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## Winter Snow Removal & Parking Memo

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Here is some information regarding winter parking and snow removal in the city of Hartford.

Thank you,

Emily Zwaagstra

Western Hills West HOA Sub-Committee Member

# CITY OF HARTFORD Snow & Ice Removal on City Sidewalk Policy

City code makes it the responsibility of the owner, occupant or person in charge of any building or lot to remove snow and ice from the abutting public sidewalk within 12 daylight hours after the snow or ice event is over. Daylight hours are defined as 7am to 5 pm.

Keeping the sidewalks clear of snow and ice is not only a courtesy to other people in neighborhoods for walking, but will prevent a significant hazard to the public. Any ice that has formed on the sidewalk must be treated to prevent the area from becoming dangerous. People should be sure to clear the entire width of the sidewalk.

Failure to maintain the sidewalk within this 12-hour timeframe may result in the Street Department clearing your sidewalk, in which case the City will bill the owner (cost of labor, equipment usage and administrative fees). The minimum charge per event is \$78.00. In addition, you may receive a citation for failing to clear your sidewalk. The first offense citation is \$218.50.

If you wish to report a problem, please contact Public Works Department at 673-8225.

### **Sidewalk Snow and Ice Removal Procedure:**

- (1) Twelve (12) daylight hours after termination of any snow storm the City will begin identifying properties that have not cleared the sidewalk. A door hanger is placed on properties advising that they are in violation of **Municipal Code Section 7.11** and they have 24 hours to clear the snow and/or ice from the City sidewalk.
- (2) Twenty-four (24) hours later City crews remove any snow or ice not removed by owner/occupant. Administrative Assistant for the Public Works Department prepares a Request for Invoice, which is a minimum \$78.00 fee, and submits it to the Finance Department for billing, and potential assessment as a special tax on the property tax bill.
- (3) In the discretion of the Director of Public Works, a list of violators who did not remove snow/ice will be given to Police Department for issuance of a citation. The Police Department will handle the issuance of a citation and tracking for chronic nuisance.
- (4) A photo shall be taken of the snow/ice covered sidewalk before City crews remove the snow/ice. This photo must show the property/house number. Photos are given to the Police Department at the time the list of violators is given to them.

# CITY OF HARTFORD SNOW REMOVAL

## **Snow Emergency & Winter Parking Regulations**

**340.0015 PARKING DURING SNOW REMOVAL.** Appropriate signs having been erected reasonably near corporate limits as provided in State Statutes 349.13, for the purpose of facilitating the removal of snow, no automobile, truck, trailer or any other vehicle shall be parked on any public street, alley, or public parking lot between the hours of 3:00 a.m. and 6:00 a.m. during the months of January, February, March and December, unless due to unusual circumstances, special permission is granted by the Police Department, provided that notwithstanding such restrictions, vehicles may be temporarily parked for actually loading or unloading of passengers, or property, and provided further that no other regulation restricting parking as to place, time, or manner is violated thereby.

**340.00151 (1) EMERGENCY DECLARATIONS.** The Common Council hereby declares that an emergency exists in the City of Hartford whenever, in the judgment of the City Administrator, a snowfall during any period endangers snow removal and emergency transportation in the City of Hartford. Such emergency is declared to be a serious public hazard impairing transportation and public health, safety, and welfare until such time as snow removal operations have been declared completed by the City Administrator.

**(2) PARKING REGULATIONS DURING SNOW EMERGENCIES.** Whenever an emergency exists and the City Administrator has caused the announcement of the emergency to be made by Radio Station WTKM, no person shall park, or shall cause to be parked, any vehicle of any kind or description in an area marked by temporary "no parking" signs; except that vehicles may be temporarily parked for actually loading or unloading of passengers or property and provided further that no other regulation restricting parking as to place, time or manner is violated thereby.

During a snow emergency, any vehicle hampering snow removal operations found parked on any highway, street, or roadway for transportation, or any vehicle which is illegally parked in a City parking lot between the hours of 3:00 a.m. and 6:00 a.m. may be removed immediately.

Removal shall be made by a wrecker service upon the request of the Police Department, or any authorized Department of Public Works official, and transported to any public or private storage premises at the full expense of the owner and/or operator of said vehicle.

**(3) AUTHORIZATION OF ERECTION OF NO PARKING SIGNS.** Pursuant to the provisions of 166.23 Wisconsin Statutes, the City Administrator is authorized to erect temporary "no parking" signs during the existence of an emergency created by a snowstorm or excessive snowfall which impairs or prevents the full use of any highway, street, or roadway for transportation.

**7.10 (2) REFUSE IN STREETS.** No person engaged in removing or hauling stone, gravel, wood, block, dirt, manure, or any other rubbish or material of any kind on or across any street, alley, or public ground of the City shall throw or let fall any such article, material, or substance and leave the same upon any street, alley, or public ground; nor shall any person throw or shovel snow upon any street or alley after the same has been plowed and cleaned by the City. (Violators of this ordinance are subject to a fine not less than \$168.10 for a first offense)

Darryl Kranz, Director of Public Works — City of Hartford