

(R-2004-1050)  
(COR.COPY)

RESOLUTION NUMBER R- 299512

ADOPTED ON JUL 27 2004

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN  
DIEGO AMENDING COUNCIL POLICY NO. 600-43  
PERTAINING TO TELECOMMUNICATION ANTENNA  
POLICY.

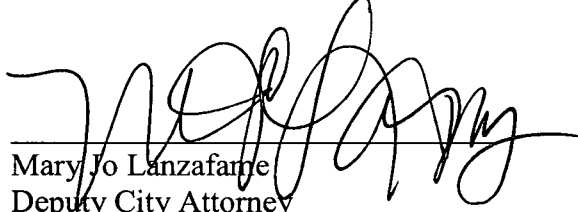
BE IT RESOLVED, by the Council of the City of San Diego, that Council Policy  
No. 600-43 titled, "TELECOMMUNICATION ANTENNA POLICY," is amended as set forth  
in the Council Policy filed in the office of the City Clerk as Document No.

RR- 299512

BE IT FURTHER RESOLVED, that the City Clerk is instructed to add the aforesaid to  
the Council Policy Manual.

APPROVED: CASEY GWINN, City Attorney

By

  
Mary Jo Lanzafame  
Deputy City Attorney

MJL:cfq  
05/05/04  
06/23/04 COR.COPY  
Or.Dept: DSD  
R-2004-1050

**CITY OF SAN DIEGO, CALIFORNIA  
COUNCIL POLICY**

SUBJECT: CITY OF SAN DIEGO WIRELESS COMMUNICATION FACILITIES  
POLICY  
POLICY NO.: 600-43  
EFFECTIVE DATE:

BACKGROUND

The City of San Diego has received numerous requests for Wireless Communication Facilities over the past seventeen years both on public and private property. The application process needs more coordination and consistency among City Departments. In light of this, a policy is desirable to establish the criteria by which applications are evaluated, processed, approved and denied.

PURPOSE AND INTENT

The purpose of this policy is to provide comprehensive guidelines for the review and processing of applications for the placement and design of Wireless Communication Facilities in accordance with the City of San Diego land use regulations. These guidelines are intended to prescribe clear, reasonable, and predictable criteria to assess and process applications in a consistent and expeditious manner, while reducing visual and land use impacts associated with Wireless Communication Facilities. The guidelines presented in this policy promote the use of camouflage design techniques and preferred locations to minimize the visual impacts to the surrounding community and preserve land uses within the City of San Diego. At the same time, the guidelines allow for the orderly and efficient development of wireless networks consistent with the rules and regulations promulgated by the Federal Communications Commission [FCC] pursuant to the Telecommunication Act of 1996 [TCA].

APPLICATION OF THIS POLICY

This policy contains the development guidelines that the City applies to all applications for Wireless Communication Facilities within the City of San Diego, including new proposals and amendments to existing Wireless Communication Facilities in all zones, overlays, planned districts and community plans. These guidelines ensure minimal land use impacts on the surrounding community by encouraging preferred locations, providing design guidelines, and monitoring health and safety issues within the limits of the TCA.

For applicants seeking placement of a Wireless Communication Facility on city-owned

land, this policy should be used in conjunction with applicable Council Policies and Land Development Code section 141.0420. To the extent Council Policies conflict, this Policy supersedes any existing Council Policy as it relates to Wireless Communication Facilities.

## DEFINITIONS

1. **Antenna** means a device or system used for the transmission and/or reception of radio frequency signals for wireless communications. It may include an omnidirectional (whip), directional (panel), dish, or GPS antenna. It does not include the support structure.
2. **Cellular** means analog, digital signal, personal communications services (PCS) technology, and similar systems which exist now or may be developed in the future and exhibit similar technological characteristics.
3. **City Parks** means land dedicated for park or recreation purposes under Charter section 55; land set aside for park or recreation purposes in accordance with Charter section 55; or land conveyed by grant deed for park or recreation purposes.
4. **Collocation** means the sharing of a single Wireless Communication Facility, site, or location by more than one provider or by the same provider for more than one wireless technology; also referred to as "site sharing."
5. **Controlling Department** means the City Department primarily responsible for using and managing a specific city owned parcel of land or facility.
6. **Wireless Communication Facility [WCF]** means the apparatus that includes the Antennas, support structures, and associated equipment for personal wireless services and information services.

