



PLANNING COMMISSION AGENDA

15728 Main Street, Mill Creek, Washington 98012 - (425) 745-1891

April 18, 2019

**Regular Meeting
7:00 p.m.**

	TIME
I. CALL TO ORDER	7:00 p.m.
II. ROLL CALL	7:01 p.m.
III. APPROVAL OF MINUTES	7:02 p.m.
A. Planning Commission Meeting of March 21, 2019 ⁽¹⁾	
IV. PUBLIC HEARING	7:03 p.m.
A. Wireless Communication Facilities ⁽²⁾	
V. WORK SESSION	7:40 p.m.
A. 2019-2020 Development Services Work Program ⁽²⁾	
VI. FOR THE GOOD OF THE ORDER	7:50 p.m.
VII. ADJOURNMENT	8:00 p.m.

ATTACHMENTS:

1. March 21, 2019 Planning Commission Minutes
2. Planning Commission Resolution with Attachments
3. 2019-2020 Development Services Work Program

We are trying to make our public meetings accessible to all members of the public. If you need special accommodations, please call City Hall three days prior to this meeting (425) 745-1891.

**CITY OF MILL CREEK
PLANNING COMMISSION MEETING MINUTES
March 21, 2019**

Draft

I. CALL TO ORDER:

Chair Eisner called the meeting to order at 7:00 p.m.

II. ROLL CALL:

Chair Stan Eisner	Staff:
Vice Chair Matthew Nolan	Tom Rogers, Development Services Manager
Commissioner Steven Maloney (absent)	Sherrie Ringstad, Associate Planner
Commissioner Brian Hyatt	
Commissioner Daniel Mills	
Commissioner Jennifer Parker (absent)	
Commissioner Dennis Teschlog	

III. APPROVAL OF MINUTES

Planning Commission Meeting of February 21, 2019

MOTION: Vice Chair Nolan moved, seconded by Commissioner Hyatt, to approve the February 21, 2019 minutes as presented. The motion was approved unanimously.

IV. WORK SESSION

Small Cell Wireless Facilities – Potential Code Amendments

Associate Planner Sherrie Ringstad noted that the agenda item before the Commission is a continuation of the discussion on wireless communication facilities. She explained that the revisions suggested by the Commission at their February Study Session have been included in the revised version of the Code. In addition, following the Planning Commission meeting, staff and the City Attorney meet with representatives from Crown Castle, Verizon, and PUD to get their input on the proposed Code as well as to discuss light pole standards that would be acceptable for the individual carriers. The meeting was positive with minimal issues with the Code being identified by the carriers. Some amendments have been incorporated into the revised Code to address the carrier’s issues. Ms. Ringstad said that staff specifically asked the carriers about the potential for trees to interfere with the signal site lines. The carriers said they don’t expect trees to be a problem or anticipate the need to remove trees.

In addition the City Attorney Elana Zana and staff have proposed additional minor changes, which have also been incorporated into the Code. Ms. Ringstad noted that the presentation will not include the minor housekeeping amendments; it would be a review of the substantive amendments as follows:

Pg 8	17.29.030.F,H,R	The term “cellular telephone network” was replace with the more current term “personal wireless
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		service” and a definition of personal wireless services was added.
Pg 10	17.29.040.E	A section identifying exempt wireless communication facilities was added – initially to exempt small satellite dish antenna but expanded to include emergency communications equipment, routine maintenance or repair, vested equipment, and public safety radio systems.
Pg 10	17.29.050.A	Pre-application meeting is encouraged.
Pg 11	17.29.050.B.7	Struck documentation showing that the facility will not cause interference with other WCF because it is outdated.
Pg 11	17.29.050.B.8	Reword regarding documentation that the applicant has made a reasonable attempt to find a co-location site.
Pg 12	17.29.070.A	Struck “The proposed use is harmonious and appropriate in design, character ...” covered by G.2, which requires the WCF to comply with design standards.
Pg 13	17.29.080.D,E	Reword to clarify intent. New monopole structure <u>proposed in a commercial or business zone district</u> , where the sole purpose is for wireless communication facilities; i.e., monopole or other type of tower located in a commercial or business zone
Pg 19	17.29.190	Modified to remove C. Overview because not appropriate for the Code, more of an explanation. Moved applicable section “permits issued by the Director” to A. Reworded B. to clarify franchise language.
Pg 20	17.29.190.E.1.b	Modify to make it clear that removing tree is discouraged and referring to MCMC 12.16.1500 if trees do have to be removed.
Pg 21	17.29.190.E.4.b	Reword to strengthen <u>“That applicant must demonstrate that no technically feasible alternative location exists, which is not directly in front of a window or views.”</u>
Pg 24	17.29.210.B	Added upon request.
Pg 24	17.29.210.C&E	Modified time limit for extension from 12 months to 6 months and operational activity from 12 months to 6 months with a 6 month extension for if delay is due to inability to connect to electrical or backhaul facilities.
Pg 26	17.29.260.A.2	Reorganized for clarity – minor text additions. Looks like more than it is.
Pg 28	17.29.260.A.3	Encourage equipment enclosure as close to antenna as possible – staff found it to be less intrusive when the

		equipment enclosure is placed higher. It also works better when close.
Pg 29	17.29.260.B.3	Option to replace wooden pole with non-wooden pole.
Pg 31	17.29.260.D.8	Allow strand mounted facilities if pole has pre-existing communication wire lines.
Pg 35-42	Sections 5 – 25	Modifying zone districts to move WCF from Conditional Use to Principal Use.

Ms. Ringstad shared several photos of potential light standards that came from the carriers at the meeting with staff and PUD. The photos show the equipment enclosure located closer to the top of the light pole. She noted that Verizon and Crown Castle had agreed to work with PUD to come up with a light standard that might work for a majority of the carriers.

Ms. Ringstad stated that a Public Hearing will be scheduled in April to take public testimony prior to the Planning Commission making a recommendation to the City Council.

VI. FOR THE GOOD OF THE ORDER

Development Services Manager Tom Rogers reported that the City issued a Request for Qualifications (RFQ) for a consultant to assist with the Land Use and Infrastructure Subarea Plan for the Mill Creek Boulevard Corridor. Staff was pleased with the quality of the submittals and has selected the team assembled by Otak Engineering. He noted that the Planning Commission will be involved in the process and once staff has had a chance to meet with Otak, we'll have a better idea of what that involvement might include.

Mr. Rogers stated that the Public Works and Development Services Department has just completed their Work Program for the 2019-2020 biennium. It was suggested that staff share the Work Program with the Commission and Mr. Rogers agreed to include a review of the Work Program on the April agenda.

VII. ADJOURNMENT

Chair Eisner adjourned the meeting with the consensus of the Commission at 7:45 p.m.

Submitted by:

Sherrie Ringstad, Associate Planner

**EXHIBIT A
DEPARTMENT OF COMMUNITY DEVELOPMENT
STAFF REPORT
TO THE MILL CREEK PLANNING COMMISSION**

PART I - SUMMARY INFORMATION

- PUBLIC HEARING:** April 18, 2019
- REQUESTED ACTION:** Review of proposed amendments to the Mill Creek Municipal Code (MCMC) to address Wireless Communication Facilities and to comply with the Federal Communications Commission (FCC) regulations. The amendments remove Wireless Communication Facilities from MCMC Chapter 17.28 (Conditional Use) and establish a new Chapter 17.29 (Wireless Communication Facilities) regulating both Macro and Small Cell Wireless facilities. The proposed Chapter 17.29 establishes the application process, review criteria, timeframes for review, and design and concealment standards, as well as an appeals process. The proposed regulations will apply citywide.
- SITE LOCATION:** City of Mill Creek
- PROPONENT:** City of Mill Creek
15728 Main Street
Mill Creek, Washington 98012
- COMPREHENSIVE
PLAN DESIGNATION:** Not applicable.
- ZONING DISTRICT:** Not applicable.

PART II - STATUTORY REQUIREMENTS

SEPA COMPLIANCE:

The proposed amendments to the MCMC are subject to the provisions of the State Environmental Policy Act (SEPA). The City's SEPA Official has determined that the proposed code amendments will not have a probable significant adverse impact on the environment. Thus, an Environmental Impact Statement (EIS) was not required.

On March 26, 2019, a Determination of Non-significance (DNS) was issued on the proposed code amendments. The comment period ended on April 9, 2019. No comments were received.

PUBLIC NOTICE:

Pursuant to Section 14.07.030 Mill Creek Municipal Code (MCMC), a notice of the public hearing was posted at Mill Creek City Hall on April 4, 2019, and published in the Everett Herald on April 6, 2019. All legal requirements for public notice have been satisfied. In addition to the required methods of publishing the hearing, staff worked with the Communications and Marketing Department to use their social media outlets to encourage public participation.

PART III - DESCRIPTION OF PROPOSED AMENDMENTS TO THE MILL CREEK MUNICIPAL CODE

ZONING ORDINANCE AMENDMENT:

The provisions governing amendments to the text of the Development Code are found in Section 17.38.020, MCMC. This section states that text amendments may be initiated by the City Council, the Planning Commission, or City staff. The proposed amendments listed below have been initiated by City staff.

BACKGROUND

It is anticipated that small cell Wireless Communication Facilities (WCF) will be deployed throughout the nation over the next several years. This new technology will result in much faster data transmission to wireless communication/data devices (cell phones, tablets, and computers). These facilities are different than the macro cell facilities that are currently deployed throughout the City on high poles or buildings, mostly in commercial areas. The goal of small cell facilities is to increase capacity for the 4G network and prepare for the future 5G network. Small cell facilities are typically placed between 25 and 35 feet in height, and they typically have a range limited to 300 to 1000 feet. Thus, a lot more of the antenna locations are needed, and to provide service in residential areas, the antennas will be deployed in those residential areas.

To encourage and streamline the deployment of small cell WCF, the Federal Communications Commission (FCC) adopted new rules that impact how the City processes applications for these facilities. The new rules went into effect on January 14, 2019. The new rules do the following:

- limit discretion on where small cell facilities can be placed (for example, cannot prohibit the use of the right-of-way or the use of light poles),
- limit discretion on aesthetic requirements;
- limit the fees the City can charge for processing applications, and
- require quicker turnaround times for project approvals.

CODE DEVELOPMENT PROCESS

As a result of the new FCC rules, the Mill Creek Municipal Code (MCMC) needs to be revised to fully be in compliance. Elana Zana, who is an attorney with Ogden Murphy Wallace and who is an expert in this field, worked with the City staff and the Planning Commission to develop appropriate regulations to facilitate the deployment of small cell technology with the least impact to the community as possible.

The Planning Commission reviewed and discussed the proposed regulations in two study sessions and further refined the Code. In addition, staff also met with the City Attorney, Elana Zana, the PUD, and representatives from Verizon, WPG Wireless Policy Group, and Crown Castle to get their input on the proposed revisions. In general, there weren't any serious concerns expressed with regard to the proposed Code Amendments.

A public hearing was scheduled for April 18, 2019, to allow the Planning Commission the opportunity to take testimony on the proposed Code Amendments and to make a recommendation to the City Council.

PROPOSED ZONING TEXT AMENDMENTS:

The FCC order requires WCF permits to be issued within 60 days for a co-location and within 90 days for a new facility. This time restriction includes the right-of-way review and building code review. Currently the MCMC requires that WCF be reviewed as a Conditional Use, followed by a separate right-of-way permit and building permit.

In order to streamline the review process and allow staff to meet the timelines imposed by the FCC, the proposed amendments add WCF as an Administrative Decision falling under the authority of the Director of Public Works and Development Services. In addition, wireless facilities are proposed to be removed from MCMC Chapter 17.28 Conditional Uses, and designated as a Principal Use in all zone districts. (See attached draft Council Ordinance for the full text of the proposed Amendments.)

The amendments also clarify the appeal process, with Administrative Decisions appealable to the Hearing Examiner, with the exception of WCF facilities in the right-of-way, which are appealable to Superior Court.

The proposed amendments add fees for the various permit types as well as appeal fees. It is important to note that in accordance with the FCC ruling, the fees are to be based on actual time spent reviewing the permit. Thus, the proposed fees will function as a deposit, with any additional fees invoiced when the permit is issued or the remaining fee refunded, whichever is applicable.

A new MCMC Chapter 17.29 is proposed to be added, which addresses all Wireless Communication Facilities, including Macro, Small Cell and Eligible Facilities Requests. The

proposed Chapter 17.29 establishes the application process, review criteria, timeframes for review, and design and concealment standards, as well as an appeals process.

