



Low Visibility, Stealth and Small Wireless Telecommunication Facilities - Minimum Development Standards - Type 1

Required Project Information		<i>(Applicant: complete this section)</i>
Applicant Name:	Phone:	
Company:	E-mail:	
Address:		
Applicant's Rep.:	Phone:	
Company:	E-mail:	
Address:		
Property Owner:	Phone:	
Company:	E-mail:	
Address:		
ASSESSOR'S MAP NO:	TAX LOT NO(S):	
Property Address:		
Nearest Intersection :	ROW <input type="checkbox"/>	Private Property <input type="checkbox"/>
Description of Proposal: <small>If you are filling in this form by hand, please attach your proposal description to this application.</small>		
Existing Use:		
Signatures: Please sign and print your name and date in the appropriate box on the next page.		
Required Property Information		<i>(City Intake Staff: complete this section)</i>
Associated Permits :		
Case No.:	Date:	Reviewed by:
Application Fee: \$	Technical Fee: \$	Postage Fee: \$0
TOTAL FEES: \$		PROJECT NUMBER:

Signatures

The undersigned acknowledges that the information in this application is correct and accurate.	
Applicant:	
_____	Date: _____
Signature	

Print	

If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.	
Owner:	
_____	Date: _____
Signature	

Print	

I certify that I prepared the attached plot plan and that it contains the information specified in the submittal requirements checklist. I certify that the plot plan is accurate based upon field locates and the best available information. I understand that City staff will rely upon the plot plan in making any decisions regarding the Minimum Development Standards application. I accept full responsibility and liability in the event that there are any omissions, mistakes, or inaccuracies in the plot plan.	
Plot Plan Preparation:	
_____	Date: _____
Plot Plan Preparer Signature	

Print	

- **Please See Attachment A to this application for general standards applicable to all Type 1 Wireless Telecommunications Facilities Review, and Attachment B for standards specifically related to small wireless facilities located within the public right of way.**

Low Visibility, Stealth and Small Wireless Telecommunication Facilities on Private Property and Public Rights of Way Application and Review Process

1. Applicant Submits a Complete Application to the Development & Public Works Department

- The application must conform to the *Submittal Requirements Checklist* on pages 5-7 of this application packet.
- Planning Division staff screen the submittal at the front counter to determine whether all required items listed have been submitted.
- Applications missing required items will not be accepted for submittal.

2. City Staff Conduct Detailed Completeness Check

- Planning Division staff conducts a detailed completeness check within 7 days of submittal.
- The assigned Planner notifies the applicant in writing regarding the completeness of the application.
- An application is not be deemed technically complete until all information necessary to evaluate the proposed development, its impacts, and its compliance with the provisions of the Springfield Development Code and other applicable codes and statutes have been provided.
- Incomplete applications, as well as insufficient or unclear data, will delay the application acceptance and initiation of review timelines.

3. City Staff Review the Application and Issue a Decision

- This is a Type I decision and thus is made without public notice and without a public hearing since there are clear and objective approval criteria and/or development standards that do not require the use of discretion.
- Decisions address all the applicable approval criteria and/or development standards.
- Applications may be approved or approved with conditions.
- The City mails the applicant and owner a copy of the decision, which is effective on the day it is mailed.
- The decision issued is the final decision of the City and may not be appealed.

SDC 4.3-145 H. Review Process. The review process is determined by the type of WTS facility or activity that is proposed. High or moderate visibility WTS facilities, defined in Subsection E., require Type III Planning Commission or Hearings Official review. Low visibility or stealth facilities, and the co-location of new equipment of existing facilities are allowed under a Type I staff review with applicable building or electrical permits. Routine equipment repair and maintenance do not require planning review; however, applicable building and electrical permits are required.

1. **Development Issues Meeting.** A Development Issues Meeting (DIM) as specified in Subsection 5.1-120A. is required only for high and moderate visibility WTS facility applications. Applicable development standards as specified in Subsection F. and submittal requirements as specified in Subsection G., will be discussed at the DIM.

