

**STANDARD PROCEDURE  
FOR  
MANAGING SPEED ON RESIDENTIAL STREETS**

In response to frequent complaints about speeding on residential streets, the Public Works Agency and the Environmental and Transportation Advisory Committee (ETAC), an advisory committee to the City Council, have developed a formal procedure so that such requests can be handled effectively. The primary purpose for adopting the standard procedure was to provide uniformity in processing such requests, to ensure continuous community involvement and support in implementing the various measures for dealing with speeding on residential streets.

The following is the standard procedure approved by ETAC for use in the City of Santa Ana to respond to citizen requests for reducing the speeds on residential streets. It should be noted that the procedure is only a guideline, not a regulation.

**STEP 1. LESS RESTRICTIVE MEASURES TO REDUCE SPEEDING PROBLEM**

Upon receiving the speed complaint(s), the City will verify the problem by conducting a speed survey. Depending on location and severity of the problem, any combination or all of the following measures will be undertaken:

- Police enforcement.
- Provide speed awareness letter.
- Provide mobile radar trailer.
- Keep Kids Alive Drive 25 Campaign

**If above efforts are not effective as determined by the City in reducing the speed, speed humps will be considered if requested.**

**STEP 2. SPEED HUMP FEASIBILITY**

If speed humps are requested, Speed Hump Warrant is performed to determine if the location is feasible for speed hump installation (Attachment A).

**STEP 3. RESIDENTS TO CIRCULATE PETITION FOR SPEED HUMP**

If the location satisfies the warrant, the City will mail an information letter and a sample petition to all affected residents describing the nature of the petition to be circulated.

The petition, by residents of the proposed speed hump street segment, must be submitted to the City (Attachment B).

To demonstrate there is a widely held perception of a problem and adequate community support for further action, the petition should be returned with supporting signatures from typically 80% of the residences of the proposed speed hump segment (one signature per address).

All petitions must be submitted to the City by the assigned date on the information letter and petition (the fiscal year cut-off date is **May 1<sup>st</sup>**) for validation and prioritization for the following fiscal year.

Staff notifies the Neighborhood Association, if it exists, of the request for speed humps.

**STEP 4. PRIORITIZATION**

A. All locations that meet the Speed Hump Warrant and petition requirements are prioritized by a point system based on the following:

<i>Criteria</i>	<i>Basis For Assignment</i>	<i>Max. Points</i>
Severity of speeding	5 points for every one mph (85% tile) over 35mph	50
Total daily traffic volume	For streets with traffic volumes greater than or equal to 500 vehicles per day, 1 point for every 100 vehicles	35
Speed related accidents	5 points for speed related accidents	5
Proximity to School or Park	250 feet or less of a school or a park	10
	Between 251 and 500 feet of a school or a park	7
	Between 501 and 600 feet of a school or a park	3
<b>Total</b>		<b>100 points</b>

B. City determines the number of speed hump locations that can be funded for the following fiscal year.

C. Those locations not funded in this fiscal year cycle will remain on the priority list for one more cycle. After that, the locations will be removed from the priority list. Private funding (if available) can be considered.

**STEP 5. AREA OF IMPACT FOR ADVISORY POLL**

For those locations that are funded, the City will determine the surrounding area likely to be affected by the proposed speed humps. This Area of Impact is used for advisory polling purposes.

ETAC approves the Petition and Area of Impact for advisory polling.

**STEP 6. CITY POLLS RESIDENTS FOR SPEED HUMPS**

- The City presents the Area of Impact, speed hump plan and advisory polling process to residents in the Area of Impact.

- Those residents are then polled by mail. City staff will tally the advisory poll results. If ETAC does not recommend the speed humps, residents can request speed humps again after 24 months from the date of ETAC's recommendation.

**STEP 7. ETAC REVIEWS POLL RESULTS, HEARS PUBLIC COMMENTS AND MAKES RECOMMENDATION TO THE CITY COUNCIL**

ETAC reviews the poll results, staff recommendation, and hears public comments. ETAC makes appropriate recommendation to the City Council.

