



## *Village of Shorewood Snow and De-icing Plan*



Shorewood Public Works Department is responsible for providing snow and ice control for the approximate 80 miles of roadways. There are 136 Cul-de-sacs, six Village-owned parking lots, and one community Park and Ride that are all encompassed in the area served.

### **Goal and Objective**

Shorewood Public Works takes pride in our snow and ice control. We consider this to be emergency work. Keeping streets cleared any time of the day or night to insure accessibility for emergency equipment throughout the village. This work also allows the schools to stay open and the local merchants to market their wares. Careful planning and preparation must be done prior to the snow and ice season. This planning process is made considerably more difficult due to the variable conditions encountered during each storm. There are no two storms alike.

The Public Works Department's goal is to make all streets, cul-de-sacs safe and accessible for vehicular traffic during and after a winter storm, in accordance with the guidelines set forth herein. We will attempt to clear all major and minor streets to bare pavement, and maintain a clear bare driving track on either side of the centerline on residential and local streets. It is the Public Works Department's goal to complete a Category 1 or 2 storm cleanup within 4-6 hours and a Category 3 or 4 within 6-8 hours after a typical winter storm ends.

During and after the storm, some streets may be snow-packed and icy. The effectiveness of melting and de-icing products is greatly reduced in subzero or near subzero conditions.



The Public Works Department personnel will respond each time we are notified that weather conditions include the possibility of creating a hazard for the public. Depending on the severity of the storm, as few as two employees and two trucks to as many as twenty employees and eighteen pieces of village owned equipment can be made available to combat a storm.

This Snow & Ice Control Plan recognizes four storm categories:

**Category 1** - One inch or less of snow or sleet resulting in icy conditions. Snow routes rated priority 1-3, are treated with de-icing material. Plowing is typically not required, but done as necessary.

**Category 2** – Two inches of snow. All snow routes rated priority 1-2 are plowed then treated with de-icing material. Priority 3 streets will be made passable until the storm subsides. Then all priority 1-2 streets will be cleared curb to curb prior to the completion of priority 3 streets.

**Category 3** - Three inches or more with or without wind causing blizzard conditions. All priority 1-3 streets are plowed, and treated with de-icing material until the storm subsides. Then all priority 1-2 streets will be cleared curb to curb prior to the completion of priority 3 streets.

**Category 4** - A major snowstorm amounting to six inches or more. Concentration is focused on all priority 1 streets and emergency facilities. Priority 2 streets plowed as soon as possible thereafter. Priority 3 streets are cleaned last. Then all priority 1-2 streets will be cleared curb to curb prior to the completion of priority 3 streets.

Because we base our practice on the speed and volume of traffic on our streets in the community, the Public Works snow and ice control plan provides the following priority levels. These levels are just guidelines to implement a snow and ice event:

**Priority 1** - All major and minor collector streets will be considered to be the minimum network which must be kept open for emergency vehicles.

**Priority 2** – The remaining network includes, streets, intersections, hills, curves and Municipal parking lots.

**Priority 3** - All cul-de-sacs, dead ends and recreational parking areas.

Route 52 and Route 59 are state highways and are plowed by the state, however Shorewood Public Works Department will plow them in the event that they become impassable.



A key element in implementing an efficient snow and ice control program is receiving timely

weather information. Accurate weather forecasting is imperative in deciding which of the various operational procedures will be followed. The Public Works Department has equipped the

Emergency Operations Center/Snow Command with a live weather radar system, and contracted with a commercial weather forecasting agency, further assisting us in the deployment decision making process for the mobilization of personnel and equipment.

At the minimum, the department will initiate a (two-truck) response upon the receipt of a storm warning. An operation may be initiated in advance of precipitation or freezing conditions depending on the estimated start time or intensity of the storm.

### **Alerting Snow and Ice Control Personnel**

Snow and ice control operations fall under the jurisdiction of the Public Works Director, however, all Public Works personnel have a part in these operations. Snow and ice operations may be conducted on a 24-hour basis, 7 days per week. In the event of an impending storm, the Public Works Director will consult with a designee from Street Maintenance Department to determine the most effective way to combat the storm. The planning efforts will attempt to maximize the best use of village resources, this possibly can include personnel from other departments are asked to assist during extreme snow emergencies.

### **General Snow and Ice Procedures**

When the department is notified of an impending snowstorm, a decision is made to implement one of four different operations for clearing village streets. Each operation varies in the amount of service performed and the manpower and equipment necessary to perform it. A salting operation (1) would be initiated in advance of a storm. A plowing-salting operation (1-2) would be initiated if the potential for freezing conditions existed, to melt snow or ice accumulated to a depth of less than approximately one inch or to prevent the bonding of packed snow to the pavement. In the event that snow is forecasted to be greater than a one inch ice accumulation, or blowing-drifting snow Operations (3-4) would be initiated.



