

Policy: ST-04-01
Policy Title: Snow Removal Policy
Policy Purpose: Set guidelines for the snow removal Implementation
Date: 03/02/2004
Revision Date: 12/1/2011

CITY OF WESTFIELD PUBLIC WORKS DEPARTMENT

SNOW REMOVAL POLICY

The snow removal policy consists of an effective way for the City of Westfield to clear main roads and subdivisions streets. This policy will set forth guideline for when to salt, when to plow main roads, and when to do a total push. The snow removal policy will assist residents and the associates of the City of Westfield in becoming familiar with the snow removal process within the corporate limits for roads and subdivision streets that are to be maintained within the jurisdiction of the City of Westfield.

The following establishes guidelines for associates working hours and shifts to ensure safety for the associate and the community:

The Snow Removal Policy establishes maximum continuous working hours by City of Westfield Associates to eighteen (18) hours for a shift, if necessary. No Public Works associate shall work more than eighteen (18) consecutive hours. Any associate that works a continuous eighteen (18) hour shift shall not return back to work for at least ten (10) hours. It is the Associates and the associates Supervisors' combined responsibility to ensure that no associate is working over the maximum hours set and that the associate does not return to work before their scheduled return time.

The following establishes guidelines for the application of salt, the plowing of roads and streets, responsibilities and hazardous conditions:

Section 1: Salt Application- Salt is mainly used for bridges and hills. If on Street On-Call Associate is called out by dispatch, he/or she is to salt hills, bridges, and main intersections. Also, Associates on Street On-Call duty may be called out to salt an exact location. Associates on Street On-Call duty may anticipate being called out for salt duty by either supervision or by emergency dispatch personnel. "Problem areas" (see Exhibit A below) will be viewed and salted after primary and secondary roads are taken care of.

Section 2: Primary and Secondary Road Plowing- A snowfall event of two (2) inches or more will require that all main roads be plowed to help move traffic and emergency vehicles. Salt applications may also be used to assist in clearing the main roads. A list of the primary roads to be plowed is listed below in Exhibit B, 1. Also, secondary roads shall be maintained once the primary roads are adequately cleaned up. A list of the secondary roads to be plowed is listed below in Exhibit B, 2. The timeline on clearing the primary and secondary roads is variable and dependent on the current weather conditions. Weather conditions such as the duration of the event (snow falling), falling temperature,

and wind will extend the length of time to clear the roadways of snow and ice. All primary and secondary roads can be traversed within 6 hours; this is dependent on the duration of the snow event. With longer snow duration events these roads will need to be covered multi times.

Section 3: Requirement for a Total Push- A snowfall event of three (3) inches or more will require a total push. A total push will require that all public roads within the jurisdiction of the City of Westfield be cleared of snow. Snow removal clearing shall be conducted in the following sequence: primary roads, secondary roads, then road within subdivisions Exhibit B, 3. Dump trucks will concentrate on primary roads, while pick-up trucks will work secondary roads and roads within subdivisions. Associates will be assigned to a designated area to plow. The City will be divided into snow removal quadrants (Exhibit C “Snow Removal Map Zones”). Personnel will be divided into groups based on lane miles in a quadrant and they will be responsible for the quadrant(s) until complete. Once they are complete with the assigned quadrant(s), workers will contact Supervision to move to the remaining quadrant(s). For example, if Group 1 is finished with Quadrants 1 and 4, they will divide and move to quadrant 2 or 3. (Associate breakdown per quadrant - four (4) in quadrants 1, six (6) in quadrant 2, and seven (7) in quadrant 3 and 1 in quadrant 4) Also, during a total push all cul-de-sacs will be plowed. However, cul-de-sacs shall be the last areas to be thoroughly cleaned during a total push. Therefore, one pass will be made through cul-de-sacs while first clearing a subdivision. After the subdivision’s main roads have been cleared, personnel will attend to clearing the cul-de-sacs completely. While plowing cul-de-sacs, snow shall not be piled up in front of mail boxes or fire-hydrants. However, it is the responsibility of each homeowner to remove snow from within 3’ of their mailbox. The timeline on completing a “full push” for clearing of roads is variable and dependent on the current weather conditions. Weather conditions such as the duration of the event (snow falling), falling temperature, and wind will extend the length of time to clear the roadways of snow and ice. During a “full push” all roads can be traversed within 12 hours; this is dependent on the duration of the snow event. With larger, multi, or longer duration snow events, these “full push” events may take longer and roads may need to be covered multi times.

