

2018 - 2019 SNOW PLAN

TABLE OF CONTENTS

Names of the Storms-----	1
Summary of Changes-----	2
Snow Removal Policy-----	3,4
Summary of Basic Procedures-----	4
Emergency Numbers-----	5
Definition of Roadway Conditions-----	5
Snow Control Center-----	6
Discretionary Plow Areas-----	6
News Media-----	6
Ordinances-----	7
Winter Call-Out -----	7
Snow and Ice Control Procedures-----	7,8,9,10
Condition Green	
Condition Yellow	
Condition Red	
Citizen Snow Removal Assistance-----	11
News Release-----	11
Information Bulletin-----	12

NAME THE STORM CONTEST  
2018- 19 Names

Streets in Coeur d'Alene

1. Appleway
2. Best Ave.
3. Camden
4. Dragonfly
5. Elderberry
6. Foster
7. Gilbert
8. Hastings
9. Indiana
10. Julia
11. Kayla
12. Lancaster
13. Mullan

## SUMMARY OF CHANGES

The following change has been added to this year's snow and ice control plan.

- New and/or extended streets, new subdivisions and cul-de-sacs have been added to our plowing lists.
- Have added Coeur d'Alene Lake drive to Silver Beach Rd.

## SNOW REMOVAL POLICY

The following is the official policy covering snow removal operations.

1. Plowing operations will be initiated when snow depth on streets reaches a maximum of four to five inches, unless it is readily apparent that this action will not be warranted by changing weather conditions; or at two inches if continuing storms are predicted. The decision on each situation shall be the responsibility of Street & Engineering Director, or designee. The decision on termination of plowing efforts shall be similarly vested.

2. Plowing routes will be established based on the following priority list:

- a) Hospital Access (Ironwood Dr.)/Emergency vehicle access areas
- b) Major arterials (Northwest Boulevard, Downtown, Appleway, 3rd, 4th, 15th, etc.)
- c) Dangerous hills and curves (Cherry, Tubbs, Armstrong Park, etc.)
- d) Secondary arterials (7th, North 4th, Honeysuckle, Atlas, includes Julia 911 center etc.)
- e) School bus routes
- f) Improved residential streets
- g) Cul-de-sacs

3. Snow will not be plowed from alleys.

4. Certain street sections are designated as "sledding hills" and they will not be plowed unless deemed impassable by emergency services or street & engineering director. The designation as a sledding hill or the removal of such a designation shall be made at the direction of the City Council.

5. Plowing on residential streets will be performed in the easiest, safest, most efficient manner. Residents are advised to attempt to keep cars off the street during major winter storms. Plow crews will use their judgment as to the best snow removal procedures.

6. Snow gates may not be practical for extremely heavy or deep snow events. Therefore, after careful consideration, the Street & Engineering Director or designee is authorized to curtail use of snow gates under these circumstances. Citizens should always be prepared to clear driveways in these cases. In many instances, snow gates cannot stop snow flow to both driveways and mailboxes-the snow must go somewhere. Citizens should plan on removing snow from mailboxes.

7. Loading and hauling snow from congested areas; such as, the Central Business District, will be performed after the bulk of the city has been plowed, and when weather patterns permit. Every attempt will be made to haul snow no later than the fourth day following a storm. Chemical treatment in the Central Business District areas shall be started as soon as snow falls and shall continue as long as appropriate.

8. Sherman Avenue from 1st St. to 23rd St. - Snow will be plowed to the center turn lane. This is (ITD) Idaho Transportation Department "Over Height" Route.

9. The snow in cul-de-sacs will be plowed to a snow storage area if provided or vacant lot if available, otherwise plow the snow into a pile centered in the cul-de-sac with the top flattened. Crews will pick up the accumulated snow if the winter snowstorm tempo allows.

