

CITY OF HIGHLAND PARK
PUBLIC WORKS DEPARTMENT

SPEED HUMP INSTALLATION REQUEST POLICY

Revised: October 9, 2006

CITY of HIGHLAND PARK

PROCEDURAL STEPS for SPEED HUMP INSTALLATION

STEPS	PROCESS
Public Request	The Public Works Department maintains a list of locations where residents have requested speed hump installation by letter or e-mail indicating the specific location, name, address, date and contact information of person initiating the request.
Staff Evaluation	The Public Works Department conducts a preliminary review of each speed hump installation request and notifies the contact person whether their requested location is eligible for consideration for speed hump installation based on the functional classification of the street as defined in the City's Transportation Plan in the Master Plan.
Perform Detail Studies	The contact person submits the formal application with petitions of the property owners within the impact area as defined by the City Engineer. Upon verification of the required 75% of the residents supporting speed hump installation, the Public Works Department will conduct a detailed study, including a proposed plan, in accordance with the speed hump installation policy.
Traffic Commission Evaluation and Recommendation	The Traffic Commission receives a prioritized list from the Public Works Department with a summary of each location where speed hump installation has been requested and evaluated by the City's staff. Residents within the impact area of each location are invited to attend a Traffic Commission meeting at which their area is discussed.
Mayor and City Council Approval	The Mayor and City Council will review the Traffic Commission and staff's recommendation regarding each speed hump installation request.
Project Prioritization and Construction	Each year, when available funding and the number of potential speed hump installation projects is known, the Public Works Department will prioritize each approved project according to the date the request for speed humps was received. Approved projects shall be constructed during that year or as funds become available.

I. GENERAL POLICY STATEMENT

The City of Highland Park is committed to policies and actions that promote measures to maximize vehicular safety, to minimize nonessential vehicular traffic on residential streets, and to ensure compliance with posted speed limits. One means to accomplish these goals is the installation of speed humps on a roadway. Speed humps are moderately elevated sections of roadway which require a vehicle to reduce its speed in order to maintain the occupants comfort. This policy is designed to provide reasonable opportunities for the installation of speed humps on specified types of residential streets based upon technical criteria, the degree of support from the residents along the proposed project area, and the street conditions

II. DEFINITIONS

Speed Hump is a moderately elevated segment of roadway pavement intended to reduce the speed of vehicles crossing over it. Sloping upward a speed hump is usually elevated 3 to 4 inches before sloping downward to the original street level. The overall crossing length of a speed hump is usually 12 to 14 feet. A speed hump is considered a geometric design feature within the roadway that must be designed, constructed and maintained based on prudent engineering judgment and supported by a study of its need in order to minimize potential property damage, inconvenience to residents, personal injury or other possible civil liabilities.

85th Percentile Speed is the measured speed where 85 percent of the vehicles on the street are traveling at or below. 15 percent of the vehicles using the roadway are therefore traveling at a greater speed.

Average Daily Traffic (ADT) is the total number of vehicles that travel along a roadway (both directions combined) during a typical 24-hour period, usually measured on a midweek day (Tuesday, Wednesday or Thursday).

Arterial Street is a roadway that provides through traffic movement between areas and across the City as designated in the City of Highland Park Master Plan. Arterial streets are often residential in character.

Collector Street is a roadway that provides access between arterial streets and local streets as designated in the City of Highland Park Master Plan. Collector streets are often residential in character.

Local Street is a roadway that serves individual residential or commercial properties as designated in the City of Highland Park Master Plan.

Contact Person is the person initiating a request for speed humps, or that person's designee.

Impact Area is that area, or neighborhood, that in the opinion of the City Engineer, may be affected by the installation of speed humps on a particular street.

Project Area is the street or streets where speed humps are being installed.

III. PROJECT APPROVAL CRITERIA

Speed hump projects shall be evaluated by the Public Works Department on the basis of existing measured vehicular speeds and volumes, the number of speed related accidents reported to the Highland Park Police Department, and the presence of schools or other pedestrian generators within

the impact area. For a street to be considered for speed humps, the following speed conditions must be met in addition to two of the remaining three conditions listed hereafter.

1. Speed
The speed criterion considers the difference between the posted (regulatory) speed limit and the measured speed of the vehicles over a 24-hour period. To be considered, the 85th percentile speed along the street must exceed the posted speed limit by a minimum of 7 mph (miles per hour).
2. Accidents
Accidents considered must be speed related accidents reported to the Highland Park Police Department and on the project street. The project street must have a minimum of three reported speed-related accidents within the past three years.
3. Traffic Volume
Traffic volumes on the proposed project street must exceed 400 vehicles per day, but be less than 3,000 vehicles per day.
4. Neighborhood Characteristics
The following special conditions may be considered:
 - a. Schools or other pedestrian generators (libraries, parks, retail areas, etc.) within a 1,000 foot radius of the project street.
 - b. The absence of sidewalks on the project street.

