

Purpose

The purpose of the Speed Cushion Policy and Procedures is to establish procedures for City staff-installed speed cushions.

Advantages and Disadvantages of Speed Cushions

Speed cushions are one mechanism of reducing speeds on certain roads when properly installed under the right circumstances.

Disadvantages of speed cushions include possible slower response times of emergency vehicles. Speed cushions may divert traffic onto adjacent and parallel roads. They may also increase noise and air pollution for residents living immediately adjacent to the speed cushions. The curb and gutter area near speed cushion placement may experience a reduction in effective street sweeping as well.

Speed cushions are placed so most emergency vehicles (not police cars) can straddle cushions. The space between wheels of most emergency vehicles is greater than most cars and trucks. Emergency vehicles that straddle the cushions should have nominal impacts to response time and rider/passenger discomfort.

Acceptance Criteria

The acceptance criteria are as follows:

- a) One hundred percent (100%) of the property owners at and near the proposed location of the speed cushion, designated by the City Engineer, shall approve the speed cushion location (Typically, ten (10) properties) due to the increased noise created by the speed cushions. Example: The properties that front the property on each side of the cushion and the two adjacent properties in each direction.
- b) Seventy percent (70%) of the property owners in the neighborhood, as designated by the City Engineer, shall approve the speed cushion location. Each assessor parcel number has only one vote. A no vote will be recorded for each parcel without a signature on the petition form.
- c) Speed cushions may only be placed on local residential roads as determined by the City Engineer. Local roads are typically roads adjacent to schools or parks and/or with driveways
- d) Speed cushions may only be installed on roads that:
 - a. Have a posted speed limit of 25 mph or less.
 - b. Are one way or have only one travel lane in each direction.
 - c. Have a length of greater than 1,200 feet. A road may include an intersection without a traffic signal or stop signs.
 - d. Have a slope (grade) of less than four percent (4%) and curve(s) with a radius of greater than 300 feet.

- e) Speed cushions shall not be placed:
 - a. On roads that is a primary route for emergency vehicles.
 - b. On roads that could cause a significant delay in response time to an emergency.
 - c. In locations that cause substantial traffic to be re-routed to parallel and/or adjacent roads.
 - d. On Truck Routes.
 - e. At or near turn lanes, including center lanes used for left turns.
 - f. Within 200 feet of an intersection, existing traffic control device, or proposed traffic control device. Traffic control devices include traffic signals and stop signs.
 - g. At a utility manhole, vault, or box.
 - h. At or adjacent to a driveway that reduces resident's ability to enter and exit the driveway.
 - i. At a location that may impede drainage gutters or water flow across a road.
- f) Speed Cushions shall only be placed at the following roads with (as determined by a Traffic Study)
 - a. Truck traffic is less than five percent (5%) of daily trips.
 - b. At least fifteen percent (15%) of the vehicles exceed the posted speed limit by 5 mph or more.
 - c. At least 10% of the vehicles exceed the posted speed limit by at least 10 mph.
 - d. Traffic volumes that are less than 4,000 vehicles per day.
 - e. Traffic volumes that are greater than 1,000 vehicles per day in each direction.
- g) Speed cushion shall not contribute to other site specific concerns as determined by the City Engineer or designee, including, but not limited to, the proposed speed cushion causing substantial increase in traffic on adjacent and/or parallel roads.

Application

- a) The policy, applications, and application instructions will be available on the City's website.
- b) Each application shall identify a Neighborhood Representative.
- c) The Neighborhood Representative shall be the single point of contact for the City's Engineering Department and property owners.
- d) Neighborhood representative shall be a property owner within 200 feet of the proposed location of the speed cushion.
- e) Neighborhood Representative is responsible for gathering signatures on the "Speed Cushion Petition Form" from property owners in the neighborhood, regardless if the property approves or disapproves of the proposed speed cushion.
- f) The City Engineer or designee will identify the properties that will be considered the "neighborhood" prior to gathering signatures on the form. It may be appropriate to gather signatures from people owning property on adjacent and parallel roads that may experience increased traffic due to a speed cushion.

- g) If requested, the City Engineer or designee will identify possible locations of the speed cushions prior to submitting the application.
- h) Neighborhood Representative shall submit the application to the City Engineer.

Application Review and City Council Action

The City Engineer or designee will review the application for completeness and conformance with the acceptance criteria, except the items that require a traffic study. The application will be rejected if it is incomplete or the proposed speed cushion does not conform to the acceptance criteria. Once the review is completed, the City Engineer or designee shall inform the Neighborhood Representative of the decision. If the application is rejected, the City Engineer or designee shall describe the reason(s) for the rejection in the rejection letter.

The City Engineer shall provide the application and location/layout of the speed cushion to the Fire Department and Police Department who may reject the application due to any emergency services concerns, such as reduced emergency response times. The application and location/layout shall be provided to the local ambulance services and other emergency service providers for review and comment which shall be coordinated with the Fire Department and Police Department.

