

City of Rosenberg

POLICIES AND PROCEDURES

For

Traffic Calming

SPEED HUMP INSTALLATION AND REMOVAL

EFFECTIVE: February 17, 2015

CITY OF ROSENBERG
POLICIES AND PROCEDURES
For
SPEED HUMP INSTALLATION AND REMOVAL
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Table of Contents

| Section | Page Number |
|---|--------------------|
| I. Authority and Scope | 2 |
| II. Installation of Speed Humps by Citizen Request | 2 |
| A. Request Process | 2 |
| B. Notification/Evidence of Support | 2 |
| C. Eligibility | 3 |
| D. Diversion Issue | 4 |
| E. Speed Hump Location | 4 |
| F. Funding Criteria | 5 |
| G. Cost Responsibility | 6 |
| III. Removal of Speed Humps by Maintenance or Construction Activities | 7 |
| IV. Removal of Speed Humps by Citizen Request | 7 |
| A. Request Process | 7 |
| B. Eligibility | 8 |
| C. Notification/Evidence of Support Applications | 8 |
| D. Removal Determination | 8 |
| E. Funding Criteria | 9 |
| F. Cost Responsibility | 9 |
| V. Design Standards, Construction, and Maintenance | 9 |
| Appendix A – Application Packet for Requesting the Installation of Speed Humps | A -1 |
| Appendix B – Recount Policy | B -1 |
| Appendix C – Placement of Speed Hump Warning Signs Policy | C - 1 |
| Appendix D- Application Packet for Requesting the Removal of Speed Humps | D -1 |
| Appendix E – Definitions | E -1 |
| Appendix F – Speed Hump Installation Notification/Evidence of Support Application | F -1 |
| Appendix G – Speed Hump Removal Notification/Evidence of Support Application | G -1 |

City of Rosenberg
Policies and Procedures for Speed Hump Installation and Removal
EFFECTIVE: February 17, 2015

I. Authority and Scope

- A. The City Manager, or his/her designated representative issues and administrates this policy.
- B. This policy is effective immediately and retroactively to all currently active speed hump requests.
- C. The Rosenberg City Council retains the authority to install or remove speed humps for cause independent of this policy.

II. Installation of Speed Humps by Citizen Request

A. Request Process

- 1. The initial request for the installation of speed humps must originate from a resident, property owner, business, school, homeowner's association, or other entity whose property abuts the requested street segment. The requestor must be willing to act as the primary contact and take responsibility for notification and the compilation of evidence of support for their requested street should it be determined eligible. A written request should be submitted to:

City of Rosenberg
City Manager
Speed Hump Program
2110 4th Street
Rosenberg, Texas 77471

- 2. The request should identify the street and blocks where the applicant(s) desires speed humps, and the name, address, phone number and e-mail address for a contact person. Submitted segments may be divided or otherwise revised at the sole determination of the City Manager.
- 3. See **Appendix A** for a copy of the application packet for requesting the installation of speed humps.

B. Notification/Evidence of Support

- 1. After receipt of the Request for Study, the City Manager will define the approximate speed hump location(s) on a map, which will be provided to the applicant(s) with an application of notification on which to gather evidence of support. Notification/evidence of support must be submitted on forms produced by the City Manager or exact duplicates of it. Documents that do not include placement information (map showing approximate locations of speed humps) will not be accepted as valid under any circumstances.
- 2. The application area will be determined by the City Manager. The City Manager may take into account a number of factors, including but not limited to:

City of Rosenberg
Policies and Procedures for Speed Hump Installation and Removal
EFFECTIVE: February 17, 2015

- a. Properties facing or abutting the street segment on which a speed hump is proposed to be located.
 - b. Properties that must use the street segment on which a speed hump is proposed to be located as an access/egress route.
 - c. Properties that are in close proximity to the street segment on which a speed hump is proposed to be located.
 - d. Other traffic-related issues that the installation of speed humps may have a direct or indirect impact.
3. Notification/evidence of support applications must be completed and returned to the City Manager by the established deadline for the segment to be considered in the ranking process. There must be at least 75% of the property owners and residents in support of the installation request in order to proceed with the review process. Requests without applications will be considered incomplete.
 4. Each property identified by the City Manager as lying within the application area must be represented on the application by signature. A statement of exception must be submitted by the applicant(s) explaining the absence of any property not so represented. Requests that do not account for all properties will be considered incomplete.
 5. Property managers or property owner signature may be considered as approval for all units of multi-family properties of ten or more units. The manager or property owner must be properly identified on the application form.
 6. Any person who wishes to alter their indication of support on the application form after its submittal must do so by individual letter of request to the City Manager. No such request will affect funding that has already been awarded.
 7. A complete listing of all active requests may be posted on the City's web site.

