

**RESOLUTION NO. 2009-045**

**RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF THOUSAND OAKS ESTABLISHING  
ELIGIBILITY CRITERIA, RULES AND  
REGULATIONS, AND PROCEDURES FOR  
PROCESSING SPEED HUMP INSTALLATION  
REQUESTS**

WHEREAS, the Thousand Oaks City Council adopted Speed Hump Requirements, Policies and Procedures on June 21, 1983 regarding the installation of speed humps; and

WHEREAS, the intent of the City Council Policy in 1983 was to guard against the proliferation of speed humps Citywide which would burden emergency vehicle response times and create a significant inconvenience to the motoring public; and

WHEREAS, since adoption of the City Council Speed Hump Policy in 1983, "significant speeding problems" were identified on 23 residential streets; and

WHEREAS, from 1983 to 2009, City Councils took action to calm traffic and approved the installation of Speed Humps on the 23 "significant speeding problem" streets; and

WHEREAS, in February 1993, the City Council adopted an Amendment to the Circulation Element of the General Plan which added a goal that reads: "To move commuter traffic through the City on arterial streets in order to protect collector and neighborhood streets from the impacts of commuter traffic"; and

WHEREAS, in 1995 and 1996, the City Traffic and Transportation Commission reviewed the original 1983 City Council adopted Speed Hump Policies and confirmed the policies are current to meet the needs of the motoring public and the goals of the City Council; and

WHEREAS, the installation of Speed Humps has demonstrated to be an effective traffic calming measure to reduce the negative effects of motor vehicle use, alter poor driver behavior, and improve community conditions for all motorists and non-motorized street users; and

WHEREAS, Speed Humps are traffic calming measures and are defined as a "road design feature of the roadway"; and

WHEREAS, the City Council, by Resolution, may restrict traffic flow on streets in order to reduce residential speeding utilizing Speed Humps for the purpose of implementing the goals and objectives of the Circulation Element of the General Plan; and

WHEREAS, each request for Speed Humps is first reviewed by the City Traffic and Transportation Advisory Commission at a community noticed meeting, taking into consideration the engineer's report and findings and all relevant issues and matters including public input and testimony regarding the appropriateness of the proposed Speed Humps, and making a recommendation to the City Council; and

WHEREAS, on April 15, 2009 the Traffic and Transportation Advisory Commission reviewed the elements of the 1983 Speed Hump Policy, discussed current residential speeding concerns, amended the shared costs concepts, discussed matters involving future speed humps near schools, the impact of speed humps on emergency response vehicles and recommended by a vote of 5-0 that the following 2009 Speed Hump Policy be approved by the City Council.

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NOW, THEREFORE, BE IT RESOLVED by the Thousand Oaks City Council that the following ELIGIBILITY CRITERIA, RULES AND REGULATIONS, AND PROCEDURES FOR PROCESSING SPEED HUMP REQUESTS are hereby adopted:

#### **SECTION A – ELIGIBILITY CRITERIA POLICY FOR SPEED HUMPS**

1. Petition: Either upon the direction of the City Council or upon filing with the City a written Speed Hump Petition of Affirmation request signed by **75** percent or more of the affected property owners fronting along the street, the City Council may consider a designated street for placement of Speed Hump Systems. Prior to scheduling Speed Hump request for a public meeting, the City shall distribute a mail-in petition to fronting property owners to ensure sufficient neighborhood support for the installation of Speed Humps still exists.

2. Traffic Volume: Average traffic volume must exceed 2,000 vehicles per day (vpd). This criteria may be reduced to 1,500 vpd if two or more of the following road conditions exist as determined by the City Engineer:
  - a. the street where speeding is a concern is adjacent to a school attended by children;
  - b. there are no street lights;
  - c. there are no sidewalks;
  - d. there are many hidden driveways;
  - e. there is high pedestrian activity in the area;
  - f. sight distance issues exist at street intersections that are not resolvable by other methods;
  - g. short cutting exceeds 35 percent of total vehicle volume;
  - h. a park is located on the street;
  - i. the street is narrow;
  - j. there are winding blind curves along the street.
3. Traffic Speed: More than 75 percent of the surveyed motorists exceed a speed of 25 mph.
4. Road Width: The road must not be wider than 40 feet.
5. Travel Lanes: The maximum number of travel lanes shall be two. Roadways with two travel lanes and a 2-way left turn lane shall not be considered.
6. Residential Street: The road must meet California Vehicle Code definition of a residential street and have a speed limit of 25 mph. The residential street shall not be a Cul-de-Sac and shall be a minimum of a quarter mile (1,320 feet) in length.
7. Control of Approach Speed: The approach speed at the location of the first speed hump must be able to be effectively controlled via a physical design feature as determined by the City Engineer. The physical design of the road shall reasonably allow vehicles speeds to be effectively and safely controlled to the approach of the Speed Hump system. In most cases, and based on an engineering evaluation, speed humps shall not be installed on a street where the horizontal street grade exceeds a longitudinal slope of 8 percent.
8. Emergency Vehicle Response: Requested Speed Hump system shall not significantly increase emergency vehicle response time. If emergency response time is increased more than 15 seconds per 1,000 linear feet of Speed Hump zone along the street as determined by the City Engineer, then Speed Lumps in lieu of Speed Humps shall be installed. Local Fire, Police, and Ambulance providers shall be requested to provide technical input during the engineering evaluation phase to determine if there may be a significant increase in emergency response time.