## POLICY

### A. General

The City is the regulatory agency responsible for issuing permits for the development of Wireless Communication Facilities in the City of San Diego. For projects on private property, the City acts only in its regulatory role; for City-owned property, the City has dual roles as property owner and government regulator. The City's Development Services Department [DSD] is responsible for design review, regulatory compliance, zoning administration, and permit processing of applications for Wireless Communication Facilities. For Wireless

Communication Facilities proposed on property owned by the City, the City's Real Estate Assets Department [READ] is responsible for the negotiation and administration of sales and leases, including property used and managed by the City's Park and Recreation Department [P&R], Water Department, or other Controlling Departments of the City.

In considering applications to lease City-owned property, it is the policy of the City Council to maintain control over the design and siting process and to generate revenues for park and recreational uses, Water Department uses, and the General Fund.

B. Development Review Process

1. In general, DSD is the lead department responsible for processing applications for Wireless Communication Facilities on non-city owned sites. DSD is the primary point of contact and will also coordinate with the applicant and the public processing of projects through the development review process in an orderly and efficient manner. READ is responsible for processing proposed projects involving city owned land or facilities from application to final City Council lease approval. This includes coordinating review by the Controlling Department and shepherding the project through the development review process. As part of the development review process:
  - a. All departments involved in the review and approval of a Wireless Communication Facility should be included on the distribution list for the project.
  - b. A copy of any discretionary application for a proposed Wireless Communication Facility in that council district should be sent to the City Council office representing the area within which the subject property is located.
  - c. As part of the initial routing, the recognized community planning group should be provided a copy of all applicable ministerial applications for a proposed Wireless Communication Facility within its community plan area, for information purposes only. The community planning group should also be provided any pending discretionary applications for its community consistent with Council Policy 600-24. The recognized community planning group adjacent to a regional park should also receive a copy of any application for the siting of a Wireless Communication Facility within the regional park where the Park Advisory Body is not the planning group.

- d. Environmental review in accordance with the California Environmental Quality Act should occur for all Wireless Communication Facility applications qualifying for discretionary review.
  - e. The DSD Project Manager or the Controlling Department's Project Manager should perform a final inspection of all Wireless Communication Facilities prior to receiving final approval clearance from the Building Inspector to ensure conformance with any discretionary permits.
  - f. Each approved application for a Wireless Communication Facility should be entered into a City database to track the location of Wireless Communication Facilities in the City. The information may be displayed on the City's Web site.
2. The Information Technology and Communications [IT&C] Department is responsible for advising the City Manager and the City Council on issues related to technical oversight and evaluation of proposed and developed Wireless Communication Facilities in the City of San Diego, including the following:
- a. Radio frequency [RF] radiation studies, propagation studies, tower loading studies, inter-modulation studies, RF interference studies, and licensing and frequency issues.
  - b. Review of equipment to be used at a proposed Wireless Communication Facility, including transmitters, receivers, antennas, cabling, power sources, etc.
  - c. Evaluation of compliance with FCC rules and regulations as it relates to interference with City of San Diego communication facilities for Wireless Communication Facilities.
  - d. Review and verify applicant's proposed Wireless Communication Facility for compliance with FCC regulations related to RF emissions;
  - e. Coordination of the technical aspects of installation and maintenance activities on City Property.
  - f. The applicant shall be charged for all reasonable costs associated with review by IT&C, the Controlling Department and DSD.
- C. Processing of Applications for Wireless Communication Facilities on Non-City

Property.

DSD is the central processing authority and primary point of contact for all Wireless Communication Facility applications on non-city owned sites. All applications for Wireless Communication Facilities on non-city owned sites should be submitted to DSD for processing and tracking throughout the review process.

D. Processing of Applications for Wireless Communication Facilities on City Property.

All applications for Wireless Communication Facilities on City Property should be submitted to the Real Estate Assets Department to be processed and tracked throughout the entire application process. The Property Agent assigned to the project should forward an advance copy of the application to DSD prior to submittal for development review processing. READ is the primary point of contact and is responsible for negotiating and executing an agreement with the applicant for lease of City-owned property for a Wireless Communication Facility. The Controlling Department for the proposed site is responsible for review of the application to ensure current and future operational compatibility and compliance with design standards.

