



***“If everyone is moving forward together, then success takes care of itself”***  
***~ Henry Ford ~***

### **Snow Policy Purpose:**

The purpose of the City’s snow and ice plowing policy is to (1) define levels of service for snow plowing and snow removal, (2) define protocols related to snow events, and (3) effectively communicate these protocols to residents.

### **Overview**

Winter storms are trying for all of us – motorists, residents, and snow plow drivers alike. The Public Works Department attempts to move the snow and ice from our roadways and City-owned properties as rapidly and efficiently as possible. This requires a delicate balance of snow plowing, storing snow, removing snow, keeping the roads safe and navigable, and finally, minimizing the cost to the public.

City streets will be assigned one of four priority levels: (1) primary roads, (2) secondary roads, (3) tertiary roads, and (4) cul-de-sacs, dead ends, & alleys. A primary road connects major destinations such as a commercial district, schools, and government buildings (such as Canyon Road, Elk Street, or Pine Avenue). A secondary road serves lower traffic areas, including residential areas, or serves as the only access point for a neighborhood (such as Antelope Ridge). A tertiary road generally serves only residential areas. Finally, a cul-de-sac or dead end serves primarily residential areas with low traffic. This hierarchy assures each residential area has a reasonable distance to plowed streets in order to provide emergency services and transportation.

Residents should not expect bare, dry pavement after every snowstorm. The aim of snow and ice control operations is to return most road surfaces to safe winter driving conditions as soon as feasible within the limitations of this policy, available resources, and weather conditions. The City will use storm forecasts, personnel, equipment, and sanding materials to maintain safe and navigable streets. However, residents need to be flexible to the variety of circumstances and conditions during all snow storms or wind blowing events.

## **General Administration**

### **Policy 1.1**

*The Public Works Department shall maintain systems to forecast severe winter weather.*

The Public Works Director and the Maintenance Worker II leading street crews shall confer daily regarding various weather forecasts available through television, internet, and mobile applications. If Kemmerer anticipates snow above two inches, the Public Works Director will notify all staff. If snow is to exceed four inches, he/she will also notify the City Administrator.

**Policy 1.2**

*Snow operations will focus first on access to the hospital, government buildings (including the senior center), and schools (in that order) to ensure access to emergency medical services and continuity of government in the winter.*

**Policy 1.3**

*Maintenance Workers will receive sufficient crew rest to ensure their own safety and the safety of the general public during snow operations.*

Snow crews may work long hours in order to keep the roads clear and passable. Overtime work is frequently required. However, no employee, including salaried employees, shall work more than 16 hours in one 24-hour period. All employees shall receive at least nine consecutive hours off after every 16-hour day.

**Policy 1.4**

*The City may require residents to remove vehicles or objects in the road.*

The City recognizes the difficulty residents have when parking is already limited and is further restricted by snow. However, one of the best ways residents can help us with snow operations is to remove, whenever possible, trailers, parked vehicles, or any obstruction from the City right-of-way before the storm hits. This will allow the crews to clear the City streets more quickly, decrease the risk of accidents, and help with snow removal. The City will make every attempt to contact an individual prior to taking drastic action, such as towing a vehicle.

The following roads have been signed for no parking between October 1 and April 30; these roads will be enforced more strictly:

- 3<sup>rd</sup> West between Elk Street and Keane Street
- Emerald Street from Pine to 3<sup>rd</sup> West
- Elk Street from Lincoln Heights to 5<sup>th</sup> West

Additional roads may be designated as snow routes within this policy to comply with Section 13-31 of City Code.

**Policy 1.5**

*The City will establish Snow Condition Alerts to notify the public of snow response efforts.*

The City will set alert levels for the severity of a storm. These levels will be set for forecasted inches received during a snow event, forecasted duration, and conditions on the ground prior to the storm. The City will provide notification on the City's website, Facebook, Radio, and Citizen Notification System on how the City will be conducting snow removal services based on the alert level. All conditions will vary. Please understand that by removing your vehicles and equipment, crews will be able to do a more efficient job of removing the snow, which in turn will save on expenses, resources and enable the City to cover more ground more quickly.

**Policy 1.6**

*In case of emergency, some City services will be delayed.*

**Delay of Services:**

Some delay of services is inevitable. At least one or more of the following situations may delay all or some of the services provided during snow storms or blowing events:

- Vehicles parked in roadways or getting stuck.
- Equipment break downs. The Public Works Department performs most of the emergency repairs on snow plowing equipment.
- Manpower shortages due to sickness, injury, or required crew rest may leave some routes temporarily uncompleted.
- Operator breaks for rest, meals, refueling, or changing cutting edges.
- Operator fatigue and drive time limits.
- Severe conditions that result in calling in drivers for safety reasons.
- Unforeseen conditions and emergencies.