C. Eligibility

1. The Public Works Director will conduct the necessary traffic engineering studies. A determination of the street's eligibility for the speed hump installation will be made in a timely manner, based on the following policy criteria:
 - a. The street may not be classified as an Arterial or a Collector.
 - b. The street may not be designated Primary Emergency Response Route.
 - c. There may be no more than one moving lane of traffic in each direction.
 - d. The street must have a speed limit of 30 mph or less.
 - e. The street must be paved prior to construction of the speed humps.
 - f. The sum of traffic volumes for both directions must be less than 5,000 vehicles per day and more than 500 vehicles per day.
 - g. The measured 85th percentile speed must exceed the prima facie speed limit by 5 miles per hour or more in a 24-hour study period **OR** there must be two or more reported

City of Rosenberg
Policies and Procedures for Speed Hump Installation and Removal
EFFECTIVE: February 17, 2015

speed-related accidents within the street segment during the last twelve months of recorded data.

2. Other factors such as, but not limited to, alignment, grades, and sight distances may affect consideration for eligibility.
3. If the street is determined not to be eligible for speed humps, the applicant(s) will be notified in writing of the reason for ineligibility.
4. Requests for recounts will be considered following the adopted policy located in **Appendix B**. Approved recounts will occur as soon as possible and preferably within the active request round, unless circumstances indicate otherwise.
5. A request for enforcement of the speed limit will be sent to Rosenberg Police Department for those segments that are ineligible for consideration for speed humps but where the 85th percentile speed exceeds the speed limit. This referral will include a copy of the traffic study indicating the speed and volume profiles for the segment on an hourly basis.

D. Diversion Issue

1. In the preliminary studies of land use and application area, probable shifts in traffic routes will be identified. In these areas, prior to the construction of speed humps along a street segment, traffic studies will be conducted along adjacent alternate routes to provide base data to document any occurrence of traffic shifts.
2. If the adjacent alternate route is requested to be considered for speed humps at a later date, it will be considered as all other requested segments are considered. The results of the first and second study will be compared. If the segment is eligible for speed hump consideration and any increases in either traffic speeds or volumes are shown, additional consideration for those increases will be given in the funding process. Any decreases in volume or speed will not penalize the segment's consideration for funding.

E. Speed Hump Location

1. The Public Works Director will determine the final location of all speed humps according to the guidelines in these Policies and Procedures and in accordance with current engineering principles.
 - a. Speed humps will generally be placed approximately 300 to 500 feet apart. Other spacing may be used based upon engineering judgment.
 - b. A speed hump shall not be located in front of a driveway or within an intersection.
 - c. Speed humps should generally not be located within 200 feet of a traffic signal or STOP sign, or within 50 feet of an uncontrolled intersection.
 - d. Speed humps should not be located over, or contain manholes, water valves or other subsurface utilities access features.
 - e. Speed humps should not be located adjacent to fire hydrants.

City of Rosenberg
Policies and Procedures for Speed Hump Installation and Removal
EFFECTIVE: February 17, 2015

- f. For humps located near drainage inlets, the hump should be placed just downstream of the inlet. If this is not feasible, special treatment may be considered for drainage.
 - g. To improve nighttime visibility, coordinating hump location with existing or planned street lighting should be considered.
 - h. Preferences of requesters or property owners adjacent to speed hump locations will not be considered unless unique or special circumstances exist that warrant relocation. The City Manager will consider these circumstances on a case-by-case basis.
2. Traffic control consisting of signs and markings shall be installed in accordance with **Appendix C** to advise roadway users of the presence of speed humps.
 3. Any relocation of constructed speed humps at citizen's request must be approved by the City Manager and relocated at the requesting citizen's cost unless the City Manager deems that a public purpose is fulfilled by the removal. The requester must secure evidence of support by properties adjacent to both the existing, or losing, location and the proposed, or gaining, location.

F. Funding Criteria

1. Funds for speed hump installation will be determined by prorating total available funding between number of humps eligible for installation and number of humps eligible for removal.
2. A street segment's ranking score is determined by summing the following factors.
 - a. *Average Daily Traffic Factor* – The total number of vehicles traveling on the roadway where speed humps are desired will be one basis of point assignment. These vehicular volume numbers will be based on traffic counts taken by the Public Works Director. A point value is obtained by dividing the total number of vehicles by 100. If the segment of road exceeds 1,000 feet, the average of multiple counts shall be used.

