



SNOW AND ICE CONTROL POLICY

2021



CITY OF WAUKEE

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1. INTRODUCTION

The purpose of the Snow and Ice Control Policy is to establish and maintain uniform definitions and procedures concerning snow and ice control operations for the City of Waukee. The City will provide such control in a safe and cost-effective manner, taking into account safety, budget, personnel, and environmental concerns.

This policy does not guarantee that streets, sidewalks, parking areas, trails or other public property will be free of snow and ice after the execution of the Snow and Ice Control Policy. Bare, dry pavement should not be expected and will not always be provided. This plan attempts to maintain an adequate driving surface for properly equipped vehicles and drivers prepared for winter driving conditions, and to provide pedestrians with safe routes of travel.

The removal of snow and ice from public streets, public parking areas and other public areas is an emergency operation that takes precedence over other non-emergency work for the Public Works Department.

2. MONITORING AND NOTIFICATION OF ICE/SNOW EVENTS

The observation of road and bridge conditions will be performed by the Public Works and/or Police Departments to initiate snow crew notification. When inclement weather is approaching weather reports and forecasts will also be used in conjunction with on-the-street observations to determine notification timing. Resources permitting, first crew response will be snow removal vehicles with material spreaders. Public Works leaders may initiate additional staff as the need arises.

3. EMERGENCY ROUTES

In order to make the most efficient use of available resources it is necessary to establish emergency routes for snow and ice removal. The following roads will be the first priority and all effort will be made to keep these routes passable 24 hours a day:

- **6th Street/Ute Avenue/R-22** from I-80 Interchange to W Hickman Road
- **NW 10th Street/R-22** from W Hickman Road to Meredith Drive
- **SE Ashworth Drive** from 10th Street to SE University Avenue
- **SE L.A. Grant Parkway** from SE University Avenue to Ashworth Road
- **Laurel Street** from 6th Street to SE Westgate Drive and
- **Northview Drive** from 6th Street to Warrior Lane
- **Warrior Lane** from Westown Parkway to NE Douglas Parkway
- **Ashworth Road** from Ute Avenue/R-22 to 88th Street
- **SE University Avenue** from 142nd Street to Warrior Lane
- **Alice's Road** from SE University Avenue to NE Douglas Parkway
- **Grand Prairie Parkway** from SE University Ave to Wendover Road
- **NE Douglas Parkway** from NE Alice's Road to N Warrior Lane
- **SE Westown Parkway** from Ute Avenue/R-22 to Grand Prairie Parkway
- **SE Legacy Pointe Boulevard** from E Hickman Road to SE Laurel Street

- **SE Boone Drive** from SE University Avenue to corporate limits
- **SE Waco Place** from SE University Avenue to Ashworth Road

4. PRIORITY ROUTES

Consecutively running with the Emergency Routes (when possible), the following Priority Routes will be plowed:

- **3rd Street** from Laurel Street to Windfield Parkway and from Ashworth Drive to University Avenue
- **Windfield Parkway** from 3rd Street to SE Cardinal Lane
- **SE Cardinal Lane** from SE Windfield Parkway to SE Olson Drive
- **SE Olson Drive** from SE Cardinal Lane to SE Boone Drive
- **SE Brick Drive** from E Hickman Road to SE University Avenue
- **SE Waco Place** from E Hickman Road to SE University Avenue
- **SE Laurel Street** from SE Westgate Drive to SE Legacy Point Boulevard
- **SE/NE Westgate Drive** from SE Olson Drive to NE Douglas Parkway
- **SE/NE Dartmoor Drive** from SE Laurel Street to NE Douglas Parkway
- **NW/NE Venture Drive** from NW 2nd Street to NE Westgate Drive
- **NE Horizon Drive** from NE Westgate Drive to NE Alice's Road
- **SE Florence Drive** from SE University Avenue to SE Tallgrass Lane
- **SE Pleasant View Drive** from Brodie Street to SE Parkview Crossing Drive
- **NW 2nd Street** from W Hickman Road to NW Douglas Parkway
- **NE/NW Sunrise Drive** from NE Dartmoor Drive to NW Gettysburg Lane
- **NW Stratford Crossing Drive** from NW 10th Street to NW Douglas Parkway
- **NW 17th Street** from W Hickman Road NW Gettysburg Lane
- **SE Tallgrass Lane** from SE LA Grant Parkway to Grand Prairie Parkway
- **SE Parkview Crossing Drive** from SE Booth Avenue to SE Ashworth Road

5. RESIDENTIAL/RURAL ROUTES

After Emergency and Priority Routes have been completed, all public residential and granular streets will be plowed. Plowing or material spreading of any residential and granular streets may be stopped at any time to go back to higher priority areas to re-apply material or plow, if conditions warrant.

