



**CITY OF SEDRO-WOOLLEY**  
Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-0771  
Fax (360) 855-0733

Mark A. Freiberger, PE  
Director of Public Works

---

## **SNOW AND ICE CONTROL POLICY**

*Effective October 27, 2010*

*(Revision November 26, 2013 – equipment update)*

*(Revision October 21, 2014 – equipment update)*

*(Revision October 28, 2014 – sidewalks and parking lots update)*

*(Revision October 27, 2015 – equipment update)*

*(Revision October 25, 2016 – equipment update)*

*(Revision October 7, 2019 – equipment update)*

*(Revision May 18, 2021 – equipment update)*

*(Revision October 25, 2022 – on-duty phone update)*

*(Revision November 28, 2023 – supervisor title and material storage update)*

### **1. Introduction**

The City of Sedro-Woolley believes that it is in the best interest of the residents for the City to assume basic responsibility for control of snow and ice on city streets. The two state highways running through the community are also the responsibility of the City of Sedro-Woolley. Reasonable ice and snow control is necessary for routine travel and emergency services. The City will provide such control in a safe and cost-effective manner, keeping in mind safety, budget, personnel and environmental concerns. The City will use city employees, equipment and/or private contractors to provide this service.

### **2. When will City start snow or ice control operations?**

The **Public Works Maintenance and Operations Supervisor** will determine when to implement snow or ice control operations, based on the following criteria:

- A. Snow accumulation of two inches or more;
- B. Drifting of snow that causes problems for travel;
- C. Icy conditions which seriously affect travel;
- D. Time of snowfall in relationship to heavy use of streets;
- E. Slick roads or intersections causing hazardous skidding of vehicles;
- F. The director of Public Works or on-duty police officer determines that snow removal should begin, based on conditions noted in Sections 2.A-E.

During non-working hours, the on-duty police officer will notify the **Public Works Operations by calling the on-duty phone** that the conditions noted in Section 2.A through E above are present. If the officer is unable to contact the Public Works Operations by using the on-duty phone, the officer will continue to call as per the current **Public Works Operations – Emergency Call Out List** until contact is made.

**Public Works Maintenance and Operations Supervisor** will activate snow removal operations during normal working hours. After hours, snow removal operation will only be activated according to the criteria listed above. Members of street crew living within the City will be asked to respond first to minimize delays, reduce excessive overtime and minimize risk.

3. **How snow will be plowed.**

Snow will be plowed in a manner so as to minimize any traffic obstructions. The center of the traveled roadway will be plowed first. The snow shall then be pushed from left to right. The discharge shall go onto the center area of the street, from which it will be removed after initial clearing operations are completed. In times of extreme snowfall, snow removal operations will be delayed.

4. **Snow Removal**

The **Public Works Maintenance and Operations Supervisor** will determine when accumulated snow will be removed. Such snow removal will occur in areas where there is no room on the street for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal operations will concentrate on the Central Business District as first priority. Snow removal operations will not commence until other snowplowing operations have been completed. Snow removal operations may also be delayed depending on weather conditions, personnel, and budget availability. The snow storage area will be located so as to minimize environmental problems.

5. **Priorities and schedule for which streets will be plowed.**

The city has classified city streets based on the street function, traffic volume, and importance to the welfare of the community. Those streets classified as **Snow Plow Routes** will be plowed first. These are high volume, which connect major sections of the city and provide access for emergency, fire, police and medical services.

**Snow Plow Routes (see attached map)**

- **Snow Zones 1, 2, 3 and 4**

Plowing will start with the Central Business District and move outward per the above list.

SR9S, SR20 and SR9N within the city limits are the responsibility of the city but normally WSDOT crews will plow and sand these routes as they traverse the city. City personnel will plow and sand these routes if needed. City crews are responsible for clearing intersections.

After the above listed streets are plowed, the remaining city streets will be plowed, as noted below, with one plow truck working on south side and one on north side of SR-20 simultaneously.

Second priority streets are those streets providing access to schools and commercial businesses. Third priority streets are low volume residential streets. Fourth priority areas are alleys and city owned parking lots.

**6. Work Schedule for Snowplow Operators**

Snowplow operators will be expected to work eight-hour shifts. In severe snow emergencies, operators may have to work in excess of eight-hour shifts. Extended winter storm conditions may call for split shift operations as required by the Public Works Director, with assistance from Wastewater and Solid Waste. However, because of budget and safety concerns, no operator shall work more than a 12-hour shift in any 24-hour period and every effort will be made to keep overtime to a minimum. Operators will take a 15-minute break every two hours with a half-hour meal break after four hours. After a 12-hour day, the operators will be replaced if additional qualified personnel are available.

**7. Weather Conditions**

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of city employees and equipment. Factors that may delay snow and ice control operations include: severe cold, significant winds and limited visibility.

**8. Use of sand, salt and other chemicals**

The City will use sand, salt and other chemicals when there is hazardous ice or slippery conditions. The City is concerned about the effect of such chemicals on the environment and will use them only when other measures are not effective. Currently the city obtains de-icer treated sand from Skagit County for use in sanding operations.

**9. Sidewalks and Parking Lots**

Maintenance of sidewalks is the responsibility of the adjacent property owner (SWMC 12.28.010). The City will however maintain some of the sidewalks in the downtown area, specifically around public buildings and facilities. As there are a limited number of personnel available, the city will only maintain those sidewalks and city parking lots after the streets and city owned parking lots have been plowed.

**10. City Equipment available for snow plowing**

1 – 2006 John Deere Grader with 12 ft blade  
1 – 2007 Ford F450 4WD with 8' Snow Plow & Boss Sander Box  
1 – 2006 Freightliner 5-7 CY Dump Truck with 10' Snow Plow and 2009 Monroe V-Box Sander  
1 – 2007 Freightliner 5-7 CY Dump Truck with 10' Snow Plow (Sewer Dept) – 2012 Monroe V-Box Sander  
1 – 2020 CAT 914 Tool Carrier/Loader with Snow Push Attachment  
1 – 2020 Ford F-350 4WD with 9' Snow Plow and Boss Sander Box

**11. City Equipment available for snow removal**

1 – 2007 Freightliner 12 CY Dump Truck  
1 – 2001 John Deere 310SG Backhoe/Loader  
1 – 1996 Int. 12 cubic yard Dump Truck  
1 – 2020 CAT 914 Tool Carrier/Loader with Loader Bucket Attachment

**12. City Equipment for street sanding.**

1 – 2006 Freightliner 5-7 CY Dump Truck with 10' Snow Plow and 2009 Monroe V-Box Sander (see No. 10 above)

1 – 2007 Freightliner 5-7 CY Dump Truck with 10' Snow Plow (Sewer Dept) – and 2012 Monroe V-Box Sander (see No. 10 above)

1 – 2007 Ford F450 4WD w/8' Snow Plow & Boss Sander Box

1 – 2020 Ford F350 4WD with 9' Snow Plow and Boss Sander Box

**13. Material Storage**

300 cubic yards of sand will be stored at street shop after November 1<sup>st</sup> of each year.

Citizens may report hazardous road conditions to the 911 dispatcher 24 hours a day.