

## **Delta Township Compiled Policy Manual**

<b>Title:</b>	<b>Street Lighting Criteria</b>
<b>Adoption Date:</b>	<b>December 18, 1989</b>
<b>Revision Date:</b>	<b>February 18, 1991</b>

**General Purpose:** To adopt criteria to be used for establishing special assessment districts for street lighting within Delta Township.

**Summary Statement of Policy:** This policy provides defined steps for processing a request for street lighting within established housing areas by requiring petitions with residents' signatures of more than fifty percent of the total affected land area; public hearings, and preparation of an assessment roll.

### **Actual Policy as written:**

Following are the steps required to establish a special assessment district for the installation of street lights:

1. The interested party submits a letter of interest to the Board of Trustees describing the area to receive street lights.
2. The street light committee meets to establish street light boundaries.
3. Petitions are prepared by the Clerk's office using the district boundaries established by the street light committee. The petitions are circulated and filed in the Clerk's office by the interested party.
4. The street light committee reviews the petition signatures to determine if more than 50 percent of the total affected land area within the proposed district was obtained.
5. The clerk obtains plans and estimates of cost from the Board of Water and Light or Consumers Power.
6. Resolution No. 1 – If the Board of Trustees desires to proceed with the proposed improvements, it adopts a resolution stating the following:
  - a. Declares the validity of petitions filed;
  - b. Declares intent to make said improvements and proceed with the installation of street lights as presented on the plans prepared by the Board of Water and Light;
  - c. Declares tentatively the district boundaries; and
  - d. Sets the public hearing of objections to the petitions.

Further, the Board sets the public hearing to hear objections to the petitions and directs the Clerk to publish notice in the newspaper and notify affected property owners.

7. The Board holds the public hearing of objections to the petitions, improvements, and/or special assessment district.
8. Resolution No. 2 – If, after the public hearing, the Board of Trustees desires to proceed with said improvements, it adopts a resolution stating the following:
  - a. Declares intent to proceed with said improvements;
  - b. Approves the plans and estimates of cost;
  - c. Declares the sufficiency of petitions;
  - d. Approves the special assessment district including the term of existence (indefinite); and
  - e. Directs the Supervisor to prepare the special assessment roll, which is to be filed with the Clerk.

Further, the Board sets the public hearing to hear objections to the proposed special assessment and directs the Clerk to publish notice of the hearing in the newspaper and notify affected property owners.

9. The Board of Trustees holds the public hearing on the assessment roll.
10. Resolution No. 3 – The Board of Trustees declares that the assessment roll is fair and equitable. Upon confirmation, the Clerk is directed to endorse the assessment roll with the date of confirmation. The Clerk is directed to advise the Board of Water and Light or Consumers Power to install the proposed street lights.