6. PUBLIC TRAILS/SIDEWALKS

Once snow accumulation ceases and after Emergency, Priority and Residential/Rural Routes have been cleared, public trails/sidewalks will be cleared by the Public Works and Parks and Recreation Departments.

7. EMERGENCY SITUATIONS

Emergencies may arise which warrant a departure from the stated priorities. Examples include but are not limited to:

- A. Immediate need for Police, Fire and Rescue emergencies.
- B. If City personnel must leave the public right-of-way to respond to an emergency, snow removal crews may provide necessary assistance such as opening a driveway or parking lot to give access for emergency crews.
- C. Isolated problem areas where traction is urgently needed before all other areas

are handled. NOTE: The Police Department may only advise of road conditions and shall not direct snow and ice control operations of the Public Works Department.

- D. Icing conditions where a water main break has occurred.

8. SNOW REMOVAL OPERATIONS

The depth and timing of snow accumulations, along with traffic volumes, will normally dictate when snow removal operations begin. Removal will take place during a snow event as needed to keep accumulations on the pavement surface at a manageable level. It is likely that several passes will be made on most streets to clear accumulated snow from the roadway.

Snow removal operations will be carried out in accordance with the established priorities set forth in Sections 3, 4, 5, and 6 of this policy. Such removal operations may at times be done in conjunction with material applications.

9. MATERIAL APPLICATIONS

Conditions may warrant the application of deicing materials. Conditions may also warrant the addition of liquid deicing chemicals to any such mixture in order to obtain the desired results from the application of a material mixture. The definition of Material in this policy may consist of salt or liquid deicing chemicals, or any combination of the two. Applications of material will follow the same priorities established for snow removal.

10. JOINT JURISDICTION ROUTES

The following jurisdictions are responsible or share responsibility with the City of Waukee for the following boundary streets:

- a) City of Clive:
 - a. **NE Alice's Road** from NE Douglas Parkway to north corporate boundary
 - b. **142nd Street** from SE University Avenue to north corporate boundary
 - c. **SE Woodcrest Drive** from SE Westwood Drive to north corporate boundary
- b) Dallas County:
 - a. **NW 10th Street/R-22** from Meredith Drive to north corporate boundary
 - b. **Ute Avenue/R-22** from 360th Street to I-80 Interchange
 - c. **R Avenue** from 300th Street to Highway 6/W Hickman Road
 - d. **N Warrior Lane** from Meredith Drive to north corporate boundary
 - e. **Ashworth Road** from T Avenue to U Place
 - f. **T Avenue** from Ashworth Road to 310th Street
 - g. **U Place** from Ashworth Road to 328th Place
 - h. **338th Court** from U Lane to dead end
 - i. **U Lane** from 340th Trail to 338th Court
 - j. **340th Trail** from S Avenue to Ute Avenue/R-22

11. PUBLIC PARKING AREAS

Parking areas on public property will be cleared of snow by the Public Works and/or Parks and Recreation Departments. Snow clearing may include the application of deicing materials on the driveway portion of parking areas only. Public parking area snow removal operations will commence after street operations are substantially complete.

12. SIDEWALKS – CITY OWNED

City owned sidewalks will be cleared and treated with ice melt as needed.

13. DRIVEWAYS/PRIVATE PROPERTY PLOWING

City snowplows will not clear private driveways or private property, such as parking lots, except in an emergency as previously discussed.

The removal of snow placed in a driveway or on sidewalks by City plows is the responsibility of the property owner.

14. COMPLAINT PROCEDURES

Public Works Management Staff or Administrative Assistant may handle emergency complaints.

15. REPORTS

A Storm Report shall be completed for each snow removal operation. This report contains operating times, weather conditions, resources committed and results.

17. REPAIR OF DAMAGED PROPERTY

Snow and ice control operations may cause property damage to improvements in the public right-of-way, even under the best of circumstances and watchful care of equipment operators.

