

Memorandum

Department of Public Works



TO: Michael O. Geisel, P.E.
City Administrator

FROM: James A. Eckrich, P.E. *JAE*
Public Works Dir. / City Engineer

DATE: July 10, 2019

RE: Snow Removal on Driveway Aprons
within Public Right of Way

As you will recall, in 2014 City Council approved the implementation of a program whereby Public Works maintenance personnel will remove ice and snow from the driveway aprons of qualifying residents after any snow event with two or more inches of snow (Program). The Program was implemented on a trial basis in 2014, and was to be assessed annually so that City Council could determine whether the Program should continue on a permanent basis. To date 225 residences have signed up for the Program. In order to qualify for the Program, a resident must provide evidence of a medical condition which limits their ability to remove snow.

Fortunately, the 2015 through 2018 winter seasons were all relatively mild regarding snowfall. This Program was used four times during that period, but all events were four inches of snow or below. Prior to implementing the Program on a permanent basis, Public Works Staff wanted to experience providing this service during a larger snow event. Two such events occurred during the 2018/2019 winter season. The first was a five-inch snowfall on November 14, 2018. Public Works Staff spent 21 man-hours removing snow from the driveway aprons (within public right of way) of qualifying residents during that snow event. The second event was a nine-inch snowfall which began on January 11, 2019. After the snow was removed from the streets during that event, Public Works Staff spent 17 man-hours removing snow from driveway aprons within right of way.

In both cases, the number of man-hours exerted was less than I would have expected. In fact, the time spent removing snow from driveway aprons (within public right of way) after those two relatively large storms was actually less than that which was spent during prior smaller storms. The primary reason is that many of these residents are already contracting for the removal of snow from their driveways. During the larger events, it takes more time for Public Works maintenance personnel to remove the snow from the streets. This means it takes more time for Public Works


staff to begin to remove snow from the driveway aprons (within public right of way). During this time, many of the private contractors have serviced the residential driveways, including the driveway apron.

There have been some minor problems associated with the Program, including difficulties reading addresses during the night. However, I believe that overall this has been a successful Program, which has been well received by City residents. Further, because the Program is implemented only after snow has been removed from the streets, its impact has not affected snow removal service in a negative manner. Accordingly, it is my recommendation that the Program continue on a “permanent” basis, until modified or discontinued by City Council.

Action Recommended

This matter should be forwarded to the Planning and Public Works Committee for consideration. Should PPW concur with Staff’s recommendation, Policy PW 33 (attached) will be considered a “permanent” Policy of the City of Chesterfield, and will continue until modified or repealed by City Council.

Please forward to PPW for review and approval

 2019-7-10

**CITY OF CHESTERFIELD
POLICY STATEMENT**

PUBLIC WORKS		NO.	33
SUBJECT	Snow Removal for Private Driveways within Public Right-of-Way	INDEX	PW
DATE ISSUED	8/4/2014	DATE REVISED	5/1/2017

PURPOSE

The purpose of this policy is to establish procedures for the removal of snow windrows from residential driveway aprons resulting from City snow removal operations within the public right-of-way. Snow windrows can impede emergency access to private driveways whose owners are not capable of clearing their driveway approach.

POLICY

The City of Chesterfield will remove the snow accumulation from the driveway apron of a qualifying private residential driveway when the official snow accumulation exceeds two (2) inches during any single snow event. The snow accumulation will be measured at the City of Chesterfield City Hall in accordance with National Oceanic and Atmospheric Administration (NOAA) guidelines. The City of Chesterfield will begin snow removal operations on previously approved qualifying private residential driveways ONLY after completion of all snow and ice removal operations on public streets and at City facilities. Applications for this program must be received not less than fourteen (14) days prior to a storm event to allow for review, coordination and planning.

This program is only available to qualified resident owners with a certified medical need or disability.

QUALIFYING LOCATIONS

All private single family residential properties within the corporate limits of the City of Chesterfield in which the residents of the property have been diagnosed with a medical condition that limits their ability to remove snow.

PROGRAM REGISTRATION

All requests for driveway snow and ice removal service shall be submitted in writing to the City of Chesterfield. Residents may receive information and direction by contacting the City of Chesterfield Public Works Division, visiting City Hall, or accessing the forms on our website www.chesterfield.mo.us/forms and permits.

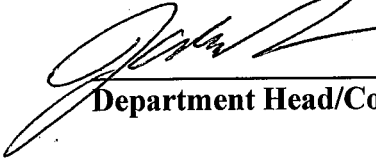
The applicant, at a minimum, shall provide the following information:

1. Property address.
2. Applicant's name and all appropriate contact information.
3. Supporting documentation verifying a medical condition or disability of all residents at that property which limits their ability to perform snow removal activities.

CITY LIABILITY FOR PROPERTY DAMAGE

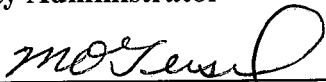
The City of Chesterfield is not responsible for any property damage resulting from residential driveway snow and ice removal operations. All applicants for this service shall be required to sign a waiver of responsibility stating the City of Chesterfield is not responsible for damage during driveway snow and ice removal operations.

RECOMMENDED BY:

 3/1/2017 PPU Committee 3/27/2017
Department Head/Council Committee (if applicable) Date

APPROVED BY:

City Administrator



City Council (if applicable)

Date

5/1/2017

Date