1. Prior to execution of any lease for a Wireless Communication Facility on City-owned property, READ should obtain the review and approval of the Controlling Department and DSD. In addition, the lease agreement should contain all of the following:
  - a. Provisions addressing maintenance of the Wireless Communication Facility, adequate security, adequate insurance coverage, abandonment or decommissioning of the Wireless Communication Facility.
  - b. A term limiting duration of the agreement to the shortest practical term, with an option to extend the term only by mutual consent.
  - c. Market-rate rent based on a current independent fee appraisal of comparable market rents for similar facilities in Southern California or other comparable market area.
  - d. One-time Site Access Fees should be charged for the installation of wireless facilities on all City-owned property. The amount of these fees should be consistent and regularly updated.

- e. Reasonable compensation for the use of city utility poles to mount Antennas.
  - f. Where the lease authorizes subleasing, the city should receive 100% of the Site Access Fee and 50% of the lease revenue generated from the site.
  - g. A processing fee adequate to cover the costs of processing and reviewing applications for Wireless Communication Facilities.
  - h. Assurance that the proposed Wireless Communication Facility will not interfere with City operations or public use of City-owned property.
2. Site Access Fees should be deposited into a special fund to be used primarily to benefit the property or adjacent community where the wireless facility is located. The appropriate stakeholder groups may make recommendations for the expenditure of the special fund. The appropriate Controlling Department should work with the stakeholder groups to prioritize these requests.
  3. Rental Revenue. One half of the ongoing rental revenue should be deposited into the general fund and one half deposited into a special fund for the appropriate department. All expenditures will require prior written approval by the City Manager or designee.
  4. Processing of Applications for Wireless Communication Facilities in City Parks. P&R is the Controlling Department responsible for reviewing siting proposals in City Parks to ensure that the proposed Wireless Communication Facility is consistent with existing policies and design guidelines. READ is responsible for initiating the review process with a site visit; P&R is responsible for review and approval of the project.
    - a. Site Visit. For applications seeking placement of a Wireless Communication Facility in a City Park, READ should, early in the review process, schedule a meeting at the proposed site to identify and view the requested location. READ should provide notice of this initial site visit to the following groups:
      - a representative from the officially recognized Community Planning Group under Council Policy 600-24 for that area;

- the Park and Recreation Department's Project Manager;
  - the Park and Recreation Department's Area Manager;
  - the Development Services Department's Project Manager;
  - the Information, Technology and Communications Department;
  - and
  - the Planning Department's Community Planner.
- b. P&R's Project Manager should present the project for review and recommendation to the appropriate Park and Recreation advisory boards and committees.

For any Wireless Communication Facility proposed within an area in a City Park that is covered by an existing lease, the project will also be presented to the existing lessee for review and, where necessary, consent.

For any Wireless Communication Facility proposed within an area in a City Park that contains an existing encroachment managed by another city department, that department should also have the opportunity to review the project as a Controlling Department.

- c. Following action on the proposed project by the required boards and councils, the P&R's Project Manager will notify the applicant, READ, and DSD of the final action by the Director of P&R.
- d. The Director of the Park and Recreation Department may limit the number of Wireless Communication Facilities allowed in any City Park and should not allow any applicant to site more than one Wireless Communication Facility in any City Park. Further, each applicant should be allowed only one equipment enclosure per City Park. Exceptions may be made for Wireless Communication Facilities in large regional parks on a case-by-case basis.
5. All applicants proposing Wireless Communication Facilities on City-owned property including City Parks and public rights-of-way are required to obtain City authorization for use of the property which should also be reviewed by applicable Controlling Departments.



E. Guidelines for Placement of Wireless Communication Facilities

The following guidelines set forth four locational categories that correspond to the Process levels contained within the Wireless Communication Facilities regulations, Chapter 14, Division 1, Article 4 of the San Diego Municipal Code. These guidelines establish a hierarchy from most preferred location to least preferred location. Applications for sites in either Preference 2, 3 or 4 Locations should include additional information from the applicant substantiating why a Preference 1 Location was not utilized.

