

District of West Vancouver

CORPORATE POLICY

Planning, Land Development & Permits	Wireless Communication Facilities
Policy #02-80-342	
File: 2515-05	

1.0 **PURPOSE & BACKGROUND**

1.1 **Purpose**

This policy constitutes the District's application and review process for wireless communication facilities, including expectations for public consultation, location and form/character considerations, and other details necessary for the review of applications. The goals of this policy are to:

- Provide a clear and understandable process for the review of wireless communication facilities, to the benefit of all parties (residents, Council, staff, and applicants); and,
- Facilitate the orderly, coordinated, functional, and respectful development of wireless communication facilities in order to serve residents, businesses, and emergency responders.

1.2 **Regulatory Framework and Authority**

Under the federal *Radiocommunication Act*, Industry Canada regulates the location and installation of antenna systems, including masts, towers, and other antenna-supporting structures. Current federal legislation gives local government very little authority regarding the siting of towers and antennae. If the local government has established a reasonable consultation process, Industry Canada mandates that it be adhered to.

Industry Canada exempts certain installations and activities from the requirement for public consultation, such as the maintenance of existing facilities, the addition to or modification of a facility (provided the change does not result in an overall height increase greater than 25%), painting and lighting modifications so ordered by Transport Canada, temporary facilities for special events or emergencies, and new antenna systems with a height of less than 15 metres. Despite this exemption, applicants are often willing to undertake some level of discussion with local government for exempted installations voluntarily and in good faith.

In the event that Council passes a resolution of non-support for a given application, the proponent may apply to Industry Canada for an "impasse request," after which Industry Canada would act as an arbiter between parties. Ultimately, Industry Canada may choose to approve an application with or without local government support.

2.0 GENERAL POLICY

2.1 Types of Wireless Communication Facilities

For the purposes of this policy, wireless communication facilities are divided into three types:

- (a) Rooftop (Type 1) means facilities located on the roof or side of buildings;
- (b) Exempt Structures & Adaptive Re-use (Type 2) means wireless communication facilities that are exempted by Industry Canada from the requirement for public consultation and/or that are added to existing support structures, such as utility poles; and,
- (c) Towers (Type 3) means new towers, poles, and retrofitted existing structures where the structure would be lengthened to beyond 15 m in height and/or where antennas would be located 15 m or higher above the ground.

2.2 General Policy

- (a) The visual impact of wireless communication facilities should be minimized. Where unavoidably visible, a high standard of design should be employed for the structure, antennae, equipment cabinets, and site ground level.
- (b) Wireless carriers are expected to disclose their short- and mid-term needs for antenna sites, and to collaborate with other carriers in order to minimize the overall number of unique sites required.
- (c) Collocation of wireless carriers at new and existing antenna sites is expected, and preference will be given to upgrading or replacing existing sites to accommodate additional carriers rather than creating additional unique antenna sites. It is recognized that collocation usually requires a larger installation and that in some limited instances collocation may not be appropriate for the site characteristics and surrounding context.
- (d) Applications will not be referred to the Design Review Committee as previous feedback has informed the guidelines within this Policy. In unique cases, projects identified by staff as requiring particular attention may be referred to the Committee.
- (e) All applications shall be accompanied by an application deposit/fee as prescribed by the District Fees and Charges Bylaw No. 4414, 2005, as amended, and shall include a complete drawing set detailing the proposal (typically plan, elevation, section, and details), and additional supporting material (renderings, topographic cross-sections, et al) may be appropriate depending on the circumstances and will be determined during pre-application.

3.0 GUIDELINES & PROCESS

3.1 Rooftop (Type 1)

Type 1 facilities should:

- (a) Only be located on mixed use, commercial, institutional, or multifamily buildings;
- (b) Regard the roof as a visible elevation from the street and other buildings;
- (c) Be designed to minimize the visibility of the antennae above the roofline and against the sky;
- (d) Take measures to reduce antenna visibility while taking care to not increase the visual bulk of the building. Measures to reduce antenna visibility may include shrouding, locating appropriately, integration into the building's architecture, and setting back from the roof edge. Possible design approaches are illustrated in *Cellular Antennas and Urban Integration*, as amended from time to time, produced for the City of Vancouver by architects in conjunction with wireless carriers (see example excerpts in Schedule B);
- (e) Have cable raceways internal to the building, and where external cable raceways cannot be avoided, should be oriented for minimum visibility and be treated with materials and colours similar to the building; and,
- (f) Be accompanied by equipment cabinets internal to the building or otherwise unobtrusive.

