



Public Review Draft
**WIRELESS
TELECOMMUNICATIONS
FACILITIES**

Development and Resource Management Department
2600 Fresno Street, 3rd Floor, Rm 3076
Call (559) 621-8277 for an appointment or visit www.fresno.gov for
information

Policy and Procedure No.

G-004

Date

June 2013

Target Audience:

Planning staff, the telecommunication community, and the general public

Purpose:

The purpose of this policy is to promote quality, clarity and consistency in applying the requirements and guidelines for the acceptance, processing and approval of new and modifications to existing wireless telecommunication facilities.

This policy is a revision to a policy of the same name that went into effect on June 20, 2006. The purpose of this revised policy is to bring it into conformance with a section of the Middle Class Tax Relief and Job Creation Act of 2012 that deals with telecommunication facilities (H.R. 3630-77 Sec 6409). The only major change from the 2006 policy contained in this document is that a definition of “substantial change” has been added. In addition, the requirements for modifications to existing wireless telecommunication facilities have been clarified.

Policy and Procedure No. G-004 supersedes the guidelines previously enacted by the Fresno City Council.

Applicability:

The Wireless Telecommunications Facilities Policy applies to **all new** Wireless Telecommunication Facilities (facilities) and **all modifications** to existing facilities except that those projects defined as an “eligible facility request”¹ which propose a modification that is not in compliance with the requirements of this Policy and which do not “substantially change the physical dimensions”² of such facility shall be exempted from the requirements of this policy. This exemption shall only be utilized one time per facility (per specific request, i.e. width of pole). An eligible facility request which does not “substantially change the physical dimensions” of a wireless telecommunication facility shall be approved through the Minor Revised Exhibit process.

Please see the Procedure section below and Policy and Procedure No. G-003 “Amending Previously Approved Entitlements” for submittal requirements.

Policy:

A. SINGLE TELECOMMUNICATION CARRIER ON A SINGLE MAST (SLIMLINE MONOPOLE)

1. The proposed mast shall be a slim line monopole design and not exceed a height of 70 feet above the surrounding finished grade including the height of the radome.
2. Slim line monopole shall not exceed an 18-inch diameter from base to top.
3. Antennas may be vertically stacked not exceeding a total measurement of 30 feet downward from the top of the mast.
4. All electrical and communications cabling shall be internal to the mast or

¹ See Definitions section of this policy

² See Definitions section of this policy

radome/sheath from the base to the antenna, and shall not be visible.

5. All antennas shall be installed inside a radome.
6. A radome (sheath covering) shall be installed covering the uppermost portion of the monopole and all antennas.
7. The radome shall not exceed 36 inches in diameter and not be more than 30 feet in vertical length from the top of the mast.

B. MULTIPLE TELECOMMUNICATION CARRIERS ON A SINGLE MAST (SLIMLINE MONOPOLE)

1. The proposed mast shall be a slim line monopole design and not exceed a height of 80 feet above the surrounding finished grade including the height of the radome.
2. Slim line monopole shall not exceed a 24-inch diameter from base to top.
3. Antennas may be vertically stacked not exceeding a total measurement of 40 feet downward from the top of the mast.
4. All electrical and communications cabling shall be internal to the mast or radome/sheath from the base to the antenna, and shall not be visible.
5. All antennas shall be installed inside a radome.
6. Antennas may be vertically stacked not exceeding a total measurement of 40 feet downward from the top of the mast.
7. The radome shall not exceed 36 inches in diameter and shall not be more than 40 feet in vertical length from the top of the mast.

