

**KITSAP COUNTY  
DEPARTMENT OF PUBLIC WORKS**

**SNOW AND ICE CONTROL  
POLICY**

Policy Number: PW 27.01.01 POL  
Effective Date: 7/15/2021  
Policy Sponsor: Roads Superintendent

Approved: ABN  
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NSRD: 7/15/2024

**PW 27.01.01 POL - This policy defines guidelines used to maintain County roads during winter weather. Our primary objective is to provide safe and orderly movement of emergency equipment and vehicle traffic through the County during winter weather events. The application of this policy depends on several factors including weather conditions and availability of road maintenance staff and equipment.**

**1.0 References**

- 1.1 [Priority Routes Map](#)
- 1.2 [KC Code 9.28 Sidewalk Maintenance](#)
- 1.3 [Road Maintenance Manual Chapter 5 Snow and Ice Control Procedures](#)
- 1.4 [Incident Response Manual](#)

**2.0 Priorities**

- 2.1 A prioritized system of roadway plowing is established and identified on the Priority Routes Map.
- 2.2 When snow accumulates and plowing is needed a prioritized plan is used to assign crews and equipment. These priorities are referenced in 1.1.
  - 2.2.1 **Priority 1 Routes** – Priority 1 routes are the top priority for snow and ice control. Work continues on Priority Route 1 Routes until they are cleared.
  - 2.2.2 **Priority 2 Routes** – After Priority 1 Routes are cleared, work moves to Priority 2 Routes. Work continues on Priority 2 Routes until they are cleared.
  - 2.2.3 **Local access and residential roads** – After Priority 1 and Priority 2 Routes are cleared, work moves to local access and residential roads, as time allows. Local access and residential roads are not usually cleared over weekends or as overtime tasks. The Public Works Director or his designee may choose to clear these roads over weekends or using overtime at their discretion.
- 2.3 When conditions are favorable for ice forming on roadways sand and/or salt brine is applied to the road surface. Initial sanding and/or brining operations prioritize hills, curves, intersections, bridges, and elevated structures on Priority 1 and Priority 2 Routes. After initial sanding and/or brining operations are completed crews continue to sand following plowing priorities shown in 2.2.

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- 2.4** When a typical snow or ice event occurs Priority 1 routes are handled within the first 0 – 36 hours. Priority 2 routes are handled within the 36 – 72-hour time frame. If another event occurs during the first 72 hours, crews return to the Priority 1 routes schedule.

### **3.0 Equipment**

- 3.1** Snow and ice equipment are inspected, calibrated, and ready to mount on trucks by November 1<sup>st</sup>. Crews establish temporary sand piles in strategic locations in the County to increase operational effectiveness during storm events.
- 3.2** One-ton 4x4 trucks are used in areas with steep hills or other hazardous conditions.
- 3.3** A complete list of equipment available is maintained in the Kitsap County Public Works Incident Response Manual.

### **4.0 Road Crews**

- 4.1** Road shop supervisors establish a crew list for day and night operations prior to November 1<sup>st</sup>. During prolonged snow removal and ice control activities crews work a maximum of twelve continuous hours. The area supervisors split the crews into two shifts. Shift hours are from 8 A.M. to 8 P.M. and from 8 P.M. to 8 A.M.
- 4.2** Road shop supervisors divide their areas into sections, zones, or areas.

### **5.0 Driveways and Private Roads**

- 5.1** Public Works does not remove snow or ice from driveways or private roads, including portions of driveways and private roads in County owned rights-of-way. Snow and ice are removed from emergency agency approaches and/or driveways.
- 5.2** Snow and ice control activities may obstruct driveways and private road approaches. Public Works does not assume responsibility for clearing driveway and private road approaches obstructed with materials from snow and ice operations.

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## **6.0 Sidewalks**

**6.1** Keeping sidewalks free from snow, ice and other obstructions is the responsibility of the person or entity whose property abuts the sidewalk per Chapter 9.28.020 of the Kitsap County Code. Kitsap County Public Works does not normally maintain or clear sidewalks during snow and ice operations.

## **7.0 Mailboxes and other structures in the County maintained rights-of-way**

**7.1** Property owners assume the risk of damage to mailboxes or other structures installed within County maintained rights-of-way, except when the damage is caused by direct contact with snow removal vehicles or plow blades. When mailbox damage is caused by direct contact the County repairs or replaces the mailbox with a standard metal mailbox acceptable for delivery of mail by the United States Post office, placed on a wood post. Damage to other structures is considered on a case-by-case basis.

**7.2** Repairs for damage caused by indirect contact is the owner's responsibility. This includes damage caused by the force of snow plowed by snow removal equipment, or from deteriorated support posts.

## **8.0 Landscapes**

**8.1** Kitsap County does not assume responsibility for damage to landscaping, irrigation systems, or plants placed within County-owned rights-of-way.

## **9.0 Definitions**

**9.1** The term "cleared" indicates that snow has been removed from the travel lanes. It does not indicate bare pavement. There may be compact snow and ice on roads that are "cleared." When practical, snow is also removed from the shoulder area to provide capacity for additional snow and to provide adequate drainage areas for melting snow. Plowed snow may be placed on roadway shoulders, over roadway slopes, into roadway ditches, onto sidewalks adjacent to the road, or into roadway planting areas.

Change Record: 12/14/2009 original adoption  
1/28/2011 revised 6.1  
1/26/2012 renumbered to reflect v. 7.0  
1/10/2013 NSRD three year review, priority route map updated  
6/18/2015 early NSRD updated links and added reference 1.4  
5/16/2019 NSRD updated links, ref 1.3 needs to be updated when new manual is finalized – MF  
10/31/19 – Added structures to section 7.0

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5/26/2020 Updated link to Road Maintenance Manual ref 1.3  
10/26/2020 Deleted 4.3 which talked about ILA for "island" areas. No longer applicable. Adjusted NSRD to an annual review.  
7/29/2021 renumbered POL to align with Edition 10 of the Self-Assessment Manual and fixed reference 1.4/LA