

# POLICIES AND PROCEDURES FOR CITY OF LUFKIN SPEED HUMP INSTALLATION

## I. Definitions

**Department** means the Department of Public Works and Engineering

**Traffic Engineer** is the City Engineer of the City of Lufkin or his/her representative.

**Director** means the Director of the Department of Public Works or his/her designated representative.

**Industrial Street** a street located in and serving industrial property either existing or planned.

**Primary Street** a street of great continuity, which serves or is, intended to serve as a major traffic - way within the city.

**Primary Emergency Service Travel Route** means any street segment designated by Lufkin Police and Fire Departments as an emergency access route.

**Secondary Street** -street of considerable continuity, which serves as the principal, traffic way between large and separated areas or districts and is the main means of access to the primary street system.

**Minor street** -street supplementary to a secondary street and of limited continuity which serves the local needs of a neighborhood.

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

**Speed Hump** means 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 is approximately 12 feet wide and gradually slopes to a maximum height of approximately 3.5 to 4 inches.

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

**85<sup>th</sup> percentile speed** meaning the measured speed at or below which 85% of vehicles are traveling.

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

## II. Request for Speed Humps

The initial request for the installation of speed humps must originate from a resident, business, school, or other entity whose property is abutting the requested street segment. The requester 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. All requests must be received in the Department office by the currently annual deadline. The Department will establish and publish annual processing deadlines that are subject to change as necessary. Applications for speed humps should be submitted by May 30<sup>th</sup> of each year. Funding periods are from October to September or until funds are spent. A written request should be submitted to: Public Works P.O. Box 190, Lufkin, Texas 75901.

The request should identify the street and blocks where the applicant(s) desires speed humps, and the name, phone number and address for a contact person. Submitted segments may be divided or otherwise revised at the sole determination of Department staff.

The Department will establish and publish annual processing deadlines that are subject to change as necessary.

### **III. Eligibility**

A. The Department will conduct the necessary traffic engineering studies. A determination of the street's eligibility for speed hump installation will be made in a timely manner, based on the following policy criteria:

1. The street may not be a **Primary, Industrial, or Secondary** street type as defined by the City.
2. The street may not be a designated Primary Emergency Service Travel Route as defined by the Lufkin Fire and Police Departments.
3. The street may not be designated as a bus route.
4. There must be no more than one moving lane of traffic in each direction.
5. The street must have a speed limit of 30 mph or less.
6. The street must be paved prior to construction of the speed humps.
7. Traffic volumes for both directions must be less than 3000 vehicles per day.
8. The measured 85<sup>th</sup> percentile vehicle speeds must exceed the prima facie speed limit by 3 miles per hour or more in a 24-hour study period. **-OR-** there must be three or more reported speed related accidents within the street segment during the last twelve months of recorded data.
9. On streets with curbs and gutters, the elevation of property adjacent to a hump location must be above the top of curb, as determined by the Department, to minimize potential flooding due to the presence of the hump in the roadway.
10. Other factors such as curve and grade and safe sight distances may affect consideration for eligibility.
11. The street may not be a designated truck route.

B.

1. 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.
2. Request for recounts will be considered following the adopted policy. Traffic count data that is reviewed and believed to be questionable or invalid by the engineering staff of the Department for any reason will be scheduled for recount. This recount will occur as soon as possible and preferably within the current funding round, unless circumstances indicate otherwise.
3. Request for enforcement of the speed limit will be sent to Lufkin Police Department for those segments that are ineligible for consideration for speed humps but where the 85<sup>th</sup> 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.

#### **IV. Diversion Issue**

1. In the preliminary studies of land use and petition 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 for speed humps at a later date, it will be studied as all other requested segments are studied. The results of the first and second study will be compared. If 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.

#### **V. Notification/Evidence of Support Petitions**

1. If the street is determined to be eligible for consideration, Department staff will define the approximate speed hump location(s) on a map, which will be provided to the applicant(s) with a petition of notification on which to gather evidence of support. Notification/evidence of support documents that do not include placement information will not be accepted as valid under any circumstances.
2. The ranking process will take into account the level of support by segment residents, landowners and businesses as reflected on the notification/evidence of support petitions. The petition area will be determined by Department staff and will include primarily those properties facing or abutting the street segment on which a speed hump is proposed to be located. A property will be considered a part of the petition area if its only access/egress route requires traveling over existing or proposed speed humps. If there is an alternate route to the property that does not require traveling over the existing or proposed speed humps, the property will not be considered in the petition area.

3. Notification/evidence of support petitions must be completed and returned to the Department by the established deadline for the segment to be considered in the ranking process.
4. Notification/evidence of support must be submitted on forms or exact duplicates of forms produced by the Department.
5. Each property identified by the Department, as lying within the petition area must be represented on the petition by signature. A letter of exception must be submitted by the applicant(s) explaining the absence of any property not so represented.
6. Resident property managers or landowner signatures may be considered as approval for all units of multi-family properties of ten or more units. The manager or landowner must be properly identified on the petition form.
7. Any person who wishes to alter their indication of support or non-support on the petition form after its submittal must do so by individual letter of request to the Department. No such requests will affect funding that has already been awarded.

