



Winter Road Maintenance Program

GENERAL

The purpose of the City & Borough of Yakutat Winter Road Maintenance Program is to establish the priorities and policies for addressing snow and ice on City & Borough of Yakutat maintained roads. This policy serves as a guide to the Roads Foreman, or the Foreman's designee, however each winter, and each winter storm, has its own unique characteristics and strict adherence to this policy may not be possible. This policy does not guarantee dry, bare pavements or surfaces after a winter storm event and members of the public should utilize only vehicles properly equipped for winter driving conditions, and drive only when it is safe to do so.

The City & Borough of Yakutat Public Works Department maintains, in the winter, approximately 12 miles of Borough roads, with differing priorities of maintenance.

PRIORITY LEVELS

Certain roads in the Borough have greater traffic volumes and thus are a higher priority for maintenance than others. Additionally, certain roads have facilities of significant use to the community, such as schools and school bus routes. Based upon these priorities, road maintenance will generally be performed as follows:

Priority 1 - Roads with a functional classification of major collector.

Priority 2 – School bus routes & school parking lot. Public Safety Building parking lot.

Priority 3 - Roads with a functional classification of minor collector.

Priority 4 - All other maintained roads.

Priority 5 - Other parking lots and facilities maintained by the Borough.

Priority 6 - Roads and other facilities that receive no winter maintenance.

Unless otherwise assigned, equipment and personnel will perform winter maintenance first on Priority 1 roads on a Borough-wide basis. As conditions and time permit, winter maintenance of Priority 2 roads will follow, and so on through the remaining priorities. However, in order to provide efficient operations, it may be necessary to partially complete a lower priority road to reach a road of higher priority.

The Borough will identify and assign a winter maintenance priority number for each road or facility maintained by the Borough. The existence of emergencies, such as power outages, ambulance calls, fires, etc., may result in changes to established priority levels.

SERVICE OBJECTIVES

Routine/Daily Service - Winter maintenance activities following an overnight storm occurring during the week will commence generally between 4:00 and 6:00 AM.

Road crews work a single, 7-10 hour shift Monday – Friday. After hours, weekends, and holidays are on an as-needed callout basis, at the discretion of the Borough Manager, in consultation with the Roads Foreman. If such a callout is made, it may be limited to Priority 1 or 2 roads and facilities. Service to all other roads and facilities will normally be performed during normal workweek time periods

Accident or Emergency Service - At the request of a Law Enforcement Officer directly or through the Emergency Dispatch Center, a partial crew may be dispatched by the Public Works Department at any time to the scene of an accident or emergency in order to facilitate safe traffic flow on a Borough road.

SNOW REMOVAL

Based on the judgement of the Roads Foreman, snow removal on Priority 1-3 roads and facilities shall begin when accumulation has reached a level where it inhibits traffic flow or is starting to compact on paved roads.

Based on the judgement of the Roads Foreman, snow removal on all other maintained roads shall commence after an accumulation of snow which inhibits travel. Conditions such as wheel track buildup or drifting snow may warrant special consideration for variations in this policy as determined by the Roads Foreman.

Intersections that have restricted visibility due to snow piles will be cleared of the obstructions during normal work schedules and when weather conditions permit.

The Public Works Department shall endeavor to have Priority 1-3 roads plowed within twelve (12) hours, and Priority 4-5 roads and facilities plowed within twenty four (24) hours, after an average or normal snowstorm subsides. In the event of a heavy or extended period of snowy weather, additional time will be required. Additionally, times are always subject to unforeseeable conditions such as fallen trees, staffing shortages and equipment breakdowns. Weather and road conditions can change rapidly in the City & Borough of Yakutat, and drivers should always anticipate the existence of slick or dangerous road conditions and adjust their driving accordingly.

The Roads Foreman may recall winter maintenance equipment when, due to existing or anticipated conditions, maintenance efforts will no longer be effective or may endanger the safety of employees or others, including the traveling public.

In the absence of the Roads Foreman, the Public Works Supervisor, or the Supervisor's designee, shall act in lieu of the Foreman. The Public Works Department shall also be available to assist in any emergency when requested to do so by the Borough Manager or Yakutat Department of Public Safety.

Residents who remove snow from their driveways or sidewalks are reminded that State and Local regulation prohibits placing snow or ice in any public right of way or sidewalk in a manner that impedes vehicle or pedestrian traffic or makes it unsafe.

No parking of vehicles is allowed within the Borough right of way. Vehicles which are parked within the Borough right of way during winter maintenance operations may be towed, bermed in, or sustain damage from maintenance equipment. It will be the sole responsibility of the vehicle owner to shovel the vehicle out.

