



Speed Cushion Policy and Procedure

The following procedure will be followed to determine a street's eligibility for speed cushion installation.

1. The request for speed cushions will be initiated by a property owner. Upon request, the Public Works Department will determine if there is budget available and if so, send the requestor a City "Speed Cushion Policy and Procedures" packet.

After a thorough review of the information, if the requestor desires to pursue the installation of speed cushions they must complete the "Speed Cushion Petition Form" which identifies the designated Neighborhood Facilitator, who will be responsible for working with both the Public Works representative and the property owners of the affected neighborhood(s) to facilitate this process. The neighborhood facilitator will be responsible for collecting the signatures of **all** property owners (whether they approve or disapprove) on the street segment identified on the petition form for which speed cushions are being requested. Further, each property owner must acknowledge whether or not they approve of speed cushion placement in front of their residence.

Once completed, the form should be returned to the Public Works Department.

2. At a minimum, the following criteria must be met for a roadway to qualify for speed cushions, though the City is not limited to the conditions below.
 - a) The road is not a state highway.
 - b) The street or street segment shall have no more than two vehicle travel lanes.
 - c) The posted speed limit on the street should not be more than 25 mph.
 - d) The most recent pavement condition index for the street is not within the "very poor" (0-25) range.
 - e) The City does **NOT** have plans to rehabilitate the street within a two-year period.
 - f) At least 70 percent of the property owners on the affected block(s) support the installation.¹
 - g) All property owners immediately adjacent to the placement of the speed cushion locations must approve of the installation.² Immediately adjacent is defined as those residences whose property frontages touch either end of the proposed speed cushion installation.
 - h) There has to be funding in the City budget available for the project.
3. The Public Works, Fire and Police Departments will then review the request to ensure that the location where speed cushions are requested would not adversely affect response times of emergency services and that the installation would comply with the California Fire Code. Additionally, Calistoga's Active Transportation Committee (ATAC) will review each application. Specific approval by a fire code official

¹ For all approval/vote counting purposes, each residence is defined as a single Assessor's Parcel Number (APN). Each APN equals one vote. In the event a residence is occupied by someone other than the property owner, the property owner will need to be contacted by the neighborhood facilitator; the property owner will act as the voting party.

² If 100% of the property owners living immediately adjacent to the speed cushions **do not** agree to the placement, the neighborhood facilitator will set up a meeting with the Public Works Department and/or the designer to discuss alternate locations. In any case, unless 100% of the property owners living immediately adjacent to the speed cushions concur, the street will not be eligible for speed cushion installation.

must be obtained in writing. Upon receiving such authorization, the Public Works Department will inform the neighborhood facilitator of its findings.

If it is determined by the Public Works, Fire or Police Departments that emergency response time would be adversely affected by a request, the application may be rejected and no longer be considered. Should the Neighborhood Facilitator wish to appeal the decision, Chapter 1.20, Appeals of the Calistoga Municipal Code provides guidance for submitting an appeal.

4. If the request would not adversely affect emergency response times, data will be collected by Public Works or their designee to verify the roadway's volume and actual travel speeds. To qualify for speed cushions, the following operational parameters must be met.
 - a) The traffic volumes on the street should be between 500 and 2,500 vehicles per day.
 - b) The measured speed on the roadway shall have an 85th percentile speed that is 5 mph or more above the posted speed limit. In other words, for a street with a 25-mph speed limit, the 85th percentile speed shall be 30 mph or greater.
 - c) The minimum spacing between speed cushions shall be 200 feet. The minimum spacing of a proposed speed cushion from an existing stop sign shall also be at least 200 feet.
5. If the request does **NOT** meet the minimum criteria for installation, the application will be rejected and the request no longer considered. The neighborhood facilitator will be notified of this finding.
6. If at any time during this process the Public Works Department finds that there would be a substantial traffic diversion to avoid the proposed speed cushions onto a nearby parallel street, the Neighborhood Facilitator will be required to obtain the approval/disapproval of property owners on the parallel, affected local street(s).
7. If the minimum criteria are met, the neighborhood facilitator will coordinate the design with the Public Works Department and/or their designee to identify the location of the proposed speed cushions. Once this task is completed, the Public Works Department or their designee will draft a speed cushion placement diagram of the affected street.
8. In the event of multiple requests from various neighborhoods, speed cushion requests will be prioritized based on the budget available and be reviewed, approved/denied in the order received.
9. When fiscal year budgets are exhausted, additional budget will generally be requested in the following fiscal year. To obtain additional budget beyond that in a current year's budget would require City Council approval.
10. The construction of speed cushions shall be in accordance with the "Speed Cushion Detail" included in this policy.
11. The Neighborhood Facilitator will be responsible for collecting the application fee of \$900 or \$927. Payment to the City of Calistoga will be in the form of a **single** check for \$900. The city will not be processing numerous checks for payment. Payment can also be made with a credit card in the amount of \$927. There is a 3% convenience fee for use of a credit card. The city will not be processing numerous credit cards for payment.