1. Preference 1 Locations. This category includes the most preferred locations for siting Wireless Communication Facilities. Applicants are strongly encouraged to site a facility in one of these zones or in the public right-of-way before pursuing a Preference 2 Location. These locations correspond to uses allowed as Limited Uses under the Wireless Communication Facilities regulations.
2. Preference 2 Locations. This category includes areas that may be considered for siting Wireless Communication Facilities as long as the applicant submits adequate information demonstrating that a Preference 1 Location could not be used to meet the technical requirements for the facility thereby supporting a Preference 2 Location. These locations correspond to uses allowed with a Neighborhood Use Permit under the Wireless Communication Facilities regulations. Applicants are encouraged to locate in these areas before pursuing a Preference 3 Location.
3. Preference 3 Locations. This category includes sensitive land uses and are less preferred for siting Wireless Communication Facilities. These locations correspond to uses allowed with a Conditional Use Permit, Process 3, under the Wireless Communication Facilities regulations. The applicant should demonstrate that sites within the Preference 1 and 2 Locations were explored in good faith and found unacceptable.
4. Preference 4 Locations. This category includes highly sensitive land uses and is the least preferred for siting Wireless Communication Facilities. Applicants are discouraged from seeking placement of a Wireless Communication Facility in these areas. These locations correspond to uses allowed with a Conditional Use Permit, Process 4, under the Wireless Communication Facilities regulations. The applicant should demonstrate that sites within the Preference 1, 2, and 3 Locations were explored in good faith and found unacceptable.

F. Application Review By City Staff

The Development Services Department publishes an Information Bulletin which contains specific information on the submittal requirements for applicants proposing Wireless Communication Facilities. In reviewing and making recommendations on discretionary applications for Wireless Communication Facilities, staff should consider the following factors:

1. The nature of uses on adjacent and nearby premises;
2. Integration of the proposal with the existing building or environment;
3. Surrounding topography;
4. Existing landscaping;
5. Quality and compatibility of design and screening;
6. Impacts on public views and the visual quality of the surrounding area;  
and
7. Availability of other facilities and buildings for Collocation.

ATTACHMENTS:

1. Federal Communication Commission: A Local Government Official's Guide to Transmitting Antenna RF Emission Safety: Rules, Procedures, and Practical Guidance

HISTORY

Adopted by Resolution R-288406 03/04/1997  
Amended by Resolution R-291658 05/24/1999  
Amended by Resolution R-XXXXX  
(07/15/04)Cor.Copy

**OLD LANGUAGE: STRIKEOUT**  
**NEW LANGUAGE: UNDERLINE**

**CITY OF SAN DIEGO, CALIFORNIA**  
**COUNCIL POLICY**

SUBJECT: CITY OF SAN DIEGO ~~TELECOMMUNICATION ANTENNA~~ WIRELESS COMMUNICATION FACILITIES POLICY

POLICY NO.: 600-43

EFFECTIVE DATE: ~~May 24, 1999~~

BACKGROUND

~~The increase in the number of telecommunication providers and the rapidity of technological advancement has resulted in a significant increase in applications for telecommunication facilities throughout the City of San Diego. The San Diego City Council and community planning groups have expressed concerns regarding potential visual and land use impacts associated with these facilities. The City of San Diego has received numerous requests for Wireless Communication Facilities over the past seventeen years both on public and private property. The application process needs more coordination and consistency among City Departments. In light of this, a policy is desirable to establish the criteria by which applications are evaluated, processed, approved and denied.~~

PURPOSE AND INTENT

~~The purpose of this policy is to establish criteria to assess and reduce visual and land use impacts associated with development of telecommunication facilities, and to ensure that the criteria and guidelines set forth in Council Policy 700-06, ENCROACHMENTS ON CITY PROPERTY, are applied where telecommunication facilities are proposed on City parkland and/or open space.~~ provide comprehensive guidelines for the review and processing of applications for the placement and design of Wireless Communication Facilities in accordance with the City of San Diego land use regulations. These guidelines are intended to prescribe clear, reasonable, and predictable criteria to assess and process applications in a consistent and expeditious manner, while reducing visual and land use impacts associated with Wireless Communication Facilities. The guidelines presented in this policy promote the use of camouflage design techniques and preferred locations to minimize the visual impacts to the surrounding community and preserve land uses within the City of San Diego. At the same time, the guidelines allow for the orderly and efficient development of wireless networks consistent with the rules and regulations promulgated by the Federal Communications Commission [FCC] pursuant to the Telecommunication Act of 1996 [TCA].

