



**CITY OF INGLEWOOD**  
**DEPARTMENT OF PUBLIC WORKS**  
**2004-2005**

**Speed Hump Information**  
**&**  
**Application Forms**

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***For More Information, Please Contact:***

**Department of Public Works  
City of Inglewood,  
One Manchester Blvd., Third Floor, Inglewood, CA 90301**

**Phone (310) 412-5333**

PWD:09.10.04

(As Adopted by Mayor and City Council, October 2003)



## City of Inglewood

Department of Public Works  
Speed Hump Program  
Information Sheet

### Speed Humps

**A Speed Hump is a moderately elevated segment of roadway pavement intended to reduce the speed of vehicles crossing over it. Sloping upward, a speed hump is usually elevated about 3 or 4 inches before it slopes downward to the original street level. The overall crossing length of a speed hump is about 12 feet wide. (Shorter speed BUMPS are used in private parking lots but are too extreme an obstacle for use on a public street.)**

### Disadvantages

While designed to reduce speeds, speed humps are known to have some disadvantages:

- Speed Humps may increase emergency response times of fire, police and paramedic vehicles.
- Speed Humps may damage vehicles, and injure occupants.
- Speed Humps may increase traffic noise in the immediate vicinity due to braking and acceleration noise, noisy suspensions, and "bottoming-out" (hitting) the humps.
- Speed Humps may divert traffic onto neighboring streets.
- Speed Humps may encourage drivers to swerve as they try to drive beyond the ends\* of the speed humps.
- Speed Humps may accelerate road wear and deterioration of the pavement.

\*Speed Humps cannot extend to the curbs due to gutter drainage and street-sweeping needs.

### Eligible Streets

**A street must meet criteria to be considered for a Speed Hump, including:**

- The street is not a designated arterial or collector roadway.
- The street is not a designated transit (bus) or emergency service travel route.
- The street is not designated/posted for speeds greater than 25 m.p.h. and more than 15 percent of the vehicles exceed the speed limit by at least 5 m.p.h. in 24 hours (see explanation of 85th percentile below).
- The street provides access to fronting residential properties, schools, hospitals, parks and the like.
- The street is not a commercial or industrial street.
- The street has a traffic volume of less than 3,000 vehicles per day.
- The street does not have more than one traffic lane in each direction.
- The street has no alignment, grades or sight-distance problems that would be affected or created by speed humps.

## ***WEB SITE VERSION***

### **Placement Criteria**

The Inglewood Public Works Department will determine the Speed Hump locations based on proper engineering principles, which can include the following:

- Speed Humps are usually not spaced closer than 250 feet (400 to 600 feet is typical).
- A Speed Hump is not placed in front of a driveway, ramp or crosswalk, or within an intersection.
- A Speed Hump should not be placed in front of a property whose owner objects to such placement.
- Speed Humps should not be placed within 250 feet of a signalized intersection or STOP sign.
- A Speed Hump cannot interfere with any sort of handicapped-access (ADA) needs or requirements.
- Curbside parking may be restricted or prohibited within the vicinity of a Speed Hump.

### **Procedures to Request Speed Hump**

- The Inglewood Department of Public Works (DPW) maintains a list of locations where residents have requested Speed Humps to be installed. Requests may be made by letter, phone or email and must include the requestor's name, address and daytime telephone number. (Placement on this list does NOT initiate the installation of a Speed Hump).
- Each year, based on available funding for Speed Humps, the DPW will review the list, evaluate the requested locations and prioritize those locations that may qualify (see below). The smaller priority list will be presented to the Inglewood Parking and Traffic Commission for approval as the Candidate Street List.
- From the Candidate Street List, the requestors will be notified that they must submit a formal application and a petition signed by 75% of the property owners on the subject block and any other property owners on the subject street within 250 feet of the proposed Speed Hump location(s). Upon receipt of the application, the DPW will conduct a detailed study of the location. If the location meets applicable criteria, and the petition bears sufficient property owner signatures, the location will be submitted to the Mayor and City Council for final approval prior to installation. (If a location fails to meet any of the criteria, another location will be selected from the Candidate Street List).

