



**City of Manassas
Department of Public Works
Snow Removal Plan
September 2018**



City of Manassas

Department of Public Works

Snow Removal Plan

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Purpose

To outline priorities and processes for snow removal operations within the City of Manassas.

Objectives

The Street Department is the primary responder during snow events within the City. Street Department crews are responsible for snow removal and the de-icing of roads to:

- Improve public safety
- Ensure that emergency responders can reach residents
- Keep commuters and commerce moving safely through our community

This aligns with City of Manassas Code of Ordinances, Chapter 102, §102:7 and Chapter 114, Division 8, §114:621- §114:650. This is also in alignment with Code of Virginia, §15.2-1115.

Risk Mitigation

- To effectively prepare for and manage priorities, staff and resources required to safely remove snow from public thoroughfares and public parking lots within the City of Manassas;
- To ensure safe passage for pedestrians and vehicles using public thoroughfares and public parking lots within the City of Manassas;
- To inform and integrate with Emergency Responders and City Departments during snow/ice events within the City of Manassas;
- To reduce reputational risk by using effective processes for handling and disseminating information both internally and externally.

Intended Audience

- City Manager
- Public Works and Utilities Staff
- Emergency Responders
- City of Manassas Staff
- City of Manassas Residents

Main Points

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1. Background

The City of Manassas Public Works Department maintains all public streets and all school, commuter, rail and public parking lots including City Hall, Animal Shelter, Boys and Girls Club, Public Works Facility, Fire, Rescue and Police. Public Works crews clear all sidewalks around these facilities.

The Street Department promptly and efficiently removes snow and applies chemicals and abrasives for the control of ice and snow on over 254 lane miles of roadway in the city. In addition, it provides snow removal on parking lots at all eight of the city schools, the removal of snow at the seven municipal parking lots, and all city building parking lots. This also includes removing snow on sidewalks in front of city owned properties.

2. Mobilization of Crews and Equipment

The Public Works Department mobilizes necessary personnel and equipment, when the weather forecast calls for a high probability of a snow or an ice storm. If a snow or ice storm occurs at night or without warning, the Public Works and Utilities Operations center provides notification to the appropriate personnel.*

*Note: In the event of emergency or significant snow accumulation that may exceed fleet capacity for timely snow removal; the City uses private contractors and equipment.

Crews

The mobilization of personnel is adjusted, as required, to prepare for the onset of a snow or ice event. Crews work twelve hour shifts, as required, and are kept on standby in order to respond quickly to incidents and changes in weather as they occur.

Equipment

The City maintains a fleet of 24 trucks and additional equipment for snow removal.

3. Snow Emergency Routes

The following streets are designated as Snow Emergency Routes, in the City of Manassas. During snow and ice events, the Department of Public Works acts in accordance with City of Manassas Code of Ordinances, Chapter 102, §102:7 and Chapter 114, Division 8, §114:621-§114:650:

Dumfries Road/Route 234
Hastings Drive
Godwin Drive
Liberia Avenue
Richmond Avenue
Fairview Avenue
Grant Avenue
Wellington Road
Ashton Avenue
Cockrell Road

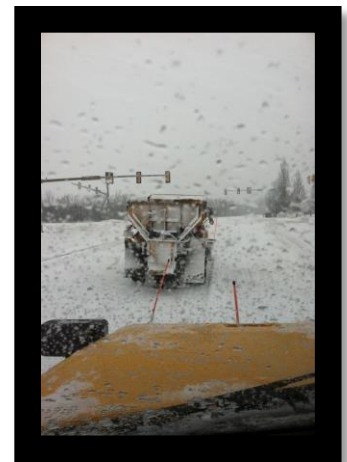
Nokesville Road/Route 28
Center Street
Prescott Avenue
Sudley Road/Route 234
Church Street
Zebedee Street
Centreville Road
Mathis Avenue
Portner Avenue
(Public Works to Liberia Avenue)
Euclid Avenue

Please refer to Snow Removal map Appendix A

4. Treating Roads: First Run and Second Run Routes

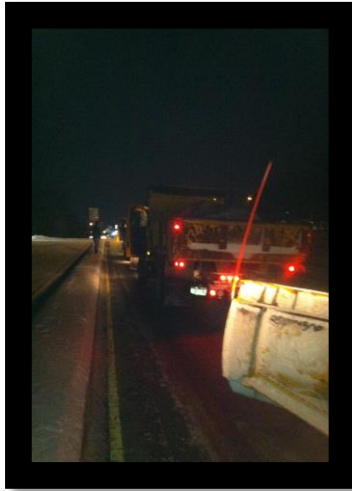
There are six First Run and six Second Run Routes.

