



## TOWN OF LOS GATOS

### SMALL CELL DEVELOPMENT AND DESIGN GUIDELINES – STREETLIGHT

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*The Town of Los Gatos (Town) seeks to permit wireless carriers to install small cell wireless communications facilities, within the public right-of-way, in order to provide robust cellular coverage and capacity throughout the Town, while also ensuring that said facilities are well-maintained and do not significantly detract from Town streetscapes. These guidelines are in accordance with the Town Code of the Town of Los Gatos (Code). It shall be noted that the Code takes precedence in any case. The Town Engineer may change or amend these guidelines as needed.*

#### Pole Selection

- 1) Where a new collocated small cell wireless communications facility (Facility) is necessary, the Facility must be installed on existing standard steel streetlight poles. New poles will not be permitted except to replace existing poles, which will also require replacement of the existing foundation.
- 2) Installation of a Facility is less preferred in front of schools, or in residential and historical districts. Installation should avoid pole locations where:
  - a) Streetlight poles are non-standard, decorative, or post top style.
  - b) Streetlight poles are in front, and within one hundred (100) feet horizontal distance, of architecturally significant features, or in locations that could potentially cause significant visual impacts.
  - c) Poles are reserved for Town use. Please contact Town permit review staff for additional information.
  - d) Poles which have existing electronic or communications devices.
  - e) Poles, appurtenances or the Facility are in close proximity to existing overhead utilities. Poles, appurtenances and the Facility must have a minimum of ten (10) feet of vertical clearance from high voltage lines, and exceed the minimum separation from overhead utilities as required by California Public Utilities Commission (CPUC) General Order 95.
- 3) Installation of a Facility on poles that are utilized for traffic signal operations and purposes will not be permitted.
- 4) Installation of a facility on any poles at or near a signalized intersection or within fifty (50) feet of the curb extension will not be permitted.
- 5) Installation of a facility on any poles which, as determined by the Town Engineer, would block visibility of traffic control devices, such as signal heads and signs, will not be permitted.
- 6) Installation of a facility on residential streets, abutting or within fifty (50) feet of residences on any streets, or within one hundred (100) feet from a school campus will not be permitted.
- 7) Pole spacing shall be a minimum of five hundred (500) feet apart.



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- 8) Poles showing signs of damage or corrosion must be replaced with Town standard poles as directed by Town Engineer. Painted poles with failing surface paint shall also be replaced with Town standard poles.
- 9) New foundations are required when the replacement of streetlight pole(s) is/are necessary.
- 10) Luminaires on existing poles to be replaced must be re-installed with a luminaire approved by the Town. Please coordinate with the Town Engineer to obtain the current Town standard luminaire(s).
- 11) Pole number labels, if incorrect or missing, must be corrected.
- 12) Please note that poles with previously permitted telecommunications facilities will require a new permit application for the installation of additional equipment.

#### Facility, Equipment, Wiring and Cabling

- 13) Except for wiring and cabling, the Facility shall be located entirely on the pole with equipment located on top of the pole within the antenna shroud, including the Pacific Gas and Electric (PG&E) smart meter.
- 14) Ground level installations are not permitted.
- 15) The Facility is limited to a maximum of four (4) added equipment enclosures per pole including antenna shroud, two (2) radio enclosures, and the PG&E disconnect switch.
  - a) All enclosures shall be in a vertical linear arrangement on one (1) side of the pole.
  - b) Enclosures must be mounted behind signs to minimize visual impact.
  - c) Equipment must have long narrow profiles that avoid wide offsets from the pole.
  - d) The PG&E disconnect switch shall be located between eight (8) and ten (10) feet above grade.
  - e) Dimensions of each equipment enclosure must be less than 18"x9"x6", except for the pole top mounted enclosure, which must be less than 40"x11" diameter.
- 16) Equipment for a Facility must be the least intrusive possible with regard to appearance, size, and location. If installations are available (i.e., have been installed in other jurisdictions) that are less intrusive than those allowed by the Town's telecommunications ordinance, the Applicant must use those installations unless the Town Engineer determines that said less obtrusive installations are not feasible.
- 17) The Facility must not cause severe negative visual impact as determined by the Town.
- 18) The Facility must not interfere with Town operations (i.e. sign and signal visibility).
- 19) The Facility must be designed in accordance with the requirements for streetlight facilities and appurtenances including but not limited to: hardware, corrosion protection, signs, labels and matching finish.
- 20) The Facility shall not cause any noise impact. The Town provides a noise-free environment for pedestrian and public use in the public right-of-way. The street light poles shall maintain their noise-free conditions upon installation of the Facility.
- 21) The Facility may not contain generators or generator sockets.
- 22) The antenna shroud, if applicable, must not impinge on removal of the mast arm.



