

**KITSAP COUNTY**  
**DEPARTMENT OF PUBLIC WORKS**  
**SNOW AND ICE CONTROL PLAN**  
**POLICY**

Policy Number: PW 25.1.100 POL  
Effective Date: 10/01/08

Approved: RWC  
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**PW 25.1.100 POL - This policy defines guidelines used to maintain County roads during winter weather.**

**1.0 References**

1.1 [Snow Plowing Schedule – Primary Roads list](#)

1.2 [Snow Plowing Schedule Map](#)

1.3 [Kitsap County Code 9.28](#)

**2.0 Priorities**

2.1 A prioritized system of roadway plowing is established and identified in the snow plowing schedule and map.

2.2 When snow accumulates and plowing is needed a prioritized plan is used to assign crews and equipment. References 1.1 and 1.2 detail these priorities.

2.2.1 **Primary roads** – Primary roads are the top priority for snow and ice control. Work continues on primary roads until they are cleared.

2.2.2 **Secondary roads** – After primary roads are cleared, work moves to secondary roads. Work continues on secondary roads until they are cleared.

2.2.3 **Local access and residential roads** – After primary and secondary roads are cleared, work moves to local access and residential roads.

2.3 When conditions are favorable for ice forming on roadways sand and/or a salt brine mixture is applied to the road surface. Initial sanding operations or salt brine applications include hills, curves, intersections, bridges, and elevated structures along major travel corridors. Once initial sanding operations or salt brine applications are complete crews continue operations following the plowing priorities shown in 2.2.

**3.0 Equipment**

3.1 Plows and sanders are inspected and ready to mount on trucks by November 1 each year. Crews establish temporary sand piles in strategic locations within the County to increase the effectiveness of operations during storm events

3.2 One-ton 4x4 trucks are used in areas with steep hills or other hazardous conditions.

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3.3 Salt brine tank trucks are inspected and calibrated to meet regulatory guidelines by November 1 each year.

3.4 Salt is stored in covered buildings at each road shop.

### **4.0 Road Crew Personnel**

4.1 Road shop supervisors will establish a crew list for day and night operations prior to November 1st of each year.

4.2 Road shop supervisors will divide their areas into sections ensuring maximum manpower and effective equipment utilization.

4.3 During prolonged snow removal and ice control activities crews work a maximum of twelve continuous hours.

4.4 Road crew personnel are trained annually to ensure ice control materials are properly loaded and spread.

### **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.

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 snow.

### **6.0 Sidewalks**

6.1 Snow removal on sidewalks adjacent to private property is the responsibility of the property owner or tenants per Kitsap County Code 9.28.

### **7.0 Mailboxes**

7.1 Mailbox owners assume the risk of damage to mailboxes installed within the County maintained rights-of-way, except when the mailbox is damaged by direct contact with snow removal vehicles or plow blades. When 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.

7.2 When damage occurs due to indirect contact the owner assumes the responsibility. This includes damage caused by the force of snow plowed by snow removal equipment, or from deteriorated support posts.

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**8.0 Landscapes**

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