If the proposed speed cushion conforms to the acceptance criteria, the City Engineer will request City Council to approve: (a) a traffic study to determine if the proposed speed cushion conforms to the traffic study-related acceptance criteria, and if the installation is warranted; and (b) the installation of the proposed speed cushion, if warranted.

The City Engineer may collect multiple applications (up to five) prior to submitting requests to City Council or submit requests quarterly to City Council, whichever comes first. Grouping requests reduces the cost of traffic studies and may allow for the installation of more speed cushions.

The City Engineer may not recommend the traffic study and/or installation of the proposed speed cushion to City Council. The City Engineer may recommend alternative traffic calming measures.

The City Engineer may recommend to City Council that the proposed speed cushion installation be put on hold if funds have not been appropriated for the work. If the funding is not available, the proposed speed cushion request will be placed on a priority list based on the order of the City Council's approval of the proposed speed cushion, if warranted.

If the City Council approves the traffic study and installation of the speed cushion, the City will contract with an engineering consultant to perform the traffic study and determine if the proposed speed cushion is warranted. If warranted, City staff will install the proposed speed cushion.

Speed cushion installations will be prioritized in the order of the City Council approval date of the installation of the proposed speed cushion, if warranted.

The City Engineer will prepare and present a report for the City Council that addresses what speed cushions were warranted and installed, or not warranted for failing to meet the acceptance criteria.

Removal and Alterations to Speed Cushions

Additions or alterations of speed cushions may happen at any time. Additions and alterations of speed cushions will be directed by the Public Works Director.

Speed cushions may be removed at any time. Speed cushions may be removed if deemed necessary by the Public Works Director, Fire Chief, or Police Chief.

The following procedure will be used to process a request for speed cushion removal:

- a) The request for speed cushion removal will be initiated by a property owner near the location of the speed cushion.
- b) Removal of the speed cushions shall require at least fifty-one percent (51%) of the property owners approval within the vicinity identify by the City Engineer (Each assessor parcel number has only one vote),
- c) A speed cushion will not be considered for removal within one year of its installation.
- d) All removal requests shall be approved by the City Council.
- e) The City Council may take separate action to remove a speed cushion.

If a speed cushion has been removed from a road, the placement of a new speed cushion on the road will not be considered for a period of 60 months from the date of removal of the speed cushion on the road.

Appeals Process

The appeals process allows the City Council to review decisions of the City Engineer relating to the provisions of the Speed Cushion Policy and Procedures.

This part shall not apply to other specific procedures for appeal, rehearing, or review that are established by provisions of the City of Hollister Municipal Code.

Any interested person adversely affected by a decision or determination regarding the provisions of the City of Hollister Speed Cushion Policy and Procedures made by the City Engineer may file a written notice of appeal with the City Clerk of the City of Hollister, not later than ten (10) days after the day on which the act, decision, or determination being appealed was made. If such date falls on a weekend or City holiday, the deadline shall be extended to the next business day.

The notice of appeal shall state the act, decision, or determination which is being appealed, the identity of the appellant, the address of the appellant, the appellant's interest in the matter, and shall set forth in concise statement the reasons which, in the opinion of the appellant, render the decision made unjustified or inappropriate. A filing fee set by resolution of the City Council shall accompany the notice of appeal. The filing

of the notice of appeal shall have the effect of staying the issuance of any act, decision, or determination until such time as the matter is disposed of on appeal.

The City Council shall hear and decide all appeals of the actions of the City Engineer relating to the provisions of the Speed Cushion Policy and Procedures.

Following the hearing on the appeal, the City Clerk shall transmit a notice of the decision to the appellant.

Speed Cushion Petition Form

The undersigned approve or disapprove the installation of speed cushions on _____
_____ between _____.
and _____. The undersigned have read the

speed cushion installation and removal policy and fully understand the procedures. The undersigned agree to abide by the installation and removal procedures underlined in the Speed Cushion Policy.

Neighborhood Facilitator (NF): I _____ understand the role and responsibilities of the neighborhood facilitator, and I agree to act as the neighborhood facilitator for this request.

Facilitator Name: _____

Address: _____

Telephone No.: _____ Alternate No.: _____

Return completed petition forms to:

City of Hollister, Public Works Department
Attn: Speed Cushion Request
375 Fifth Street
Hollister, CA 95023

I, _____ the designated **Neighborhood Facilitator** certify that the information reported on this petition form is truthful and accurate.

To complete page 2 of this form please write your name, address, and telephone number in the corresponding boxes. Sign either the box approving or disapproving the placement of speed cushions, then initial inside the box to indicate whether or not you approve or disapprove of the placement of the speed cushions **in front of your home.**

~Speed Cushion Petition Form~

Location: On _____ between _____ and _____

Name (Printed)	Address	Telephone Number	Approve (Signature)	Disapprove (Signature)	Approve in front of your home? Yes or No	
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(Add additional sheets as necessary)