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- 23) The Facility must have all wiring, cabling, and conduit concealed from the public view (i.e. underground or within the pole).
- 24) Wiring and cabling for the Facility must be labeled in the pole hand hole and all pull boxes, and must be labeled with the company name and function, i.e. “AT&T COMM” and “AT&T POWER”.
- 25) In instances where a hole is drilled into the electrolier to allow cable passage, a seal shall be created between the Facility equipment and the electrolier to prevent water, animal and debris intrusion.
- 26) Pole mounted equipment may not stand off more than ½ (one-half) inch from the streetlight pole.
- 27) Attachments may not interfere with operation of the streetlight. Interference includes blocking illumination, obstructing maintenance activities, and causing voltage fluctuations in the existing lamp.
- 28) No attachments may be made to the mast arm.
- 29) The Facility power must not use PG&E meters presently servicing Town’s street lights and must not enter Town’s street light service enclosure.
- 30) Separate circuits, conduits and pull boxes shall be required for the Facility (i.e. no splicing into an existing street light circuit, and no sharing with the Town’s street light conduits).
- 31) The Facility must comply with the following signage requirements:
  - a) Contact information: facility owner/operator, the owner/operator’s unique site name or identification number, and a toll-free number to the owner/operator’s network operations center.
  - b) All discrete pieces of equipment mounted on the streetlight shall be emblazoned with the owner/operator’s name and contact phone number.The Facility may not bear any other signage, flashing lights, or advertisements unless expressly approved by the Town, required by law or recommended under existing and future Federal Communications Commission (FCC) or other United States governmental agencies for compliance with RF emissions regulations. RF notification signs must be placed where appropriate, with at least one occupational notice facing the street on the pole below and within twelve (12) inches of the bottom of the antenna shroud. Sign details, such as mounting, materials, dimensions, colors, etc. shall be submitted for Town approval prior to installation.
- 32) The Facility, modifications to existing infrastructure, modified existing infrastructure or replacements thereof, and existing circuits and service cabinets that connect the Facility, must comply with all requirements, codes and regulations including Town specifications and details, CPUC General Orders, California Electrical Code (CEC), PG&E and FCC.
- 33) Circuit tracing must be completed using proper circuit tracing equipment.
- 34) A pull box must exist or be installed at the base of the pole. Where an existing conduit is not located within the pole foundation, a new pole and new foundation with two (2)



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new pull boxes will be required. Where a pull box is not presently located in the existing condition at the base of the pole, two (2) new pull boxes shall be installed, one (1) for the Facility and the other for existing street light circuit. No overhead service(s) or wire(s) will be permitted even if existing street light(s) is/are fed overhead in the existing condition. Where an existing street light is powered via overhead service or wire, the existing street light pole shall be removed and replaced with a new pole on a new foundation with two (2) new pull boxes and two (2) new underground conduits, one (1) for the existing street light and the other for the proposed Facility.

- a) New pull box to be Town standard. Please coordinate with the Town Engineer to obtain information pertaining to the current Town standard pull box.
- 35) All current attachments to a pole, such as signs, decorative vegetation, banners, pole number labels, etc., shall remain on the pole and continue to fulfill its intended purpose.



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#### PERMITTING PROCESS

##### Pre-Application Meeting

- 1) Parks and Public Works Department staff will coordinate with Applicants to schedule an appointment at a mutually agreeable date and time for a pre-application meeting after receipt of a written request.
- 2) Applicants must request, schedule, attend, and participate in a pre-application conference. The purpose of the conference is to:
  - a) Inform the Applicant of applicable Town requirements and the review process.
  - b) Identify information and materials the Town will require with the forthcoming application submittal.
  - c) Provide input to the Applicant in regard to possible project and design alternatives and/or modifications.
  - d) Identify potential concerns associated with the identified locations.
- 3) The Applicant must provide photo-simulated renderings of typical installation, physical example of the equipment to be installed with the proposed Facility, typical design, authorization from pole owner for use of the pole, CPUC utility certification, master plan of small cell deployment in Town right-of-way, and proposed deployment reservation locations (see item 4 below for location limitations).