### **Policy 1.6**

*Drivers will complete their area of coverage in the most efficient and safest manner possible.*

All plow operators will be assigned an area of coverage. During a snow storm, the Public Works Department has a lot to complete in stressful and hazardous conditions, so we please ask that you refrain from harassing, screaming, or yelling at the operators while doing their duties. If you have a complaint or an operator is driving in an unsafe manner, please call City Hall or the department director. Crews are not allowed, unless given prior consent and approval from the City Administrator for health and safety reasons, to plow on private property of any kind.

Operators have a lot of roads to open for everyone. We please ask you not to stop the operators or jump out in front of them so they don't plow your driveway in. The equipment may not be able to stop in time which may result in possible accident and/or injury and/or possible death. The crews will do their very best to limit the amount of snow pushed into driveways, but understand it just can't be helped in most situations.

Sometimes the operators will be called away from their coverage area due to an emergency or to cover for another operator. Be assured someone will return to finish plowing.

### **Policy 1.7**

*The Mayor, in consultation with the City Administrator, may declare a snow emergency when conditions are severe enough to warrant street closures.*

When enacting a snow emergency, some or all City roads will be closed until the primary routes have been substantially cleared to allow safe passage. This will include snow plowing and may require snow removal. Only emergency services and public safety personnel are permitted to travel at this time. Upon declaring a snow emergency, all roads within City limits are designated as snow removal routes per Section 13-31 of City Code.

## **Road Priority**

### **Policy 2.0**

*Snow plow drivers will clear roads based on their annual priority designated by City Council.*

Call out will begin at two inches and more coming or under hazards like blowing snow or icy conditions. The first call out crew may consist of only one operator to start, and more to be called out as conditions change. Crews will work until conditions improve. In some cases there may be a down time for crew rest. They will come back out and resume plowing when they are rested.

## **Policy 2.1**

### *Primary Roads:*

A primary road connects major destinations such as a commercial district, schools, and government buildings. Primary roads are designated as Snow Removal Routes per Section 13-31 of City Code.

Pine Ave between the viaduct and Antelope Street  
Canyon Road from Dell Rio to Garnet  
Dell Rio Drive from Canyon Road to Berry Drive  
Moose Street from Pine to 3<sup>rd</sup> West  
Garnet Street from Canyon to 3<sup>rd</sup> West  
Lincoln Heights to Elk Street  
Elk Street from Lincoln Heights to 5<sup>th</sup> West\*\*\*  
Elk Street from 5<sup>th</sup> West to Canyon Road  
5<sup>th</sup> West from Elk to Antelope  
Antelope Street from 9<sup>th</sup> West to 5<sup>th</sup> West  
Emerald Street from Pine to 3<sup>rd</sup> West\*\*\*  
3<sup>rd</sup> West from Emerald to Antelope in front of high school\*\*\*  
Downtown: South Main Street, J.C. Penney Drive, and Klondyke  
Coulson Ave between Garnet and Elk Street  
7<sup>th</sup> West Ave between Garnet and Antelope Street  
Aspen Ave  
9<sup>th</sup> West Ave from Antelope to Dell Rio

\*\*\* = these routes are signed to indicate no parking from October 1 - April 30 and will be strictly enforced.

## **Policy 2.2**

### *Secondary Roads:*

A secondary road serves lower traffic areas, including residential areas, or serves as the only access point for a neighborhood. Secondary Routes are designated as snow removal routes per Section 13-31 of City Code.

Canyon Road south of Dell Rio  
Canyon Road north of Garnet  
9<sup>th</sup> West Ave from Antelope, down Garnet, to Canyon Road  
Berry Drive  
Holland Drive  
Dell Rio from Berry Drive to Highway 30  
Lower Antelope Street  
Lower Elk Street west of Pine Ave  
1<sup>st</sup> West Ave

2<sup>nd</sup> West Ave  
Walnut St  
Park Ave  
Ash Ave  
Upper Sunset Drive  
Lower Sunset Drive  
Beech Ave  
Sage Ave  
Cedar Ave  
Lignite Street  
Onyx St  
Opal St  
Lower Garnet St  
Topaz St  
Sapphire St  
Pearl St  
Agate St  
Quartz St  
Ruby St  
Carbon St  
Willow Ave  
Fir Ave  
Spinel St  
Mica St  
Emery St  
Beryl St  
Trona St  
Hams Fork Circle from Fossil Drive to the southwest intersection of Blue Grass Lane  
Blue Grass Lane

### **Policy 2.3**

#### *Tertiary Roads:*

Tertiary roads are designated as Snow Removal Routes per Section 13-31 of City Code when the City has announced a Level 3 storm or greater.