Section 4: Snow Removal Responsibility

All roads under maintenance bonds or that have been dedicated to the City of Westfield will be maintained by the City regarding snow removal. All other situations will require the developer and or owner to maintain (Performance Bonds). See Exhibit D for Frequently asked questions.

Section 5: Other Hazardous Road Conditions

The following are National Incident Management System (NIMS) protocols which provide travel advisory levels that are intended to help the public and media understand when we need to restrict travel to better protect the public which allows local government to better address the problems at hand. This solution has been beneficial during floods, blizzards, and other emergencies. Note: any County, State, or Federal notification will supersede Westfield’s level.

Travel Caution:

A condition may develop that limits or hinders travel activities in isolated areas. No

travel restrictions have been reported but citizens should be alert to changing conditions. Plan extra time and/or alternate routes to get to your destination. Exercise caution and drive according to conditions.

Level 3 Travel Watch:

Routine travel or activities may be restricted in areas because of a hazardous situation. Citizens should use caution or avoid these areas. Plan extra time to get to your destination. Exercise caution and drive according to conditions. Schools and businesses may begin to implement their emergency action plans.

Level 2 Travel Warning:

Conditions are threatening the safety of the public. Only essential travel is recommended (i.e. to and from work, emergency situation, etc.). Organizations should consider closing and/or postponing activities. Exercise extreme caution. Emergency action plans have been implemented by businesses, schools, government agencies, and other organizations.

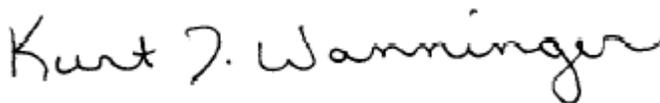
Level 1 Travel Emergency:

A state of emergency has been declared. Travel is restricted to emergency personnel ONLY. Further restrictions may be included.

Whenever a change of travel advisory is issued for Hamilton County it will be posted onto WebEOC as well as the County Website.

www.co.hamilton.in.us

When a travel advisory is in effect there will be a link in bold red lettering on the homepage of the county website. Once clicked, you will be taken to the Weather Related Travel Advisory page where you will find more information.



Kurt J. Wanninger, Director
Westfield Public Works Department

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EXHIBIT "A"
Problem Areas

Entrances

- 1) Merrimac- 146th and Warner Tr.
- 2) Westfield Farms- 146th and Harvest Drive
- 3) Shadow Lakes- 146th and Shadow Lakes Dr (2 Entrances)
- 4) Village Farms- 146th and Sapphire Dr
- 5) Brentwood Villages- 146th and Deerwood Dr.
- 6) Setters Place- 146th and Kourtney Pl
- 7) Setters Run- 146th & Setters Rd
- 8) Centennial
 - a) Springmill & Liberty
 - b) 156th & Declaration
 - c) Ditch & Bridgeport
 - d) Ditch & Smithfield Dr
 - e) Ditch & Sommerville
 - f) 146th & Parkhurst Dr
- 9) Village Park Estates- 146th and Village Park St
- 10) Bridlewood- 151st & Bridlewood Dr and Carey & Saddlehorn Dr
- 11) Oak Rd & 151st
- 12) Springmill Villages-
 - a) Columbine and 156th
 - b) Roseose and 156th
 - c) Fieldgrass and Springmill
- 13) Springdale Farms- Evening Rose and 156th
- 14) Oak Ridge Crossing- 156th & Rosemoss
- 15) Countryside Blvd and Springmill
- 16) Apollo Pky. and Oakridge

Hills and Danger Spots

- 1) Brookside- Chancellor's Ridge Way & Brookhollow Dr (Hill)
- 2) Cool Creek Circle- 161st
- 3) Timberbrook Run-SR32
- 4) Pines of Westfield- Emerald Pines & Corsican
- 5) East and 32
- 6) Cherry St
- 7) Parkway Circle
- 8) North St and SR 32
- 9) Farr Hills- 161st- Farr Hills Dr and Rolling Ct
- 10) Buena Vista & SR 31
- 11) Morgan Woods- Dan Patch and Justin Morgan Dr
- 12) Beacon Pointe