Example: 1,500 total vehicles on the roadway
 $1,500/100 = 15.0$ points
 - b. *Speeding Factor* – Equals the percentage of vehicles in a 24-hour period exceeding the speed limit by 5 miles per hour or more.
 - c. *Automobile Accident Factor* – Equals one point for each reported speeding-related accident (except auto/pedestrian or auto/bicycle) occurring within the segment during the most recent 12-month period for which accident records are available. Accidents that occur at the intersection of the requested street and designated thoroughfares and collectors or at signalized intersections are not counted.
 - d. *Auto/Pedestrian or Auto/Bicycle Accident Factor* – Equals 5 points for each reported auto/pedestrian or auto/bicycle occurring within the segment during the most recent 12-month period for which accident records are available. Accidents that occur at the intersection of the requested street and designated thoroughfares and collectors or at signalized intersections are not counted.
 - e. *CD Factor* – Three points if the segment is within a neighborhood targeted for revitalization by the Community Development Division and eligible to receive CDBG and Home funds.

City of Rosenberg
Policies and Procedures for Speed Hump Installation and Removal
EFFECTIVE: February 17, 2015

- f. *Institution Factor* – Equal to five points per institution. An institution is considered a school or park within 1,000 ft of the segment.
 - g. *Absence of Sidewalks Factor* – Equal to five points if no sidewalks exist within the segment or portions of the segment. A segment or portion of a segment with a sidewalk on at least one side of the street is considered to have sidewalks.
3. The street segment with the higher ranking score will be considered to have the higher priority. The street with the earliest application date will have the higher priority among streets with the same ranking score.

G. Cost Responsibility

1. The City will be responsible for all costs associated with design and installation of the funded speed humps.
2. A street that does not receive speed hump installation funding approval will automatically be considered in the following cycles, for a maximum of two (2) additional years (five funding cycles). After the two year time period, the request expires. Incomplete requests that later become complete within the two year limit will not receive additional time for funding consideration. A new written request may be submitted subject to the policies and procedures in effect at the time of request. Each request requires a separate and independent evidence of support application.
3. These procedures do not preclude the City Manager from completing any eligible requests out of ranking order under certain circumstances. These include, but are not limited to, alternative funds becoming available or complementing projects, maintenance projects and/or capital improvement projects initiated during the year.
4. Private Funding
 - a. Once a street is determined to be eligible for speed hump installation, but not funded under the designated annual budget, installation may be expedited by voluntary payment of all costs. Street segments must present a notification/ evidence of support application exhibiting a 75% or greater support factor.
 - b. Requests for a private funding estimate of cost must be made in writing to the City Manager.
 - c. Voluntary payments must be submitted in one payment for the full cost of installation, according to the cost statement provided to the applicant(s). Only certified checks, cashier's checks, or money orders made payable to the City of Rosenberg will be accepted. No partial payments will be accepted.
 - d. Upon receipt of payment of the cost, the humps will be installed no later than the next fiscal year as scheduling permits.

City of Rosenberg
Policies and Procedures for Speed Hump Installation and Removal
EFFECTIVE: February 17, 2015

III. Removal of Speed Humps by Maintenance or Construction Activities

- A. Any speed hump that is fully removed during the course of publicly funded construction or maintenance activities shall be reinstalled upon completion of that activity at City expense during the next available funding cycle utilizing available funds allocated for installation and removal of speed humps.
- B. Speed humps that are partially removed or damaged during the course of publicly funded construction or maintenance activities shall be repaired or reconstructed to original conditions upon completion of those activities at City expense by the forces conducting those activities.
- C. Any speed hump that is fully or partially removed or damaged during the course of privately funded maintenance or construction shall be reinstalled upon completed of those activities at the expense of the private constructor.
- D. The replacement of speed humps completely removed through the above actions is not automatic, but contingent upon a finding by the City Manager that the street meets the eligibility requirements in Section II.C.1.a through II.C.1.g.

IV. Removal of Speed Humps by Citizen Request

A. Request Process

- 1. Citizens may request that a street segment be reviewed for the possible removal of some or all of the existing speed humps. The City Manager must receive removal requests by currently published biannual deadlines. Written requests for reviewing street segments to consider removal of speed humps should be submitted to:

City of Rosenberg
City Manager
Speed Hump Program
2110 4th Street
Rosenberg, Texas 77471

- 2. Each request must include a name, address, phone number and e-mail address of a resident or business representative from the affected area who agrees to be the contact person. The contact person will receive all correspondence and be responsible for gathering signatures on the request for review application. See **Appendix D** for a copy of the application packet for requesting the removal of speed humps. An application form can also be obtained from the City Manager. Each contact person must acknowledge designation by signing the request.
- 3. The request for reviewing street segments to consider removal of speed humps must originate from a resident and/or a business, school, or other entity whose property is within the affected area. The affected area will be determined by the City Manager and will include primarily those properties facing or abutting the street segment on which speed humps are located. A property will be considered part of the affected area only if the access/egress

City of Rosenberg
Policies and Procedures for Speed Hump Installation and Removal
EFFECTIVE: February 17, 2015

route requires traveling over existing speed humps which are being requested to be removed.

