

City of Pontiac
Street Department
Winter Storm Policy & Procedures
Revised 2017

City of Pontiac Winter Storm Policy & Procedures

Overview

The City of Pontiac Street Department has charge of ensuring all city streets and city parking lots are safe and accessible.

Winter weather can take on many forms ranging from sleet and freezing rain to heavy snowfall. How we handle a winter storm can vary due to the conditions that are present at the time. Weather conditions including temperature pre and post storm, wind, amount of snow, ice, ground temperature, and storm duration have an impact on how a storm is dealt with.

This brochure has been prepared as a resource for residents to view our policy and procedures that are followed when dealing with a winter storm.

Information covered in this publication includes:

- Dispatching and Fleet.
- Snow Routes and Salt Routes (maps included).
- Alleys
- Central Business District snow removal.
- Mailbox and property damage.
- Information for Snow Removal Contractors & Commercial Property Owners.

Winter Driving

Motorists should always practice safe driving techniques when operating a vehicle during a winter storm. Pavement conditions can change quickly; always assume the roadway is slick and allow plenty of stopping room.

Motorists should allow ample room for snow plows and other equipment to work. Tailgating snowplows or other plowing equipment can result in an accident as these vehicles may stop suddenly.

Dispatching of Crews

Business Days (M-F 7 AM to 4PM)

The storm is monitored by the Street Department and crews are dispatched accordingly.

After Hours, Weekends, and Holidays

Pontiac Police will contact on call staff when roadways become slick, requesting salting. After 2" of snow has fallen, the Street Superintendent will be notified. From that point the Superintendent or designee will manage the storm.

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Fleet

The Street Department utilizes a compliment of eleven snow plows during a snow event. The attached zone map lays out the different zones and the number of trucks working each area. See the zone map included below.

Zone 1:	North of the Vermillion River	3 Dump Trucks
Zone 2:	Bailey, Illini & Brookside Subdivisions	2 One Ton Dump Trucks
Zone 3:	South of the Vermillion River	2 Dump Trucks
Zone 4:	Subdivisions: Westview, Fairway View, Trainor, Turtle Creek, Prairie Gardens, Downtown Streets, Parking Lots	3 Pick Up Trucks
Zone 5:	Roads west of Old Route 66	1 Tandem Dump Truck

Salting & Salt Route – Less Than 2 Inches of Snow

Rock salt is applied to the streets on the salt route as conditions warrant at the beginning of and during of a storm. After a storm has generated two or more inches of snow, plowing operations begin and salting stops until the storm has passed. Only streets on the salt route are salted. Side streets are not salted regardless of conditions.

Plowing & Snow Route – 2 or More Inches of Snow

Plowing does not take place until 2” of snow has fallen on the roadways.

Snow Route streets are main arterial streets and are given priority when plowing.

Parking on Snow Routes: The snow route automatically takes effect after two inches of snow. Parking is restricted on streets designated a snow route until the storm passes and snow is plowed to the curb. Pontiac Police will work with the Street Department to ensure vehicles are removed from the snow route.

Side Streets are secondary streets. Side streets are plowed after a storm has passed and the snow routes have been cleared. During periods of heavy snow (greater than six inches), crews will make an initial pass as time permits to open the roadway. They will return after the storm has passed and plow the snow to the curb line.

Parking on Side Streets: There are currently no restrictions for parking on side streets during a snow storm. However, residents are encouraged to remove vehicles from the roadway if possible. This allows plows to completely remove snow from the roadway.

School Zones: On school days, priority will be given to the streets around schools in order to maintain traffic flow.

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Alleys: Alleys are non-priority and will be plowed within 48 hours of the end of a storm. Alleys may not be plowed if ground conditions are soft. Plowing in these circumstances may cause damage to the alley. The Department will make these determinations on a case by case basis.

Pontiac Municipal Airport

The runway will be plowed upon request from the airport manager during a storm. Runway and taxiway cleaning will take place post storm in most cases.

Central Business District (CBD) & City Parking Lots

CBD Streets:

All attempts will be made to have the streets and parking lots within the central business district passable by 9 a.m. on business days.

- Snows of 4 inches or less will be plowed to the curb line.
- Snows greater than 4 inches will be windrowed to the centerline and pushed into piles for removal.
- Pontiac Police will coordinate with the Street Superintendent to assist with removal of vehicles in the CBD for snow removal.

CBD Parking Lots:

All attempts will be made to have city parking lots plowed by 9 a.m. on business days. City parking lots include: City Hall, Old City Hall, Dargan, Public Library, Train Depot, and Block 59.

CBD Sidewalks:

The Cemetery Sexton will coordinate snow and ice removal for sidewalks at City Hall, Block 59, walks adjacent to municipal lots, walks adjacent to municipally owned buildings in the CBD, and ADA accessible ramps at crosswalks.

CBD Sidewalks:

Property owners are responsible for clearing snow from sidewalks in front of their properties in the CBD.

Public Safety Complex Sidewalks:

The Fire Department will remove snow and ice on sidewalks serving the complex.