ADOPTED BY COUNCIL ON \_\_\_\_\_

**SUMMARY OF BASIC PROCEDURES FOR INCOMING SNOW STORM**

1. Snow removal is considered an emergency situation.
2. All employees of the Street Maintenance Department, Water Department, and Wastewater Department are subject to call for snow control duties. If required, all city-owned equipment is available for snow/ice control.
3. Scheduled vacation and regular days off are subject to cancellation.
4. The National Weather Service will be monitored continuously by personnel in advance of anticipated snowfall. During this period, preparation will be made. If 0-2 inches or more is expected and conditions continue to deteriorate crews will begin mobilizing the plan.

## **EMERGENCY PHONE NUMBERS**

City Hall Switchboard - All Departments	769-2300
General Emergency	911
Fire Department	769-2245
Police Department	769-2320
Sheriff's Department	446-1300
State Highway Maintenance (ITD)	772-1200
State Patrol (Non-Emergency)	772-6055

## **DEFINITION OF ROADWAY CONDITIONS**

### **CONDITION GREEN**

Roadways can be dry with surface temperatures either above or below freezing or roadways can be wet with surface temperatures above freezing.

### **CONDITION YELLOW**

Frozen moisture, freezing rain, or 0 - 2" of snowfall on roadway surface.

### **CONDITION RED - PHASE I**

Greater than 2" of snow fall on roadway surface.

### **CONDITION RED - PHASE II**

More than 4" of snowfall on the roadway surface or 3" of snowfall on the roadway and more than 4" predicted.

## **SNOW CONTROL CENTER**

During the winter snow season, the Street/ Engineering Department will provide the following services:

- DAY - 7:00 A.M. to 3:30 P.M. (Later contingent on operations)
- NIGHT - 3:30 P.M. TO MIDNIGHT
- Normal night shift staffing is until Midnight
- Shifts will work around the clock during a citywide plow

## **DISCRETIONARY SNOW CONTROL PROCEDURES**

The following areas will be plowed or sanded at the direction of the Street Supervisors. These areas are high congestion areas of less than maximum priority. Scheduling in the routes is impractical due to the need for plowing when parking or use is at a minimum. Plow crews will generally be pulled from normal routing as the conditions require.

1. City Hall Parking Lot
2. Coeur d'Alene Library Parking Lot

## **RESIDENTIAL PARKING**

Once plow operations begin we encourage citizens to help us by not parking on the streets. This will help expedite our plow efforts.

## **NEWS MEDIA**

The following news media will be contacted at the beginning of the snow season and as required throughout the winter.

### **Social Media**

Facebook & Cd'A Website

### **NEWSPAPERS**

Coeur d'Alene Press	664-8176
Spokesman-Review	765-7110

## ORDINANCES

The following ordinance applies to plowing snow into the streets:

(Municipal Code 12.32.060) It is unlawful for any person too deposit, or cause to be deposited, thrown upon or moved onto any public street, sidewalk, thoroughfare, or other public property, any snow, ice, dirt, soil, rocks or debris which has accumulated on any private property. (Ord. 1559 S 1,1978).

## WINTER CALL-OUT ROSTER

During the winter operations period, a Street Lead Field Worker and (2) two operators will be assigned "stand-by" for weekends.

## SNOW AND ICE CONTROL PROCEDURES

### **RESPONSIBLE DEPARTMENTS**

Primary responsibility for performance and coordination of ice and snow control on city streets rests with the Streets & Engineering Department. During the snow season, mid-November through mid-March, the Streets & Engineering Department will provide monitoring of street conditions and will respond to these conditions in accordance to the procedures outlined in this operations manual.

When conditions warrant more personnel than can be supplied by the Street & Engineering Department, Parks, Water and Wastewater Departments will provide personnel and equipment. In addition, the Shop personnel will provide equipment maintenance and service as required on a 24 hour basis during critical ice and snow control periods.

The Street & Engineering Department staffs a night shift beginning in late November and continuing through February as conditions warrant. The night shift will consist of Heavy Equipment Operators to monitor road conditions plow snow, spread sand and chemicals as required.

## CONDITION GREEN PROCEDURES

Roadways under this condition are not ice or snow covered but they can be either wet or dry. During this condition supervisors will monitor the roadways, particularly if road surfaces are wet, to determine when freezing may occur. Monitoring activities used will



consist primarily of monitoring weather forecasts, temperature, moisture conditions and actual driving of roadway, as needed. At any time during this condition, should freezing or snowfall conditions begin, the shift foreman will automatically implement "Condition Yellow" procedures.