Type 1 facility applications shall follow this process:

1. Pre-application meeting with staff based on Sections 3.1 (a) to (f)
2. Complete application submitted consistent with pre-application direction
3. Staff review of application based on Sections 3.1 (a) to (f) above
4. Final revisions by applicant
5. Applicant to notify rental building occupants of the installation by posting a notice in an obvious location such as a common bulletin board or near the elevator or mailboxes. The applicant shall provide the District with a photograph of the notice as confirmation.
6. Building permit and/or electrical permit

3.2 Exempt Structures & Adaptive Re-use (Type 2)

Type 2 facilities should:

- (a) If located on municipal right-of-way, be directed to roads that are classified by the District as *Collector* or higher;
- (b) Utilize shrouded antennas, if appropriate (should not unduly increase visual bulk);
- (c) Have cable raceways oriented for minimum visibility and shrouded with appropriate materials and colours;
- (d) Design equipment cabinets to be as unobtrusive as possible; and,
- (e) Consider ground level impact (road access, landscaping et al).

Type 2 facility applications shall follow this process:

1. Pre-application meeting with staff based on Sections 3.2 (a) to (e)
2. Complete application submitted consistent with pre-application direction
3. Staff review of application based on Sections 3.2 (a) to (e) above
4. Final revisions by applicant
5. Applicant to notify owners and occupants within 50 m of the installation that the District is considering an application and that they may comment to the District on the proposal within 3 weeks. This notification may be done by postal mail or hand-delivery. A photocopy of applicable mailing label sheets and a signed statutory declaration is required from the applicant as confirmation.
6. Staff review received public comments and discuss any appropriate changes with the applicant.
7. Building permit and/or electrical permit

3.3 Towers (Type 3)

Type 3 facilities should:

- (a) Be directed to the Upper Levels Highway corridor and adjacent properties, and avoid local residential roads;
- (b) Utilize the preferred design scheme, to be refined, developed by architects in conjunction with wireless carriers (see Schedule A);
- (c) Not significantly impact the foreground views of residents uphill;
- (d) Take advantage of opportunities to sensitively locate sites, such as adjacent to rock faces and densely treed slopes;
- (e) Not detrimentally effect the scenic quality of the Upper Levels Highway corridor and/or Upper Lands;
- (f) Feature innovative design to a high standard;
- (g) Include shrouded or internal antennae;
- (h) Include internal cabling;
- (i) Design equipment cabinets to be internal or otherwise unobtrusive;
- (j) Consider ground level impact (landscaping et al); and,
- (k) Consider road access.

Type 3 facility applications shall follow this process:

1. Pre-application meeting with staff based on Sections 3.3 (a) to (k)
2. Complete application submitted consistent with pre-application direction
3. Review readiness for open house
4. Staff advise Council of application and upcoming open house
5. Notification of open house (see Section 4.0)
6. Open house (see Section 4.0)
7. Staff review of application based on Sections 3.3 (a) to (k) above
8. Final revisions by applicant
9. Council consideration (see Section 5.0)
10. Building permit and/or electrical permit

4.0 OPEN HOUSE STANDARDS FOR TYPE 3 FACILITIES

4.1 Roles and responsibilities

The applicant is responsible for making all arrangements for the open house, conducting the open house, and paying all related costs.

District staff will review and approve open house arrangements as noted below. District staff will attend the open house as an observer and are available to answer questions from the public with respect to policy and process, but will not present the proposal on behalf of the applicant.

4.2 Scheduling an open house

The date and time of the open house is to be approved in advance by District staff. Tuesday through Thursday scheduling is preferred, as Friday through Sunday may interfere with residents' weekend plans and Monday night conflicts with Council meetings. In addition, seasonal timing considerations must be taken into account (holidays, school professional development days, spring break, et al). It is important that scheduling issues not alienate or exclude those whom you are trying to reach.

The open house is to be held in a convenient, accessible location such as a local school, community centre, church, or meeting room.

4.3 Preparing notifications

Notification of an open house is required by newspaper advertisement and targeted owner/occupier notices, by postal mail or hand-delivery.

District staff will identify the notification radius (minimum 100 m) for owner/occupier notices, taking into account context, topography, views, adjacent land uses, highway right of way width, et al. Newspaper advertisements are to be a minimum one-quarter page in size and with forward placement (first half of the newspaper). The format and content of newspaper and owner/occupier notices must be reviewed for sufficiency by District staff prior to their use. Samples may be available; enquire with staff for details.