EXHIBIT "B"
List of Primary, Secondary and Subdivision Streets

1. Primary Streets

ADIOS PASS	SHADY NOOK - 32 N. TO 191ST
AUSTRIAN PINE WAY - 32 TO 175TH	SHELBORNE RD – 146TH TO L.E.CREEK AVE
BLACKBURN – 31 TO 191ST	SPRINGMILL – 146TH TO 186TH
CAREY - 32 TO 146TH	SOUTH STREET - OAK TO S. UNION
CASEY RD. - 32 TO 186TH	SOUTH UNION -32 S. TO 31
CENTENNIAL RD. – 32 TO 186TH	SOUTHPARK DR.
DARTOWN - 32 TO 181ST	SUN PARK DR
DAVID BROWN DR.	THATCHER LANE
DITCH RD – 146TH TO SR32	TILLER CT.
EAST STREET - 32 N TO 191ST	TOMLINSON - 191ST TO 202ND
EAGLETOWN RD. - 186TH TO 32	TOWNE RD - 146TH TO L.E. CREEK AVE
GRASSY BRANCH – 32 N TO 38	WESTERN WAY - GHP TO 146TH
GRAY ROAD - 32 TO 146TH	WHEELER ROAD - 32 TO 181ST
GREYHOUND CT. – GHP TO 151ST	WESTFIELD BLVD.
GREYHOUND PASS –146TH TO SPRINGMILL RD	WESTFIELD PARK RD.
HOOVER - EAST ST. TO 31	151ST - GRAY ROAD TO GHP
HAMILTON BOONE RD - 186TH TO 32	156TH – WESTFIELD BLVD TO TOWNE
JOLIET RD. - 186TH TO 32	161ST - GRAY ROAD TO SPRING MILL
KENDALL CT.	169TH - 31 TO DITCH
LITTLE EAGLE CREEK AVE – 146TH TO SR32	171ST - CAREY TO OAK
MULE BARN RD. – 186TH TO 32	175TH - 32 TO AUSTRIAN PINE WAY
N. UNION - 32 N. TO N. SPLIT AND 31	181ST - 31 TO DARTOWN
OAK - SOUTH ST. TO 151ST	186TH – MOONTOWN TO SHADY NOOK
OAKRIDGE - 32 TO 146TH	191ST - EAST ST. TO TOMLINSON
PENN - EAST ST. TO N. UNION	196TH - GRASSY BRANCH TO TOMLINSON
PARK 31	202ND - TOMLINSON TO 31
	203RD - GRASSY BRANCH TO 31

2. Secondary Streets

ALPHA DR	MAPLE LN
BALDWIN CT	MAPLE ST
BEECHWOOD DR	MILL ST
BIRCH ST	N CHERRY ST
CATHERINE DR	N WALNUT ST
COLLEGE AVE	PARKWAY CIR
COMMERCE DR	POPLAR ST
COUNTRY PLACE DR	ROOSEVELT ST
E 147TH ST	S CHERRY ST
E NORTH ST	S WALNUT ST
E PARK ST	SETTERS RD
ELM ST	SYCAMORE ST
ENTERPRISE DR	W 151ST ST

Subdivision Streets

GURLEY ST
HILLCREST DR
JERSEY ST
ABBEDALE CT
ADDISON CT
ADIOS CT
ADMIRAL WAY N
ADMIRAL WAY S
AGATE LN
ALAMEDA PL
ALEXANDRIA CT
ALEXANDRIA DR
ALLEN CT
ALSONG CT
ALVERDO LN
AMBERLEAF TRL
AMBERWOOD CT
AMBIA CIR
AMESBURY PL
AMKEY CT
AMKEY WAY
ANNABEL CT
ANNAPOLIS DR
APPOLO PKY
ASCOT HILLS DR N
ASCOT HILLS DR S
ASHFIELD DR
ATHENS PL
AUSTRIAN CT
AYERS LN
AZALEA CT
BAINBRIDGE CT
BALI HAI CT
BARLEY CIR
BEACH CLUB DR
BEACON BLVD
BEACON PARK DR
BEACON WAY