B. Eligibility

1. Upon written request, the City Manager will determine eligibility for removal consideration by these factors.
 - a. The request must not be a duplicate request.
 - b. The removal segment must correspond with the installation segment.
 - c. The speed humps have been in place for at least one year OR at least one year has elapsed since any previous speed hump removal occurred.

C. Notification/Evidence of Support

1. Following the determination of eligibility for a segment to be considered for hump removal, a map of the affected area will be developed and sent to the requester. Also included will be an application form that will be used to document support for the review of the segment for possible removal of speed humps. All properties within the affected area must be accounted for, either by signature and indication of preference (in favor of review, oppose review, go with majority) or by written statement by the requester indicating why a specific property was not represented. There must be at least 75% evidence of support from property owners and residents for review to further the process.
2. Requests with either no application or with an application that does not account for all properties will be considered incomplete and will not further the process. The City Manager must receive speed hump removal review applications by currently published biannual deadlines.

D. Removal Determination

1. At the City Manager's discretion, depending on the length of the segment and the number of humps present, removal of speed humps along a segment may be considered in multiple phases. For all phases, an engineering review will be performed to determine which, if any, of the speed humps are to be removed.
2. The removal application process does not invite nor accept recommendations from requesters regarding which speed humps should or should not be removed. Based on engineering judgment, the results of the review process may recommend removal of none, some, or all of the speed humps. Factors that are considered for review may include, but are not limited to:
 - a. Existing speed hump locations and spacing
 - b. STOP/YIELD signs or traffic signals along the segment
 - c. Historical and existing traffic speed and volume information
 - d. Accident history
 - e. Presence or absence of sidewalks, schools and parks

City of Rosenberg
Policies and Procedures for Speed Hump Installation and Removal
EFFECTIVE: February 17, 2015

3. If speed studies conducted along the requested segment or portions of the segment reveal the 85th percentile speed is greater than or equal to three miles per hour over the posted speed limit, then no hump removal will occur along the segment or portion of the segment represented by the study.
4. Following the removal of any speed humps, the segment may be reconsidered for additional hump removal after one year. A new request must be submitted to have a segment receive consideration for additional removal. Each phase is subject to the same requirements, policies, and procedures in effect at the time of the request, and requires separate and independent applications.

E. Funding Criteria

1. Funds for speed hump removal will be determined by prorating total available funding between number of humps eligible for installation and number of humps eligible for removal.
2. Selection of humps funded for removal will be on a first come basis, based on the date of receipt of the completed application.

F. Cost Responsibility

1. The City is responsible for all costs associated with removal of speed humps under this process. Removal will occur during the regularly scheduled speed hump construction cycles. Private funding of approved removal is possible with 75% support for review.
2. If a request for removal is denied, the segment may not be reconsidered for at least two years unless there is a substantial change in conditions. If any request for removal is not funded after five funding cycles, the request expires. Subsequent requests to consider removal will follow the defined process for removal in effect at the same time of the request. Each request requires separate and independent applications.

V. Design Standards, Construction, and Maintenance

- A. The Public Works Director shall prepare and maintain current design standards and installation and removal procedures for speed humps in accordance with this policy.
- B. Design and construction or removal of the speed humps and associated pavement markings and signs will be the responsibility of the Public Works Director.
- C. The City Public Works Department will maintain the speed humps and all related features.

Appendix A

City of Rosenberg

Speed Hump Program

2110 4th Street Rosenberg, TX 77471
Phone (832) 595-3310 Fax (832) 595-3311

General Description

The speed hump is a gentle rise and fall of pavement surface placed in the roadway to reduce the speed of vehicles. Speed humps have proven to be successful in reducing speed while allowing safe operation of the vehicle.

The following is a summary of the process for speed hump allocation and installation.

Step One: Request for Study

A request can be made by either a neighborhood or business association, by a single resident or a group of residents, property owner, or by a business located on the street requesting speed humps. Each request must include a name, address and phone number of a resident from the requested street who agrees to be the contact person. The contact person will receive all correspondence and be responsible for gathering evidence of support. Each contact person must acknowledge designation by signing the request. Written requests should be submitted to the City Manager at the above address. An application form can be obtained from the City Manager. A request may not automatically be withdrawn from consideration once a traffic study determines the street to be eligible for speed humps.

The request must be for a specific street segment and should include at least the following information:

- The requested street name
- The boundary of the street segment
- Name of contact person
- Address of contact person
- Daytime phone number and cell phone number of contact person
- E-mail address of contact person
- Signature of contact person

Do not submit applications or other evidence of support with your request. Applications or letters of support gathered without the preliminary placement maps will not be accepted. Requests will be evaluated on a biannual schedule (page A-3), however the schedule and process do not preclude the City Manager from installing warranted speed humps when and where it is deemed necessary outside the procedures of this program.