While some of the small cell facilities could be installed on an existing power pole, it is likely that many will need to be located on a street light. According to PUD most of the existing street lights in the City could not structurally accommodate a small cell facility and will need to be replaced. City staff has been working with PUD and the various carriers to select a replacement light standard that could accommodate a small cell facility and that will have the least visual impact.

The ideal is a pole where the wires and cables can be located internally. From the examples staff has seen, the light standards that can accommodate the equipment box internally have a very large base, approximately 2 feet square by 6 feet high, which has the potential for obstructing pedestrian traffic and has a more significant visual impact. After reviewing many models and manufacturers, both staff and the Planning Commission agreed that the least visual impact is created with a hollow light standard that accommodates the wires and cables internally, the equipment box externally attached to the pole as close to the antenna as technically feasible.

A specific standard has not been selected at this time but when it is, it can be adopted into the City's Standard Plans. It is unlikely that one light standard will work for all the carriers and the City may end up with two different but similar standards, but the goal would be to minimize the number of light styles to ensure a consistent streetscape appearance.

PART IV – FINDINGS, CONCLUSIONS, AND RECOMMENDATION

The proposed amendments to the City's Municipal Code have been prepared to be consistent with the Growth Management Act, applicable state and federal regulations, the City's Comprehensive Plan, and the City's development code amendment process contained in Chapter 17.38. As reflected below, the proposed amendments have been reviewed for consistency with these requirements and are found to be consistent with applicable local, state and federal regulations.

FINDINGS AND CONCLUSIONS:

1. In accordance with the Growth Management Act (GMA), specifically RCW 36.70A.040 and 36.70A.120, the City is required to adopt development regulations.
2. In accordance with the Mill Creek Municipal Code (MCMC) Chapter 17.38, the City has the authority to initiate amendments to the code.
3. The FCC adopted a Declaratory Ruling, Order and Regulation, effective January 14, 2019, that restricts many aspects of how cities can review and permit Wireless Communication Facilities. Amendments to the MCMC are necessary to ensure that the Code is fully in compliance with the FCC order.

4. In accordance to MCMC Chapter 18.04, the proposed code amendments are subject to the provisions of the State Environmental Policy Act (SEPA). The City's SEPA Official has determined that the proposed code amendments will not have a probable significant adverse impact on the environment. Therefore, an Environmental Impact Statement (EIS) was not required.
5. On March 26, 2019, a Determination of Non-significance (DNS) was issued on the proposed code amendments. The comment period ended April 9, 2019. No comments were received and the DNS is deemed final.
6. Pursuant to Section 14.07.030 Mill Creek Municipal Code (MCMC), notice of public hearing was posted at Mill Creek City Hall on April 4, 2019, and published in the Everett Herald on April 6, 2019. All legal requirements for public notice have been satisfied.
7. On March 26, 2019, the proposed amendments were submitted to the Washington State Department of Commerce for review, as required by RCW 36.70A.106.
8. In accordance with Chapter 35A.63 RCW and MCMC Chapters 2.04 and 14.03, the City Council is charged with the responsibility of making decisions on amendments to the existing Mill Creek Municipal Code (MCMC) regulations.
9. The proposed amendments are consistent with the City's Comprehensive Plan, the Growth Management Act, MCMC Chapter 17.38, and other applicable state and federal law, will implement the Comprehensive Plan, and will benefit the public health, safety, and welfare, while not unreasonably discriminating among providers of functionally equivalent services nor having an effect of prohibiting personal wireless services within the City.

STAFF RECOMMENDATION:

Notwithstanding citizen testimony and revisions made by the Planning Commission in response to said testimony, staff recommends that the Mill Creek Planning Commission adopt the preceding findings and conclusions and recommend to the Mill Creek City Council adoption of the proposed code amendments set forth herein.

Attachment: Draft Council Ordinance

ORDINANCE NO. 2019-_____

AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, AMENDING MILL CREEK MUNICIPAL CODE (MCMC) SECTION 3.42.180 FEES UNDER MCMC 17.42.010 (ZONING AND LAND USE), MCMC SECTION 14.09.010 ADMINISTRATIVE DECISIONS WITHOUT NOTICE, MCMC SECTION 14.11.090 APPEAL MATRIX, TITLE 17.28 OF THE MILL CREEK MUNICIPAL CODE BY REPEALING MCMC SECTION 17.28.080 AND REPLACING IT WITH NEW MCMC CHAPTER 17.29 AUTHORIZING AND ESTABLISHING STANDARDS FOR THE DEPLOYMENT OF ALL WIRELESS COMMUNICATION FACILITIES; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, RCW 36.70A.040 and 36.70A.120 require the City of Mill Creek (“City”) to adopt development regulations, including zoning regulations, to implement the City's Comprehensive Plan; and

WHEREAS, the Federal Communications Commission (FCC) recently adopted a Declaratory Ruling, Order and Regulation (FCC Order), which imposes limitations on local municipalities including the City of Mill Creek (City) regarding processing and review of all permits associated with the deployment of small wireless facilities; and

WHEREAS, the City Council deems it to be in the public interest to revise its municipal code requirements to deal with small wireless facilities as well as macro facilities;

WHEREAS, the permitting procedures as well as the aesthetic design and concealment standards that govern deployment of wireless facilities will become MCMC Chapter 17.29;

WHEREAS, separately, federal law and regulation also sets time limits on the processing of applications for eligible facility requests to expand existing structures which do not substantially change the height or profile of the structures used to collocate wireless communications facilities and which regulations will also become part of MCMC Chapter 17.29; and

WHEREAS, the FCC Order allows the City to adopt aesthetic standards for deployment of small wireless facilities that will require utilization of a consolidated process emphasizing administrative review in order to comply with federal presumptively reasonable time limits for review; and

WHEREAS, the City Council finds that the existence of federal regulations requires the enactment of administrative procedures and processes which can comply with the FCC Order; and

WHEREAS, on March 26, 2019, the City issued a SEPA threshold Determination of Non-Significance for the Proposed Amendments to the Development Code; and

WHEREAS, on April 9, 2019, the comment period for the Determination of Non-Significance expired and no comments were received; and

WHEREAS, on March 26, 2019, the Proposed Amendments were submitted to the Washington State Department of Commerce for review, as required by RCW 36.70A.106; and

WHEREAS, notice of a public hearing before the Planning Commission on the Proposed Amendments was duly posted at City Hall on April 4, 2019, and advertised in the Everett Herald on April 6, 2019, pursuant to MCMC Section 14.07.030(A); and

WHEREAS, on April 18, 2019, the Planning Commission duly held a public hearing on the Proposed Amendments; and

WHEREAS, all persons desiring to comment on the Proposed Amendments were given a full and complete opportunity to be heard; and

WHEREAS, following the public hearing, the Planning Commission adopted Resolution 2018-166 recommending approval of the Proposed Amendments to the City Council; and

WHEREAS, the City Council has determined that adoption of the Proposed Amendments related to wireless communication facilities imposes restrictions necessary to protect public health and safety, while not unreasonably discriminating among providers of functionally equivalent services nor having an effect of prohibiting personal wireless services within the City;

NOW THEREFORE BE IT ordained by the City Council of the City of Mill Creek, Washington as follows:

Section 1. Amendment to MCMC 3.42.180. The Mill Creek Municipal Code Section 3.42.180 – Fees under MCMC 17.42.010 (Zoning and land use) is hereby amended as follows:

A. The following application or permit fees shall be payable in full, in advance, for the identified action. All such fees are nonrefundable unless otherwise stated. These fees cover the review by the departments of community development and public works.

1. Comprehensive plan amendment (text or map) and associated rezone:
 - (a) Zero to 10 acres: \$2,500.
 - (b) Over 10 acres: \$5,000.
2. Zone text amendment: \$2,500.
3. Subdivision:
 - (a) Preliminary plat (long, five more lots): \$2,500 plus \$35.00 per lot.

- (b) Final plat (long): \$1,500 plus \$20.00 per lot.
 - (c) Plat (short, one to four lots): \$1,500.
 - (d) Final plat (short): \$500.00.
- 4. Binding site plan:
 - (a) Application: \$5,000.
 - (b) Final binding site plan: \$1,000.
- 5. Modifications to approved land use permits/decisions:
 - (a) Major modification: \$2,500.
 - (b) Minor modification: \$250.00.
- 6. Administrative reviews:
 - (a) Zoning certification letter: \$150.00.
 - (b) Administrative interpretations/decisions: \$200.00.
- 7. Conditional use permit:
 - (a) All other conditional uses: \$1,500.
- 8. Variance: \$500.00.
- 9. Grading permit: see MCMC 3.42.210 for fee formula.
- 10. Tree removal permit: \$0.00.
- 11. Demolition permit: \$50.00.
- 12. Lot line adjustment or lot line consolidation: \$500.00.
- 13. Home occupation permit:
 - (a) Group A permit: \$50.00.
 - (b) Group B permit: \$100.00.
- 14. Appeal of land use or administrative interpretations as follows:
 - (a) Administrative determinations: \$100.00.
 - (b) Administrative decisions: \$250.00.

- (c) SEPA determination of significance: \$250.00.
 - (d) Design review board decisions: \$500.00.
 - (e) SEPA determination of nonsignificance/mitigated determination of nonsignificance: \$500.00.
 - (f) Hearing examiner decision, which is appealable to the city council: \$500.00.
 - (g) Initial appeal of notice of violation or civil fine: \$0.00.
 - (h) Administrative decision regarding a macro wireless communication facility application: \$500.
 - (i) Administrative decision regarding small wireless facility permit application: \$500.
15. Real estate/directional sign permit:
- (a) Homeowner: \$25.00.
 - (b) All other: \$100.00.
16. Temporary construction sign permit: \$25.00.
17. Commercial, shopping center and noncommercial banner or temporary sign display: \$25.00.
18. Commercial wall sign: fee is based on construction cost and assessed pursuant to the fee schedule set forth in MCMC 15.04.020.
19. Fence permit: \$55.00 (includes base building permit fee).
20. Wireless Communications Facilities: The total fee for which the applicant is responsible shall be the amount of the actual costs incurred by the City during the preparation and review process. The below fees are initial deposits. Upon issuance of the permit the applicant shall pay the City any remaining balance of the permit costs based on the review time of the City.
- (a) Wireless Communication Facility Macro Cell Permit: \$1,500
 - (b) Small Wireless Facility Permit (includes up to five small cell facilities on existing poles): \$500.
 - (c) Small Wireless Facility Permit, beyond initial five on existing poles (per pole): \$100.
 - (d) Small Wireless Facility Permit, new or replacement pole: \$1,000 per pole.

(e) Eligible Facilities Request: \$500.

Section 2. Amendment to MCMC 14.09.010. The Mill Creek Municipal Code Section 14.09.010 – Administrative Decisions without Notice is hereby amended as follows:

B. Scope. The director shall review and decide the following matters pursuant to applicable criteria without the need for public notice:

1. Lot line adjustments.
2. Extensions of time for administrative actions or applicant submissions.
3. Minor amendments or modifications to approved developments or permits. For purposes of this subsection, minor amendments are those that may affect the precise dimensions or location of buildings, accessory structures and driveways, but do not: (a) negatively affect the overall project character, (b) increase the number of dwelling units, or intensity of use, or (c) decrease the quality or amount of required landscaping or open space.
4. Group A home occupations.
5. Yard requirements set forth in MCMC 17.22.030.
6. Joint parking facilities and related agreements under MCMC 17.27.020(H).
7. Administrative interpretations permitted or required in the administration or enforcement of the development code.
8. Administrative decisions permitted or required under the development code.
9. Wireless communications facility applications as set forth in MCMC 17.29.

C. Decisions. The director may issue, approve, approve with conditions, or deny any of the foregoing matters based on his evaluation and assessment in light of the applicable review criteria or development code provisions. Upon completing the review specified above, the director shall issue a decision in accordance with the applicable provisions of MCMC 14.09.080. Decisions under this section shall be final for all purposes, including appeal, on the date issued.

D. Appeal. Appeals of final decisions under this section shall be made to the hearing examiner in accordance with Chapter 14.11 MCMC, except as described in MCMC 17.29.280.