W 159TH ST
W PARK ST
WALNUT ST
BILLITER CT
BIRDSEYE DR
BIXBY DR
BLACKBERRY CT
BLOOMFIELD CT
BLOOMFIELD LN
BLUEFLAG CT
BOCA GRANDE CT
BOKEELIA BND
BOLTON CIR
BRADENTON CT
BRASSEUR LN
BRIDGEPORT DR
BRIDGEWATER CLUB BLVD
BRIDLEWOOD CIR
BRIDLEWOOD DR
BRIDLEWOOD LN
BRIGG CT
BRIGHT BEAM CT
BROMLEY WAY
BROOKHOLLOW DR
BROOKSBURG DR
BUENA VISTA DR
BUFFALO CIR
BURGESS HILL PASS
BURKET CT
BURKET DR
BUXTON CT
BUXTON DR
CADEN CT
CAITLIN WAY
CAMILLA CT
CAPTIVA WAY
CAREY GLEN CT
CARTER CT

Subdivision Streets-Con't

BEECHNUT DR
BELLE FORCH CT
BELVEDERE PL
BETHESDA CIR
CHAMBERLAIN DR
CHANCELLORS CT
CHANCELLORS RIDGE CT
CHANCELLORS RIDGE WAY
CHANNELBURG BLVD
CHELTENHAM DR
CHERRYWOOD CT
CHEYENNE CIR
CITATION CT
CITATION RD
CLARKS HILL WAY
CLEARBROOK ST
CLEAR LAKE CT W
CLEAR LAKE LN
CLEAR LAKE LN E
CLEAR LAKE LN W
COLFAX LN
COLUMBINE LN E
COLUMBINE LN W
COOL CREEK CIR
COPPER TREE WAY
CORBY CT
CORNFLOWER CT
CORRAL CT
CORSIKAN CIR
COUNTFLEET CT
COUNTRYSIDE BLVD
CREEKWOOD DR
CREST POINT DR
CRESTON CT
CRISTIN WAY
CROCUS CT
CROSS CREEK CIR
CURRY LN
CYCLAMEN CHSE
CYNTHIA CT
CYPRIAN CIR
DAN PATCH CT
DAN PATCH LN
CARTHAGE CIR
CEDARBROOK DR
CHALET CIR
CHALLENGER DR
DANBORN DR
DANDBORN DR
DANDBORN GRN
DANIEL CT
DAYLILY CT
DEBBIE CT
DECLARATION DR
DEER WALK TRCE
DEERWOOD DR
DELRAY CT
DERBY CT
DIAMENTE DR
DORMONT DR
DOWNSTREAM DR
DREXLER DR
DRUMMOND PL
DUNEDIN CT
DUPONT CT
DUPONT LN
DURSLEY CT
E BEACON CT
E EVENING ROSE WAY
E SENATOR WAY
EAGLEWOOD CT
EARL PARK CT
EARL PARK WAY
ELDRED CT
ELICIA CT
ELKHORN CT
ELKHORN DR
ELKHORN WAY
ELNORA LN
ELYSE LN
EMERALD CT
EMERALD GREEN CIR
EMERALD PINES LN
EMMA CIR
ENGLISH GRN
ERICA LN
ETHAN ALLEN LN

Subdivision Streets-Con't

LAREDO CT
LAREDO WAY
LAREDO WAY N
LEWISTON DR
LIBERTY BLVD
LIBERTY DR
LINN CT
LOCKWOOD DR
LONG COVE VIEW
LUCAS CIR
LUCAS DR
LYNTON WAY
MADELINE LN
MADISON ST
MAE CIR
MAGGIE CT
MAIDSTONE AVE
MANASOTA CT
MANASSAS DR
MAPLE PARK DR
MAPLETON PL
MARENGO TRL
MARIETTA CIR
MARKET CENTER DR
MARKLEVILLE LN
MARYPORT DR
MATLOCK CIR
MATTERHORN DR
MCINTOSH LN
MCKINLEY CT
MEADOWCREEK DR
MEGGS ST
MELBOURNE CT
MERCURY CT
MIA DR
MIDDLE DR
MILHOUSEN TRL
MILLWOOD CIR
MISTY VIKING RD
MONMOUTH DR
MONTCLAIR DR
MONTGOMERY DR
MONTROSE LN
MORLEY CT
MORLEY LN
NAPOLEON CT
NASHUA CIR
NEW HAVEN DR
NEWBERRY LN
NEWBY CT
NEWPORT DR
NORWAY SPRUCE LN
NYLA CT
OAK MANOR DR
OAK PARK CIR
OAK PARK CT
OLD VINES DR
OLDENBURG CIR
OLYMPUS BLVD
ONWARD DR
ORLAND OVLK
OVERMAN BLVD
PACER CT
PALMYRA DR
PALMYRA GRN
PALOMAR DR
PARAGON LN
PARKHURST DR
PAWTUCKET DR
PEACHAVEN PL
PEARSON DR
PHEASANT RUN
PIEDMONT DR
PINE RIDGE DR E
PINE RIDGE DR W
PINE WOOD LN
PLAINVILLE DR
POTOMAC CT

