is a danger of icy conditions on the roadways of the City, the Street Maintenance Section of the Street Department will activate the Snow and Ice Control Plan. The Section will monitor the street conditions and will respond in accordance with the procedures outlined in the plan.

5.2.2 The decision to respond and what the response will be shall be vested with the City administration and shall normally be assigned to the Director of the Public Works & Utilities Division, the Street Department Director, or the Operations Engineer of the Street Department.

5.2.3 When plowing of the streets is the selected response, the City Administrator or his/her designee shall be authorized to declare a Snow Emergency. A declaration of a Snow Emergency is necessary to allow for the removal of vehicles left on streets to be plowed.

### 5.3 Snow Plowing Operations.

5.3.1 Snow plowing operations will be initiated in the following manner unless it is readily apparent that changing weather conditions will not warrant plowing.

#### 5.3.2 Major Arterial Streets.

- a. Plow major arterial streets with an Average Daily Traffic (ADT) count of fifteen thousand (15,000) or more and critical arterial hills when the snow depth exceeds one (1) inch.
- b. A liquid or dry deicer will be spread onto these roadways following the plowing when weather conditions permit. Sanding material will only be used when the roadways cannot be kept in a safe and operational condition using the

above methods. When sanding materials are used, they will be swept up as soon as weather conditions permit regardless of the time of year.

- c. When the Spokane County Air Pollution Control Authority (SCAPCA) declares a stagnant air alert, all sweeping operations will stop and the fifteen thousand (15,000) ADT arterials will be treated as necessary with a dust palliative.

### 5.3.3 Arterial and Residential Streets

- a. Plow all arterial and residential streets when the roadway snow depth exceeds four (4) inches and additional weather is predicted.

## 5.4 Snow Plowing Routes.

5.4.1 Snow plowing routes will be established on the basis of the following priority list:

- a. Snow Emergency Access Routes (SEAR): Major arterial streets with a (ADT) count of fifteen thousand (15,000) or more and critical arterial hills.
- b. Major Arterial Routes (MAR): All other major arterial streets.
- c. Secondary Arterials and Bus Routes (SAB).
- d. Improved and unimproved residential streets.

5.5 Snow and Ice control measures will not be used on alleys at any time.

## 5.6 Plowing of Residential Streets.

5.6.1 Plowing of residential streets shall be accomplished in the following manner.

- a. First the City will be divided into plow districts using natural terrain features and major streets as boundaries.
- b. Those districts that are made up of hilly streets shall be given priority over other districts.
- c. Crews shall plow all of the streets in a district before moving to another district.

- d. Residents shall be advised which districts are to be plowed during each work shift.
  - e. With proper notification, during a major snow event over four inches (4"), the Street Department is authorized to tow vehicles that are parked on the streets to be plowed.
- 5.7 The streets will be plowed with the snow being plowed to within one foot (1') of the curb on all streets even though in many cases the sidewalks will be covered. Driveways on arterials may be filled with a thin wide band of snow. Driveways on residential streets could be filled with substantial berms of snow that shall become the resident's responsibility to clear.
- 5.8 Chemical deicer treatment to clear snow in congested areas such as the Central Business District (CBD) shall be started as soon as snow falls and shall continue as long as appropriate. If temperatures are too low to facilitate clearing, loading and hauling snow from these areas may be performed after the snow has reached eight inches (8") in depth on the roadway surface.

## 6.0 PROCEDURE

- 6.1 All employees of the Maintenance Division of the Street, Water & Hydroelectric Services and Wastewater Management Departments are subject to call for snow control duties in accordance with their applicable collective bargaining unit contract.
- 6.2 City Equipment Used For Snow and Ice Removal.
- 6.2.1 The City has a variety of plows, sander trucks and deicer trucks available for snow and ice removal. The combination of equipment in use depends on the conditions at the time as determined by the Street Director.
- 6.3 Plowing Procedures.
- 6.2.1 Plowing begins when there is an inch or more of snow on the major arterials.
- 6.2.2 The first streets to be plowed are the major arterial routes.
- 6.2.3 Next, the plows move onto the secondary arterials and bus routes.
- 6.2.4 Next, the plows move onto the residential hill routes.

6.2.5 Finally, the plows move into the residential streets. The residential streets are grouped into routes. The area map can be found on fliers located at City Hall, libraries or senior centers or can be linked to at [www.spokanestreetdepartment.org/snowplow](http://www.spokanestreetdepartment.org/snowplow). The first residential area to be plowed is rotated each time. Once the City begins to plow the residential areas, the Snow Hotline at (509) 456-2666, will have a recorded message indicating the order of the routes.


## 7.0 RESPONSIBILITIES

The Street Department shall administer this policy.

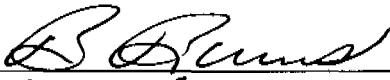
## 8.0 APPENDICES

City of Spokane Residential Snow Plan Route Map

APPROVED BY:

  
\_\_\_\_\_  
Street Director


2-20-08  
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Date

  
\_\_\_\_\_  
City Attorney (ASST)

2-5-08  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Public Works & Utilities Director

2-20-08  
\_\_\_\_\_  
Date

  
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(Thomas E. Danek, Jr. City Administrator)

20 FEB 08  
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Date