CITY OF
OTTAWA
KANSAS

SMALL CELL AESTHETIC STANDARDS

ADOPTED BY ORDINANCE 4013-19

FEES ESTABLISHED BY RESOLUTION 1795-19

January 9, 2019

ORDINANCE NO. 4013-19

AN ORDINANCE PROVIDING FOR ADOPTION OF THE SMALL CELL AESTHETIC STANDARDS FOR THE CITY OF OTTAWA, KANSAS.

WHEREAS, the governing body of the City of Ottawa, Kansas finds it advisable to adopt clear and consistent aesthetic standards for placement of small cell antenna structures within the public right-of-way; and

WHEREAS, the governing body of the City of Ottawa, Kansas likewise finds it advisable to adopt a review process for applications submitted in accordance with the aesthetic standards for placement of small cell antenna structures; and

WHEREAS, the governing body of the City of Ottawa, Kansas likewise finds it advisable to adopt a fee schedule for applications submitted in accordance with the aesthetic standards for placement of small cell antenna structures.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS THAT:

Section 1. The aesthetic standards for placement of small cell antenna structures is hereby adopted and declared to be the Official aesthetic standards for the jurisdiction of the City.

Section 2. Said standards shall constitute the basis for determination of approval of applications submitted for placement of small sell antenna structures.

Section 3. Application fees shall be set by Resolution.

Section 4: Applications shall be subject to time limits as indicated in the FCC order currently in effect.

This Ordinance shall become effective from and after its passage, approval and publication one time in the official newspaper of the City.

ADOPTED AND APPROVED BY THE GOVERNING BODY this 9th day of January, 2019.

MAYOR

ATTEST:

CITY CLERK

RESOLUTION NO. 1795 - 19

A RESOLUTION TO ESTABLISH FEES FOR APPLICATIONS TO INSTALL WIRELESS FACILITIES IN THE CITY OF OTTAWA, KANSAS PURSUANT TO ORDINANCE NO. 4013-19

WHEREAS, Ordinance No. 4013-19, requires establishment of the fee schedule for applications by Resolution.

BE IT THEREFORE RESOLVED BY THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS:

SECTION 1: The fee for applications for collocation that include up to five small wireless facilities is $500. Each additional small wireless facility beyond five shall incur an application fee of $100 each.

SECTION 2: The fee for an application to install a new pole (not a collocation) intended to support one or more small wireless facilities is $1,000.

SECTION 3. The annual access fee, per small wireless facility, for right of way access is $270.

SECTION 4: The annual lease fee, per small wireless facility, for attachment to a city owned structure is $270.

Passed by the Governing Body of the City of Ottawa, this 9th day of January, 2019.

Mayor

ATTEST:

City Clerk

Small Cell Antenna Aesthetic Standards

The following aesthetic standards reflect the desire of the City of Ottawa ("City" or "Ottawa") to maintain the aesthetics within the City, while allowing for an increase in the availability and quality of wireless broadband.

This document applies to all small cell antenna applications for placement of new small cell antennas on City-owned and non-City-owned poles in the public right-of-way. Applications that conform to these standards will be reviewed by the Directors of Utilities, Public Works and Community Development or their designees who shall act as a committee of three. The recommendation of that committee shall be provided to the City Manager or his or her designee who shall have final authority to approve or deny the application. The decision of the City Manager or his or her designee will be communicated to the applicant within 60 days.

Principles

This document is intended to create a simplified and streamlined aesthetic review, establishing a clear and consistent aesthetic standard for placement in the City. For small cell antenna structures installed on City-owned poles in the public right-of-way, these guidelines seek:

1. to establish a clear, defined aesthetic standard for use throughout the city.
2. to establish a menu of design options for providers to select from when applying for new small cell antenna placement on city poles.
3. to minimize unnecessary quantities of new poles by encouraging co-location of small cell facilities.
4. to require, in situations where new poles will be placed, that equipment be placed on new, pre-designed and approved stealth poles, such that all equipment, including any wiring, can be concealed inside the pole.
5. to require, in situations where attachments will be made to existing poles, that equipment, cabling, and conduit be concealed through the use of approved shrouding or camouflaging equipment.