Section 3. Amendment to MCMC 14.11.090. The Mill Creek Municipal Code Section 14.11.090 – Appeal matrix (Administrative) is hereby amended as follows:

Administrative		
Administrative interpretations under MCMC 14.03.020(B)(1)	Assigned directors	Hearing Examiner*
Administrative decisions under MCMC 14.03.020(B)(2)	Assigned directors	Hearing Examiner*
Amortization periods under Chapter 17.32 MCMC	Assigned directors	Hearing Examiner*
Administrative enforcement actions under Chapter 14.13 MCMC	Assigned directors	Hearing Examiner*
Other administrative decisions as specified in MCMC Titles 14 – 18, <u>except as described in MCMC 17.29.280.</u>	Assigned directors	Hearing Examiner*
Business license denials, suspensions, and revocations under Chapters 5.04 and 5.26 MCMC	City Manager	Hearing Examiner*
Administrative decisions on an adjustment request arising under Chapter 8.12 MCMC	Assigned directors	Hearing Examiner*
Cabaret dance license denials, suspensions, and revocations under Chapter 5.18 MCMC	City Manager	Hearing Examiner*
Administrative decisions and enforcement actions under MCMC Title 6	Police Chief	Hearing Examiner*
SEPA threshold determinations on project actions	SEPA Responsible Official	Hearing Examiner*
SEPA threshold determinations on nonproject actions	SEPA Responsible Official	Superior Court or GHB

Section 4. Amendment to MCMC 17.28.030. The Mill Creek Municipal Code Section 17.28.030 – Procedure for conditional uses other than adult businesses and wireless facilities is hereby amended as follows:

17.28.030 – Procedure for conditional uses other than adult businesses and wireless facilities

The following standards shall apply to applications for conditional uses that do not involve adult businesses ~~and wireless facilities~~:

- A. Application. Upon receipt of a complete application for a conditional use permit, the application shall be processed pursuant to MCMC Title 14.
- B. Review. The director shall review the application for conformance with MCMC 17.28.060; provided, that the director may waive one or more of those standards if the proposed use is determined to be a public necessity.
- C. Decision. A permit may be granted, granted with any conditions deemed necessary by the director to meet the terms of this chapter and this code, or denied. If no reasonable condition(s) can be imposed to ensure that the proposed use meets the terms of this chapter and this code, then the application shall be denied. Each decision granting or denying a conditional use permit shall be supported by written findings of fact specifically addressing the applicable criteria.
- D. Conditions. Conditions imposed under this chapter shall constitute permanent regulations on the exercise of the approved use.
- E. Timing of Actions. A final decision regarding a conditional use application shall be made as provided in MCMC Title 14. Appeals of such decisions shall be as provided in MCMC Title 14.

Section 5. MCMC 17.28.080 and MCMC 17.28.050 are hereby repealed in their entirety and replaced with MCMC Chapter 17.29, which is enacted as follows:

Chapter 17.29
Wireless Communications Facilities

Sections:

- Article I. GENERAL**
 - 17.29.010 Purpose.
 - 17.29.020 Applicability.
 - 17.29.030 Definitions.
 - 17.29.040 General Provisions.
- Article II. MACRO FACILITIES**
 - 17.29.050 Application requirements for macro facilities.
 - 17.29.060 Procedure for macro facilities permit.
 - 17.29.070 Review criteria for macro facilities.
 - 17.29.080 Prioritized locations for macro facilities.
 - 17.29.090 Design and concealment standards for macro facilities.
 - 17.29.100 Expiration of macro facility permit.
 - 17.29.110 Appeals.
- Article III. ELIGIBLE FACILITIES REQUEST**
 - 17.29.120 Definitions.
 - 17.29.130 Application.
 - 17.29.140 Qualification as an Eligible Facilities Request.

- 17.29.150 Timeframe for review.
- 17.29.160 Tolling of the time frame for review.
- 17.29.170 Determination that application is not an Eligible Facilities Request.
- 17.29.180 Failure to act.

Article IV. SMALL WIRELESS FACILITIES

- 17.29.190 Application requirements for small wireless facilities.
- 17.29.200 Review criteria.
- 17.29.210 Permit requirements.
- 17.29.220 Modifications to small wireless facilities.
- 17.29.230 Consolidated permit.
- 17.29.240 Hierarchy for small wireless facilities.
- 17.29.250 Decorative Poles for small wireless facilities.
- 17.29.260 Design and concealment standards for small wireless facilities.
- 17.29.270 New poles in the right-of-way for small wireless facilities and installations on Decorative Poles.
- 17.29.280 Appeals.

Article I. GENERAL

17.29.010 Purpose.

The purpose of this chapter is to regulate the placement, construction and modification of wireless communication facilities, in order to protect the health, safety and welfare of the public, while not unreasonably interfering with the development of the competitive wireless telecommunication marketplace in the City. Among the purposes included are to:

- A. Minimize potential adverse visual, aesthetic, and safety impacts of all wireless communication facilities.
- B. Establish objective standards for the placement of wireless communication facilities.
- C. Ensure that such standards allow competition and do not unreasonably discriminate among providers of functionally equivalent services.
- D. Encourage the design of such wireless communication facilities to be aesthetically and architecturally compatible with the surrounding built and natural environments where possible.
- E. Encourage the collocation or attachment of wireless communication facilities on existing support structures to help minimize the total number and impact of such structures throughout the community.

17.29.020 Applicability.

- A. Applicability. The placement of any wireless communication facility in any location within the city is subject to the provisions of this chapter.
- B. Permit Required. Any person holding a license from the FCC to provide wireless communications services who desires to place any wireless communication facility within the boundaries of the city must apply to the city for the appropriate wireless communication facility permit.
- C. Lease Required. In addition to the requirement of obtaining the appropriate wireless communication facility permit, if all or a portion of the wireless communication facility will be located upon a city-owned structure, or upon non-right-of-way property, which is either city-owned or city-leased, the applicant shall be required to enter into a lease agreement with the city for the use of the city property.
- D. Franchise Required. In addition to the requirement of obtaining the appropriate wireless communication facility permit, if all or a portion of the wireless communication facility will be located within the city’s right-of-way, the applicant shall be required to enter into a franchise agreement, consistent with MCMC Chapter 12.14, with the city for the use of the city’s right-of-way.

17.29.030 Definitions.

For the purpose of this Chapter, the following terms, phrases, words, and abbreviations shall have the meanings given herein, unless otherwise expressly stated. Words not defined herein shall be given the meaning set forth in Title 47 of the United States Code, as amended. Words not otherwise defined shall have their common and ordinary meaning:

- A. “Antenna” means an apparatus designed for the purpose of emitting radiofrequency (RF) radiation, to be operated or operating from a fixed location pursuant to FCC authorization, for the provision of personal wireless service and any commingled information services. For purposes of this definition, the term antenna does not include an unintentional radiator, mobile station, or device authorized under 47 CFR Part 15.
- B. “Collocation” means (1) mounting or installing an antenna facility on a pre-existing structure, and/or (2) modifying a structure for the purpose of mounting or installing an antenna facility on that structure. Provided that, for purposes of Eligible Facilities Requests, “collocation” means the mounting or installation of transmission equipment on an eligible support structure for the purpose of transmitting and/or receiving radio frequency signals for communications purposes.
- C. “Director” means the Public Works and Development Services Director or his/her designee.
- D. “FCC” or “Federal Communications Commission” means the federal administrative agency, or lawful successor, authorized to regulate and oversee telecommunications carriers, services and providers on a national level.

E. “Light Pole” means a pole used primarily for lighting streets, parking areas, parks or pedestrian paths.

F. “Macro facility” means a large wireless communication facility that provides radio frequency coverage for a personal wireless service. Generally, macro cell antennas are mounted on ground-based towers, rooftops and other existing structures, at a height that provides a clear view over the surrounding buildings and terrain. Macro cell facilities typically contain antennas that are greater than three cubic feet per antenna and typically cover large geographic areas with relatively high capacity and may be capable of hosting multiple wireless service providers.

G. “Overhead facilities” means utility facilities and telecommunications facilities located above the surface of the ground, including the underground supports and foundations for such facilities.

H. “Personal wireless services” means commercial mobile services, unlicensed wireless services, and common carrier wireless exchange access services.

I. “Service provider” is defined consistently with RCW 35.99.010(6). Service provider shall include those infrastructure companies that provide telecommunications services or equipment to enable the deployment of personal wireless services.

J. “Small wireless facility” has the same meaning as defined in 47 CFR 1.6002.

K. “Structure” means a pole, tower, base station, or other building, whether or not it has an existing antenna facility, that is used or to be used for the provision of telecommunication service (whether on its own or comingled with other types of services).

L. “Telecommunications facilities” means the plant, equipment and property including, but not limited to, cables, wires, conduits, ducts, pedestals, electronics, and other appurtenances used or to be used to transmit, receive, distribute, provide or offer wireline or wireless telecommunications service.

M. “Telecommunications service” means the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means for hire, sale, or resale to the general public. For the purpose of this subsection, “information” means knowledge or intelligence represented by any form of writing, signs, signals, pictures, sounds, or any other symbols. For the purpose of this Chapter, telecommunications service excludes the over-the-air transmission of broadcast television or broadcast radio signals.

N. “Traffic Signal Poles” means a pole that supports equipment used for controlling traffic, including but not limited to traffic lights, rapid flashing beacons, speed radar, and school zone flashers.

O. “Transmission equipment” means equipment that facilitates transmission for any FCC-licensed or authorized wireless communication service, including, but not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, and regular and backup power supply. The term includes equipment associated with wireless communications services including, but not

limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.

P. “Unified enclosure” means a small wireless facility providing concealment of antennas and equipment within a single enclosure.

Q. “Utility pole” means a structure designed and used primarily for the support of electrical wires, telephone wires, television cable, traffic signals, or lighting for streets, parking areas, or pedestrian paths.

R. “Wireless communication facilities” means facilities used for personal wireless services.

S. “Wireline” means services provided using a physically tangible means of transmission, including without limitation wire or cable, and the apparatus used for such transmission.

17.29.040 General Provisions.

A. Wireless communication facilities shall not be considered nor regulated as essential public facilities.

B. Wireless communication facilities located outside the public right-of-way may be either a primary or secondary use. A different use of an existing structure on the same lot shall not preclude the installation of a wireless communication facility.

C. A small wireless facility, as defined in MCMC 17.29.030, located within the public right-of-way pursuant to a valid franchise are outright permitted uses in every zone of the City but still require a small wireless facility permit pursuant to MCMC Article IV.17.29.190.

D. Macro facilities, as defined in MCMC 17.29.030 are permitted uses in every zone of the City, but still require a macro facility permit pursuant to MCMC 17.29.050.

E. The following wireless communication facilities shall be exempt from the requirement to obtain land use permits:

1. Small Satellite Dish Antenna(s): Small dish antenna(s) in all zones shall be exempt from obtaining land use permit approval. Such antennas shall not be required to obtain building permit approval, but installation must comply with any applicable provisions of the City building code.

2. Routine maintenance or repair of wireless communication facilities and related equipment (excluding structural work or changes in height or dimensions of antennas, support structures or buildings); provided, that compliance with the standards of this code is maintained and a right-of-way use permit is obtained if the wireless communication facility is located in the right-of-way.

3. Temporary WCF for emergency communications equipment in anticipation of and during a declared public emergency or emergency exercise.

4. Wireless communication facilities which legally existed or had a vested application on or prior to the effective date of the ordinance codified in this section; except, that this exemption does not apply to modifications of such facilities.

5. Governmentally operated wireless communication devices for public safety radio systems, Ham radio and business radio systems, excluding new facilities, which are required to obtain land use permits.

Article II. MACRO FACILITIES

17.29.050 Application requirements for macro facilities.

A. A pre-application meeting is encouraged prior to submitting an application for a wireless communications facility permit.

B. Applications for a macro facility shall be filed with the Director on forms prescribed by the City. All applications shall be accompanied by a filing fee and other applicable fees as required by Chapter 3.42 MCMC. Each application shall contain the following:

1. The name, address, phone number and authorized signature on behalf of the applicant;
2. If the proposed site is not owned by the City, the name, address and phone number of the owner and a signed document or lease confirming that the applicant has the owner's permission to construct the macro facility;
3. A statement identifying the nature and operation of the macro facility;
4. A vicinity sketch showing the relationship of the proposed use to existing streets, structures and surrounding land uses, and the location of any nearby bodies of water, wetlands, critical areas or other significant natural or manmade features;
5. A plan of the proposed use showing proposed streets, structures, land uses, open spaces, parking areas, fencing, pedestrian paths and trails, buffers, and landscaping, along with text identifying the proposed use(s) of each structure or area included on the plan;
6. Information necessary to demonstrate the applicant's compliance with FCC rules, regulations and requirements which are applicable to the proposed macro facility;
7. An explanation of the technical need for the macro facility, this may include but is not limited to capacity or coverage requirements;
8. If not proposing a co-location, then documentation showing that the applicant has made a reasonable attempt to find a co-location site acceptable to engineering standards and that co-locating was not technically feasible or that it posed a physical problem; and

9. Such additional information as deemed necessary by the Director for proper review of the application, and which is sufficient to enable the Director to make a fully informed decision pursuant to the requirements of this chapter.