Subdivision Streets-Con't

PRINCETON LN
PUNTLEDGE DR
QUAIL RIDGE LN E
QUAIL WOOD LN E
QUAIL WOOD LN W
QUINCY PL
RACETIME RD
RACHEL LN
RADFORD CT
RANIER CIR
RAYMOND LN
REDBUD CT
REDHILL RD
RICHLAND WAY
RICHTERS BLVD
RIDDELL LN
RIDGEWOOD AVE
RIVER BIRCH RD
RIVERSTONE CT
ROANOKE DR
ROCKROSE CT
ROLLING CT
ROLLINGWOOD CIR
ROMALONG CT
ROMALONG LN
ROMAN CT
ROSE MILL DR
ROSECLAIR DR
ROSEMOSS XING
ROWAN CT
ROWAN RUN
RUSHMORE DR
RUTHERFORD DR
SADDLEHORN CT
SADDLEHORN DR
SADIE LN
SALIMONIA LN
SANIBEL CIR
SAPPHIRE DR
SAVANNAH LN
SCHWEITZER DR
SENATOR WAY
SENECA CIR
SHADOAN WAY
SHADOW LAKES DR E
SHADOW LAKES DR N
SHADOW LAKES DR W
SHAELYNN CT
SHALE RD
SHERRY CT
SHETLAND CT
SHINE CT
SHOREWAY DR E
SHOREWAY E
SHORT TER
SHOWER CT
SILVER CT
SILVER LAKES DR
SILVER THORNE WAY
SILVERHEELS DR
SLEEPY HOLLOW CT
SLEEPY HOLLOW DR
SLIPPERY ROCK CT
SMITHFIELD DR
SNOWDON DR
SOLITUDE CT
SOMERVILLE DR
SONHATSETT DR
SOUTHALL DR
SOUTHRIDGE CT
SOUTHRIDGE LN
SPILLWATER WAY
SPRING LAKE DR
SPRINGMEADOW LN
STAFFORD
STARGRASS DR
STARGRASS LN
STARS PRIDE CT
STERLING BLUFF CT
STOCKBRIDGE DR

Subdivision Streets-Con't

VIBURNUM RUN E	WHEATFIELD LN
VICTORY CT	WHITE WILLOW DR
VIKING COMMANDER WAY	WHITEBARK CT
VIKING LAIR RD	WHITNEY RD
VIKING MEADOWS DR	WILDFLOWER CT
VIKING SUNRISE LN	WILDFLOWER LN
VILLAGE PARK CIR	WILDRYE DR
VILLAGE PARK EAST DR	WILLIAMSON LN
VILLAGE PARK NORTH DR	WILLOW CREEK WAY
VILLAGE PARK SOUTH DR	WIND SKIP CIR
VILLAGE PARK WEST DR	WINDMILL CIR
W EVENING ROSE WAY	WINDMILL DR
W SENATOR WAY	WINDWOOD CIR
WALCOTT DR	WOLCOTT CT
WANATAH CIR	WOOD HOLLOW CT
WANATAH TRL	WOODCREST CT
WARNER TRL	WOODSAGE CT
WARRINGTON AVE	WOODSIDE DR
WATERTOWN DR	WOODSTREAM CT
WENTZ DR	WORTH CT
WEST MAY APPLE CIR	YEOMAN WAY
WESTLEA DR	ZACHARY LN
WHEATFIELD CT	ZEPHYR WAY

3. Streets shared with county

KINSEY AVE. (181st TO BRIDGE)