### **Prioritization of Locations**

The Inglewood Department of Public Works will prioritize requested locations according to the following ranking criteria:

- Traffic volume
- Traffic speeds
- Speed-related vehicular accidents (reported)
- Vehicle-pedestrian accidents (reported)
- Bus and truck traffic
- Land uses along the street
- Proximity of schools and parks

**WEB SITE VERSION**

- Evidence of support by affected property owners/residents

**Funding and Cost Sharing**

In addition to satisfying various criteria, the installation of Speed Humps is subject to the availability of funding. Any project may be completed out of ranking order, particularly if can be installed as part of a larger street improvement project in the vicinity. The cost to install a speed hump may be shared by the City and the petitioners (property owners) as described below. Furthermore, an eligible installation may be expedited if the petitioners (property owners) choose to pay for 100 percent of the estimated installation cost. Such expedited installations will be constructed no later than the next fiscal year after deposit of the funding.

The cost of speed hump installation includes pavement and/or other hump devices, signs, pavement markings and any additional features that may be needed (such as lighting, curbing or drainage). The petitioners' share of the costs can be paid by one or more of the petitioners (residents) and/or from other outside sources. The petitioners' share of the costs is determined as follows:

**PETITIONERS' COST SHARE AT 85<sup>th</sup> PERCENTILE SPEED\***

100%	For speeds in excess of	30-34 mi/h
75%	For speeds in excess of	35-38 mi/h
50%	For speeds in excess of	39-40 mi/h
0%	For speeds in excess of	>40 mi/h

\*85<sup>th</sup> Percentile Speed means 85% of the recorded speeds on the street are at or below this speed and 15% of the recorded speeds are about this speed.

*For more information please call or visit our web site at:*

**The Department of Public Works: (310) 412-5333**  
<http://www.cityofinglewood.org/depts/pw/default.asp>



**City of Inglewood**  
Department of Public Works  
Speed Hump Petition Form

**Proposed Location for Speed Hump(s):**

On (street name):	
From (cross street):	
To (cross street):	

An application has been received by the Inglewood Public Works Department to install \_\_\_\_\_ speed hump(s) on the portion of the street identified above. In order to proceed with this application, 75 percent of all affected (fronting) property owners must give their consent (one signature per property).

The speed humps are tentatively proposed to be located in front of the following addresses, but alternative location(s) may be proposed due to property owners' objections:

Before considering signing this petition, please read the accompanying information regarding speed humps and the policies and procedures that pertain to this request. Please call the Department of Public Works if you have any questions at: (310) 412-5333.

**Property Owner (Please Print):**

Name:	
Street Address:	
City/Zip Code:	
Phone:	

***I hereby attest that I am the owner of the property identified above. I have read the City's Speed Hump Program Information Sheet and understand that Speed Humps may delay emergency response times by Police, Fire and Paramedic services to my neighbourhood, and may cause increased vehicular noise and damage to my street.***

**WEB SITE VERSION**

***I hereby approve the installation of Speed Humps on my street.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

YOU MAY MAIL OR HAND DELIVER YOUR SIGNED CONSENT FORM TO YOUR NEIGHBORHOOD REPRESENTATIVE OR TO:

**City of Inglewood  
Department of Public Works  
One Manchester Boulevard, Suite 300  
Inglewood, CA 90301**

*OFFICE USE ONLY:*

Large empty rectangular area with a dotted border, intended for office use.



*City of Inglewood*  
Department of Public Works  
Speed Hump Application Form

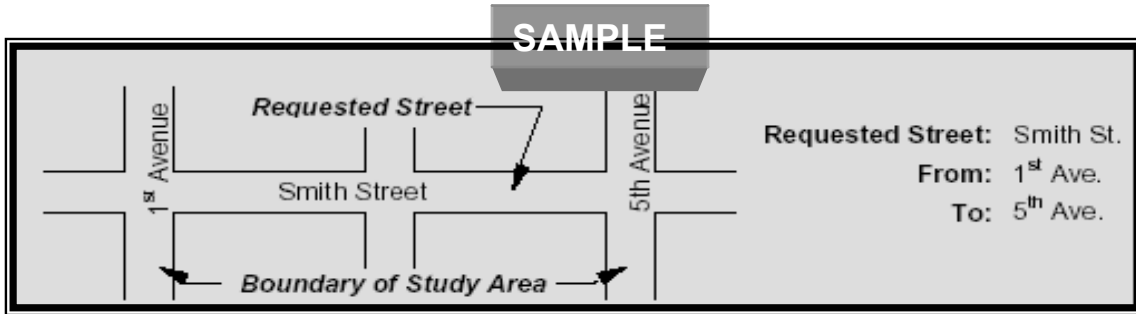
**Speed Hump Application**

This is an application for a **speed hump study only**. The location specified below has been selected by the Inglewood Parking and Traffic Commission as a candidate site for one or more speed humps, subject to further study and subject to approval by property owners. Each application must contain the completed information as indicated in both Part 1 and Part 2 of this application form. This application will be processed according to the procedures detailed in the Speed Hump Policies and Procedures.