IV. ELIGIBILITY REQUIREMENTS

All of the following criteria shall be satisfied for a street to be considered eligible for speed hump installation.

A. Petition

1. Requests for speed humps may be initiated by an individual resident or property owner of the street where speed hump installation is to be considered or by neighborhood groups or homeowners associations. Requests for speed humps should be made in writing addressed to the following address:

City Engineer
City of Highland Park
1150 Half Day Road
Highland Park, Illinois 60035

All requests must include the requestor's name (contact person), address and daytime telephone number or e-mail address.

2. A petition from the residents documenting that at least 75 percent of all households, including owners of empty parcels, in the impact area that includes streets to which traffic may be diverted support the installation of speed humps on the identified street(s). All residents within the impact area shall be presented the opportunity to sign the petition. The City Engineer shall define the impact area.
3. A verification statement from the contact person stating that the signatures on the speed hump petition are valid. The City shall confirm that the signatures on the speed hump petition are valid and represent at least 75 percent of the households and vacant lots within the impact area. Only one signature per household/lot shall be counted. If the impact area meets the applicable criteria,

and the petition bears the minimum number of required signatures, the project shall be submitted to the City's Traffic Commission for discussion and recommendation to the Mayor and City Council.

B. Operational and Geometric Characteristics of the Street

1. The street shall be a public street maintained by the City of Highland Park Public Works Department.
2. The street shall be classified as a local street or a minor residential collector street as specified by the City's Transportation Plan within the Master Plan. Collector and arterial streets are not eligible for speed humps.
3. The street shall have no more than two lanes, one in each direction.
4. The street must be paved.
5. The street shall have a regulatory speed limit of 25 mph or less.
6. Speed humps shall not be located within horizontal or vertical curves, or other areas where the visibility of the humps may be restricted.
7. The street shall be approved by the Police and Fire Departments for installation of speed humps.
8. The City Engineer shall be responsible for designating and approving the number and location of speed humps (with associated pavement striping and signage) along the proposed street. If appropriate speed humps cannot be accommodated for any reason, the speed hump petition shall be rejected.

V. PRELIMINARY REVIEW

After the City Engineer receives a request for speed humps, the Public Works Department will conduct an initial investigation and will collect data to determine the street's eligibility with regard to its operational and geometric characteristics. The initial data collected shall include comments from the Highland Park Police and Fire Departments, and traffic volume and speed surveys. The Public Works Department shall have 60 calendar days to collect the necessary data.

- a. If the operational and geometric requirements for eligibility are not met, the street will not be considered for speed humps. The contact person shall be notified of the ineligibility in writing.
- b. If the City Engineer determines that the street qualifies for consideration for speed hump installation (based on the preliminary review), a petition packet consisting of the speed hump petition and a verification statement shall be mailed to the contact person. The contact person, or his designee, shall be responsible for circulating the petition throughout the project area.
- c. The petition shall be presented to all households within the identified impact area by the contact person. Signatures representing 75 percent of all of the households and properties within the impact area must favor the speed hump installation for the process to continue and a speed hump installation project considered.

VI. SPACING and LOCATION

Reasonable efforts shall be made by the City not to locate speed humps in front of a property if the occupant objects to its placement, or in the case of multiple dwellings, if the majority of the households on the property object to the placement. However, the approval signature on the petition for speed humps indicates a resident's willingness to allow the installation of a speed hump in front of his/her residence.

Speed humps shall usually be placed between 250 and 600 feet apart. The following guidelines shall be considered when determining speed hump spacing.

- a. On short streets or single blocks (300 – 800 feet long), a single speed hump shall be positioned near the mid-point.
- b. On streets or single blocks of moderate length (500 – 1,000 feet long), two speed humps shall be installed.
- c. On streets or blocks 1,000 to 1,600 feet long, at least three speed humps shall be installed.

The following points shall be considered when locating speed humps:

- a. A speed hump shall not be located in front of a driveway or within an intersection. Speed humps shall not be located within 300 feet of a traffic signal, stop sign or yield sign, or within 75 feet of an uncontrolled intersection.
- b. A speed hump shall not be located so that it contains a manhole or is adjacent to a fire hydrant.
- c. Speed humps shall be located downstream of a drainage inlet.
- d. Speed humps should not be located within horizontal curves. Speed humps may be located at the crest of vertical curves, but should not be located within the approaches of vertical curves.
- e. Whenever possible, speed humps shall be located at property lines rather than directly in front of a residence.
- f. Speed humps should be located to take advantage of street lighting whenever possible.
- g. Whenever an appropriate number or spacing of speed humps cannot be obtained due to the aforementioned criteria, the speed hump installation project shall be terminated and the contact person notified.