17.29.060 Procedure for macro facilities permit.

A. Application. Upon receipt of a complete application for a macro facility, the application shall be processed administratively pursuant to MCMC Title 14.09.010.

B. Review. The Director shall review the application for conformance with the application requirements and review criteria to determine whether the application is consistent with this chapter.

C. Decision. A permit may be granted, granted with conditions pursuant to this chapter and the code, or denied. Any condition reasonably required to enable the proposed use to meet the standards of this chapter and code may be imposed. If no reasonable condition(s) can be imposed that ensure the application meets such requirements, the application shall be denied.

D. Conditions. Conditions imposed under this chapter shall constitute permanent regulations on the exercise of the approved use. Each permit issued by the City shall be conditioned to:

1. Require the permittee to allow collocation of proposed macro facilities on the permittees' site, unless the permittee demonstrates that collocation will substantially impair the technical operation of the existing macro facilities to a substantial degree.
2. Require the permittee to maintain the macro facility in a state of good repair and to maintain or replace, if necessary, vegetation and landscaping required as a condition of approving the permit.
3. Require the permittee to notify the City of any sale, transfer, assignment of a site or a macro facility within 60 days of such event.
4. Require the permittee to comply with the provisions of this title and all other applicable city ordinances and rules and regulations.

17.29.070 Review criteria for macro facilities.

No application for a macro facility may be approved unless all of the following criteria are satisfied:

A. The proposed use will be served by adequate public facilities including roads, water, and fire protection.

B. The proposed use will not be materially detrimental to uses or property in the immediate vicinity of the subject property, and will not materially disturb persons in the use and enjoyment of their property.

- C. The proposed use will not be materially detrimental to the public health, safety and welfare.
- D. The proposed use is in accord with the comprehensive plan.
- E. The proposed use complies with this chapter and all other provisions of this code.
- F. The Director shall review the application for conformance with the following criteria:
 - 1. Compliance with prioritized locations pursuant to MCMC 17.29.080.
 - 2. Compliance with design standards pursuant to MCMC 17.29.090.

17.29.080 Prioritized locations for macro facilities.

Wireless communication facilities shall be located in the following prioritized order of preference:

- A. Collocation with existing macro facility(ies) or another existing public facility/utility facility (i.e., existing or replacement PUD pole or an existing monopole/tower).
- B. Collocation on existing buildings and structures located in nonresidential zones.
- C. Collocation on existing buildings and structures in residential zones not used for residential use (e.g., religious facility or public facility).
- D. New monopole structure proposed in a commercial or business zone district, where the sole purpose is for wireless communication facilities. Said monopole structure shall be the minimum height necessary to serve the target area; however, the structure shall be designed to allow extensions to accommodate the future collocation of additional antennas and support equipment. Further, the monopole structure shall comply with the setback requirements of the commercial or business zone districts, as applicable. In no case shall the antenna be of a height that requires illumination by the Federal Aviation Administration (FAA).
- E. New monopole structure proposed in a residential zone district, where the sole purpose is for wireless communication facilities, but only if the proposed WCF structure meets all of the following criteria:
 - 1. The structure shall be set back from residential structures and public right-of-way a minimum of 150 feet.
 - 2. The structure must be no higher than the minimum height necessary to serve the target area; however, the structure shall be designed to allow extensions to accommodate the future collocation of additional antennas and support equipment. In no case shall the antenna be of a height that requires illumination by the FAA.

17.29.090 Design and concealment standards for macro facilities.

All macro facilities shall be constructed or installed according to the following standards:

- A. Macro facilities must comply with applicable Federal Communications Commission (FCC), Federal Aviation Administration (FAA), state, and city regulations and standards.
- B. Antennas shall be located, mounted and designed so that visual and aesthetic impacts upon surrounding land uses and structures are minimized, and so that they blend into the existing environment. Panel and parabolic antennas shall be screened from residential views and city right-of-way.
- C. Macro facilities must be screened or camouflaged employing the best available technology, such as compatible materials, location, color, artificial trees and hollow flagpoles, and other tactics to minimize visibility of the facility from public streets and residential properties.
1. Macro facilities shall be designed and placed or installed on a site in a manner that takes maximum advantage of existing trees, mature vegetation, and structures by:
 - (a) Using existing site features to screen the macro facility from prevalent views; and
 - (b) Using existing or new site features as a background in a way that the macro facility blends into the background;
 2. As a condition of permit approval, the City may require the applicant to supplement existing trees and mature vegetation to screen the facility.
 3. A macro facility shall be painted either in a nonreflective color or in a color scheme appropriate to the background against which the macro facility would be viewed from a majority of points within its viewshed, and in either case the color must be approved by the City as part of permit approval.
 4. Macro facilities may be subject to additional screening requirements by the Director to mitigate visual impacts to adjoining properties or public right-of-way as determined by site-specific conditions.
- D. Equipment facilities shall be placed underground if applicable, or, if above ground, shall:
1. Be screened from any street and adjacent property with fencing, walls, landscaping, structures or topography or a combination thereof; and
 2. Not be located within required building setback areas.
- E. If a security barrier is installed that includes a fence, wall or similar freestanding structure, the following shall apply:
1. The height of the barrier shall not exceed six and a half (6.5) feet if located in a setback area, unless the Director determines additional height is necessary and then it can be up to 8 feet. In all other areas the height shall be restricted by the height limitations in

the zoning district. The height is measured from the point of existing or finished grade, whichever is lower at the exterior side of the barrier to the highest point of the barrier.

2. Be screened from adjoining properties and city right-of-way through the use of appropriate landscaping materials including:

(a) Placement of landscape vegetation shall include areas outside of the barrier and shall obscure the site within 3 years; and

(b) Landscaping and the design of the barrier shall be compatible with other nearby landscaping, fencing and freestanding walls; and

3. If a chain link fence is allowed in the zone district it shall be black vinyl.

F. Macro facilities may not (i) produce noise in excess of the limitation set forth in MCMC Chapter 9.14; and (ii) not be used for mounting signs, billboards or message displays of any kind.

G. The Director shall consider the cumulative visual effects of macro facilities mounted on existing structures and/or located on a given permitted site in determining whether the additional permits can be granted so as to not adversely affect the visual character of the city.

17.29.100 Expiration of macro facility permit.

A. A macro facility permit issued under this chapter must be substantially implemented within three (3) years from the date of final approval or the permit shall expire. The holder of the permit may request one (1) extension to be limited to twelve (12) months, if the applicant cannot construct the macro facility within the original three (3) year period.

17.29.110 Appeals – Macro Facilities.

A. Appeals related to macro facilities shall be filed and processed pursuant to MCMC Chapter 14.11.

Article III. ELIGIBLE FACILITIES REQUEST

17.29.120 Definitions.

A. Definitions. The following definitions shall apply to Eligible Facilities Requests only as described in this Section 17.29.120.

1. “Base Station”: A structure or equipment at a fixed location that enables FCC-licensed or authorized wireless communications between user equipment and a communications network. The term does not encompass a tower as defined herein nor any equipment associated with a tower. Base Station includes, without limitation:

a. Equipment associated with wireless communications services as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.

b. Radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration (including Distributed Antenna Systems (“DAS”) and small wireless networks).

c. Any structure other than a tower that, at the time the relevant application is filed (with jurisdiction) under this section, supports or houses equipment described in subparagraph (a) and (b) above that has been reviewed and approved under the applicable zoning or siting process, or under another state or local regulatory review process, even if the structure was not built for the sole or primary purpose of providing that support.

d. The term does not include any structure that, at the time the Eligible Facilities Request application is filed with the City, does not support or house equipment described in subparagraph (1)(a) and (1)(b) above.

2. “Collocation”: The mounting or installation of transmission equipment on an eligible support structure for the purpose of transmitting and/or receiving radio frequency signals for communication purposes.

3. “Eligible Facilities Request”: Any request for modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station, involving:

a. Collocation of new transmission equipment;

b. Removal of transmission equipment; or

c. Replacement of transmission equipment.

4. “Eligible support structure”: Any tower or base station as defined in this section, provided that it is existing at the time the relevant application is filed with the City.

5. “Existing”: A constructed tower or base station is existing if it has been reviewed and approved under the applicable zoning or siting process, or under another state or local regulatory review process, provided that a tower that has not been reviewed and approved because it was not in a zoned area when it was built, but was lawfully constructed, is existing for purposes of this definition.

6. “Substantial Change”: A modification substantially changes the physical dimensions of an eligible support structure if it meets any of the following criteria:

a. For towers other than towers in the public right-of-way, it increases the height of the tower by more than 10% or by the height of one additional antenna

array with separation from the nearest existing antenna not to exceed twenty (20) feet, whichever is greater; for other eligible support structures, it increases the height of the structure by more than 10% or more than ten (10) feet, whichever is greater;

b. For towers other than towers in the public right-of-way, it involves adding an appurtenance to the body of the tower that would protrude from the edge of the tower more than twenty (20) feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater; for other eligible support structures, it involves adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six (6) feet;

c. For any eligible support structure, it involves installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets; or, for towers in the public right-of-way and Base Stations, it involves installation of any new equipment cabinets on the ground if there are no pre-existing ground cabinets associated with the structure, or else involves installation of ground cabinets that are more than 10% larger in height or overall volume than any other ground cabinets associated with the structure;

d. It entails any excavation or deployment outside the current site;

e. It would defeat the concealment elements of the eligible support structure;
or

f. It does not comply with conditions associated with the siting approval of the construction or modification of the eligible support structure or base station equipment, provided, however, that this limitation does not apply to any modification that is non-compliant only in a manner that would not exceed the thresholds identified above.

7. “Tower”: Any structure built for the sole or primary purpose of supporting any FCC-licensed or authorized antennas and their associated facilities, including structures that are constructed for wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul and the associated site.

8. “Transmission equipment”: Equipment that facilitates transmission for any FCC-licensed or authorized wireless communication service, including, but not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, and regular and backup power supply. The term includes equipment associated with wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.

17.29.130 Application.

The City shall prepare and make publicly available an application form used to consider whether an application is an Eligible Facilities Request. The application may not require the applicant to demonstrate a need or business case for the proposed modification.

17.29.140 Qualification as an Eligible Facilities Request.

Upon receipt of an application for an Eligible Facilities Request, the Director shall review such application to determine whether the application qualifies as an Eligible Facilities Request.

17.29.150 Timeframe for review.

Applications for an Eligible Facilities Request are reviewed by the Director or his/her designee, who will approve the application within sixty (60) days of the date an applicant submits an Eligible Facilities Request application, unless the Director or designee determines that the application does not qualify under MCMC Section 1. Article III.17.29.120A.3

17.29.160 Tolling of the time frame for review.

The sixty (60) day review period begins to run when the application is filed and may be tolled only by mutual agreement by the City and the applicant or in cases where the City determines that the application is incomplete. The timeframe for review of an Eligible Facilities Request is not tolled by a moratorium on the review of applications.

1. To toll the timeframe for incompleteness, the City shall provide written notice to the applicant within thirty (30) days of receipt of the application, clearly and specifically delineating all missing documents or information required in the application.
2. The timeframe for review begins running again when the applicant makes a supplemental submission in response to the City's notice of incompleteness.
3. Following a supplemental submission, the City will notify the applicant within ten (10) days if the supplemental submission did not provide the information identified in the original notice delineating missing information. The timeframe is tolled in the case of second or subsequent notices pursuant to the procedures identified in this sub-section. Second or subsequent notice of incompleteness may not specify missing documents or information that was not delineated in the original notice of incompleteness.

17.29.170 Determination that application is not an Eligible Facilities Request.

If the City determines that the applicant's request does not qualify as an Eligible Facilities Request, the City shall deny the application.

17.29.180 Failure to act.

In the event the City fails to approve or deny an Eligible Facilities Request within the timeframe for review (accounting for any tolling), the request shall be deemed granted. The deemed grant

does not become effective until the applicant notifies the City in writing after the review period has expired (accounting for any tolling) that the application has been deemed granted.