Appendix A

Step Two: Level of Support

After receipt of the Request for Study, the City Manager will provide preliminary placement maps to the contact person. The contact person is encouraged to gather and present support from the community in the form of applications from residents, property owners, or businesses facing or having lot frontage on the street segment on which a speed hump is proposed to be located. There must be at least 75% of the property owners and residents within the application area in support of the installation request.

Applications or letters of support gathered without the preliminary placement maps will not be considered.

Submission of the required community support documentation does not guarantee the request will meet the established eligibility criteria, nor does it guarantee the request will ultimately be approved, funded, or speed humps installed.

Step Three: Eligibility

In order for a request to qualify for consideration, the street must meet criteria set by the City Manager. It is the responsibility of the Public Works Director to conduct traffic studies to determine if the street segment meets the following criteria:

- The street may not be classified as an Arterial or a Collector.
- The street may not be designated Primary Emergency Response Route.
- There must be no more than one moving lane of traffic in each direction.
- The street must have a speed limit of 30 mph or less.
- The street must be paved prior to construction of the speed humps.
- The sum of traffic volumes for both directions must be less than 5,000 vehicles per day and more than 500 vehicles per day.
- The measured 85th percentile speed must exceed the prima facie speed limit by 5 miles per hour or more in a 24-hour study OR there must be two or more reported speed related accidents within the street segment during the last twelve months of recorded data.

Other factors such as, but not limited to, alignments, grades and sight distances may also be evaluated.

Only those requests meeting all the eligibility requirements will proceed. If a request is denied, applicants will not be able to reapply to the speed hump program for the following two years unless there is considerable change in conditions.

All traffic counts will be scheduled during regular commuter periods unless a specific weekend problem is noted in the request.

Step Four: Speed Hump Location

It is the responsibility of the Public Works Director to determine the final location of all speed humps in accordance with current engineering principles, however:

Appendix A

- Speed humps will usually be placed between 300 feet to 500 feet apart.
- A speed hump shall not be located in front of a driveway or within an intersection.
- Speed humps should not be located within 200 feet of a traffic signal or a STOP sign, or within 50 feet of an uncontrolled intersection.

Step Five: Prioritization

The Public Works Director will prioritize requests according to the following ranking criteria:

- Average Daily Traffic
- Speeding
- Automobile Accident
- Auto/Pedestrian or Auto/Bicycle Accident
- Community Development
- Institution
- Absence of Sidewalks

Step Six: Funding

An annual budget will be established for construction of approved projects. Projects will be scheduled for construction by priority ranking as funding permits within the established budget.

Projects may be completed, out of ranking order, if alternative funds become available or if complementing maintenance and/or capital improvement projects are initiated during the year.

Approved projects that do not receive funding in the current year will be automatically considered for 2 additional years. All projects will be re-prioritized by ranking on a biannual basis.

An eligible project may be expedited if the applicants choose to pay for 100% of the estimated cost of the installation. Expedited projects will be constructed no later than the next fiscal year following deposit of funding.

Appendix A

Speed Hump Program Schedule

| Process Step | Round "A" | Round "B" |
|--|------------------|------------------|
| Deadline for request submission | April 1 | October 1 |
| Planning and eligibility determinations completed by City Manager, Preliminary placement maps and application forms prepared by City Manager | June 1 | December 1 |
| Final date to submit evidence of support | August 1 | February 1 |
| Ranking of eligible requests for City funding | September 1 | March 1 |
| Construction begins on approved projects | October | April |

City of Rosenberg

Speed Hump Program

2110 4th Street Rosenberg, TX 77471
Phone (832) 595-3310 Fax (832) 595-3311

For policy Effective: February 17, 2015

Request for Speed Hump Study

The following is a request for a speed hump study. Please feel free to submit this form as a formal request. Each request must contain the completed information as indicated in both Part A and Part B. The request will be processed according to the procedures detailed in the Speed Hump Program Policies and Procedures.

A. Street Study Information

Each request must provide the name of the street on which a study is requested, and the boundaries of the street segment. Traffic studies will be conducted only within the boundaries indicated. Please use streets for boundary limits, not block ranges.

Requested Street:

From:

To:

B. Contact Person Information

Each request must provide a contact person who lives on the requested street within the study area boundary. The contact person will receive all correspondence and be responsible for gathering evidence of support when requested.

Name:

Address:

City: Zip Code: Daytime Ph #:

Cell Ph#: E-Mail Address:

I agree to be the contact person for the above request. I understand that a request may not automatically be withdrawn from consideration once a traffic study determines the street to be eligible for speed humps.