Comments or Questions:
 David Fradelizio
 707-942-2789
 dfradelizio@ci.calistoga.ca.us

SPEED CUSHION APPLICATION PROCESS

Estimated Timeline

1 Week

0-3 Months

1-2 Weeks

1-2 Months

1 Week (No)
3 Months (Yes)

1-2 Weeks

3-6 Months

Total: 5-15 Months

Property Owner initiates request



Adequate budget determined to be available

No →

Request added to waitlist

Yes ↓

Neighborhood Facilitator (NF) obtains signatures

Not all residents concur →

No further action

Yes ↓

***NF pays application fee of \$900**



City departments determine installation would not affect response times and Fire Code Official approves of installation

No →

Request denied

Yes ↓

Speed survey and traffic count data collected and determined to meet minimum criteria

No →

Request denied

Yes ↓

Installation would have the potential to divert traffic

Yes →

Approval by affected neighborhood to be obtained by NF

No ↓

NF coordinates design with City

← Yes No ↓

Request denied



Speed cushion installation to be designed and constructed

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FOR CITY USE ONLY:

Date Received: _____ FY _____ Application No. _____

Speed Cushion Petition Form

The undersigned approve or disapprove the installation of speed cushions on _____
_____ between _____
and _____. The undersigned agree to abide
by the speed cushion policy and fully understand the procedure. The undersigned agree to abide by the
installation and removal procedures detailed 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.: _____ Email: _____

Return completed petition forms to: City of Calistoga, Public Works Department
Speed Cushion Request
414 Washington Street
Calistoga, CA 94515
Ph: 707-942-2828
mvelasquez@ci.calistoga.ca.us

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

If approved by the City please proceed:

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 in the box to indicate whether or not you approve or disapprove of the placement of the
speed cushions **in front of your home.**

Comments or Questions:

David Fradelizio
Ph: 707-942-2789
dfradelizio@ci.calistoga.ca.us

Approved by: _____ Rejected by: _____ Date: _____

Speed Cushion Petition Form

Location: On _____ between _____ and _____

Name (Printed)	Address	Telephone Number	Approve (Signature)	Disapprove (Signature)

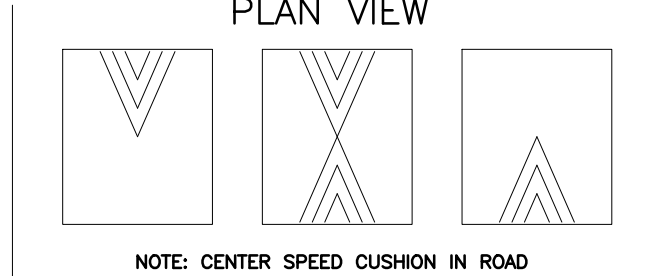
Approve in front
of your home?
Yes or No

(Add additional sheets as necessary)

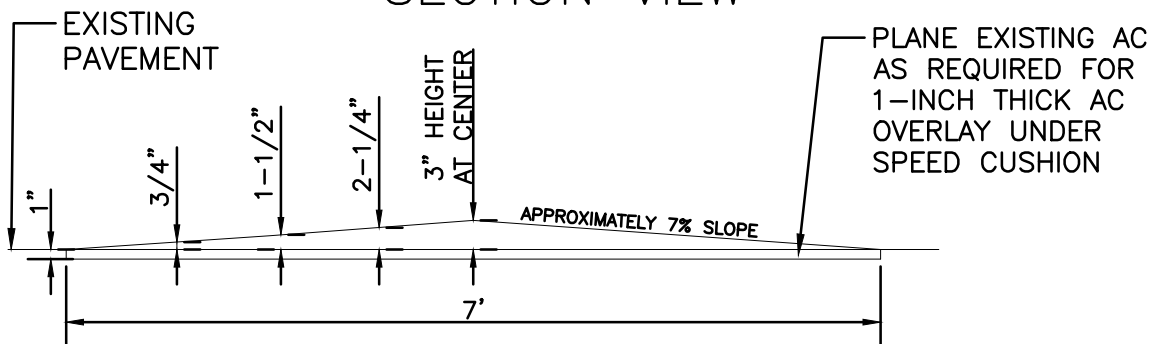
CITY OF CALISTOGA SPEED CUSHION DETAIL



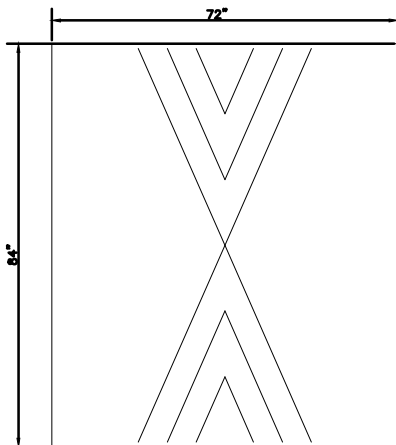
PLAN VIEW



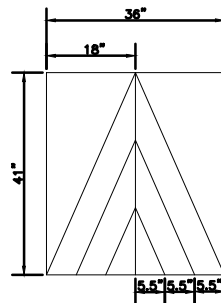
SECTION VIEW



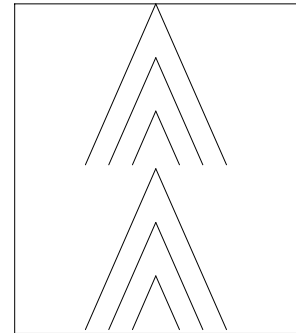
TYPICAL SPEED CUSHION DIMENSIONS
7' L x 6' W x 3" H
TWO-WAY EXAMPLE



TRIANGLE DIMENSIONS



ONE-WAY EXAMPLE



NOTES:

1. INSTALL SIGNS AND MARKINGS.
2. INSTALL SPEED HUMP SIGN (W17-1) AT EACH SPEED HUMP IN BOTH DIRECTIONS.
3. INSTALL SPEED HUMP AHEAD (W17-1 & W16-9P) SIGN IN ADVANCE OF THE FIRST SPEED HUMP IN EACH DIRECTION APPROXIMATELY 150 FEET.
4. MINIMUM STREET WIDTH FOR THIS DESIGN IS 32 FEET.
5. SPEED CUSHION SPACING SHALL BE 200 TO 500 FEET.