



# **CITY OF MAYWOOD**

## **SPEED HUMP POLICY AND PROCEDURES**

Adopted July 22, 2020

## **INTRODUCTION**

Speed humps have been used by many communities throughout the country as a method to reduce traffic speeds in residential streets. Although they are not recognized as official traffic control devices they have achieved widespread use and acceptance as suitable calming devices, in situations where other methods have proven to be ineffective. Under certain circumstances, the City of Maywood considers the implementation of speed humps to be a viable tool to address resident concerns relating to the reduction of vehicular speeds. The purpose of this policy is to set forth a process for the implementation of speed humps and the procedure for their evaluation and an analysis for installation.

Speed humps should be installed only after a traffic survey, evaluation, and analysis has been completed under the direction of the City Engineer. Installation should be considered after other measures including, but not limited to, increased signing or enforcement have been implemented without measurable success.

## **ELIGIBILITY CRITERIA**

The following criteria (to be determined by City) shall be met by candidate streets in order to be considered eligible for the installation of speed humps in the City:

- The street must serve direct access to predominantly residential properties.
- The street's posted speed limit must be 25 mph.
- The street must not have more than one lane in each direction.
- The street width must not exceed 40 feet from curb to curb.
- The 85<sup>th</sup> percentile speed (as determined by an engineering study) must be equal to or greater than 30 mph.
- The street must have a minimum traffic volume of 1,000 Average Daily Traffic (ADT).
- Although there is no defined maximum traffic volume, the risk of a significant traffic diversion to other residential streets must be low.
- Alternative education, engineering, and enforcement measures are deemed ineffective or infeasible.
- Street is not deemed as a primary access route for emergency vehicles by the City's police and fire department.
- Speed humps will not be installed on any street designated as a truck route or a transit route.

- Speed humps will not be installed on a portion of any street with a grade in excess of eight percent (8%). When installed on streets with significant downgrades special care should be taken to ensure that vehicles will not approach the speed hump at excessive speed.
- Speed humps should not be placed at locations unless the minimum safe stopping sight distance is provided, as defined by American Association of State Highway and Transportation Officials (AASHTO).

## **PROCESS FOR INSTALLATION**

- 1) A request for speed hump installation must be submitted to the City's Public Works Department in writing and should include the reasons why speed humps are desired.
- 2) Upon receipt of the request, the City will evaluate the request to determine if eligibility criteria are satisfied. In addition to the identified criteria, the City's Police and Fire Department will be consulted and factors that are unique to the street will be considered. This information collectively, will be used to interpret the data and to make an overall determination of whether the placement of speed humps are appropriate for the location.
- 3) If it is determined by the Public Works Department that the street is eligible for speed hump installation, an information letter (Exhibit 1) and return postage paid ballot (Exhibit 2) will be mailed to each fronting residence.
- 4) If it is determined by the City that the street is not eligible for speed hump installation, then the resident(s) who submitted a request, will be notified in writing of the reason(s) why the street is not eligible. Should the resident decide to appeal the City's decision, they may do so by submitting a letter to the City Manager.
- 5) In order for a ballot to be considered it must be signed by the owner of the fronting residence and only one ballot per dwelling unit will be accepted. If at least 51% of the ballots are returned, at least 60% of them must favor speed hump installation. The request is then forwarded to City Council for consideration.
- 6) In the event the residential street proposed for speed hump installation is designated a safe route to school, the City Engineer may recommend and the City Council may waive the signature requirement.
- 7) If the minimum percentage of ballots in favor is not received, then the request for speed humps will be denied and no subsequent request will be accepted for the same portion of street for a minimum of twelve (12) months.

## **PROCESS FOR REMOVAL**

- 1) A request for speed hump removal will only be considered twelve (12) months after installation. The request must be in writing and have 60% approval from fronting residents, to warrant processing. The request must identify the portion of the street in which they are requesting removal.
- 2) Upon receiving a request for removal, the City will evaluate the request for appropriateness.
- 3) If it is determined by the Public Works Department that the requested speed hump should be removed, an information letter (Exhibit 3) and return postage paid ballot (Exhibit 4) will be mailed to each fronting residence.
- 4) In order for a removal ballot to be considered it must be signed by the owner of the fronting residence and only one ballot per dwelling unit will be accepted. If at least 51% of the ballots are returned, at least 60% of them must favor speed hump removal. The request is then forwarded to City Council for consideration.