**Part 1 - Street Study Information**

This application must identify the candidate street and the intersecting streets at each end of the subject candidate street. (Do not use house number ranges.) If the Parking and Traffic Commission has approved more than one block length as the candidate street, each block will be studied individually and separate petitions will be required for each block length. As a result, one block length may be approved for speed hump(s) while the next block length may not qualify.

Requested Street:	
From (cross street):	
To (cross street):	



**PROCEDURAL INFORMATION:**

The Inglewood Public Works Department maintains a list of requests for speed humps. From that list, the Parking and Traffic Commission annually selects a shorter list of candidate locations where speed humps may be installed, subject to further evaluation and study. The City of Inglewood cannot install all candidate locations for several reasons including:

- Insufficient support by property owners along the street.
- Limited City funds to install all speed humps.
- Street conditions (drainage, street length, street profile, sight lines, etc.) will not permit an installation.
- Traffic volume or traffic speeds do not warrant a speed hump.

**WEB SITE VERSION**

**PETITION REQUIREMENT:**

If the study of the candidate street shows that one or more speed humps would be warranted, you will be notified of this determination and of the specific proposed speed hump location(s). You will then be asked to obtain petitions signed by a minimum of 75% of the property owners on the subject block length (one signature per property) and of any property owners on the subject street within 250 feet of any specific speed hump location. Signatures of the owners of every property located within 25 feet of each proposed speed hump is required.

**Part 2 - Contact Person Information**

Each application must provide a contact person who is a property owner and resides on the subject length of candidate street. The contact person will receive all correspondence and will be responsible for obtaining and providing evidence of support (petition) when requested.

Name:	
Street Address:	
Daytime Phone:	
Evening Phone:	
Cellular Phone:	
Email Address:	

Authorization:

I have read the City's Speed Hump Policy and understand that Speed Humps may delay emergency response times by Police, Fire and Paramedic Services to my neighborhood, and may cause excessive vehicular noise and damage to my street.

I agree to be the neighborhood contact person for this request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## *City of Inglewood*

### Department of Public Works

#### **Traffic Calming Policy: Speed Humps**

#### **GENERAL POLICY STATEMENT**

The City of Inglewood is committed to policies and actions that can foster and promote traffic calming measures whenever necessary to maximize pedestrian safety, to minimize nonessential vehicular traffic on residential streets, and/or to slow vehicles to an appropriate speed. One possible means to accomplish these three goals is a "roadway vertical deflection device" which is commonly known as a *SPEED HUMP*.

Speed humps and other pavement undulations are not approved traffic-control devices as defined in the Manual on Uniform Traffic Control Devices, the official document establishing which roadway devices may be readily installed on public streets. Instead, a speed hump is considered to be a geometric "design feature" within the roadway that must be designed, installed and maintained based on prudent engineering judgment and supported by a sufficient study of its need—to avoid property damage, personal injury or other possible civil liabilities. Therefore, all pertinent federal and state laws governing roadway safety will be considered in the design and positioning of any speed hump or other traffic calming measures.

#### **ADMINISTRATIVE AUTHORITY**

1. The Department of Public Works is responsible for maintaining a list of locations where members of the public have requested the installation of speed humps. The list includes the specific street location, the name, address and phone number of the requestor, and the date of the request.
2. As provided in the Inglewood Municipal Code, the Department of Public Works is given the authority to conduct engineering studies and to provide technical engineering advice and services to other City departments, commissions and agencies. Such services can include traffic studies and the design, installation and maintenance of City streets, signals, signs, street lighting and other traffic devices. In addition to having the sole authority to install and operate official traffic control devices, the Department may place and maintain additional traffic control devices deemed necessary to regulate traffic in a safe and orderly manner under State Law, to guide and warn traffic, and to remove hazards to life or property.
3. Pursuant to this policy, the Department of Public Works will study, assess, qualify and carry out the installation of speed humps based on the *Eligibility Criteria*

specified herein, including other possible complementary traffic calming devices to mitigate any potential adverse impacts resulting from such installation.