Sunlight Dr  
Basin Dr  
Rolling Hills Dr  
Ridgemont Place  
South Coulson  
Coulson Circle  
6<sup>th</sup> West Ave  
Uinta Dr  
4<sup>th</sup> West Ave

Sorenson Dr  
5<sup>th</sup> West Ave (circle)  
Sublet Dr  
Elkol Ct  
Susie Ct  
Brilliant Lane

#### **Policy 2.4**

*Cul-de-Sacs and Dead End Roads:*

These routes are designated as Snow Removal Routes per Section 13-31 of City Code when the City has announced a Level 3 storm or greater.

Hams Fork Road west of Blue Grass Lane  
Top of Emerald  
Moose Ct  
Troy Ct  
Quartz west of Pine  
5<sup>th</sup> West Ct  
Topaz Ct  
Opal east of Pine  
Moose east of Pine  
Top of Antelope  
Sapphire Ct  
Elk east of Pine  
Antelope Ct  
Canyon Ct  
Nations Drive

Generally speaking, alleys will be cleared the same day as normal garbage service occurs. However, the City will make every effort to open alleys as soon as possible.

## **Resident Policies and Notifications**

#### **Policy 3.0**

*Snow Berms*

Snow berms will be piled until such conditions exist that create hazards in traffic flow. Crews will maintain berms and plow them tight until conditions call for removal.

Generally, below 3<sup>rd</sup> West (lower part of town), snow will be pushed to the sides by one pass and will then be pushed back tight into a berm until such conditions exist that call for removal. This will only be done as a result of heavy snow build up and will be a low priority.

All residents must plow all the way out to the berm and make sure to pack snow up tight so traffic can pass safely. Further, we ask that the only snow you push into the street comes from your driveway. The more snow residents place in the street, the longer it takes to remove. Often, snow removal is artificially delayed because snow has been placed in the street that comes from roofs, yards, or even backyards.

Anytime you can keep snow on your own property and clear sidewalks as soon as possible in front of your home makes clean up safer and more efficient. This also saves on resources and wear and tear on equipment.

### Policy 3.1

*Level 1 Storm:*

**Definition:** *a storm that places between 1 and 5 inches of snow on the ground within a 24-hour period and in which the roads had been adequately plowed and snow removed prior to the start of the storm.*

The objective of a Level 1 storm is to plow the roads and create berms for future removal. Crews will work a standard 8-hour day and focus on their assigned areas. If enough snow has built up during this time, then removal will commence. If there are back to back storms in the forecast, hauling off of high priority roads will take first priority. Lower priority streets will not be removed at this time unless there is enough time during normal operating hours, a significant amount of time between storms, and crews have time for removal.

### Policy 3.2

*Level 2 Storm:*

**Definition:** *a storm that places between 6 and 10 inches of new snow on the ground within a 24-hour period and/or in which most City roads have an existing berm higher than one foot off the ground.*

The objective of a Level 2 storm is to make high priority roads passable. Crews will be moving through their assigned area to push snow to a more desirable traveling condition. **Lower priority roads will receive less attention until the storm passes through the area.** There will be higher and wider berms at this level, until storms decline and crews can come back through and pack the snow in tighter. Crews will generally start removing snow starting with high priority roads first. However, the City may remove snow from a lower priority street if it determines that leaving the snow poses a greater risk to health and safety than removing a higher priority road. How much snow is removed depends on how much snow fell and how soon the next forecasted storm will arrive.

If another storm rolls in at this level, removal will take longer because crews will be put back on plowing. The City will put out notices to residents through means of: Citizen Notification System, Facebook, the City website, and the radio. The notice will ask that residents assist the City crews by removing all trailers, vehicles, and obstructions from the City rights-of-way. The Kemmerer Police Department will be doing door-to-door courtesy reminders for violators of the parking ordinance at this time.

It is very important for residents to know that street crews will be able to do a much faster cleanup and removal of the snow if we get your cooperation at this level of severity. We all will be inconvenienced at this level. Please understand that the crews just want to complete their tasks as fast and safely as possible so everyone can resume a normal pace.