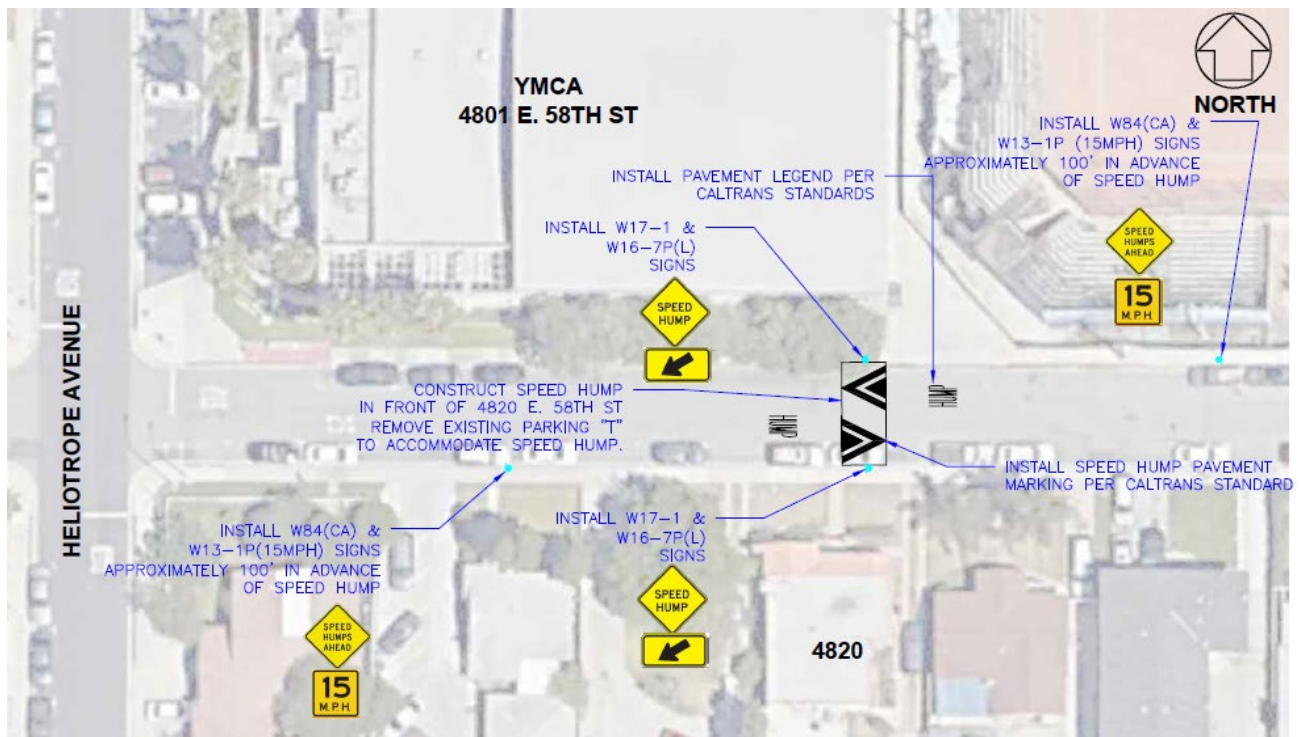
## **DESIGN**

Speed Hump design shall be in accordance with the *Guidelines for the Design and Application of Speed Humps and Speed Tables* published by the Institute of Transportation Engineers, 2011.