4.4 Open house notification timing and delivery

Owner/occupier notifications must be received by residents between 10 and 14 days in advance of the open house, subject to adjustment by the District under special circumstances. A photocopy of applicable mailing label sheets and a signed statutory declaration is required from the applicant as confirmation.

Newspaper advertisements should be published in two consecutive issues of the North Shore Outlook or North Shore News, generally 10 and 5 days before the open house is to occur.

4.5 Open house content and conduct

Presentation materials produced by the applicant for use during the open house should be reviewed by District staff to ensure accuracy, and should generally include:

- details of the proposed structures,
- an analysis of view impacts,
- Photoshop or rendered visuals,
- an explanation of why the installation is needed, and
- how the installation fits into the applicant's network.

Forms should be provided for residents to provide written feedback. These submissions will be collected by District staff, scanned to PDF, and returned to the applicant for production of a summary report.

5.0 COUNCIL CONSIDERATION

5.1 Type 1 and 2 facilities

In the event that an applicant is not able to achieve a satisfactory design outcome consistent with this Policy, staff may reject the application or refer it to Council for their consideration.

5.2 Type 3 facilities

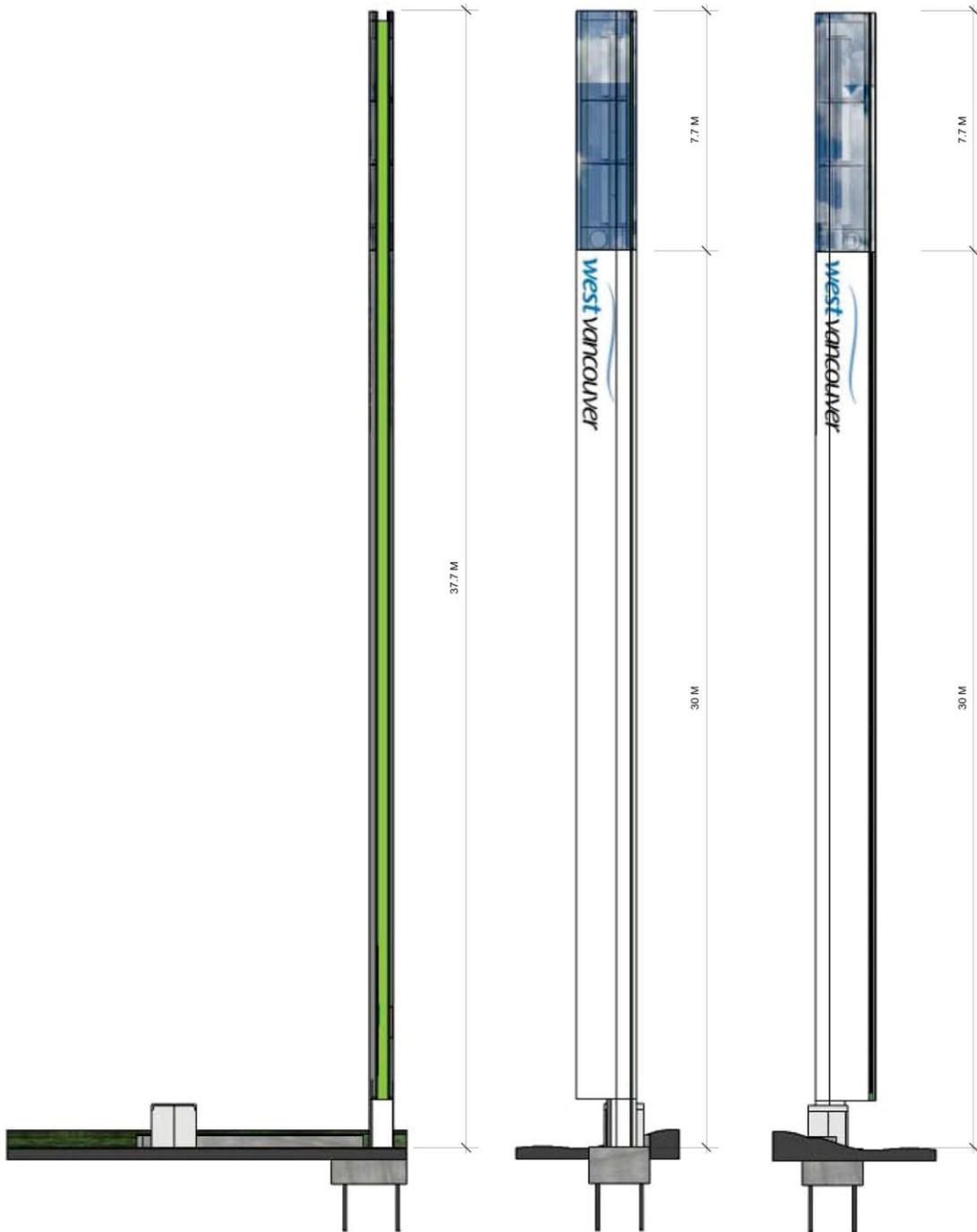
Following consideration of an application, Council has a number of resolution options:

- acknowledge that the applicant followed the prescribed District process and that Council has no objection to the application; or,
- acknowledge that the applicant followed the prescribed District process and that Council does not support the application (recognizing that non-support at Council does not necessarily prevent the application from being approved at a federal level); or,
- acknowledge that the applicant followed the prescribed District process and that Council has no comment; or,
- any of the above options, with additional comments.

A copy of the Council resolution will be provided to the applicant, Industry Canada, and any other relevant parties (e.g. Ministry of Transportation and Infrastructure).

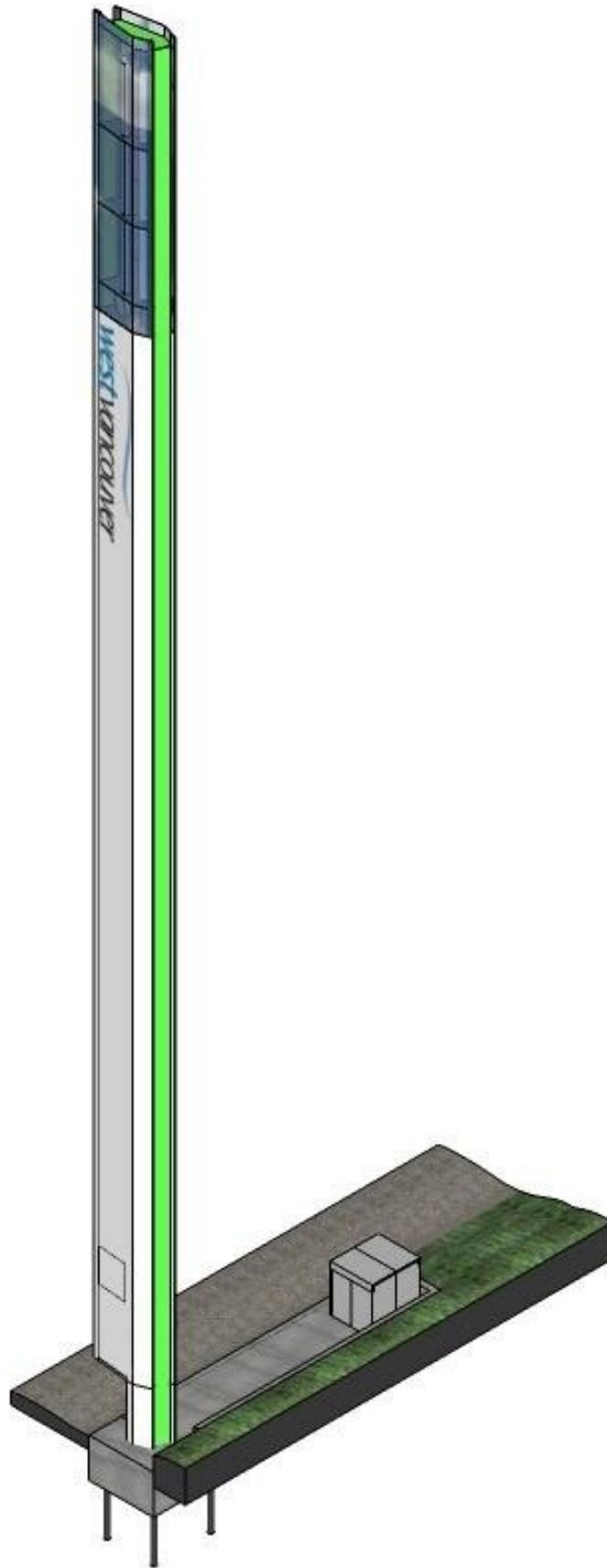
Approval Date: May 27, 2013	Approved by: Council
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Schedule A - Preferred design scheme (to be refined) for Type 3 Facilities