4. Streets with Multiple Status

		From	To
AUSTRIAN PINE WAY	Primary	North of 175th ST	SR 32
AUSTRIAN PINE WAY	Sub	South of 175th ST	PINE RIDGE DR
CASEY RD	Primary	SR 32	North Corporate Limits Line
CASEY RD	Shared	North Corporate Limits Line	186th ST
CENTENIAL RD	Primary	SR 32	North Corporate Limits Line
CENTENIAL RD	Shared	North Corporate Limits Line	186th ST
191st ST	Primary	West of EAST ST	TOMLINSON RD
191st ST	Shared	West of TOMLINSON RD	Corporate Limit
EAGLETOWN RD	Secondary	North of 166th ST	SR 32
EAGLETOWN RD	Primary	SR 32	North Corporate Limits Line
EAGLETOWN RD	Shared	North Corporate Limits Line	186th ST
GUNTHER BLVD	Secondary	South of SR32	through Westfield Marketplace
GUNTHER BLVD	Sub	South of Westfield Marketplace	through Villages of Oak Manor
JOILET RD	Primary	SR 32	North Corporate Limits Line
JOILET RD	Shared	North Corporate Limits Line	186th ST
MULE BARN RD	Primary	SR 32	North Corporate Limits Line
MULE BARN RD	Shared	North Corporate Limits Line	186th ST
OAK RD	Secondary	North of E 147 th ST	MIA DR
OAK RD	Sub	West of MIA DR	151st ST
OAK RD	Primary	North of 151st ST	171st ST/SOUTH ST
SPRING MILL RD	Primary	North of 146th ST	North Corporate Limits Line
SPRING MILL RD	Shared	North Corporate Limits Line	186th ST
156th ST	Primary	West of WESTFIELD BLVD	TOWN RD
156th ST	County	West of HAMILTON BOONE	LITTLE EAGLE CREEK AVE
161st ST	Primary	West of GRAY RD	OAK RD
161st ST	Shared	West of OAK RD	UNION ST
161st ST	Primary	West of UNION ST	DITCH RD
166th ST	Secondary	West of DITCH RD	LITTLE EAGLE CREEK AVE
166th ST	County	West of LITTLE EAGLE CREEK AVE	HAMILTON BOONE RD
169th ST	Secondary	West of DITCH RD	LITTLE EAGLE CREEK AVE
169th ST (original portion)	Secondary	East of DITCH RD	Intersection of realignment
169th ST (incl. realignment)	Primary	East of DITCH RD	UNION ST
169th ST	Primary	East of CAREY RD	GRAY RD

EXHIBIT "C"
Snow Removal Map Zones

Zone 1

- 39 ANDOVER
- 1 ASHFIELD
- 4 BROADVIEW
- 11 GRASSY KNOLL
- 12 HARVEST MEADOWS
- 13 MORGAN WOODS
- 14 NEWBY'S WESTFIELD HT
- 15 NORTH UNION HEIGHTS
- 20 ROBERTS ROLLING ACRE
- 37 SANDPIPER LAKES
- 23 SILVER LAKES
- 25 SLEEPY HOLLOW
- 29 SYCAMORE
- 32 WATSON
- 33 WESTFIELD GREEN EST
- 34 WILLOW CREEK

Zone 2

- 2 BRENTWOOD VILLAGE
- 38 BRIDGEWATER
- 3 BRIDLEWOOD
- 36 BROOKSIDE
- 40 CAREY COMMONS
- 5 CAREY GLEN
- 6 CHERRY WOOD ESTATES
- 7 COOL CREEK CIRCLE
- 8 COVERDALE
- 9 CREST VIEW
- 10 EMERALD PLACE
- 16 OAK MANOR
- 17 OAK PARK
- 18 PHEASANT RUN
- 19 PINES OF WESTFIELD
- 21 SETTERS PLACE
- 22 SETTERS RUN
- 24 SILVER THORNE
- 26 SOUTHRIDGE
- 27 SPRING MEADOWS
- 28 SUMMIT LAKES
- 30 TIMBERBROOK RUN II
- 31 VILLAGE PARK ESTATES
- 35 WOODSIDE ESTATES