Section 1. Application Requirements

The City may develop new or additional permit application forms, checklists, updated aesthetic standards, and other related materials as required to optimally meet the goals of Ottawa, its citizens, and its leadership. To avoid unnecessary delay in application processing, applicants are strongly encouraged to contact the City Clerk to ensure that current documents are obtained.

Site Plans and Structural Calculations: The applicant must submit fully-dimensioned site plans, elevation drawings and structural calculations prepared, sealed, stamped and

signed by a Professional Engineer licensed and registered by the State of Kansas. Drawings must depict any existing wireless facilities, with all existing transmission equipment identified; other improvements; the proposed facility, with all proposed transmission equipment and other improvements; and the boundaries of the area surrounding the proposed facility and any associated access or utility easements and setbacks.

1. **Photo Simulations:** All applications must include photo simulations from at least three reasonable line-of-site locations near the proposed project site. The photo simulations must be taken from the viewpoints of the greatest pedestrian or vehicular traffic. Angle of photo simulation separation must be at least 90 degrees or greater and provide a full profile depiction.

2. **Equipment Specifications:** For all equipment depicted on the plans, the applicant must include:

    a. the manufacturer's name and model number;

    b. physical dimensions including, without limitation, height, width, depth, volume and weight with mounts and other necessary hardware;

    c. Technical rendering of all external components, including enclosures and all attachment hardware; and

    d. which selection(s) from the approved aesthetic standards match the desired design.

Section 2. General Design and Construction Standards

Ottawa desires to promote safe, cleanly organized and aesthetically acceptable facilities using the smallest and least intrusive means available to provide wireless services to the community. All wireless facilities in the public right-of-way must comply with all applicable provisions in this section. If any other law, regulation or code requires any more restrictive structural design and/or construction requirements, the most restrictive requirement will control.

Collocation: Ottawa desires and encourages collocations between limited numbers of multiple separate wireless service providers on the same support structure whenever feasible. If the applicant chooses to not collocate when options appear available, demonstrative proof must be provided as to why collocation is not feasible.

Antennas: The antenna must be top-mounted and concealed within a radome that also conceals the cable connections, antenna mount and other hardware. GPS antennas must be placed within the radome or directly above the radome not to exceed six inches. The radome or side-mounted antenna and GPS antenna must be non-reflective and painted or otherwise colored to match the existing pole.

Pole-Mounted Equipment Cages/Shrouds: When pole-mounted equipment is either permitted or required, all equipment other than the antenna(s), electric meter and disconnect switch must be concealed within an equipment shroud not to exceed eleven ($11ft^3$) cubic feet in total volume. The equipment must be installed no lower than fifteen (15') feet above ground level. The equipment shroud must be non-reflective and painted, wrapped or otherwise colored to match the existing pole. It is preferred that equipment shrouds be mounted flush to the pole, subject to the pole owner's approval. Standoff mounts are permitted for the equipment shroud but may not exceed six (6") inches and must include metal flaps (or "wings") to conceal the space between the shroud and the pole.

Poles with additional features: New poles should be black in color, using Gloss Black #17038 per Federal Color Standard 595, and designed to include blank connections (handholds and J-hooks) for city permitted uses, such as: cameras, wi-fi and wayfinding signage or banners.

Ground-Mounted Equipment: Ground-mounted equipment is allowed when placed in conjunction with a new stealth pole and concealed in a ground mounted cabinet. The maximum acceptable dimensions of ground-mounted cabinet will be thirty (30") inches wide by thirty (30") inches deep by four (4') feet high and must be square in shape. Ground mounted cabinets must be installed flush to the ground and will be black in color, using Gloss Black #17038 per Federal Standard 595. Ground mounted equipment on sidewalks must not interfere with the flow of pedestrian traffic and must conform to the American's with Disabilities Act (ADA) in regards to appropriate sidewalk spacing.