##### Pole Reservation Request

- 4) Reservation of pole locations must be requested in batches of up to a total of five (5) locations and be provided on a spreadsheet and on aerial photos in hardcopy and electronic file format as specified by the Town Engineer.
  - a) Each pole location must be identified by pole badge number, street address, and latitude and longitude (WGS 84 datum).
  - b) Locations should be batched with similar designs (i.e. new poles and foundations, or connected to the same service).
  - c) No more than twenty (20) pole locations may be pre-approved at one (1) time.
  - d) The Town must have a minimum of ten (10) working days, not concurrent with other requests by the Applicant, to review and approve the requested pole reservation locations.
  - e) The Town may terminate reservations if the Applicant fails to submit a complete permit application within ninety (90) calendar days of receipt of the pole reservation request.

##### Public Notification

- 5) Upon Town approval of site location and prior to permit submittal, the Applicant must mail informational notices to residents, businesses, schools, and property owners within three hundred (300) feet.



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- a) Notices shall include a clear description of the scope of work, site photos, maps, rendering(s) of the proposed equipment in a photograph of the subject pole and nearby area within fifty (50) feet, a property map, and Applicant contact information. The rendering(s) must illustrate the size of the Facility in a manner which is proportional to its surroundings.
- b) Notices shall be on the Applicant's letterhead.
- c) Site photos shall be provided from three (3) different locations with line-of-sight to the Facility and on nearby public streets or other adjacent viewpoints.
- d) Notices are to include a statement indicating that the planned small cell installation has been coordinated with the Town of Los Gatos.
- e) Notices shall include both the anticipated schedule and duration of construction.
- 6) Upon Town approval of site reservation, and prior to permit submittal, the Applicant must mail informational notices to tenants, businesses, and property owners within three hundred (300) feet.
  - a) Inform the Town a minimum of forty-eight (48) hours prior to notices being delivered.
  - b) Notified recipients must be given twenty (20) calendar days to contact the Applicant with their concerns and questions.
  - c) Public notice must have been delivered a maximum of sixty (60) days before permit submittal. Additional public notice may be necessary if the application is delayed.
- 7) The Applicant must respond to all concerns and questions and also address and resolve any issues prior to permit application submittal.
- 8) Notices shall be logged by location with information on comments, responses, and method of delivery including from whom and the date received.
- 9) Public notification documentation, including proof of notification, concerns and questions, subsequent responses, log, and a list of recipients, must be submitted with permit application. Inform the Town in writing if any issues are not resolved. The permit application must be signed under penalty of perjury that the Applicant is in full compliance with these requirements.

#### Plans

- 10) Plans must use the Standard Town of Los Gatos border and title block.
- 11) Plans must be prepared in accordance with an approved typical design.
- 12) Plans must be prepared in a consistent and professional manner that eliminates or minimizes redundant information.
- 13) Plans must include a cover sheet, site survey sheet, proposed plan view, detailed plan view, existing and proposed elevations, and details of wireless notices, signage, equipment, mounting bracket, enclosures, trunk line and service connections, foundations, wiring diagram, cabling diagram, splicing and fusing diagram, lighting circuit diagram, load and voltage drop calculation results, streetlight control system



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modifications, service pedestal modifications, and a list of materials.

- 14) Plans must show proposed improvements with dimensions no greater than:
  - a) Antenna and antenna enclosure; forty-eight (48) inches high by 14.6 inches in diameter.
  - b) Radio equipment, switch, mounting channel and appurtenances: eleven (11) feet high by seventeen (17) inches wide by twenty-one (21) inch pole offset.
- 15) Plans must provide a design and specification of how all parts are mounted, attached and supported.
- 16) Plans must show future work where such work facilitates the proposed improvements.
- 17) Plans must be stamped and signed by an Engineer registered in the State of California in the responsible discipline.

Permit

- 18) All new Facilities require a new encroachment permit. Please review the Engineering Division's encroachment permit documents for more information:  
<https://www.losgatosca.gov/2342/Encroachment-Permits>.
- 19) In addition to accessed permit fees, an additional inspection fee of two hundred dollars (\$200) per pole will be required.
- 20) Executed Master License Agreement, Pre-application Meeting, master plan, site review and screening, pre-approval of pole locations, and understanding Code must be completed prior to submitting applications.
- 21) The Applicant must secure their own communication/backhaul arrangements independent of Town Facilities. A separate utility permit is required for such work.
- 22) If the Facilities require the installation of fiberoptic equipment and appurtenances within the Town's right-of-way, these utilities shall comply with the Town's [Policy for Private Utility Carriers in the Public Right-of-Way](#).
- 23) Permits are viable for ninety (90) days after the date of issuance. No permit application extensions will be considered.
- 24) All associated Permit fees and any other fees must be paid prior to permit issuance.