During a snow or ice event, roads are treated on a priority basis. The first priority is to treat Snow Emergency Routes and primary roads, which are defined as First Run Snow Routes. Once these roads are passable, school bus routes and collector streets, defined as Second Run Snow Routes will be treated. If a storm continues, crews may have to return to the First Run Snow Routes to keep these streets clear and passable.



Please refer to Appendix B, C, and F for a full listing of First Run and Second Run Routes, as well as snow removal service levels.

5. Plowing - First and Second Run Routes



Street plowing begins once snow reaches a depth of approximately 2-3 inches. Streets are plowed starting with First Run Snow Routes. Once these roads are passable, Second Run Snow Routes are plowed. In the event of heavy snowfall, crews may have to return to the First Run Snow Routes to keep these streets clear and passable.

Once the snow has stopped falling or the snow event is under control, snow piles will be hauled from the Old Town area at the discretion of the Public Works Department depending on the snow accumulation and the weather forecast.

Please refer to Appendix B, C, and F for a full listing of First Run and Second Run Routes, as well as snow removal service levels.

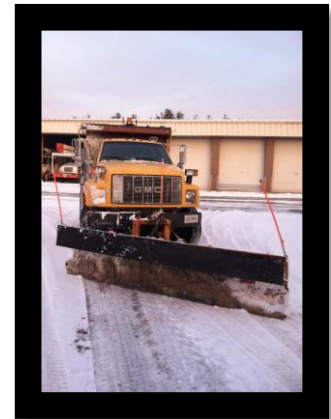
6. Public Buildings and Parking Lots

Snow Removal

City crews remove snow from the seven municipal parking lots and all City building parking lots.

Sidewalks

Sidewalks, in the City of Manassas, are cleared by the Buildings and Grounds Department. Crews work in three teams and clear sidewalks and walkways according to an agreed schedule of priority areas.



Please refer to Appendix D for a full listing of designated priority areas.

7. Schools

Snow Removal

City crews remove snow from parking lots at all eight of the City schools.

The bus loops at all City schools are plowed and treated as Second Run snow routes. If the schools remain open, crews will keep the bus routes and the parking lots and other roads passable.

If schools are closed, crews do not plow them until all other First Run and six Second Run Routes all complete.

Sidewalks

School sidewalks, including the areas around the building and parking lots, are cleared by the School Board Staff. The Buildings and Grounds Department clear the sidewalks along the street in front of the schools. These crews work in three teams and clear sidewalks and walkways according to an agreed schedule of priority areas.

Please refer to Appendix D for a full listing of designated priority areas.

8. Plowing Residential Areas

There are twelve Residential Sections.

Once plowing of all First and Second Run Routes is completed, crews begin plowing **Residential Sections**. Many of the residential streets with the City are treated as **First and Second Run Routes**. The remaining streets are plowed curb to curb in **Residential Sections**. These are the same sections designated in the City's Leaf Collection map. Each street will be cleared as completely as possible and treated where required depending on conditions.

Sand and salt is not spread on all residential streets. Streets in residential areas, including intersections and hills, are treated with chemicals and abrasives for the control of ice and snow only where necessary, depending on forecasts and conditions. Privately owned property, including streets are maintained and treated by property owners and relevant Homeowner's Associations.

Please refer to Appendix E for a map of designated residential areas.

9. Residential Sidewalks and Private Property

For rules/guidelines to remove snow from residential sidewalks and sidewalks bordering private property, please refer to City of Manassas Ordinance Chapter 102, §102.7.