**STEP 8. CITY COUNCIL APPROVES FUNDING AND INSTALLATION**

If recommended by ETAC, City Council may approve funding and installation.

**STEP 9. SPEED HUMP INSTALLATION**

City implements speed hump installation at locations approved by the City Council.

Design is in accordance with current speed hump standard (Attachment C).

**STEP 10 EVALUATE EFFECTIVENESS OF SPEED HUMPS**

- Speeds and volumes are taken before installation and 6 months after installation of speed humps to determine the effectiveness.
- Study results are forwarded to ETAC and the neighborhood representative for information.

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**SPEED HUMP REMOVAL**

- The City at anytime may undertake alteration or removal of speed humps if the speed humps are deemed to be a hazard to the public.

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- If you wish to make a request or would like more information, please contact the Traffic Engineering section of the Public Works Agency at (714) 647-5619.

# GLOSSARY

Advisory Poll Participants or Residents	Those to whom poll forms are distributed, within a given area of impact, as a result of their being in one of the following groups: <ol style="list-style-type: none"><li>1. Residents of dwelling units with its own mailing address (one poll form per dwelling unit).</li><li>2. Owners of vacant land (one poll form per parcel).</li><li>3. Tenants of non-residential units, including those with business and commercial uses (one poll form per unit).</li><li>4. Designated representatives of properties with institutional land uses, such as schools, government offices, and non-profit organizations (one poll form per parcel).</li></ol>
Area of Impact:	The street segment with the proposed speed hump and the adjacent streets that are likely to be affected due to significant increase in traffic and/or speed.
Daily Traffic:	A typical 24-hour traffic volume, including both directions of traffic.
Eighty-fifth Percentile (85% - tile) Speed:	The speed below which 85 percent of all traffic on a given street segment is traveling.
ETAC	Environmental and Transportation Advisory Committee (ETAC) is an advisory committee appointed by the City Council. The committee acts in an advisory capacity to the City Council in reviewing environmental and transportation issues.
Keep Kids Alive Drive 25 Campaign	A speed awareness program that uses lawn signs that read "Keep Kids Alive Drive 25."
Mobile Radar Trailer:	A portable trailer that is capable of detecting speed of oncoming traffic and displaying that speed for the driver.
Police Enforcement:	Police officer monitoring the speed by radar and issuing speeding tickets as applicable.
Residence:	One legal address or legal dwelling unit, i.e., a "four-plex" consisting of four legal addresses.
Speed Awareness Letter:	A letter containing speeding information to raise awareness of the residents in the neighborhood about the speeding problem in the area. Police enforcement has shown that it is usually residents living in the area who are doing the speeding.
Speed Hump Warrant:	A minimum set of criteria which, when satisfied, justifies the installation of speed humps.
Speed Hump:	A permanent section of raised pavement (asphalt) that is 12 feet wide, parabolic in shape, raising from street surfaces to an approximate height of 2 5/8 inches to 3 inches at the center.

## ATTACHMENT A

### CITY OF SANTA ANA PUBLIC WORKS AGENCY SPEED HUMP WARRANT

**Street:**

**From:**

**To:**

**ALL OF THE FOLLOWING CRITERIA MUST BE MET FOR CONSIDERATION OF  
SPEED HUMP INSTALLATION.**

CRITERIA	SATISFIED	NOT SATISFIED	REMARKS
1. Street is a residential street with no more than one lane in each direction. <b>Lanes per direction:</b>			
2. Street is neither a primary fire access route nor a transit route.			
3. The street is a through street, at least 500 feet long and uninterrupted by stop sign or traffic signal. <b>Length:</b>			
4. The posted or prima facie speed limit is 25 mph.			
5. The 85th percentile speed is $\geq$ 35 mph. <b>85<sup>th</sup> Percentile:</b>			
6. Adequate visibility can be provided at all speed hump locations.			
7. Daily traffic on the street segment is less than or equal to 3500 vehicles per day. <b>ADT:</b>			
<b>Speed Hump Warrant Met</b>	<input type="checkbox"/> YES <span style="margin-left: 200px;"><input type="checkbox"/> NO</span>		
Performed by:	Date:		