Article IV. SMALL WIRELESS FACILITIES

17.29.190 Application requirements for small wireless facilities.

A. **Applicability.** Any application for a small wireless facility both inside and outside of the right-of-way shall comply with the application requirements for a small wireless facility permit described in this Chapter. For small wireless facilities inside the right-of-way, the applicant must also comply with the requirements pursuant to MCMC 12.16. The small wireless permits are issued by the Director.

B. **Consolidated Permits.** All permits, leases, and franchises necessary for the deployment of small wireless facilities shall be consolidated for review and a decision rendered to the full extent feasible within the presumptively reasonable time periods established by federal law. Applicants are allowed to apply for franchises or leases independently of an application for a small wireless permit.

C. **Pre-Application meeting.** A pre-application meeting is encouraged prior to submitting an application for a wireless communications facility permit.

D. **Application Process.** The Director is authorized to establish franchise and other application forms to gather the information required by these ordinances from applicants and to determine the completeness of the application process as provided herein.

1. **Franchise.** The process typically begins with and depends upon approval of a franchise for the use of the public right-of-way to deploy small wireless facilities if any portion of the applicant's facilities are to be located in the right-of-way, consistent with the requirements in MCMC 12.14. An applicant with a franchise for the deployment of small wireless facilities in the City may proceed to directly apply for a small wireless facility permit and related approvals. An applicant may utilize phased development.

2. **Small Wireless Facility Permits.** The application requires specification of the small wireless facility components and locations as further required in the small wireless permit application described in subsection E below. Prior to the issuance of a small wireless facility permit, the applicant shall pay a permit fee as set forth in MCMC 3.42.180.A.20.

3. **Associated Permit(s).** The applicant shall attach all associated permits such as applications or check lists required under the Critical Areas or SEPA ordinances. Applications for deployment of small wireless facilities on Decorative Poles or for new poles shall comply with the requirements in MCMC 17.29.250.

4. **Leases.** An applicant who desires to attach a small wireless facility on any utility pole or light pole owned by the City shall include an application for a lease as a component of its application. Leases for the use of utility poles, light poles, or other

public property, structures or facilities shall be submitted to the City Council for approval.

E. Small Wireless Permit Application. The following information shall be provided by all applicants for a small wireless permit.

1. The application shall provide specific locational information including GIS coordinates of all proposed small wireless facilities and specify where the small wireless facilities will utilize existing, replacement or new poles, towers, existing buildings and/or other structures. Ground mounted equipment, conduit, junction boxes and fiber and electrical connections necessary for and intended for use in the deployment shall also be specified regardless of whether the additional facilities are to be constructed by the applicant or leased from a third party. Detailed schematics and visual renderings of the small wireless facilities, including engineering and design standards, shall be provided by the applicant. The application shall have sufficient detail to identify:

- (a) The location of overhead and underground public utilities, telecommunication, cable, water, adjacent lighting, sewer drainage and other lines and equipment within 50 feet of the proposed project area (which the project area shall include the location of the fiber source and power source). Further, the applicant shall include all existing and proposed improvements related to the proposed location, including but not limited to poles, driveways, ADA ramps, equipment cabinets, street trees and structures within 50 feet of the proposed project area.
- (b) The specific trees, structures, improvements, facilities, lines and equipment, and obstructions, if any, that applicant proposes to temporarily or permanently remove or relocate and a landscape plan for protecting, trimming, removing, replacing, and restoring any trees or areas to be disturbed during construction. The applicant is discouraged from trimming, removing or replacing trees, and if any such tree modifications are proposed the applicant must comply with MCMC 12.16.1500.
- (c) The construction drawings shall also include the applicant's plan for electric and fiber utilities, all conduits, cables, wires, handholes, junctions, meters, disconnect switches and any other ancillary equipment or construction necessary to construct the small cell facility, to the extent to which the applicant is responsible for installing such electric and fiber utilities, conduits, cables, and related improvements. Where another party is responsible for installing such electric and fiber utilities, conduits, cables, and related improvements, applicant's construction drawings will include such utilities to the extent known at the time of application, but at a minimum applicant must indicate how it expects to obtain fiber and electric service to the small cell facility.

(d) If the site location includes a new replacement light pole, then the applicant must submit a photometric analysis of the roadway and sidewalk within 150 feet of the existing light.

(e) Compliance with the aesthetic requirements of MCMC 17.29.260.

2. The applicant must show written approval from the owner of any pole or structure for the installation of its small wireless facilities on such pole or structure. Such written approval shall include approval of the specific pole, engineering and design standards, as well as assurances that the specific pole can withstand wind and seismic loads, from the pole owner, unless the pole owner is the City. Submission of the lease agreement between the owner and the applicant is not required. For city-owned poles or structures, the applicant must obtain a lease from the City prior to or concurrent with the small wireless permit application and must submit as part of the application the information required in the lease for the City to evaluate the usage of a specific pole.

3. The applicant is encouraged to batch the small wireless facility sites within an application in a contiguous service area.

4. Any application for a small wireless facility located in the right-of-way adjacent to a parcel zoned for residential use shall demonstrate that the applicant has evaluated the following:

(a) Whether a small wireless facility is currently installed on an existing pole in front of the same residential parcel. If a small wireless facility exists, then the applicant must demonstrate that no technically feasible alternative location exists which is not in front of the same residential parcel.

(b) Whether the proposed small wireless facility can be screened from residential view by choosing a pole location that is not directly in front of a window or views. The applicant must demonstrate that no technically feasible alternative location exists which is not directly in front of a window or views.

5. Any application for a small wireless permit which contains an element which is not exempt from SEPA review shall simultaneously apply under Chapter 43.21C RCW and MCMC Chapter 18.04. Further, any application proposing small wireless facilities in Critical Areas (pursuant to MCMC Chapter 18.06) must indicate that the application is exempt or comply with the review processes in such codes.

6. The applicant shall submit a sworn affidavit signed by an RF engineer with knowledge of the proposed project affirming that the small wireless facilities will be compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the small wireless facility will operate. If facilities which generate RF radiation necessary to the small wireless facility are to be provided by a third party, then the small wireless permit shall be conditioned on an RF certification showing the cumulative impact of the RF emissions on the entire installation. The applicant may provide one emissions report for the entire

small wireless deployment if the applicant is using the same small wireless facility configuration for all installations within that batch or may submit one emissions report for each subgroup installation identified in the batch.

7. The applicant shall provide proof of FCC or other regulatory approvals required to provide the service(s) or utilize the technologies sought to be installed.

8. A professional engineer licensed by the State of Washington shall certify in writing, over his or her seal, that construction plans of the small wireless facilities and structure or pole and foundation are designed to reasonably withstand wind and seismic loads as required by applicable codes.

9. A traffic control plan as required by MCMC 12.16.1400 and right-of-way work permit as required by MCMC 12.16.1370.

10. Proof of a valid Mill Creek Business License.

11. Recognizing that small wireless facility technology is rapidly evolving, the Director is authorized to adopt and publish standards for the technological and structural safety of City-owned structures and to formulate and publish application questions for use when an applicant seeks to attach to City-owned structures.

12. Such other information as the Director, in his/her discretion, shall deem appropriate to effectively evaluate the application based on technical, engineering and aesthetic considerations.

17.29.200 Review criteria.

A. Review. The following provisions relate to review of applications for a small wireless facility permit.

1. In any zone, upon application for a small wireless permit, the City will permit small wireless deployment on existing or replacement utility poles conforming to the City's generally applicable development and design and concealment standards adopted pursuant to Article IV.

2. Vertical clearance shall be reviewed by the Director to ensure that the small wireless facilities will not pose a hazard to other users of the right-of-way.

3. Replacement poles and new poles shall comply with the Americans with Disabilities Act (ADA), City construction and sidewalk clearance standards, traffic warrants, city ordinances, and state and federal statutes and regulations in order to provide a clear and safe passage within the right-of-way. Further, the location of any replacement pole or new pole must: be physically possible, cannot obstruct vehicular or pedestrian traffic or the clear zone, not interfere with utility or safety fixtures (e.g., fire hydrants, traffic control devices), and not adversely affect the public welfare, health, or safety.

4. No equipment shall be operated so as to produce noise in violation of MCMC Chapter 9.14.

5. Small wireless facilities may not encroach onto or over private property or property outside of the right-of-way without the property owner's express written consent.

B. Public Works and Development Services Department. All small wireless facility deployment applications shall be reviewed by the Director pursuant to MCMC 14.09.010. The Director's decision shall be final and is appealable pursuant to MCMC Chapter 14.11.

C. Eligible Facilities Requests. The design approved in a small wireless facility permit shall be considered concealment elements and such facilities may only be expanded upon submittal of an Eligible Facilities Request described in MCMC 17.29.050, when the modification does not defeat the concealment elements of the small wireless facility.

D. Review of Facilities. Review of the site locations proposed by the applicant shall be governed by the provisions of 47 USC 253 and 47 USC 332 and other applicable statutes, regulations and case law. Applicants for franchises and the small wireless facility permits shall be treated in a competitively neutral and non-discriminatory manner with other service providers, utilizing supporting infrastructure which is functionally equivalent, that is, service providers whose facilities are similarly situated in terms of structure, placement, or cumulative impacts. Small wireless facility permit review under this Chapter shall neither prohibit nor have the effect of prohibiting the ability of an applicant to provide telecommunications services.

E. Withdrawal. Any applicant may withdraw an application submitted at any time, provided the withdrawal is in writing and signed by all persons who signed the original application or their successors in interest. When a withdrawal is received, the application shall be deemed null and void. If such withdrawal occurs prior to the Director's decision, then reimbursement of fees submitted in association with said application shall be prorated to withhold the amount of City costs incurred in processing the application prior to time of withdrawal. If such withdrawal is not accomplished prior to the Director's decision, there shall be no refund of all or any portion of such fee.

F. Supplemental Information. Failure of an applicant to provide supplemental information as requested by the Director within sixty (60) days of notice by the Director shall be deemed a denial of that application, unless an extension period has been approved by the Director.

17.29.210 Permit requirements.

A. The grantee of any permit shall comply with all of the requirements within the small wireless permit.

B. Post-Construction As-Builts. Upon request, the grantee shall provide the City with as-builts of the small wireless facilities, within thirty (30) days after construction of the small wireless facility, demonstrating compliance with the permit and site photographs.

C. Permit Time Limit. Construction of the small wireless facility must be completed within twelve (12) months after the approval date by the City. The grantee may request one (1) extension to be limited to six (6) months, if the applicant provides an explanation as to why the small wireless facility cannot be constructed within the original twelve (12) month period.

D. Site Safety and Maintenance. The grantee must maintain the small wireless facilities in safe and working condition. The grantee shall be responsible for the removal of any graffiti or other vandalism and shall keep the site neat and orderly, including but not limited to following any maintenance or modifications on the site.

E. Operational Activity. The grantee shall commence operation of the small wireless facility no later than six (6) months after installation, the applicant may request one (1) extension for an additional six (6) month period if the applicant can show that such operational activity is delayed due to inability to connect to electrical or backhaul facilities.

17.29.220 Modifications to small wireless facilities.

A. If a grantee desires to make a modification to an existing small wireless facility, including but not limited to expanding or changing the antenna type, increasing the equipment enclosure, placing additional pole-mounted or ground-mounted equipment, or modifying the concealment elements, then the applicant shall apply for a small wireless facility permit.

B. A small wireless facility permit shall not be required for routine maintenance and repair of a small wireless facility within the right-of-way, or the replacement of an antenna or equipment of similar size, weight, and height, provided that such replacement does not defeat the concealment elements used in the original deployment of the small wireless facility, does not impact the structural integrity of the pole, and does not require pole replacement. Further, a small wireless facility permit shall not be required for replacing equipment within the equipment enclosure or reconfiguration of fiber or power to the small wireless facility. Right-of-way use permits may be required for such routine maintenance, repair or replacement consistent with MCMC 12.16.

17.29.230 Consolidated permit.

A. The issuance of a small wireless permit grants authority to construct small wireless facilities in the right-of-way in a consolidated manner to allow the applicant, in most situations, to avoid the need to seek duplicative approval by both the public works and the development services divisions. If the applicant requires a new franchise to utilize the right-of-way, the franchise approval may be consolidated with the small wireless facility permit review if requested by the applicant. As an exercise of police powers pursuant to RCW 35.99.040(2), the small wireless facility permit is not a right-of-way use permit, but instead a consolidated public works and land use permit and the issuance of a small wireless facility permit shall be governed by the time limits established by federal law for small wireless facilities.

B. To the extent they do not conflict with the requirements of this chapter, the general standards applicable to the use of the right-of-way described in MCMC 12.16 shall apply to all small wireless facility permits.