The same requirements exist with respect to ice or sleet on sidewalks. Sidewalks must be covered, within the time required in this section, with sawdust, ashes or other material, which will make the sidewalk safe for travel. Clearing sidewalks of unoccupied properties is the responsibility of the property owner.

City staff regularly inspects sidewalks for safety. Residents are advised that they are liable for the cost of snow/ice removal if the City determines that it poses a hazard to public safety.

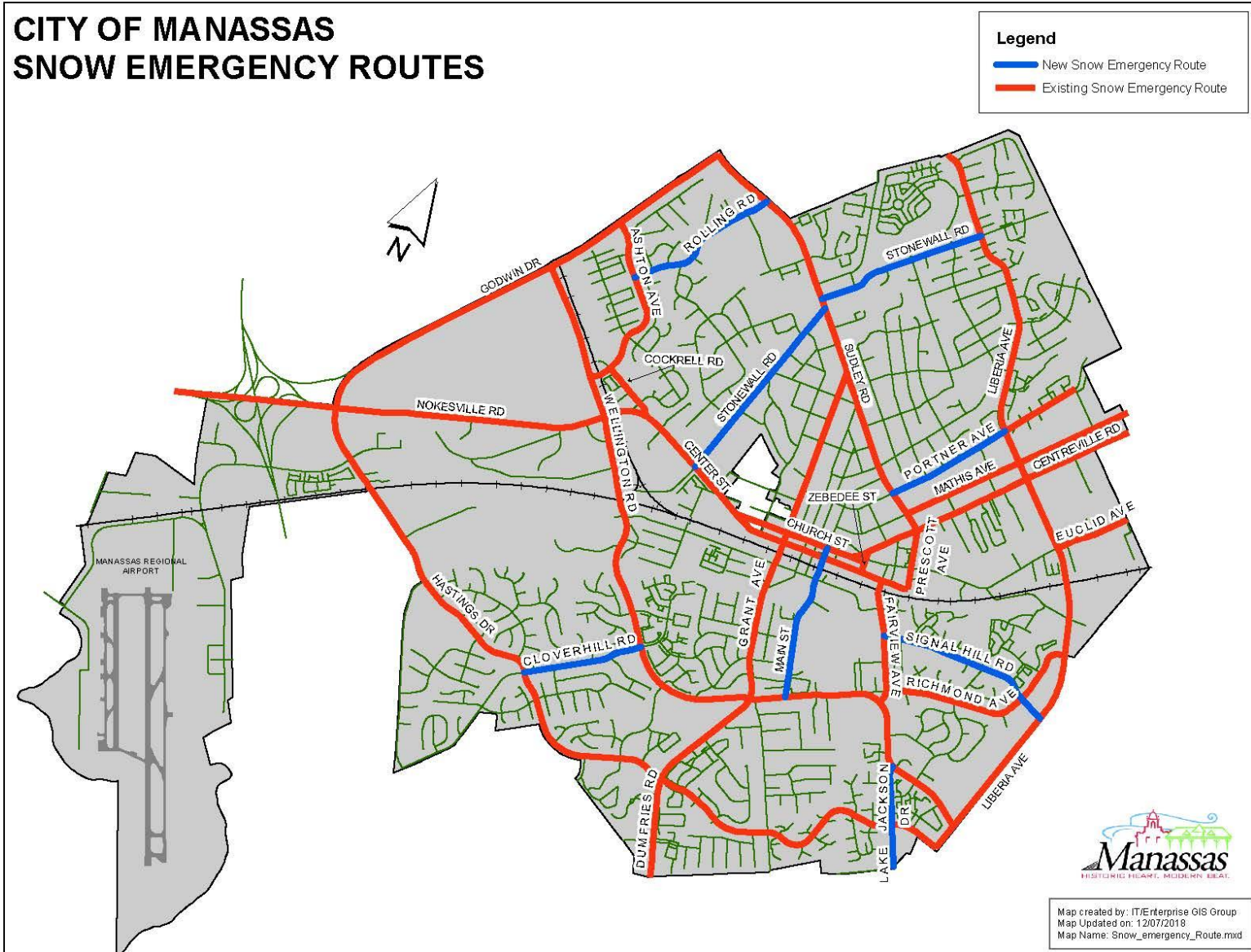
10. Communication during Incidents and Emergencies

The Department of Public Works regularly notifies citizens of snow removal procedures through the City website and City Connect newsletter.