During "Condition Green", the Street Department personnel will be on duty but involved in maintenance activities other than ice and snow control. These activities include street grading, leaf pickup, street cleaning, pothole patching, alley maintenance, and training. When conditions begin to change from "Green" to "Yellow", these crews will be re-dispatched in accordance to needs.

### **CONDITION YELLOW PROCEDURES**

This condition covers roadways with frozen moisture, freezing rain, or 0 - 2" of snow. When these conditions are present, the Street Department will automatically implement these procedures.

Street supervisors will monitor the weather conditions and will keep the news media and necessary organizations informed as to roadway conditions and areas of operations. During the day shift, supervisors will periodically dispatch sand/salt/liquid deicer units to those areas that have been reported.

During "Condition Yellow", normal day and night operations will mainly consist of sanding and chemical spreading for ice control. Priority areas shall be:

1. Areas where emergency vehicles operate
  - Hospital
  - Fire Stations
  - Police Department
  - Arterials
  - Julia St. - 911 Center
  
2. Steep Grades/Curves
  - Cherry Hill & Armstrong Hill
  - Tubbs Hill
  - Stanley Hill Area
  - Fernan Terrace Drive
  - Atlas Road Hill including the Industrial Park.
  - Hanley Ave. Hill and Mineral Drive
  - Lakewood Drive
  
3. Stop Signs/Traffic Signal Lights on Arterials

4. Residential Hills - Fairway Hills, Lakeshore Dr. area, Gibbs Hills, etc

Following these priority areas, the City will be divided in half at Harrison Ave. A sander and a liquid deicer unit will operate north; another sander and liquid deicer unit will operate south. Priorities shall be:

1. Secondary Arterials and Collectors.
2. Residential Areas and Stop Signs.

The Central Business District (CBD) requires different procedures during this condition. Normal procedures will not see the use of sand in the district; only chemical treatment. It will be the best judgment of the Street/ Engineering Superintendent or his designee as to whether or not to apply sand. Generally, this will only occur should temperatures be below 15° F and extremely dangerous conditions exist.

The District consists of the following areas:

EAST-WEST

- \* Front Street 3<sup>rd</sup> to 7<sup>th</sup>
- \* Sherman Ave. Independence Pt. to 8<sup>th</sup>
- \* Lakeside Ave. Independence Pt. to 8<sup>th</sup>
- \* Coeur d'Alene Ave. 1<sup>st</sup> Ave. to 6<sup>th</sup>
- \* Indiana 2<sup>nd</sup> Ave. to 5<sup>th</sup>

NORTH-SOUTH

- \* Government Way Sherman Ave. to Wallace
- \* 1st Street Sherman Ave. to Wallace
- \* 2nd Street Front Ave. to Wallace
- \* 3rd Street " " " "
- \* 4th Street " " " "
- \* 5th Street " " " "
- \* 6th Street " " " "

SLEDDING AREAS

The following areas have traditionally been designated by the Council as sledding hills and will not be sanded/salted when so designated:

- \* Boyd Between 9th - 11th
- \* Lost Dollar to 15<sup>th</sup>

These areas will only be plowed, sanded or salted if necessary to provide access for emergency vehicles. The determination to when to plow off the hills will be the Street & Engineering Director discretion and will be monitored closely.

## CONDITION RED PROCEDURES

This condition covers roadways with greater than 2" and snowing, or an accumulation of 4" or more. There are basically two phases to "Condition Red":

Phase I - Greater than 2" on roadway with little additional snow predicted in the forecast. Possible declining temperatures predicted.

Phase II - Greater than 2" on roadway and snowing heavily, or more predicted.

During Phase I condition, normal operations will include the plowing of the CBD and all primary arterials. Sanding/Salting operations will run concurrently. Plowing will be the discretion of the Street & Engineering Director.

