

City of Brunswick Speed Hump Policy

Section I. Policy Overview

The objective of the City of Brunswick Speed Hump Policy is to provide a process by which property owners may request the installation and/or removal of speed humps on a City-owned right-of-way in a subdivision or neighborhood area. To qualify for the installation or removal of speed humps, the request must meet the standards and procedures set forth in this policy.

Section II. Authority to Install or Remove Speed Humps on City Streets

The installation or removal of speed humps on any City-owned right-of-way must be approved by the Board of Commissioners of the City of Brunswick prior to installation or removal.

Section III. Speed Hump Process Requirements

This section provides the process whereby property owners in subdivisions or neighborhood areas may request the installation of speed humps on residential street(s) with a maximum posted speed limit of thirty (30) miles per hour or less and a minimum length of one thousand (1000) feet.

A. Initial Request

In subdivisions or neighborhood areas, a request may be made by any owner of property which **both**: (i) adjoins the street(s) where the speed humps are being requested and (ii) is within 300 feet of any proposed speed hump. The request must include a basic sketch or drawing depicting the location(s) of the proposed speed humps. Such request must be submitted in writing to the Director of Public Works. Only requests that meet these requirements will be considered. The request shall identify an individual as the primary contact for the request.

B. Traffic Study

- (1) Upon receipt of the request, the Public Works Director shall determine whether the street(s) under consideration is part of a City-owned road or right-of-way with a maximum posted speed limit of thirty (30) miles per hour or less and a minimum length of one thousand (1000) feet. If it is, the Public Works Department shall study the subject street(s) to determine whether the 85th percentile traffic speed on such street(s) is 11 mph or more over the posted speed limit and whether the average daily vehicle trips is between 300 and 3000 trips.

- (2) If the study reveals that the 85th percentile traffic speed on the subject street(s) is 11 mph or more over the posted speed limit and that the average daily vehicle trips is between 300 and 3000 trips, then the Public Works Department will develop a speed hump layout for the subject street(s) and conduct a public meeting in accordance with paragraph C of this Section.
- (3) If the study reveals: (i) that the 85th percentile traffic speed on the subject street(s) is not 11 mph or more over the posted speed limit; or (ii) the average daily vehicle trips is less than 300 trips; or (iii) the average daily vehicle trips is more than 3000 trips then the Public Works Department shall notify the person identified as the primary contact in the initial request that the street(s) do not meet the requirements for speed humps under this policy and therefore the request will not be presented to the City Manager for consideration.

C. Public Meeting

- (1) After the above speed hump traffic study has been completed, the Public Works Department will develop a proposed speed hump layout that will be presented at a public meeting. The proposed layout will be submitted to the Brunswick Police Department, Fire Department, and Engineering Department for review and comment prior to scheduling the public meeting. A notice setting forth the time, date, and place of the meeting will be posted at the meeting site and mailed to the homeowners association or the person identified as the primary contact in the initial petition request under Paragraph A of this Section at least seven calendar days prior to the meeting.
- (2) Minor changes in the proposed speed hump layout may be considered based upon property owners' concerns at the public meeting and the engineering feasibility to make such modifications.
- (3) Should the property owner(s) desire to continue the process after the meeting and seek the necessary approval from the Brunswick City Commission, it is the responsibility of the property owner(s) to distribute the petition forms and receive the requisite signatures. Such petitions must be in the form set forth by the City of Brunswick.

D. Speed Hump Petition

The owners of at least 75% of the properties which **both** (i) adjoin the street(s) where the speed humps are being proposed, and (ii) are within 300 feet of any proposed speed hump must approve of their installation, as set forth in the speed hump layout presented at the public meeting referenced above, or as it may have been amended at such meeting, by properly signing the petition. Only petitions that meet these requirements and that are submitted to the Public Works Department within 90 days of the public meeting will be presented to the City Manager for presentation to the

Board of Commissioners. No changes will be allowed to petitions once they are submitted to the Public Works Department. Petitions that do not meet the requirements of this policy or that are not received within 90 days of the meeting shall not be considered.

Only signatures of the legal owner(s) of the properties that **both** (i) adjoin the street(s) where the speed humps are being proposed, and (ii) are within 300 feet of any proposed speed hump shall be valid and considered in calculating the requisite percentages. In the case of multiple owners, each owner must sign the petition. Rental tenants are not acceptable substitutes. Each lot, regardless of the amount of owners, counts as one vote. However, owner(s) of more than one lot on the subject street(s) shall be given one vote for each lot owned. To determine whether the requisite percentage is met, the total number of lots whose owner(s) voted in favor of installation by signing the petition shall be divided by the total number of lots whose owner(s) are eligible to sign the petition. All signatures on the petition are subject to verification by the Public Works Department.

E. City Commission Approval

If the requisite percentage of property owners, as set forth above, approve of the proposed speed hump installation by properly signing the petition, the Public Works Department shall send a request for approval of the speed humps to the City Manager for presentation to the City of Brunswick Board of Commissioners for consideration. Speed humps will be installed only if the City Commission approves of their installation. If approved by the City Commission, the speed humps shall be installed pursuant to the speed hump layout, as proposed at the public meeting referenced in paragraph C of this Section, or as it may have been amended at such meeting after considering any property owner concerns. Nothing set forth in this policy shall prohibit the City of Brunswick from initiating its own speed hump study or from installing speed humps on any street(s) where it deems them to be useful or needed.

F. Subsequent Study or Petition Requests

In the case of a petition (meaning a petition under paragraph D of this Section) that fails to meet the requirements of this Section or in the case of a street that fails to meet the requirements of the traffic study in paragraph B of this Section, property owners must wait a year after the initial request before requesting that the City of Brunswick conduct another study of the same street(s).

G. Removal Process

- (1) Property owners may request that the City of Brunswick remove speed humps by submitting a petition requesting their removal to the Public Works Department. However, petitions to remove speed humps will only be presented to the City Manager for presentation to the City Commission if the speed humps have been

installed for a minimum of one year. Furthermore, before the request can be brought before the City Commission, the owners of at least 75% of the properties which **both** (i) adjoin the street(s) where the speed humps are located, and (ii) are within 300 feet of any speed hump must approve of their removal by signing the removal petition. The petition must set forth the petitioner's desire to have the speed humps removed and must set forth the street(s) where the subject speed humps are located.

- (2) Only signatures of the legal owner(s) of the properties that **both** (i) adjoin the street(s) where the speed humps are being proposed, and (ii) are within 300 feet of any proposed speed hump shall be valid and considered in calculating the requisite percentages. In the case of multiple owners, each owner must sign. Rental tenants are not acceptable substitutes. Each lot, regardless of the amount of owners, counts as one vote. However, owner(s) of more than one lot on the subject street(s) shall be given one vote for each lot owned. To determine whether the requisite percentage is met, the total number of lots whose owner(s) voted in favor of removal by signing the petition shall be divided by the total number of lots whose owner(s) are eligible to sign the petition. All signatures on the petition are subject to verification by the Public Works Department.
- (3) If the petition meets the requirements of this Section, the Public Works Department shall send a request for approval of the removal of the speed humps to the City Manager for presentation to the City Commissioners. Nothing set forth in this policy shall prohibit the City of Brunswick from removing any speed humps from any street(s) upon its own initiative should it so decide.

Section IV. Funding and Installation of Speed Humps

If approved by the City Commission, speed humps shall be funded and installed by the City of Brunswick.

Section V. Maintenance

The City of Brunswick Public Works Department shall have the responsibility and discretion to maintain, repair, and/or replace (but not remove) speed humps installed on public, City rights-of-way.