- 2.** Type I Review Process. The following WTS facilities are allowed with the approval of the Director with applicable building and electrical permits:
- a.** Stealth and low visibility WTS facilities, as defined in Subsection E., in any zoning district.
 - b.** Façade-mounted antennas or low powered networked telecommunications facilities, e.g., as those employing microcell antennas integrated into the architecture of an existing building in a manner that no change to the architecture is apparent and no part of the WTS facility is visible to public view.
 - c.** Antennas or arrays that are hidden from public view through the use of architectural treatments, e.g., within a cupola, steeple, or parapet which is consistent with the applicable building height limitation.
 - d.** New antennas or arrays including side-mounted antennas and small top-mounted antennas that are attached to an existing broadcast communication facility located in any zone. No more than 3 small top-mounted antennas shall be placed on the top of any one facility without a Type III review.
 - e.** To minimize adverse visual impacts associated with the proliferation and clustering of towers, co-location of antennas or arrays on existing towers shall take precedence over the construction of new towers, provided the co-location is accomplished in a manner consistent with the following:
 - i.** An existing tower may be modified or rebuilt to a taller height to accommodate the co-location of additional antennas or arrays, as long as the modified or rebuilt tower will not exceed the height limit of the applicable zoning district. Proposals to increase the height of a tower in a residential zoning district, or within 500 feet of a residential zoning district shall be reviewed under a Type III process. The height change may only occur one time per tower.
 - ii.** An existing tower that is modified or reconstructed to accommodate the co-location of additional antennas or arrays shall be of the same tower type and reconstructed in the exact same location as the existing tower.
 - f.** Small wireless facilities proposed within the public right-of-way on an existing, modified, new, or replacement small wireless facility structure in any zoning district in City limits, that meet the standards in section 4.3-145.F.28.
 - g.** Co-location of antennas or arrays on existing WTS facilities.
 - h.** The Director will use the applicable criteria specified in Subsection I. to evaluate the proposal.

Low Visibility, Stealth and Small Wireless Facilities Submittal Checklist

For more information regarding wireless telecommunications facilities, definitions or the use of this application form please refer to Section 4.3-145 of the Springfield Development Code or call the Planner on Duty at 541-726-3753.

General Application Packet Elements

- Application Fee** – refer to the *Development Code Fee Schedule* for the appropriate fee calculation formula. A copy of the fee schedule is available on line and at the Development & Public Works Department. Any applicable application, technology, and postage fees are collected at the time of submittal.
- Complete Low Visibility, Stealth and Small Wireless Facilities Application Form**
- Copy of the Deed, City Right of Way Use/Pole Attachment Agreement and/or Express Written Consent from Owner of Facilities or Property**
- State or County Approvals Required** – The applicant must demonstrate that any application has been approved for any required state or county permit and provide a copy of the application upon request.
- Narrative addressing submittal requirements and development standards of SDC 4.3-145. See Attachment A to this application.**
- Four (4) Complete Packets with the documents, plans and information as detailed below.**

Application Submittal Requirements.

SDC 4.3-145 G. Application Submittal Requirements. All applications for a WTS facility shall provide the following reports, documents or documentation:

- 1.** Submittal Requirements for Low Visibility and Stealth Facilities (Type I review). All applications for low visibility and stealth WTS facilities shall submit the following reports and documentation:
 - a.** Narrative. The application shall include a written narrative that describes in detail all of the equipment and components proposed to be part of the WTS facility, including, but not limited to, towers, antennas and arrays, equipment cabinets, back-up generators, air conditioning units, lighting, landscaping and fencing.
 - b.** Geographic Service Area. Except for small wireless facilities, the applicant shall identify the geographic service area for the proposed WTS facility, including a map showing all of the applicant's and any other existing sites in the local service network associated with the gap the facility is meant to close. The applicant shall describe how this service area fits into and is necessary for the service provider's service network.