## **VI. Speed Hump Location**

- A. The Department will determine the final location of all speed humps according to the guidelines in these Procedures and Policies and in accordance with safe engineering principles.
- B. The street must have adequate sight distances to safely accommodate the hump as determined by the Department.
- C. Speed humps will generally be placed no closer than 300 feet and 500 feet apart. Other spacing may be used based upon engineering judgment.
- D. A speed hump shall not be located in front of a driveway or within an intersection.
- E. Speed humps should generally not be located within 350 feet of a traffic signal, 300 feet of a STOP sign, or within 50 feet of an intersection.
  1. Speed humps should not be located over, or contain, manholes, or be located adjacent to fire hydrants.
  2. 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.
  3. To improve nighttime visibility, coordinating hump location with existing or planned street lighting should be considered.
  4. Traffic control consisting of signs and markings shall be installed in accordance with current policy to advise roadway users of a speed hump's presence and to guide their subsequent action.
  5. The Department must approve all speed hump locations. Any relocation of speed humps at the request of a citizen must be approved by the Department and relocated at the requesting citizen's cost.

## **VII. Cost Responsibility**

1. The Department will be responsible for all costs associated with design and installation of the funded speed humps. Funds will be allocated according to availability and ranking as set out in this Section.
2. An eligible 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. After the two- year time period, a new written request, a study of speed and volume and notification/evidence of support are required for further consideration.
3. These procedures do not preclude the Department from completing any eligible requests, out of ranking order, should alternative funds become available or complementing projects, maintenance and/or capital improvement projects be initiated during the year.
4. These procedures do not preclude the Department from completing any installation deemed necessary by the Department.
5. Private Funding

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 as follows:

- A. Requests for a private funding estimate of cost must be made in writing to the Department.
- B. Voluntary payments must be submitted in one payment for the full cost of installation, according to the cost statement provided to the applicant(s). No partial payments will be accepted.

Upon receipt of payment of the cost, the humps will be installed no later than the next fiscal year as scheduling permits.

- C. Street segments must present a notification/evidence of support petition exhibiting a 75% or greater support factor to qualify for private funding consideration.

## **VIII. Speed Hump Removal**

1. Any speed hump that is removed or damaged during the course of publicly funded construction shall be reinstalled upon completion of that construction at Department expense, unless prior evidence has been submitted that indicates the original conditions under which the speed hump was installed have significantly altered.
2. Any speed hump that is removed or damaged during the course of a privately funded construction shall be reinstalled upon completion of that construction at

- the expense of the private constructor unless prior evidence has been submitted that indicates the original conditions under which the speed hump was installed have significantly altered.
3. The Department may remove speed humps for any cause. Removal may not be made solely at citizen request, although the Department will consider written submissions of significant changes in conditions on a segment.
  4. Nothing in these policies and procedures shall preclude the Department from being authorized to remove any speed humps on public streets, therefore, the Department continues to maintain the authority to remove a hump if any unforeseen problems occur.

## **IX. Design Standards, Construction and Maintenance**

- A. The Department Traffic Engineer shall prepare and maintain current design standards and installation procedures for speed humps in accordance with this policy.
- B. Design and construction of the speed humps, pavement marking plans and signage will be the responsibility of the Department.
- C. The Department will maintain the speed humps and all related features.

## **APPENDIX A**

### **SIGNAGE AND RECOUNT INFORMATION**

#### **PLACEMENT OF SPEED HUMP WARNING SIGNS POLICY**

Purpose: To provide guidance for the placement of speed hump warning signs.

Policy: Speed Hump Warning Signs shall be required to warn motorist 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.

The general design, layout, and placement of the speed hump warning sign assemblies shall be in conformance with the Texas Manual for Uniform Traffic Control Devices (TMUTCD), latest revision.

The following guidelines shall be considered when locating and installing these signs:

1. 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 shall be required for motorists traveling along the segment provided adequate warning is given to motorists prior to their entering the segment.
2. Warning signs shall be erected on roadways that intersect the subject segment of roadway where speed humps are installed. These signs shall face the side street near the intersection. Arrows on the signs shall indicate in which direction the speed humps are located. If a motorist turns from the side street on to the subject street segment, no additional signs shall be required along the segment provided adequate warning is given to motorists prior to the turn being made.

3. 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.
4. If a new segment of speed humps is installed abutting an existing segment, the two segments may be considered as one segment and, therefore, signed as a single segment. Existing signs shall be removed so as to incorporate the two segments into a single segment.

## **RECOUNT POLICY**

Traffic count data that is reviewed and believed to be questionable or invalid by the engineering staff for any of the reasons listed below will be scheduled for recount. This recount will occur as soon as possible and preferably within the current funding round, unless circumstances indicate otherwise.

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.

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 to occur during the following funding round.

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.

The following presents some of the valid reasons to authorize a recount:

1. Incomplete or missing data.
2. Unusually high or low 85<sup>th</sup> 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 requester.
7. Counter deployed during non-school times at locations influenced by school traffic.
8. Vandalism or deliberate influence. (This aspect is discussed in more detail below.)
9. Other similar considerations.

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 event that can be reasonably expected to influence travel patterns on the subject street segment.
5. Counters deployed at or near school bus stops, bus stops, commercial loading zones, frequent on-street parking locations, and other similar locations that can be reasonably 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.

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 Lufkin 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 a special event.
5. Unsupported allegations of traffic patterns being deliberately and significantly influenced by individuals or groups.
6. Other similar considerations.

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



1. A first recount will occur automatically. Consideration will be given to moving the counter to a more secure location.
2. 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.
3. 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.

The Traffic Engineer of the City of Lufkin will decide any discrepancies or decisions or final determinations.