



# Town of Crested Butte

## Snow and Ice Control Operations Plan

### 2019-2020

#### INTRODUCTION

##### A. Purpose

The Town of Crested Butte develops a Snow and Ice Control Operations Plan with the primary purpose of outlining municipal responsibilities and procedures for controlling snow and ice accumulation on the streets and sidewalks of this community. Appropriate snow and ice control is necessary to maintain emergency services and routine travel. These responsibilities and procedures will provide a guide for efficient and effective snow and ice control.

##### B. Annual Snow Summit

The purpose of the Town of Crested Butte's annual Snow Summit is to discuss with the involved stake-holders general snow removal procedures, outline any proposed changes, and develop a dialogue between the involved parties allowing them to exchange ideas and voice concerns. This Summit is scheduled in late October or early November of each year. This year's Snow Summit is tentatively scheduled for October 29<sup>th</sup>, 2019, and will invite the following stake-holders:

Crested Butte Marshal's Office  
Crested Butte Public Works Department  
Private Snow Removal Contractors  
Gunnison County Public Works  
Gunnison County Sheriff's Department  
Crested Butte Fire District  
General Cons. Contractors  
Crested Butte Parks and Recreation Dept.  
CDOT (Colorado Department of Trans.)  
Mt. Express Bus Service

Regional Transportation Authority (RTA)  
Atmos Energy (Gas Company)  
GCEA/REA (Electric Company)  
Waste Management (Refuse Disposal)  
FEDEX/UPS  
Century Link/Time Warner  
Property Management Companies  
Chamber of Commerce

### C. Responsibilities

- a. The Street Division is responsible for conducting snow and ice control operations on municipal streets and public parking areas.
- b. The Parks Maintenance Division is responsible for clearing sidewalks, crosswalks, park paths, snow removal at the Ice Arena, and creating “cut-outs” as identified in the sidewalk plan.
- c. Adjacent property owners are responsible for maintaining the sidewalk snow clearance and ice control after the initial removal by the Parks Maintenance Division identified in the sidewalk plan.

***Removal of Snow and Ice –Generally.*** Any owner or other person in charge of or having the control and supervision of any premises adjacent to any sidewalk shall cause to be removed and cleared away snow or ice from a path of at least (5) feet in width from so much of the sidewalk as is adjacent to said premises. For owners or other persons in charge of or having the control and supervision of any premises with adjacent sidewalks that have snowmelt systems, such persons shall see to it that ice accumulating on sidewalks of neighboring remises that are a result of the heated sidewalk shall be similarly removed and cleared away. It shall be unlawful for any person to fail or refuse to comply with this requirement. Ordinance #3, 2007, Section 19-3-5 A.

- d. Private property owners or property management companies are responsible for the removal of snow and ice build-up from roofs adjacent to public areas, public streets, and rights-of-way maintained by town that present a possible hazard to the public.

***Removal of snow and ice from roofs.*** The owner or other person in charge of or having control and supervision of any building located within or adjacent to public areas and public streets and rights-of-way maintained by the Town shall remove snow and ice build-up from the building’s roof within a reasonable time, but no more than 24 hours, following a snowstorm to ensure that each roof plane of the build does not shed snow or ice onto such public areas or public street and rights-of-way  
Ordinance #27, 2019, Section 11-1-70-b

Town staff will inspect roofs at a minimum of once a week. If a building is found to be out of compliance, the Marshals or Building Department will issue a notice to the property owner or manager. At the time of notice, the property owner or manager will have 24 hours to comply with the notice.

***Roof snow and ice management.***

- (1) During months that snow accumulates, all eaves and other roof areas of a building that could result inn shedding of snow and ice onto public areas and

*public streets and rights-of-way maintained by the Town shall be inspected on a weekly basis, at a minimum.*

- (2) *Upon identifying a potentially hazardous build-up of snow or ice as a result of inspections or upon receiving notice by a representative of the Town:*
- (i) *The hazard area shall be immediately cordoned off using appropriate fencing or Town approved barriers. In the event that the cordoned off area is an entrance or egress, directions to the alternate entrance or egress area shall be clearly posted*
  - (ii) *Appropriate work crews shall be immediately scheduled to remove the built-up snow or ice. Diligent and reasonable efforts shall be made to complete the snow and ice removal activity within 24 hours of identifying the hazard or receiving notice from the Town.*

Ordinance #27, 2019, Section 11-1-70-c

Failure to comply will result in a violation and, subsequently, the Town may elect to remove the snow at the owner's expense.

