



PUBLIC WORKS DEPARTMENT

STANDARD OPERATING PROCEDURE

Date: November 2019
To: All Public Works Staff
From: Public Works Director
Re: SOP 100-13: Traffic Calming

Purpose

The purpose of this SOP is to provide guidance for individuals or associations making requests for traffic calming measures.

Policy

1. The process begins when an individual makes a request for information for addressing traffic concerns in their neighborhood. A request for traffic mitigation shall be made to the Public Works Department. The area for mitigation must be within the Town of Sahuarita jurisdictional boundaries (Town limits). In response, a copy of this guide will be provided to the individual requesting the mitigation.
2. After the information is reviewed, and before any action can be implemented, a petition must be circulated in the affected neighborhood. A specific petition will be required for all traffic mitigation and shall be dependent on the type of traffic mitigation being requested (i.e. Petition for Traffic Calming Evaluation).
3. At least 60% of the residents or businesses in the affected area must support the proposed mitigation. A petition for traffic mitigation, including speed humps and speed tables, etc., will require 60% of the business owners or residents (owners or renters) of the affected area to sign the petition requesting mitigation. Only one signature per property is allowable. The petition is to help guarantee that the neighborhood will actively support a traffic mitigation program, and it will also give the Mayor and Council a clear indication of the neighborhood's concerns.
4. To be counted as "valid", each petition signature must be legible, and it must have the full property address, property owner's signature first and last name, property owner's printed first and last name, and the date the petition was signed. Petitions containing all of the original signatures must be returned to the Public Works Department and must represent the exact mitigation requested.
5. If the petition does not meet the % required the contact person will be notified but no further action will be taken by the Town.
6. If the petition does meet the percentage requirement, a meeting with the neighborhood and Public Works Department staff may be held to inform residents of the various techniques and strategies to eliminate or reduce traffic problems.
7. If the petition percentage requirement is met, Public Works will then proceed to obtain other necessary department approvals for the proposed traffic mitigation plan to make sure there are no issues with drainage, emergency vehicle access, etc.
8. Any inner-agency questions or concerns must be addressed by the neighborhood. Once all agencies have approved the proposal the neighborhood must demonstrate that they worked with the Town of Sahuarita Police Department on a minimum of three separate occasions. This will provide additional information on the volumes and speeds of travelers in the area. The Police Department will report their findings to Public



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Works. The Police Department/Public Works review of the enforcement data may show that further action is not required. At that time the contact person will be notified and no further action will be taken by the Town.

9. Once it has been determined through enforcement activities that additional actions may be necessary and agency approvals have been obtained, Public Works Department staff will notify the contact person with a letter of determination.
10. The neighborhood will then retain the services of a Registered Civil Engineer (Arizona) to prepare a plan and detail of the proposed facilities. The traffic plan shall take into account any impact to adjacent streets and traffic counts of the impacted street(s). It is the neighborhood's responsibility to fund the proposed mitigation plan and to hire, pay, and work directly with the engineer and licensed contractor. The traffic plan, right-of-way permitting and any signage and stripping costs are paid for by the neighborhood.
11. If you are unsure of the petition area required for the traffic mitigation plan you are requesting, please contact the Public Works Department at (520) 344-7100.
12. If a Mitigation Plan is requested to be removed 60% percent of signatures must be obtained. The neighborhood requesting the mitigation removal will be responsible for funding its removal.

SPEED HUMP AND SPEED TABLE PETITION AREA

1. The petition area for speed humps shall include the properties on both sides of the street (including corner properties) between the two intersections of the street where the proposed speed humps will be placed. Where an intermediate intersecting street is a cul-de-sac, all residences on the cul-de-sac will be included.
2. Signatures from at least 60% of these residents (owners and renters) and businesses will be required to initiate the mitigation process.
3. Speed humps and speed tables can only be installed on a paved street or a paved alleyway. Speed humps or speed tables cannot be installed on collector streets or arterial streets.

WHAT IS THE DIFFERENCE BETWEEN A SPEED BUMP, A SPEED HUMP, AND A SPEED TABLE?

- **Speed Bumps** are 2' to 3' wide and 4" to 6" high. Speed Bumps are not authorized for use on public streets. They are exclusively used in shopping centers, apartment complexes, and other private properties.
- **Speed Humps** are nationally accepted, and are used on residential streets. A speed hump is 12' wide, and 3" to 3 1/2" high. A speed hump is designed to reduce the speed of vehicles on residential streets where speeding is occurring. They are not designed to change the volume of traffic on residential streets, and do not significantly reduce cut-through traffic. For speed humps, to be effective, they must be installed in a



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series, approximately 400' to 600' apart. The number of speed humps installed depends on the length of the street.

- **Speed Tables** are nationally accepted, and are used on secondary emergency streets when the Fire Department has determined that speed humps are not appropriate. A speed table is 22' wide, and 3' to 3 ½" high. It has a flat 10' section in the middle and 6' ramps on each end.

NOTE: Submitting a petition to the town does not guarantee that the requested traffic mitigation will be approved and installed. Requested traffic mitigation could be modified or rejected by any of the town agencies for various reasons; for example, if the petitioned street(s) have a history of flooding, drainage issues, issues regarding emergency or other town vehicle access, the location of sewer or manhole covers, etc.