SANDING

Sanding operations shall be provided as follows:

- Snow packed roads will not usually be continually sanded.
- Controlled intersections, curves and hills shall generally be sanded.
- Sanding will be done utilizing sand from Borough stockpiles.
- Sanding operations will generally commence between 6:00 and 8:00 AM. Weather conditions (such as heavy snow, black ice or freezing rain), or equipment or staffing issues may dictate a different start time. Start times will be determined by the Roads Foreman.
- Sanding on straight/flat segments of Borough roads, or low traffic or slow speed roads, will be done only as determined by the Roads Foreman. Conditions to be considered would be stretches of very slippery snowpack which may warrant a light application of sand to provide a small measure of intermittent skid resistance.

DAMAGES

Vehicles, trailers, or other property located in the Right of Way - The Public Works Department is not responsible for any damage caused by Borough winter road maintenance to vehicles, trailers or other property left in a road right of way or in a Borough parking facility.

Driveways - The Public Works Department assumes no responsibility for the removal of snow deposited in driveways, or blocking driveways, as a result of snow plowing. It is not practical to change the plow blade angle to avoid driveways. A snow berm may be deposited both during the initial plowing phase, and again during widening and clean up operations. Exact times cannot be provided as to when individual roads will be plowed.

Turf/Landscaping - Lawns and Landscaping, including but not limited to turf, shrubs, trees, yard ornamentation, and fences, should not be installed by a property owner within the right of way. Any damage or destruction to such items improperly placed in the right of way shall be at the sole risk and responsibility of the owner. Furthermore, the Borough cannot reasonably control the drift or discharge of snow and/or shoulder materials from the snowplow into ditches, lawns and driveways. Accordingly, the Borough is not responsible for the removal, replacement or repair of any shrubs, trees, yard ornamentation, turf, landscaping, fences or any other property should same be damaged by materials inadvertently cast outside of the right of way by the plow.

Stranded/Blocking Vehicles - Borough equipment should not be used to push or pull a privately-owned vehicle unless specifically authorized by the Borough Manager or the Manager's designee. Borough equipment may be used to move a vehicle that is creating a safety or traffic hazard to a point where the hazard is removed.

Culverts/Drainage Structures - Snow from resident's property should not be stacked over the ends of culverts or drainage structures.

Designated Emergency Personnel

The Public Works Department will attempt to remove snow berms that result from plowing in front of the residential driveways of certain emergency response personnel, as designated by the Borough Manager. This does not mean the snow plow equipment will not leave a berm in front of a driveway; rather, it means that the Borough will attempt to later remove the berm, with a secondary piece of equipment such as a plow truck or loader, in a timely manner. The Borough is not responsible for the clearing of driveways and or any private alley or roadway for emergency response personnel. Further, the Borough is not responsible for any property damage occurring during the berm removal process.

Adding a road to the Borough Winter Maintenance Program:

- The road must be one over which the Borough has jurisdiction, funds for winter maintenance must be available, and the road must meet all Borough Code specifications and requirements for street design and location, including without limitation those set out in CCBY 8.40.030.
- The road must provide access to three or more residences occupied full-time in the months of November through May, or a combination of three or more occupied winter residences and businesses operated from the premises in the months of November through May.
- The road must have accommodations to safely turn around winter maintenance equipment.
- Landscaping within the Borough right of way must be removed; this includes without limitation trees, shrubs, fences, and yard ornamentation.
- The Borough will notify, by US Mail at the last known address of record, property owners who own property along the road of the request to add the road to the Borough's Winter Maintenance Program.
- The Borough Manager will prepare a report for Assembly review and consideration of the request.
- The Borough Assembly will make the final determination as to whether to add a road to the Borough Winter Maintenance Program, based on all available information including available funding.

Removing a road from the Borough Winter Maintenance Program:

- 1) The Borough will notify, by US Mail at the last known address of record, property owners who own property along the road of the request to remove the road from the Borough's Winter Maintenance Program.
- 2) The Borough Manager will review and make a recommendation to the Assembly regarding any request to remove a road from the Borough Winter Maintenance Program based on one or more of the following criteria:
 - a. The road serves less than three residences occupied full-time in the months of December through May;.
 - b. The road has less than three residences occupied full-time in the months of December through May and no businesses operating in those months;
 - c. The road provides redundant access or is otherwise deemed non-essential access; or
 - d. The road is not designated as a school bus route.
- 3) The Borough Assembly will make the final determination as to whether to remove a road from the Borough Winter Maintenance Program.

Passed and Approved by the City and Borough of Yakutat Assembly on February 16, 2023.