### Policy 3.3

#### *Level 3 Storm*

**Definition:** *a storm that places between 11 and 20 inches of new snow on the ground within a 24-hour period and/or in which most City roads have an existing berm higher than three feet off the ground.*

**Plowing high priority roads will be the only objective until the storm slows or moves out of the area.** Trucks will start pushing mid-level priority roads as soon as practicable. If it is possible, at least one truck or piece of equipment will be assigned to push through lower level streets and alleys. Some City-owned facilities will not be plowed until crews get the primary streets plowed. City Hall & Old Town Hall will be plowed. City Hall may open on restricted or late-start hours. Crews will do their very best to get the Rec Center and Events Center parking lots opened as soon as they can. These buildings may be temporarily closed.

Having complete cooperation and understanding from the residents during this level of storm is critical. The crews will be overwhelmed with getting the City plowed. Stress levels will be very high for everyone involved. With a storm of this magnitude, some services will be delayed until streets can be plowed. Garbage will be one of these services. The driver will be assisting in snow removal. Expect garbage to be delayed at least one day at this level of storm. Garbage pickup will resume as soon as possible.

**At this level, removal of all parked vehicles, trailers and obstructions from the City's right-of-way is a requirement.** Help and understanding from the residents in this matter is crucial.

During a Level 3 storm, the City will be putting out notices of services to community through means of Citizen Notification System, Facebook, City website, and the Radio. The notice will ask that residents assist the City crews by removing all trailers, vehicles, and obstructions from the City rights-of-way. **The Kemmerer Police Department will enforce the moving of vehicles by going door-to-door or may have to resort to towing of vehicles.**

### Policy 3.4

#### *Level 4 Storm*

**Definition:** *a storm that places over 20 inches of new snow on the ground within a 24 hour period or during which travel on the roads is determined to be unsafe for the general public.*

It will be critical for emergency crews to provide needed services to the community. The objective of the Public Works Department will be plowing snow from primary streets. There will be no resources assigned to secondary, tertiary, cul-de-sacs, or alleys until the primary routes are passable. Crews will focus on lower priority routes as soon as possible. The City Administrator may choose to close City facilities. **There will be an emergency truck ready to plow streets for Fire, EMS and Police for emergencies.**

Crews will likely be working in 16 hour shifts to plow and remove snow from all City streets. Accurate weather forecasts before any storm of this magnitude will help residents prepare and have all vehicles removed from City rights-of-way. In the case that this type of storm hits, the City will post notices through each level of storm so we residents are apprised of the status of snow plowing. Be assured the Public Works Department watches weather patterns and forecasts very closely throughout the winter months.