C. GENERAL CONDITIONS FOR SINGLE MAST SITES (SLIMLINE MONOPOLE)

1. Any Global Positioning system (GPS) antenna shall be mounted so that it is not in public view.
2. Attachment of a microwave dish is not permissible.
3. Poles/masts shall be painted to look like metal light poles unless otherwise required. Radomes shall match the color of the pole.
4. The Director of Development and Resource Management Department may condition additional architectural features (monopine, monopalm, horizontal installation, application of color) to a mast or facility structure to ensure compatibility with the surrounding physical environment and conformity to with these guidelines.
5. A telecommunication mast may exceed 70 feet (or 80-feet for co-located towers) in height only when special conditions exist, such as attachment of additional wireless antennas to existing telecommunications towers; or when new facilities are to be located inside of the City's C-4 zoned Central Business District. These requests will be considered on a case-by-case basis. A request to submit an over-height tower must be submitted in writing and must include an expansive and technically-detailed written discussion as to why an over-height tower is necessary, why two or more sites that comply with this Policy cannot meet the disclosed transmission needs of the applicant, and why it is appropriate in the area requested. Existing structures in these open space and industrial areas (i.e., light standards and other towers) may also be utilized for antennas.

6. A telecommunication mast with a maximum height of 100 feet, not exceeding a 24-inch diameter from base to top, a radome not exceeding 36 inches in diameter, with all antennas on the top 40 feet of the mast, may be allowed in public and private open space areas that are a minimum of five acres in size and in industrial areas. These requests will be considered on a case-by-case basis. A request to submit an over-height tower must be submitted in writing and must include an expansive and technically-detailed written discussion as to why an over-height tower is necessary, why two or more sites that comply with this Policy cannot meet the disclosed transmission needs of the applicant, and why it is appropriate in the area requested. Existing structures in these open space and industrial areas (i.e., light standards and other towers) may also be utilized for antennas.
7. The Director has the authority to allow slight (less than 10%) increases in the maximums mandated by this policy for extenuating circumstances. A request to allow an increase in any of these standards must be submitted in writing and must include a discussion as to why the increase is needed and why it is appropriate in the area requested.

D. EXISTING LATTICE TOWER

1. Placement of antenna and operational equipment on an existing lattice structure is contrary to this Policy, and will be considered on a case-by-case basis and approved on the clear and convincing demonstration of exceptional need coupled with the lack of any alternatives that comply with this Policy.
2. Existing lattice towers in industrial areas that are completely surrounded by other industrial or other non-residential uses and not visible from a freeway or major street may remain and may be added to on a case-by-case basis as described in D-1 above.
3. Existing lattice towers not meeting the requirements of D-2 above shall not be permitted to have equipment (antennas or ground equipment) added to the facility unless such additions do not “substantially change the physical dimensions” of the facility as defined by this policy.
4. A change-out from a lattice tower to a slim line monopole meeting the requirements of Sections A or B of this Policy and all generally applicable provisions of this Policy shall be automatically approved through the major revised exhibit process (no noticing required).

E. OTHER NONCONFORMING TOWERS

1. An existing tower that exceeds height and width requirements shall not be permitted to have equipment (antennas or ground equipment) added to the facility unless such additions do not “substantially change the physical dimensions” of the facility as defined by this policy.
2. An existing tower that does not shield antennas and/or other equipment from view within a radome shall not be permitted to have anything added to the tower/pole unless a radome is placed over the new equipment or unless such additions do not “substantially change the physical dimensions” of the facility as defined by this policy.
3. A change-out from a nonconforming tower to a slim line monopole meeting the requirements of Sections A or B of this Policy and all generally applicable provisions of this Policy shall be automatically approved through the major revised exhibit process (no noticing required).

F. ROOFTOP FACILITIES

1. New rooftop telecommunication facilities require a full conditional use permit. A Minor Revised Exhibit to the existing conditional use permit must be filed for any proposed changes to an existing rooftop facility. No new surface-mounted “pop-out” enclosures shall be permitted, nor shall “pop-up” enclosures be permitted within 10 feet of any exterior face vertical building edge
2. Antennas and other equipment on rooftops shall be placed as far away from the edge of the building as possible.
3. All antennas and other equipment shall be screened from view from the public right-of-way. Screening shall match or be compatible with the architecture of the building.
4. Existing rooftop antennas and other equipment that are currently visible shall be allowed to remain.