Concealment: Ottawa requires the applicant to incorporate concealment elements into the proposed design. Concealment will include approved camouflage or shrouding techniques.

Utility Lines: New service lines must be undergrounded whenever possible to avoid additional overhead lines. For metal poles, undergrounded cables and wires must transition directly into the pole base without any external junction box.

Lights: Unless otherwise required for compliance with FAA or FCC regulations, the facility shall not include any permanently installed lights. Any lights associated with the electronic equipment shall be appropriately shielded from public view. This subsection is not meant to prohibit installations on streetlights or the installation of luminaires or additional street lighting on new poles when required by Ottawa.

Generally Applicable Health and Safety Regulations: All facilities shall be designed, constructed, operated and maintained in compliance with all generally applicable health and safety standards, regulations, and laws, including, without limitation, all applicable regulations for human exposure to RE emissions.

Section 3. General Location Criteria

Obstructions: Any new pole and/or equipment and other improvements associated with a new pole or an existing pole must not obstruct any:

1. access to any above-ground or underground infrastructure for traffic control, streetlight or public transportation, including, without limitation, any curb control sign, parking meter, vehicular traffic sign or signal, pedestrian traffic sign or signal, barricade reflectors;

2. access to any public transportation vehicles, shelters, street furniture or other improvements at any public transportation stop (including, without limitation, bus stops, streetcar stops, and bike share stations);

3. access to above-ground or underground infrastructure owned or operated by any public or private utility agency;

4. fire hydrant access;

5. access to any doors, gates, sidewalk doors, passage doors, stoops or other ingress and egress points to any building appurtenant to the right-of-way; and/or

6. access to any fire escape.

Section 4. New and Replacement Poles

Replacement of Ottawa-Owned Street Infrastructure in Right-of-Way: Any new locations must coincide with existing pole locations and the new structure must adhere to the aesthetic standards included in this document. If there are no surrounding utility poles or street lights, then replacement pole height shall not exceed the height of the existing pole by more than 15%.

Smart Poles: The provider shall purchase the Smart Pole or Replacement Pole and shall be responsible for the maintenance of the Pole during the period of occupancy by the provider. Ownership of the Pole will be vested with the City.

Poles will be designed to include LED luminaire(s) attached to match adjacent poles, blank connections (handholds and J-hooks) for city permitted uses, such as: cameras, wi-fi and wayfinding signage or banners. Smart Poles are considered to be a suitable replacement for both ornamental and wood poles where applicable.

Overall Height: New pole height may not exceed the height of surrounding utility poles or streetlights, whichever is greater. If no utility poles are present, the maximum height, including antennas or any other extensions, is limited to thirty-nine (39') feet. Ottawa shall consider other poles in the vicinity of the proposed location, the built environment, the neighborhood character, the overall site appearance and the purposes, in connection with these Standards.

Lighting: Ottawa may require the applicant to install functional streetlights when technically feasible and Ottawa determines that such additions will enhance the overall appearance and usefulness of the proposed facility.

Section 5. Menu of Options

Telecommunication Facilities Located Within the Public Right-of-Way: Any telecommunications facility installation on City owned poles within the public right-of-way shall conform to antenna and equipment volume or dimensional limitations set forth in these aesthetic standards and any other applicable guidelines in the City. The pictures and profile drawings contained in "Appendix A" represent appropriate installation designs for small cell antenna installations both on new poles and on existing poles in the right-of-way.

Existing Pole Replacement: Existing poles in the right-of-way may be replaced with a Smart Pole where applicable. Replacement poles must match adjacent poles in style and form (round, octagonal, fluted, tapered, etc). Replacement poles must have LED luminaire(s) attached to match adjacent poles.

Color Choices: New poles placed during the installation of small cell antennas will be black in color, using Gloss Black #17038 per Federal Standard 595. Where existing poles are used, the color of all attachments associated with the small cell antenna will, as closely as possible, match the existing pole color.