## DEFINITIONS

The following are definitions or explanations of terminology used in this report.

- **Americans with Disabilities Act (ADA)** is federal legislation that mandates the provision of access while restricting impediments for disabled persons and establishes many criteria and standards for such access.
- **Average Daily Traffic (ADT)** is the total number of vehicles that travel (both directions combined) along a roadway in a typical 24-hour period, usually counted on a midweek day.
- **Collector Street** is a roadway that provides access between arterial (major) streets and local streets, typically with access to abutting properties. The Circulation Element of the Inglewood General Plan identifies which streets are classified as arterials.
- **Gutter Running** describes the situation where motorists purposely drive close to the gutter so the right-side wheels (nearest the curb) miss the end of the speed hump. This is often done due to the perception of some motorists that, since fewer wheels cross over the speed hump, they do not need to slow for the speed hump.
- **Local Street** is a roadway that serves individual residential and commercial blocks with direct access to abutting properties. The Circulation Element of the Inglewood General Plan identifies local streets.
- **Prima Facie Speed Limits** are speed limits that are automatically established by law based on roadway conditions and therefore do not require signs for enforcement. Examples include 25 miles-per-hour limits in school zones when children are present or on local streets in residential neighborhoods, and 15 miles-per-hour limits in alleys or at railroad crossings with limited visibility.
- **Speed (85th Percentile)** is a speed measurement where 85 percent of the individually recorded vehicle speeds on the street are at or below this measurement, and 15 percent of the recorded speeds are above this measurement.
- **Speed hump** is a moderately elevated segment of roadway pavement intended to reduce the speed of vehicles crossing over it. Sloping upward, a speed hump is usually elevated about 3 or 4 inches before it slopes downward to the original street level. The overall crossing length of a speed hump is about 12 feet wide. (Shorter, steeper speed bumps are used in private parking lots but are too extreme an obstacle for use on a public street.)

## **ELIGIBILITY CRITERIA**

The Inglewood Public Works Department will determine streets eligible for speed humps based on site and roadway conditions, traffic conditions and proper engineering principles including, but not limited to, the following:

1. The street must be functionally classified as a local street. The street cannot be designated a collector street or higher classification.
2. The street must be primarily residential in nature and cannot be a commercial or industrial street.
3. The street cannot be a transit (bus) route or emergency service route.
4. The street does not have more than one traffic lane in each direction.
5. The street must have a minimum length of 750 feet.
6. The street must have a posted or prima facie speed limit not exceeding 25 miles-per-hour.
7. The 85th percentile speed on the street must exceed the speed limit by at least 5 miles-per-hour in a 24-hour period.
8. The street must have a minimum ADT volume of 1000 vehicles per day and a maximum ADT volume of 3000 vehicles per day.
9. The street must have adequate drainage and ADA access at street entrances and intersections.
10. The street must have roadway pavement, curbs, gutters, adjoining parkways and sidewalks in good condition.
11. The street cannot have any alignment, grade or sight-distance problems that would be affected or created by speed humps.

## **DETERMINATION PROCEDURES**

The Inglewood Public Works Department (Department) will make a determination of eligibility based on pertinent traffic studies and data. The procedures for such determination are as follows:

1. The Department maintains a list of locations where property owners (residents) have requested speed humps to be installed. Requests may be made by telephone, E-mail or letter and must include the requestor's name, address, and

## WEB SITE VERSION

daytime telephone number. The list will include the date each request is added to the list.

2. Annually, based on available funding for speed humps, the Department will review the list, evaluate the requested locations and prioritize a fundable number of those locations that may qualify. This smaller priority list will subsequently be presented to the Inglewood Parking and Traffic Commission for approval as the Candidate Street list. The selection of requested locations for the priority list may utilize any or all of the following criteria:
  - Traffic volume
  - Bus (non-transit) and truck traffic
  - Traffic speeds
  - Land uses along the street
  - Speed-related accidents (reported)
  - Proximity of schools and parks
  - Vehicle-pedestrian accidents (reported)
  - Evidence of support by affected residents
  - Length of street and street alignment/design
  - Availability of alternative traffic calming means

Note: the date a request is submitted will not be a factor in determining the priority of any location.