**ATTACHMENT B  
PETITION TO THE CITY OF SANTA ANA  
TO INSTALL SPEED HUMPS**

**STREET:** \_\_\_\_\_ **FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_  
(cross street) (cross street)

**WHEREAS** a speeding problem has been identified and confirmed on the above subject street segment; and

**WHEREAS** actions to reduce the problem through less restrictive measures have not effectively reduced the problem,

We, the undersigned, request the installation of speed humps on the above street segment. We understand that in order for the City to consider installing speed humps; this petition should have signatures (one per address) in favor of the proposed speed humps from typically 80% of residences on this street segment.

We further understand that this street segment must meet all requirements outlined in the Standard Procedure for Managing Speed on Residential Streets for the installation of the speed humps.

**Contact Person:** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_

Before you sign this petition, be sure you understand the Standard Procedure for Managing Speed on Residential Streets (attached). **NOTE: UPON PETITION SUBMITTAL TO THE CITY, MODIFICATIONS, ADDITIONS, DELETIONS TO PETITIONER'S RESPONSE WILL NOT BE ALLOWED.**

*PETITIONS ARE DUE ON (DATE)*

<input type="checkbox"/> <b>YES</b> , I favor speed humps on my street.	<input type="checkbox"/> <b>NO</b> , I do not favor speed humps on my street.
SIGNATURE: _____	
NAME (Please Print): _____	DAY TIME PHONE NO.: _____
ADDRESS (Please Print): _____	

<input type="checkbox"/> <b>YES</b> , I favor speed humps on my street.	<input type="checkbox"/> <b>NO</b> , I do not favor speed humps on my street.
SIGNATURE: _____	
NAME (Please Print): _____	DAY TIME PHONE NO.: _____
ADDRESS (Please Print): _____	

<input type="checkbox"/> <b>YES</b> , I favor speed humps on my street.	<input type="checkbox"/> <b>NO</b> , I do not favor speed humps on my street.
SIGNATURE: _____	
NAME (Please Print): _____	DAY TIME PHONE NO.: _____
ADDRESS (Please Print): _____	

**Date Received by City:** \_\_\_\_\_

**ETAC approved 10/13/05**

# SPEED HUMP PETITION

(Continued)

**STREET:** \_\_\_\_\_ **FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_  
(cross street) (cross street)

**Contact Person:** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_

Before you sign this petition, be sure you understand the Standard Procedure for Managing Speed on Residential Streets (attached). **NOTE: UPON PETITION SUBMITTAL TO THE CITY, MODIFICATIONS, ADDITIONS, DELETIONS TO PETITIONER'S RESPONSE WILL NOT BE ALLOWED.**

**PETITIONS ARE DUE ON (DATE).**

<input type="checkbox"/> <b>YES</b> , I favor speed humps on my street.	<input type="checkbox"/> <b>NO</b> , I do not favor speed humps on my street.
SIGNATURE: _____	
NAME (Please Print): _____	DAY TIME PHONE NO.: _____
ADDRESS (Please Print): _____	

<input type="checkbox"/> <b>YES</b> , I favor speed humps on my street.	<input type="checkbox"/> <b>NO</b> , I do not favor speed humps on my street.
SIGNATURE: _____	
NAME (Please Print): _____	DAY TIME PHONE NO.: _____
ADDRESS (Please Print): _____	

<input type="checkbox"/> <b>YES</b> , I favor speed humps on my street.	<input type="checkbox"/> <b>NO</b> , I do not favor speed humps on my street.
SIGNATURE: _____	
NAME (Please Print): _____	DAY TIME PHONE NO.: _____
ADDRESS (Please Print): _____	

<input type="checkbox"/> <b>YES</b> , I favor speed humps on my street.	<input type="checkbox"/> <b>NO</b> , I do not favor speed humps on my street.
SIGNATURE: _____	
NAME (Please Print): _____	DAY TIME PHONE NO.: _____
ADDRESS (Please Print): _____	

**Date Received by City:** \_\_\_\_\_

# SPEED HUMP FLOW CHART