Snow Removal Map Zones-Con't

Zone 3

- 50 BAINBRIDGE
- 51 BEACON POINT
- 76 BUENA VISTA
- 62 CENTENNIAL
- 60 COUNTRYSIDE
- 68 CROSSING AT SPRINGMILL VILLAGE
- 68 CROSSING AT SPRINGMILL VILLAGE
- 64 CROSSWIND COMMONS
- 75 FARR HILLS
- 74 HELIOS SUBDIVISION
- 52 HILLS & DALES WEST
- 77 JACK LANE
- 71 MAPLE KNOLL
- 71 MAPLE KNOLL
- 79 MAPLE KNOLL APARTMENTS
- 78 MAPLE VILLAGE
- 80 MAPLES OF SPRING MILL
- 61 MAPLETON AT COUNTRYSIDE
- 63 MERRIMAC
- 65 MULBERRY FARMS
- 54 OAK RIDGE CROSSING
- 55 PINE RIDGE
- 56 QUAIL RIDGE
- 73 RIDGEWOOD
- 57 SHADOW LAKES
- 72 SPRING MILL ESTATES
- 66 SPRINGDALE FARMS
- THE MEADOWS AT SPRINGMILL
- 67 VILLAGES
- 70 VIKING MEADOWS
- 69 VILLAGE FARMS
- 58 VILLAS AT OAK RIDGE CONDOMINIUMS
- 59 WESTFIELD FARMS

Zone 4

- 53 NORTH BOKEELIA

EXHIBIT “D”

Frequently Asked Snow Removal Questions

What can I do as a resident to help the City of Westfield clear the city streets in an efficient and effective manner?

Prior to a snow event, please remove all vehicles or obstructions from the road and right of way. This includes vehicles, trailers, boats, campers, portable basketball goals and any other obstruction that will impede, slow down or risk the safety of other motorists and snow removal crews.

Who is responsible for clearing snow filled streets?

The City of Westfield clears most streets within the city limits; Apartment complexes, townhomes, and subdivisions with private streets are the responsibility of the management company for those complexes. There are, however, a number of roads in the Westfield area that are the responsibility of other local government agencies. State roads such as SR 32, US31, and SR 38 are the responsibility of the Indiana Department of Transportation. The Hamilton County Highway Department plows roads outside of the City of Westfield city limits. 146th Street is an example of a road cleared by the county.

When do city crews begin plowing?

The City of Westfield follows the snow removal guidelines established in the City of Westfield Public Works Snow Removal Policy. Additionally, the city assesses every predicted snow event and establishes a plan for that specific snow event. In general, the city begins to address bridges and intersections of primary and secondary roads for snow events between a trace and two (2) inches of snow. After two (2) inches of snow the city will plow all primary and secondary roads to help move public safety vehicles and traffic. Snow events larger than three (3) inches requires a total push within the city’s municipal jurisdiction. For these events all primary, secondary and collector roads are cleared first and then the roads in subdivisions will be addressed. Depending on the magnitude of the snow event, cul-de-sacs are typically cleared last. The city’s goal is to clear all streets within (8) eight hours after the snow stops falling but heavier snows often take longer to clear. The City of Westfield currently maintains over 165 miles of roads.

Why are cul-de-sacs plowed last?

Cul-De-Sacs are just the most time-consuming streets to plow. On average, it takes 10 - 15 minutes to clear a cul-de-sac of snow. That is eight times longer than it takes to plow a through street of the same size. Cul-de-sacs are also more difficult to clear because of the limited space in the parkway to dump snow without burying driveways, mailboxes, street lights or fire hydrants.

What effects how efficiently and effectively the roads will be cleared?

The major factors that affect how efficiently the snow will be removed from the roads depends on the quantity of snow that falls, how the weather transitions during the event (rain, sleet, snow, ice) the length of time that the snow event occurs, the type of snow that falls (wet or powder), temperature, and wind factors during and after the snow event (cause drifting). Parked cars in cul-de-sacs and curbside also inhibit the ability to plow curb to curb and take extra time to maneuver around them.

Do all streets get salted?

The determination of what streets get salted depends on the level of the snow event. Typically, bridges and intersections are salted first at the beginning of the snow event. Then primary and secondary roads are salted in response to snow or ice. The City of Westfield will assess if subdivisions will require salt application, however most events do not require the salting of subdivisions, however the Public Works Transportation Division will inspect subdivision entrances to determine if salt application is necessary. Additionally, the Transportation Division will investigate any road condition concerns within subdivisions that are reported and determine if salt application is warranted. It takes about three hours to completely salt primary and secondary city streets.