VII. DESIGN, CONSTRUCTION, and MAINTENANCE

Speed humps shall be constructed of asphalt, and shall be approximately 12 feet long and three to four inches high. The Public Works Department shall maintain all speed humps, related signs and pavement striping.

The speed hump is approximately 12 feet in length consisting of a seven-foot long circular arc approach on either side. The top of the speed hump is three to four and one-half inches above the height of the existing roadway.

On streets having curbs, a minimum 6-inch taper to the flow-line of the curb will be provided to accommodate proper street drainage. On streets without curbs, special treatments such as delineator posts shall be considered in order to mark the edge of the roadway and prevent vehicles from intentionally driving off of the road in order to avoid the speed hump.

Traffic control consisting of signs and pavement markings shall be provided to advise roadway users of a speed hump's presence and to influence their subsequent action. Traffic signs and pavement markings shall conform to the *Manual on Uniform Traffic Control Devices* standards. Signs shall be placed on the approach to an area with speed humps.

VIII. PROJECT PRIORITIZATION

Once speed hump projects have been proven feasible per the aforementioned criteria, the project will be ranked according to the date that the completed petition form is received by the City Engineer.

IX. COST RESPONSIBILITY

The cost for speed hump installation shall be financed by the City of Highland Park. Speed hump installation projects shall be constructed as funds become available in the City capital improvement budget.

X. SPEED HUMP REMOVAL

Speed humps shall be in place for a minimum of 12 months prior to consideration for removal. The procedure for the removal of speed humps requested by the residents of a project area shall be the same as the installation procedure, except that the City of Highland Park will not participate in the cost incurred. A petition documenting that a majority of all households or lots within the project area favor removing all of the speed humps shall be required. The cost of removing speed humps and restoring the pavement shall be shared equally by all of the residents within the project area who sign the removal petition. Residents who do not sign the removal petition shall not share in the cost.

CITY OF HIGHLAND PARK
SPEED HUMP PROGRAM
SPEED HUMP REQUEST PETITION

PROPOSED SPEED HUMP(S) LOCATION

STREET: _____

FROM (CROSS STREET): _____

TO (CROSS STREET): _____

A request to install speed humps on the street identified above has been received by the City of Highland Park Public Works Department. In order to proceed with this request, 75 percent of all property owners within the impact area of this street must give their consent (one signature per property) for the City of Highland Park to consider the requested speed hump installation.

The City of Highland Park Public Works Department shall locate speed humps in compliance with the City's speed hump policy. By signing the speed hump petition you agree to have a speed hump constructed in front of your residence if that location is selected by the Public Works Department.

Property Owner (Please Print)

Name: _____

Street Address: _____

Phone: _____ e-mail: _____

I hereby attest that I am the owner of the property identified above. I have read the City's Speed Hump Program information, and understand that speed humps will delay emergency response times by Police, Fire and Paramedic services to my neighborhood, and will increase vehicular noise in addition to the other disadvantages listed.

I hereby endorse the installation of speed humps on my street, and in front of my residence if necessary.

Signature: _____ Date: _____

CITY OF HIGHLAND PARK
SPEED HUMP PROGRAM
VERIFICATION STATEMENT

I _____ verify that the signatures listed on the City of Highland Park Speed Hump Petition are valid and correct to the best of my knowledge. I understand that only one signature per residence shall be counted and that 75% of the households within the identified impact area must approve the petition, or the project shall be abandoned. Approved streets shall be placed on a list for installation and shall be installed as funding is available.

Signature of Contact Person

Date

Phone: _____ e-mail: _____

CITY OF HIGHLAND PARK

SPEED HUMP PROGRAM

SPEED HUMP REMOVAL REQUEST PETITION

PROPOSED SPEED HUMP(S) REMOVAL LOCATION

STREET: _____

FROM (CROSS STREET): _____

TO (CROSS STREET): _____

A request to remove speed humps on the street identified above has been received by the City of Highland Park Public Works Department. In order to proceed with this request, 51 percent of all property owners within the impact area of this street must give their consent (one signature per property) for the City of Highland Park to consider the requested speed hump(s) removal.

By signing the speed hump removal petition you agree to share the cost of removing speed humps, constructed in accordance with the City's Speed Hump installation policy, from the specified street, and restoring the pavement in accordance with the City's standard pavement restoration specifications. Only property owners signing the speed hump removal petition will share in the cost of removing speed humps from their street and restoring the pavement.

Property Owner (Please Print)

Name: _____

Street Address: _____

Phone: _____ e-mail: _____

I hereby attest that I am the owner of the property identified above. I have read the City's Speed Hump policy information, and understand that I hereby agree to share the cost of removing the speed hump(s) and restoring the street in accordance with the City's specifications.

I hereby endorse the removal of speed humps on my street, and agree to share the cost of this work with the other property owners signing the removal petition.

Signature: _____ Date: _____