The service area map for the proposed WTS facility shall include the following:

- i.** The area of significant gap in the existing coverage area;
 - ii.** The service area to be effected by the proposed WTS facility;
 - iii.** The locations of existing WTS tower facilities where co-location is possible within a 5-mile radius of the proposed WTS facility.
- c.** Co-Location. An engineer's analysis/report of the recommended site location area is required for a proposed WTS tower. For small wireless facilities in the public right-of-way, this report is required only when a new structure is proposed. If an existing structure approved for co-location is within the area recommended by the engineer's report, reasons for not collocating shall be provided demonstrating at least one of the following deficiencies, except for small wireless facilities which must meet the requirements in subsection 4.3-145.F.28.k of this Code, upon report of an engineer or other qualified individual:
 - i.** The structure is not of sufficient height to meet engineering requirements;
 - ii.** The structure is not of sufficient structural strength to accommodate the WTS facility, or there is a lack of space on all suitable existing towers to locate proposed antennas;
 - iii.** Electromagnetic interference for one or both WTS facilities will result from co-location; or
 - iv.** The radio frequency coverage objective cannot be adequately met.
- d.** Plot Plan. A plot plan showing: the lease area, setbacks from adjacent public and private properties lines, antenna structure and equipment shelter with height above grade, connection point with the land line system, landscaping, screening and means of access.
- e.** RF Emissions. An engineer's statement that the RF emissions at grade, or at nearest habitable space when attached to an existing structure, complies with FCC rules for these emissions; the cumulative RF emissions if co-located. Provide the RF range in megahertz and the wattage output of the equipment.
- f.** Description of Service. A description of the type of service offered including, but not limited to: voice, data, video and the consumer receiving equipment.
- g.** Provider Information. Identification of the provider and backhaul provider, if different.

- h.** Zoning and Comprehensive Plan Designation. Provide the zoning and applicable comprehensive plan (e.g., Metro Plan, 2030 Springfield Refinement Plan) designation of the proposed site and the surrounding properties within 500 feet.
- i.** FCC, FAA or Other Required Licenses and Determinations. Provide a copy of all pertinent submittals to the FCC, FAA or other State or Federal agencies including environmental assessments and impact statements, and data, assumptions, calculations, and measurements relating to RF emissions safety standards.
- j.** Small Wireless Facilities in the Public Right-of-Way. Applications for small wireless facilities in City limits in the public right-of-way must also include:
 - i.** A structural report stamped by an Oregon licensed engineer that the small wireless facility structure can structurally accommodate the proposed small wireless facility; For attachment to existing structures, the engineer who authors and stamps the report must have conducted an in-person inspection of the pole and any issues with the condition of the pole must be noted in the report;
 - ii.** A photo simulation showing the maximum silhouette, color and finish of the proposed facility;
 - iii.** For poles that are not owned by the City of Springfield, written authorization by the pole owner regarding the specific plan to attach to the pole; and
 - iv.** All necessary permits and applications required under the Springfield Municipal Code, which may be processed concurrently.

ATTACHMENT A

General Information - Low Visibility, Stealth and Small Wireless Telecommunication Facilities (MDS Type 1)

Standards for Review

SDC 4.3-145 F. General Standards. The Federal Telecommunications Act of 1996 establishes limitations on the siting standards that local governments can place on WTS facilities. Section 704 of the Act states that local siting standards shall not:

- 1) "unreasonably discriminate among providers of functionally equivalent services"
- 2) "prohibit or have the effect of prohibiting the provision of personal wireless services."

All applications for WTS facilities are subject to the standards in this Section to the extent that they do not violate Federal limitations on local siting standards. Where application of the standards found in this Section constitutes a violation, the least intrusive alternative for providing coverage shall be allowed as an exception to the standards.

1. Design for Co-Location. All new towers shall be designed to structurally accommodate the maximum number of additional users technically practicable.
2. Demonstrated Need for New WTS Facilities. Except for small wireless facilities, applications shall demonstrate that the proposed WTS facility is necessary to close a significant gap in service coverage or capacity for the carrier and is the least intrusive means to close the significant gap.
3. Lack of Coverage and Lack of Capacity. Except for small wireless facilities, the application shall demonstrate that the gap in service cannot be closed by upgrading other existing facilities. In doing so, evidence shall clearly support a conclusion that the gap results from a lack of coverage and not a lack of capacity to achieve adequate service. If the proposed WTS facility is to improve capacity, evidence shall further justify why other methods for improving service capacity are not reasonable, available or effective.
4. Identify the Least Intrusive Alternative for Providing Coverage. Except for small wireless facilities, the application shall demonstrate a good faith effort to identify and evaluate less intrusive alternatives, including, but not limited to, less sensitive sites, alternative design systems, alternative tower designs, the use of repeaters, or multiple facilities. Subsection F.5. defines the type of WTS facilities that are allowed in each zoning district.
5. Location of WTS Facilities by Type. Subsection E. defines various types of WTS facilities by their visual impact. These are: high visibility, moderate visibility, low visibility and stealth facilities. Table 4.3-1 lists the type of WTS facilities allowed in each of Springfield's zoning districts.