Pole Options for Drop and Swap and New Pole Placement in the Public Right-of-Way:

Integrated Pole with Pedestal Base:

- Pedestal base shall be square in shape with design dimensions not to exceed thirty (30") inches wide by thirty (30") long by forty-eight (48") inches in height.
- Total height of the pole shall not exceed thirty-nine (39') feet, and the height shall match adjacent poles.
- Pole diameter shall not exceed twenty-four (24") inches and must be octagonal, fluted, or round in shape dependent on matching adjacent city poles.
- Top mount antenna shroud dimensions shall not exceed twenty-four (24") in diameter by sixty (60") inches height.
- Poles must be constructed of aluminum or steel.
- Attached luminaire(s) and luminaire arm(s) must match adjacent city lighting standard and must contain an LED fixture in accordance with City specifications.
- All Drop and Swap and New Poles placed in the Public Right-of-Way shall be black in color using Gloss Black #17038 per Federal Color Standard 595.

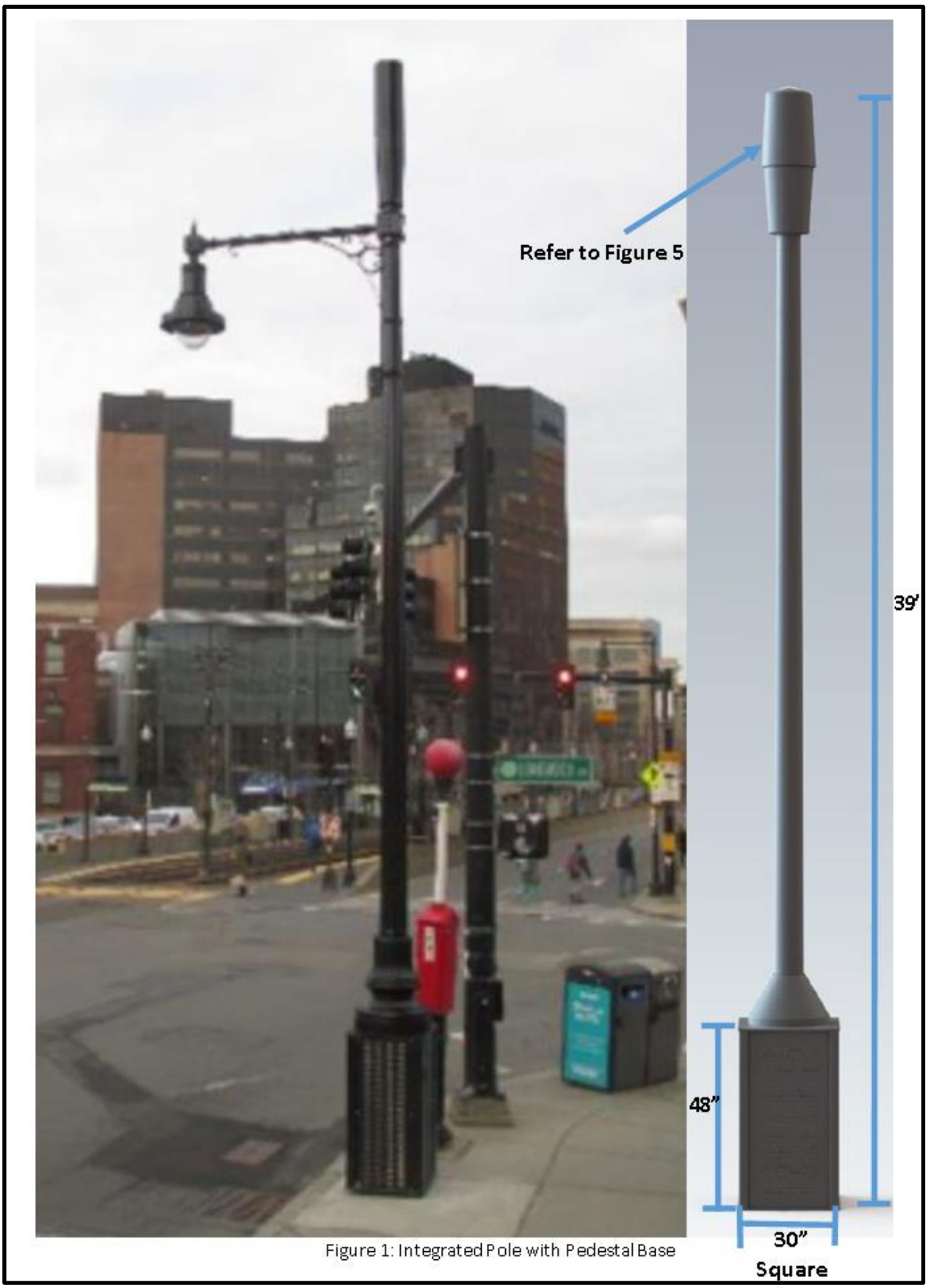

Figure 1: Integrated Pole with Pedestal Base

Fully Integrated Poles:

- Pole diameter shall not exceed twenty-four (24") inches and must be octagonal, fluted, or round in shape dependent on matching adjacent city poles.
- Total height of the pole shall not exceed thirty-nine (39') feet, and the height shall match adjacent poles.
- Top mount antenna shroud dimensions shall not exceed twenty-four (24") in diameter by sixty (60") inches height.
- Poles must be constructed of aluminum or steel.
- Attached luminaire(s) and luminaire arm(s) must match adjacent city lighting standard and must contain an LED fixture in accordance with City specifications.
- All Drop and Swap and New Poles placed in the Public Right-of-Way shall be black in color using Gloss Black #17038 per Federal Color Standard 595.