All general public inquiries are directed to the Public Works office during regular business hours 703-257-8378. Outside regular business hours, all inquiries should be directed to Public Works and Utilities Operations 703-257-8353.

In the event of an incident or emergency in relation to snow removal within the City of Manassas, Emergency Services, the Director of Public Works and Utilities, City Manager and Safety Officer must be notified. They will determine the appropriate information and means of delivery to ensure public safety.

Appendix A



Appendix B

First Run Snow Routes		
Street Name	From	To
Ashton Ave		
Breeden Ave		
Center St		
Centreville Rd	Center St	City Limits
Church St		
Clover Hill Rd	Godwin Dr	Wellington Rd
Cockrell Rd		
Digges Rd	Next to Hospital	
Dumfries Rd		
Euclid Ave	Quarry Rd	City Limits
Fairview Ave		
Godwin Dr		
Grant Ave	Sudley Rd	Wellington Rd
Hastings Dr	Godwin Dr	Prince William Prkwy
Lake Jackson Dr	Wellington Rd	City Limits
Liberia Ave	City Limits	Prince William Prkwy
Main St	Prince William St	Wellington Rd
Mathis Ave	Sudley Rd	City Limits
Nokesville Rd	Center St	City Limits
Portner Ave	Public Works Dr	Sudley Rd
Prescott Ave		
Public Works Dr		
Quarry Rd	Euclid Ave	Zebedee St
Richmond Ave	Liberia Ave	Fairview Ave
Rolling Rd		
Signal Hill Rd	Fairview Ave	Richmond Ave
Stonewall Rd	Liberia Ave	Center St
Sudley Rd		
Wellington Rd	Godwin Dr	Liberia Ave
Zebedee St		

