

STATE OF GEORGIA
COUNTY OF FULTON

A RESOLUTION TO ADOPT AND APPROVE THE STREET LIGHTING PROCEDURES POLICY FOR THE CITY OF SANDY SPRINGS; TO PROVIDE FOR GUIDANCE IN ADMINISTERING SUCH POLICY; AND FOR OTHER PURPOSES

WHEREAS, it is necessary, from time to time, to establish policies, procedures and guidelines consistent with the administration of a municipal government consistent with the US Constitution, Federal Statutes, alignment with Federal, Georgia's State Constitution, and the Charter for the City of Sandy Springs and

WHEREAS, the Department of Public Works in response to the guidance provided by the City Manager has comprehensively developed the Street Lighting Procedures Policy in order to provide guidance and direction to City officials and employees.

WHEREAS the City Manager directed the Department of Public Works to develop standard policies for recurring matters, to establish appropriate internal controls and legal compliance, and to provide for an efficient and effective means to serve constituents; and

WHEREAS, upon adoption of this Resolution, staff will incorporate the Street Lighting Procedures Policy into the City's management program to effectuate the management of Department of Public Works, Transportation Division's Street Lighting Procedures policies; and

WHEREAS, the City resolves to utilize these operational policies, procedures, and guidelines in all applications of Street Lighting Procedures Policy requests.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SANDY SPRINGS, GEORGIA.

That the City of Sandy Springs City Council and the Mayor receives, accepts and affirms the Operational Policies, Procedures and Guidelines as issued by the City Manager and further designated the Director of the Department of Public Works as his Designee to develop, implement and carry out the Street Lighting Procedures Policy for the City of Sandy Springs.

That the City Manager shall oversee the administration of the Street Lighting Procedures Policy developed by the Department of Public Works. The City Manager will recommend a Program Budget which reflects the appropriate and sufficient funding necessary to support an effective Street Lighting Procedures for the City of Sandy Springs

IT IS FURTHER RESOLVED that the Mayor and City Council acknowledge that the City Manager, in order to assure the effectiveness of the Program, will periodically refine and update the Street Lighting Procedures Policies, and Guidelines and keep the Mayor and council informed of any changes as they occur.

APPROVED AND ADOPTED on this the 2nd day of May 2006.

Approved:

Eva Galambos

Eva Galambos, Mayor

Attest:

Jeanette R. Marchiafava
Jeanette R. Marchiafava, City Clerk

(Seal)



City of Sandy Springs

Street Light Policy

Citizen Requests for Street Lights

Adopted May 2, 2006

Department of Public Works
Transportation Division

(770) 730-5600

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Overview

A street light is intended to provide illumination on the public streets or roads within the Sandy Springs road network in order to aid in the safe and orderly movement of vehicular traffic within the traveled way.

City of Sandy Springs street lights are installed exclusively to illuminate public streets and roads and pedestrian infrastructure. Any secondary benefit such as perceived personal security; or the lighting of yards, driveways, or private property is considered coincidental.

I. Street Lighting Standards

Street lighting shall conform to the following:

1. IES Standards (Illuminating Engineering Society)
2. AASHTO (American Association of State Highway and Transportation Officials)

Where a conflict between the standards occurs, the Director of Public Works or their designee (hereafter referred to as “the Director”) shall determine the appropriate design standard.

II. Spacing and Illumination

- In general, spacing between lights should be between 200 to 250 feet for typical fixtures and should use a 150 watt high pressure sodium bulb. However, property lines and existing pole placement may not always allow this.
- Cobra Heads typically illuminate 100 feet to each side and approximately 30 feet in front
- Pedestrian scale lighting is typically shorter, and thus spaced more closely

III. Luminaries and Poles

This policy utilizes Georgia Power standards for fixtures and poles.

Costs that shall be covered by the **City of Sandy Springs** are the ongoing electric cost for lighting at Georgia Power minimum illumination standards including:

1. standard luminaries on existing poles (typically cobra heads on residential streets)
2. development installed luminaries on decorative poles
3. capital program installed luminaries on decorative poles

Costs that shall be covered by **Georgia Power** include:

1. Georgia Power will install a standard cobra head luminary on an existing pole

2. Repairing in kind any and all damage caused while working in the right-of-way or on private property, such as grass, sod, and/or shrubs, etc.

Costs that shall be covered by **the community** are the capital costs. The City reserves the right to pass along the costs of anything above the minimum standard installation. These include, but are not limited to, the following:

1. Installation of a timber pole for installation of a light where no pole exists
2. Installation of decorative fixtures
3. Adding additional lighting may necessitate construction of other work, including transformers, wire, trenching, boring, landscape, or other appurtenances
4. Ongoing power costs where the lighting exceeds minimum Georgia Power standards. This includes higher wattage bulbs than standard or closer spacing than standard. The City will still cover the cost of what the minimum standard would cover, but additional costs related to the upgrade may be passed along to the applicant.

The Overlay District throughout the City has their own design standards for luminaries and poles that must be used. The Community Development Department maintains these standards and they shall be consulted before modifying any lighting fixtures in this district.

All installations are subject to the approval of the Director. City staff shall inspect installations, which may require a nighttime survey. If the requested street light is on a state route, then the project will require approval from the Georgia Department of Transportation.

IV. Street Light Request Process for Existing Public Streets

This policy follows the standard City process for citizen response to provide uniformity and ensure responsiveness and accountability.

1. Requests for new street lights and/or changes in existing street lights on existing roadways must be made in writing to the Director. Requests should include the primary concern and an individual contact person for follow up. Requests will be logged into the City's tracking system and included on the list of street light requests.

When an organized group is active, i.e., homeowners association (HOA), civic association or other, the request shall be submitted by that entity. If no formal group exists, the request may be made by an individual or group of individuals.

