



CITY OF BRISBANE
Department of Public Works
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GUIDELINES FOR ENCROACHMENT PERMIT SUBMITTALS FOR WIRELESS COMMUNICATIONS FACILITIES ON PUBLIC UTILITY POLES

The City of Brisbane seeks to permit wireless carriers to install small wireless communications facilities, within the public right-of-way, in order to provide robust cellular coverage and capacity throughout the City; while ensuring facilities are well maintained and do not significantly detract from City streetscapes.

The City does not regulate the technologies wireless carriers use, but it does have certain powers to regulate the time, place, manner and aesthetics of wireless communications facilities. These guidelines are intended only to convey design preferences that may not necessarily apply to every facility.

These guidelines also do not address pole selection. However, the City recommends that wireless carriers avoid pole locations where equipment would be in front of architecturally significant features, or in locations where they would have visual impacts of significance.

Below are requirements and guidelines to aid wireless providers in planning facility locations and compiling the necessary information to obtain encroachment permits for wireless facilities on public utility poles.

Recommended Design Elements

- 1. Equipment Location:**
 - a. Cluster placement and equipment;**
 - b. Avoid wide offsets from the pole;**
 - c. Long, narrow equipment build-outs (as opposed to large, bulky designs);**
- 2. Consider installing multiple facilities that are smaller and require less power, as opposed to one high-power facility that requires a lot of bulky equipment (120V instead of 240V power sources);**
- 3. Minimize pole height extensions;**
- 4. Minimize equipment width and size;**

5. **Provide matching color/paint;**
6. **No visually obtrusive antennas/equipment;**
7. **No visible flashing lights or manufacturer decals;**
8. **No secondary poles.**

Initial Submittal Requirements:

All encroachment permit applications for small cell facilities within the public right of way, or within public utility easements, shall be submitted to the Public Works Department for review. The submittal shall show the proposed location and the facilities planned for construction, with a photo-simulation depicting the existing and proposed conditions. The submittal shall also provide information on the anticipated power consumption (total watts) of the facility, and whether or not fans are being proposed. New facilities located in residential areas shall be of a type that does not emit noise. The submittal for any location where a fan is proposed shall include information on the anticipated DBA levels, and shall show compliance with the City of Brisbane's noise ordinance.

Submittals shall be accompanied by proof of the applicant's Certificate of Public Convenience and Necessity (CPCN) from the California Public Utility Commission (CPUC) and an approval letter from the utility pole owner for placement of the facilities on the pole in question.

The submittal shall identify all facility related support and protection measures to be installed. This includes, but is not limited to, the location(s), dimensions (if applicable), and method(s) of placement, support, protection, screening, paint and/or other treatments of the antennas and other appurtenances to insure public safety, and insure compatibility and harmony with the neighborhood character.

Public Works will review the proposed location and facilities for general compliance with build-outs that minimize visual impacts. Features that help to minimize visual impacts include:

- Aboveground cabinets are not permitted. All equipment shall be located in underground vaults, to maximum extent possible. If equipment cannot be placed in underground vaults, it must be placed on the utility pole, and should be designed to be as low profile as possible;

- Minimizing the quantity and size of equipment placed on poles. Long and narrow equipment, as opposed to wide and bulky equipment is preferred;
- Working to install wireless “puck” style electric smart meters;
- Concealing wires from view;
- Screening and disguising antennae and pole mounted equipment with shrouding and/or existing traffic signs;
- Locating equipment on poles situated near property corners, and not directly in front of residents and businesses;
- Minimizing views from habitable living areas (such as bedrooms or living rooms) of residential units which directly face the antenna within 100 feet horizontal distance;
- Ensuring there are no flashing lights or large repetitive warning stickers that are unnecessary, distracting, poorly placed, or non-essential. Warning stickers shall be placed where appropriate, and not at pedestrian eye level, unless directed to do so by the FCC or other regulatory agencies;
- Ensuring that pole height increases are not excessive and/or unnecessary;
- Minimizing equipment offsets from poles;

The initial review process may result in the Public Works Department having comments or concerns regarding the proposed design and location. The Public Works Department may request that facilities be relocated and/or be reduced in size. In some cases, the applicant may be requested to install an array of smaller, less visually intrusive facilities, instead of a larger, more powerful antenna.

The applicant shall ensure that the operation of new facilities will not cause interference with existing facilities, such that an existing facility would be required to increase its power source or other equipment to continue proper service. These potential impacts should be considered, measured, and mitigated prior to approval of a new facility.

After the Public Works Department deems the initial submittal acceptable, the applicant will be required to notify the surrounding property owners.

Notification Process:

The applicant is required to notify all property owners and residents within 300-feet of the proposed installation. Notification material to residents will include a description of the project and the purpose of the proposed facility. The Applicant will

provide to the City a mailing list for both owners and tenants (occupant designation for tenants is acceptable) to be notified of the proposed facility installation.

Direct Mailers/Courtesy Letter

A letter will be mailed to all property owners and residents within 300' of the proposed site. Those property owners whose properties are nearest to the proposed facilities shall be notified by registered mail via the U.S. Postal Service. Property owners will be given 21 calendar days to contact the applicant with any questions or concerns.

