



## GUIDELINES AND CRITERIA FOR SNO-PARKS

Requests for a winter parking area to be included in the Sno-Park program are reviewed by the Winter Recreation Advisory Committee (WRAC) prior to consideration by the Department of Transportation (ODOT). This would include requests for a new Sno-Park, or relocating or expanding an existing Sno-Park. The request must be submitted by the land manager responsible for the area using the *Sno-Park Application* form. The information provided in the application must show how the request meets these criteria. A site drawing of the parking area and a vicinity map showing the general location of the parking area will assist in the review of the request and is to be included with the application.

When a winter parking area is designated as a Sno-Park, the Sno-Park program will provide funding toward the snow removal. The development and maintenance of a Sno-Park (other than snow removal) along with the activities that are available at each Sno-Park remain the responsibility of the land manager. Should funds for development or maintenance of Sno-Parks become available through the Sno-Park program, land managers will be notified and funding applications solicited specifically for those purposes.

### I. DEFINITIONS

Development -- The physical construction or improvement of a Sno-Park.

Expansion -- Enlarging or otherwise adding to an existing Sno-Park.

Land Manager – Public agency with authority over the land such as the County or US Forest Service includes a leasee or permit holder when the lease/permit provides for exclusive winter use or control of the land.

Maintenance -- The preservation, restoration, and upkeep of the Sno-Park surface e.g. fog seal, crack seal, minor pothole patching.

Sno-Park -- A winter recreation parking location designated by the Oregon Transportation Commission.

### II. ESTABLISHMENT OF NEED

#### A. USAGE

1. Area of the State served and population the proposed or existing Sno-Park is to serve.
2. Present use of other existing Sno-Parks within five mile radius.
3. Projected ten-year annual usage of existing and proposed Sno-Park(s) within a five-mile radius of site proposed.
4. Size and capacity of the proposed Sno-Park parking area.
5. Rank of the proposed Sno-Park in snow removal priority for the US Forest Service, Bureau of Land Management district, or other land management agency as appropriate.

## Guidelines and Criteria for Sno-Parks

### B. SNOW LEVELS

1. Elevation of proposed or existing Sno-Park.
2. Five-year average snow fall (inches) from local information or water/snow survey course.
3. Approximate average duration (months) of snow pack.

### C. PLOWING AND ENFORCEMENT RESPONSIBILITY

1. Information on who will be responsible for plowing the proposed or existing Sno-Park. Work with the ODOT District Manager, if it's desired for ODOT to provide snow removal.
2. Estimated length of access from the nearest public road to the Sno-Park and information on the plowing of any significant access roads and how this plowing is funded.
3. Information on how the Sno-Park parking permit requirement will be enforced should the area be designated as a Sno-Park.

### D. SITE INFORMATION

1. Estimate the annual snow removal costs for a modest service level in a typical or average winter season (November 1 to April 30) and the number of vehicles expected to use the parking area each season.
2. Provide a vicinity map showing the general location of the existing or proposed Sno-Park. The map must be on standard size paper no larger than 11" x 17".
3. Provide a site map or drawing showing the parking area layout, access road, and snow storage area. For expansion of an existing Sno-Park show the current Sno-Park along with the proposed expansion, access road, and snow storage areas on the site map or drawing. The map or drawing must be on standard size paper no larger than 11" x 17".

## III. **DESIGN CRITERIA**

### A. GENERAL

1. Surfacing design should be sufficient for heavy equipment wheel loading and to facilitate efficient snow removal. (Asphalt or Portland Cement Concrete pavement or penetration oil mats are required on all new or expanded parking areas desired to be plowed by ODOT.)
2. Longitudinal and transverse grades should be adequate for drainage, as well as operation of heavy equipment.

## Guidelines and Criteria for Sno-Parks

3. Proximity to buildings should be considered and surface obstructions minimized to facilitate efficient snow removal.
4. Consideration should be given to prevailing wind speed, direction, and resultant drifting.
5. A plan or schedule should be in place for paving of older non-hard surfaced parking areas to control costs and increase efficiency of snow removal.

### B. SIZE, SHAPE, AND LOCATION OF PARKING AREA

1. The size and shape should provide for efficient snow removal and efficient use.
2. The design should consider heavy equipment maneuverability (turning radii) and snow storage (center berming or “snow islands”, or area perimeters).
3. Parking area layout should consider the primary planned use, for example passenger vehicles and RVs with and without snowmobile or other trailers. Entrances and exits to the parking area should provide adequate space and turning radii to accommodate the planned use and snow removal equipment.
4. Parking areas should be located in areas desired by the land manager for winter recreational activities, with consistent snow fall, and near a highway or connecting road that is currently being plowed.

### C. ADEQUATE SNOW STORAGE

1. Parking areas should be designed with adequate space to store snow and to avoid relocation of snow. It is inefficient to move or remove the same snow more than once due both to cost and increased shear strength of bermed snow and ice.

### D. ACCESS TO PARKING AREA

1. The parking area should be a minimal distance from a highway or connecting road that is currently being plowed.
2. There must be adequate snow storage (shoulder width) including consideration of whether or not parking on the access road is allowed.
3. Consider the optimal geometrics of the access given location constraints.
4. Length of the access road compared to the size and use of the parking area must be considered.

## IV. DEVELOPMENT OR MAINTENANCE OF SNO-PARKS

- A. Generally the cost to develop and maintain a Sno-Park (other than snow removal) is the responsibility of the land manager. Funds for the development of new Sno-Parks and for maintenance of existing Sno-Parks may be considered as funding allows. Land managers will be notified and applications solicited specifically for those purposes.

## Guidelines and Criteria for Sno-Parks

- B. Parking areas to be developed with Sno-Park funds should meet these Guidelines and Criteria. In reviewing requests for maintenance of existing Sno-Parks, the age and condition of the surface of the existing parking area along with the type of work to be accomplished will be considered.
- C. The costs for survey and design of potential new Sno-Parks will be the land manager's responsibility.
- D. Sno-Parks that have not been designed according to these Guidelines and Criteria may be recommended against further development or maintenance with Sno-Park program funds.

### V. **GENERAL**

- A. Proposed designation of new or expanded Sno-Parks must be submitted to ODOT and may be considered by the WRAC at any time during the year. Applications must be considered by the committee prior to July 1 to be included in the Sno-Park program for the following winter season.
- B. Parking areas currently in place may be considered for Sno-Park designation provided the parking area meets these Guidelines and Criteria.
- C. Expansion of existing Sno-Parks or new parking areas desired to be part of the Sno-Park program may be recommended for Sno-Park designation by the WRAC prior to the beginning of construction. However, the land manager must be reasonably certain construction will take place and have any environmental clearances and funding secured prior to submitting a Sno-Park application.
- D. The WRAC may withdraw its recommendation to designate a parking area as a Sno-Park if the parking area is not ready for use within the timeframe provided on the Sno-Park application.
- E. Existing Sno-Parks that have not been designed according to these Guidelines and Criteria or that have overly high snow removal costs may be considered for removal from the Sno-Park system unless the land manager brings the parking area into compliance with these Guidelines and Criteria.
- F. Up to 5 letters from groups or organizations supporting the designation or expansion of the Sno-Park may be included with the Sno-Park application.
- G. Completed application forms along with supporting data must be submitted to ODOT's Sno-Park Program Administrator, at least 30 days prior to the WRAC's meeting.