G. TELECOMMUNICATION EQUIPMENT ON OTHER STRUCTURES

1. No telecommunications antenna or equipment is allowed unless it is proposed in conjunction with a new or existing telecommunication facility (permitted through the conditional use permit process).
2. A standalone single antenna facility where the antenna is affixed to an existing structure (light pole, side of building, etc) will be considered on a case-by-case basis. The proposed antenna and other equipment must be completely screened or otherwise be inconspicuous.

H. ALTERNATIVES TO A SLIMLINE MONOPOLE OR ROOFTOP FACILITY

1. An alternative structure (i.e., a church cross, statue, etc.) constructed to house antennas and other equipment for a new telecommunication facility will be considered on a case-by-case basis.
2. Monopines and monopalms will be considered on a case by case basis. Photo simulations are required for a proposed monopalm or monopine. The applicant must demonstrate that these structures will blend in with the surrounding neighborhood in order to be considered. Faux foliage must be added to the pole on a yearly basis to ensure that it is lush and continues to resemble a tree. All mono-tree designs shall incorporate appropriate three-dimensional bark cladding, and shall provide for screening foliage to extend beyond all antennas by no less than 24 inches. The design, number and placement of any branch-like structures affixed to the slim line monopole shall insure the adequate camouflaging of the antennas, related electrical cables and equipment, and the antenna and equipment mounts.

I. OTHER REQUIREMENTS FOR ALL TELECOMMUNICATIONS FACILITIES

1. LANDSCAPING

- a. A landscaped buffer strip shall be constructed and maintained along the exterior perimeter of any facility equipment compound which fronts onto a major or local street and is visible from the public right-of-way. This landscape strip shall consist of deciduous and evergreen trees and shrubs, per City of Fresno landscaping requirements and standards.
- b. The landscaped buffer strip shall be at least 3 feet wide, or wider, with a raised curb encircling the facility.

- c. It is the permittee's continuing duty and responsibility to ensure compliance with all required landscaping requirements.

2. FENCING

- a. There shall be a 6-foot high solid wall (Public Works Department, Standard Drawing P-35) or approved architecturally-designed solid fence installed surrounding the equipment compound. Slatted chain-link fencing will only be considered when the equipment facility is substantially masked from public view (Public Works Department, Standard Drawing P-45), or is located in a commercial or industrial zone district.

3. PARKING

- a. Associated with each wireless telecommunications facility shall be a parking area identified for service vehicles through appropriate signage and/or striping, or through identifying adequate public parking in close proximity to the facility available to accommodate service vehicles.
- b. Where a permittee desires an option to provide the site with temporary electrical power from a portable power generator, the location of this facility shall be shown on the site plan. If in the parking lot, it shall not block traffic or otherwise inhibit traffic flow on-site. All necessary permits shall be obtained for this structure.
- c. Where a permittee desires an option to provide a COW (Cellular on Wheels) on-site during construction, the location of this facility shall be shown on the site plan. If in the parking lot, it shall not block traffic or otherwise inhibit traffic flow on-site. All necessary permits shall be obtained for this structure.

4. LOCATION

- a. There shall be no new wireless telecommunications facility located within 100 yards of an existing wireless telecommunications site.

5. OTHER

- a. All required improvements shall be in accordance with FMC, Section 12-405-B, and constructed in accordance with the Standard Specifications and Standard Drawings of the City of Fresno, Public Works Department.
- b. **State or Federal Requirements.** All towers and antennas must meet or exceed current standards and regulations of the Federal Communications Commission (FCC), the Federal Aviation Administration (FAA), and any other agency of the State or Federal government with the authority to regulate towers and antennas. If such standards and regulations are changed, the owners of the towers and antennas governed by this chapter shall bring such towers and antennas into compliance with such revised standards and regulations within six months of the effective date of such standards and regulations, unless a different compliance schedule is mandated by the controlling State or Federal agency.
- c. **Building Codes and Standards.** Appropriate building permits are required. Compliance with applicable federal, state, and local laws, codes, and regulations are required, and are continuing obligations on applicants and permit holders hereunder.
- d. **Design and Location Preferences in Most Appropriate to Least**

Appropriate Order.