Table 4.3-1

Zoning Districts	Types Allowed
Special Heavy Industrial Heavy Industrial Light-Medium Industrial Quarry Mining Operations	High visibility Moderate visibility Low visibility Stealth
Community Commercial Campus Industrial Booth Kelly Mixed Use Major Retail Commercial Mixed Use Employment Mixed Use Commercial Medical Service Public Land and Open Space (1)	Moderate visibility Low visibility Stealth
Neighborhood Commercial General Office Low Density Residential Medium Density Residential High Density Residential Mixed Use Residential	Low visibility Stealth

(1) Moderate visibility WTS facilities in the Public Land and Open Space District are allowed only within the city limits.

6. Maximum Number of High Visibility WTS Facilities. No more than 1 high visibility facility is allowed on any 1 lot/parcel.

EXCEPTION: The Approval Authority may approve exceeding the maximum number of high visibility facilities per lot/parcel if one of the following findings is made:

- a.** Co-location of additional high visibility facilities is consistent with neighborhood character;
- b.** The provider has shown that denial of an application for additional high visibility WTS facilities would have the effect of prohibiting service because the proposed facility would fill a significant gap in coverage and no alternative locations are available and technologically feasible; or
- c.** The provider has shown that denial of an application for additional high visibility WTS facilities would unreasonably discriminate among providers of functionally equivalent services.

7. Separation between Towers. No new WTS tower may be installed closer than 2,000 feet from any existing or proposed tower unless supporting findings can be made under Subsections F.2., 3. and 4. by the Approval Authority.

8. WTS Towers Adjacent to Residentially Zoned Property. In order to ensure public safety, all towers located on or adjacent to any residential zoning district shall be set back from all residential property lines by a distance at least equal to the height of the facility, including any antennas or other appurtenances. The setback shall be measured from that part of the WTS tower that is closest to the neighboring residentially zoned property.

9. Historic Buildings and Structures. Except for small wireless facilities, no WTS facility shall be allowed on any building or structure, or in any district, that is listed on any Federal, State or local historic register unless a finding is made by the Approval Authority that the proposed facility will have no adverse effect on the appearance of the building, structure, or district. No change in architecture and no high or moderate visibility WTS facilities are permitted on any building or any site within a historic district. Proposed WTS facilities in the Historic Overlay District are also subject to the applicable provisions of Section 3.3-900.

10. Equipment Location. The following location standards shall apply to WTS facilities, except for small wireless facilities:

- a.** No WTS facility shall be located in a front, rear, or side yard building setback in any base zone and no portion of any antenna array shall extend beyond the property lines;
- b.** Where there is no building, the WTS facility shall be located at least 30 feet from a property line abutting a street;
- c.** For guyed WTS towers, all guy anchors shall be located at least 50 feet from all property lines.

11. Tower Height. Towers may exceed the height limits otherwise provided for in this Code. However, all towers greater than the height limit of the base zone shall require Discretionary Use approval through a Type III review process, subject to the approval criteria specified in Subsection I.

12. Accessory Building Size. All accessory buildings and structures built to contain equipment accessory to a WTS facility shall not exceed 12 feet in height unless a greater height is necessary and required by a condition of approval to maximize architectural integration. Each accessory building or structure located on any residential or public land and open space zoned property is limited to 200 square feet, unless approved through the Discretionary Use process.

13. Visual Impact. Except for small wireless facilities, which must meet the requirements of section 4.3-145.F.28, all WTS facilities shall be designed to minimize the visual impact to the greatest extent practicable by means of placement, screening, landscaping, and camouflage. All facilities shall also be designed to be compatible with existing architectural elements, building materials, and other site characteristics. The applicant shall use the least visible antennas reasonably available to accomplish the coverage objectives. All high visibility and moderate visibility facilities shall be sited in a manner to cause the least detriment to the viewshed of abutting properties, neighboring properties, and distant properties.