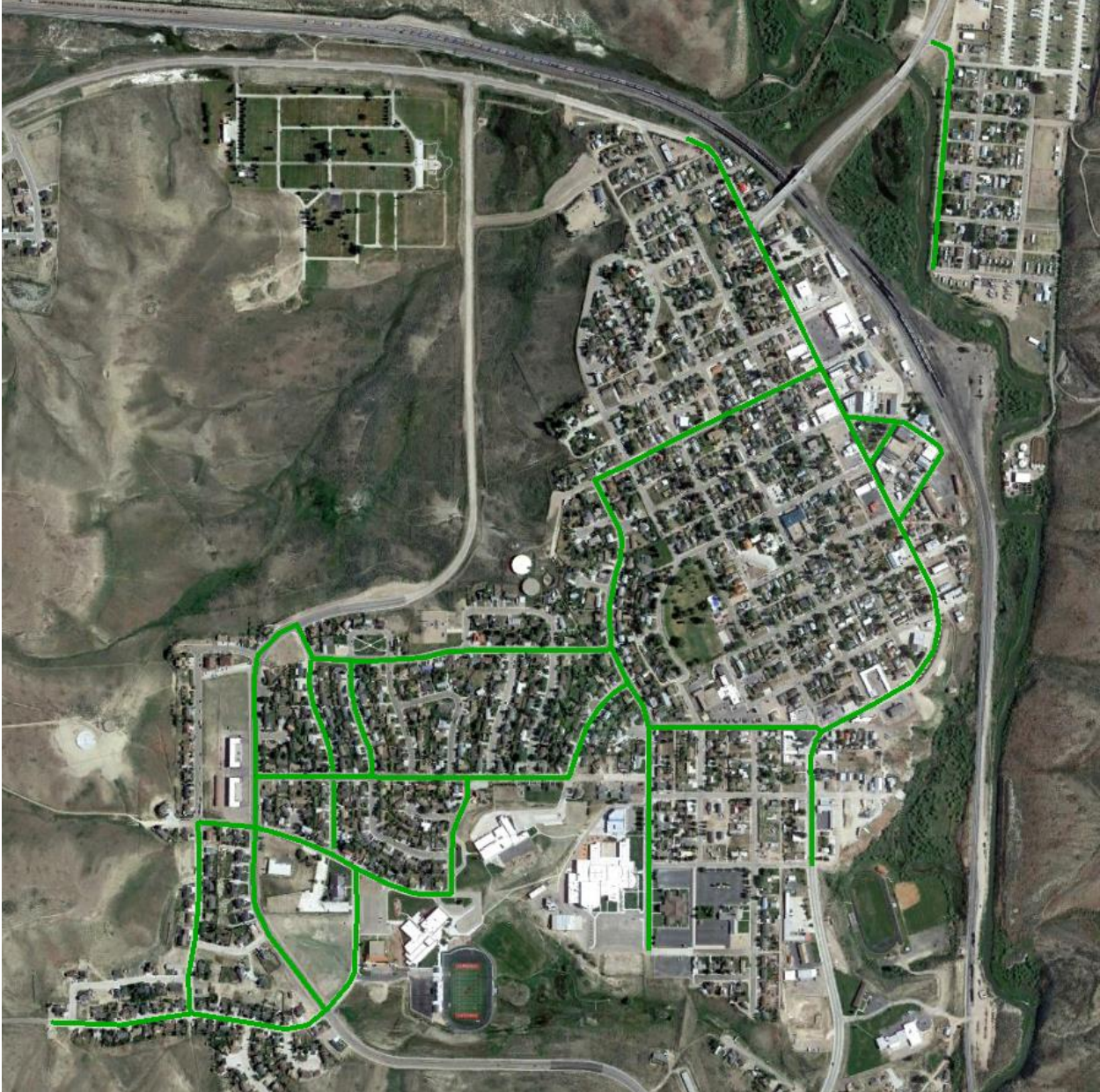


At his/her discretion, the Mayor can declare a snow emergency in this level of storm and restrict travel on City streets. If this happens, there will be a need to get the roads cleared of all parked vehicles. The **City Administrator has designated the Little League, Golf Course, and Rec Center parking lots to be emergency parking areas for the residents to park their vehicles in snow emergencies. Private vehicles must be removed from these locations within 72 hours of the end of the storm event.**

The community will have to come together and help. Resources and manpower will be truly tested at this level of emergency. This will become an all community effort to get the job done fast so the City can get back to normal. All of the departments of the city will need your complete cooperation at this level of event. The crews will be working long hours and will be fatigued.