~~The intent of this policy is to provide standards necessary for preservation of community character, introduction of quality design and provision of telecommunication systems. All new telecommunication facilities, and additions or modifications to existing telecommunications facilities, shall conform to this policy.~~

~~This policy is not intended to apply to development or use of amateur (HAM) radio facilities or temporary telecommunication facilities necessitated by natural or man-made disasters. This policy is also not intended to apply to single dish Antennas smaller than 24 inches in diameter, except when associated with another telecommunication facility.~~

## APPLICATION OF THIS POLICY

### A. — Administration

~~The provisions of this policy shall constitute the development requirements for telecommunication facilities in all zones, overlays, planned districts and community plans.~~

~~The provisions of this policy shall also constitute the development requirements for telecommunication facilities constructed on lands owned by public agencies within the City of San Diego when the majority of the benefit derived from the use is not directly related to the public agency.~~

This policy contains the development guidelines that the City applies to all applications for Wireless Communication Facilities within the City of San Diego, including new proposals and amendments to existing Wireless Communication Facilities in all zones, overlays, planned districts and community plans. These guidelines ensure minimal land use impacts on the surrounding community by encouraging preferred locations, providing design guidelines, and monitoring health and safety issues within the limits of the TCA.

For applicants seeking placement of a Wireless Communication Facility on city-owned land, this policy should be used in conjunction with applicable Council Policies and Land Development Code section 141.0420. To the extent Council Policies conflict, this Policy supersedes any existing Council Policy as it relates to Wireless Communication Facilities.

### B. — Classification

~~For the purposes of this policy, two classifications of telecommunication facilities, minor and major, have been identified based on physical and locational characteristics. Each classification is defined by the conditions to which it is subject.~~

C. ~~Minor Telecommunication Facilities~~

~~An application for a *Minor Telecommunication Facility*, for any antenna facility utilized in wireless telephone services, paging systems or similar services, shall be acted upon in accordance with a telephone services, paging systems, or similar services, shall be acted upon in accordance with a Process One decision subject to the following:~~

- ~~1. A Minor Telecommunication Facility shall comply with all development regulations of the underlying zone and overlay(s);~~
- ~~2. A Minor Telecommunication Facility, including associated equipment and structures, shall be concealed from public view or integrated into the architecture or the surrounding environment through architectural enhancement (enhancements that complement the scale, texture, color and style), unique design solutions, or accessory use structures;~~
- ~~3. A Minor Telecommunication Facility shall not result in a reduction in the amount of parking required by the base zone, overlay(s), or existing development permit;~~
- ~~4. A Minor Telecommunication Facility shall not be located on:
  - ~~(a) Legal lots containing:
    - ~~(1) Single family residential development,~~
    - ~~(2) Vacant land zoned for single family residential development,~~
    - ~~(3) Designated historic resources, or~~
    - ~~(4) Sites designated or mapped as containing sensitive resources;~~~~
  - ~~(b) Portions of legal lots containing leases for billboard(s);~~~~
- ~~5. In an effort to encourage Collocation, and recognize that some telecommunication facilities are minimally visible, the following shall also be defined as Minor Telecommunication Facilities:
  - ~~(a) Collocations on water storage tanks, electric transmission towers, and~~~~

~~similarly scaled public utilities /facilities:~~

~~(b) — Additions or modifications to existing Major Telecommunication Facilities when:~~

~~(1) — The area occupied by the Antennas (or existing antenna enclosure) increases no more than 100 percent of the originally approved telecommunication facility, and~~

~~(2) — The area occupied by an outdoor equipment unit(s) increases no more than 150 square feet of the originally approved facility, and~~

~~(3) — The addition or modification, to the extent possible, is designed to minimize visibility;~~

~~(c) — Temporary facilities intended to provide services to City-wide public events, limited to a one-time maximum duration of 90 days, and conditioned with start and removal dates;~~

~~(d) — Panel-shaped Antennas that are:~~

~~(1) — Flush mounted (within 6") to an existing facade on at least one edge, and~~

~~(2) — Extend a maximum of eighteen inches from the facade at any edge, and~~

~~(3) — Do not extend above the height of the building facade, and~~

~~(4) — Are designed to blend with the existing building through the use of color and/or texture; and~~

~~(e) — Whip Antennas when:~~

~~(1) — The total number of whip Antennas visible from the public right-of-way does not exceed six, and~~

~~(2) — The diameter of the whip antenna is four inches or less, and~~

~~(3) — The mounting apparatus is concealed from public view; and~~

~~6. — A Minor Telecommunication Facility shall be removed by the current operator~~

within 90 days of termination of operation, to the satisfaction of the City Manager.