17.29.240 Hierarchy for small wireless facilities.

The City’s preference is for applicants to attach small wireless facilities to replacement light poles. If a light pole exists within 150 feet of a wooden pole, the applicant shall utilize the light pole unless the applicant can demonstrate, to the satisfaction of the Director, that the light pole has been evaluated and is not possible for either technical feasibility or aesthetic reasons. However, this requirement shall not apply if the light pole is a Decorative Pole, as designated in MCMC 17.29.250.

17.29.250 Decorative Poles for small wireless facilities.

A. The City discourages the use of certain decorative poles for small wireless facilities due to the aesthetic impact to the city’s streetscape. Accordingly, the following types of poles (herein referred to as “Decorative Poles”) as designated in the Standard Specifications and Details are discouraged from use for small wireless facilities: (i) Architectural Lighting Commercial Street Light (LGT-4), (ii) Architectural Lighting Residential Street Light (LGT-5), and (iii) Candela Commercial Housing Street Light (LGT-6).

B. Applications for small wireless facilities attached to Decorative Poles must comply with MCMC 17.29.270 below.

17.29.260 Design and concealment standards for small wireless facilities.

Small wireless facility deployments permitted in accordance with this chapter shall conform to the following design standards:

A. Small wireless facilities attached to existing or replacement non-wooden light poles and other non-wooden poles in the right-of-way or non-wooden poles outside of the right-of-way shall conform to the following design criteria:

1. Upon adoption of a city standard small wireless facility pole design(s) within the Standard Specifications and Details, an applicant shall first consider using or modifying the standard pole design to accommodate its small wireless facility without substantially changing the outward visual and aesthetic character of the design. The applicant, upon a showing that use or modification of the standard pole design is either technically or physically infeasible, or that the modified pole design will not comply with the city’s ADA, sidewalk clearance requirements and/or would violate electrical or other safety standards, may deviate from the adopted standard pole design and use the design standards as further described in this subsection A.

2. The applicant shall minimize to the extent possible the antenna and equipment space and shall use the smallest amount of enclosure technically necessary to fit the equipment and antennas. The antennas and equipment shall be located using the following methods:

- (a) Concealed completely within the pole or pole base. Antennas and the associated equipment enclosures (including disconnect switches and other appurtenant devices) shall be fully concealed within the pole, unless such

concealment is otherwise technically infeasible, or is incompatible with the pole design. If within the pole base, the base shall meet the ADA requirements and not impact the pedestrian access route.

- (b) Located on a pole. If located on a pole, antennas and the associated equipment enclosures (including disconnect switches and other appurtenant devices) must be camouflaged to appear as an integral part of the pole.
- i. The antenna(s) shall be placed as close to the surface of the pole as possible, but may not be more than twelve (12) inches off the surface of the pole, and only if such distance is necessary for antenna tilt and technical need. Each antenna may not exceed three (3) cubic feet in volume.
 - ii. The equipment shall be placed as close to the surface of the pole as possible, but may not be more than six (6) inches off the surface of the pole. The equipment must be placed in the smallest enclosure possible for the technical need of the small wireless facility. The equipment enclosure and all other wireless equipment associated with the utility pole, including wireless equipment associated with the antenna (including conduit) and any pre-existing associated equipment on the pole, may not exceed twenty-eight (28) cubic feet. Multiple equipment enclosures may be acceptable if designed to more closely integrate with the pole design and does not cumulatively exceed twenty-eight (28) cubic feet. The applicant is encouraged to place the equipment enclosure behind any banners or road signs that may be on the pole, provided that such location does not interfere with the operation of the banners or signs, or the operation of the small wireless facility.
 - iii. A unified antenna and equipment enclosure shall be placed as close to the surface of the pole as possible, but not more than twelve (12) inches off the pole if necessary for antenna tilt and technical need. The unified equipment enclosure shall be the smallest size technically necessary, but shall not exceed the dimensional requirements of subsection (A)(2)(b)(ii) above.
 - iv. To the extent possible, the equipment enclosures shall be placed so as to appear as an integrated part of the pole or behind banners or signs, provided that such location does not interfere with the operation of the banners or signs, or the operation of the small wireless facility.
 - v. The applicant may propose a side mounted canister antenna, so long as the inside edge of the antenna is no more than six (6) inches from the surface of the pole.

- (c) Underground in a utility vault. If located underground, the access lid to the equipment enclosure shall be located outside the footprint of any pedestrian curb ramp and shall have a nonskid surface meeting ADA requirement if located within an existing pedestrian access route.
- (d) On private property. If located on private property, the applicant shall provide documentation establishing the lease or easement right and permission of the property owner to locate the small wireless facility on the private property.

3. The furthest point of any equipment enclosure may not extend more than twenty-eight (28) inches from the face of the pole. Any equipment or antenna enclosures must meet WSDOT height clearance requirements. Applicants are encouraged to place the equipment enclosure as close to the antennas as physically and technically possible, unless such placement would cause a greater aesthetic impact.

4. All conduit, cables, wires and fiber must be routed internally in the non-wooden pole. Full concealment of all conduit, cables, wires and fiber is required within mounting brackets, shrouds, canisters or sleeves if attaching to exterior antennas or equipment.

5. An antenna on top of an existing pole may not extend more than six (6) feet above the height of the existing pole and the diameter may not exceed sixteen (16) inches, measured at the top of the pole, unless the applicant can demonstrate that more space is technically necessary. The antennas shall be integrated into the pole design so that it appears as a continuation of the original pole, including colored or painted to match the pole, and shall be shrouded or screened to blend with the pole. All cabling and mounting hardware/brackets from the bottom of the antenna to the top of the pole shall be fully concealed and integrated with the pole.

6. Any replacement pole shall substantially conform to the design of the pole it is replacing or the neighboring pole design standards utilized within the contiguous right-of-way.

7. The height of any replacement pole may not extend more than ten (10) feet above the height of the existing pole or the minimum additional height necessary; provided that the height of the replacement pole cannot be extended further by additional antenna height.

8. The diameter of a replacement pole shall comply with the City's setback and sidewalk clearance requirements and shall, to the extent technically feasible, not be more than a 25% increase of the existing non-wooden pole measured at the base of the pole, unless additional diameter is needed in order to conceal equipment within the base of the pole, and shall comply with the requirements in subsection E(4) below.

9. The use of the pole for the siting of a small wireless facility shall be considered secondary to the primary function of the pole. If the primary function of a pole serving as the host site for a small wireless facility becomes unnecessary, the pole shall not be

retained for the sole purpose of accommodating the small wireless facility and the small wireless facility and all associated equipment shall be removed.

B. Wooden pole design standards. Small wireless facilities located on wooden poles shall conform to the following design criteria:

1. The wooden pole at the proposed location may be replaced with a taller pole for the purpose of accommodating a small wireless facility; provided, that the replacement pole shall not exceed a height that is a maximum of ten (10) feet taller than the existing pole, unless a further height increase is required and confirmed in writing by the pole owner and that such height extension is the minimum extension possible to provide sufficient separation and/or clearance from electrical and wireline facilities.
2. A pole extender may be used instead of replacing an existing pole but may not increase the height of the existing pole by more than ten (10) feet, unless a further height increase is required and confirmed in writing by the pole owner and that such height increase is the minimum extension possible to provide sufficient separation and/or clearance from electrical and wireline facilities. A “pole extender” as used herein is an object affixed between the pole and the antenna for the purpose of increasing the height of the antenna above the pole. The pole extender shall be painted to approximately match the color of the pole and shall substantially match the diameter of the pole measured at the top of the pole.
3. Replacement wooden poles must either match the approximate color and materials of the replaced pole or shall be the standard new wooden pole used by the pole owner in the City. Alternatively, the applicant may replace the wooden pole with a non-wooden pole upon the determination of the pole owner, provided that the new pole is hollow and incorporates internal power and fiber conduit for the small wireless facility.
4. Antennas, equipment enclosures, and all ancillary equipment, boxes and conduit shall be colored or painted to match the approximate color of the surface of the wooden pole on which they are attached.
5. Antennas shall not be mounted more than twelve (12) inches from the surface of the wooden pole.
6. Antennas should be placed in an effort to minimize visual clutter and obtrusiveness. Multiple antennas are permitted on a wooden pole provided that each antenna enclosure shall not be more than three (3) cubic feet in volume.
7. A canister antenna may be mounted on top of an existing wooden pole, which may not exceed the height requirements described in subsection B(1) above. A canister antenna mounted on the top of a wooden pole shall not exceed sixteen (16) inches, measured at the top of the pole, and shall be colored or painted to match the pole. The canister antenna must be placed to look as if it is an extension of the pole. In the alternative, the applicant may propose a side mounted canister antenna, so long as the inside edge of the antenna is no more than twelve (12) inches from the surface of the

wooden pole. All cables shall be concealed either within the canister antenna or within a sleeve between the antenna and the wooden pole.

8. The furthest point of any antenna or equipment enclosure may not extend more than twenty-eight (28) inches from the face of the pole. Any equipment or antenna enclosures must meet WSDOT height clearance requirements.

9. An omni-directional antenna may be mounted on the top of an existing wooden pole, provided such antenna is no more than four (4) feet in height and is mounted directly on the top of a pole or attached to a sleeve made to look like the exterior of the pole as close to the top of the pole as technically feasible. All cables shall be concealed within the sleeve between the bottom of the antenna and the mounting bracket.

10. All related equipment, including but not limited to ancillary equipment, radios, cables, associated shrouding, microwaves, and conduit which are mounted on wooden poles shall not be mounted more than six (6) inches from the surface of the pole, unless a further distance is technically required, and is confirmed in writing by the pole owner.

11. Equipment for small wireless facilities must be attached to the wooden pole, unless otherwise permitted to be ground mounted pursuant to subsection (E)(1). The equipment must be placed in the smallest enclosure possible for the intended purpose. The equipment enclosure and all other wireless equipment associated with the utility pole, including wireless equipment associated with the antenna and any pre-existing associated equipment on the pole, may not exceed twenty-eight (28) cubic feet. Multiple equipment enclosures may be acceptable if designed to more closely integrate with the pole design and does not cumulatively exceed twenty-eight (28) cubic feet. The applicant is encouraged to place the equipment enclosure behind any banners or road signs that may be on the pole, provided that such location does not interfere with the operation of the banners or signs.

12. An applicant who desires to enclose both its antennas and equipment within one unified enclosure may do so, provided that such enclosure is the minimum size necessary for its intended purpose and the enclosure and all other wireless equipment associated with the pole, including wireless equipment associated with the antenna and any pre-existing associated equipment on the pole does not exceed twenty-eight (28) cubic feet. The unified enclosure may not be placed more than six (6) inches from the surface of the pole, unless a further distance is required and confirmed in writing by the pole owner. To the extent possible, the unified enclosure shall be placed so as to appear as an integrated part of the pole or behind banners or signs, provided that such location does not interfere with the operation of the banners or signs.

13. The visual effect of the small wireless facility on all other aspects of the appearance of the wooden pole shall be minimized to the greatest extent possible.

14. The use of the wooden pole for the siting of a small wireless facility shall be considered secondary to the primary function of the pole. If the primary function of a pole serving as the host site for a small wireless facility becomes unnecessary, the pole

shall not be retained for the sole purpose of accommodating the small wireless facility and the small wireless facility and all associated equipment shall be removed.

15. The diameter of a replacement pole shall comply with the City's setback and sidewalk clearance requirements.

16. All cables and wires shall be routed through conduit along the outside of the pole. The outside conduit shall be colored or painted to match the pole. The number of conduits shall be minimized to the number technically necessary to accommodate the small wireless facility.

C. Small wireless facilities attached to existing buildings, shall conform to the following design criteria:

1. Small wireless facilities may be mounted to the sides of a building if the antennas do not interrupt the building's architectural theme.

2. The interruption of architectural lines or horizontal or vertical reveals is discouraged.

3. New architectural features such as columns, pilasters, corbels, or other ornamentation that conceal antennas may be used if it complements the architecture of the existing building.

4. Small wireless facilities shall utilize the smallest mounting brackets necessary in order to provide the smallest offset from the building.

5. Skirts or shrouds shall be utilized on the sides and bottoms of antennas in order to conceal mounting hardware, create a cleaner appearance, and minimize the visual impact of the antennas. Exposed cabling/wiring is prohibited.

6. Small wireless facilities shall be colored, painted and textured to match the adjacent building surfaces, to the extent technically feasible.