# Neighborhood Maps

## Primary Snow Routes



# Rolling Hills



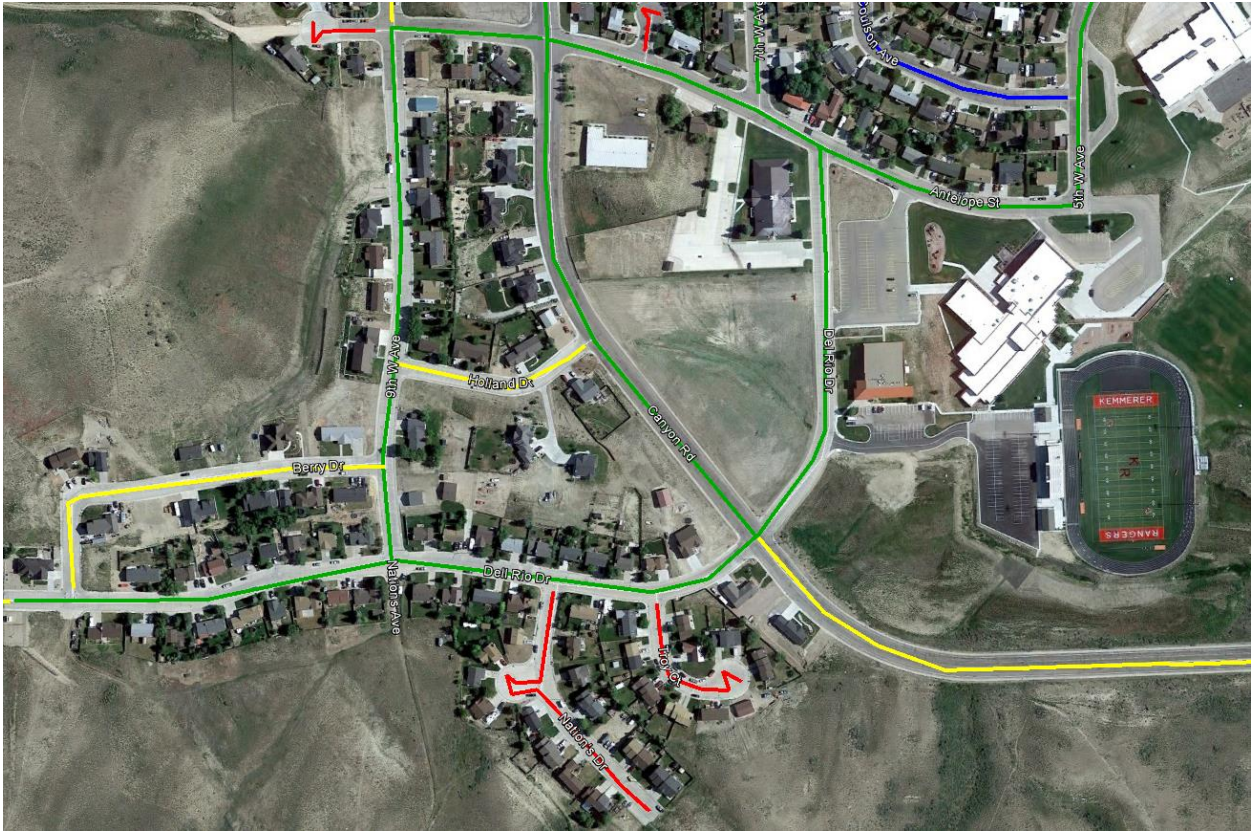
Primary

Secondary

Tertiary

Dead Ends

# Dell Rio



Primary

Secondary

Tertiary

Dead Ends

# Lincoln Heights



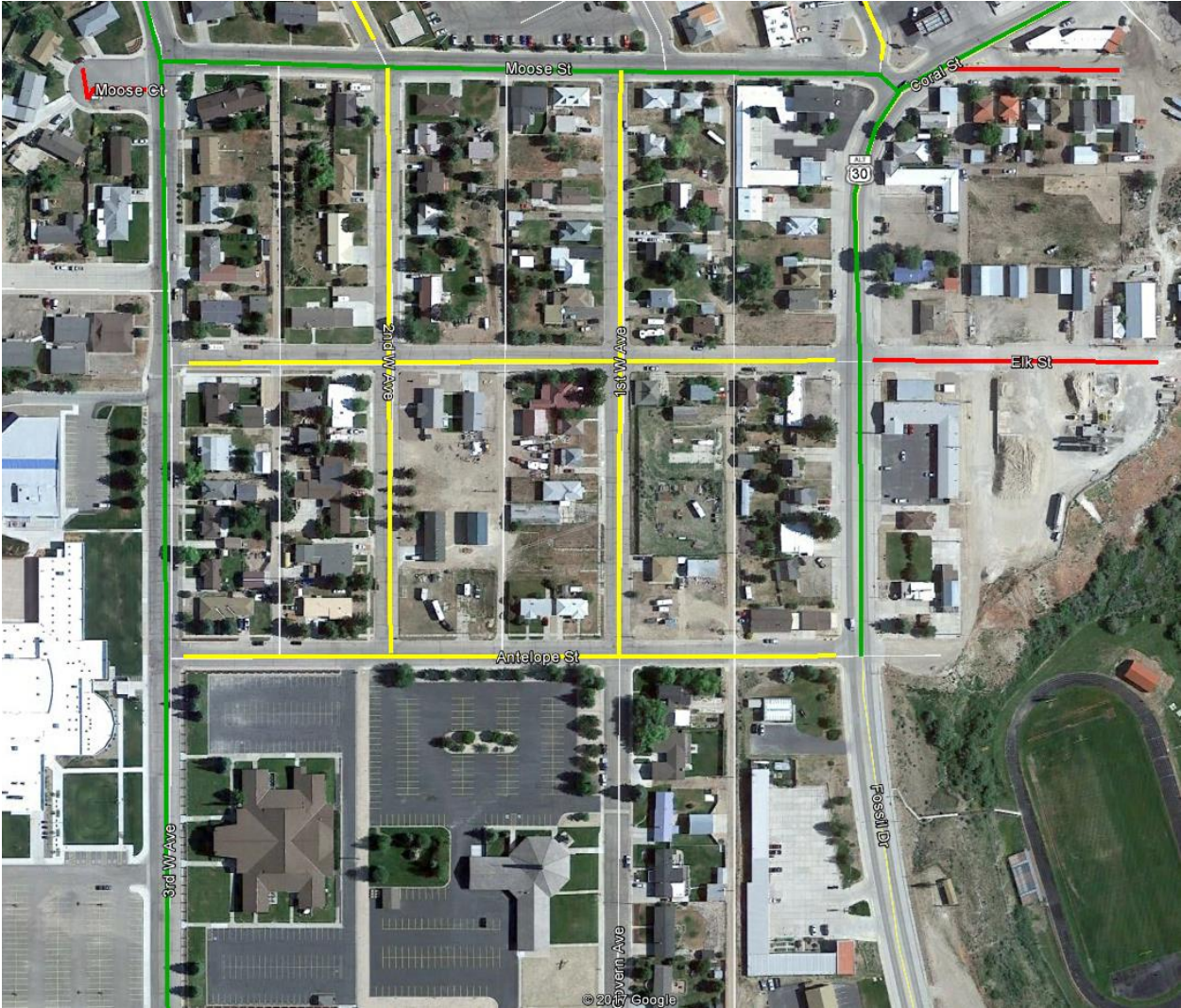
