

**VILLAGE OF NORTHBROOK****STANDARD OPERATING PROCEDURES**TITLE: Public Sidewalk Snow Clearance

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Dept.: Public Works

Distribution: Groups 1, 2, 3, 4, 5, 6

**APPROVAL**

Department Head

Village Manager

INDEX: **SOP**  
**PUBLIC SIDEWALK SNOW CLEARANCE**

**BACKGROUND:** On February 14, 1984, Administrative Order No. 73 was put into effect to establish standards, procedures and priorities for removal of snow from certain curb sidewalk locations throughout the Village. After careful review, the Village Board declared that such service was to be acknowledged as a Village obligation because of the impact of street plowing activity on certain designated/key sidewalk locations.

During January of 1991, the Village board heard additional testimony from parents who described certain safety problems associated with significant snowfalls on non-curb sidewalks on major (arterial) streets, which lead to public grade schools and junior high schools. The issue primarily focused on those frequently used sidewalks which are typically left unshoveled by abutting property owners whose frontage is on another street. The matter was further discussed by the Board at their Committee of the Whole meeting of February 4, 1991. Administrative Order No. 87 was passed on July 23, 1991 that superseded A.O.#73 and included policies for plowing certain curb and arterial sidewalks.

In February of 1995, SOP 83-011 was established to supersede Administrative Order No. 87 and describe procedures for a Public Sidewalk Snow Clearance Plan.

**POLICY:** Chapter 2, Article 5, Division 2 of the Northbrook Municipal Code assigns the responsibility and supervision of the Village's snow removal and ice control operations to the Director of Public Works. As an extension of normal snow removal operations, the Public Works Department shall plow certain designated sidewalks locations in a timely manner.

**PURPOSE:** To establish a Public Sidewalk Snow Clearance Plan designed to meet previously established priorities in conjunction with the Village's snow removal efforts. This revision supersedes the original SOP 83-011 and includes significant increases in public sidewalk obligations related to arterial, collector and other streets.

**PROCEDURE:** **A. Curb Sidewalks**

Curb sidewalks, also known as carriage walks, are those sidewalks located immediately adjacent to street curbs or edge of pavement. Such locations on collector and arterial streets present a special safety problem for pedestrians in the winter due to the inordinate amount of snow deposited on them as a result of routine street plowing operations. There are in excess of 20 miles of public curb sidewalk within this community. In all other locations with an intervening parkway or in those areas without sidewalk, street snow is typically deposited on a grassy parkway or shoulder area without undue impact to pedestrians. Clearance of key sidewalk locations on at least one side of the street will be performed by the Public Works Department on a priority basis. Curb sidewalks along collector and arterial streets in the central business district and along primary pedestrian routes as listed below will be considered top priority locations. Other curb sidewalk locations typically serve very limited pedestrian usage and pose a

situation not dissimilar from that which exists in many areas within the community which are totally void of any sidewalk system.

**Priority for Clearance**

Cedar Lane - Cherry to Center (east side)  
Cherry Lane - Western to Keystone (both sides)  
Church Street - Keystone to Shermer (both sides)  
Meadow Road - Cherry to Shermer (both sides)  
Shermer Road - Walters to Waukegan (both sides)  
Walters Avenue - Spruce to Lorenz (both sides)  
Waukegan Road - Kiest to Shermer (west side)

**B. Arterial Sidewalks – (School Crossing Guard Locations)**

Clearance of designated rear and side yard sidewalk locations leading to school crossing guard locations will be performed by the Public Works Department after completion of curb sidewalk as follows.

**Priority for Clearance**

Pfingsten Road - Dundee to Keystone (west side)  
Sanders Road - Dana to Walters (east side)  
Techny Road - Clover to Landwehr (south side)  
Walters Avenue - Southwind to Sanders (north side)  
Waukegan Road - Walters to Maple (west side)  
Waukegan Road - Shermer to Walters (both sides)

**C. Arterial, Collector and Other Sidewalks**

In 2002, the Village began purchasing specialized machines to provide expanded sidewalk snow clearance throughout the Village's arterial and collector street system. In general, all designated arterial and collector roads will have at minimum, one side of the street's sidewalk cleared to provide safe pedestrian passage. A listing of the streets and limits of snow clearance responsibilities is as follows and is also depicted on a color coded Village base map entitled "Sidewalk Plow Map".

