



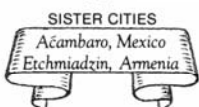
# CITY OF LA VERNE

## SMALL CELL DESIGN STANDARDS POLICY

3660 "D" Street, LaVerne, California 91750

Below are the preferred design criteria for a Small Cell Facility:

- A. Purpose and Applicability |** The purpose of the Small Cell Facilities Design Standards are to assist and guide applicants with preparing design plans for the deployment on within the public right-of-way. These guidelines will be applied to evaluate permit applications for all proposed Small Cell Facilities, and these guidelines may be updated periodically by the Community Development Director to keep pace with fast-evolving technology.
- B. Goals |** The City of La Verne seeks to balance the importance of providing reliable wireless coverage and capacity with installations which do not significantly impact neighborhood character or detract from La Verne's unique and historic streetscapes. A primary goals of the design guidelines is to minimize the visual impact of wireless facilities through the following guiding parameters:
1. Encourage placement of small cell facilities on publicly-used or owned sites.
  2. Select locations which are mindful of their surrounding and cover necessary gaps in coverage.
  3. Design small cell facilities to be aesthetically compatible and respectful of the surrounding neighborhood context.
  4. Conceal small cell facilities within existing structures when possible, or apply stealth, camouflage, and screening techniques intended to hide or blend the facility into the surrounding environment.
  5. Conceal mechanical equipment and devices associated with small cell facilities
- C. Locational Guidance |** The City of La Verne has established the following parameters for appropriate small cell site selection in order to mitigate against potentially adverse aesthetic impacts. The parameters are listed in the order of preference:
1. Co-location of existing towers, facilities and sites consistent with the siting priorities indicated below.
  2. Use of City of La Verne public property and public right-of-way.
    - a. Non-residential areas.
    - b. Residential zones – Siting within residential zones is discouraged unless it is technically infeasible to provide service if sited outside of the residential zone.
  3. Utility/jointly-owned distribution poles.
  4. New infrastructure – location/design must be considered under subsection H.



**D. Design Guidelines** | The City of La Verne takes great pride in the built environment. The standards and guiding principles identified below are to ensure quality design combined with the most up-to-date stealth technology is applied:

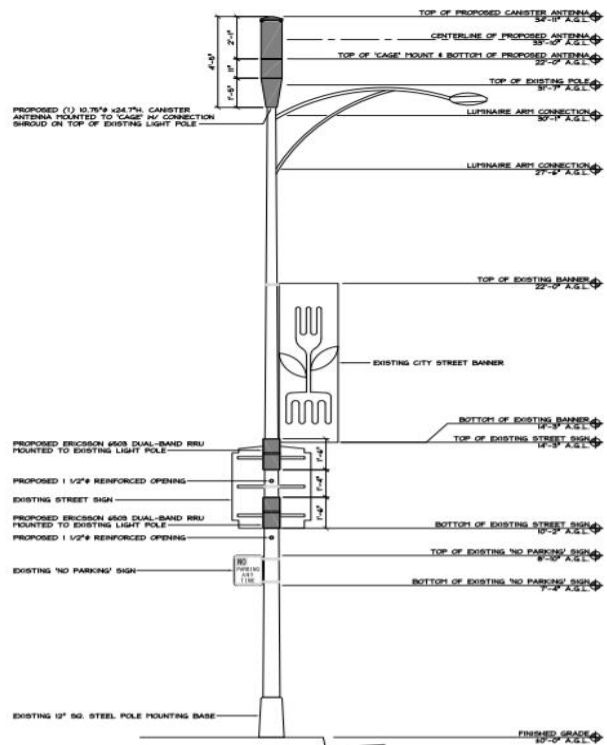
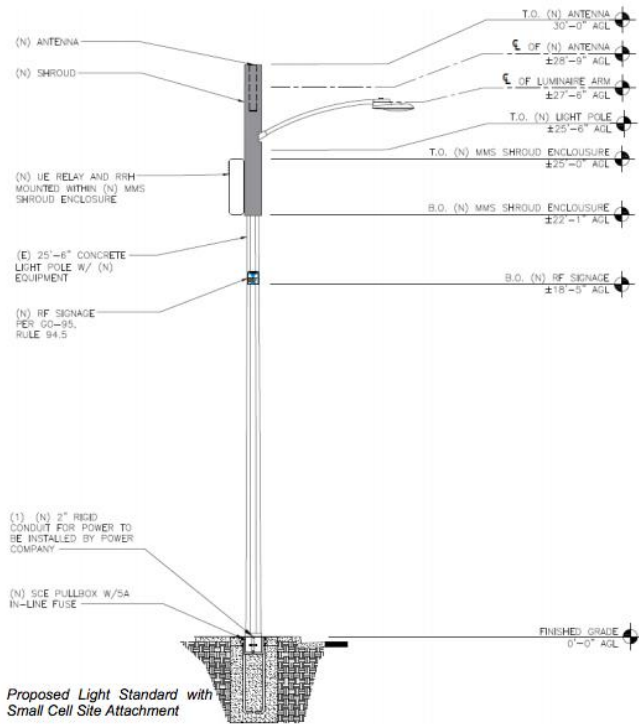
**1. General Guidelines**