3. From the Candidate Street list, the requestors will be notified that they must submit a formal application and a petition signed by a minimum 75 percent of the property owners on the subject block and any other property owners on the subject street within 250 feet of the probable speed hump location(s) as determined by the Department. Property ownership will be verified with the Los Angeles County Tax Rolls. If the Parking and Traffic Commission has approved more than one block length as the candidate street, each block will be studied individually and separate petitions will be required for each block length (to assist in identifying if there are differing sentiments for speed humps on individual blocks).
4. Upon receipt of the application and petition(s) with sufficient valid property owner signatures, the Department will conduct a detailed study (or studies) of the location. The type, number and extent of the studies will be determined by the Director of the Public Works Department and can vary based upon the particular circumstances of each candidate location. Such studies may include:
  - a. **Accident Analysis.** Analysis of accidents before and after the installation of speed humps may be conducted to determine if accident trends justify requests for speed humps.
  - b. **Emergency Service Analysis.** Emergency service providers (police, fire, paramedics) should review speed hump locations prior to installation to assess any impacts on response times, need to alter response routes, and availability of alternative response routes. Comparable analysis may be appropriate for such non-emergency service providers as refuse collection to determine if speed humps will impact thee

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- c. **On-site Observations.** Prior to speed hump installation and at selected times thereafter, observations may be made to determine motorists= behavior patterns and any unusual operating conditions (such as potential for gutter running). Observations should be made both during the day and at night.
  - d. **Resident and Driver Surveys.** Prior to speed hump installation and at selected times thereafter, it may be beneficial to survey residents along the subject street and other affected streets to assess their concerns and perceptions of speed hump effectiveness in slowing and/or diverting traffic. Motorists continuing to travel the street may also be selectively surveyed to assess their opinions.
  - e. **Speed Studies.** Speed studies may be made on the street prior to speed hump installation. After installation, speed studies should then be performed at a distance in front of the speed hump, at the speed hump, and at a distance after the speed hump to determine the overall impact on vehicle speeds.
  - f. **Stop Sign Obedience.** If there is a bad compliance rate of motorists stopping at stop sign(s) on a street, observations may be made prior to and after speed hump installation to see if there is any improvement in stop sign compliance after installation.
  - g. **Traffic Diversion Studies.** Prior to installation, a study should be made of alternative routes that may be taken by motorists to avoid the speed hump(s) and the potential impact on the alternative route streets. If severe impacts are anticipated, the eligibility of the speed hump location(s) may need to be reconsidered. After installation, actual shifts in traffic routes may be identified by increased traffic volume on the alternative routes.
  - h. **Travel Time Studies.** If there is a potential that speed humps--particularly in multiples--may contribute to delaying traffic movement and/or increase congestion, it may be beneficial to perform before and after studies of travel times along the affected street(s).
  - i. **Traffic Volume Studies.** Traffic volume counts may be made on the subject street and on those streets where traffic diversion may be expected. Such counts may be made prior to speed hump installation and afterwards when traffic patterns have stabilized to determine the magnitude of any volume increases or decreases.
5. The Department will prepare a determination of the total design, engineering and installation costs and will determine (1) the method(s) to pay the cost of the speed hump(s) and (2) the cost-sharing responsibility of the property owners, if applicable, according to the cost sharing standards below.
  6. Following completion of the study (studies) of a candidate location and the determination is made by the Public Works Director that the location meets applicable criteria, and the petition bares sufficient property owner signatures, the location will be submitted to the Inglewood City Council for final approval prior to installation. If a

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location fails to meet the criteria, the requestor (contact person) will be notified with an explanation as to why speed hump(s) are not warranted, and another location will be selected from the Candidate Street list and the requestor for this new location will be notified to commence the application process.

7. Once a street is placed on the list of streets approved for speed hump installation, the Department will submit a statement to the requestor (contact person) for the cost of the speed hump installation. Upon official appropriation of the funds needed or upon receipt of payment of the cost, the speed hump(s) will be installed as scheduling permits. In the event of partial or total private-party financing, if full payment has not been received within one year from the statement date, the street will be removed from the list of approved streets and any monies received shall be returned to the individual(s) or party that made the payment(s).