Submittal Requirements

Initial submittal – one (1) copy (unless noted otherwise below) and one electronic copy of all submitted documents and materials:

- Completed Encroachment Permit Application form
- Permit and Inspection fees
- Completed public notification documentation
- Three (3) copies of construction drawings (11"x17")
- One (1) copy of the structural analysis<sup>1,3</sup> report, signed and stamped by a Structural Engineer registered in the State of California.
- Any supporting documentation used for structural analysis



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- Electrical Analysis<sup>2,3</sup>, performed, stamped and signed by an Electrical Engineer registered in the State of California to e
- Radio Frequency (RF)-Electromagnetic Energy Compliance Report
- Photo simulation of the streetlight pole before and after small cell installation
- Performance bond
- Master plan of facilities proposed in Town's right-of-way
- Construction Traffic Control Plan
- Contact information
- Proof of FCC License
- Forms filed with the FCC or CPUC
- Insurance certificate

Resubmittal(s) – one (1) copy (unless noted otherwise below) and one electronic copy of all submitted documents and materials:

- Three (3) copies of construction drawings (11"x17")
- One (1) copy of the structural analysis<sup>1,3</sup> report, signed and stamped by a Structural Engineer registered in the State of California.
- Written response to all comments from the previous review
- All revised documents required for a permit submittal

Submittals for Final Permit Approval – one (1) copy (unless noted otherwise below) and one electronic copy of all submitted documents and materials:

- Two (2) copies of construction drawings (36"x24")
- Two (2) copies of structural analysis<sup>1,3</sup> report, signed and stamped by a Structural Engineer registered in the State of California.
- Written response to all comments from the previous review

<sup>1</sup> Structural Analysis must be per 2016 California Building Code (CBC) and American Association of State Highway and Transportation Officials (AASHTO) LTS-6 Standard Specifications for Structural Supports for Highway Sign, Luminaires, and Traffic Signals. Analysis must evaluate the pole, pole foundation, pole modifications i.e. welding, and mounting of equipment.

- a) Wind speed assumption: 85 mph
- b) Standard pole information:
- c) Standard foundation information:

<sup>2</sup> Electrical Analysis must evaluate the loading level and voltage drop and provide for a reserve of 40% of circuit load capacity for the Town's future use. Provide voltage drop calculations in Excel format with formula included in the cells.

<sup>3</sup> All calculations and analysis must include allowances for all current equipment and future equipment considered by the wireless company.





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**Construction Requirements**

- 25) Notification after issuance of permit and prior to construction:
  - a) The Applicant must distribute written notice to property owners, residents, businesses, and schools three (3) days prior to start of construction. Notices must include the project name, describe the nature and duration of the construction operations, and provide a telephone number in which the Applicant or the designated representative may be contacted.
  - b) If construction operations are delayed for any reason beyond the duration stipulated in the notices, or the phasing of work includes dormant periods greater than one (1) month, the Applicant must re-issue written notices three (3) days prior to returning to construction.
  - c) A copy of the written notices and a map showing the notice distribution area must be submitted to the Engineering Inspector listed on the permit.
- 26) The construction schedule must be submitted for review by the Engineering Inspector after permit issuance and prior to the start of construction.
- 27) During construction, poles that are found to be damaged or to have corrosion must be replaced. Plans must be revised and resubmitted showing replacement of the pole and foundation.
- 28) Temporary traffic control plans must be submitted for review by the Town after permit issuance and prior to the start of construction.
- 29) Permitted work must pass inspection.
- 30) Existing wires in the pole must be removed before any drilling or welding occurs on or within the pole.
- 31) All currently observed moratoriums will be applicable (i.e. paving, holiday construction, etc.).
- 32) Please refer to the Conditions of Approval imposed for the respective Encroachment Permit prior to permit issuance for any additional applicable requirements.

**Records**

- 33) Provide all records as required per the executed Master License Agreement.
- 34) The Permittee must keep records of construction and submit them at completion of construction, i.e. As-Built plans and photographs of completed work.
- 35) Within two (2) weeks of installation of the Facility, provide as-built pole location(s) and associated equipment in an Excel spreadsheet file, and aerial photos in hardcopy and electronic file formats as well as in a GIS shapefile.
- 36) Place a copy of the streetlight circuit diagram As-Built in the service cabinet.