Signature of Applicant: Date:

Appendix B

Recount Policy

- I. Traffic count data that is reviewed and believed to be questionable or invalid by the public works staff for any of the reasons listed below will be scheduled for a recount. This recount will occur as soon as possible and preferably within the current funding round, unless circumstances indicate otherwise.
- II. Segments that have been determined ineligible due to traffic data may be re-evaluated upon written request, by conducting another traffic survey. Those segments receiving approval to be reevaluated will be reassigned from their original application cycle to the next available application cycle. The reassigned requests will conform to the policies and procedures in effect for that funding cycle.
- III. Citizen initiated requests for recounts must be submitted in writing. These letters should clearly express specific reasons why the original count should be considered invalid. If approved, these recounts will be scheduled during the following funding round.
- IV. If it is determined through engineering judgment that the original count did not represent normal conditions and the recount does represent normal conditions, then the data gathered by the recount will be used to evaluate the need for speed humps.
 - A. The following presents some of the valid reasons to authorize a recount:
 1. Incomplete or missing data.
 2. Unusually high or low 85th percentile speeds.
 3. Failure or malfunction of the counting equipment.
 4. Relatively large proportions of large vehicles (trucks, buses, etc.) to passenger cars in the data.
 5. Relatively high percentages of “unknown” or “other” vehicle classifications in the data.
 6. Counter deployed at times and/or locations other than those specified by the requestor.
 7. Counter deployed during non-school times at locations influence by school traffic.
 8. Vandalism or deliberate influence. (This aspect is discussed in more detail below).
 9. Other similar considerations.
 - B. The following reasons require additional records or field research before a recount can be authorized:
 1. Counter deployed at a location typically bypassed by a significant portion of traffic.
 2. Counter deployed relatively close to a traffic control device (STOP sign, traffic signals, etc.) a horizontal or vertical curve, or other physical feature that could be reasonably expected to influence motorists’ behavior on the subject street segment.
 3. Construction or maintenance activities occurring in the vicinity of the deployed counter that can be reasonably expected to influence travel patterns on the subject street segment.
 4. Counter deployed during a special even that can be reasonably expected to influence travel patterns on the subject street segment.
 5. Counters deployed at or near school bus stops, commercial loading zones, frequent on-street parking locations, and other similar locations that can be reasonably

Appendix B

expected to influence travel patterns and/or motorists' behavior on the subject street segment.

6. Speed humps or other mitigation devices installed on adjacent streets after the original study that can be reasonably expected to influence travel patterns on the subject street segment.
7. Physical modification of the roadways (reconstruction, overlays, traffic signals, etc.) changes in land use (apartments, shopping centers, theaters, etc.) and other similar factors that can be reasonably expected to influence travel patterns on the subject street segment.
8. Other similar considerations.

C. The following are generally considered invalid reasons to authorize a recount:

1. Fear of accidents or incidents occurring.
2. Recent accidents or incidents that are not part of a discernible pattern of occurrence. Only those accidents or incidents reported to Rosenberg Police Department or other comparable public agency will be considered in determining if a trend exists.
3. Unspecified doubt in the validity of the study.
4. Requests for recounts to be conducted during a specified time period that can reasonably be considered part of a special event.
5. Unsupported allegations of traffic patterns being deliberately and significantly influenced by individuals or groups.
6. Other similar considerations.

V. Traffic count locations that are vandalized (tubes disconnected or cut, counter damaged or stolen, etc.) or deliberately influenced (vehicles parked on or near tubes, multiple passes across tubes, etc.) will be recounted in the following manner:

- A. A first recount will occur automatically. Consideration will be given to moving the counter to a more secure location.
- B. If the counter is vandalized or deliberately influenced during the first recount, the study will be suspended and the requester contacted and informed of the adverse occurrence. A second recount will be authorized only if assurances are secured from the requester that a resident of the street segment will closely monitor the counter. If no assurances are received, then the request is considered ineligible and may not be reconsidered for two years.
- C. If the counter is vandalized or deliberately influenced during the second recount, then the request is considered ineligible and may not be reconsidered for two years.

Appendix C

PLACEMENT OF SPEED HUMP WARNING SIGNS POLICY

- I. Speed hump warning signs shall be required to warn motorists of the presence of speed humps along a street segment. However, due to aesthetic consideration of the neighborhoods in which they are erected, the number of signs installed shall be minimized where possible.
- II. The general design, layout, and placement of the speed hump warning sign assemblies shall be in conformance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD), latest version.
- III. The following guidelines shall be considered when locating and installing these signs.
 - A. A speed hump warning sign shall be installed in advance of the first speed hump in the segment for each direction of travel. No other speed hump warning signs may be required for motorists traveling along the segment provided adequate warning is given to motorists prior to their entering the segment.
 - B. The installation of speed hump warning signs at or in advance of each speed hump along the subject segment shall not be required other than as described herein.
 - C. If a new segment of speed humps is installed abutting an existing segment, the two segments may be considered as one segment and signed as a single segment. Existing signs may be removed so as to incorporate the two segments into a single segment.