***Failure to comply and notice of violation.*** *Failure to remove potentially hazardous snow and ice build-up from a building's roof within 24 hours following a snowstorm shall constitute a violation of the Section 11-1-70. The Town shall give written notice to the owner or other person in charge of or having control and supervision of the building, delivered to the party's last known local address, requiring that the built-up snow and ice be removed within 24 hours of receiving notice. Upon failure or refusal to timely remedy or otherwise respond to the notice, the Town may, at its election, remove the snow and ice build-up on the building's roof at the owner's expense.*

Ordinance #27, 2019, Section 11-1-70-d

- e. Private Contractors removing snow from private property must not obstruct traffic signs, fire hydrants, handicap access areas and public right of ways. Private contractors will also maintain line of sight on intersections, sidewalks, driveways and parking areas for both vehicles and pedestrians. The storage of snow on town property or with in Town right-of-ways is prohibited, unless otherwise authorized by the possession of a Snow Management Permit.
- f. Gunnison County Public Works Department and CDOT work cooperatively with the Town of Crested Butte Public Works Department while plowing snow through town.
- g. The Water Division will mark fire hydrants with poles by November 1st, and will clear snow from fire hydrants for access.

#### **D. Periodic Reviews**

The Director of Public Works and the Parks and Recreation Director will review and update the Snow and Ice Control Operations Plan on an annual basis, and present any

revisions to the Town Manager in preparation for presentation to the Town Council prior to December 1<sup>st</sup> of each year.

## **PERSONNEL**

### **A. Staffing**

- a. All CDL certified personnel are subject to duty during major snow and ice storms
- b. Tasks assigned during a snow and ice storm will remain within the capabilities of the employee's skill set.
- c. The Public Works Department and the Parks and Recreation Department will develop a secondary snow crew in preparation for an extended snow cycle.
- d. The primary snow crew will begin at 12:00 a.m. and work until 08:30 a.m. (Crews may work until 10:00 a.m. during snow events). A part time snow operator will be hired for this season due to staffing changeover.
- e. If continued operations are necessary due to an extreme event, the Public Works Director will determine the procedures necessary to direct resources.
- f. Parks Maintenance Division begins between 6:00-6:30 a.m. and the sidewalk removal involves approximately 4 hours of snow and ice removal.

### **B. Control and Direction**

The Public Works Department retains responsibility for the overall coordination of snow and ice control preparations for the streets. The Parks Maintenance Division will coordinate with the Public Works Department in providing effective direction to maintain the sidewalks during a snow event.

### **C. Organization**

The normal chain of command and line of authority will be followed during snow and ice storms unless otherwise designated.

### **D. Telephone Number Lists**

A telephone number list will be updated on an annual basis prior to November 1st.

## **OPERATIONAL PROCEDURES**

The Town's response to a storm event depends on the type, severity, and duration of the weather conditions. The Public Works Director determines plow routes and the sequencing of operations and retains the flexibility to adjust the route assignments based on storm conditions.

### **A. Roadways**

#### **a. Strategic Plan**

The following strategic plan shall serve as guidelines for roadway operations subject to specific conditions. The areas below are listed in the sequence of plowing. Snow plowing will commence at 3 inches of accumulation.

- i. Plow Public Works yard including access to bus area, search and rescue building, tow lot and wastewater facilities.
- ii. Plow east of 6th Street including Chamber Parking Lot, and Chamber bus stop;
- iii. Plow south and west of 6th and Elk;
- iv. Plow 4-way including parking lots, bus turn, and bus pull-out;
- v. Plow core area including 5th, 4th, 3rd, 2nd streets on both sides of Elk; Elk Avenue Public Parking Lot, Fire Hall and adjacent public parking lot; Alleys one block north and south of Elk Avenue (2nd St. to 5th St.); and public buildings (e.g. Town Hall, Marshal's and Old Rock Library) parking and access areas.
- vi. Plow north and west of Elk and 6th;
- vii. Plow Treasury Hill;
- viii. Center for the Arts: Fire Lane

Every effort will be made to keep the Bus Route and Emergency Routes cleared of snow and ice accumulation.

