

**CITY of CALABASAS**



**COMMUNICATIONS & TECHNOLOGY COMMISSION AGENDA  
TUESDAY, OCTOBER 18, 2016 at 7:00 p.m.  
CITY HALL COUNCIL CHAMBERS  
100 CIVIC CENTER WAY, CALABASAS**

THE STARTING TIMES LISTED FOR EACH AGENDA ITEM SHOULD BE CONSIDERED A GUIDELINE ONLY. THE COMMUNICATIONS AND TECHNOLOGY COMMISSION RESERVES THE RIGHT TO ALTER THE ORDER OF DISCUSSION IN ORDER TO RUN AN EFFECTIVE MEETING. IF YOU WISH TO ASSURE YOURSELF OF HEARING A PARTICULAR DISCUSSION, PLEASE ATTEND THE ENTIRE MEETING.

**OPENING MATTERS – 7:00 P.M.**

- Call to Order/Roll Call
- Pledge of Allegiance
- Approval of Agenda
- Approval of Minutes of September 20, 2016
- Announcements and Introductions

**ORAL COMMUNICATIONS - PUBLIC COMMENT – 7:10 P.M.**

**PUBLIC NOTICE – 7:15 P.M.**

1. A request for a Wireless Telecommunication Permit to modify an existing T-Mobile wireless telecommunication facility. The proposed project involves the replacement of existing ground mounted equipment with new equipment in the same location, and the replacement of an existing 33-foot tall street light pole with antennas concealed within a radome with a new 34.5-foot tall street light pole with antennas concealed within a radome (i.e. the antennas will not be visible). The project is located at 4591 Park Granada (the intersection of Park Granada and Park Capri) within the public right-of-way.

Submitted by: Synergy Engineering Services on behalf of T-Mobile  
Planner: Michael Klein  
(818) 224-1600  
[mklein@cityofcalabasas.com](mailto:mklein@cityofcalabasas.com)

**MONTHLY REPORTS – 7:45 P.M.**

2. Legislative and Regulatory Update on Telecommunications
  - a. T-Mobile v San Francisco
3. Franchise Fees Report
4. Cable Complaints Review
5. Cable Company Report
  - a. Charter/Spectrum
    - i. General Status

## **SUBCOMMITTEE REPORTS – 8:00 P.M.**

6. Wireless Subcommittee- Brockman/Melcher
7. Video Services Subcommittee – Brockman/Cassel
8. Programming Subcommittee – Weber/Sherman
9. WiFi Subcommittee – Cassel/Melcher
10. Emerging Technology Subcommittee –Weber/Sherman
  - a. Student Commissioner Member

## **DIRECTOR’S REPORT – 8:05 P.M.**

- City Smart Phone App Usage
- Work Requests
- Report on Granicus and YouTube Usage by the Public
- Upcoming Events:
  - October 22 - Walk-In Flu Vaccine Clinic, 8am-12pm at Founders Hall
  - October 26 - Klubhouse Restaurant Fundraiser, 11:00am-8pm at Sharky's Woodfire Mexican Grill
  - October 31 - Trunk-or-Treat, 3pm-5pm at Agoura Hills/Calabasas Community Center
  - November 6 - Daylight Saving Time Ends, 2:00am
  - November 8 - Special Election - Consolidated with LA County
  - November 11 - Veterans' Day: CITY HALL CLOSED
  - November 16 - STATE OF THE CITY ADDRESS: Check-In: 6:30 p.m., Speech: 7:00 p.m. at Agoura Hills/Calabasas Community Center

## **STAFF UPDATE – 8:10 P.M.**

- CTV Programming Report

## **FUTURE AGENDA ITEMS –8:15 P.M.**

- Review of CTV Policy Update
- Revisit Film Permit Ordinance
- CTC Recommendation on Annual Mayor’s State of the City date

## **ADJOURN – 8:20 P.M.**

The Communications and Technology Commission will adjourn to November 15, 2016 at 7:00 P.M. in memory of Ruth Sherman and Jerry Feldman.



## CITY *of* CALABASAS

### MINUTES OF THE COMMUNICATIONS AND TECHNOLOGY COMMISSION MEETING OF THE CITY OF CALABASAS, CALIFORNIA TUESDAY, SEPTEMBER 20, 2016

#### **OPENING MATTERS**

Chair Cassel called the meeting to order at 7:00 p.m. in the Council Chambers at City Hall, 100 Civic Center Way, Calabasas, CA 91302.

#### **CALL TO ORDER/ROLL CALL**

Commissioners Present:      Chair Cassel  
   Vice Chair Brockman  
   Commissioner Melcher  
   Commissioner Weber

Commissioner Absent:      Commissioner Sherman

Staff Present:                Deborah Steller, Media Operations Director  
   Andrew Cohen-Cutler, Associate Planner

Consultants Present:      Len P. Aslanian, Deputy City Attorney

#### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Commissioner Melcher.

#### **APPROVAL OF AGENDA**

Vice Chair Brockman moved, seconded by Commissioner Weber to approve the agenda with the following change:

- Move item 2 after item 1

Vote: Motion carried 4-0

Yes: Chair Cassel; Vice Chair Brockman; Commissioner Melcher; Commissioner Weber

#### **APPROVAL OF MINUTES**

Vice Chair Brockman moved, seconded by Commissioner Weber to approve the minutes of the June 21, 2016.