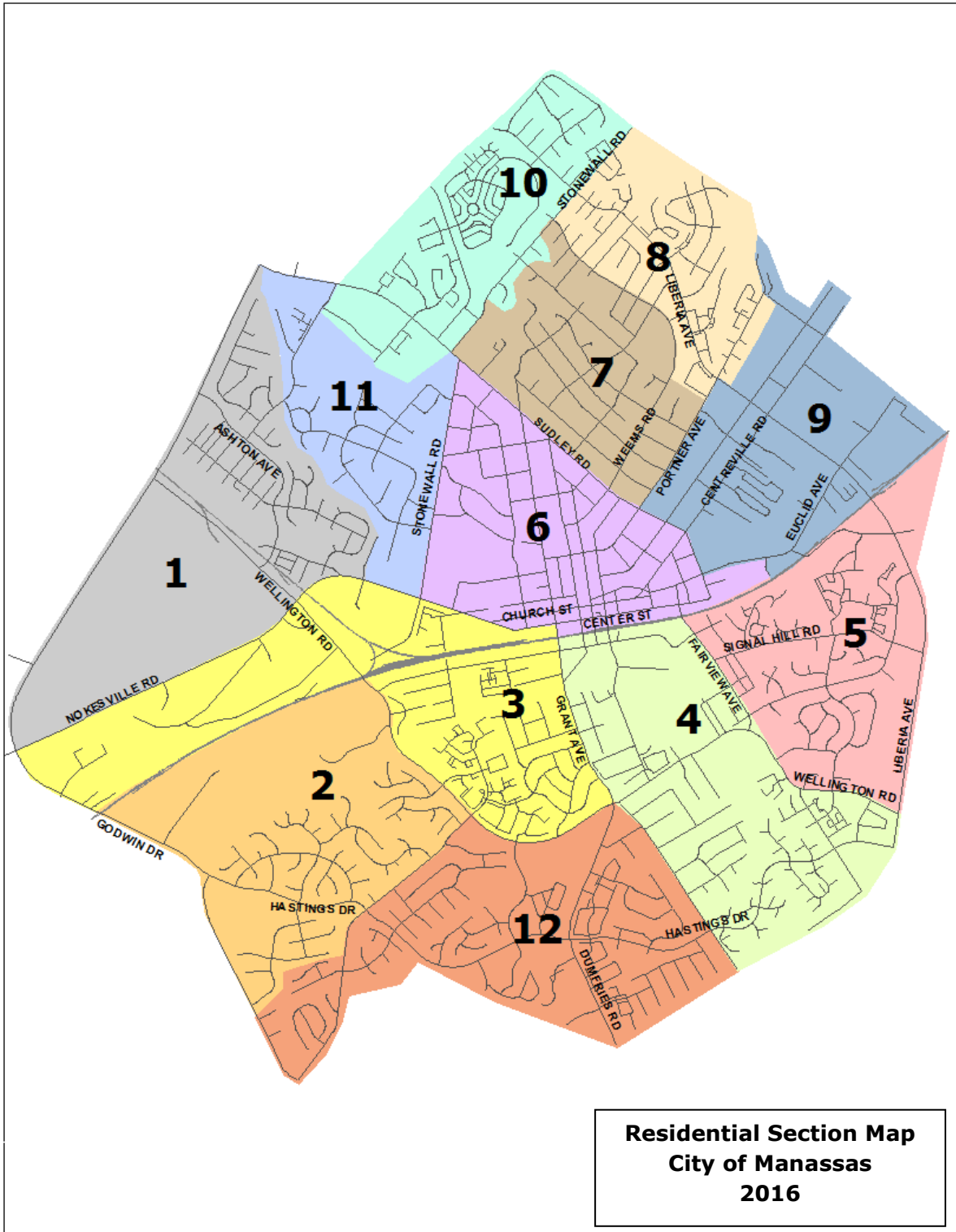
Appendix C

Second Run Snow Routes					
Street Name	From	To	Street Name	From	To
Abbott Rd	Winterset Dr	Hasting Dr	Mayfield School		
Amaryllis Ave	Gloxinia Wy	Wellington Rd	Metz School		
Aspen Ln			Milic St		
Baldwin School			Nagle St		
Battlefield Dr			Oakenshaw Dr	Signal Hill Rd	Wellington Rd
Bayberry Ave			Observation Rd	Wakeman Dr	Airport Tower
Beech Pl			Orchard Ln		
Bens Way	Shannon Ln	Flowerden Ln	Osbourn School		
Berkshire St			Park Ave	Park St	Rolling Rd
Bragg Ln			Park St	Peabody St	Stonewall Rd
Buckner Rd			Peabody St	Center St	Stonewall Rd
Burnside Rd			Peabody St	Stonewall Rd	Park St
Byrd Dr			Pickett Ln		
Cedar Ridge Dr	Shannon Ln	Godwin Dr	Plantation Ln		
Central Park Dr			Portner Ave	Sudley Rd	Grant Ave
Clover Hill Rd	Wellington Rd	Cul-de-sac	Prince William St		
Clover Hill Rd	Hastings Dr	City Limits	Quarry Rd	Euclid Ave	Liberia Ave
Clover Hill Ct	Constance Pl	Clover Hill Rd			
Confederate Trl			Round School		
Constance Pl	Waterford Dr	Clover Hill Ct	Sarajevo Ct	Karlo St	Milic St
Dean School			Shannon Ln		
Flowerden Ln	Bens Way	Clover Hill Rd			
Forestwood Ln	Stonewall Rd	Plantation Ln	South Grant Ave	Hastings Dr	Virginia Ave
Gateway Blvd			Spruce Wood Dr	Lucasville Rd	Cul-de-sac
George St			Stonewall Rd	Center St	Railroad Tracks
Gloxinia Wy	Strawflower Ln	Amaryllis Ave	Stonewall Rd	Liberia Ave	Stonewall Park
Godwin Dr	Hastings Dr	Clover Hill Rd	Strawflower LN	Clover Hill Rd	Gloxinia Wy
Grant Ave	Jackson Ave	Sudley Rd	Stuart Ave		
Greenleaf Dr	Cedar Ridge Dr	Shannon Ln	Sumner Lake Blvd	Liberia Ave	Plantation Ln
Hampton Rd			Sweetbriar St		
Haydon School			Taney Rd		
Hendley Rd			Thornwood Ln		
Hood Rd			Town Ln		
Jackson Ave			Traveller St		
Janja Ct	Hastings Dr	Karlo St	Tudor Ln	Prince William St	Fairview Ave
Karlo St	Janja Ct	Sarajevo Ct	Wakeman Dr	Gateway Blvd	End
Lee Ave	West St	Courthouse	Waterford Dr	Clover Hill Rd	Constance Pl
Liberty St			Weems Rd		
Lucasville Rd	Hastings Dr	City Limits	Weems School		
Main St	Prince William St	Sudley Rd	West St	Prince William St	Stuart Ave
			Winterset Dr		
Mathis Ave	Sudley Rd	Main St	Zimbro Ave	Confederate Trl	Cockrell Rd
Maury Ln					