D. Small wireless facilities mounted on cables strung between existing utility poles shall conform to the following standards.

1. Each strand mounted facility shall not exceed three (3) cubic feet in volume;

2. Only one strand mounted facility is permitted per cable between any two existing poles;

3. The strand mounted devices shall be placed as close as possible to the nearest utility pole, in no event more than five (5) feet from the pole unless a greater distance is technically necessary or is required by the pole owner for safety clearance;

4. No strand mounted device shall be located in or above the portion of the roadway open to vehicular traffic;

5. Ground mounted equipment to accommodate a shared mounted facility is not permitted except when placed in pre-existing equipment cabinets; and
6. Pole mounted equipment shall comply with the requirements of subsections A and B above.
7. Such strand mounted devices must be installed to cause the least visual impact and without excess exterior cabling or wires (other than the original strand).
8. Strand mounted facilities are prohibited on non-wooden poles, unless the existing pole has pre-existing communication wirelines.

E. General requirements.

1. Ground mounted equipment in the right-of-way is prohibited, unless the applicant can demonstrate that pole mounted or undergrounded equipment is technically infeasible. If ground mounted equipment is necessary, then the applicant shall submit a concealment element plan. Generators located in the right-of-way are prohibited.
2. No equipment shall be operated so as to produce noise in violation of MCMC Chapter 9.14.
3. Small wireless facilities are not permitted on traffic signal poles unless denial of the siting could be a prohibition or effective prohibition of the applicant's ability to provide telecommunications service in violation of 47 USC §§ 253 and 332.
4. Small wireless facilities are not permitted on the following types of poles: Bollard Path Lights, Teka Pedestrian Path Lights, and Candela Pedestrian Path Lighting.
5. Replacement poles and new poles shall comply with the Americans with Disabilities Act (ADA), City construction and sidewalk clearance standards, city ordinance, and state and federal laws and regulations in order to provide a clear and safe passage within the right-of-way. Further, the location of any replacement or new pole must: be physically possible, comply with applicable traffic warrants, not interfere with utility or safety fixtures (e.g., fire hydrants, traffic control devices), and not adversely affect the public welfare, health or safety.
6. Replacement poles shall be located as near as possible to the existing pole with the requirement to remove the abandoned pole.
7. No signage, message or identification other than the manufacturer's identification or identification required by governing law is allowed to be portrayed on any antenna or equipment enclosure. Any permitted signage shall be located on the equipment enclosures and be of the minimum amount possible to achieve the intended purpose (no larger than 4x6 inches); provided that, signs are permitted as concealment element techniques where appropriate.

8. Antennas and related equipment shall not be illuminated except for security reasons, required by a federal or state authority, or unless approved as part of a concealment element plan.
9. Side arm mounts for antennas or equipment must be the minimum extension necessary and the inside edge of the antenna may be no more than twelve (12) inches from the surface of the pole.
10. The preferred location of a small wireless facility on a pole is the location with the least visual impact.
11. Antennas, equipment enclosures, and ancillary equipment, conduit and cable, shall not dominate the structure or pole upon which they are attached.
12. Except for locations in the right-of-way, small wireless facilities are not permitted on any property containing a residential use in the residential zones.
13. The City may consider the cumulative visual effects of small wireless facilities mounted on poles within the right-of-way when assessing proposed siting locations so as to not adversely affect the visual character of the City. This provision shall not be applied to limit the number of permits issued when no alternative sites are reasonably available nor to impose a technological requirement on the applicant.
14. These design standards are intended to be used solely for the purpose of concealment and siting. Nothing herein shall be interpreted or applied in a manner which dictates the use of a particular technology. When strict application of these requirements would unreasonably impair the function of the technology chosen by the applicant, alternative forms of concealment or deployment may be permitted which provide similar or greater protections from negative visual impacts to the streetscape.

17.29.270 New poles in the right-of-way for small wireless facilities and installations on Decorative Poles.

- A. New poles within the right-of-way or for installations on a Decorative Pole are only permitted if the applicant can establish that:
 1. The proposed small wireless facility cannot be located on an existing utility pole or light pole, electrical transmission tower or on a site outside of the public right-of-way such as a public park, public property, building, transmission tower or in or on a non-residential use in a residential zone whether by roof or panel-mount or separate structure;
 2. The proposed small wireless facility complies with the applicable requirements of MCMC 17.29.260(E);
 3. The proposed small wireless facility receives approval for a concealment element design, as described in MCMC Section 1. Article IV.17.29.270C) below;
 4. The proposed small wireless facility complies with SEPA, if applicable; and

5. No new poles shall be located in a critical area or associated buffer required by the City's Critical Areas Management ordinance (MCMC Title 18.06), except when determined to be exempt pursuant to said ordinance.

B. An application for a new pole or installation on a Decorative Pole is subject to review and approval or denial by the Director.

C. The concealment element design shall include the design of the screening, fencing or other concealment technology for a tower, pole, or equipment structure, and all related transmission equipment or facilities associated with the proposed small wireless facility, including but not limited to fiber and power connections.

1. If the applicant desires to place the small wireless facility on a Decorative Pole, and the city has created a small wireless facility standard for such type of Decorative Pole in the Standard Specification and Details, then the applicant is encouraged to first consider using the Decorative Pole design adopted for small wireless facilities from the Standard Specification and Details. The applicant, upon a showing that using the standard Decorative Pole design is either technically or physically infeasible, or that a modified pole design will not comply with the city's ADA, or sidewalk clearance requirements and/or would violate electrical or other safety standards, may deviate from the adopted standard Decorative Pole design and propose a concealment element design consistent with subsection 2 below.

2. If the Director has already approved a concealment element design either for the applicant or another small wireless facility along the same public right-of-way or for the same pole type, then the applicant shall utilize a substantially similar concealment element design, unless it can show that such concealment element design is not physically or technically feasible, or that such deployment would undermine the generally applicable design standards, in such case, the applicant shall propose a concealment element design consistent with subsection 3 below.

3. The concealment element design should seek to minimize the visual obtrusiveness of the small wireless facility. The proposed pole or structure should have similar designs to existing neighboring poles in the right-of-way, including similar height to the extent technically feasible. If the proposed small wireless facility is placed on a replacement pole, then the replacement pole shall be of the same general design as the pole it is replacing (for example if a Candela Commercial Housing Street Light, then the replacement pole should match that pole design), unless the Development Services Department otherwise approves a variation due to aesthetic or safety concerns. Any concealment element design for a small wireless facility should attempt to mimic the design of such pole and integrate the small wireless facility into the design of the pole. Other concealment methods include, but are not limited to, integrating the installation with architectural features or building design components, utilization of coverings or concealment devices of similar material, color, and texture - or the appearance thereof - as the surface against which the installation will be seen or on which it will be installed, landscape design, or other camouflage strategies appropriate for the type of installation.

Applicants are required to utilize designs in which all conduit and wirelines are installed internally in the structure.

D. Even if an alternative location is established pursuant to subsection (A)(1), the Director may determine that a new pole in the right-of-way is in fact a superior alternative based on the impact to the City, the concealment element design, the City's Comprehensive Plan and the added benefits to the community.

E. Prior to the issuance of a permit to construct a new pole or ground mounted equipment in the right-of-way, the applicant must obtain a site-specific agreement from the City to locate such new pole or ground mounted equipment. This requirement also applies to replacement poles when the replacement is necessary for the installation or attachment of small cell facilities, the replacement structure is higher than the replaced structure, and the overall height of the replacement structure and the small cell facility is more than sixty (60) feet.

F. These design standards are intended to be used solely for the purpose of concealment and siting. Nothing herein shall be interpreted or applied in a manner which dictates the use of a particular technology. When strict application of these requirements would unreasonably impair the function of the technology chosen by the applicant, alternative forms of concealment or deployment may be permitted which provide similar or greater protections of the streetscape.

17.29.280 Appeals – Small Wireless Facilities.

Appeals related to small wireless facilities located in the right-of-way shall be filed in Snohomish County Superior Court, all other appeals shall be filed and processed pursuant to MCMC Chapter 14.11.

Section 6. Amendment to MCMC 17.04.030. The Mill Creek Municipal Code Section 17.04.030– Principal uses is hereby amended as follows:

Principal uses are:

- A. Single-family residential;
- B. Multi-family residential, including townhouses;
- C. Neighborhood business of up to one acre for every 300 dwelling units within the PRD;
- D. Public and private parks and recreation facilities;
- E. Country clubs and golf courses;
- F. Schools; ~~and~~
- G. Adult family homes; and
- H. Wireless communication facilities

Section 7. Amendment to MCMC 17.04.045. The Mill Creek Municipal Code Section 17.04.045– Conditional uses is hereby amended as follows:

Conditional uses permitted within the PRD 7200 zoning district shall be processed in accordance with Chapter 17.28 MCMC. Conditional uses are:

- A. Large satellite dishes ~~Accessory satellite signal transmitting, wireless and cellular communication facilities and receiving antennas~~ over four feet in diameter;
- B. Adult day care; and
- C. Public facilities/utilities and essential public facilities.

Section 8. Amendment to MCMC 17.06.010. The Mill Creek Municipal Code Section 17.06.010– Principal uses is hereby amended as follows:

Principal uses are:

- A. Single-family detached dwellings;
- B. Townhouses or single-family attached dwellings in planned residential developments;
- C. Foster homes;
- D. Boarding houses; ~~and~~
- E. Adult family homes; ~~and~~
- F. Wireless communication facilities

Section 9. Amendment to MCMC 17.06.030. The Mill Creek Municipal Code Section 17.06.030– Conditional uses is hereby amended as follows:

Conditional uses permitted within this zone shall be processed in accordance with Chapter 17.28 MCMC. Conditional uses are:

- A. Adult day care;
- B. Religious facilities and schools;
- C. Public facilities and essential public facilities; ~~and~~
- D. ~~Large satellite dishes~~ ~~Accessory satellite signal transmitting and receiving antennas~~ over four feet in diameter; ~~and~~
- E. ~~Wireless and cellular communication facilities.~~

Section 10. Amendment to MCMC 17.12.020. The Mill Creek Municipal Code Section 17.12.020– Principal uses is hereby amended as follows:

Principal uses are:

- A. Single-family detached dwellings;
- B. Single-family attached dwellings;
- C. Townhouses and condominiums;
- D. Apartments in buildings containing six or fewer units; ~~and~~
- E. Adult family homes; ~~and~~
- F. Wireless communication facilities.

Section 11. Amendment to MCMC 17.12.040. The Mill Creek Municipal Code Section 17.12.040– Conditional uses is hereby amended as follows:

Conditional uses permitted in this zoning district shall be processed in accordance with Chapter 17.28 MCMC. Conditional uses are:

- A. Religious facilities;
- B. Schools;

- C. Public facilities/utilities and essential public facilities;
- D. Accessory satellite signal transmitting and receiving antenna over four feet in diameter external to or attached to the exterior of any building;
- ~~E. Wireless and cellular facilities shall be located pursuant to Chapter 17.28 MCMC;~~
- EF. Retirement homes, nursing homes, and congregate care facilities;
- FG. Family child day care;
- GH. Adult day care;
- HI. Health care facilities that meet the following standards:
 1. The facility has direct access to a collector or arterial street;
 2. The maximum building height is the same as residential;
 3. Overnight care is not provided;
 4. Retail uses directly related to health care may be allowed, such as pharmacies and optical dispensaries, as a secondary use.
- IJ. Garden center facilities that meet the following standards:
 1. Garden center retail sales shall be limited to garden products such as soils, bark, rock, gravel, pavers, pots, plants and trees.
 2. Garden center and soil processing uses shall be set back a minimum of 150 feet from residential structures.

Section 12. Amendment to MCMC 17.14.010. The Mill Creek Municipal Code Section 17.14.010– Principal uses is hereby amended as follows:

Principal uses are:

- A. Multi-family dwellings;
- B. Townhouses;
- C. Foster homes;
- D. Boarding houses;
- E. Nursing homes, retirement, convalescent centers, and congregate residential; ~~and~~
- F. Adult family homes; and
- G. Wireless communication facilities.

Section 13. Amendment to MCMC 17.14.030. The Mill Creek Municipal Code Section 17.14.030– Conditional uses is hereby amended as follows:

Conditional uses shall be processed in accordance with Chapter 17.28 MCMC.