Vote: Motion carried 4-0

Yes: Chair Cassel; Vice Chair Brockman; Commissioner Melcher; Commissioner Weber

## **ANNOUNCEMENTS & INTRODUCTIONS**

Vice Chair Brockman reminded residents that the Film Festival is September 21-25, 2016.

## **PRESENTATION**

### **2. Presentation by City Attorney on Land Use Issues and CTC's Role in Wireless Decisions**

Deputy City Attorney Aslanian provided an overview on California land use laws and CTC's role in wireless decisions.

## **PUBLIC HEARING**

- 1. A request for a Wireless Telecommunication Permit, Administrative Plan Review and a Scenic Corridor Permit to modify an existing Verizon wireless telecommunication facility. The project proposes the relocation of 2 existing antenna sectors, removal of 15 previously approved panel antennas and installing 9 new panel antennas, the installation of 4 new RRU's, and the installation of 3 new Fiberglass Reinforced Panel (FRP) screen boxes. The project is located at 23586 Calabasas Road within the Commercial, Old Town (CT) zoning district and the 101 Ventura Freeway Scenic Corridor overlay. (APN: 2068-004-062)**

**Submitted by: Christine Song on behalf of Verizon Wireless**

**Planner: Andrew Cohen-Cutler**

**(818) 224-1704**

**[acutler@cityofcalabasas.com](mailto:acutler@cityofcalabasas.com)**

Chair Cassel opened the Public Hearing.

Associate Planner Cohen-Cutler gave an overview on the project. Deputy City Attorney Aslanian was available to answer questions from Commissioners.

One member from the public submitted a speaker card and spoke on the item:

1. Areej Pajput

Chair Cassel closed the Public Hearing.

Vice Chair Brockman moved seconded by Commissioner Weber to adopt Resolution No. 2016-039 approving file No. 160002523.

Vote: Motion carried 4-0

Yes: Chair Cassel; Vice Chair Brockman; Commissioner Melcher; Commissioner Weber

## **MONTHLY REPORTS**

### **3. Wireless Facility Minor Modification Permits**

Associate Planner Cohen-Cutler answered questions regarding the Wireless Facility Minor Modification Permits report.

### **4. Legislative and Regulatory Update on Telecommunications**

There was no legislative and regulatory updates on telecommunications.

### **5. Cable Complaints Review**

Director Steller reported that there were three new cable complaints since the last meeting – two for Time Warner Cable and one for Charter Cable.

## **SUB-COMMITTEE REPORTS**

### **7. Wireless Subcommittee (Brockman/Melcher)**

There is nothing new to report at this time.

### **8. Video Services Subcommittee (Brockman/Cassel)**

There is nothing new to report at this time.

### **9. Programming Subcommittee (Weber/Sherman)**

There is nothing new to report at this time.

### **10. WiFi Subcommittee (Cassel/Melcher)**

There is nothing new to report at this time.

### **11. Emerging Technology Subcommittee (Weber/Sherman)**

#### **a. Student Commissioner Member**

The subcommittee is waiting until school is back in session to get more interest in the Student Commissioner position.

## **DIRECTOR'S REPORT**

Director Steller provided an update on Connect with Calabasas app usage, work requests received, Granicus usage by the public, Calabasas YouTube hits and CTV Programming Report. The Calabasas Film Festival will kick off September 21-25, 2016. On September 23, 2016 a representative from the IT department will be a judge at the CSUN Valley Alliance Hackathon. The Calabasas Pumpkin Festival will be on October 15 and 16, 2016 at Juan Bautista de Anza Park. November 16, 2016 is the date for this year's State of the City Address, which will take place at the Agoura Hills/Calabasas Community Center.

## **FUTURE AGENDA ITEMS**

- Review of CTV Policy Update

- Revisit Film Permit Ordinance
- CTC Recommendation on Annual Mayor's State of the City date

**ADJOURN**

Vice Chair Brockman moved, seconded by Chair Weber to adjourn the Communications and Technology Commission meeting at 8:16 p.m., to the meeting on October 18, 2016 at 7:00 p.m. in City Hall Council Chambers, 100 Civic Center Way, Calabasas, California.

Vote: Motion carried 4-0

Yes: Chair Cassel; Vice Chair Brockman; Commissioner Melcher; Commissioner Weber



CITY of CALABASAS

**COMMUNICATIONS AND TECHNOLOGY COMMISSION AGENDA REPORT  
OCTOBER 18, 2016**

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**DATE:** October 3, 2016

**TO:** Members of the Communications and Technology Commission

**FROM:** Michael Klein, Planner *MAK*

**FILE NO.** 160002562

**SUBJECT:** A request for a Wireless Telecommunication Permit to modify an existing T-Mobile wireless telecommunication facility. The proposed project involves the replacement of existing ground mounted equipment with new equipment in the same location, and the replacement of an existing 33-foot tall street light pole and concealed antennas with a new 34.5-foot tall street light pole and concealed antennas. The project is located at 4591 Park Granada (the intersection of Park Granada and Park Capri) within the public right-of-way.

**MEETING DATE:** October 18, 2016

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**STAFF RECOMMENDATION:**

That the Communications and Technology Commission adopt Resolution No. 2016-040, approving File No. 160002562.

**REVIEW AUTHORITY:**

The Communications and Technology Commission is reviewing this project because Section 17.12.050(C) of the Calabasas Municipal Code (CMC) stipulates that Wireless Telecommunication Facility Permits require review by the Commission.