Angle Avenue – Milton to Shermer (east side)  
Bike Path – Dundee to Voltz  
Cedar Lane – Center to Walters (east side)  
Cherry Lane – Landwehr to Western (north side)  
Dell Road – Gregg to Midway (west side)  
Dundee Road – Sanders to Huehl (north side)  
Dundee Road – Sanders to Skokie (south side)  
Dundee Road – U.P. Railroad to Skokie (north side)  
First Street – Village Hall Lot to Walters (east side)  
Gregg Road – Midway to Dell (south side)  
Huehl Road – Landwehr to Dundee (both sides)  
Kiest Avenue – Angle to Waukegan (north side)  
Laburnum Drive – Sorrel to Tamarind (east side)  
Lake-Cook Road – NBK. Court East Entrance to Skokie (south side)  
Landwehr Road – Dundee to Walters (both sides)  
Landwehr Road – Huehl to Dundee (west side)  
Landwehr Road – Techny to Old Mill (west side)  
Landwehr Road – Walters to Willow (east side)  
Lee Road – Lake-Cook to Rudolph (west side)  
Lincoln Avenue – Keystone to Angle (north side)  
Maple Avenue – Cedar to Shermer (north side)

Meadow Road – Shermer to Walters (east side)  
Midway Road – Dundee to Sunset Ridge (east side)  
Milton Avenue – Crestwood Park to Angle (north side)  
Pfingsten Road – Keystone to Willow (west side)  
Pfingsten Road – Kingston to Willow (east side)  
Pfingsten Road – Maria to Dundee (east side)  
Sanders Road – Wood Oaks School to Walters (west side)  
Sanders Road – Phyllis to Dana (east side)  
Shermer Road – Dundee to Lee (south side)  
Shermer Road – Lee to Waukegan (north side)  
Shermer Road – Techny to Willow (east side)  
Shermer Road – Walters to Techny (both sides)  
Skokie Boulevard – Lake-Cook to Dundee (west side)  
Skokie Boulevard – Henrici to Dundee (east side)  
Skokie Boulevard – Dundee to Sunset Ridge (west side)  
Skokie Boulevard – Sunset Ridge to Frontage Road (east side)  
Sunset Ridge Road – Midway to Park (west side)  
Sunset Ridge Road – Park to Southgate (east side)  
Tamarind Drive – Laburnum to Huehl (both sides)  
Techny Road – Clover to Pfingsten (south side)  
Techny Road - Greenview to Shermer (south side)  
Techny Road – Highland Avenue to Landwehr (south side)  
Techny Road – Pfingsten to Western (north side)  
Techny Road – Shermer to Anetsberger Drive (north side)  
Walters Avenue – Arbor to Kingsport (south side)  
Walters Avenue – Church to Hillside (both sides)  
Walters Avenue – I294 Tollway to Sanders (south side)  
Walters Avenue – Landwehr to Pfingsten (north side)  
Walters Avenue – Pfingsten to Shermer (both sides)  
Walters Avenue – Southwind to Arbor (north side)  
Walters Avenue – Spruce to Church (south side)  
Waukegan Road – Dundee to Kiest (west side)  
Waukegan Road – Maple to Voltz (west side)  
Western Avenue – Dundee to Techny (both sides)  
Whitfield Road – Midway to Midway (west side)  
Willow Road – Pfingsten to Shermer (north side)

**D. Guidelines**

All such sidewalk clearance shall be performed by a specialized sidewalk plowing machine, skid-steer tractor, snow blower or other mechanical means available to the department. Regardless of the method employed, a pedestrian path no less than 24" in width shall be established. The intent of the effort is to provide and maintain a reasonably safe pathway which school children, commuters and other pedestrians may readily utilize after significant snow fall accumulations.

Due to limited staffing, such work shall be considered secondary to all other public roadway, public building and commuter parking lot snow clearance obligations. However, sidewalk plowing shall commence at the first practical opportunity. Storm conditions and timing will dictate whether or not such work is accomplished on an overtime basis. Recurring snowfalls will, on occasion, accumulate to excessive depths which may warrant removal via hauling snow from the site to a repository area. The Public Works Department will monitor such conditions and determine when higher level removal service is necessary.

Priority designation of curb, arterial, collector and other sidewalk snow removal shall be reviewed annually by Public Works staff. Any recommendations for modifications of priority status or additions to the list shall be established not later than November 1st of each year.