Conditional uses are:

- A. Religious facilities;
- B. Schools;
- C. Public facilities/utilities;
- D. Health care facilities that meet the following standards:
 1. The facility has direct access to a collector or arterial street;
 2. The maximum building height is the same as residential;
 3. Overnight care is not provided;
 4. Retail uses directly related to health care such as pharmacies and optical dispensaries as a secondary use;
- E. Accessory satellite signal transmitting and receiving antenna over four feet in diameter external to or attached to the exterior of any building; and

~~F. Wireless and cellular communication facilities; and~~
~~F.G.~~ Adult day care.

Section 14. Amendment to MCMC 17.15.020. The Mill Creek Municipal Code Section 17.15.020– Principal uses is hereby amended as follows:

Principal uses are:

- A. Multi-family dwellings (i.e., apartment complexes, townhouses, condominiums, and duplexes);
- B. Single-family detached and attached dwellings;
- C. Nursing homes, retirement homes, convalescent centers, and congregate care residential; ~~and~~
- D. Transit facilities and stops; and
- E. Wireless communication facilities.

Section 15. Amendment to MCMC 17.15.040. The Mill Creek Municipal Code Section 17.15.040– Conditional uses is hereby amended as follows:

Conditional uses shall be processed in accordance with Chapter 17.28 MCMC.

Conditional uses are:

- A. Day care centers;
- B. Adult family home or day care;
- C. Public facilities/utilities and essential public facilities;
- D. Accessory satellite signal transmitting and receiving antenna over four feet in diameter external to or attached to the exterior of any building;
- ~~E. Wireless and cellular communication facilities;~~
- EF. Religious facilities; and
- ~~FG.~~ Schools.

Section 16. Amendment to MCMC 17.16.010. The Mill Creek Municipal Code Section 17.16.010– Principal uses is hereby amended as follows:

Principal uses are:

- A. Retail and wholesale sales;
- B. Professional services;
- C. Personal services, including self service;
- D. Offices;
- E. Health care, excluding overnight accommodations;
- F. Restaurants and taverns;
- G. Commercial recreation facilities;
- H. Hotels and motels;
- I. Accessory structures and uses;
- J. Parking facilities;
- K. Banks and similar uses;
- L. Veterinary clinics and indoor animal boarding; ~~and~~
- M. Commercial day care centers; and
- N. Wireless communication facilities.

Section 17. Amendment to MCMC 17.16.030. The Mill Creek Municipal Code Section 17.16.030– Conditional uses is hereby amended as follows:

Conditional uses permitted in this zoning district shall be processed in accordance with Chapter 17.28 MCMC. Conditional uses are:

- A. Commercial kennels;
- B. Religious facilities;
- C. Schools;
- D. Public and utility buildings and structures except transmission lines and structures;
- E. Structures other than buildings over 35 feet high;
- F. Service stations;
- G. Vehicle sales and service;
- H. Accessory satellite signal transmitting and receiving antenna over four feet in diameter external to or attached to the exterior of any building;
- ~~I. Wireless and cellular communication facilities;~~
- ~~J. Theaters; and~~
- ~~JK. Essential public facilities.~~

Section 18. Amendment to MCMC 17.17.020. The Mill Creek Municipal Code Section 17.17.020– Principal uses is hereby amended as follows:

Principal uses are:

- A. Offices, including but not limited to government, research and development, business, personal, and professional services;
- B. Medical and dental clinics;
- C. Parking structures as an accessory to a principal use;
- D. Transit facilities/stops;
- E. Manufacturing/wholesale sales;
- F. Retail sales and services, restaurants, cafes, delicatessens, and other eating establishments primarily intended to serve the principal OP zone uses, employees and surrounding residential neighborhoods. Such uses shall occupy no more than 15 percent of the constructed floor area of individual buildings or complexes;
- G. For projects that front on the collector street, neighborhood-scale commercial and/or office uses (consistent with the commercial uses permitted in MCMC 17.18.010) are permitted. The neighborhood-scale commercial and/or office uses are not subject to the 15 percent limitation and shall be located on the ground floor, front on the collector, and shall be located no less than 300 feet from SR 527 and/or Dumas Road;
- H. Health clubs; ~~and~~
- I. Accessory buildings; and
- J. Wireless communication facilities.

Section 19. Amendment to MCMC 17.17.030. The Mill Creek Municipal Code Section 17.17.030– Conditional uses is hereby amended as follows:

Conditional uses permitted in this zoning district shall be processed in accordance with Chapter 17.28 MCMC. Conditional uses are:

- A. Day care centers;

- B. Public facilities/utilities;
- C. Accessory satellite signal transmitting and receiving antenna over four feet in diameter external to or attached to the exterior of any building;
- ~~D. Wireless and cellular communication facilities;~~
- DE. Schools; and
- Eƒ. Religious facilities.

Section 20. Amendment to MCMC 17.18.010. The Mill Creek Municipal Code Section 17.18.010– Principal uses is hereby amended as follows:

Principal uses are:

- A. Retail sales, except vehicles;
- B. Offices;
- C. Personal and professional services;
- D. Restaurants, cafes, and eating and drinking establishments;
- E. Residential above ground floor commercial and/or office; and
- F. Wireless communication facilities.

Section 21. Amendment to MCMC 17.18.030. The Mill Creek Municipal Code Section 17.18.030– Conditional uses is hereby amended as follows:

Conditional uses permitted in this zoning district shall be processed in accordance with Chapter 17.28 MCMC. Conditional uses are:

- A. Public facilities/utilities and essential public facilities; and
- B. Day care centers; ~~and~~
- ~~C. Wireless and cellular communication facilities.~~

Section 22. Amendment to MCMC 17.19.030. The Mill Creek Municipal Code Section 17.19.030– Principal uses is hereby amended as follows:

All uses shall be identified on the approved detailed master development plan. Principal uses are:

- A. Retail sales and services except automotive, boat, and recreational vehicle sales;
- B. Eating and drinking establishments (drive-through service prohibited);
- C. Banks, financial and professional services;
- D. Multi-Family Residential.
 - 1. West of the 44th Avenue SE intersection, multi-family residential is permitted only above ground floor commercial;
- E. Business and professional offices;
- F. Personal services, dry cleaners, salons, etc.;
- G. Medical and dental clinics and offices;
- H. Parking structures;
- I. Commercial day care;
- J. Craft shops and galleries;
- K. Public buildings, facilities/utilities;
- L. Transit facilities/stops;
- M. Hotel and motels;

- N. Open space, parks and plazas;
- O. Religious facilities;
- P. Theaters and performing arts uses; ~~and~~
- Q. Other uses consistent with the purposes of the district; and
- R. Wireless communication facilities.

Section 23. Amendment to MCMC 17.20.010. The Mill Creek Municipal Code Section 17.20.010– Principal uses is hereby amended as follows:

Principal uses are:

- A. Offices, including but not limited to government, research and development, trade schools and professional services;
- B. Wholesale sales;
- C. Warehousing;
- D. Manufacturing;
- E. Financial institutions;
- F. Commercial day care centers;
- G. Health clubs;
- H. Retail sales and services primarily intended to serve the principal BP zone uses. Such uses shall occupy no more than 15 percent of the constructed floor area of individual buildings. In addition to the limitation on floor area, restaurants, delis and other eating establishments are restricted to a maximum floor area of 3,000 square feet;
- I. Mini-storage facilities; ~~and~~
- J. Outdoor storage and display; ~~and~~
- K. Wireless communication facilities.

Section 24. Amendment to MCMC 17.20.030. The Mill Creek Municipal Code Section 17.20.030– Conditional uses is hereby amended as follows:

Conditional uses permitted in the business park zoning district shall be processed in accordance with Chapter 17.28 MCMC. Conditional uses are:

- A. Adult businesses;
- B. Public facilities/utilities and essential public facilities;
- C. Commercial nurseries and greenhouses;
- D. Hospitals and health care facilities;
- E. Retirement homes, nursing homes, and congregate care facilities;
- F. Restaurants and eating establishments exceeding 1,500 square feet but not to exceed the 15 percent floor area restriction for retail sales and services;
- G. Accessory satellite signal transmitting and receiving antenna over four feet in diameter external to or attached to the exterior of any building; ~~and,~~
- H. ~~Wireless and cellular communication facilities.~~

Section 25. Amendment to MCMC 17.21.040. The Mill Creek Municipal Code Section 17.21.040– Principal uses is hereby amended as follows:

All uses shall occur in accordance with the master development plan. Principal uses are:

- A. Retail sales and services except automotive, boat, and recreational vehicle sales;

- B. Eating and drinking establishments (drive-through service prohibited);
- C. Banks, financial and professional services;
- D. Multi-family residential;
- E. Business and professional offices;
- F. Personal services, dry cleaners, salons, etc.;
- G. Medical and dental clinics and offices;
- H. Parking structures as an accessory to a principal use;
- I. Commercial day care;
- J. Craft shops and galleries;
- K. Public facilities/utilities;
- L. Transit facilities/stops;
- M. Hotel and motels;
- N. Theaters and performing arts uses; ~~and~~
- O. Other uses consistent with the purposes of the district; and
- P. Wireless communication facilities.

Section 26. Severability. If any section, sentence, clause, or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 27. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 28. Effective Date. This ordinance shall be in full force and effective five (5) days from the passage and published in accordance with law.

Adopted this _____ day of May 2019, by a vote of _____ for, _____ against, and _____ abstaining.

APPROVED:

MAYOR PAM PRUITT

ATTEST/AUTHENTICATED:

GINA PFISTER, CITY CLERK

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY
SCOTT M. MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

PUBLISHED: _____

EFFECTIVE DATE: _____

ORDINANCE NO.: _____

PUBLIC WORKS AND DEVELOPMENT SERVICES 2019-2020 WORK PROGRAM

Work Products	2019 Q1	2019 Q2	2019 Q3	2019 Q4	2020 Q5	2020 Q6	2020 Q7	2020 Q8
Development Services								
(D1)Day to day regular activities such as providing information to the public and staff, attending regional meetings, development review, code enforcement, building plan review and inspection.	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
(D2)Mill Creek Blvd Subarea Plan – Future Land Use and 30% Infrastructure Plans	Negotiate Scope and Schedule and enter into Contract (DS)	Contract to Council (DS) Plan Preparation (DS)	Mill Creek Blvd Subarea Plan – Ongoing (DS)	Mill Creek Blvd Subarea Plan – Ongoing (DS)	Mill Creek Blvd Subarea Plan – Ongoing (DS)	Mill Creek Blvd Subarea Plan Completed/ Adopted (DS)	Mill Creek Boulevard Implementation – <ul style="list-style-type: none"> • Code/Comp Plan Amendments • Capital Projects (DS/E) Y/N? 	
(D3)The Farm - Off-site Wetland Baseline Conditions Document (DS)	Assemble pictures to document Baseline Conditions (DS)							
(D4)Enter into contract for CAR Report Review [ESA] (DS) TR	Negotiate and enter into contract (TR)							
(D5)WCF CodeAmendments Adopted (DS)		Adopt WCF Code Amendments (DS/C) SR						
(D6)Franchise Agreements [Comcast, Frontier, PSE] (DS/E)		Franchise Agreements [Comcast, Frontier, PSE] (DS/E/C)						
(D7)BP Zone Code Amendments [Added uses](DS)		BP Zone Code Amendments (DS)						
(D8)Code Enforcement – St Marie (DS)		Code Enforcement – St Marie (DS)						
(D9)Sign Code Review and Amendments (DS) SM				Sign Code Review and Adopt Amendments (DS) SM				
(D10)FD No7 ILA – Terminate/Renegotiate ILA (DS) TR	FD No7 ILA – Terminate/Renegotiate ILA (DS) TR							
(D11)Explore The Farm Mitigation Site					Explore Sanctuary Partnership Opportunities (DS)			

PUBLIC WORKS AND DEVELOPMENT SERVICES 2019-2020 WORK PROGRAM								
Work Products	2019 Q1	2019 Q2	2019 Q3	2019 Q4	2020 Q5	2020 Q6	2020 Q7	2020 Q8
Sanctuary Partnership Opportunities (DS)								
(D12)North Creek Trail Study [Assess Gaps/ADA access/coordination with connections north and south] (E/DS)						North Creek Trail Study (E/DS)		

Revised 4/8/2019 8:44 AM

Legend

E = Engineering Division
 DS = Development Services
 M = Maintenance
 C = Consultant
 PD = Police Department

TR = Tom Rogers
 GH = Gina Hortillosa
 SR = Sherrie Ringstad
 KM = Kim Mason-Hatt
 LC = Larry Celustka
 SM = Scott Missall

S/W = Surface Water
 CHN = City Hall North
 SLWD = Silver Lake Water District

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