**BACKGROUND:**

On July 15, 2016, Synergy Development Services, representing T-Mobile, filed an application for a Wireless Telecommunications Facility Minor Modification Permit, in

accordance with section 17.12.050 of the CMC and Section 6409(a) of the Middle Class Tax Relief Act of 2012 (the Act), to modify an existing wireless facility located at 4591 Park Granada. However, staff determined that the proposed project is not eligible for consideration as a minor modification under the 6409(a) exemption (see discussion on page 5 of this report). Thus, the application was deemed incomplete on August 9, 2016, and the applicant was duly notified. The applicant subsequently filed for a Wireless Telecommunication Facility Permit on August 29, 2016. That application was deemed complete on October 4, 2016.

### **STAFF ANALYSIS:**

1. Previous Approvals: On February 18, 2014, the Commission adopted CTC Resolution No. 2014-026 approving File No. 130001491, a Wireless Telecommunication Facility Permit to modify an existing T-Mobile wireless facility. The approved project involved replacement of an existing 33-foot tall street light pole and concealed antennas with a new 34.5-foot tall street light pole and concealed antennas, and replacement of an existing ground mounted equipment cabinet with a new ground mounted equipment cabinet. The approved project was not constructed, however, and all associated entitlements have since expired. The proposed project is almost identical to the previously approved project in both scope and purpose. The only difference between the two projects is that the proposed project involves relocating the street light and antennas three feet west from its current location in order to accommodate the larger pole foundation.
2. Current Site Condition: The subject site is located at 4591 Park Granada within the public right-of-way, approximately 53 feet west of the intersection at Park Granada and Park Capri, on the north side of the street. The existing facility was approved on February 22, 2001 via a Minor Development Permit and Site Plan Review. The existing facility is made up of two panel antennas, inside a radome, mounted to the top of a street light pole located within the street median. Above ground equipment and a meter pedestal are located on the north side of Park Granada in a landscaped area. The above-ground equipment and the Meyers meter pedestal are screened from public view by mature landscaping. Because there is no sidewalk along the north side of this section of Park Granada, the ground mounted equipment do not impede pedestrian travel or ADA access.
3. Proposed Project: The proposed project involves upgrading T-Mobile's existing wireless facility in order to activate a new service bandwidth that will provide high speed data LTE coverage from the site. The proposed upgrade includes replacing the existing two antennas with two new antennas and replacing the existing equipment cabinets within the same footprint. The proposed antennas would be located inside a larger radome (proposed 24" diameter by 60" tall vs. existing 6" diameter by 36" tall). The

project includes proposed replacement of the existing street light pole with a larger diameter (wider) street light pole (proposed 11.8" diameter street light pole to replace the existing 6" diameter street light pole). The larger diameter pole is necessary to better accommodate the wires inside the pole, and to support the larger antennas and radome. The overall height of the structure (including the new pole and mounted antennas radome) will increase from 33 feet tall to 34.5 feet tall. The new street light pole will match the color and texture of surrounding street light poles. All new equipment will be located behind the existing landscape and will not be visible to the public. At more than 130 feet from the condos on the southeast corner of Park Granada and Park Capri, the proposed height increase for the light pole is in compliance with Section 17.12.050(E)(3), which requires a freestanding monopole to be setback at least 150% of the height of the tower to the nearest structure designed for occupancy. As a result, the proposed project is in compliance with Section 17.12.050(E) of the CMC.

4. Calabasas Municipal Code Requirements: Existing wireless facilities that were previously approved but are now, or hereafter modified, shall comply with Section 17.12.050 of the CMC. The proposed project requires approval of a wireless telecommunication facility permit because the proposed modifications include the installation of new base station equipment that exceed the threshold for size increase established by Section 6409(a) of the Middle Class Tax Act of 2012. Section 17.12.050(C) of the CMC includes submittal requirements, development standards and conditions of approval for all wireless telecommunication facilities, and Section 17.12.050(E) includes specific standards for wireless telecommunication facilities located within the public right-of-way.

The proposed project meets the design guidelines stipulated in Section 17.12.050(E)(3) of the CMC. Furthermore, the proposed project falls within tier I of the preferred method of mounting antennas as specified in Section 17.12.050(E)(3)(e) of the CMC because the project consists of collocating new antennas on an existing facility. The antennas will be concealed within a radome and equipment will be located behind existing mature landscaping in order to comply with Section 17.12.050(E)(3) of the CMC, which requires wireless facilities not located in a Scenic Corridor to place equipment underground or above ground equipment not to exceed 5 feet in height and 15 square feet in footprint size. With a footprint of 10 square feet and a height of 4'-9", the proposed equipment meets this requirement. Finally, Section 17.12.050(C)(4)(a) (1,000-foot minimum setback from schools, dwelling units and parks) applies only to new wireless telecommunication facilities, not modifications to existing facilities. See technical appendix below for additional requirements.

The applicant has submitted a noise study, prepared by Hammett and Edison, which states that the project, as designed, will comply with Section 17.12.050(C)(2)(e) and will at no time be audible at the property line of any open space or residentially zoned

property ( a copy of the noise study may be viewed online at <http://www.cityofcalabasas.com/wireless/160002562-4591-park-granada/160002562-noise-study.pdf>).

In conclusion, the proposed project meets all of the requirements for modifications to an existing wireless telecommunication facility located within the public right-of-way as outlined in CMC Section 17.12.050 in terms of location, design, screening, setbacks, and noise.

