



# WIRELESS TELECOMMUNICATION FACILITIES

Interim Policy and  
Procedure No.

# C-010

Planning & Development Department  
2600 Fresno Street, 3<sup>rd</sup> Floor, Room 3043  
Call (559) 621-8277 for an appointment  
or visit [www.fresno.gov](http://www.fresno.gov) for information.

Date:  
February 16, 2022

## Target Audience:

Planning staff and wireless telecommunication representatives.

## Purpose:

The purpose of this Interim Policy is to supplement the existing [Wireless Telecommunications Facilities Policy and Procedures \(Issue No. 33, dated June 20, 2006\)](#) and provide clarification to the procedural guidelines for the special permit (conditional use permit) application process. This Interim Policy is intended to facilitate compliance with the shot clock timelines set forth by Federal Communication Commission and any applicable state laws. This Interim Policy is promulgated pursuant to Fresno Municipal Code (FMC) Section 15-4904, subsections A through E, and FMC Section 15-2759.

## Procedures:

- Pre-application review is optional. The pre-application review requirement stated in FMC Section 15-5003 is not mandatory for special permit (conditional use permit) applications for wireless telecommunication facilities; pre-application review is optional and recommended.
- Concurrent processing is allowed. Building Permits shall be processed concurrently with entitlements for a wireless telecommunication facility. Written authorization from the Planning and Development Director is not required and FMC Section 15-5021 C.3. is not applicable to such applications.
- Shadow casting. Pursuant to FMC Section 15-2509, when a structure will exceed 50 feet in height, the applicant must submit an analysis of the shadows that the structure will cast on planned or existing residential property.
- Applications for an emergency standby generator, as defined in California Government Code Section 65850.75 shall be processed pursuant to the requirements set forth in the Government Code.

## Documents referenced in this procedure:

[Fresno Municipal Code Section 15-4904](#)

[Fresno Municipal Code Section 15-2759](#)

[Fresno Municipal Code Section 15-5003](#)

[Fresno Municipal Code Section 15-5021](#)

[Fresno Municipal Code Section 15-2509](#)

[Government Code Section 65850.75](#)

## Applications Required:

- For modifications to an existing wireless facility as an Eligible Facilities Request (EFR) which does not cause a substantial change to the tower or base station, applicants shall complete the [Wireless Telecommunications Facilities Streamlined Planning Review Process](#) packet and apply for a "Revised Exhibit **Minor** Conditional Use Permit" through the [Citizen's Access](#) Portal.

- For modifications to existing wireless telecommunication facilities that substantially changes the physical dimensions of a tower or base station, applicants shall complete the Wireless Telecommunications Facilities Streamlined Planning Review Process packet and apply for a “Revised Exhibit **Major** Conditional Use Permit” through the Citizen’s Access Portal.
- For a new wireless telecommunication facility, applicants shall apply for a Conditional Use Permit through the Citizen’s Access Portal.
- For the installation of emergency generators, Planning review is bypassed and the project shall be reviewed by the Building and Safety Division.
- All proposals for wireless facilities identified above will not be subject to Pre-Application Review as stipulated under FMC Section 15-5003. Applicants may request having an **optional** preliminary review with Planning Staff and such cursory review will not be subject to Shot Clock requirements.

**Attachments:**

1. [Wireless Telecommunications Facilities Streamlined Planning Review Process](#)
2. [New Wireless Telecommunications Facilities Submittal Requirements Checklist](#)

**Application Review Timeframes:**

The application completeness review process is up to 10 days for EFRs and 30 days for new towers. Before the end of the completeness review period, the applicant shall be notified if the application is deemed incomplete. Once the application is deemed complete, the review periods for the applications are as follows:

1. Revised Exhibit Minor Conditional Use Permit Review: 15 days
2. Revised Exhibit Major Conditional Use Permit Review: 20 days
3. Conditional Use Permit Review: 30-45 days

**Wireless Telecommunications Facilities Design Requirements:**

- All new wireless telecommunication facilities shall be a mono-tree with collocation abilities. No new monopoles will be permitted. Mono-trees may have height of 90-feet (excluding lighting rod). Other telecommunication facility designs may be considered by the Director on a case-by-case basis.
- All new wireless telecommunication facilities shall provide enough equipment space for a minimum of two carriers to install equipment and operate from the tower.
- The reestablishment of abandoned wireless telecommunication facilities shall follow the same design guidelines as new wireless facility. Other telecommunication facility designs may be considered by the Director on a case-by-case basis.
- All ground mechanical and electrical equipment within the ground lease area shall be screened from public view by fences, walls, or other appropriate screening.
- Fences / Walls / Screening shall be permitted up to 7-feet in height.
- Fences / Walls / Screening shall be comprised of: concrete split-faced blocks, TREX materials, aluminum siding, horizontal wood fencing (or quality replica), brick or stone (or quality replica), tubular steel (with additional screening), wrought iron (with additional screening), or any base fence with faux-ivy or faux-shrubs. Chain link alone will not be permitted.

**Definitions:**

**COLLOCATION:** The mounting or installation of an antenna on an eligible support structure for the purpose of transmitting and/or receiving radiofrequency (RF) signals for communications purposes.

**ELIGIBLE FACILITIES REQUEST:** Any request for modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station, as further defined by the FCC Report and Order 14-153, dated October 21, 2014.

**SMALL WIRELESS FACILITIES:** Such facilities shall meet the conditions per FCC Report and Order 18-33, dated September 27, 2018.

**SUBSTANTIAL CHANGE:** A modification substantially changes the physical dimensions of an existing wireless tower or base station if it meets the definition per the FCC Report and Order 14-153, dated October 21, 2014.

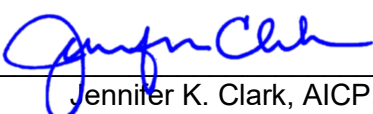
**WIRELESS COMMUNICATION FACILITY:** Personal wireless service facilities as defined by the Federal Telecommunications Act of 1996 including, but not limited to, facilities that transmit and/or receive electromagnetic signals for cellular radio telephone service, personal communications services, enhanced specialized mobile services, paging systems, and related technologies. Such facilities include antennae, microwave dishes, parabolic antennae, and all other types of equipment used in the transmission of reception of such signals; telecommunication towers and similar structures supporting said equipment; associated equipment cabinets and/or buildings; and all other accessory development used for the provision of personal wireless services. There facilities do not include radio towers, television towers, and government-operated public safety networks.

**Review and Responsibility:**

The Planning & Development Department, Development Services Division is responsible for the implementation of the policy.

**Signature:**   
Mike Sanchez, AICP, Assistant Director

Dated: 2/16/22

**Signature:**   
Jennifer K. Clark, AICP, Director

Dated: 2/18/2022