- 14. Minimize Visibility.** Colors and materials for WTS facilities shall be nonreflective and chosen to minimize visibility. Facilities, including support equipment and buildings, shall be painted or textured using colors to match or blend with the primary background, unless required by any other applicable law.
- 15. Camouflaged Facilities.** All camouflaged WTS facilities shall be designed to visually and operationally blend into the surrounding area in a manner consistent with existing development on adjacent properties. The facility shall also be appropriate for the specific site. In other words, it shall not “stand out” from its surrounding environment.
- 16. Façade-Mounted Antenna.** Façade-mounted antennas shall be architecturally integrated into the building design and otherwise made as unobtrusive as possible. If possible, antennas shall be located entirely within an existing or newly created architectural feature so as to be completely screened from view. Façade-mounted antennas shall not extend more than 2 feet out from the building face.
- 17. Roof-Mounted Antenna.** Roof-mounted antennas shall be constructed at the minimum height possible to serve the operator’s service area and shall be set back as far from the building edge as possible or otherwise screened to minimize visibility from the public right-of-way and adjacent properties.
- 18. Compliance with Photo Simulations.** As a condition of approval and prior to final staff inspection of the WTS facility, the applicant shall submit evidence, e.g., photos, sufficient to prove that the facility is in substantial conformance with photo simulations provided with the initial application. Nonconformance shall require any necessary modification to achieve compliance within 90 days of notifying the applicant.
- 19. Noise.** Noise from any equipment supporting the WTS facility shall comply with the regulations specified in OAR 340-035-0035.
- 20. Signage.** No signs, striping, graphics, or other attention-getting devices are permitted on any WTS facility except for warning and safety signage that shall:
- a.** Have a surface area of no more than 3 square feet;
 - b.** Be affixed to a fence or equipment cabinet; and
 - c.** Be limited to no more than 2 signs, unless more are required by any other applicable law.
- 21. Traffic Obstruction.** Maintenance vehicles servicing WTS facilities located in the public or private right-of-way shall not park on the traveled way or in a manner that obstructs traffic.
- 22. Parking.** No net loss in required on-site parking spaces shall occur as a result of the installation of any WTS facility.
- 23. Sidewalks and Pathways.** Cabinets and other equipment shall not impair pedestrian use of sidewalks or other pedestrian paths or bikeways on public or private land.

24. Lighting. WTS facilities shall not include any beacon lights or strobe lights, unless required by the Federal Aviation Administration (FAA) or other applicable authority. If beacon lights or strobe lights are required, the Approval Authority shall review any available alternatives and approve the design with the least visual impact. All other site lighting for security and maintenance purposes shall be shielded and directed downward, and shall comply with the outdoor lighting standards in Section 4.5-100, unless required by any other applicable law.

25. Landscaping. For WTS facilities with towers that exceed the height limitations of the base zone, at least 1 row of evergreen trees or shrubs, not less than 4 feet high at the time of planting, and spaced out not more than 15 feet apart, shall be provided in the landscape setback. Shrubs shall be of a variety that can be expected to grow to form a continuous hedge at least 5 feet in height within 2 years of planting. Trees and shrubs in the vicinity of guy wires shall be of a kind that would not exceed 20 feet in height or would not affect the stability of the guys. In all other cases, the landscaping, screening and fence standards specified in Section 4.4-100 shall apply.

26. Prohibited WTS Facilities.

- a. Any high or moderate visibility WTS facility in the Historic Overlay District.
- b. Any WTS facility in the public right-of-way that severely limits access to abutting property, which limits public access or use of the sidewalk, or which constitutes a vision clearance violation.
- c. Any detached WTS facility taller than 150 feet above finished grade at the base of the tower.

27. Speculation. No application shall be accepted or approved for a speculation WTS tower, i.e., from an applicant that simply constructs towers and leases tower space to service carriers, but is not a service carrier, unless the applicant submits a binding written commitment or executed lease from a service carrier to utilize or lease space on the tower.