### FUNDING AND COST SHARING

In addition to satisfying various criteria, the installation of speed humps is subject to the availability of funding. Any project may be completed out of ranking order, particularly if it can be installed as part of a larger street improvement project in the vicinity. The cost to install a speed hump may be shared by the City and the petitioners (property owners) as described below. Furthermore, an eligible installation may be expedited if the petitioners (property owners) choose to pay for 100 percent of the estimated installation cost. Such expedited installations will be constructed no later than the next fiscal year after deposit of the funding.

The cost of speed hump installation includes pavement and/or other hump devices, signs, pavement markings and any additional features that may be needed (such as lighting, curbing or drainage). The petitioners' share of the costs can be paid by one or more of the petitioners (property owners) and/or from other outside sources. The petitioner's share of the costs is determined as follows:

#### PETITIONERS' SHARE OF COST AT 85TH PERCENTILE SPEED

100% for 85th percentile speed between 30 and 34 m.p.h.

75% for 85th percentile speed between 35 and 38 m.p.h.

50% for 85th percentile speed between 39 and 40 m.p.h.

0% for 85th percentile speed exceeding 40 m.p.h.

### SPEED HUMP INSTALLATION AND MAINTENANCE STANDARD

1. **Property Owner Approval.** A speed hump shall not be placed within 35 feet of any property edge where the owner of the subject property failed to endorse the petition or had specifically submitted a written objection to the speed hump.
2. **Spacing.** Speed humps should not be spaced closer than 250 feet. A speed hump should not be placed within 250 feet of a signalized intersection or a stop sign, or within 100 feet of any uncontrolled intersection or alley intersection. A speed hump shall never be installed within any intersection.
3. **Conflicts.** A speed hump should not be installed if it conflicts or interferes with:

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- a. Drainage features including gutters, channels, drains, catch basins and manholes.
  - b. Compliance with NPDES regulations for storm water run-off.
  - c. Fire hydrants, water valves, water meters, utility manholes or other utility facilities.
  - d. Traffic control devices, including in-pavement signal detector devices.
  - e. Driveways, crosswalks, ramps and/or other ADA facilities/regulations.
  - f. Bicycle lanes.
  - g. Horizontal or vertical curves in the street alignment or street profile.
  - h. Transit routes or emergency response routes.
4. **Roadway Edge.** A speed hump should not extend across the full width of the roadway (curb-to-curb) to permit unobstructed water flow along the curb and gutter. The end of the speed hump should be separated from the curb a distance sufficient to permit street-sweeping machinery to pass along the curb and gutter without affecting the operation of the street-sweeper and/or without causing swept debris to be left in the roadway. Each end of the speed hump must taper at a sufficiently low angle so that it will not affect the down stroke of a passing bicycle pedal.
  5. **Installation Angle.** A speed hump must be installed exactly at a right angle to the vehicular path of travel.
  6. **Pavement Markings.** Speed humps will be painted with distinctive painted markings so as to be readily visible to approaching vehicles.
  7. **Signs.** Speed hump signs whose design and locations are in compliance with the Manual on Uniform Traffic Control Devices shall be installed to provide appropriate forewarning of the presence and location of speed humps to approaching vehicles. Additional sign plates should be installed to indicate the recommended crossing speed to educate motorists when the speed humps are initially installed.
  8. **On-street Parking.** Care should be taken to ensure vehicles parked on streets do not diminish the effectiveness of signs and/or pavement markings. The potential for “gutter running” should be considered in locating a speed hump if parking is prohibited along the curb, either permanently or for limited times (e.g. street-sweeping). On the other hand, curbside parking may be restricted or prohibited in the vicinity of a speed hump if parked vehicles are at an increased risk of being damaged by vehicles crossing the speed hump.
  9. **Street Lighting.** Where sight distance is less than desirable and/or to improve nighttime visibility, speed hump locations should be selected with existing or planned street lighting.
  10. **Pedestrian Crossings.** The positioning of a speed hump must fully comply with ADA regulations for pedestrian walkways and crosswalks. If mid-block pedestrian crossings are planned, it may be appropriate to coordinate their design with speed humps since vehicle speeds will generally be slower at speed hump crossings. The speed hump could be installed directly adjacent to the crosswalk or the crosswalk could be placed upon the speed hump. Appropriate pedestrian crossing signs need to be installed with the speed hump warning signs.