D. Major Telecommunication Facilities

An application for a *Major Telecommunication Facility*, for any antenna facility utilized in wireless telephone services, paging systems or similar services, shall be acted upon in accordance with a Process Four decision subject to the following:

1. A Major Telecommunication Facility shall be a telecommunication facility that does not conform to the criteria established for a Minor Telecommunication Facility;
2. A Major Telecommunication Facility shall utilize the smallest and least visually intrusive Antennas and components that meet the requirements of the facility;
3. A Major Telecommunication Facility shall be modified through the Substantial Conformity process when technological improvements enable a substantial reduction in visual impacts without reducing the level of service;
4. A Major Telecommunication Facility shall, to the extent possible, be designed to be minimally visible through the use of architecture, landscape architecture and siting solutions;
5. A Major Telecommunication Facility shall not be located within:
  - (a) — Lots containing designated historic resources, or
  - (b) — Viewsheds of designated or recommended State Scenic Highways and City Scenic Routes;
  - (c) — Dedicated or designated parkland or open space, unless an exception is granted by the City Council.
6. A Major Telecommunication Facility shall not be located within visual proximity of less than one-half mile of another Major Telecommunication Facility, unless the visual impacts are negligible (i.e. architecturally integrating the facility into the environment); and
7. A Major Telecommunication Facility shall be removed by the current operator within 90 days of termination of operation, to the satisfaction of the City Manager.

## DEFINITIONS

1. **Antenna** means a device or system used for the transmission and/or reception of radio frequency signals for wireless communications. It may include an omnidirectional (whip), directional (panel), dish, or GPS antenna. It does not include the support structure.
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4. **Collocation** means the sharing of a single Wireless Communication Facility, site, or location by more than one provider or by the same provider for more than one wireless technology; also referred to as "site sharing."
5. **Controlling Department** means the City Department primarily responsible for using and managing a specific city-owned parcel of land or facility.
6. **Wireless Communication Facility [WCF]** means the apparatus that includes the Antennas, support structures, and associated equipment for personal wireless services and information services.

## POLICY

### A. General

The City is the regulatory agency responsible for issuing permits for the development of Wireless Communication Facilities in the City of San Diego. For projects on private property, the City acts only in its regulatory role; for City-owned property, the City has dual roles as property owner and government regulator. The City's Development Services Department [DSD] is responsible for design review, regulatory compliance, zoning administration, and permit processing of applications for Wireless Communication Facilities. For Wireless Communication Facilities proposed on property owned by the City, the City's Real Estate Assets Department [READ] is responsible for the negotiation and administration of sales and leases, including property used and managed by the City's Park and Recreation Department [P&R], Water Department, or other



Controlling Departments of the City.

In considering applications to lease City-owned property, it is the policy of the City Council to maintain control over the design and siting process and to generate revenues for park and recreational uses, Water Department uses, and the General Fund.

B. Development Review Process

1. In general, DSD is the lead department responsible for processing applications for Wireless Communication Facilities on non-city owned sites. DSD is the primary point of contact and will also coordinate with the applicant and the public processing of projects through the development review process in an orderly and efficient manner. READ is responsible for processing proposed projects involving city owned land or facilities from application to final City Council lease approval. This includes coordinating review by the Controlling Department and shepherding the project through the development review process. As part of the development review process:

a. All departments involved in the review and approval of a Wireless Communication Facility should be included on the distribution list for the project.

b. A copy of any discretionary application for a proposed Wireless Communication Facility in that council district should be sent to the City Council office representing the area within which the subject property is located.

c. As part of the initial routing, the recognized community planning group should be provided a copy of all applicable ministerial applications for a proposed Wireless Communication Facility within its community plan area, for information purposes only. The community planning group should also be provided any pending discretionary applications for its community consistent with Council Policy 600-24. The recognized community planning group adjacent to a regional park should also receive a copy of any application for the siting of a Wireless Communication Facility within the regional park where the Park Advisory Body is not the planning group.

d. Environmental review in accordance with the California Environmental Quality Act should occur for all Wireless Communication Facility applications qualifying for discretionary review.

