

April 2, 2001

Memo

To: Telecommunication Service Providers

From: David Less, City Planner

Re: **CITY REQUIREMENTS FOR TELECOM TOWERS AND ANTENNAS**

Effective March 2001, the City's new telecommunication ordinance governing the location of telecom towers and antennas went into effect (Section 15.71 of the Manitowoc Municipal Code). We have prepared this outline to help you better understand the requirements under Section 15.71:

1. When a conditional use permit is required or not required for the installation of telecom services in the City;
2. Information that each City department will review prior to the issuance of a conditional use permit or building permit (*this is information provided by the telecom service provider*);
3. Required information for a new tower application; and
4. On-going responsibilities of a telecom service provider.

Note that this document is intended only as a summary of key provisions under Section 15.71. You are advised to not construe or interpret this document as a comprehensive listing of all telecommunication requirements. You are advised to review Section 15.71 in its entirety.

CONDITIONAL USE PERMITS (CUP):

CUP and Tower Application Required for:

1. Construction of new towers.
2. Increased height of existing towers.
3. Antennas increasing the height of alternative tower structure by

- more than 15'.
- 4. Increasing the area of a tower site.
- 5. Amateur radio service facilities that exceed guidelines under 15.71(3)(f).

CUP is Not Required for:

- 1. Antenna onto an existing tower that does not increase height of tower.
- 2. Antenna onto an alternative tower structure with less than 15' height increase.
- 3. Exempt structures under 15.71(3)(a).

SUMMARY OF RESPONSIBLE PARTIES:

City Attorney:

- 1. Activities Requiring a CUP:
 - A. Negotiation of lease terms for location on City-owned or MPU-owned facilities. *15.71(5)(ad)(1)c.*
- 2. Activities Not Requiring a CUP:
 - A. Negotiation of lease terms for location on City-owned or MPU-owned facilities. *15.71(5)(ad)(1)c.*

City Clerk:

- 1. Activities Requiring a CUP:
 - A. Collect tower application and CUP fee. *15.71(5)(a)*
 - B. Upon receipt, mail copy of tower application to Manitowoc County Clerk, MPU and Manitowoc County Airport Advisory Committee. 30-day period to provide written recommendation. *15.71(5)(a)*
- 2. Activities Not Requiring a CUP:
 - A. None.

City Planning:

1. Activities Requiring a CUP:
 - A. Secure recommendation of Airport Advisory Committee. *15.71(4)(b)1*
 - B. Verify compliance with Airport Height and Use Limitation Zoning Ordinance (15.47). *15.71(4)(b)2.*
 - C. Architectural review of building-mounted facilities. *15.71(5)c)*
 - D. Review “as built” site plans. *15.71(5)(e)*
 - E. Verify if alternative tower structure is “contributing” structure in “Manitowoc Intensive Resources Survey Final Report”, 1988. *15.71(5)(f)*
 - F. Site plan review and approval. *15.71(5)(ag)3.*
 - G. Landscape plan review and approval. *15.71(5)(ag)4.*

2. Activities Not Requiring a CUP:
 - A. Architectural review of building-mounted facilities. *15.71(5)c)*
 - B. Verify if alternative tower structure is “contributing” structure in “Manitowoc Intensive Resources Survey Final Report”, 1988. *15.71(5)(f)*

City Engineer:

1. Activities Requiring a CUP:
 - A. Approval for telecom facilities to cross public R-O-W. *15.71(5)(h)*
 - B. Approval of access into tower site. *15.71(5)(x)*

2. Activities Not Requiring a CUP:
 - A. None.

Director of Building Inspection:

1. Activities Requiring a CUP:
 - A. Copy of executed lease or license agreement. *15.71(3)(c)*
 - B. Collect building permit fees. *15.71(3)(c)*
 - C. Calculate and collect tower and antenna fees. *15.71(3)(c)*
15.71(5)(ac)
 - D. Review structural report. *15.71(3)(c)(2)b.*
 - F. Documentation regarding impact of proposed antenna on height of

- tower or alternative tower structure. *15.71(3)(c)(2)c.*
 - G. Analysis of collocation/useable space on other towers and structure in service area. *15.71(3)(d) 15.71(5)(b)*
 - H. Confirm construction of tower for future collocation:
 - 1. Original tower owner + 6 or more future tower owners for towers 200+' in height.
 - 2. Original tower owner + 4 or more future tower owners for towers less than 200' in height. *15.71(5)(b)*
 - I. Approval of roof-mounted facilities. *15.71(5)(d)*
 - J. Verify all setbacks and separation requirements. *15.71(5)(k) 15.71(5)(l)*
 - K. Approval of security fencing design and material. *15.71(5)(p)*
 - L. Review FAA lighting mandates. *15.71(5)(u)2.*
 - M. Collect certificates of insurance. *15.71(5)(ae)*
2. Activities Not Requiring a CUP:
- A. Copy of executed lease or license agreement. *15.71(3)(c)*
 - B. Collect building permit fees. *15.71(3)(c)*
 - C. Calculate and collect tower and antenna fees. *15.71(3)(c) 15.71(5)(ac)*
 - D. Review structural report. *15.71(3)(c)(2)b.*
 - E. Documentation of CUP approved, if required. *15.71(3)(c)(2)d.*
 - F. Approval of roof-mounted facilities. *15.71(5)(d)*
 - G. Collect certificates of insurance. *15.71(5)(ae)*

