

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

**DATE:** January 30, 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, FEBRUARY 3, 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 - January 6, 2014

Documents: [01-06-2014.DOCX](#)

2. Citizen's Comments

(Discussion of items not on the agenda. Each speaker will be allowed 3 minutes to speak.)

3. Approval of Street Light Policy

Documents: [INFRASTRUCTURE BOARD SUMMARY STREET\\_LIGHT\\_POLICY 2 4 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

**MINUTES OF MEETING OF THE INFRASTRUCTURE BOARD TOWN OF BELLEAIR, FLORIDA HELD AT TOWN HALL ON JANUARY 6, 2014 AT 5:00 PM**

**MEMBERS PRESENT:** Doug Pace, Chairman  
Chris Foley  
James White  
John Hail  
Daniel Hartshorne

**OTHERS PRESENT:** Perry Lopez, Public Works Director  
Stephen Fowler, Commission Advisor

Quorum present on roll call with Mr. Pace presiding; the meeting was called to order at 5:00 pm.

**APPROVAL OF MINUTES – NOVEMBER 4, 2013**

Mr. Foley moved approval of the Minutes of the August 5, 2013 meeting. Motion seconded by Mr. Hail and carried unanimously.

**CITIZENS' COMMENTS**

There were no citizens' comments.

**STREET LIGHT POLICY**

Mr. Lopez stated that he wanted to bring the matter back to the board; that he wanted the board members to review the proposed policy and be prepared to discuss and comment and make recommendations at the next meeting; that after the discussion the policy would be amended accordingly and presented to the commission for approval.

Mr. Hartshorne asked about street lights for the Laurie Lane area; asked for the status of the lights in that area.

Mr. Lopez stated that the street lights for that area was included in a legal matter that was now resolved; that the lights project was originally scheduled with the Rosery Road Project; that the lights would be in the project slated for the Pinellas/Althea Roadway Project.

Mr. Hartshorne commented on the Osceola Roadway Project and made favorable comments on the project and the contractor performing the work; stated that residents in the area were satisfied with the work; asked if there was a program in place for evaluating the contractors.

Mr. Lopez stated it was necessary to following the bid process; that contractors bidding on the projects did have to be pre-qualified to perform such work; that contractors could be eliminated if they were not pre-qualified.

Mr. Hail asked the status of the request to Duke Energy to remove the high sodium light fixtures.

**STREET LIGHT POLICY (Continued)**

Mr. Lopez stated that the town was in the process of preparing an inventory of the lights; that Duke Energy had been put on notice that the lights would have to be removed; that it was taking a lot longer than anticipated; that he would try to have an answer by the next meeting.

Mr. Hail stated that he felt comfortable discussing the street lights at this time.

Mr. Foley stated that he would like to know where the funding was coming from for the street lights; asked if installing the street lights would impact any of the other projects proposed.

Discussions ensued regarding financial implications and funding for lighting projects; regarding evaluating the need for the lights; regarding the depth of the conduit needed for the installation of lights; regarding the distance of residents requesting street lights from existing lights and removal of existing light fixtures.

It was the consensus of the board members to continue the discussion of the street lights until all requested information could be provided.

**CONSTRUCTION PROJECT UPDATES**

Mr. Lopez stated that the new Public Works building was now occupied by staff; that the old building was to be demolished.

Mr. Lopez stated that the issue causing the delay in the Eagles Nest Project on the Belleair Bluffs side of Mehlenbacher Road was now resolved and expected project completion in 2 to 3 weeks.

Mr. Lopez stated that the Manatee/Osceola Project was moving forward; that Osceola was paved today; that a 2 to 3 weeks completion date was expected and was ahead of schedule; that additional rip-rap was added to the toe of the bluff and was extended approximately 100 feet south.

Discussions ensued regarding removal of the silt from the grass beds along the bluff; regarding the efficiency of the contractor in correcting the wash out at the bluff.

Mr. Lopez stated that Druid Road Project was expected to be completed by the end early February 2014; that restoration work may take a bit longer.

Mr. Lopez stated that a pre-construction meeting for the Indian Rocks/Ponce de Leon Roundabout would be scheduled within the next two weeks; that shovels would not be in the ground until sometime in February; that Verizon needed to perform their relocations.

Mr. Lopez stated that the bids for the Pinellas/Althea Project should be on the street for bid sometime in February.

**CONSTRUCTION PROJECT UPDATES (Continued)**

Mr. Hartshorne asked about preventing people from making left hand turns from Country Club Road onto Indian Rocks Road once the roundabout was in place.

Mr. Lopez stated that the design of the project would prevent anyone from making such a turn.

Mr. Lopez state that engineering design had begun for the Osceola/Golfview Project; that it would be a big project with all on the proposed elements involved.

Mr. Hail asked about the status north end of the Bayview Project.

Mr. Lopez stated that the project was at about 90% design; that the plan was to go out to bid at the end of the summer.

Discussions ensued regarding grant funding from SWFWMD for the project; regarding the expected start date for the project; regarding the grant funds from SWFWMD for the Rosery Road Project.

Mr. Hail asked about the drainage issue at the property on Eagles Nest Road.

Discussion ensued regarding the drainage issue on Eagles Nest Road.

**COMMISSION ADVISOR REPORT**

Commissioner Fowler expressed kudos to the architect and engineer for their work on the new Public Works building; commented on the residents who had complained about the roundabout; commented on the benefit of the pedestrian crosswalks for roundabout allowing pedestrians to cross Indian Rocks Road more safely; commented on the proposed long term lease agreement with Green Golf Partners for the golf course property; commented on the revenues from the golf course being better than expected and the proposed long term course improvements and increase in memberships; commented on the three parties wanting to purchase the Belleview Biltmore Hotel.

**ADJOURNMENT**

There being no further business to come before the board the meeting was adjourned in due form at 5:30 PM.

**APPROVED:**

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**Chairman**

# Summary

To: Infrastructure Board  
From: Perry Lopez, Public Works Director  
Subject: Street Light Policy  
Date: 2/3/2014

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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 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 200 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 200 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