- e. The DSD Project Manager or the Controlling Department's Project Manager should perform a final inspection of all Wireless Communication Facilities prior to receiving final approval clearance from the Building Inspector to ensure conformance with any discretionary permits.
  - f. Each approved application for a Wireless Communication Facility should be entered into a City database to track the location of Wireless Communication Facilities in the City. The information may be displayed on the City's Web site.
2. The Information Technology and Communications [IT&C] Department is responsible for advising the City Manager and the City Council on issues related to technical oversight and evaluation of proposed and developed Wireless Communication Facilities in the City of San Diego, including the following:
- a. Radio frequency [RF] radiation studies, propagation studies, tower loading studies, inter-modulation studies, RF interference studies, and licensing and frequency issues.
  - b. Review of equipment to be used at a proposed Wireless Communication Facility, including transmitters, receivers, antennas, cabling, power sources, etc.
  - c. Evaluation of compliance with FCC rules and regulations as it relates to interference with City of San Diego communication facilities for Wireless Communication Facilities.
  - d. Review and verify applicant's proposed Wireless Communication Facility for compliance with FCC regulations related to RF emissions;
  - e. Coordination of the technical aspects of installation and maintenance activities on City-owned property.
  - f. The applicant shall be charged for all reasonable costs associated with review by IT&C, the Controlling Department and DSD.
- C. Processing of Applications for Wireless Communication Facilities on Non City-Owned Property.

DSD is the central processing authority and primary point of contact for all Wireless Communication Facility applications on non-city owned sites. All

applications for Wireless Communication Facilities on non-city owned sites should be submitted to DSD for processing and tracking throughout the review process.

D. Processing of Applications for Wireless Communication Facilities on City Property.

All applications for Wireless Communication Facilities on City-owned property should be submitted to the Real Estate Assets Department to be processed and tracked throughout the entire application process. The Property Agent assigned to the project should forward an advance copy of the application to DSD prior to submittal for development review processing. READ is the primary point of contact and is responsible for negotiating and executing an agreement with the applicant for lease of city owned property for a Wireless Communication Facility. The Controlling Department for the proposed site is responsible for review of the application to ensure current and future operational compatibility and compliance with design standards.

1. Prior to execution of any lease for a Wireless Communication Facility on city owned property, READ should obtain the review and approval of the Controlling Department and DSD. In addition, the lease agreement should contain all of the following:

- a. Provisions addressing maintenance of the Wireless Communication Facility, adequate security, adequate insurance coverage, abandonment or decommissioning of the Wireless Communication Facility.
- b. A term limiting duration of the agreement to the shortest practical term, with an option to extend the term only by mutual consent.
- c. Market-rate rent based on a current independent fee appraisal of comparable market rents for similar facilities in Southern California or other comparable market area.
- d. One-time Site Access Fees should be charged for the installation of wireless facilities on all city owned property. The amount of these fees should be consistent and regularly updated.
- e. Reasonable compensation for the use of City utility poles to mount Antennas.

- f. Where the lease authorizes subleasing, the City should receive 100% of the Site Access Fee and 50% of the lease revenue generated from the site.
- g. A processing fee adequate to cover the costs of processing and reviewing applications for Wireless Communication Facilities.
- h. Assurance that the proposed Wireless Communication Facility will not interfere with City operations or public use of City-owned property.
2. Site Access Fees should be deposited into a special fund to be used primarily to benefit the property or adjacent community where the wireless facility is located. The appropriate stakeholder groups may make recommendations for the expenditure of the special fund. The appropriate Controlling Department should work with the stakeholder groups to prioritize these requests.
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4. Processing of Applications for Wireless Communication Facilities in City Parks. P&R is the Controlling Department responsible for reviewing siting proposals in City Parks to ensure that the proposed Wireless Communication Facility is consistent with existing policies and design guidelines. READ is responsible for initiating the review process with a site visit; P&R is responsible for review and approval of the project.
- a. Site Visit. For applications seeking placement of a Wireless Communication Facility in a City Park, READ should, early in the review process, schedule a meeting at the proposed site to identify and view the requested location. READ should provide notice of this initial site visit to the following groups:
- a representative from the officially recognized Community Planning Group under Council Policy 600-24 for that area;
  - the Park and Recreation Department's Project Manager;
  - the Park and Recreation Department's Area Manager;
  - the Development Services Department's Project Manager;
  - the Information, Technology and Communications Department;

and

- the Planning Department's Community Planner,
- b. P&R's Project Manager should present the project for review and recommendation to the appropriate Park and Recreation advisory boards and committees.