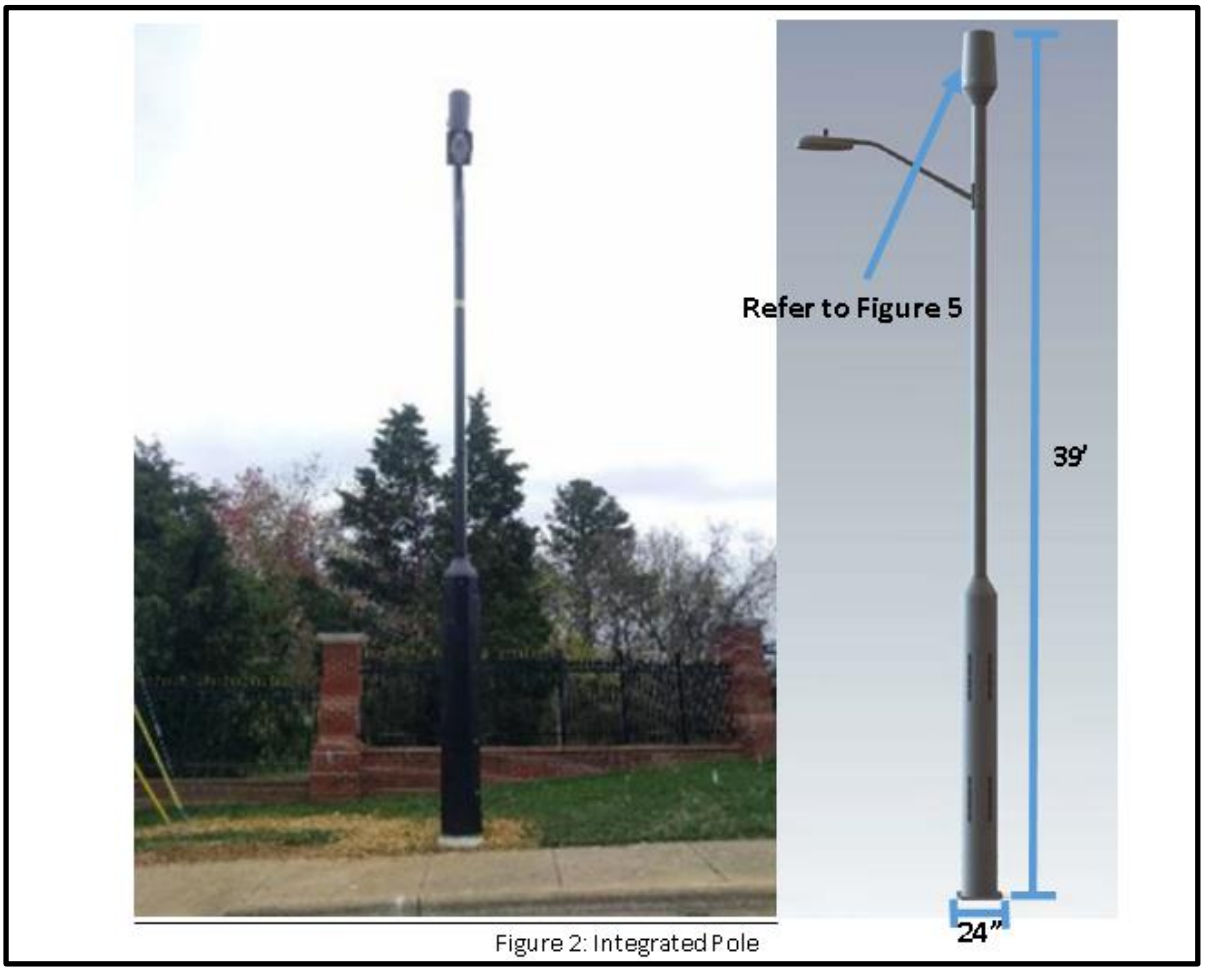

Figure 2: Integrated Pole

Replacement Pole with Attached Radio Shroud and Antenna Shroud:

- May be used only when sidewalk space is limited to less than ten (10') feet from road edge.
- Pole diameter shall not exceed twenty-four (24") inches and must be octagonal, fluted, or round in shape dependent on matching adjacent city poles.
- Total height of the pole shall not exceed thirty-nine (39') feet, and the height shall match adjacent poles.
- Radio Shroud shall be mounted no lower than fifteen (15') feet above ground level (AGL)
- Radio shroud dimensions shall not exceed eleven ($11ft^3$) cubic feet
- City preference is that the shroud be flush mounted to the pole; however, standoff mount not to exceed six (6") inches is acceptable. If the offset mounting method is used, the offset must be concealed through the use of shrouding or wings connecting the radio shroud to the pole.
- Top mount antenna shroud dimensions shall not exceed twenty-four (24") in diameter by sixty (60") inches height.
- All cabling must traverse the interior of the pole.
- Poles must be constructed of aluminum or steel.
- Attached luminaire(s) and luminaire arm(s) must match adjacent city lighting standard and must contain an LED fixture in accordance with City specifications.
- All Drop and Swap and New Poles placed in the Public Right-of-Way shall be black in color using Gloss Black #17038 per Federal Color Standard 595.

Figure 3: Replacement Pole with Attached Equipment Shrouded

Concealment Options for Placement on Existing City Poles:

Pole Mounted Radio Shroud:

- Radio Shroud shall be mounted no lower than fifteen (15') feet above ground level (AGL)
- Radio shroud dimensions shall not exceed eleven ($11ft^3$) cubic feet
- City preference is that the shroud be flush mounted to the pole; however, standoff mount not to exceed six (6") inches is acceptable. If the offset mounting method is used, the offset must be concealed through the use of shrouding or wings connecting the radio shroud to the pole.
- Cabling entering and exiting the radio shroud must be adjacent to the pole.
- Cabling traversing the pole shall be covered using minimum two (2") inches in diameter U-guard of steel or aluminum construction.
- Color of shroud and mounting equipment shall be made to match the existing pole color.