- Speed humps will be 3” high, 12’ long, and span the width of the street.
- Speed humps will be constructed of asphalt concrete.
- Speed humps will be strategically placed to control speed. Isolated humps will not be installed. Spacing will generally be 200-400 feet.
- Ideally, speed humps will be placed near street lights while avoiding driveways, catch basins, and manholes.
- Speed humps must be accompanied by advanced warning signs, pavement markings and advisory speed of 15 miles per hour (mph) a least 100 feet in advance of each hump on both sides of the street.

Figure 1 – Typical Speed Hump Layout



**EXHIBIT 1**



CITY OF MAYWOOD

4319 East Slauson Avenue • Maywood, California 90270  
Tel: (323) 562-5700 • Fax: (323) 773-2806

[Date]

Dear Homeowner,

The purpose of this letter is to inform you that the City of Maywood has received a request to install speed humps on [STREET NAME] from [STREET NAME] to [STREET NAME]. The request has been made by a neighboring homeowner who due to certain safety issues and concerns has expressed the need to install these calming devices. Along with the review of this request, the City has both gathered all necessary data and evaluated the eligibility criteria, and has determined that in this scenario the installation of speed humps is reasonably appropriate.

Based on the City's determination, you are receiving the attached Official Ballot, in which you may vote in favor or against the installation of speed humps at the above mentioned segment. In order for a ballot to be considered it must be signed by the owner of the fronting residence and only one ballot per dwelling unit will be accepted.

The City appreciates your help and vote in making a determination regarding the request for the installation of speed humps. For more information on the Speed Hump Policy and Procedure please visit our City Website at <https://www.cityofmaywood.com/> or you may contact [NAME] at [PHONE] or [EMAIL].

Respectfully,

NAME  
POSITION

ENCLOSURE

EXHIBIT 2



OFFICIAL BALLOT FOR THE CITY OF MAYWOOD  
TO INSTALL SPEED HUMPS

STREET: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

We, the undersigned, request the installation of speed humps on the above segment. We understand that in order for the City to consider installing speed humps; all ballots must be signed by the owner, at least 51% of the ballots should be returned, at least 60% of them in favor of the installation, and 100% of the owners of residences immediately adjacent to the proposed speed hump should sign in favor.

We further understand that speed hump related signage and street stenciling may be installed in front of our home and may eliminate our ability to park along the street.

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

ALL BALLOTS ARE DUE: \_\_\_\_\_

- Yes, I favor the installation of Speed Humps
- No, I do not favor the installation of Speed Humps

NAME (Print): \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Date received by the City: \_\_\_\_\_

EXHIBIT 3



CITY OF MAYWOOD

4319 East Slauson Avenue • Maywood, California 90270  
Tel: (323) 562-5700 • Fax: (323) 773-2806

[Date]

Dear Homeowner,

The purpose of this letter is to inform you that the City of Maywood has received a request to remove speed humps on [STREET NAME] from [STREET NAME] to [STREET NAME]. The request has been made by a neighboring homeowner who due to certain issues and concerns has expressed the need to remove these traffic devices.

Accordingly, you are receiving the attached Official Ballot, in which you may vote in favor or against the removal of speed humps at the above mentioned segment. In order for a ballot to be considered it must be signed by the owner of the fronting residence and only one ballot per dwelling unit will be accepted.

The City appreciates your help and vote in making a determination regarding the request for the removal of speed humps. For more information on the Speed Hump Policy and Procedure please visit our City Website at <https://www.cityofmaywood.com/> or you may contact [NAME] at [PHONE] or [EMAIL].

Respectfully,

NAME  
POSITION

ENCLOSURE



EXHIBIT 4



OFFICIAL BALLOT FOR THE CITY OF MAYWOOD  
TO REMOVE SPEED HUMPS

STREET: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

We, the undersigned, request the removal of speed humps on the above segment. We understand that in order for the City to consider removing speed humps; all ballots must be signed by the owner, at least 51% of the ballots should be returned, and at least 60% of them in favor of the removal of speed humps.

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

ALL BALLOTS ARE DUE: \_\_\_\_\_

- Yes, I favor the removal of Speed Humps
- No, I do not favor the removal of Speed Humps

NAME (Print): \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Date received by the City: \_\_\_\_\_