I. Facility Type

1. Building- or structure-mounted antennas that are not readily visible or are completely concealed from view because of integration into design of non-residential buildings or structures erected and approved for use other than as wireless telecommunications support.
2. Building- or structure-mounted antennas set back from roof edge and not visible from the public right-of way or from surrounding properties.
3. On existing non-residential structures located more than 600 feet from a residential district such as buildings, communication towers, existing signal, power, light or similar kinds of permanent poles, or utility facilities, or on new non-residential buildings where the facility is incidental to the building use.
4. On new non-residential structures such as buildings, communication towers, existing signal, power, light or similar kinds of permanent poles, or utility facilities located more than 600 feet from a residential district.
5. A new facility meeting the minimum requirements contained in this ordinance.

II. Location Preferences

1. In an Industrial district and co-located with existing wireless telecommunication facilities that conform to the requirements of this Ordinance.
2. In any other non-residential district and co-located with existing conforming facilities.
3. In Industrial districts.
4. In Commercial districts.
5. On non-residential structures in other non-residential districts
6. On non-residential structures in Residential districts.

Procedures:

- A. Applicants proposing to install and operate a new wireless telecommunications facility in the City of Fresno, will be subject to these guidelines and must obtain a special permit (conditional use permit) issued through the City of Fresno Development and Resource Management Department.
- B. Modifications to an existing wireless telecommunications facility will be subject to the policies contained in this document unless determined by the Development and Resource Management Department Director to be inappropriate and unless otherwise noted in this policy.
- C. Submittal of a special permit (conditional use permit) application may cause a review of planning and building permits activity for the subject property to ensure compliance with the Fresno Municipal Code (FMC). An identified planning/building or code violation may require

the property owner to make necessary correction prior to the issuance of a special permit.

D. Drawings and Photos Required:

1. Site Plan drawings are required and shall include all boundaries, structures and features of the subject property, including but not limited to, north arrow, scale, public utility poles and boxes, guy wires, signs, fire hydrants, dimensioning of all parking stalls, loading zone(s), existing and proposed building, labeling of building square footage, trash receptacles and tree wells located within the existing and proposed public rights-of-way.
2. Elevation drawings shall show all mast and radome dimensions, placement and design features.
3. Provide a drawing detail which includes antenna array design and width and depth of antennas, both proposed and existing.
4. Provide an elevation drawing of vertical stacking of antennas.
5. Provide overall and detailed plan and elevation views of all elements of the project, including without limitation access and easement routes to and from the project site to the nearest road and utility connection point.
6. Accurate and reliable photos of the project site prior to the project installation or modification, and accurate and reliable photo simulations of all elements of the project site after the project installation must be provided with the application. All photos shall be no less than 11" by 17" and be in color.

H. Application Types:

1. CUP Minor Revised Exhibit:

- a. Any change to a telecommunications tower or facility/lease area that does not change the appearance of the tower or the lease area (i.e. addition of ground equipment within an existing lease area).
- b. Modifications/additions that do not "substantially change the physical dimensions" of the facility as defined by this policy.
- c. Antenna and other equipment additions to a rooftop facility or lattice tower if such additions are allowed by this policy.

2. CUP Major Revised Exhibit:

- a. Any change to a telecommunications tower that results in a minor change in appearance of the tower or the lease area (addition of antennas, a radome or other visible equipment) but does not result in an increase in height or relocation of an existing tower, unless otherwise noted.

3. CUP Amendment:

- a. The addition of a second carrier to an existing wireless telecommunication facility.
- b. Any major change to a telecommunications tower that results in an increase in height or relocation of an existing tower.
- c. A change-out from a nonconforming tower to a slimline monopole meeting the

requirements set forth in this policy.

4. Full CUP:

- a. Required for any new telecommunications facility.