**Operation 1:** Two-Trucks Salting

**Operation 2:** Four-Trucks Plowing-Salting

**Operation 3:** Twelve-Trucks Plowing-Salting

**Operation 4:** Full Call Out

It can be expected that snow will be plowed into driveways as a normal part of snow removal operations. Attempts will be made to keep excessive amounts from accumulating; however, each driveway will receive a certain amount of snow. Per Shorewood Ordinance # 4-2-6 dated 05/01/1990, we ask that you do not Blow, Plow or Shovel snow into or across Village streets. This is enforceable by the Shorewood police with a fine of, not less than \$100.00, no more than a \$500.00.

### **Supplemental Operations**

The Public Works Director may retain private contractors to supply additional operators and equipment should storm conditions become long (longer than 48 hours) and severe. Such action would only be taken in extreme emergencies, and only at the discretion of the Public Works Director, in consultation with the Village Administrator. It is an important option that must be available to the Public Works Department in case of equipment breakdowns or if a succession of winter storms pummels the Village.

### **Parking Policy**

Ordinance # 11-13-11 states that there is no parking on all Village streets after two (2) inches of snow has fallen. The Ordinance also allows the Public Works Director to declare a snow emergency (a “No Parking” ban on all Village streets) when a minimum of two (2) inches of snowfall has occurred. The Director, in consultation with the Village Administrator and in conjunction with the Police Department, may ticket and tow all vehicles on Village streets which interfere with operations after the declaration. It is permissible to be parked on a Village street after fewer than or up to two (2) inches of snow has fallen. However we ask that if there is a prediction for snow and or ice event, to remove parked cars from Village streets. This will make our efforts more effective and lessen the probabilities for accidents.

### **Property Damage**

During the course of operations throughout any given winter, snow removal forces may incur a certain amount of damage to Village and private property. In the event that parkway damage is sustained due to a plow riding over a curb, the Public Works

Department will repair said damage as soon as weather conditions permit. If the parkway sod was rolled back in such a way that it could be re-used; representatives of the Department will restore it. If the sod is damaged beyond repair, the Public Works Department will restore the area at the earliest time when there is both the appropriate weather and availability of material. Topsoil and seed or sod will be used in the damaged area. Any damage sustained due to salt brine inadvertently splashed onto a parkway during the course of the winter will not be treated or repaired by the Village. To report such damage, please call (815) 553-2321.

### **Mail Box Damage**

If one of our drivers inadvertently damages a mailbox that is properly installed and maintained, we will replace it with a temporary mailbox, if needed. It will be the responsibility of the resident to repair or replace the mailbox. The Village will reimburse, up to \$125.00, for the repair or replacement, with approval.

To report mailbox damage please call (815) 553-2321. If your mail box was determined to be in either in need of repair or too close to the street, we are not responsible for any damage or repair. According to the United States Postal regulations proper placement of a mailbox should be as follows: at least 41 inches and no more than 45 inches aboveground and no part of the mailbox should be closer than 6 inches but no more than 8 inches behind the back of the curb.

### **Assistance to Private Property**

Under no circumstances will a Village employee be allowed to use a Village-owned vehicle to push, pull, or tow a stranded private vehicle from a roadway or parking lot. The employee may, if a hazard exists, use his radio to notify WESCOM of the hazardous condition. Likewise, under no circumstances will a Village employee use a Village-owned vehicle to perform any snow removal or ice control operation on private or commercial property.

## **Departure from Policy**

The Village recognizes that conditions may be so unusual or unexpected that a departure from these general policies should be authorized. Therefore when conditions warrant, the Public Works Director, in consultation with the Village Administrator, or his/her designated representative, may order a departure from these general guidelines when, in the opinion of the Public Works Director, conditions require such action. This policy may be affected in total or in part, as a result of Acts of God, equipment breakdown, weather conditions, inadequacy of equipment, state or federal regulations, shortage of personnel, and any other unforeseen, uncontrolled or unanticipated acts. No additional rights shall be granted any individual or entity simply by adoption and enforcement of this policy.

## **No Duty or Right Created**

The purpose of this policy is to establish goals for the Village of Shorewood's employees regarding snow and ice control. It's not to be construed to create any duty to any individual, person or entity. This policy does not provide any special protection or service to any particular individual or group of individuals.

## **Policy Priority**

This policy dated March 25, 2008, supersedes all others and, to the extent that any previous rule, regulation, policy or past practice, written or unwritten, is in conflict with the provisions of this policy, such is hereby withdrawn, voided and all personnel should conduct themselves in conformity with this policy.

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