5. Significant Gap: According to the applicant, the dominant purpose of the proposed project is to provide high speed data LTE service coverage to an area that does not currently have in-building LTE coverage by T-Mobile. Because LTE coverage is provided via new FCC licensed bands of service, the lack of LTE coverage in this area represents a significant gap in the carrier's service coverage. The applicant has provided coverage maps to demonstrate the area of T-Mobile's gap in service coverage (see Exhibit E). The coverage map labeled "Without 4G coverage of SV00797A" demonstrates that without this facility, T-Mobile would have poor to no service in the residential areas south of Park Granada, along Park Sienna and to the west of Parkway Calabasas. This area covers more than 600 residential homes and an area of approximately 250 acres, representing a significant gap in T-Mobile's service coverage.
  
6. Alternate Site Analysis: Section 17.12.050(C)(2)(d) of the CMC requires that the applicant submit a siting analysis which identifies a minimum of five other feasible locations which could serve the area intended to be served by the facility, unless the applicant provides compelling technical reasons for providing fewer than the minimum. The applicant has submitted a siting analysis identifying five other feasible locations that were considered by the applicant in order to close the significant gap in service coverage. According the applicant, the proposed project location was chosen in favor of the alternative locations for the following reasons:
  - Alt. 1 4500 Park Granada: The landlord was unresponsive in entering into a long term lease for a new facility.
  - Alt. 2 Private Property to the north: This parcel is zoned OS-DR, which prohibits new wireless facilities.
  - Alt. 3 Intersection of Park Sienna and Park Capri: The lower elevation and topography will not allow for adequate coverage.
  - Alt. 4 Immediately east of the project site: There is an approved wireless facility at this location, the light pole is not designed for additional antennas. *Planning staff also notes that this location is closer to the condos located at Park Granada and Park Capri.*
  - Alt. 5 4700 Park Granada: This privately owned parcel is zoned RM, which prohibits new wireless facilities.

It is important to note that the existing facility would remain in the event that any of the above mentioned alternatives would have been selected and a new wireless facility constructed. Furthermore, each of the alternatives would require the construction of a new wireless facility within 1,000 feet of a residential structure, which is in direct conflict with Section 17.12.050(C)(4)(a) of the CMC; whereas, the proposed project will accomplish the same goals with only minor alterations to an existing site. As a result, there is sufficient evidence to conclude that the proposed project represents the least intrusive means to closing a significant gap in T-Mobile's service coverage.

7. FCC Shotclock: Public notices for the public hearing were issued per Section 17.12.050 of the CMC, for at least 30 days. The City has **25 days** from the date of this meeting to render a decision on the project within the time limits established by the FCC shotclock.
8. Section 6409(a) Analysis: On February 17, 2012, Congress passed the "Middle Class Tax Relief and Job Creation Act of 2012" (the "Act"). Section 6409(a) of the Act states that "a State or local government may not deny, and shall approve, any eligible facilities request for a modification of an existing wireless tower or base station that does not substantially change the physical dimensions of such tower or base station". Eligible facilities include requests that involve: (a) collocation of new transmission equipment, (b) removal of transmission equipment; or (c) replacement of transmission equipment. FCC regulations interpret additional ground cabinets more than 10% taller or more voluminous than existing ground cabinets to be a substantial change. Because T-Mobile proposes to replace one SPH 1420 ground cabinet (14" x 20" x 34") with one RBS ground cabinet (51.18" x 27.5" x 57"), the proposed ground cabinet is 68% taller and 742% more voluminous than the existing cabinet. Furthermore, FCC regulations stipulate that modification to an existing wireless facility does not qualify as an eligible facilities request if the project requires the complete replacement of the support structure. The proposed project involves the replacement of the existing street light pole with a new street light pole to accommodate the larger antennas and radome. Given these circumstances, Section 6409(a) of the Act does not apply to the proposed project. The City's wireless consultant, Telecom Law Firm, has also reviewed the application and project plans and he concurs with staff's analysis (see Exhibit H).

### **REQUIRED FINDINGS:**

The findings required in Sections 17.12.050(C)(7) and 17.12.62.060(E) of the Calabasas Municipal Code for Wireless Telecommunication Facility Permits and Conditional Use Permits are contained in the resolution attached as Exhibit A.

### **ENVIRONMENTAL REVIEW:**

This project is exempt from environmental review in accordance with Section 21084 of the California Environmental Quality Act (CEQA) and: Sections 15301 Class 1 (a), Interior or exterior alterations involving such things as interior partitions, plumbing and electrical conveyances; 15303 Class 3 (e), Accessory (appurtenant) structures; and, 15332 Class 32, Infill projects, of the CEQA Guidelines.

### **PREVIOUS REVIEWS:**

#### **Development Review Committee (DRC):**

August 2, 2016

No major comments.

### **ATTACHMENTS:**

- Exhibit A: CTC Resolution No. 2016-040
- Exhibit B: Plans
- Exhibit C: Photo simulations
- Exhibit D: Statement submitted by applicant
- Exhibit E: Propagation Maps
- Exhibit F: Affirmation "Under the Penalty of Perjury" statement
- Exhibit G: Alternate Site Analysis
- Exhibit H: Telecom Law Firm Analysis

**TECHNICAL APPENDIX**

**Location Map:**



**Development Standards:**

Total Monopole Height	34.5 Ft.
Height of Antennas Above Street Light Pole	5 Ft.
Height of Equipment	4.75 Ft.
Footprint of Equipment	10 Sq. Ft.
Distance From Structure for Occupancy	130 Ft.