Deicing Guidelines

Snow

0-1 Inches- Requires all main and secondary roads to have salt applied, especially bridges, hills and intersections. No sub-divisions unless requested for areas listed on the Entrances, Hills, and Danger Ice Spot List for Subdivisions will be salted with this amount.

>1-3 Inches- Snow will be plowed off streets but no salt will be put down until the snow has stopped falling. After which time all main and secondary roads will be salted as needed after the snow has been pushed off. No subdivisions unless requested for areas listed on the Entrances, Hills, and Danger Ice Spot List for Subdivisions will be salted with this amount.

>3 Inches- Snow will be plowed off streets but no salt will be put down until the snow has stopped falling. After which time all main and secondary roads will be salted as needed after the snow has been pushed off. Subdivisions will be plowed and slick spots at main drags and entrances and exits will be salted.

Ice – All main and secondary roads will be kept salted as needed during an ice storm. The need to keep roads safe dictates that trucks stay on the road until they are clear. Areas listed on the Subdivision Entrances, Hills, and Danger Ice Spot List will be salted and then any other problem spot requested.

Temperature-Temperature does not dictate salt application, less salt will be used in extreme cold (10 or below) but salt is still applied.

Wind- Wind will be monitored by Supervision and crews will be assigned for drifting areas as required.

See Exhibit A below for a list of known “problem areas” not including primary and secondary roads that the City is aware of. During each event Supervision will review these areas and plow or apply deicing material as needed. This is not an exclusive list and other areas can be added for future occurrences.

Who clears sidewalks and driveways?

Both are the responsibility of residents and property owners. The city appeals to citizens to clear sidewalks, especially for children walking to school. Residents should shovel snow into the yard, not on to the street. Putting snow on the street causes dangerously slippery conditions for both motorists and pedestrians and is a violation of city ordinance. City crews try to avoid putting large piles of snow in front of driveways; however, this is not always possible. To avoid having to double shovel, simply wait until after your street has been plowed to clear your driveway. Residents are also asked to clear snow around fire hydrants to aid firefighters and in front of mailboxes for the postal carriers.

Who do I contact if my mailbox was damaged?

The city is not responsible for mailboxes damaged during snow-plowing if they do not meet guidelines of the City of Westfield Public Works Departments Mailbox Replacement Policy. The City will only replace the mailbox and post if it is directly contacted by the city’s snow removal equipment. For more information please review City of Westfield Public Works Departments Mailbox Replacement Policy. To report a mailbox damage, call 804-3150.

Who clears other property?

The city is responsible for clearing snow from all the municipally owned properties and parking lot. Business owners are responsible for clearing retail, commercial, and industrial parking lots. Management companies are responsible for clearing snow from private streets.

Who do I call if my street has not been cleared of snow or if I am unsure who is responsible for clearing snow from my street?

Please contact the City of Westfield City Services Center at 804-3150, associates will be able to aid you in determining if the city is responsible for clearing snow from your street. If your street has not been cleared of snow after 8 – 10 hours after a snow event, please contact the City Services Center.

What should I do in an emergency?

During a heavy snowfall, when emergency services are needed, call 9-1-1. The operator will inform city crews if emergency snow plowing is needed.

When are you going to get to my street?

All secondary roads such as: Sycamore, Birch, and Weslea Dr. will be cleared as soon as the primary arteries have been cleared.

When will our subdivision get plowed?

After the snow has stopped falling and the primary and secondary roads have been cleared, personnel will be dedicated to clearing side streets, alleys and roads within subdivisions.

NOTE: The Public Works Department has divided the subdivisions into four (4) quadrants: NE, NW, SE and SW. Associates will be divided according to lane miles in a quadrant and start at different sections of the quadrant during each full push event as described in Section 3 of the City of Westfield Snow Removal Policy.

(The quadrants are defined below in Exhibit A – Snow Removal Map Zones Map).

When will you salt our street?

Salt applications are administered after all the streets have been cleared of snow. Should a slick spot arise or go unattended, contact our Customer Service Office at 804-3150 and staff will be dispatched to salt the area of concern.

Where do you purchase your salt?

The City of Westfield Public Works Department has a contract with Cargill.