- a. Utilize the smallest, least visually intrusive antennas, components, and other necessary equipment.
- b. Use all reasonable means to conceal or minimize the visual impacts of the Small Cell facility through integration with existing structures through architecture, landscape, and siting solutions.
- c. All equipment, antennas, poles, cables, hardware, and towers shall have a non-reflective finish and shall be painted or otherwise treated to minimize visual and aesthetic impacts.
- d. All wireless telecommunications facilities shall be designed, screened and/or camouflaged to the greatest extent possible in one or more of the following ways:
  - i. Substantially screened from the view of surrounding properties and the public view or co-located with existing facilities or structures so as not to create substantial visual, noise, or aesthetic impacts;
  - ii. Sited within areas with substantial screening by existing vegetation; or
  - iii. Designed to appear as natural features found in the immediate area, such as trees or rocks, so as to be unnoticeable (camouflaged facilities).
- e. All Small Cell Facilities shall be designed, located and operated to avoid interference with the quiet enjoyment of the surrounding area or neighborhood, including interference from adverse visual, noise and aesthetic impacts, and at a minimum shall be subject to the City-adopted noise standards.
- f. No advertising or signs, other than necessary provider identification signs and warning signs, shall be allowed on or at the location of a Small Cell Facility. Radio-frequency (RF) warning labels, Node ID stickers, and other required identification labels should be the smallest possible and lowest visibility. Remove or paint over colored equipment manufacturer decals and logos not required by government regulation.
- g. Ensure plans and photo simulations submitted for City plan review accurately show smaller equipment items such as duplexers, ground buss bars, PBX or J-Boxes. Hide these elements in locations such as behind equipment enclosures.

**2. Guidelines for Vertical Installations** | The information below addresses pole-mounted facilities installations in the public right-of-way.

- a. Use equipment enclosures that are nearly the same width as the pole, even if they need to be slightly longer as a result. Narrow enclosures are less likely to impair views of buildings and scenic resources or to detract from streetscapes. Utilize equipment mounting base plates that are no wider than the pole when feasible.
- b. Typically, the wide variation in enclosure surface materials and sizes on a single pole can draw more attention (clutter compared to mass) to the facility than a system of enclosures that is comparatively larger, but more uniform in profile and longer instead of wider or deeper.
- c. Structures should be architecturally integrated into environment and harmonize with the property on which it is proposed. Design structures to the minimum height necessary.
- d. Antennas mounted on such structures as light standards should be placed on the structure in a way to minimize visibility, and be painted to blend into the structure.
- e. For new poles, incorporate any cabling and conduits into the pole itself. On existing poles, use shrouds, risers or conduit, to reduce the appearance of cluttered or tangled cabling. In some instances, installation practices such as using equipment enclosures with specific port locations, or crossing wires below a down-facing port on an equipment enclosure, can reduce the likelihood cabling will appear cluttered or bend outward from the pole and further away from the enclosure.
- f. Small Cells in the Public Right-of-Way:
  - i. All antennas shall be concealed inside the radome with a diameter similar to the pole itself, but in no case should the radome be more than eighteen (18") inches in diameter.
  - ii. When mounted on street lights, the antennas/radome enclosures should be mounted above the light source, but the antenna/radome should extend no higher than four (4) feet above the height of the existing pole.
  - iii. Mount pole-mounted equipment directly behind any road signs located on a pole, if possible.
  - iv. Minimum height clearance regulations shall be observed by all components of the installation.

Below: Two Examples of Preferred Small Cell Facility Design on Existing City Light Poles



- v. All cables shall be concealed within a sleeve between the bottom of the antenna and the mounting bracket. All cables and conduit to and from the light standard is expected to be routed from underneath the caisson.
- vi. Stack equipment close together and on the same side of the pole. If a long rectangular disconnect switch is used, rotate the enclosure so the elements can be stacked closer together on the pole.
- vii. All replacement or new poles must comply with all applicable City regulations and policies. The new or replacement poles must match design, height, color and material of the original or adjacent poles.
- viii. Decorative/historic-themed light poles in La Verne have historical significance and should be avoided. The Director shall approve requests for siting near or on a decorative light pole on a case-by-case basis.
- ix. All disturbed landscape shall be replaced in-kind and areas of bare or disturbed soil must be revegetated in accordance with City landscape requirements.

**E. Outreach and Notification** | Applicant shall send all residents and property owners within 300 feet of the pole the template Courtesy Notice contained in Attachment A with inserted project and carrier specifics information/logo. Property owners shall be given 14 days to contact the Applicant with any questions or concerns.

Applicant shall prepare a Notification Log, which documents the list of addresses which received the notice and any other contact with residents and property owners, including the date, owner/resident's name, address and the specific questions or concerns the owner/resident has regarding the facility. The applicant shall submit the Notification Log as part of the Encroachment Permit.

**F. Submittal Requirements** | Submittals shall be prepared by qualified professionals who are experienced in the local government submittal practices. At the minimum, submittal shall meet the following criteria:

**1. Encroach Permit Required**

Applicant shall submit one permit application for each installation to the permit counter located at La Verne City Hall, 3660 "D" Street La Verne CA 91750. The application submittal shall include the following

- a. Photo Simulation and Engineering/Construction Drawings: The submittal shall identify all facility related support and protection measures to be installed. Including, but not limited to, the locations, dimensions and method of placement, support, protection, screening, paint and/or other treatment of the antennas and other appurtenances to ensure public safety shall demonstrate the least intrusive means for installation (see **Attachment B** for more information). If plans include excavation, the site plan must identify the location and depth of all utilities in the Project vicinity.
- b. A Pole Loading Analysis prepared by a Registered Professional Engineer shall demonstrate the structural integrity of the pole load of the pole-mounted equipment (e.g. for existing or replacement pole, if being proposed).
- c. Provide the location of the total number of all operational radiating antennas installed at the Project site.
- d. Provide a narrative description of the propose work for the Project site.
- e. The located path of power must be included in the Engineering/Construction Drawings.

**G. Director Determination** |

- 1. Alternative Consideration:** superior designs may be considered and approved by the Community Development Director and Public Works Director on a case-by-case basis. All standards, process, and design considerations identified in the above policy must be exhausted prior to Joint-Director determination is considered.
- 2. Staff-Level Precise Plan Review:** When required by the Community Development Department