**Appendix D
Sidewalk Clearance Priority List**

Priority #1
Train Depot and Commuter Lot
Depot platforms at West Street (Platforms need to be cleaned between each train arriving and departing if snowing heavily.) Sidewalks around West Street parking lot. Sidewalks from RR tracks to Prince William Street on West Street and Battle Street. Sidewalks from Prince William Street to Tudor Lane on South Main Street Sidewalk on Prince William Street. to parking lot D.
Priority #2
City Hall
Front and rear entrances and sidewalks. Sidewalks in front of property on Center Street.
Public Works
Sidewalks and entrance areas.
Police Department
Sidewalks on Fairview Avenue entrance area and around building.
City Square
Walkways around Pavilion. Walkway from Main Street to West Street (behind Fosters Grill.)
Priority #3
Commuter Lot L
Sidewalks on Church Street and Quarry Road.
Underpass – Grant Avenue
Sidewalks on both sides from Prince William Street to Center Street.
Priority #4
Schools
<ul style="list-style-type: none"> ❖ Baldwin: School side of street on South Main Street. Asphalt walk from Main Street. to Bartow Street. ❖ Haydon: School side of street on Park Avenue and walkway from Zimbro Avenue to Park Street. ❖ Mayfield: School side of street on Signal Hill Road. ❖ Metz: School side of street on Wellington Road and back entrance to Osbourn on Wellington Road. ❖ Osbourn: School side of South Main Street and both sides of Tudor Lane to “Do Not Enter” sign. ❖ Round: School side of street on Hastings Drive. from America House property to Battlefield Drive. ❖ Weems: School side of street on Traveler Street and Weems Road.
Priority #5
Museum
Sidewalks on Prince William Street and South Main Street. Sidewalks from Prince William Street to Museum building and all of the brick area.
Animal Shelter
Entrance and sidewalks around building.
Nelson Park
Nelson Park: Sidewalk on Grant Avenue and Sudley Road and Gazebo.
Stonewall Park
Around cul-de-sac at the park and steps.
Candy Factory
Sidewalk and entrance on Main Street and Battle Street.

Appendix E
Residential Section Map



Appendix F
Levels of Service for Snow and Ice Control – From End of Storm

Accumulation (inches)	1 st and 2 nd Run Routes Plowed/Treated/Cleared	Residential Streets Completed	Schools and Commuter Parking Lots
0-2	Within 12 hours	n/a	After all routes are at least passable
2-4	Within 18 hours	Within 24 hours	
4-8	Within 24 hours	Within 36 hours	
8-12	Within 30 hours	Within 48 hours	
12-18	Within 36 hours	Within 60 hours	
18+	Within 48 hours	Within 78 hours	
Ice or Freezing Rain	Within 12 hours	Spot treated as needed	

- ❖ For snow storms accumulating 4" or greater, contracted pickups will be utilized from the beginning of the event. This chart only depicts when City resources will complete their routes.