Definitions:

- A. Wireless Telecommunications Facility – A combination of ground mounted equipment (often in cabinets or shelters), necessary utilities, and a slim line monopole with supporting antennas and cabling required to provide communications services. This secured (fenced) compound contains the infrastructure necessary to provide wireless services to the community.
- B. Mast – See slim line monopole
- C. Slim Line Monopole – A continuous, smooth, round cross section monopole with no cut-outs or exterior attachments such as climbing pegs
- D. Radome – The purpose of the radome is to conceal the antennas mounted to the telecommunication mast. This cylindrical, external sheath covers the antenna arrays mounted to a mast. The radome is constructed of an RF transparent material and painted to match the pole a condition of approval.
- E. Co-Location of Multiple Telecommunication Carriers – A wireless telecommunication facility for more than one carrier or communications provider which includes ground equipment, mast, radome, antennae, and other structures to support the operation of wireless telecommunication facility.
- F. Eligible Facility Request – A request for modification of an existing wireless tower or base station that involves one of the following:
1. The addition of new transmission equipment
 2. The removal of transmission equipment
 3. The replacement of transmission equipment.
- G. Substantial Change to the Physical Dimensions of an Existing Wireless Telecommunications Facility – A substantial change to an existing facility shall include the following:
1. The addition or replacement of equipment that would result in an increase of over 20% to the *existing* diameter/width of the existing pole/mast/tower. The total width includes the pole, antennae and radome.
 2. The addition or replacement of equipment that would result in an increase of over 20% to the vertical length of the *existing* antennae and other equipment located on the pole.
 3. Any expansion in area to the existing fenced or enclosed lease area if the proposed lease area is located within a required setback or within a parking lot.
 4. The removal of a radome which would expose antennae.
 5. Any increase in the height of the pole/mast/tower.
 6. The replacement of an existing pole/mast/tower.

Documents Referenced in this Policy/Procedure:

Applicable Fresno Municipal Code Sections:

Section 12-304-B-11. USES PERMITTED SUBJECT TO CONDITIONAL USE PERMIT.

The following uses may be permitted, except where expressly prohibited, when such uses are deemed by the Director or the Commission to be essential and desirable for the public welfare and convenience and when such uses are in conformity with the General Plan and its objectives, subject to the issuance of a Conditional Use Permit in accordance with Sections 12-405 and 12-406.

11. Public utilities and public service structures, uses and buildings, except as otherwise provided in this Zoning Ordinance.

Section 12-405-A-2 CONDITIONAL USE PERMIT.

A conditional use permit shall be granted only when it is found that:

Finding 1: All applicable provisions of this Code are complied with and the site of the proposed use is adequate in size and shape to accommodate said use, and accommodate all yards, spaces, walls, and fences, parking, loading, recycling areas, landscaping, and other required features (Section 12-405-A-2.a.).

Finding 2: The site for the proposed use relates to streets and highways adequate in width and pavement type to carry the quantity and kind of traffic generated by the proposed use (Section 12-405-A-2.b.).

Finding 3: The proposed use will not be detrimental to the public welfare or injurious to property or improvements in the area in which the property is located. The third finding shall not apply to uses which are subject to the provision of FMC, Section 12-306-N-30 (Section 12-405-A-2.c.).

Section 12-405-B: CONDITIONS.

1. The issuance of any special permit may be subject to such conditions as deemed necessary to be appropriate or necessary to assure compliance with the intent and purpose of this Zoning Ordinance and established general and specific plans and policies of the city to protect the public health, safety, or welfare. . . [et seq.]

Section 12-406. SPECIAL PERMITS; PROCEDURES.

This section shall govern the procedure for the issuance of the special permits set forth in Fresno Municipal Code Section 12-405. . . [et seq.]

Section 12-306-N. SPECIAL STANDARDS OF PRACTICE AND REGULATIONS

23. Water Efficient Landscaping Standards (In its entirety).
24. Landscaping (In its entirety).

Applicable Policies and Procedures:

Performance Standards for Parking Lot Shading, Planning and Development Department

Anti-Graffiti Landscaping, Landscaped Buffer Development and Planting Standards, Planning and Development Department

Amending Previously Approved Entitlements (G-003)

Review and Responsibility:

Development and Resource Management Department

Signature: _____
Mark Scott, Interim Director

Dated: _____

DRAFT