28. Small Wireless Facilities in the Public Right-of-Way. Small wireless facilities in the public right-of-way must comply with the following standards:

- a. Small wireless facility structures must meet the following height limits, whichever is more:
 - i. 50 feet or less in height, including antenna height; or
 - ii. No more than 10% taller than the existing structure or other adjacent utility poles, light poles, or similar structures.
- b. Each antenna associated with the small wireless facility, excluding associated antenna equipment, must be no more than 3 cubic feet in volume.
- c. All wireless equipment associated with the structure other than the antenna, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, must be no more than 28 cubic feet in volume. Antenna equipment includes only such equipment that is

associated with the antenna that is in the same fixed location as the antenna, and is installed at the same time as the antenna.

- d. All antennas on a small cell structure, excluding antenna equipment, must not total more than six cubic feet in volume, whether an array or separate.
- e. Antennas may not project more than five feet above or two feet laterally from the pole, as measured from the inside edge of the antenna to the surface of the pole, or the minimum necessary to achieve required safety clearances. Antennas may not exceed the diameter of the pole on which they are attached, or 16 inches in diameter, whichever is greater.
- f. All equipment must be mounted to the pole at least 10 feet above grade. Alternately, equipment may be located in an underground vault or another location on the pole upon approval by the City Engineer.
- g. Other than the antenna, antenna equipment, electric meter, and power disconnect, all pole-mounted equipment must be concealed in a single flush-mounted cabinet that complies with the dimensional standards in this section or otherwise entirely shielded from public view. EXCEPTION: Multiple equipment cabinets on a single pole are permitted only when necessary to comply with the pole owner's joint use requirements.
- h. All cabling and wires that run between the antenna and equipment must be concealed or shielded inside conduit.
- i. All antennas, equipment, conduit, cabling, cabinets and ancillary parts must be painted or textured in a non-reflective neutral color that matches, or is compatible with, the pole.
- j. Where there are no existing overhead utilities, utility service lines and backhaul fiber must be located underground, unless approved otherwise by the City Engineer.
- k. All new or replacement small wireless facility structures must comply with the following:
 - i. A replacement small wireless facility structure must be placed as close to the same location as the existing structure as is possible, unless minor adjustments to location are needed to comply with ADA requirements or for public safety, as determined by the City Engineer.
 - ii. A new small wireless facility structure is permitted only when no other existing structure in the right-of-way is available or suitable to accommodate the small wireless facility, and no other structure in the right-of-way is available or suitable to be replaced or modified to accommodate the small wireless facility.
 - iii. The location of a small wireless facility structure must allow sufficient clear space for safe passage on the sidewalk; must not be located within the vision clearance area; must not interfere with other utilities, traffic control

devices, or intersections; and must be safe, as determined by the City Engineer.

- I. Small wireless facilities are not permitted on decorative light poles and no decorative light poles will be removed or replaced to accommodate small wireless facilities. EXCEPTION: Upon a determination that no other option is reasonably available for meeting an identified capacity, coverage, or other service need, including locating the small wireless facility on private property outside the public right-of-way, the City will permit replacement of a decorative light pole with a small wireless facility that is camouflaged to match the existing decorative pole.
- m. The City may require design or concealment measures for small wireless facilities and associated structures in the Historic Overlay District. Any such design or concealment measures are not considered part of the small wireless facility for purpose of the size restrictions in this subsection.

Removal of Facilities

M. Abandonment or Discontinuation of Use. The following requirements apply to the abandonment and/or discontinuation of use for all WTS facilities:

1. All WTS facilities located on a utility pole shall be promptly removed at the operator's expense at any time a utility is scheduled to be placed underground or otherwise moved.
2. All operators who intend to abandon or discontinue the use of any WTS facility shall notify the City of their intentions no less than 60 days prior to the final day of use.
3. WTS facilities shall be considered abandoned 90 days following the final day of use or operation.
4. All abandoned WTS facilities shall be physically removed by the service provider and/or property owner no more than 90 days following the final day of use or of determination that the facility has been abandoned, whichever occurs first.
5. The City reserves the right to remove any WTS facilities that are abandoned for more than 90 days at the expense of the facility owner.
6. Any abandoned site shall be restored to its natural or former condition. Grading and landscaping in good condition may remain.