

# **City of Forest Lake Street Light Policy**

## **Article I. Purpose and Goal**

The purpose of this policy is to establish a consistent and standardized process to be used by the City of Forest Lake to determine street light installation or removal. The policy is intended to provide a procedure for review and approval or denial of street light installation and removal, and to provide an ongoing system of prioritizing the need for future placement of street lights.

Street lights are not designed to light private property, or to provide home security improvements that are the private homeowner's responsibility. Street lights requested for protection of private property should be made directly to the appropriate utility company and the applicant is responsible for installation, operation and maintenance costs.

## **Article II. Statement of Policy**

The purpose of street lights owned and/or rented by the City of Forest Lake is to improve the safety of vehicular and pedestrian traffic along public ways. The major objective is to reduce motor and pedestrian accidents by illuminating hazards. Street lights shall also be used to illuminate city-owned property for security and safety purposes.

### **Street Lighting – Private Developments**

The City of Forest Lake will not participate in the installation or removal of street lights in private developments. Installations/removals in such areas will be the responsibility of the developments HOA or governing board.

### **Street Lighting – New Developments**

Developers are required, at their cost, to install street lighting with all new construction. Initial installation of street lights in new developments is regulated by the Planning Commission, and they are to be installed in accordance with the Planning Commission approved site plan or subdivision plans. After initial installation, the City takes over the monthly electric charges.

### **Street Lighting – Current Developments**

The City of Forest Lake will pay for the installation of an approved streetlight provided installation money is available. The City will also pay for the monthly electric charges. If the light meets the streetlight criteria, but there are no funds available for installation in the current fiscal year, then the light will be placed on a schedule for fund availability. If the applicants desire, they may pay for the installation charges associated with the light and the City will take over the monthly electric charges.

## **Article III. Citizen Request**

Citizens' requests are evaluated when received and are studied to determine if the need is justified. The proposed lighting must meet the test of "public need" rather than "private need". If the street lighting request is determined to be necessary for the health, safety, and welfare of the general public traveling on the City's public roadways, the approved lights will be installed, as funds are available. If multiple requests are made, priorities on installation shall be: (1) Traffic Hazard, (2) Intersections, (3) Dead end streets, (4) Mid-block locations, and (5) Date of request.

Traffic hazards shall be characterized by accident history, high pedestrian traffic, sight distance, or other traffic hazards that street lighting will remedy.

Citizen requests may also be made to propose removal of current street lighting. If the streetlight removal request is determined unnecessary for the health, safety, and welfare of the general public traveling on the City's roadways, the lights will be removed. This request will follow the same procedure as an installation request.

#### **Article IV. Lighting Requirements**

The City of Forest Lake will determine the type and installation details of the new lighting, including luminaire type, wattage, mounting height, light distribution pattern, and any other installation details. Street light(s) will be installed per the requirement of the road authority, such as a light is to be installed/removed within MnDOT or Washington County right-of-way.

Existing poles shall be used whenever possible for new street lights. The City will also consult with the utility company to determine the feasibility of lighting technologies that reduce operating and maintenance costs for new light installations.

The City will also coordinate with utility companies on the removal of street lights to determine whether the street light removal necessitates additional work. Once a street light has been removed, poles deemed unnecessary shall be removed.

#### **Article V. Street Lighting Installation/Removal Procedures**

Request for a streetlight installation/removal must include a completed **STREETLIGHT REQUEST FORM**. In addition to the request, the requestor must complete a **STREETLIGHT PETITION FORM** and obtain signatures from residents within five hundred (500) feet of the proposed installation/removal of the streetlight(s). To be considered successful, a majority of the affected property owners must have signed the petition.

Upon receipt of the completed forms, the Public Works Department will review the location for compliance with the criteria and to determine if any easements are required. The department will also obtain a cost estimate from the appropriate power company for the installation.

Recommendations for approval or denial will be made by the Public Works Superintendent, and final approval/denial will be made by the Forest Lake City Council.

# STREETLIGHT REQUEST FORM

REQUEST TAKEN BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## REQUESTOR'S INFORMATION

NAME OF REQUESTOR: \_\_\_\_\_

ADDRESS OF REQUESTOR: \_\_\_\_\_

TELEPHONE NUMBER (S): HOME \_\_\_\_\_ WORK \_\_\_\_\_

EMAIL \_\_\_\_\_

## PROPOSED LOCATION

IS THERE A POLE AT THE REQUESTED LOCATION? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, WHAT IS POLE NUMBER (ON POLE)? \_\_\_\_\_

REQUESTED STREETLIGHT IS TO BE LOCATED AT THE INTERSECTION OF:

\_\_\_\_\_ AND \_\_\_\_\_

OR

IF STREETLIGHT IS NOT TO BE LOCATED AT AN INTERSECTION, INSTALLATION IS

REQUESTED AT: (NEAREST STREET ADDRESS)

\_\_\_\_\_

\_\_\_\_\_

REASON YOU FEEL THE STREET LIGHT IS NECESSARY \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