**Code Limit**

**Meets Code**

N/A	Yes
6 Ft. max	Yes
5 Ft. max	Yes
15 Sq. Ft. max	Yes
52 Ft. min	Yes

**Surrounding Properties:**

	Existing Land Use	Zoning	General Plan Designation
Site	Public right-of-way	N/A	N/A
West	Open Space	OS-DR (Open Space – Development Restricted)	OS-RP (Open Space – Resource Protected)
East	Residential	RM (Residential Multi- family)	R-MF (Residential – Multi- family)
North	Open Space	OS-DR (Open Space – Development Restricted)	OS-RP (Open Space – Resource Protected)
South	Office	CO (Commercial Office)	BO (Business Office)

## CTC. RESOLUTION NO. 2016-040

A RESOLUTION OF THE COMMUNICATIONS AND TECHNOLOGY COMMISSION OF THE CITY OF CALABASAS TO APPROVE FILE NO. 160002562, A WIRELESS TELECOMMUNICATION PERMIT TO MODIFY AN EXISTING T-MOBILE WIRELESS TELECOMMUNICATION FACILITY. THE PROPOSED PROJECT INVOLVES THE REPLACEMENT OF EXISTING GROUND MOUNTED EQUIPMENT WITH NEW EQUIPMENT IN THE SAME LOCATION, AND THE REPLACEMENT OF AN EXISTING 33-FOOT TALL STREET LIGHT POLE AND CONCEALED ANTENNAS WITH A NEW 34.5-FOOT TALL STREET LIGHT POLE CONCEALED ANTENNAS. THE PROJECT IS LOCATED AT 4591 PARK GRANADA (THE INTERSECTION OF PARK GRANADA AND PARK CAPRI) WITHIN THE PUBLIC RIGHT-OF-WAY.

**Section 1.** The Communications and Technology Commission has considered all of the evidence submitted into the administrative record which includes, but is not limited to:

1. Agenda reports prepared by the Community Development Department.
2. Staff presentation at the public hearing held on October 18, 2016 before the Communications and Technology Commission.
3. The City of Calabasas Land Use and Development Code, General Plan, and all other applicable regulations and codes.
4. Public comments, both written and oral, received and/or submitted at or prior to the public hearing, supporting and/or opposing the applicant's request.
5. Testimony and/or comments from the applicant and its representatives submitted to the City in both written and oral form at or prior to the public hearing.
6. All related documents received and/or submitted at or prior to the public hearing.

**Section 2.** Based on the foregoing evidence, the Communications and Technology Commission finds that:

1. The applicant submitted an application for File No. 160002562 on July 15, 2016.
2. On August 9, 2016, staff determined that the application was incomplete and the applicant was duly notified of this incomplete status.
3. On October 4, 2016, the amended and supplemental application was deemed complete and the applicant was notified.
4. Notice of the October 18, 2016, Communications and Technology Commission public hearing was posted at Juan Bautista de Anza Park, the Calabasas Tennis and Swim Center, the Agoura Hills / Calabasas Community Center, Gelson's Market and at Calabasas City Hall.
5. Notice of the October 18, 2016, Communications and Technology Commission public hearing was mailed to property owners within 1,500 feet of the property as shown on the latest equalized assessment roll, at least thirty (30) days prior to the hearing.
6. The project site is located within the public right-of-way.
7. The surrounding land uses around the subject property are zoned Commercial Office (CO), Open Space – Development Restricted (OS-DR) and Residential Multifamily - 16 (RM-16).
8. Notice of Communications and Technology Commission public hearing included the notice requirements set forth in Government Code Section 65009 (b)(2).

**Section 3. In view of all of the evidence and based on the foregoing findings, the Communications and Technology Commission acting in the capacity of a City Planning Commission, per Section 2.38.040(E) of the CMC, concludes as follows:**

### **FINDINGS**

Section 17.12.050(C) of the Calabasas Municipal Code allows the Commission to approve a Wireless Telecommunication Facility Permit provided that the following findings for a Conditional Use Permit are made:

1. *The proposed use is conditionally permitted within the subject zoning district and complies with all of the applicable provisions of this development code;*

In accordance with Section 17.12.050 of the CMC, wireless telecommunication facilities are a permitted use within the public right-of-way. As discussed in the staff report (which is hereby incorporated into this

resolution by reference), the proposed project meets all applicable provisions of Section 17.12.050 of the CMC, which regulate the installation of new wireless telecommunication facilities and modifications to existing wireless telecommunication facilities. Such provisions require that the facility be screened from public view, have no audible impact on residential or open space zones, and comply with FCC regulations. As designed, the proposed project is in compliance with the above mentioned provisions. Given these circumstances, the proposed project meets this finding.

2. *The proposed use is consistent with the General Plan and any applicable specific plan or master plan;*

The General Plan (pp. XII-13) delineates the following policies applicable to technological infrastructure:

- Encourage technology and communication service providers to develop and maintain a long-term coordinated telecommunications plan to improve bandwidth, reduce costs, and improve system reliability.
- Encourage technology service providers to creatively integrate technology facilities into the natural and built environment to minimize the total number of such facilities and associated aesthetic impacts.

The proposed facility meets the policies of the General Plan because it provides the additional capacity and coverage necessary for T-Mobile to provide reliable service to surrounding residential properties. The proposed stealth design is consistent with the General Plan policy to integrate the facility with the built environment. Therefore, the proposed project meets this finding.