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Parks and Paths

All snow removal in City parks will be conducted within 72 hours post storm. Snow plowing will be conducted by the Street Department. Sidewalk clearing will be conducted by Building Dept. personnel.

- Chautauqua Park: Roads Plowed
- Play Park: Roads Plowed
- Rec Plex/Dog Park: Dog Park lot plowed. One pass up and back on entrance road for Rec Plex to the bike path. The main parking lot will not be plowed.
- Humiston Riverside Park: Sidewalk along Water St. and sidewalk to the walk bridge will be cleared. Parking lot plowed.
- Walk on IL 116: Cleared after six inches of snow.
- Ladd St. Sidewalk: Cleared after six inches of snow.
- Mill St. & Vermillion St. Bridges: Cleared after each snow.
- Bike Path along S. Division St: Cleared after six inches of snow.
- Fell Park: Diagonal sidewalk cleared after each snow.

Property Damage

During snow removal operations, it is not uncommon for a snow plow to cause damage to the right of way near the street. This can include damage to sod caused by a snow plow riding over a curb or a damaged mailbox. Should damage occur the Street Department will repair the damaged soil as soon as possible. The repair will be made with new soil and grass seed. Any peeled away sod may be relayed.

Any materials (plants, decorative material) installed in the right of way are not subject to replacement if damaged. Materials placed in the right of way are done so at the sole responsibility and risk of the property owner.

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Mailboxes

If a City snow plow damages a mailbox by direct contact or through the force of snow coming off a snow plow, notify the Street Department within 10 days at 815-844-5025.

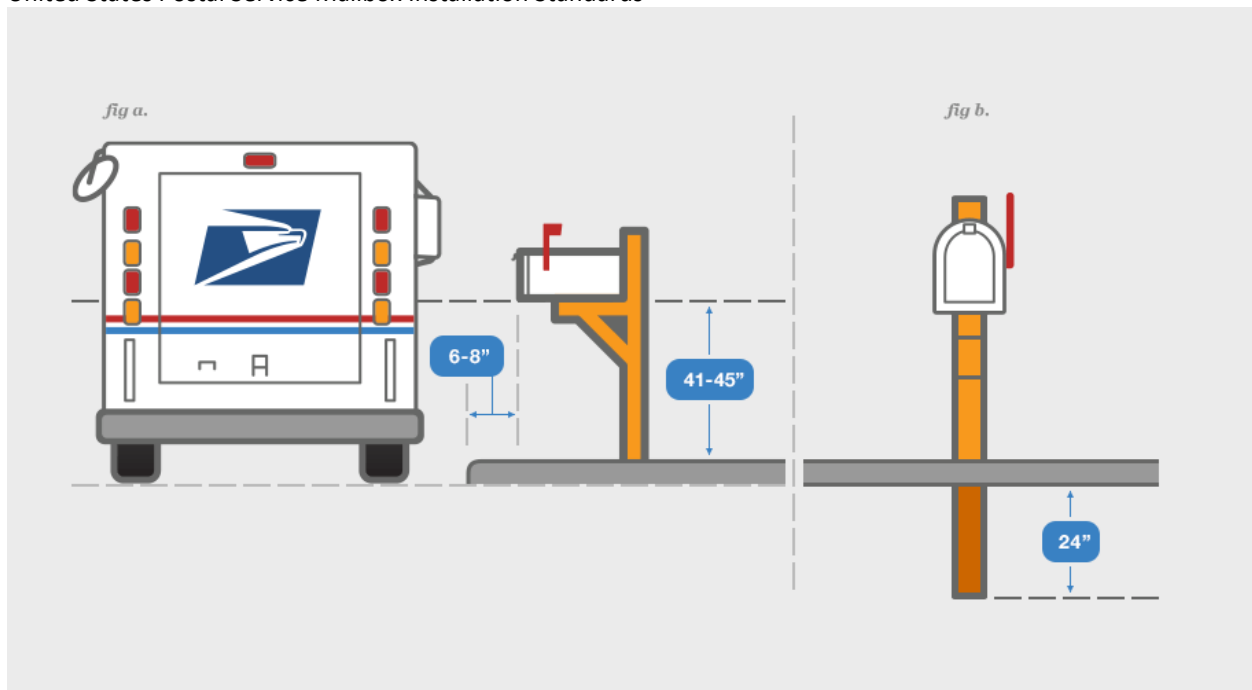
Upon notification, department staff will place a temporary mailbox until permanent repairs can be made.

Repair procedure:

1. If repairable, the City will repair the mailbox or post so it functions properly.
2. If the mailbox cannot be repaired, the City will replace the damaged mailbox with like kind at a cap of \$50. If the replacement value of the mailbox is greater than \$50, the homeowner will have the option to accept a replacement wood post and steel mailbox or may replace it on their own.
3. If the homeowner chooses to purchase and install their own replacement, they may choose to get up to a \$50 reimbursement upon furnishing a receipt.
4. Maximum allowed reimbursement is \$50 for any mailbox damage.