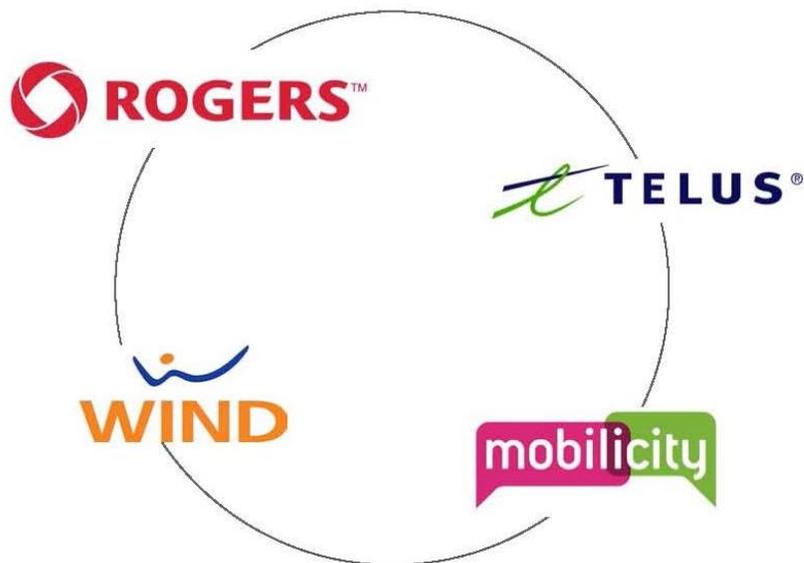
ROGERS CELLULAR
INFRASTRUCTURE
NORTH SHORE
CORRIDOR PROPOSAL





Schedule B – Possible design approaches to Type 1 Facilities (excerpt)

**Cellular Antennas and Urban Integration:
City of Vancouver**



Version 1.0
2011-11-23

DIALOG™

1A IS COMPATIBLE WITH **2** VARIANCE WITH **3** INCOMPATIBLE WITH **4**

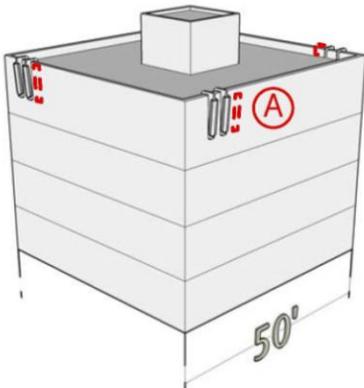
**Unscreened Cell Antenna Face Mount
50' (15 m) - 75' (23 m) Facade Length**

Mounting Requirements Checklist:

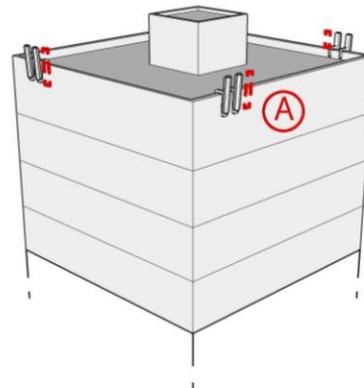
- Number of Allowable Units per Building Face as per Graphic Representations Below
- Antenna Units Grouped
- Antenna Units Mounted on Same Plane
- Mounting/Cabling Hardware Cleanly Housed
- Same Type of Antenna Units On All Facades of the Building
- Maximum Spacing Between Antennas = Height of Antenna Unit
- Tops of Antennas Aligned
- Antenna Colours to Match Building Face Behind Unit
- Minimum Building Height 30' (9 m)

(A)

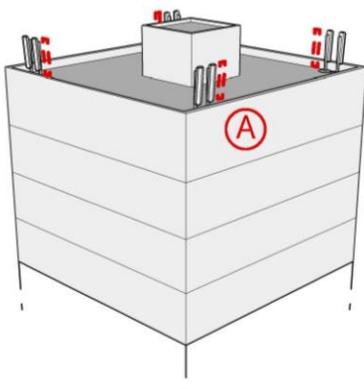
Note:
Typical All Unit Types:
One Additional Unit Permitted per Facade for
Buildings Above 150' in Height



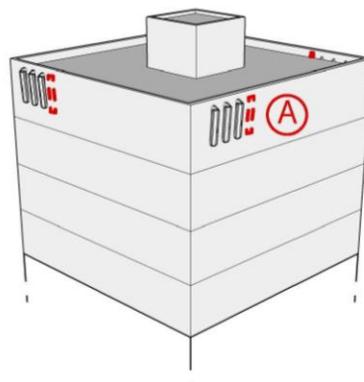
Over Parapet: **2 / face**



Partly Skylined: **2 / face**



Roof Edge Skylined: **2 / face**



Through-wall Face Mount: **3 / face**

Reference – Road network classification maps



