

ST. FRANCIS – POLICY 4.02
EMERGENCY SNOW REMOVAL POLICY
Adopted December 6, 2010

1.00 INTRODUCTION

- 1.01 Purpose: The purpose of this Emergency Policy is to establish and maintain uniform procedures concerning the removal of snow from sidewalks or other public ways as identified in Section 7-2-1 and 7-2-2-E of the St. Francis City Code or other similar circumstances.
- 1.02 The City fully intends to meet the guidelines established in this policy; however, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, personnel availability, or weather and other emergencies may prevent the City from meeting the guidelines established herein.
- 1.03 The City Administrator or designee may override provisions established within this policy.
- 1.04 The City Administrator or designee will be responsible for scheduling of personnel for tasks related to this policy.

2.00 INITIATION OF PROCESS

- 2.01 Snow and ice left on a City sidewalk or deposited illegally onto City streets noticed by City Staff in conjunction with normal work activities more than 24 hours after the snow event shall be abated per this policy.
- 2.02 City Staff shall respond to any formally filed citizen complaint within 24 hours (if time permits) to determine if a violation of Section 7-2-1, 7-2-2-E, or similar circumstance exists.
- 2.03 Staff will record the complaint or violation found on an official complaint form. Staff will use a complaint form to log all actions taken to address the alleged problem. Complaint forms shall be forwarded to the City Planner or other person designated by the City Administrator for further action.

3.00 DETERMINATION & RECORDING OF VIOLATION

- 3.01 Accumulation of snow of more than 2 inches in depth on a sidewalk, more than 2 inches in depth pushed into a public way, or any snow or ice accumulation determined to be a public safety hazard shall be considered a violation by City Staff upon inspection.
- 3.02 Upon inspection, City Staff shall document the condition of the site by photograph if possible.

4.00 ABATEMENT OF VIOLATION

- 4.01 Upon determination of a violation, City Staff shall contact a competent contractor to abate the violation as soon as possible.
- 4.02 The contractor shall provide a photograph documenting the abatement of the violation.
- 4.03 As a situation where snow and/or ice are rendering a public way impassable, this is a public safety emergency and procedures for violator notification in the Code Enforcement Policy are not applicable.

5.00 COST RECOVERY

- 5.01 The bill for services shall be forwarded to the property owner.
- 5.02 If the bill is unpaid, it shall be assessed.
- 5.02 Appeal: At any point, the adjacent property owner may appeal the action by making a written request to the City Administrator. Based on the evidence provided, the City Administrator will determine if the cost is justified. Upon assessment notification, the property owner may request to take the appeal to the City Council.

6.00 DOCUMENTATION; REVIEW AND MODIFICATION OF POLICY

- 6.01 The City will document any citizen comments or complaints regarding this policy.
- 6.02 The City Council shall review this policy periodically, including the documented complaints, code enforcement actions, and citizen comments and complaints. It shall also review any factors/circumstances affecting this policy or its implementation and determine goals for the future.
- 6.03 The City Council may modify or clarify this policy at any time. Where the City Council has delegated responsibility or authority to any city employee or official for development or implementation of any portion of this policy, that employee or official shall have full authority to modify that portion of the policy at any time.