In most cases mailbox damage can be prevented if the mailbox has been properly installed. Mailboxes should be installed to USPS standards shown in the picture below.

United States Postal Service Mailbox Installation Standards



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Information for Snow Removal Contractors & Commercial Property Owners

Individuals or companies removing snow from sidewalks and parking lots should keep the following in mind:

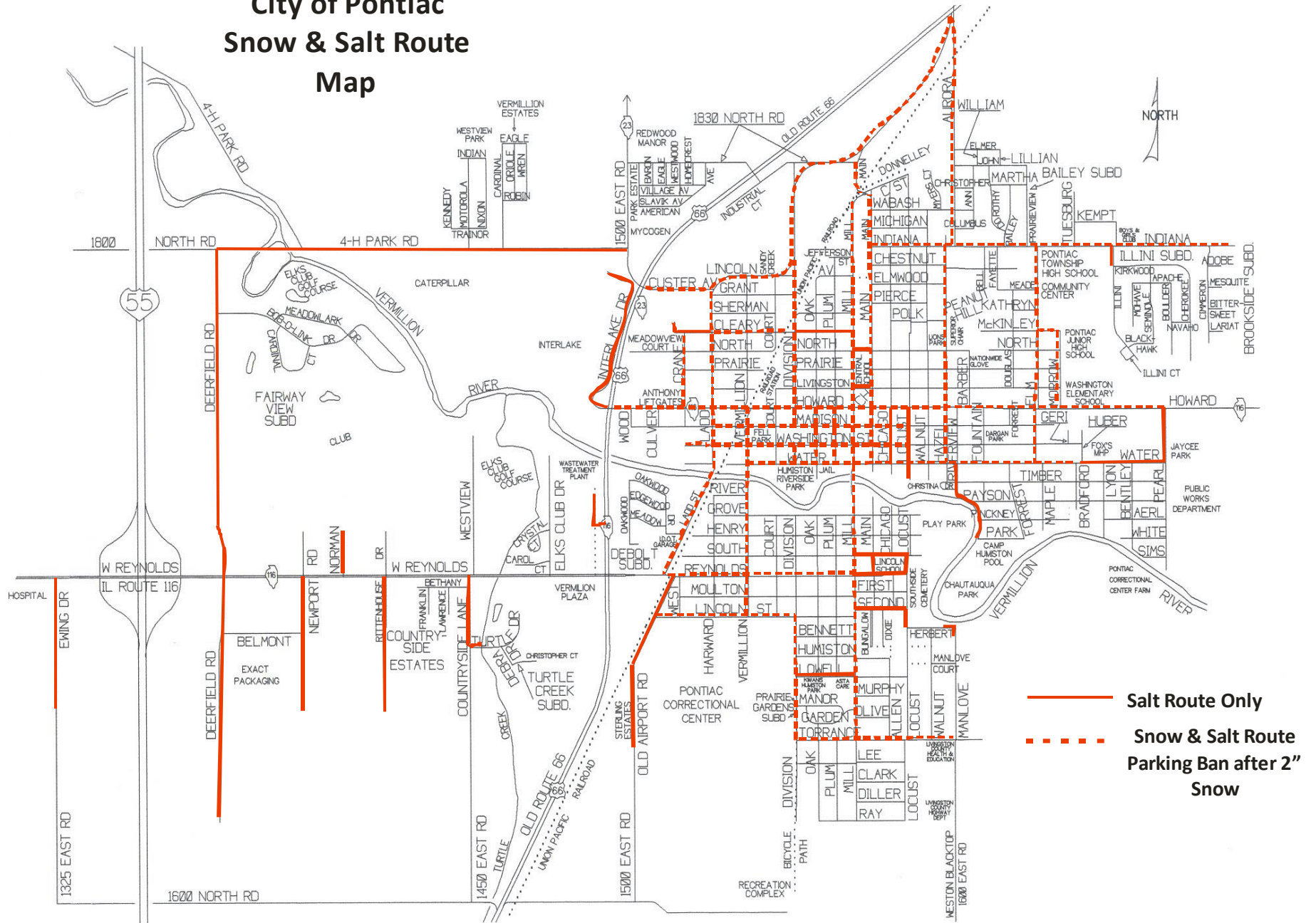
- All companies working for hire must be registered with the City of Pontiac Zoning Department to conduct business in Pontiac. Their phone number is 815-844-1038.
- Snow may not be deposited into the roadway. Snow should be piled on the lot or property it came from. Snow deposited in the street will freeze and potentially cause a hazard to motorists and city snow plows.
- Snow may not be piled on sidewalks. Snow piled on sidewalks creates a hazard for pedestrians.
- Contractors needing to haul snow off site should contact the Street Department for dumping locations at 815-844-5025.

Contact Information & Notifications

For questions regarding snow removal, or requests for service, please contact the Street Department at 815-844-5025.

Residents may also sign up for notifications through the city website at www.pontiac.org and click on the NOTIFY ME tab.

City of Pontiac Snow & Salt Route Map



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City of Pontiac Snow Plow Zone Map 2017