The letter will provide a description of the purpose of the proposed facility and a map identifying the proposed location of the cabinet. In addition, a copy of the proposed plans and photo simulations of the proposed equipment are to be included. The notification shall also include a telephone number or email address for the Applicant's Community Liaison, with whom property owners can contact with questions or concerns regarding the facility. Additionally, the notification shall include a contact number for the Public Works Department– (415) 508-2130 - so that property owners can contact the City directly, if they so prefer. The applicant shall log all contact with property owners, which shall include the date, owner/resident's name, address and the specific questions or concerns the owner/resident has regarding the facility. The applicant shall inform the Public Works Department of all inquiries received during the notification period, so that the Public Works Department may assess the comments and concerns regarding the application, and work with the applicant to address these concerns.

Final Submittal Requirements:

After the notification period is concluded, and the applicant and the City have worked to address the comments and concerns received through the notification process, the applicant will submit to the Public Works Department the final Encroachment Permit Application, which will include:

- Completed Encroachment Permit Application
- Final Improvement Plans (including photo simulations)
- Traffic Control Plans
- Contractor's Insurance Certificate (with the City of Brisbane named as additionally insured)

- Approval letter from the utility pole owner for placement of the proposed facilities
- List of properties to receive construction notification Door Hangers

(See Attachment A for Brisbane Design Preferences Checklist)

Door Hanger Notice

After the Public Works Department approves an encroachment permit, and at least 1 week before commencement of construction activities, the applicant shall place a "Door Hanger" Notice at all properties that will be affected by construction of the facilities. This notice will inform the property owners of the upcoming construction and will offer a contact number for the applicant so that property owners can call in construction related inquiries and concerns.

Post-Construction Requirements:

After the facility has been constructed, the Applicant will be required to cover all reasonable costs associated with the measuring, recording, reporting and monitoring of emissions, including thermal/heat, EMR/RF and noise associated with the wireless communications facility. Such information shall be provided, within 10 days of activation of the equipment, in an Activation Report, which shall be made available to any interested party through the City of Brisbane's Public Works Department.

The Activation Report shall be prepared by a certified professional engineer, or other technical expert approved by the City of Brisbane, and shall provide information that demonstrates the facility will not cause any potential exposure to RF emissions that exceed adopted FCC standards for human exposure. Testing shall be conducted in compliance with FCC regulations governing the measurement of RF emissions and shall be conducted during normal business hours on a non-holiday weekday with the subject equipment measured while operating at maximum power. For all measurements made, evidence must be submitted showing that the testing instrument(s) used were calibrated within their manufacturer's suggested periodic calibration interval, and that the calibration is by methods traceable to the National Bureau of Standards. At the sole option of the City Engineer, an agent of the City may monitor the performance of testing required for preparation of the Activation Report.

Notification prior to Activation Report

The Applicant shall undertake to inform and perform appropriate tests for residents of dwelling units located within 50 feet of the transmitting antennae at the time of testing for the Activation Report.

- At least 20 calendar days prior to conducting the testing required for preparation of the Activation Report, the Applicant shall notify the Department of Public Works, and shall send a notice, via registered mail through the U.S. Postal Service, to the resident of any dwelling unit within 50 feet of a transmitting antenna, of the date on which testing will be conducted.
- When requested in advance by a resident notified of testing pursuant to subsection (a), the Applicant shall conduct testing of total power density of RF emissions within the residence of that resident on the date on which the testing is conducted for the Activation Report.
- Within 10 days of the installation and operation of the facilities, the Applicant shall confirm in writing to the Public Works Department, through an Activation Report, that the facilities are being maintained and operated in compliance with applicable Building, Electrical and other Code requirements, as well as applicable FCC emissions standards.

(See Attachment B for *Wireless Communications Facility Project Completion Checklist*)

Key Milestones

1. Identify placement of facilities - Applicant will develop a deployment plan and schedule, and will share this information with the Public Works Department. Applicant shall work with the City of Brisbane regarding the planned build out of wireless communications facilities, and shall supply a map of proposed siting locations as plans and information become available.
2. Complete field verification – Applicant shall have an engineer visit each individual location/area to identify living units, building addresses, existing facilities, distance measurements, Public Right of Way, and private property lines. The Engineer shall also identify other potential sites for Small Cell Facilities in the event that the Applicant's first choice is not realized. Applicant will consider public safety, aesthetics, the overall network design, and will be consistent with all siting criteria agreed to with the City of Brisbane.

