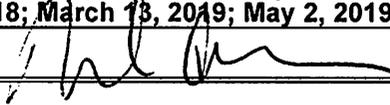


ADMINISTRATIVE DIRECTIVE	
SUBJECT	York County Public Streetlight Program
ADMINISTRATIVE NUMBER	AD95-24
ORIGINAL EFFECTIVE DATE	September 15, 1995
REVISION DATE	October 15, 2019
HISTORICAL REFERENCE	August 18, 1999, November 14, 2001, December 6, 2004; October 1, 2005, February 1, 2008; January 23, 2009; April 30, 2018; March 13, 2019; May 2, 2019
AUTHORIZED BY	

Purpose: To outline responsibilities and the procedures to be followed in administering the York County Public Streetlight Program as established in Board Policy BP94-09.

1. The Department of Planning and Development Services shall:
 - a. Maintain an information program for citizens and developers which describes the requirements and process for submitting Public Streetlight Program applications. This information program shall provide customers with an explanation of the process, outline the streetlight standards, and provide any forms as may be required. The program shall also identify a division or individual to serve as the County's single point of contact for all customer applications, inquiries, and issue resolution.
 - b. Receive, review, and evaluate requests for new streetlight installations and incorporation of existing streetlights into the York County Public Streetlight Program and coordinate with Dominion Energy to identify installation and operational costs.
 - c. Approve/disapprove York County Public Streetlight Program applications in accordance with the provisions of the Board Policy and the York County Subdivision Ordinance and Zoning Ordinance standards.
 - d. Complete site inspection of all new streetlights to be added to the Public Streetlight Program to verify compliance with County policy and standards. Upon acceptance, notify the Department of Public Works of new streetlights to be added to the County inventory and expected costs.
2. The Department of Public Works shall:
 - a. Coordinate with the Finance Department for monthly payment of streetlight billings to Dominion Energy.
 - b. Maintain an inventory of streetlights. The inventory shall describe the location and type of all County streetlights.
 - c. Coordinate streetlight maintenance and repair, as necessary, with Dominion Energy.

Procedure:

1. The procedures for processing requests for new streetlights are as follows:
 - a. The Department of Planning and Development Services shall maintain the procedures to be used by applicants and the County in processing requests, which are available on the Department of Planning and Development Services' Website. The information sheet will contain the name and phone number for the County's streetlight customer service point of contact. The information sheet will clearly explain the approval process, the need for cost estimates and the expected time-lines for approval or rejection of the application.
 - b. Once a request by a qualified applicant has been received, the Department of Planning and Development Services shall approve or disapprove the request in accordance with the Board Policy and applicable ordinances. For individual streetlight requests, the Department of Planning and Development Services shall act on such applications within 15 working days of receipt and, if disapproved, shall inform the applicant in writing as to which specific standard(s) was not met. When the request involves streetlights proposed

as part of a development undergoing site plan or subdivision plan review, the evaluation and design of such streetlights shall occur as part of the plan review process and its associated timeframes.

- c. If the application satisfies criteria for inclusion in the York County Public Streetlight Program, the Department of Planning and Development Services shall contact Dominion Energy to request a written cost estimate outlining the installation costs and the projected five-year operating costs. Prior to requesting the cost estimate, the Department of Planning and Development Services shall notify the applicant that a streetlight project deposit will be required to be submitted to the County to cover the engineering costs to be incurred by Dominion Energy in the preparation of the cost estimate for the streetlight(s) installation. The amount of the deposit shall be based on the scope of the proposed project and consultation with Dominion Energy. Upon payment of the requisite deposit, the County will make the formal written request for preparation of the cost estimate outlining the installation costs and the projected five-year operating costs.

Upon receipt of the official Dominion Energy written cost estimate, the Department of Planning and Development Services will notify the applicant that the streetlight project may proceed pending receipt of a certified or cashier's check or money order made payable to the Treasurer, County of York, in an amount equal to the estimated installation costs and projected five-year operating costs. The applicant shall submit the payment to the Department of Planning and Development Services which will then forward payment and a purchase requisition to the Finance Department for processing.

If the applicant chooses to proceed with the project within 90 days of the date of the streetlight cost estimate letter, Dominion Energy will not charge for preparation of the cost estimate and the applicant's deposit will be credited toward the streetlight project installation costs. If the applicant chooses not to proceed after reviewing the installation cost estimate, the streetlight project deposit will be applied toward the engineering costs incurred by Dominion Energy. If the applicant's deposit amount exceeds the engineering costs, the overage shall be refunded to the applicant. If the deposit is insufficient and does not cover the engineering costs, the applicant will be billed by the County to cover the deficiency.

- d. Upon receipt of funds and the purchase requisition, the Finance Department will issue a purchase order authorizing Dominion Energy to install the streetlights. The Department of Planning and Development Services shall provide copies of the purchase order to the Department of Public Works.
- e. The Department of Planning and Development Services will advise the Department of Public Works to add the streetlight(s) to the County inventory. The list of streetlights shall be maintained by the Department of Public Works and the Department of Information Technology. This list shall be updated when new streetlight installations have been accomplished.

2. Standards.

- a. Streetlights shall be installed in accordance with the standards established in BP94-09 and any other applicable standards, such as setbacks from curbs or the edge of pavement, as may be prescribed by the Virginia Department of Transportation or other regulatory authorities.
- b. Unless otherwise authorized by the County Administrator, streetlights installed pursuant to this directive shall meet the following design specifications:

Type of Luminaire

- Suburban Colonial, Traditional Colonial, or Contemporary
- LED

Wattage

- 150 Watts Maximum

Type and Height of Poles

- 18' Concrete Pole,

or

- 18' Plain, Black Fiberglass Pole
- c. Existing wooden poles supporting overhead utility service may be used for mounting cobra-head style fixtures in those locations where wooden poles and overhead service are the norm and where usage of said poles would alleviate the need to place a new concrete or fiberglass streetlight pole. In addition, new wooden pole placements may be approved on a case-by-case basis when determined to be a more practical, consistent and cost-effective solution than concrete or fiberglass poles. The spacing and locational standards set forth in BP94-09 shall be adhered to for all streetlight placements on wooden poles.
- d. Streetlights to be installed in commercial or industrial subdivisions shall not be subject to the standards set forth in paragraph 2.b., above, but shall be determined by the Department of Planning and Development Services in consultation with Dominion Energy based on factors such as road width, number of entrances, and other pertinent site factors.
- e. Streetlights to be installed in the Yorktown Historic District shall not be subject to the standards set forth in paragraph 2.b., above, but shall be determined by the Director of Public Works in consultation with Dominion Energy and consistent with the Yorktown Master Plan.