City of Rosenberg

Speed Hump Program - REMOVAL

2110 4th Street Rosenberg, TX 77471
Phone (832) 595-3310 Fax (832) 595-3311

General Description

The speed hump is a gentle rise and fall of pavement surface placed in the roadway to reduce the speed of vehicles. Speed humps have proven to be successful in reducing speed while allowing safe operation of the vehicle. However, citizens who believe the humps are not required along a street for various reasons may request the humps be considered for removal. The following is a summary of the process for speed hump removal.

Step One: Request for a Removal Study

A request can be made by either a neighborhood or business association, by a single resident or a group of residents, or by a business located on the street requesting speed humps. Each request must include a name, address and phone number of a resident from the requested street who agrees to be the contact person. The contact person will receive all correspondence and be responsible for gathering evidence of support. Each contact person must acknowledge designation by signing the request. Written requests should be submitted to the City Manager at the above address. An application form can be obtained from the City Manager. A request may not automatically be withdrawn from consideration once a traffic study determines the street to be eligible for removal of speed humps.

The request must be for a specific street segment and should include at least the following information:

- The requested street name
- The boundary of the street segment
- Name of contact person
- Address of contact person
- Daytime phone number and cell phone number of contact person
- E-mail address of contact person
- Signature of contact person

Do not submit applications or other evidence of support with your request. Applications or letters of support gathered prior to the eligibility determinations without the preliminary placement maps will not be accepted. Requests will be evaluated on a biannual schedule (page D-3), however the schedule and process do not preclude the City Manager from removing speed humps when and where it is deemed necessary outside the procedure of this program.

Appendix D

Step Two: Eligibility

In order for a request to qualify for consideration, the street must meet criteria set by the Public Works Director:

- The request must not be a duplicate request.
- The removal segment must correspond with the installation segment.
- The speed humps must have been in place for at least one year.

Only those requests meeting all the eligibility requirements will proceed. If a request is denied, applicants will not be able to reapply to the Speed Hump Removal Program for the following two years unless there is considerable change in conditions.

All traffic counts will be scheduled during regular commuter periods unless a specific weekend problem is noted in the request.

Step Three: Level of Support

If the City Manager determines the speed humps along a street segment to be eligible for removal consideration, the City Manager will provide existing location maps to the contact person. The contact person is encouraged to gather and present support from the community in the form of application(s) (which are provided by the City Manager) from residents, property owners, or businesses facing or having lot frontage on the street segment where speed humps are being considered for removal. There must be at least 75% evidence of support for review to further the process. Requests with either no application or with an application that does not account for all properties will be considered incomplete and will not further in the process.

Applications or letters of support gathered *prior* to the removal eligibility determinations without the existing location maps will not be considered.

Step Four: Removal Consideration Factors

The removal application process does not invite nor accept recommendations from requestors regarding which speed humps should or should not be removed. Based on engineering judgment, the results of the review process may recommend removal of none, some, or all of the speed humps. Factors that are considered for review may include, but are not limited to:

- Existing speed hump locations and spacing
- STOP/YIELD signs or traffic signals along the segment
- Historical and existing traffic speed and volume information
- Accident History
- Presence or absence of sidewalks, schools and parks

Appendix D

Step Five: Funding

Funds for speed hump removal will be determined by prorating total available funding between number of humps eligible for installation and number of humps eligible for removal. Selection of humps funded for removal will be on a first come basis, based on the date of receipt of the completed application. Removal will occur during the regularly scheduled speed hump construction cycles. Private funding of approved removal is possible with 75% support for review.

Speed Hump Removal Program Schedule

| Process Step | Round "A" | Round "B" |
|---|------------------|------------------|
| Deadline for removal request submission | April 1 | October 1 |
| Planning and eligibility determinations completed by City Manager, Application area maps and application forms prepared by City Manager | May 1 | November 1 |
| Final date to submit evidence of support | July 1 | January 1 |
| Ranking of eligible requests for City Funding | September 1 | March 1 |
| Construction begins on approved projects | October | April |

City of Rosenberg

Speed Hump Program - REMOVAL

2110 4th Street Rosenberg, TX 77471
Phone (832) 595-3310 Fax (832) 595-3311

For policy Effective: February 17, 2015

Request for Removal Study

This is a request for removing speed humps. Please feel free to submit this form as a formal request. Each request must contain the completed information as indicated in both Part A and Part B. The request will be processed according to the procedures detailed in the Speed Hump Program Policies and Procedures.