3. *The approval of the conditional use permit for the proposed use is in compliance with the California Environmental Quality Act (CEQA); and*

This project is exempt from the California Environmental Quality Act (CEQA) pursuant to the following sections of the CEQA guidelines:

1. 15301, which allows for the repair, maintenance and minor alteration of existing facilities or structures;
2. 15302, which allows for the replacement or reconstruction of existing buildings or structures;
3. 15303, which allows for the construction of new small structures, such as up to a 10,000 square-foot commercial building.
4. 15332, which allows for development of a site less than 5 acres in size and located within an urban area.

4. *The location and operating characteristics of the proposed use are compatible with the existing and anticipated future land uses in the vicinity.*

Section 17.12.050 of the CMC regulates the development of antennas and wireless telecommunication facilities. The existing facility is located within the public right-of-way, approximately 50 feet west of the intersection at Park Granada and Park Capri. The facility is unattended which means it generates approximately one maintenance trip per month. The unattended use does not generate additional traffic or impede the normal use of the public right-of-way. Furthermore, the facility is designed to meet ADA access requirements and allows for ample pedestrian access around the facility. Consequently, the existing and proposed modified wireless telecommunication facility is compatible with the surrounding present and future land uses. Given these circumstances, this project meets this finding.

Section 17.12.050(C)(7), of the Calabasas Municipal Code allows the Commission to approve a Wireless Telecommunication Facility Permit provided that the following findings are made:

1. *The applicant has demonstrated by clear and convincing evidence that the facility is necessary to close a significant gap in the operator's service coverage. Such evidence shall include in-kind call testing of existing facilities within the area the applicant contends is a significant gap in coverage to be served by the facility;*

The applicant has indicated that the purpose of the proposed project is to increase site capacity and deploy LTE coverage to an area that currently has limited LTE service from T-Mobile. Because LTE service is provided via a newer bandwidth licensed by the FCC, the lack of LTE coverage in this area represents a significant gap in T-Mobile service coverage. In-kind call testing data is superfluous in this situation because there is limited LTE coverage in this area of the City; as a result, such test would show no LTE connection. The coverage maps submitted by the applicant demonstrate that there is no "in-building" LTE coverage south of Park Granada, along Park Sienna and west of Parkway Calabasas. This area covers more than 600 residential homes and approximately 250 acres, representing a significant gap in T-Mobile's service coverage. Additionally, the coverage maps demonstrate that the upgraded facility will close the significant gap. Given these circumstances, the proposed project meets this finding.

2. *The applicant has demonstrated by clear and convincing evidence that no feasible alternate site exists that would close a significant gap in the operator's service coverage which alternative site is a more appropriate location for the facility under the standards of Section 17.12.050 of the Calabasas Municipal Code; and*

As discussed in the staff report, no other feasible locations would close the significant gap in T-Mobile's service coverage; the proposed site represents the least intrusive means to close the gap. Any other alternative would require the construction of a new facility and the existing facility would still remain. As a result, the alternative locations would have a greater impact on the community than the current project, which will result in minimal visual change to the existing facility and does not require construction of a new facility. Consequently, the proposed project meets this finding.

3. *The facility satisfies the location requirements of Section 17.12.050(C)(3) of the Calabasas Municipal Code.*

The proposed project involves upgrading an existing wireless telecommunication facility with equipment screened from public view antennas mounted within a radome on top of a street light pole. Section 17.12.050(C)(3) of the CMC specifies that a collocation on an existing facility in a commercial zone is the most preferred option for a wireless facility. Because the project involves upgrading an existing wireless facility located within a commercial zoning district, the proposed project to modify an existing wireless facility meets the above finding.

Section 17.12.050(E)(4), of the Calabasas Municipal Code allows the Commission to approve a Wireless Telecommunication Facility Permit for a facility within the public right-of-way provided that the following findings are made:

1. The proposed facility has been designed to blend with the surrounding environment, with minimal visual impact on the public right-of-way.

The existing wireless facility meets this finding because it is a stealth facility with antennas concealed within a radome and ground mounted equipment screened by landscaping. Likewise, the proposed antennas will be concealed within a radome and ground mounted equipment will be screened by existing landscape. As a result, the proposed modifications to the existing facility maintain the current stealth design and will therefore blend into the surrounding environment. Further, a noise study demonstrates that the proposed modifications to the existing facility will not have an audible impact on the surrounding open space or residential areas. Therefore, the project meets this finding.

2. The proposed facility will not have an adverse impact on the use of the public right-of-way, including but not limited to, the safe movement and visibility of vehicles and pedestrians.

The existing wireless facility consists of antennas mounted to the top of a street light pole, and ground mounted equipment located in a landscaped area. As a result, the existing facility does not impact the use of the public right-of-way, including the safe movement and visibility of vehicles and pedestrians. The proposed modifications include replacing the ground mounted equipment in the same location and the street light pole in approximately the same location. Both the pole and ground mounted equipment are located in landscaped areas, not in a sidewalk or street. As a result, there is no change to the impact of the public right-of-way. Maintenance of the proposed facility will also not interfere with traffic flow along this street as the facility is unattended and will generate approximately one maintenance trip per month. Therefore, the project meets this finding.