The City will restore sod areas damaged by City snowplows during snow removal operations. All other damage within the public right-of-way is the responsibility of the property owner including, but not limited to, trees, shrubs, bushes, landscaping materials, decorative rock or concrete, and lawn/landscaping irrigation systems.

Residents are also responsible for assuring that their mailbox is properly installed and that the mailbox meets the requirements of the United States Postal Service regarding delivery and collection of mail to curbside boxes. Mailboxes damaged by snow removal equipment will be repaired and/or replaced at a cost not to exceed \$150.

18. RESPONSIBILITIES OF RESIDENTS

Under City of Waukeee Code of Ordinances Section 218 **Dumping of Snow:** It is unlawful for any persons to remove snow, ice and accumulations from private premises and to deposit the same upon any public highway, street, avenue, alley, sidewalk, public square and commons within the City.

Under City of Waukeee Code of Ordinances Section 502.17 **Prohibited Parking During Snow Emergency:** No person shall park, abandon or leave unattended any vehicle on

any public street, alley or city-owned off-street parking area during any snow emergency proclaimed by the chief of police or his designee unless the snow has been removed or plowed from said street, alley or parking area and the snow has ceased to fall. A snow emergency parking ban shall continue from its proclamation through the duration of the snow or ice storm and the forty-eight (48) hour period after cessation of such storm except as above provided upon streets which have been fully opened.

During periods of heavy snowfall accumulations, there may be times when City equipment cannot physically place all the snow from the curb line onto the City right-of-way. It is the responsibility of the resident to remove snow and ice accumulations from the approach and exits to mailboxes to allow the mail carrier to deliver mail safely and efficiently.

Public notification when a snow ordinance is in effect will be done through the following media outlets:

- KCCI TV 8 & affiliates (KIOA AM, KIOA FM, KRNT AM/FM, KSTZ, KAZR, KLTI, KPSZ)
- WHO-TV 13
- WHO AM & affiliates (KXNO, KKDM-FM, KDRB-FM)
- WOI TV 5
- KDSM
- KWKY
- KJJY & affiliates (KBGG AM/FM, KGGO FM, KHKI)
- The Des Moines Register
- Waukee City Hall
- Waukee Public Works
- Waukee Public Library
- NIXLE
- Waukee Web Site

19. DISCLAIMER

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.

This Snow and Ice Control Policy is not intended to create and should not be construed in any manner as creating a guarantee that any driving hazard associated with winter driving conditions is eliminated by the City's efforts to remove snow and ice from City streets in accordance with this Policy. All or parts of this policy may be affected by at least one or more of the following, which will delay all or some of the services provided.

- A) Available personnel.
- B) Equipment breakdown.
- C) Vehicles disabled in deep snow.
- D) Storm severity may preclude all snow removal operations or seriously impede response.
- E) Equipment rendered inadequate by the depth of the snow or drifts.
- F) Shift changes; crew breaks, and breaks required for refueling, refilling of material spreaders and installing chains and new blades.

- G) Snow deposited back into the street after crews have completed snow removal operations.
- H) Snow left on streets due to parked cars.
- I) Unforeseen conditions and circumstances.

20. Sidewalks abutting Private Property – Removal of Snow and Ice Accumulations

Click [here](#) to view Waukeee Municipal Code Chapter 218 Section 2: Removal of Snow and Ice Accumulations and the responsibilities of snow and ice removal by abutting property owners.

All reported or identified violations shall be reviewed by the appropriate Development Services personnel.

It shall be the City's policy to make every effort to encourage voluntary code compliance. Voluntary compliance is generally less expensive for all parties and represents a more satisfactory resolution than citations or assessments.

The Development Services Department shall have the responsibility for determining whether or not the property owner has substantially complied with the responsibilities identified in the City Code. It shall be the City's policy to ensure that the sidewalks are safe for pedestrian travel; however, there are no guarantees that the sidewalks will be completely free of all moisture.

The City understands that there will be some sidewalks along the City's arterial roadways (for example: SE University Avenue from NW 142nd Street to SE Ashworth Drive/SE LA Grant Parkway) that will require additional discretion due to the proximity of the sidewalk to the roadway. It shall be the City's policy to work with those property owners to develop a satisfactory solution and timeframe to any snow and ice accumulation in a manner consistent with the spirit of the ordinance.