Residential parking restrictions are in effect November 1<sup>st</sup> through April 30<sup>th</sup>. New winter parking signs installed in 2018 illustrate the winter parking restrictions. Snow will be plowed to alternate sides of the streets to coincide with the following winter parking rules:

*On odd numbered days between 10:00 p.m. and 10:00 a.m. the next day, it shall be unlawful to park a vehicle on any odd numbered address of any street or alley, except Elk Avenue from Sixth Street to First Street.*

*On even numbered days between 10:00 p.m. and 10:00 a.m. the next day, it shall be unlawful to park a vehicle on any even numbered address of any street or alley, except Elk Avenue from Sixth Street to First Street.*

*On every day between the hours of 2:00 a.m. and 8:00 a.m., it shall be unlawful to park a vehicle:*

- 1) *On Elk Avenue from Sixth Street to First Street.*
- 2) *In the following Town public parking lots:*
  - a. *The lots immediately east of the intersection of Sixth Street and Elk Avenue.*
  - b. *The lot immediately south of the intersection of First Street and Elk Avenue.*
  - c. *The lot at the Crested Butte Nordic Center/Big Mine Park.*

- d. The lot on the north side of the alley west of Second Street between Elk Avenue and Maroon Avenue*
- e. The lot at the Fire Hall located at 306 Maroon Avenue.*
- f. The lot immediately north of the Crested Butte Mountain Heritage Museum located at 331 Elk Avenue.*

*On every day between the hours of 2:00 a.m. and 7:00 a.m., it shall be unlawful to park a vehicle on Third Street from one hundred twenty-five (125) feet north of Elk Avenue to one hundred twenty-five (125) feet south of Elk Avenue.*

*On every day, between Elk Avenue and Sopris Avenue and Elk Avenue and Maroon Avenue from one hundred (100) feet west of Second Street to one hundred fifty (150) feet east of Third Street, it shall be unlawful to park a vehicle in the alleys and to place a trash collection device, including Dumpsters, on any public street, alley or right-of-way.*

*No person shall park a vehicle at any time on the west side of Second Street from Elk Avenue to Sopris Avenue and on the south side of Whiterock Avenue from Second Street to one hundred (100) feet east of Second Street.*

*Ordinance #12, 2018, Section 8-2-50 b-g.*

The informational card below, provided by the Marshal's Office, further illustrates these restrictions.

**CRESTED BUTTE Winter Parking**

From November 1 through April 30 vehicles parked on public rights of way must follow the parking rules set forth to allow for snow plowing.



Even side of the street addresses

Green signs



Odd side of the street addresses

Blue signs

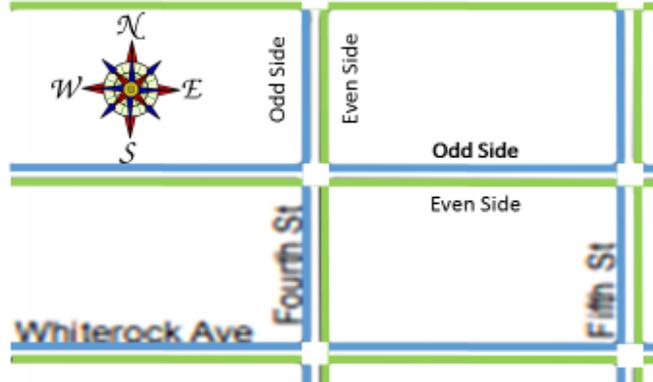
Special area parking restrictions 2:00am-8:00am  
 Elk Av – 100-500 blocks (downtown)  
 Third St, alley to alley, ½ block off Elk either direction  
 All public Parking lots  
 As posted/temporarily signed

No Parking Before 10am			
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Even day	Odd day		
No Parking After 10pm			

By Calendar ↗

↙ By Sign

By cardinal direction ↘



**b. Snow Banks on Elk Avenue**

The primary snow crew will remove snow from the banks on Elk Avenue between snow events to promote pedestrian safety, enhance pedestrian and vehicular visibility, and provide easy access to businesses. Snow banks will remain on Elk Avenue the week prior to Christmas through the week after New Year’s, or to accommodate additional snow required for special events.

**c. Snow Pack**

Every effort will be made to keep no more than 6 inches of snow pack on the streets prior to removal. The bus route and emergency routes will be cleared of snow and ice after each event.

**d. Sand**

The Public Works Department deposits sand at the intersections along Elk Avenue, bus routes, and the school zone during normal business hours. The Mt. Express Supervisor will sand the bus routes after normal business hours, weekends, and holidays. The Parks Maintenance Division deposits sand at the cross walks. These tasks are completed when conditions merit, and the Town has the available personnel. The Town of Crested Butte tries to minimize the amount of sand placed on streets due to air quality standards, and to prevent storm drain blockages.