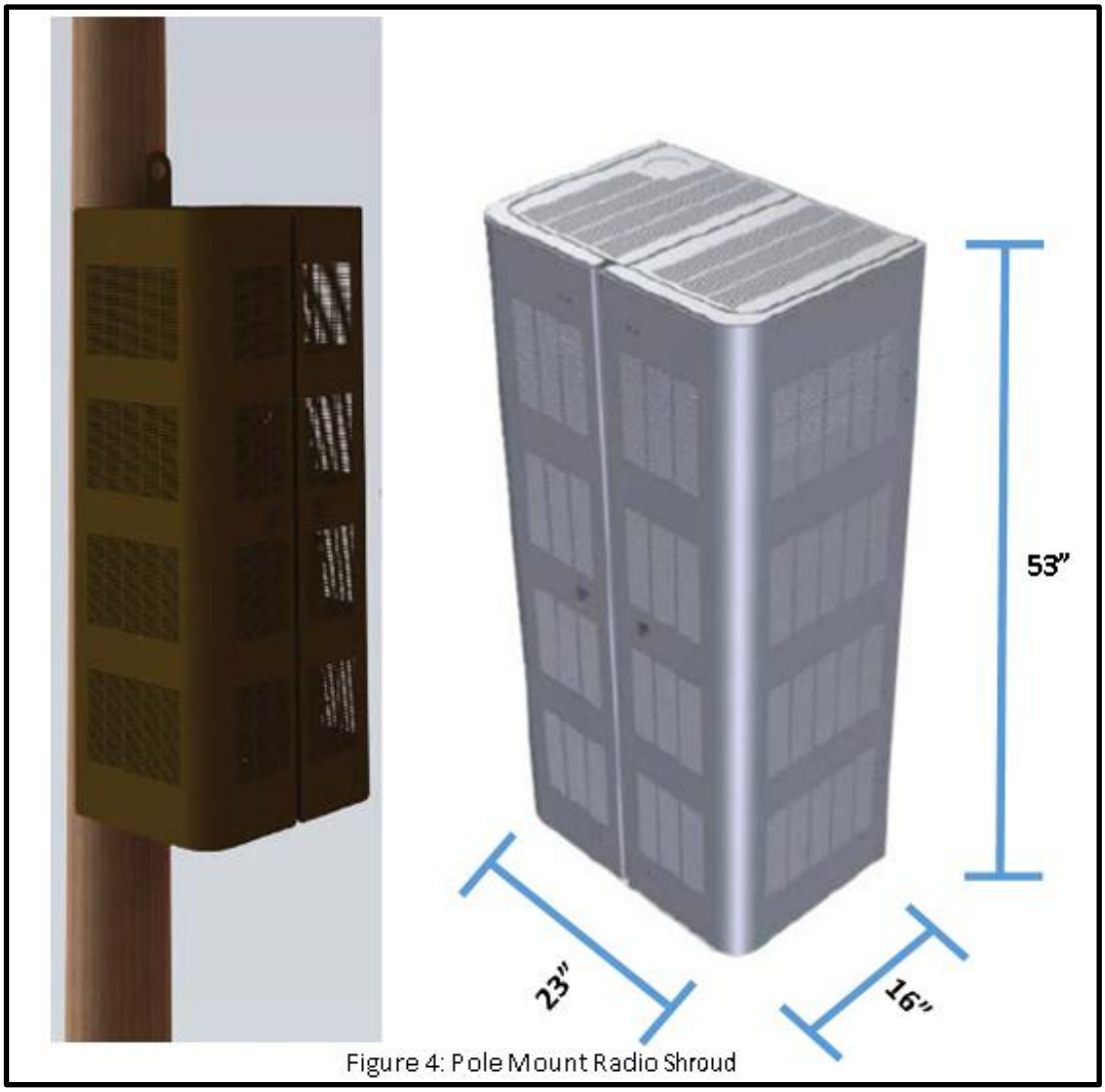

Figure 4: Pole Mount Radio Shroud

Top Mounted Antenna Shroud:

- Antenna shall be mounted at the top of the pole and shall not increase the height of the pole by more than five (5') feet.
- Diameter of the shroud shall not exceed twenty-four (24") inches.
- Mounting hardware shall be concealed by the inclusion of a tapered concealment shroud connecting the base of the radio shroud to the pole.
- Cabling traversing the pole shall be covered using minimum two (2") inches in diameter U-guard of steel or aluminum construction.
- Color of shroud and mounting equipment shall be made to match the existing pole color.