3. Initial Submittal – Applicant shall submit a preliminary design and location package to the City of Brisbane for review and comment. Applicant shall work with the City to address initial comments and concerns prior to the notification process.
4. Notification - After the Public Works Department reviews and supports the wireless communications facility placement location, Applicant will mail courtesy letters to all residents within 300' of the facility.
5. Response to Inquiries - Applicant will provide a Community Liaison to act as a point of contact for notified property owners. The Community Liaison will retain an inquiry report of all inquiries received and the disposition of each. Applicant will respond to all customer inquiries within 48 hours. Customer concerns will be identified and reviewed by Applicants Construction & Engineering staff.
6. Inquiry Report - Applicant will provide a report to the City detailing all customer inquiries. The information will include customer name, date of receipt, date of response, contact information, and resolution. Public Works will review inquiries from residents and will provide recommended actions for the Applicant to follow. These actions may consist of revising the proposed wireless communications facility location or scope, re-notifying affected residents of modifications to facilities, and/or requesting installation of additional screening for facilities.
7. Final Submittal – When the notification process and subsequent rectification has been completed to the satisfaction of the City Engineer, the Applicant will submit a complete application package to the Public Works Department that addresses the City Engineer's comments and concerns.
8. Construction Notices – The Applicant will have a door hanger delivered to residents affected by construction of the facilities at least 1 week prior to commencement of construction.
9. Post-Construction Activation – After the wireless communications facility has been constructed, and within 10 days of activation, the Applicant will be required to measure, record and report on the emissions from the facility. The Activation Report shall verify whether the equipment is complying within the acceptable emission limits as established by FCC standards and/or other relevant government agencies.

Policies and Requirements:

These guidelines are meant to provide a general overview of the procedures and requirements for installation of wireless communications facilities on public utility poles located within the public right of way, and within public utility easements. Additional conditions, information and/or procedures may be necessary based on the

circumstances, project scope and the location being proposed by the Applicant, or as deemed necessary by the City Engineer.

The Applicant or its successors shall comply fully with all conditions specified in these guidelines, or as modified by the City Engineer. Failure to comply with any condition shall constitute grounds for revocation. In the event that the Activation Report includes a finding that RF emissions for the site exceed FCC Standards, the Public Works Department may require the Applicant to immediately cease and desist operation of the facility until such time that the violation is corrected to the satisfaction of the City Engineer.

Any carrier/provider authorized by the City Engineer to operate a specific wireless communications facility installation may assign the operation of the facility to another carrier licensed by the CPUC and FCC for that radio frequency provided that such transfer is made known to the City Engineer in advance of such operation, and all conditions of approval for the subject installation are carried out by the new carrier/provider.

Please contact the Public Works Department at (415) 508-2130 with any questions or concerns regarding these guidelines.

ATTACHMENT A

Information to be shown on Plans and Simulations to ensure clarity

		YES	NO
1	Cover Sheet Show the correct project site location on cover sheet (with a vicinity map). Indicate the street address(s) for the nearest building(s).		
2	Cover Sheet Provide a clear project description describing types and numbers of equipment. Also indicate if pole will be replaced (with existing and proposed heights) or if any existing road signage is proposed to be relocated or removed.		
3	Cover Sheet Provide information in a checklist format to ensure conformance by installers, as shown further below.		
4	Site Plan Show location of any new vaults proposed and any existing or proposed guy wires.		
5	Elevation Sheet Show location of any warning stickers. RF warning sticker shall be facing out to street and near antenna, or away from street and near antenna if no window within 50 feet.		
6	Elevation Sheet Indicate height to top of pole, antenna, top and bottom of equipment enclosures.		
7	Elevation Sheet Show any existing or proposed guy wires.		
8	Elevation Sheet Show equipment enclosures stacked together as close as possible while complying with GO 95 and airflow requirements.		
9	Elevation Sheet Ensure other elements (e.g. NEMA, PBX or J boxes), ground bus bars, and base plate mounts are shown, if utilized.		
10	Elevation Sheet Clearly show offset (distance) of equipment cabinets from pole.		
11	Photo Simulations Show cabling and equipment sizes, and offsets (cabinets from pole) correctly.		
12	Photo Simulations Show RF warning stickers, if visible from given perspectives.		
13	Photo Simulations Use perspectives that provide a true sense of distance to nearest residential windows or primary facades of buildings.		
14	Photo Simulations Show new (straight/upright) pole if existing (leaning) pole is to be replaced.		

ATTACHMENT B

Site Completion Checklist

		YES	NO
1	Durable Paint: Antennas, Mounting/Standoff Brackets, Pole Extensions, PVC Conduit, Meter, and Radio Relay Units to be painted “Mesa Brown” using a durable paint (e.g. Sherwin Williams, Frazee or equivalent).		
2	Cabling: Cabling (Mesa Brown in Color) to be installed in a tidy manner without excess cable loops, and to be hidden from view to the maximum extent feasible.		
3	Spacing of Support Elements: Support equipment (e.g. Approved Meters, Disconnect Switch, etc.) to be clustered (vertically) as close as technically feasible on pole.		
4	Logo Removal: All equipment logos, other than those required by regulation (e.g. node identification of shutdown signage) or PG&E regulations shall be painted over or removed. Raised/Depressed logos/text on equipment enclosures (e.g. RRUs), if present to be sanded off, or covered with a sticker, and then painted.		
5	Signage: FCC mandated RF warning signage shall face out to street when placed in front of, or near a window. Signage shall face toward building if there is no window.		