**Section 4. In view of all of the evidence and based on the foregoing findings and conclusions, the Communications and Technology Commission hereby approves File No. 160002562 subject to the following agreements and conditions:**

#### **I. INDEMNIFICATION AGREEMENT**

The City has determined that City, its employees, agents and officials should, to the fullest extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, expense, attorney fees, litigation expenses, court costs or any other costs arising out of or in any way related to this File No. 160002562 and the issuance of any permit or entitlement in connection therewith, or the activities conducted pursuant to this File No. 160002562 and the issuance of any permit or entitlement in connection therewith. Accordingly, to the fullest extent permitted by law, Synergy Development Services, T-Mobile and their successor and assigns, shall defend, indemnify and hold harmless City, its employees, agents and officials, from and against any liability, claims, suits, actions, arbitration proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including, but not limited to, actual attorney fees, litigation expenses and court costs of any kind without restriction or limitation, incurred in relation to, as a consequence of, arising out of or in any way attributable to, actually, allegedly or impliedly, in whole or in part, related to this File No. 160002562 and the issuance of any permit or entitlement in connection therewith, or the activities conducted pursuant to this File No. 160002562 and the issuance of any permit or entitlement in connection therewith. Synergy Development Services, T-Mobile and their successor and assigns, shall pay such obligations as they are incurred by City, its employees, agents and officials, and in the event of any claim or lawsuit, shall submit a deposit in such amount as the City reasonably determines necessary to protect the City from exposure to fees, costs or liability with respect to such claim or lawsuit.

## II. CONDITIONS OF APPROVAL

### Community Development Department / Planning Division

1. The proposed project shall be built in compliance with the approved plans on file with the Planning Division.
2. The project approved herein is depicted on those sets of drawings, elevations, etc., stamped approved by staff on the approval date. Any modifications to these plans must be approved by the Department of Community Development staff prior to the changes on the working drawings or in the field. Changes considered substantial by the Planning staff must be reviewed by the Communications and technology Commission. The determination of whether or not a change is substantial shall be made by the Director of Community Development.

Prior to issuance of encroachment or building permits, plans shall be reviewed and approved by the Department of Community Development to ensure compliance with the plans approved by the Planning Commission. The plans shall comply with the conditions contained herein, the Calabasas Municipal Code, and all City Resolutions and Ordinances.

3. All project conditions shall be imprinted on the title sheet of the construction drawings. The approved set of plans shall be retained on-site for review by Building Inspectors during the course of construction.
4. This approval shall be valid for one year from the date of adoption of the resolution. The permit may be extended in accordance with Title 17 Land Use and Development Code, Article VI - Land Use and Development Permits.
5. This grant shall not be effective for any purposes until after the applicant, or its successors, and the owner of the property involved (if other than the applicant) have recorded this resolution with the Los Angeles County Recorder's Office, and a certified copy of the recorded document is filed with the Community Development Department.
6. The subject property shall be developed, maintained, and operated in full compliance with the conditions of this grant and any law, statute, ordinance or other regulation applicable to any development or activity on the subject property. Failure of the applicant to cease any development or activity not in full compliance shall be a violation of these conditions. Any violation of the conditions of approval may result in the revocation of the permits.

7. Construction Activities:

Hours of construction activity shall be limited to:

7:00 a.m. to 6:00 p.m., Monday through Friday

8:00 a.m. to 5:00 p.m., Saturday

Stacking of construction worker vehicles, prior to 7:00 a.m. in the morning will be restricted to areas that do not adversely effect adjacent property owners. The applicant shall notify the Director of Transportation or designee of the construction employee parking locations, prior to commencement of construction.

8. Abandonment:

- a. Personal wireless telecommunication facilities that are no longer operating shall be removed at the expense of the applicant, operator, or property owner no later than ninety (90) days after the discontinuation of use. Disuse for ninety (90) days or more shall also constitute a voluntary termination by the applicant of any land use entitlement under this code or any predecessor of this code.
  - b. The director shall send a written notice of determination of non-operation to the owner and operator of the personal wireless telecommunication facility, who shall be entitled to a hearing on that determination before the city manager or a hearing officer appointed by the city manager, provided that written request for such a hearing is received by the city clerk within 10 days of the date of the notice. Any such hearing shall be conducted pursuant to chapter 17.74 of the CMC, although no further appeal hearing from the decision of the City Manager may be held other than pursuant to Code of Civil Procedures section 1094.5. Upon final decision of the city manager or the running of the time for a request for a hearing without such a request, the operator shall have ninety (90) days to remove the facility.
  - c. The operator of a facility shall notify the City in writing of its intent to abandon a permitted site. Removal shall comply with applicable health and safety regulations. Upon completion of abandonment, the site shall be restored to its original condition at the expense of the applicant, operator, or property owner.
  - d. All facilities not removed within the required ninety-day period shall be in violation of this code. In the event the city removes a disused facility upon the failure of the applicant, operator, or property owner to timely do so, the applicant, operator, and owner shall be jointly severally liable for payment of all costs and expenses the city incurs for the removal of the facilities, including legal fees and costs.
9. If, at any time after ten (10) years of the issuance of a building permit or encroachment permit, or any shorter period permitted by Government Code

section 65964(b), any personal wireless telecommunication facility becomes incompatible with public health, safety or welfare, the applicant or operator of the facility shall, upon notice from the City and at the applicant's or operator's own expense, remove that facility. Written notice of a determination pursuant to this paragraph shall be sent to the owner and operator of the personal wireless telecommunication facility, who shall be entitled to a hearing on that determination before the city manager or a hearing officer appointed by the city manager, provided that written request for such a hearing is received by the city clerk within 10 days of the date of the notice. Any such hearing notice shall be pursuant to chapter 17.74 of the CMC, although no further appeal hearing from the decision of the City Manager may be held other than pursuant to Code of Civil Procedures section 1094.5. Upon final decision of the city manager or the running of the time for a request for a hearing without such a request, the operator shall have ninety (90) days to remove the facility.

