

City of Saco Street Light Policy 08/19/2013

I. PURPOSE

The purpose of this policy is to establish a consistent and standardized process to be used by the City of Saco 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. Also, residents have the option to install their own outdoor lighting systems for security.

II. STATEMENT OF POLICY

The purpose of street lighting is to improve the safety of vehicular and pedestrian traffic.

The City of Saco will determine the placement of street lights according to the following criteria:

1. Initial installation of street lights in new developments is regulated by the Planning Board, and they are to be installed in accordance with the Planning Board approved site plan or sub-division plans.

2. The criteria for street lights requested outside of new developments shall be as follows:

Street lights should be placed along streets and roads where increased lighting is necessary for the safety of motor and pedestrian traffic. In general, locations considered for placing street lights will include:

- i. Intersections
- ii. Dangerous curves or significant changes in the roadway, whether they are horizontal or vertical.
- iii. Dead end streets and cul-de-sacs longer than 300 feet.
- iv. Street locations with a high motor vehicle accident history.

v. Street locations where potentially hazardous or unsafe road conditions have been identified.

vi. Other areas where public safety would be improved by the installation of street lights.

III. CRITERIA FOR INSTALLATION

Street lighting is a discretionary action. The City of Saco will consider roadway safety, costs, excess lighting onto nearby homes, and energy consumption when making recommendations and decisions about new street light installations.

IV. POLICY FOR APPROVAL OR ELIMINATION

Requests for street light installation or removal will be evaluated by the Traffic Safety Officer and Traffic Engineer and approved or denied by the Traffic Safety Committee based on the following criteria:

1. Whether the street light is needed to improve the safety of the motoring public as described in section I of this policy;
2. Whether other methods of improving safety such as the use of signs, reflectors and paint provide sufficient warning;
3. Improve safety of pedestrian crossings;
4. Budgetary constraints

V. PROCEDURE FOR EVALUATION OF NEED AND APPROVAL

The process for approval of the installation or removal of a street light or reactivation of an existing street light will begin in one of two ways: Citizen Request, or an ongoing City Review of Need.

A. Citizen Request:

1. Requests for street light installation or removal may be made by residents, business owners, institutions or other persons whose public safety is impacted.

2. The request will be forwarded to the Traffic Safety Officer for a public safety evaluation of need. The Traffic Safety Officer and Traffic Engineer will conduct an evaluation of the street light application, and prepare a report of the characteristics, motor vehicle accident history, and safety considerations of the location. The evaluation shall be submitted to the Traffic Safety Committee for action.

3. If the request is denied, the Traffic Safety Officer will inform the person making the request.

4. If the request is approved, the Traffic Safety Officer shall coordinate the installation of the street light through the Public Works Department and shall inform the person making the request.

5. The actual date of installation or removal may be affected by funding budgeted annually for street lighting. The Department of Public Works will oversee the installation or removal and arrangements will be made with the appropriate utility company.

B. City Review of Need

1. The Police Department or Department of Public Works may identify potential street light needs at locations identified from routine patrol, and forward those reports to the Traffic Safety Officer.

2. The Traffic Safety Officer and Traffic Engineer will conduct an evaluation of the location, and prepare a report of the characteristics, motor vehicle accident history, and safety considerations of the location. The evaluation shall be submitted to the Traffic Safety Committee for action.

3. If the Traffic Safety Committee approves the addition or removal of a street light at the location, it will direct the Department of Public Works to contact the appropriate utility company for action.

VI. APPLICATION

Any person requesting installation or removal of a street light shall do so by completing the attached application, and mailing it to:

City of Saco Traffic Safety Officer
Saco Police Department
20 Storer Street
Saco, ME 04072

VII. EQUIPMENT

1. The Department of Public Works will determine the type and installation details of new lighting, including luminaire type, wattage, mounting height, light distribution pattern, and any other installation details.

2. The Department of Public Works will coordinate with utility companies on the removal of street lights to determine whether the street light removal necessitates additional work.

3. The Department of Public Works shall consult with the utility company to determine the feasibility of lighting technologies that reduce operating and maintenance costs for new light installations.

4. Existing poles shall be used whenever possible for new street lights. Once a street light has been removed, poles deemed unnecessary shall be removed as well.

APPLICATION FOR STREET LIGHT INSTALLATION OR REMOVAL

To the Traffic Safety Officer, City of Saco, Maine

The undersigned property owner hereby applies for the installation or removal of a street light pursuant to the installation standards adopted by the Saco City Council. September 2, 2013.

Street Location: _____ Pole # _____

Reason for Request _____

Name of Property Owner _____

Property Address _____

Owner's Signature _____ Date _____

Approved/Denied _____ Date _____

Traffic Safety Officer

Forward to:
City of Saco Traffic Safety Officer
Saco Police Department
20 Storer Street
Saco, ME 04072