Primary

Secondary

Tertiary

Dead Ends

Lower Elk/Antelope



Primary

Secondary

Tertiary

Dead Ends

# Southeast Kemmerer



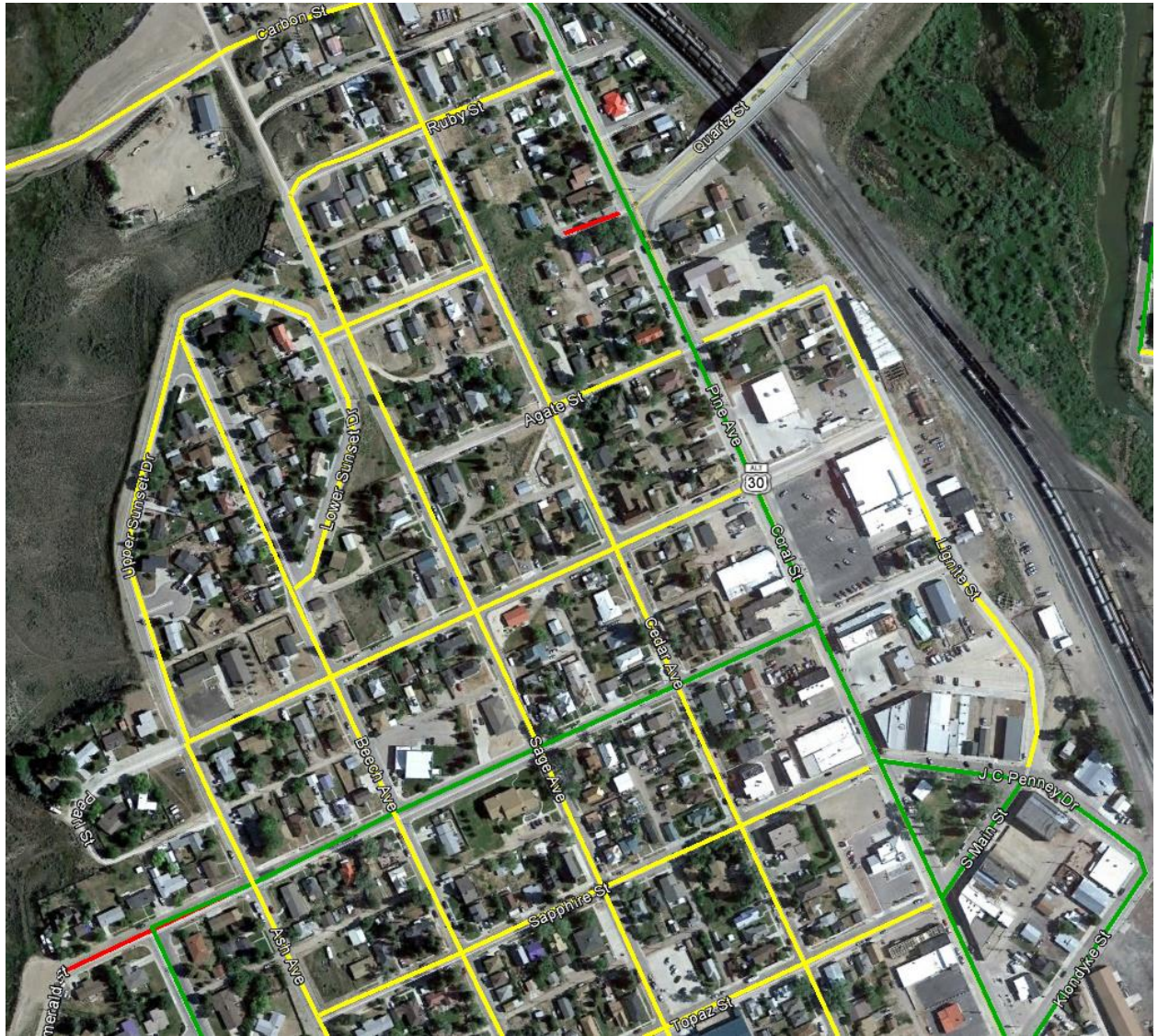
Primary

Secondary

Tertiary