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11. **Construction Materials.** A speed hump should be constructed of such materials with sufficient strength and durability as concrete or asphalt-composite materials. Other synthetic materials (e.g. recycled rubber products) should be used with caution that they are not susceptible to deformation or wear/deterioration and that they can be adequately secured or anchored to the roadway.
12. **Construction Procedures.** The construction accuracy of the speed hump profile must be maintained to ensure that the desired dimensions are attained within reasonable tolerances to avoid vehicle damage or ineffective speed control. Road surfaces must be excavated, especially at the tapering edges and ends of the speed hump to prevent “spalling” (break up or chipping). Speed humps shall not be installed on streets in need of major repairs, resurfacing improvements or reconstruction; nor shall speed humps be installed 12 months prior to any scheduled roadway repairs, resurfacing or reconstruction, or utility excavations within the roadway. If such work is planned, speed hump installation should be incorporated into the scheduled repairs or reconstruction projects.
13. **Maintenance.** Care should be taken in the initial installation and inspection of a speed hump to ensure that any edge raveling and profile deformation do not exceed established tolerances. Regularly scheduled inspections and maintenance should be performed to maintain the appropriate design relationship between the roadway surface and the speed hump to enable the speed hump to continue to perform its intended purpose. Speed hump markings need to be regularly monitored and refreshed to maintain high visibility to motorists.

### SPEED HUMP REMOVAL CRITERIA

Following an adequate review and analysis period, a speed hump can be removed if:

1. ***A petition is received by the Public Works Director bearing the signatures of a majority (51% or more) of the property owners within the subject block length where the speed hump is located.***
2. ***The Public Works Director determines that traffic circulation and public safety concerns would justify the removal of the speed hump.***

Any requested or proposed removal pursuant to this policy shall require the approval of the City Council. The temporary removal of a speed hump to permit the reconstruction of the speed hump or the reconstruction or resurfacing of the street, provided that the speed hump will be restored thereafter, is exempt from requiring City Council approval.

*Procedural Steps for Speed Hump Installation*

STEPS	PROCESS
<p>Public Request (To Be Placed On List)</p>	<ul style="list-style-type: none"> <li>• Department of Public Works (DPW) maintains a Request List of locations where members of the public asked for speed hump installation by letter, phone or email indicating specific location; name, address and phone number of the requestor; and date.</li> </ul>
<p>Staff Evaluations</p>	<ul style="list-style-type: none"> <li>• Each year, when funding is determined and number of possible candidate speed hump installations is known, DPW then reviews the Request List, selects and prioritizes recommended locations for identifying potential speed hump installation. The prioritized listing will include more locations than are slated for funding as it will include recommended alternative locations.</li> </ul>
<p>Parking &amp; Traffic Commission Evaluations</p>	<ul style="list-style-type: none"> <li>• Parking and Traffic Commission (PTC) will receive the prioritized list with brief descriptions of each location and reasons why the installation of speed humps are recommended.</li> <li>• PTC will then approve each location individually, or reject and select an alternative location. These selected locations will become the Candidate Street List.</li> </ul>
<p>Perform Detail Studies On Candidate Street List</p>	<ul style="list-style-type: none"> <li>• Once the Candidate Street List is approved, staff will notify requestor that his/her location has qualified.</li> <li>• The requestor must then submit a formal application including petitions signed by a minimum of 75% of the property owners along the subject street.</li> <li>• Upon receipt of application and petitions, staff will conduct a detailed study per the Speed Hump Policy.</li> <li>• If a completed application/ petition for a location from the Candidate Street is not submitted in a specified time or the location fails the subsequent evaluative study, an alternative location will be selected from the Candidate List. (If a location does not pass the evaluative study the applicant will be notified in writing of the reasons why, and of any appeal procedure available.)</li> </ul>
<p>Mayor &amp; City Council Review</p>	<ul style="list-style-type: none"> <li>• If the Candidate Street passes the detailed study, this location will then be submitted to the Mayor and City Council for approval. Once approved, construction of the speed hump can occur.</li> </ul>

*NOTES*

A large, empty rectangular box with a double blue border, intended for notes. The box is centered on the page and occupies most of the vertical space below the 'NOTES' header.