

**INFRASTRUCTURE BOARD MEETING**  
**NOTICE**

**DATE:** January 3, 2014

**TO:** Doug Pace, Chairman  
Chris Foley, Vice Chairman  
Dan Hartshorne  
John Hail  
James White

Stephen R. Fowler, Commission Advisor  
Perry Lopez, Public Works Director

There will be a meeting of the **BELLEAIR INFRASTRUCTURE BOARD ON MONDAY, JANUARY 6, 2014 AT 5:00 P.M. IN THE TOWN HALL AUDITORIUM.**

**Please plan to attend.** In the event you are unable to attend this meeting, please notify the Town Clerk s office at 588-3769 Ext. 214 or 312.

The following agenda items are provided for your consideration:

1. Approval of Minutes - November 4, 2013  
To be distributed
2. Citizen's Comments  
(Discussion of items not on the agenda. Each speaker will be allowed 3 minutes to speak.)
3. Street Light Policy  
Documents: [INFRASTRUCTURE BOARD SUMMARY STREET\\_LIGHT\\_POLICY 1 6 2014.DOC](#), [STREET\\_LIGHT POLICY.DOCX](#)
4. Construction Project Updates
5. Commission Advisor Report
6. Adjournment

\*\* To be distributed.  
\* Previously distributed.

Copy to: Micah Maxwell, Town Manager  
Donna Carlen, Town Clerk  
JP Murphy, Assistant Town Manager

# Summary

To: Infrastructure Board  
From: Perry Lopez, Public Works Director  
Subject: Street Light Policy  
Date: 1/6/2014

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**Summary:** The street light policy is created to establish a Town policy for the installation and relocation of decorative street lighting throughout the Town.

**Previous Board Action:** No previous action.

**Background/Problem Discussion:** As part of the ongoing Capital Improvement Program, the Town is installing and relocating new and existing decorative street lights within the construction project limits. However, residents not within the construction limits have expressed an interest in having new street lights installed in their respective neighborhoods. By establishing a policy it will define the parameters for these installations.

**Alternatives/Options:** NA

**Financial Implications:** At this time the policy does not establish any financial implications. These implications will be available on a case by case basis.

**Recommendation:** Staff recommends we move forward with the implementation of a street light policy to ensure staff has the proper direction when making decisions on installing or relocating decorative street lights. In addition, the policy will provide direction when taking on new infrastructure projects.

**Proposed Motion:** Move to approve street light policy.

# Town of Belleair

## Street Light Policy

### SCOPE

- Establish a Town policy for the installation and relocation of decorative street lighting throughout the Town.

### OBJECTIVES

- Provide general direction to Town staff when making decisions on installing or relocating decorative street lights through design and maintenance guidelines and policies.

### INSTALLATION OF STREET LIGHTS

- Street lights will be spaced between 160 and 200 LF apart, where possible.
- Spacing will be measured diagonally across the town right of way from the base of the installed street light, diagonally across the town's right of way, where possible.
- Newly installed street light patterns will be designed in a manner that is cohesive with existing street lights in the area.
- Lights that are installed in an effort to replace a broken street light will be placed in a manner that is cohesive with existing street lights in the area.
- Light poles will be installed 2' behind the outermost edge of the curb or edge of pavement, where possible.
- When possible, the town will relocate existing light poles to 2' behind outermost edge of the curb or edge of pavement, and 2' away from the edge of any driveways.
- All wiring to be installed in conduit and buried below the surface. (depth?)
- All meters and control panels are to be installed per standard electrical code.
- Designs for the relocation and/or new installation of street lights will not show more than X and no less than Y street lights connected to meters, where possible.
- Designs will make every effort to place street lights and meters at or around the property lines.

### RESIDENT REQUESTS

- Request for Street Light Installation – Requests for the installation of new street lights will be made in written form to the public works director. The request will be made on an application developed by the town which will require the name, address, and affirmative signature of all residents within X LF of the proposed placement of the street light. Request will also include a survey marked with the proposed placement of the street light. After staff has determined the completeness of the request, the request, along with a staff report, will be forwarded to the

infrastructure board for review. Following recommendation by the infrastructure board, the request, staff report, and infrastructure board recommendation will be forwarded to commission for review.

- Request for Street Light Dimming – Requests for the dimming of street lights will be made in written form to the public works director. The request will be made on an application developed by the town which will require the name, address, and signature of the resident making the request. Request will also include a drawing showing the location of the street light in relation to the surrounding homes. Staff will review the request and determine any potential drawbacks of dimming the light in question. Request is then forwarded to the town manager or his designee for approval or denial
- Request for Street Light Removal/Relocation – Requests for the removal/relocation of street lights will be made in written form to the public works director. The request will be made on an application developed by the town which will require the name, address, and affirmative signature of all residents within  $X$  LF of the street light in question. Request will also include a survey marked with the street light in question. After staff has determined the completeness of the request, the request, along with a staff report, will be forwarded to the infrastructure board for review. Following recommendation by the infrastructure board, the request, staff report, and infrastructure board recommendation will be forwarded to commission for review.

## LIGHTING SPECIFICATIONS

See Attached