Dead Ends

# Northeast Kemmerer



Primary

Secondary

Tertiary

Dead Ends



# Willow Addition



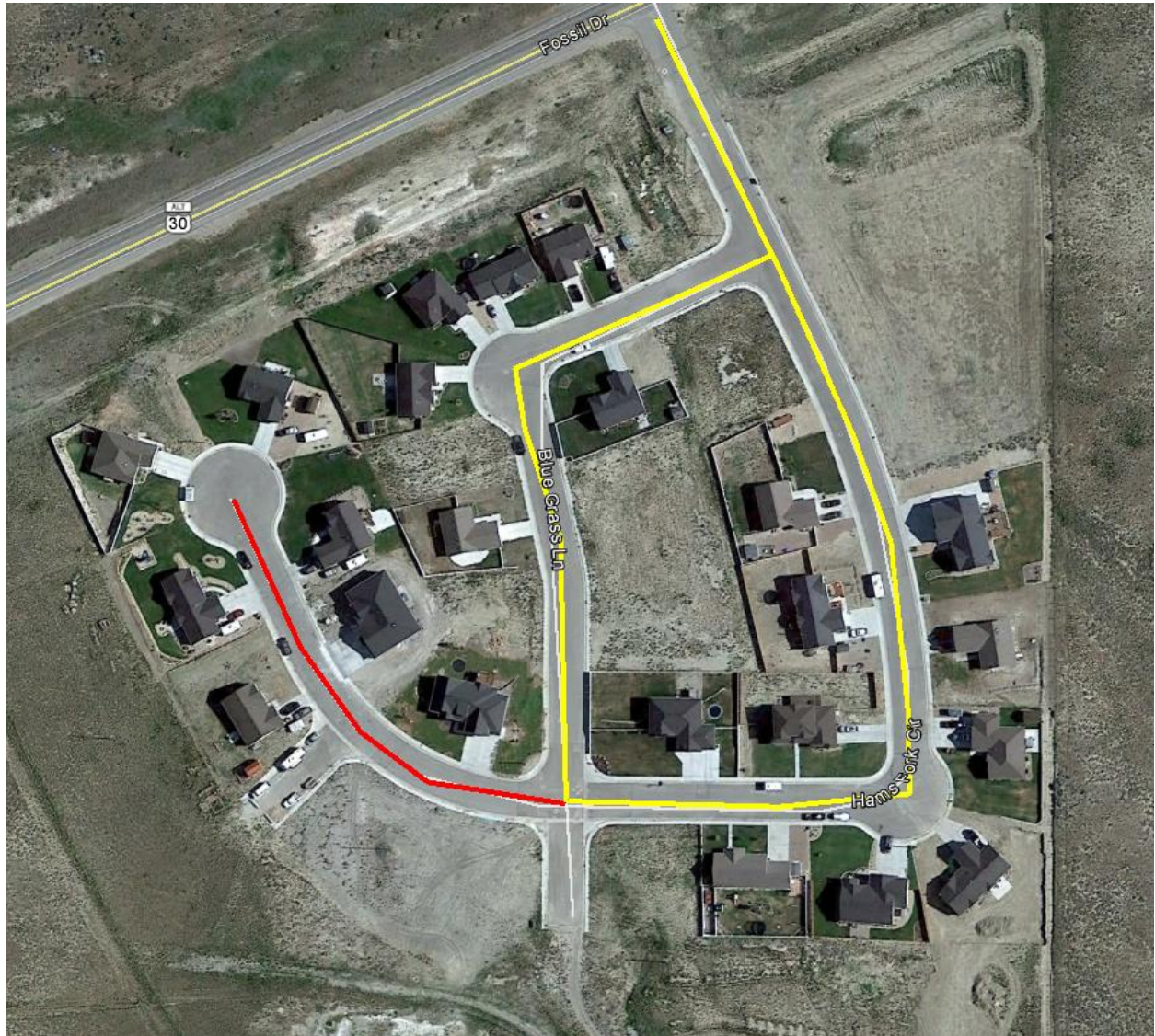
Primary

Secondary

Tertiary

Dead Ends

# Antelope Ridge



Primary

Secondary

Tertiary

Dead Ends