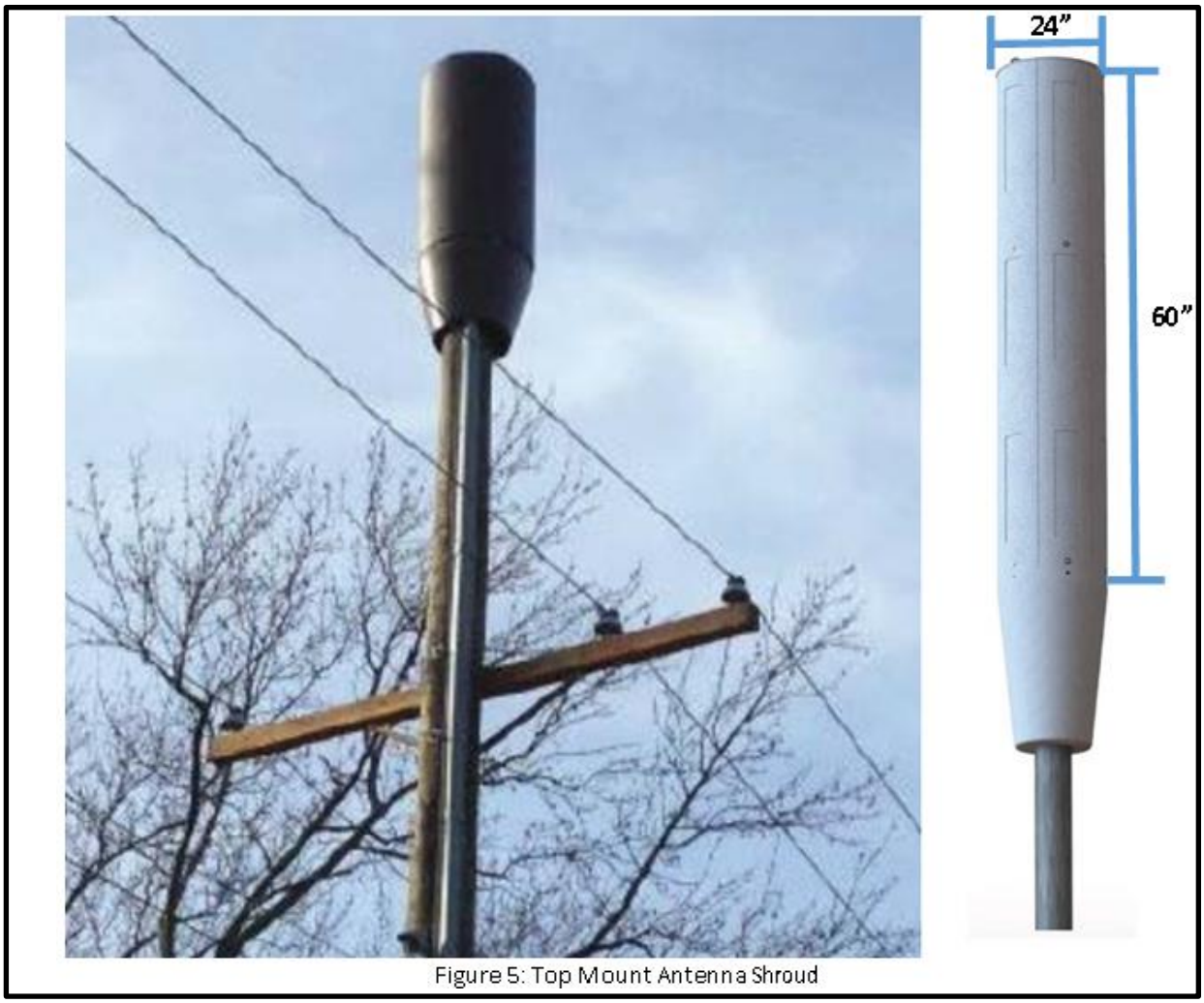

Figure 5: Top Mount Antenna Shroud