9. Diverted Traffic: Speed Humps shall not be installed on streets where the City Engineer determines that the installation shall create a significant level of diverted traffic to nearby street(s). A significant level is usually considered to be an increase of traffic volume of 35% or higher and/or an increase of traffic on an existing school or park.

## **SECTION B – RULES AND REGULATIONS POLICY FOR SPEED HUMPS**

1. Design: Speed Humps or Speed Lumps shall be installed in conformance with design guidelines that have been established by the City. Speed Humps or Speed Lumps may be modified, altered, or removed by the City at any time as the City determines to be appropriate.
2. Petition Review: All requests for Speed Humps shall originate from the property owners "along the affected streets" in the form of a formal written petition (Petition of Affirmation) and be circulated by the property owners themselves. Petition forms are available in the Public Works Department. The City shall conduct an engineering review and technical evaluation process and prepare a report. City employees shall not collect petition signatures. The petition area shall be determined by the City and may or may not include other neighborhood streets that may be affected by the requested Speed Humps. The purpose of the petition is to show general and strong neighborhood support for Speed Humps. Each property owner's signature shall be verified. One signature per property shall be allowed. The petition area shall be determined by the City. The City Traffic and Transportation Advisory Commission or City Council or both shall conduct a public meeting. Public Works Department staff shall notify the anticipated area of Speed Hump impact which is generally larger than the "petition area" since neighbors not living on the street with the Speed Humps may still be affected because of the potential for diverted traffic routes.
3. Prerequisite Education Program: The "lead" petitioners shall demonstrate that they have completed an educational program to get-the-word out to their neighbors and homeowner groups in the area to "Slow Down" while in the neighborhood. The educational program should consist of mailed information letters, the distribution of flyers, and issuance of HOA newsletters by the residents themselves throughout the affected neighborhood(s). Completion of the City's "Neighborhood Speed Awareness Program" is encouraged to be completed before petitions are gathered. (A minimum of three, two hour recording sessions are required and training and equipment is provided at no charge by the City.)

4. Traffic Engineering Investigation: After compliance and completion of the above items, the Traffic Engineering Division shall begin the traffic review process. The review includes verification of petition signatures, conducting traffic surveys to obtain traffic data, and comparison of road conditions with the Eligibility Criteria. A request shall meet all items in Section A – Eligibility Criteria Policy for Speed Humps.


## **SECTION C – PROCEDURE POLICY FOR PROCESSING SPEED HUMP REQUESTS**

1. Meeting Schedule Process: If all the Eligibility Criteria is met, a meeting of the Traffic and Transportation Advisory Commission or City Council shall be scheduled to review the request after staff has completed the necessary traffic data measuring work, evaluation, and report. If recommended by the Traffic and Transportation Advisory Commission, the request shall be presented to the City Council for final approval at the soonest available and reasonable City Council meeting date. The lead petitioner shall be advised of the recommendation and meeting date by staff. Staff shall also establish and distribute notices of the meeting to area residents in the "notification area."
2. Appeal Process: If all Eligibility Criteria are not satisfied, the speed hump request shall be denied by staff in favor of alternate measures (signing, striping, etc.) which may help reduce vehicle speeds. The lead petitioner may submit written appeal to staff for a review by the Traffic and Transportation Advisory Commission within 14 calendar days. An appeal fee shall be charged per current user fee policies. If the Traffic and Transportation Advisory Commission denies the request, the process is terminated unless an appeal to the City Council is filed within 14 calendar days after the date of denial. An appeal may be filed by any resident and should be on the current Traffic and Transportation Appeal form. Every effort shall be made to schedule the appeal with the City Council within ninety calendar days. If the City Council overturns the decision of the Traffic and Transportation Advisory Commission, the appeal fee shall be refunded.


3. Decision Process: If approved and as directed by the City Council, the design process begins for the installation of Speed Humps on the requested street. The decision of the City Council is final. Depending on the availability of City funding, the design process shall commence. After completion of Speed Hump design plans, requirements, and bidding procedures, if any, every effort shall be made to install the traffic calming measure within 20 weeks.

**PASSED AND ADOPTED** this 19th day of May, 2009.

CITY OF THOUSAND OAKS

  
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Thomas P. Glancy, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Linda Lawrence, City Clerk

**APPROVED AS TO FORM:**  
**Office of the City Attorney**

  
\_\_\_\_\_  
Amy Albano, City Attorney

**APPROVED AS TO ADMINISTRATION:**

  
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Scott Mitnick, City Manager

CERTIFICATION

STATE OF CALIFORNIA        )  
COUNTY OF VENTURA        ) SS.  
CITY OF THOUSAND OAKS    )


I, LINDA D. LAWRENCE, City Clerk of the City of Thousand Oaks, DO  
HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution  
No. 2009-045, which was duly and regularly passed and adopted by said City  
Council at a regular meeting held May 19, 2009, by the following vote:

AYES: Councilmembers Irwin, Fox, Bill-de la Peña, Gillette and Mayor Glancy

NOES: None

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the  
official seal of the City of Thousand Oaks, California.

  
Linda D. Lawrence, City Clerk  
City of Thousand Oaks, California -