**e. Clean-up Procedures**

The Public Works Department begins street cleaning to remove the sand when both the streets and curb/gutters are dry. Generally, this service begins in late spring.

**B. Snow Hauling**

Certain public right of way locations and dedicated snow storage areas within our community require additional service after snow plowing operations cease. These areas will be maintained between snow events by the primary snow crew. During extended snow cycles this will be done by the secondary snow crew during normal business hours.

The existing snow storage areas include the abutting street right of ways and the following lots:

- |   |                                    |
|---|------------------------------------|
| <b>a.</b> First and Beckwith            | <b>g.</b> Totem Pole Park          |
| <b>b.</b> Ruth's Road Dead-End          | <b>h.</b> Lots North of Nordic     |
| <b>c.</b> Three Ladies Park             | Center/Ice Rink Parking Lot        |
| <b>d.</b> Gravel Pit                    | <b>i.</b> Block 80 (Temporary)     |
| <b>e.</b> Public Works Yard             | <b>j.</b> Academy Lots (Temporary) |
| <b>f.</b> 412 Third Street (Pita's lot) |                                    |

In addition to these lots the Town is currently leasing 5 private snow storage lots, and has an agreement with the Catholic Church to store snow in the lower church parking lot.

**C. Alleys**

Alleys are not maintained by the Town of Crested Butte. Private contractors may be hired by residents for alley maintenance. Any private contractor interested in plowing, hauling, or storing snow on public property must;

- Obtain a Snow Management Permit from the Town of Crested Butte.
- Have a current Town of Crested Butte business license.
- Provide a current certificate of insurance listing the Town as additionally insured.

Additionally, any snow stored in Town alleys must be hauled prior to the snow reaching a height of one half the height of the adjacent fence line. At a minimum snow MUST be hauled from alleys prior to April 1st of each calendar year, except as otherwise permitted by the Town Manager in writing.

**D. Pedestrian Areas**

The Parks Maintenance Division will clear snow from the following sidewalks and other pedestrian areas after each snow event of 1 inch or greater. These areas are depicted on the snow removal map.

- a.** Sidewalks /Handicap Ramps – All sidewalks and handicap ramps will be cleared as indicated on the snow removal map.

- b. Cut-outs on both Elk Avenue and Sixth Street will be created as indicated by the snow removal map.
- c. Crosswalks- All entrances to crosswalks on Elk Avenue will be cleared, and the crosswalks entrances on Sixth Street will be cleared as indicated on the snow removal map.
- d. Bus Stop Shelters- Reasonable access to bus stops will be maintained and bus shelters will be cleared of snow when necessary.

**E. Resident/Business and Property Owners.**

This snow and ice control plan identifies the streets, sidewalks, and public facilities that the Town will maintain during a snow event. ***Property and business owners also have certain responsibilities that include clearing their own driveways and maintaining adjacent sidewalks, clearing areas for wildlife resistant containers and dumpsters, removing snow from sidewalks and public parking areas resulting from plowing, roof and overhang shedding, and remove ice dams created from heated sidewalks.*** We regret that snow must be plowed off the street into driveways, but there is no other choice. Residents/business owners are responsible for these areas and should be cleared without depositing any snow or ice into the roadway or sidewalks, and should not obstruct the vision of driveways and sidewalks. (Attachment 1 – Ordinance 3, 2007)

*Snow pushed into the street not only makes snow plowing more difficult for street crews, but can cause a dangerous obstacle in the roadway or a nuisance to your neighbors. Garbage containers placed too close to the street may be subject to damage by snow plowing operations.*

**EMERGENCY SNOW OPERATIONS PLAN**

In the event of an extreme and long snow event, the Public Works Director reserves the authority to modify the operational snow plan according to the availability of personnel and equipment, and to ensure employee safety.

If declared, the Public Works Director will convene a stakeholder meeting to initiate the following plan, and initiate a public service notification plan that includes KBUT, and social media.

Priority 1 – Emergency Routes for ambulance and fire equipment, Public Works yard, and Marshal’s parking area.

Priority 2 – Mt. Express Bus Routes as determined by the snow event, and Red Lady Avenue near Community School (if open).

**A. Elastic Clause**

This plan may be superseded by verbal or written orders when, due to a shortage of personnel, equipment failure, and/or extreme weather cycles, conditions warrant necessary changes to accomplish snow and ice control operations.