A. Street Study Information

Each request must provide the name of the street on which a study is requested, and the boundaries of the street segment. Traffic studies will be conducted only within the boundaries indicated. Please use streets for boundary limits, not block ranges.

Requested Street:

From:

To:

B. Contact Person Information

Each request must provide a contact person who lives on the requested street within the study area boundary. The contact person will receive all correspondence and be responsible for gathering evidence of support when requested.

Name:

Address:

City: Zip Code: Daytime Ph #:

Cell Ph#: E-Mail Address:

I agree to be the contact person for the above request. I understand that a request may not automatically be withdrawn from consideration once a traffic study determines the street to be eligible for speed humps.

Signature of Applicant: Date:

Appendix E

DEFINITIONS

City Engineer: the City Engineer or designated representatives.

City Manager: the City Manager or designated representatives.

Institution: a park or school that could reasonably be anticipated to generate volumes of pedestrian traffic.

Arterial or Collector: any street designated respectively as an Arterial or Collector on the City's Master Thoroughfare Plan.

Primary Emergency Response Route: any street segment designated by Rosenberg Police Department or Rosenberg Fire Department as an emergency access route.

Public Works Director: the Public Works Director or designated representatives.

Residential: any single family residence, townhouse, duplex, triplex, quadruplex, condominium, or apartment complex or any other structures used as dwelling units.

Speed Hump: a geometric design feature of a roadway, consisting of a raised area in the roadway pavement surface extending transversely across the travel way, whose primary purpose is to reduce the speed of vehicles traveling along that roadway. The base of the hump varies in width and gradually slopes to a maximum height of approximately 3 to 4 inches. Speed Cushions and Speed Tables may also be utilized for this purpose.

Speed Criteria: the speed which is 5 miles per hour (mph) over the posted or prima facie speed limit for a given street.

85th percentile speed: the measured speed at or below which 85% of vehicles are traveling.

Appendix F

**SPEED HUMP INSTALLATION
NOTIFICATION/EVIDENCE OF SUPPORT APPLICATION**

We, the undersigned homeowners, residents, business owners, or property owners of _____ Subdivision, located _____ request that the City of Rosenberg install speed humps in our subdivision, at locations approved by the City Manager. We understand that this application only represents our desire for speed humps and does not warrant or guarantee their installation. It is further understood that all in the affected area as defined by the City Manager must complete this form, by affixing the date, their address, whether renter or owner, name, signature, and whether support installation or not on the list below. All submitted names are subject to verification.

Speed humps will more than likely cause: modification in traffic speeds and volumes; increased levels of noise at the hump locations; aesthetic changes to the subdivision streets due to the speed humps, and the associated signs and pavement markings; and impacts on street maintenance and emergency vehicle response times.

Please list only one signature per residence/property owner/business owner.

| Date | Address | Renter or Owner | Name (Printed) | Signature | Installation Support Yes | Installation Support No |
|------|---------|-----------------|----------------|-----------|--------------------------|-------------------------|
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Appendix F

Notification/Evidence of Support Application

Please list only one signature per residence/property owner/business owner.

| Date | Address | Renter or Owner | Name (Printed) | Signature | Installation Support Yes | Installation Support No |
|------|---------|-----------------------|-------------------|-----------|--------------------------------|-------------------------------|
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DO NOT SIGN this APPLICATION if you have NOT READ the front page of this APPLICATION.

Please do not use any other form. This sheet may be reproduced if necessary.

Appendix G

**SPEED HUMP REMOVAL
NOTIFICATION/EVIDENCE OF SUPPORT APPLICATION**

We, the undersigned homeowners, residents, business owners, or property owners of _____ Subdivision, located _____ request that the City of Rosenberg remove speed humps in our subdivision, at locations approved by the City Manager. We understand that this application only represents our desire for removal of speed humps and does not warrant or guarantee their removal. It is further understood that all in the affected area as defined by the City Manager must complete this form, by affixing the date, their address, whether renter or owner, name, signature, and whether support removal or not on the list below. All submitted names are subject to verification.

Please list only one signature per residence/property owner/business owner.

| Date | Address | Renter or Owner | Name (Printed) | Signature | Installation Support Yes | Installation Support No |
|------|---------|-----------------|----------------|-----------|--------------------------|-------------------------|
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Appendix G

Notification/Evidence of Support Application

Please list only one signature per residence/property owner/business owner.

| Date | Address | Renter or Owenr | Name (Printed) | Signature | Removal Support Yes | Removal Support No |
|------|---------|-----------------------|-------------------|-----------|---------------------------|--------------------------|
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DO NOT SIGN this APPLICATION if you have NOT READ the front page of this APPLICATION.

Please do not use any other form. This sheet may be reproduced if necessary.