

**CITY OF KIRKLAND**123 FIFTH AVENUE, KIRKLAND WASHINGTON 98033-6189 (425) 587-3800

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**DEPARTMENT OF PUBLIC WORKS****PRE-APPROVED PLANS POLICY****Policy R-30: Street Light Installation Policy**

Street lighting serves a number of purposes including illuminating travel ways for vehicles, pedestrians, and bicyclists. In some situations, street lights have been shown to have an impact on crime reduction or prevention. Conversely, light pollution and/or glare can disrupt natural areas, impact views, and lead to higher energy and maintenance costs. Consideration of various factors will impact the decision of whether or not to install street lights. This policy helps the public and City staff understand the process for installing individual street lights within Kirkland. New street lights will be LEDs, which have lower power consumption and maintenance costs over time than HPS (High Pressure Sodium).

The City also replaces existing sodium vapor street lights with LEDs upon request. This policy assists the public and City staff in understanding the process for replacing HPS with LED street lights.

**New Street Lights**

Residents, businesses, or groups of individuals may petition the City for installation of street lights on public streets or right of way. Two possible scenarios for requesting new street lights are:

1. Where an existing power pole exists
2. Where a new pole is required

The process for each scenario is outlined below.

**1. Utility pole currently exists**

The process to have a new street light installed on an existing pole is as follows:

- a) Proponent will identify the location of the utility pole to be used for the proposed street light, document the pole ID #(Number(s)), and provide this information to Public Works staff via phone call (425-587-3800), email, or letter. In general, new street lights can be considered if street lights do not already exist within 100 feet of the proposed new street light location.
- b) Proponent will contact impacted residents and obtain agreement for installation of the new street light. All impacted residents (those within 100 feet of the new light location) must agree with the installation. Residents whose view will be impacted by the proposed light should be included even if they are beyond the 100-foot buffer.
- c) Proponent will submit the signed **Street Light Petition 1** to Public Works staff via fax (425-587- 3807) or email;
- d) Public Works Staff will verify the information and contact Puget Sound Energy (PSE) to request the installation of the new street light. PSE will make a field check the power pole and complete an illumination analysis if the pole can support a street light. PSE will submit a cost estimate and design for the City's approval.

- e) If a street light can be installed at a reasonable cost on an existing utility pole, the City will pay PSE to install the new street light and also pay ongoing monthly costs.
- f) Once the new street light cost is final, the City will approve PSE to install the new street light. Installation can take up to 60 to 90 days depending on PSE's workload.
- g) If PSE decides a street light cannot be added to the existing power pole and a new pole is required, the City will refer the proponent to the process described in Scenario 2.

## 2. Utility pole does not currently exist

For this scenario, proposed street lights need to be installed on new poles and require underground wiring from an existing source that PSE identifies. **The costs involved with pole installation are the responsibility of the proponent(s).** The process to have a new street light and pole installed is:

- a) Proponent will identify the proposed location for the new light and provide this information to Public Works staff via phone call (425-587-3800), email, or letter.
- b) Proponent will contact impacted residents and obtain agreement for installation of the new pole and street light. All impacted residents (those within 100 feet of the proposed location) must agree with the installation. Residents whose view will be impacted by the proposed light should be included even if they are beyond the 100-foot buffer.
- c) Proponent will submit the signed **Street Light Petition 2** to Public Works staff via fax (425-587-3807) or email, and acknowledge they understand they are responsible for paying for the new street light and pole.
- d) Public Works staff will contact PSE to request a cost estimate and will then advise the proponent about the cost of the pole/light installation.
- e) If proponent accepts the cost, proponent will make the necessary arrangements directly with PSE for the installation of the new pole and street light within public right of way. Once the light is installed, the City pays the ongoing monthly cost directly to PSE.

## 3. Upgrade Existing HPS to LED's Street Lights

The City sometimes receives requests to replace existing HPS lights with LEDs. The following describes a process for small upgrade requests of one to three street lights where the proponent resides. The City does not have a dedicated budget for city-wide or even neighborhood-wide upgrades to LED street lights. Large replacement requests shall be considered separately in the context of priority and available budget.

The process to upgrade an HPS street light to a LED is as follows:

- a) Proponent will provide the location and identification numbers of the street light pole for upgrading to public works staff via phone call (425-587-3800), email, or letter.
- b) Public Works staff will check the proposed location and notify the proponent about the adequacy of the proposed location.
- c) Proponent will contact impacted residents and obtain agreement for upgrade of the street light to LED. All impacted residents (those within 100 feet of the proposed location) must agree with the installation. Residents whose view will be impacted by the proposed light should be included even if they are beyond the 100-foot buffer.
- d) Proponent will submit the signed **Street Light Petition 3** to Public Works staff via fax (425-587-3807) or email;
- e) Public Works staff will request a cost quote from PSE for upgrading the street light.
- f) If PSE's cost quote is reasonable, Public Works staff will inform the proponent and make the necessary arrangements with PSE for the upgrade. Once the light is installed, the City continues to pay the ongoing monthly cost directly to PSE.

g) After installation, if a resident objects to the glare, Public Works will consider requesting PSE install a shield. Please note the City will only agree to installing a back shield for residents behind the street light. The City typically does not allow front shields to be installed because of the potential for these shields to reduce illumination of the street right of way.

**City of Kirkland**  
**Department of Public Works**  
**Street Light Petition 1**

**Street Light on existing PSE Pole**

To: Transportation Engineer/Neighborhood Traffic Control Coordinator

We, the undersigned, residing near \_\_\_\_\_, state that we have no objection to the installation of a street light on \_\_\_\_\_ at/near  
(Address/Location)\_\_\_\_\_

We request the City of Kirkland to install the street light based on its street light installation policy R-30.

Once installed, we understand the City of Kirkland will pay the ongoing monthly cost of the new street light.

We understand that if additional preparation work is required, the City will notify us of the work and cost estimate and confirm that we are willing to pay the extra cost before directing PSE to install the street light.

Name	Address/Phone/e-mail	Signature

**City of Kirkland**  
**Department of Public Works**  
**Street Light Petition 2**

**Street Light on a new PSE Pole**

To: Transportation Engineer/Neighborhood Traffic Control Coordinator

We, the undersigned, residing near \_\_\_\_\_, state that we have no objection to the installation of a street light on \_\_\_\_\_ at/near  
(Address/Location)\_\_\_\_\_

We request the City of Kirkland approve the proposed street light on a new pole based on its street light installation policy R-30. We understand the City will obtain a cost estimate from PSE, notify the proponent of the estimate and confirm the proponent will pay the cost of installation before the City gives final approval for street light and pole installation. The proponent will arrange and pay PSE for the street light installation.

Once installed, we understand the City of Kirkland will pay the ongoing monthly cost of the light.

Name	Address/Phone	Signature

**City of Kirkland**  
**Department of Public Works**  
**Street Light Petition 3**

**Upgrade Existing HPS Street Light to LED**

To: Transportation Engineer/Neighborhood Traffic Control Coordinator

We, the undersigned, residing near \_\_\_\_\_, state that we have no objection to the upgrade of an existing HPS street light to LED on \_\_\_\_\_ at/near  
(Address/Location)\_\_\_\_\_

We request the City of Kirkland upgrade the proposed street light to LED based on its street light installation policy R-30.

Once installed, we understand the City of Kirkland will pay the ongoing monthly cost of the light.

Name	Address/Phone	Signature