

## CITY OF WINDOM, MINNESTOTA

### PUBLIC RIGHT-OF-WAY POLICY

#### Small Wireless Facility Aesthetic Requirements and Construction Criteria

The installation or attachment of an antenna or other wireless communications equipment utilizing small cell technology (the “wireless equipment”) to poles in the City Of Windom or City-owned facilities shall be subject to the criteria set forth below. In some cases, the existing pole may require replacement with a new combination pole that can accommodate the equipment proposed to be attached and the street light luminaire, signal head/mast arm or other appurtenances (the “replacement pole”). If an existing pole is proposed to be utilized for attachment, detailed engineering calculations shall be submitted by a Licensed Professional Engineer showing that the pole can accommodate the additional loads.

#### A. Application Process:

1. The small wireless facility operator or contractor/installer shall submit a permit application(s) to the Windom Building & Zoning Office detailing the type of equipment to be installed, specs regarding weight and size of equipment, photo of cabinet and other equipment to be attached or placed in the City’s right-of-way, and proposed locations for installation of the equipment. The City may request additional information if deemed necessary.
2. Any fees for the permit application shall be set by resolution of the Windom City Council.

#### B. Pole Criteria:

1. Specific Criteria:
  - a. Only one installation per pole on a first-come, first-served basis is permitted.
  - b. If wireless equipment is to be installed on a City-owned street light pole, the operator, at its expense, shall replace the existing street light pole with a chambered pole to segregate wireless and utility services. The specs of the proposed pole shall be approved by the Windom Electrical Department.
  - c. The wireless equipment is not permitted to protrude more than five (5) feet above the streetlight luminaire or mast arm itself.
  - d. The mounting height of the luminaire on the streetlight pole shall be no more than thirty-five (35) feet.
  - e. The mast arm length of a replacement pole shall match the existing streetlight pole being replaced.
  - f. The color and surface treatment of the replacement pole shall match the surrounding area poles. Pole heights shall be the same as all surrounding poles of the same use.
  - g. No Company signs are permitted to be placed on a pole, including a replacement pole, except to the extent required by local, state or federal laws or regulations.
  - h. All pole-attached wireless equipment must be a minimum of ten (10) feet above the sidewalk elevation.

- i. All ground-based wireless equipment including, but not limited to, equipment cabinets or power pedestals shall be placed at the back of the right-of-way whenever possible.
- j. All pole-mounted equipment shall match the color of the pole or replacement pole.
- k. For each individual pole type or style used to support the wireless equipment, one spare replacement pole shall be provided by the small wireless facility operator to the City at the end of the project so that the pole can be replaced promptly in case of a knockdown.
- l. All plans shall be signed and sealed by a Professional Civil and Electrical Engineer.
- m. All other details in the City Of Windom Street Light Design Standards and Engineering Standards shall apply.
- n. The replacement pole and the wireless equipment attached to the pole shall not increase the diameter of the existing pole that is replaced by more than sixty (60) percent, not to exceed eight (8) inches total, or increase the height of the existing pole by more than ten (10) percent, not to exceed four (4) feet. The distance from the edge of the pole to the street or sidewalk shall meet all setback requirements per the City's Engineering Standards.
- o. Antenna shall be limited to snug-mount, canister-mount, and concealed antennas and mounted no more than six (6) inches off the pole.
- p. All cables or wires for the attached wireless equipment shall be located inside the pole except where such cables or wires attach to the ports in the antenna.
- q. When wireless equipment is attached to a replacement pole, the primary purpose of the pole shall remain as a pole structure supporting a streetlight luminaire, signal mast arms/heads, or power facilities and related fixtures as originally established within the City right-of-way.

**C. Equipment Cabinets:**

- 1. Equipment cabinet locations shall comply with the height and development standards of the underlying zoning district.
- 2. Cooling Fans: In residential areas, the small wireless facility operator shall use a passive cooling system. In the event that a fan is needed, the small wireless facility operator shall use a cooling fan with a low noise profile.
- 3. The associated equipment will be reviewed by the City for each location and will be screened wherever the same can be screened in a commercially reasonable manner.
- 4. No more than one equipment cabinet and/or power pedestal shall be located at and serve any one pole site.

**D. Above-Ground Utility Structures:**

- 1. When requesting above-ground structures greater than twenty-four (24) inches in height, they must meet the following criteria and the following information must be submitted:

- a. Evidence or documentation that where the above-ground structure is over thirty-six (36) inches in height, given its proposed location, the structure will comply or be in compliance with applicable City Of Windom Zoning Ordinances.
- b. City will provide documentation that identifies a potential site for replacement within a neighborhood. (The site will be selected on the basis of aesthetics and technical/engineering restrictions.)
- c. Evidence that the structure shall be placed on the same side of the right-of-way as refuse containers or utility poles. (The structure shall not block trash truck access and alley access.)
- d. Verification of sight-triangle compliance.
- e. Three (3) photographs of the proposed structure, one (1) at ninety (90) degrees, the other two (2) at forty-five (45) degrees on either side of the proposed location. (Identify the location of the proposed structure, mark the location with white tape, use an orange traffic cone, etc.)
- f. Evidence or documentation of the dimension of the structure.
- g. Evidence or documentation that the structure shall not exceed thirty-six (36) inches in height in front of the front yard of a residential home.
- h. Information as to the specifications of the structure, if available.

**E. Signage/Lights/Logos/Decals:**

- 1. Signage: The small wireless facility operator shall post its name, location identifying information, and emergency telephone number in an area on the cabinet of the small cell facility that is visible to the public. Signage required under this section shall not exceed four (4) inches by six (6) inches, unless otherwise required by law (e.g. RF ground notification signs) or the City. If no cabinet exists, the signage shall be placed at the base of the pole.
- 2. Lights: New small wireless facilities and wireless support structures shall not be illuminated, except in accord with state or federal regulations, or unless illumination is integral to the camouflaging strategy such as design intended to look like a street light pole.
- 3. Logos/Decals: The small wireless facility operator shall remove or paint over unnecessary equipment manufacturer decals. The color shall match or shall be as approved by the City. Small wireless facilities and wireless support structures shall not include advertisements and may only display information required by a federal, state or local agency. The small wireless facility operator shall utilize the smallest and lowest visibility radio frequency (RF) warning sticker required by government or electric utility regulations. Placement of the RF sticker shall be as close to the antenna as possible.