Fire Chief:

- 1. Activities Requiring a CUP:
 - A. Installation of fire protection equipment at discretion of Fire Chief. *15.71(5)(aa)*
- 2. Activities Not Requiring a CUP:
 - A. Installation of fire protection equipment at discretion of Fire Chief. *15.71(5)(aa)*

Manitowoc Public Utilities:

- 1. Activities Requiring a CUP:

- A. Contamination of water supply. *15.71(5)(ad)(1)(d)*
- 2. Activities Not Requiring a CUP:
 - A. Contamination of water supply. *15.71(5)(ad)(1)(d)*

Recreation and Parks Director (R&PD):

- 1. Activities Requiring a CUP:
 - A. For locations in City-owned parks, approval of R&PD required. *15.71(5)(ad)2.*
- 2. Activities Not Requiring a CUP:
 - A. For locations in City-owned parks, approval of R&PD required. *15.71(5)(ad)2.*

NEW TOWER APPLICATIONS - INFORMATION REQUIREMENTS:

- 1. Name, address, etc. of tower owner and property owner. *15.71(5)(ag)1.*
- 2. Map or aerial photo of all towers and antenna support structures within 1 mile search radius. *15.71(5)(ag)2.*
- 3. Site plan under *15.71(5)(ag)3. 15.37(2)*
- 4. Required lighting systems. *15.71(5)(ag)3.a.*
- 5. Drawing depicting tower and antenna type, height and design characteristics. *15.71(5)(ag)3.a. 15.71(5)(ag)13.*
- 6. Equipment, cabinetry, shelters, electrical and grading details. *15.71(5)(ag)3.a. & 3.b. 15.71(5)(ag)13.*
- 7. Site landscape plan under *15.71(5)(ag)4. 15.69*
- 8. Potential visual impacts of proposed facility. *15.71(5)(ag)5.*
- 9. Map detailing tower owners plans for facilities in City. *15.71(5)(ag)6.*
- 10. Description of telecom services to be offered. *15.71(5)(ag)7.*
- 11. Intermodulation study or RF letter or non-interference letter. *15.71(5)(ag)8.*
- 12. Availability of suitable existing towers or alternative tower structures. *15.71(5)(ag)9. 15.71(5)(b) 15.71(3)(d)*
- 13. Affidavit and copy of letters sent to tower owners in 1 mile search radius declaring collocation and siting needs, plus any responses.

- 15.71(5)(ag)9. 15.71(5)(b)*
14. Tower design can meet or exceed collocation requirement. *15.71(5)(ag)9. 15.71(5)(b)*
 15. Aeronautical study and obstruction evaluation, including compliance with Airport Height and Use Limitation Zoning Ordinance under 15.47. *15.71(5)(ag)10.*
 16. Statement of anticipated tower site maintenance needs. *15.71(5)(ag)11.*
 17. Letter of intent from tower owner declaring collocation availability at new tower under reasonable terms and conditions. *15.71(5)(ag)12.*
 18. Break apart or fall radius calculations. *15.71(5)(ag)13.*
 19. Certification that new tower meets EIA or TIA standards for structural and wind load, as well as all federal, stated and local regulations. *15.71(5)(ag)14. 15.71(5)(h)*

Tower Owner Requirements:

1. File tower application with City Clerk's office. *15.71(5)(a)*
2. Delivery of 4 "as built" site plans to City Planning within 60 days of commencing operation at the tower site. *15.71(5)(e)*
3. Notify Director of Building Inspection of change in existing telecom services, at least 30 days in advance. *15.71(5)(g)*
4. Noise, traffic, testing and maintenance outside limits require approval of Director of Building Inspection. *15.71(5)(m) & (5)(n)*
5. 3-year inspection report submitted to Director of Building Inspection. *15.71(5)(o)*
6. Cooperate with Director of Building Inspection in annual inspection of site (optional). *15.71(5)(ab)*
7. Insurance certificate delivery to Director of Building Inspection for changes in coverage, change in carrier, etc. *15.71(5)(ae)*
8. Notice to Director of Building Inspection of intent to discontinue, abandon or terminate tower or antenna operation. *15.71(5)(af)*
9. Copy of any notices sent to Director of Building Inspection which are provided to FCC or FAA detailing intent to discontinue, abandon or terminate tower or antenna operation. *15.71(5)(af)*

FEES - EFFECTIVE APRIL 1, 2001:

Telecommunication Tower Permit Fee (new tower construction, including installation of tower owner antenna at time of original tower construction)	\$25.00/foot of tower height
Telecommunication Tower Permit Fee (expansion of existing tower, including installation of new antenna, when no new tower construction permit fee has been previously paid)	\$25.00/foot of tower height (existing plus expansion height)
Telecommunication Tower Permit Fee (expansion of existing tower, including installation of new antenna, when new tower construction permit fee has been previously paid)	\$25.00/foot of tower height (expansion height only)
Telecommunication Antenna Permit Fee (antenna installed on existing tower or alternative tower structure after original construction of tower or alternative tower structure)	\$500/antenna or \$500/antenna/array (ie. 9 panel antenna array is 9 x \$500 = \$4,500)

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