For any Wireless Communication Facility proposed within an area in a City Park that is covered by an existing lease, the project will also be presented to the existing lessee for review and, where necessary, consent.

For any Wireless Communication Facility proposed within an area in a City Park that contains an existing encroachment managed by another city department, that department should also have the opportunity to review the project as a Controlling Department.

- c. Following action on the proposed project by the required boards and councils, the P&R's Project Manager will notify the applicant, READ, and DSD of the final action by the Director of P&R.
  - d. The Director of the Park and Recreation Department may limit the number of Wireless Communication Facilities allowed in any City Park and should not allow any applicant to site more than one Wireless Communication Facility in any City Park. Further, each applicant should be allowed only one equipment enclosure per City Park. Exceptions may be made for Wireless Communication Facilities in large regional parks on a case-by-case basis.
5. All applicants proposing Wireless Communication Facilities on City-owned property including City Parks and public rights-of-ways are required to obtain City authorization for use of the property which should also be reviewed by applicable Controlling Departments.

#### E. Guidelines for Placement of Wireless Communication Facilities

The following guidelines set forth four locational categories that correspond to the Process levels contained within the Wireless Communication Facilities regulations, Chapter 14, Division 1, Article 4 of the San Diego Municipal Code. These guidelines establish a hierarchy from most preferred location to least preferred location. Applications for sites in either Preference 2, 3 or 4 Locations should include

additional information from the applicant substantiating why a Preference 1 Location was not utilized.

1. Preference 1 Locations. This category includes the most preferred locations for siting Wireless Communication Facilities. Applicants are strongly encouraged to site a facility in one of these zones or in the public right-of-way before pursuing a Preference 2 Location. These locations correspond to uses allowed as Limited Uses under the Wireless Communication Facilities regulations.
2. Preference 2 Locations. This category includes areas that may be considered for siting Wireless Communication Facilities, as long as the applicant submits adequate information demonstrating that a Preference 1 Location could not be used to meet the technical requirements for the facility, thereby supporting a Preference 2 Location. These locations correspond to uses allowed with a Neighborhood Use Permit under the Wireless Communication Facilities regulations. Applicants are encouraged to locate in these areas before pursuing a Preference 3 Location.
3. Preference 3 Locations. This category includes sensitive land uses and are less preferred for siting Wireless Communication Facilities. These locations correspond to uses allowed with a Conditional Use Permit, Process 3, under the Wireless Communication Facilities regulations. The applicant should demonstrate that sites within the Preference 1 and 2 Locations were explored in good faith and found unacceptable.
4. Preference 4 Locations. This category includes highly sensitive land uses and is the least preferred for siting Wireless Communication Facilities. Applicants are discouraged from seeking placement of a Wireless Communication Facility in these areas. These locations correspond to uses allowed with a Conditional Use Permit, Process 4, under the Wireless Communication Facilities regulations. The applicant should demonstrate that sites within the Preference 1, 2, and 3 Locations were explored in good faith and found unacceptable.

F. Application Review By City Staff

The Development Services Department publishes an Information Bulletin which contains specific information on the submittal requirements for applicants proposing Wireless Communication Facilities. In reviewing and making recommendations on discretionary applications for Wireless Communication Facilities, staff should consider the following factors:

1. The nature of uses on adjacent and nearby premises;
2. Integration of the proposal with the existing building or environment;
3. Surrounding topography;
4. Existing landscaping;
5. Quality and compatibility of design and screening;
6. Impacts on public views and the visual quality of the surrounding area;  
and
7. Availability of other facilities and buildings for Collocation.

ATTACHMENTS:

1. Federal Communication Commission: A Local Government Official's Guide to Transmitting Antenna RF Emission Safety: Rules, Procedures, and Practical Guidance

HISTORY

Adopted by Resolution R-288406 03/04/1997  
Amended by Resolution R-291658 05/24/1999  
Amended by Resolution R-XXXXX