



**GARLAND**

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**TRANSPORTATION**

**NEIGHBORHOOD TRAFFIC**

**CONTROL PROGRAM**

**ALLEY BUMP**

**INSTALLATION POLICY**

**Version 1 .1**

**09/08/21**

## ALLEY BUMP INSTALLATION POLICY SUMMARY

The following is intended to provide a general overview of the major points of this policy. The full policy should be reviewed if a request is to be submitted. Significant additional information is included in the full policy.

Only for residential alleys

Minimum distances required from driveways, streets, other alleys, and other alley bumps

Requestor responsibility to collect survey signatures

- Only single-family, duplex, triplex, or fourplex dwellings to be included

Survey area includes only properties adjacent to the requested alley

Support of 80% of all homes in the survey area required

City responsibility to review survey for procedural compliance

City responsibility to notify homes in the survey area of a request approval

A variance request process to an appeal committee available

A specified time period available for collection of signatures and for payment upon approval

Homes adjacent to proposed location must support installation at that location

City and homeowners shall share 50/50 in the cost of the alley bumps

Same survey process required for removal or relocation

# ALLEY BUMP INSTALLATION POLICY

## **I. GENERAL**

"Alley bumps" are frequently requested by citizens to slow traffic in residential alleys. Several factors should be considered prior to the installation of a device in an alley intended to slow traffic including:

- the impact of the device on alley users including motorcyclists, bicyclists, and pedestrians,
- the impact of the device on drainage patterns,
- the anticipated impact of the device on vehicular speeds,
- the degree of support for the installation of the device.

It is important that devices installed in public alleys not inflict damage to passing vehicles or cause drivers to lose control of their vehicles if they are driving at a reasonable speed for the conditions.

This policy is designed to provide reasonable opportunities for the installation of alley bumps in residential alleys based upon the degree of support from the surrounding residents and the alley conditions. The following sections provide detailed information on the eligibility of alleys and procedures for the installation of alley bumps.

## **II. ELIGIBLE ALLEYS**

The first step in the alley bump installation process is to determine whether a specific alley is eligible. Alleys meeting all of the following conditions shall be eligible for alley bump installation:

The alley is paved and constructed on dedicated right-of-way.

The property adjacent to the alley is either wholly or primarily residential.

- The alley is not adjacent to open space, parks, public school grounds, etc. where drive around problems are likely.

### **III. LOCATION IN ALLEYS**

Once an alley is determined to be eligible, the possible locations for bump installation in that alley are subject to the following conditions:

#### Sight distance

Adequate sight distance must exist at the desired location to safely accommodate traffic operations after bump installation. Transportation Department staff will review the area included in the request and identify any areas in which installation would be excluded due to sight distance.

#### Adjacent resident concurrence

An alley bump shall not be located immediately behind or adjacent to a property if a resident of that property objects to its placement.

#### Distance to driveways, alleys, streets, or other bumps

- Alley bumps shall be located at least 20 feet from the nearest driveway, intersecting alley segment, or intersecting street.

An alley bump should typically be installed no closer than 300 feet to an adjacent alley bump. However, for alleys without multiple segments and less than 340 feet in length, spacing less the 300 feet shall be permitted to provide for the installation of two bumps.

### **IV. SURVEY PROCEDURE**

The degree of resident support is a major factor in the consideration of alley bump installation. A survey of the homes within a specified survey area must be submitted to the City demonstrating the required degree of resident support.

#### Survey Area

The survey area shall include all homes whose rear or side yard adjoins the alley within the entire length of the affected alley. For alleys with multiple segments, the survey area shall include properties adjacent to at least the primary alley route between public streets. The

Transportation Department will review the request and determine the required survey area.

Only single-family, duplex, triplex, or fourplex homes shall be included in the survey response.

### Survey Form

A survey form will be provided by the City for the collection of signatures. This form will include a brief description of the request, traffic operation considerations, and instructions to the residents.

- For each street address included in the survey area, the following information must be included:

Street address, printed name of resident, signature of resident, and preference (SUPPORT, OPPOSE, NO PREFERENCE).

In order to provide each surveyed home the same level of input, only one resident per home may sign the survey form.

Up to three months shall be permitted for the collection of necessary signatures and survey submission to the City. If the necessary number of signatures is not collected within this time period, a new survey must be begun.

### Required Percent of Support

At least 80% of the homes in the survey area must indicate support of the proposed alley bump installation. Only the "support" preferences on the survey will be included in calculating the required support level. The "oppose" and "no preference" indications will not be used in this calculation.

The Transportation Department will review the submitted survey to verify that the required survey area was included and to determine that at least 80% of the addresses support the installation.

## **V. INSTALLATION APPROVAL**

When a sufficient number of "support" signatures have been obtained, the survey and an administrative fee should be submitted to the Transportation Department. The administrative fee, to cover the City's

cost of mailing letters to all homes in the survey area advising of the approved request, will not exceed \$0.50 per survey area address and will be based on the actual number of addresses in the survey area.

When a submitted survey has been verified as meeting the required neighborhood support level, the Transportation Department will place the alley on a list of alleys approved for alley bump installation and will mail the residents in the survey area a letter advising of the approved alley bump installation request. This letter will advise that the installation cost must be paid by the neighborhood to the City and will include the name and phone number of the neighborhood representative.

After an alley bump request is approved, the City will submit an invoice for the cost of the alley bump installation to the neighborhood representative. The neighborhood representative will be responsible for collecting and submitting all required payments to the City. Upon receipt of full payment of the cost, the bumps will be installed as scheduling permits.

The cost for each alley bump installation will be based on the actual cost for a typical alley bump installation including any necessary pavement markings and/or signs and will not to exceed \$500 per bump. It will be established by the Transportation Department and may be periodically revised to reflect current costs.

If full payment has not been received within one year from the statement date, the street will be removed from the list of alleys approved for alley bump installation. If this occurs, it will be necessary to repeat the entire process for alley bump installation.

## **VI. APPEALS OR VARIANCES**

The City Council Development Services Committee shall serve as an appeal committee and may consider requests for unusual conditions that do not fall within these guidelines or for additional consideration of locations that failed to satisfy all of the included requirements. The following general guidelines will be used:

Requests for appeals or variances shall be submitted to the Transportation Department and shall specify why an appeal or variance is being requested.

- An appeal or variance request will be forwarded to the members of the Development Services Committee for their review.
- If a majority of the members feel the request merits further consideration, it will be scheduled for a future meeting.

If less than a majority of the Development Services Committee members feel further consideration is necessary, the item will not be scheduled for consideration and the requestors will be advised of the committee's decision.

All appeals must be scheduled in advance for committee consideration. Residents may not appear at a Development Services Committee meeting to present a request for consideration.

Residents may appear at a Development Services Committee meeting to observe the discussion of any scheduled appeal. Subject to the discretion of the Development Services Committee chairperson, audience members may be permitted to speak supporting or opposing any scheduled appeal.

## **VII. ALLEY BUMP REMOVAL AND ALTERATION**

- The process for requesting alley bump removal or alteration by residents is the same as the process for installation. A survey must be submitted to the City with at least 80% of the homes in the survey area supporting the requested removal or alteration. The cost of removal/alteration must be paid by the requestors.

## **VIII. DESIGN STANDARDS AND POLICY PROCEDURES**

- The Transportation Department shall prepare and maintain design standards for alley bumps installed through this policy.
- This policy will be reviewed in two year intervals with the first review being performed one year after the installation of the first alley bump installed under the provisions of this policy. Review and revision of this policy may also occur prior to the scheduled review date at the discretion of the City Council and staff.