Requests for street light changes may include, but are not limited to, the following:

- Additional/fewer lights
- Rearrangement of lights
- Refurbishing of lights

2. Upon receipt of the street light request, a field survey shall be conducted by City staff to determine the existing lighting conditions including number of street lights, locations, spacing, fixture types, poles, and any other pertinent information. An inspection may take place at night hours if deemed necessary.
3. Findings are documented and the results are presented to the City Manager for direction. As directed by the City Manager, the Director shall notify the identified contact person of the findings and recommendations.
4. If installation is recommended, the community shall circulate a petition to the impacted neighboring property owners. The impacted neighboring property owners are defined as any property owner that has all or a portion of their property within a 250 foot radius of a requested street light modification. The requestor must obtain approval of at least 65% of the property owners petitioned unless a single light is requested, at which point 100% of the property owners must be in favor of the additional street light. All properties in the impacted area must be contacted. If a property owner does not respond, it will be counted as a no vote. If a safety problem can be documented, the Director will recommend to the City Manager to waive the petition process.
5. Once the petition is verified, a map shall be drawn of the area showing any existing street lighting
6. Contact shall be made by City staff with the Georgia Power Company and a meeting shall take place, if necessary, to discuss various options. Georgia Power shall later supply their recommendations and estimated costs, including installation and monthly billings, to City staff.
7. The map shall be updated to show proposed lighting and submitted to the Director with all supporting documentation for review. The street light request will be implemented at the direction of the City Manager.

V. Existing Private Streets

City staff may work with the neighborhood association and/or utility company to design a plan that shall meet City specifications, if directed by the City Manager. Neighborhood associations or other private entities will be responsible for the cost of installation and all ongoing maintenance and power costs for street lights on private streets.

VI. Overlay District Streets

Any street lights installed within the boundaries of the Sandy Springs Overlay District must conform to the standards set forth in the overlay district policy, and approved by Community Development. Pedestrian light standards are included in the Zoning Ordinance, and all street lights must conform to standards as approved by the Director of Community Development. All costs for overlay district street light installation shall be covered by the applicant, and ongoing power costs will be covered by the City.

VII. New Construction and Development

All new construction shall conform to the most recent version of the Zoning Ordinance, Development Regulations, Subdivision Regulations, or as approved by the Director of Community Development. Once each phase of construction is at least 50% occupied, the City of Sandy Springs will agree to take over the current negotiated monthly power cost from the contractor. This will require the contractor to submit a written request to the Director.

VIII. Signalized Intersections and Bus Stops

Where appropriate, luminaries may be installed on opposite corners of a signalized intersection. If the intersection is sufficiently large, luminaries may be installed on all four corners. When signals are upgraded or modified, luminaries should be considered for installation as part of the project. All new signal installations should consider street lighting during the design phase, and include luminaries as required by the Director.

All bus stops may be sufficiently illuminated so that early-morning and evening transit riders will be more visible to drivers. If transit users feel safer using the system, then they become more likely to use the system.

IX. Trouble Calls, Maintenance, and Vegetation Trimming

Residents may contact Georgia Power at 1-888-660-5890 to report bulb outages, damaged lights, vegetation blocking the lights, or other maintenance issues. If the community has trouble receiving action on their request, Public Works will act as an advocate and liaison with Georgia Power.

Transportation Staff should survey the City network of collector and arterial roads once a year to ensure any outages are reported to the Georgia Power Company. Local streets should be surveyed every three years.

Appendix A – Sample Petition Letter and Forms

Two sample petitions follow. The first is an example of a single sheet per property design which could be included in a Home Owner's Association newsletter or distributed by volunteers. The second is a petition form that includes multiple signatures and could be delivered by volunteers or kept in a central location. Either form, or reasonable variations of either, is acceptable. Neighborhoods have had success with multiple distribution methods, and Public Works staff is available to offer advice and suggestions.

Regardless of exact format, all petitions must have certain features. Most importantly, the property owner(s) must clearly indicate they are in favor of street lights on the neighborhood streets. The street address where the pole is located and the pole number (if available) should be included. The street address of the petitioning property owner should be indicated, along with printed name(s) of the owner. Please note that all listed property owners must sign the petition or a 'no' vote will be recorded for the property.

Submitted petitions should include a cover letter from the HOA Board, neighborhood president, or other responsible party attesting that all signatures are correct and valid to the best of their knowledge. The letter should also specify that the petition supports the type of and number of street lights.

City of Sandy Springs Department of Public Works
C/o Street Light Program
7840 Roswell Road, Building 500
Sandy Springs, Georgia 30350
(770) 730-5600

PETITION FOR STREET LIGHTS

I, the undersigned, being the owner of real property located at

in the City of Sandy Springs, in the

neighborhood, do hereby petition for the installation of

for purposes of improving the safety of the neighborhood streets for all users of the roadways.

I do hereby pledge and consent to the installation of street light(s) on the roadways adjacent to my property and in the neighborhood that are constructed within the public right-of-way and conform to the design and safety standards for such devices as determined by City of Sandy Springs Department of Public Works.

Print Name (First, Last)

Signature

Date

Print Name (First, Last)

Signature

Date

PETITION FOR STREET LIGHTS

We, the undersigned, do hereby record our preference on the installation of street lights adjacent to our property and in our neighborhood, which would be constructed within the public right-of-way and conform to the design and safety standards for such devices as determined by City of Sandy Springs Department of Public Works.

Proposed location of light(s):

Street Address

Pole # (if available)

1. _____
2. _____
3. _____
4. _____
5. _____

Printed Name	Signature	Property Street Address	Write Yes/No	Date

Neighborhood: _____

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