Phase II conditions will warrant the general, city-wide plowing. Typically operations will begin at 4:00 A.M. in the CBD with concurrent operations. For heavy accumulations this shift will run for 12 hours. The night shift of 8 operators will plow for 12 hours in their dedicated areas. The following day's shift will also plow a 12 hour shift. Approximately 30 hours are required to complete a Citywide plowing operation.

Once all streets are passable, the removal of the center berms shall become the highest operational priority.

Sanding/Salting/Chemical operations shall remain a high and concurrent priority.

Snow gates will reduce the amount of snow berm forming at driveways, **EXCEPT** on arterials and collectors due to the large volume of snow pushed to the curb of wider streets. Drivers will utilize common sense and good judgment when plowing residential areas; plow speeds will be adjusted so as not to create greater berms than are necessary; and speeds adjusted to fit conditions. Likewise good judgment shall be utilized when plowing along curbs with sidewalks directly abutting.

## SPECIAL ASSISTANCE

During previous years and again this year, the Sheriff's Community Labor Program will provide snow removal assistance. The contact is Lake City Senior Center 667-4628. They prepare a list of individuals needing assistance based on physical disability and financial criteria and submit it to the Sheriff's Labor Program.

## NEWS RELEASE

The first heavy snow of the season always generates many comments on snow plowing. Below is a capsule summary of Coeur d'Alene's plowing procedure:

We do not plow until we have either 4" or 2-1/2" and expect more. Crews are brought in at approximately 4:00 A.M. to begin operations. Snow is normally bermed to the center on the following streets:

- A. Sherman - 2nd to 23rd
- B. 3rd - Cd'A Street to Front Ave.
- C. 4th - Cd'A Street to Front Ave.
- D. 5th - Cd'A Street to Front Ave
- E. 6th - Cd'A Street to Front Ave
- F. Lakeside - 1st to 8th
- G. Coeur d'Alene Ave - 1st to 4th

It takes approximately 5 hours to complete the downtown. Our goal is to have the downtown completed by 9:00 A.M. Following completed Citywide plowing, we next load and haul the snow from the center berms. A "normal" plowing operation will take 30 hours.

**Expanded use of snow gates to all neighborhoods of the city with the some exceptions.**

1) Snow gates generally as a rule will not be used on arterials/collectors due to the large volume of snow pushed to the curb on wider streets, as well as the need to keep "gates" in residential areas. 2) areas that are plowed under cooperative agreement by East Side Highway District (Fernan and Armstrong Park).

Starting in December we will staff the shop with 8 employees for night time operations. Their shift is from 3:30 P.M. to 12:00 A.M. If not required for plowing/sanding/chemical applications, they perform equipment maintenance. Normally, we continue with a night shift until late February or March.

It is important that we plow as rapidly as is prudent in order to provide timely service to the greatest number of citizens. Our intent is to drive slowly enough so that snow is not thrown onto properties or vehicles parked on the streets, causing them damage, and still

maintain enough speed to rapidly complete the process.

Citizens can assist by avoiding on-street parking in residential areas where possible.

Plowing is accomplished through use of general fund tax dollars. We attempt to do the most with the allocated resources. Additional money toward plowing can only come at the expense of other facets of our city government. Constructive suggestions on improving efficiency are always welcome.

Snow gates reduce not eliminate the snow deposits into residential driveways. The City's (4) four snow gates will enable all residential areas of the City to receive snow gate service. In many cases, snow gates cannot block all snow from driveways and mailboxes-snow must go somewhere! Please refer to the section on Special Assistance.

### **INFORMATION BULLETIN**

The City of Coeur d'Alene would like to remind our citizens that it is unlawful for any person to deposit, throw, shovel, or blow snow, ice or other debris onto any public street, sidewalk or other public property. With accumulation of snow the City's Street & Engineering Department works hard to keep the streets clear. When shoveling or clearing your sidewalk or driveway please remember to place snow off the street in order that traffic hazards are minimized and the efforts of the Street & Engineering Department do not have to be duplicated.

Thank you for your assistance and cooperation in keeping our streets safe.

Sincerely,

Troy Tymesen  
City Administrator