10. The property owner and/or operator of the facility shall allow and cooperate with the director to: (1) verify that the facility design conforms with applicable building and safety requirements; and (2) verify that the facility complies with the requirements of Section 17.12.050 of the CMC.
11. Prior to the issuance of a building permit or encroachment permit, the applicant or owner/operator of the facility shall pay for and provide a performance bond in the amount of \$30,000, which shall be in effect until all facilities are fully and completely removed and the site reasonably returned to its original condition. The purpose of this bond is to cover the applicant's or owner/operator of the facility's obligation under the conditions of approval and the City of Calabasas Municipal Code. The bond coverage shall include, but not be limited to, removal of the facility, monitoring and maintenance obligations and landscaping obligations.
12. The applicant shall not transfer a permit to any person or entity prior to completion of construction of a personal wireless telecommunication facility.
13. Facilities shall not bear any signs or advertising devices other than legally required certification, warning, or other required seals or signage, or as expressly authorized by the city.
14. The applicant shall submit as-built photographs of the facility within ninety (90) days of installation of the facility, detailing the installed equipment.
15. This permit shall be valid until the tenth anniversary of the date it is first placed into service, unless that sunset date is extended by additional term(s) not to exceed ten years pursuant to a wireless facility permit issued under this section 17.12.050. There is no limit to the number of times the sunset date for a facility may be extended.

16. Any approved wireless communication facility within a public right-of-way shall be subject to such conditions, changes or limitations as are from time to time deemed necessary by the public works director to: (i) protect the public health, safety, and welfare; (ii) prevent interference with pedestrian and vehicular traffic; or (iii) prevent damage to a public right-of-way or any property adjacent to it. Before the director of public works imposes conditions, changes, or limitations pursuant to this paragraph (f), he or she shall notify the applicant or operator, in writing, by mail to the address set forth in the application or such other address as may be on file with the city. Such change, new limitation or condition shall be effective twenty-four (24) hours after deposit of the notice in the United States mail.
17. The applicant or operator of the personal wireless telecommunication facility shall not move, alter, temporarily relocate, change, or interfere with any existing facility without the prior written consent of the owner of that facility. No structure, improvement or facility owned by the city shall be moved to accommodate a personal wireless telecommunication facility unless: (i) the city determines, in its sole and absolute discretion, that such movement will not adversely affect the city or surrounding residents or businesses, and (ii) the applicant or operator pays all costs and expenses related to the relocation of the city's facilities. Every applicant or operator of any personal wireless telecommunication facility shall assume full liability for damage or injury caused to any property or person by his, her, or its facility. Before commencement of any work pursuant to an encroachment permit issued for any personal wireless telecommunication facility within a public right-of-way, an applicant shall provide the city with documentation establishing to the city's satisfaction that the applicant has the legal right to use or interfere with any other facilities within the public right-of-way to be affected by applicant's facilities.
18. Should any utility company offer electrical service to a wireless facility which service does not require the use of a meter cabinet, the applicant or operator of the facility shall at its cost remove the meter cabinet and any foundation thereof and restore the area to its prior condition.
19. T-Mobile shall install and at all times maintain in good condition an RF Notice sign on the new pole between three feet (3') and five feet (5') below the antennas. T-Mobile shall install the RF Notice sign in a location where anyone approaching the antennas may clearly see the sign.
20. T-Mobile shall ensure that the sign in condition no. 19 complies with FCC OET Bulletin 65 of ANSI C95.2 for color, symbol, and content conventions. The signage shall at all times provide a working local or toll-free telephone number to its network operations center, and such telephone number shall be able to reach a live person who can exert transmitted power-down control over this site as required by the FCC.

21. T-Mobile shall power-down the antennas whenever personnel other than T-Mobile perform any work on the street light.
22. The street light pole shall match the color and texture of other street light poles along Park Granada.
23. The radome shall match the color and texture of the street light pole.
24. All ground mounted equipment shall be fully screened from public view at all times. The landscape surrounding the equipment shall be maintained in good condition and replaced by T-Mobile as needed to fully screen the equipment.
25. The equipment cabinets shall be locked at all times, except during active maintenance by T-Mobile personnel.
26. The primary use of the replacement light standard shall remain as a street light. The Wireless Telecommunication Facility is and shall be a secondary use only on the replacement light standard. The replacement light standard is not a Wireless Telecommunication Tower.
27. The applicant shall install 200 watt light bulbs.
28. The applicant and/or wireless operator shall replace any landscape or street improvements that are damaged in association with the construction and operation of the facility.

**Community Development Department / Building and Safety Division**

29. Prior to commencement of construction, all necessary building permits must be obtained from the Building and Safety Division.
30. The project must comply with the building codes of Title 15.04 of the City of Calabasas Municipal Code at the time of building plan check submittal.
31. The project is located within a designated "Very High Fire Hazard Severity Zone". The requirements of Chapter 15.04.900 of the Calabasas Municipal Code must be incorporated into all plans.

**Section 5. All documents described in Section 1 of CTC Resolution No. 2016-040 are deemed incorporated by reference as set forth at length.**

COMMUNICATIONS AND TECHNOLOGY COMMISSION RESOLUTION NO. 2016-040 PASSED, APPROVED AND ADOPTED this 18<sup>th</sup> day of October, 2016.

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Richard Cassel  
Chair

ATTEST:

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Deborah Steller  
Media Operations Director

APPROVED AS TO FORM:

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City Attorney

Communications and Technology Commission Resolution No. 2016-040 was adopted by the Communications and Technology Commission at a regular meeting held on October 18, 2016, and that it was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED

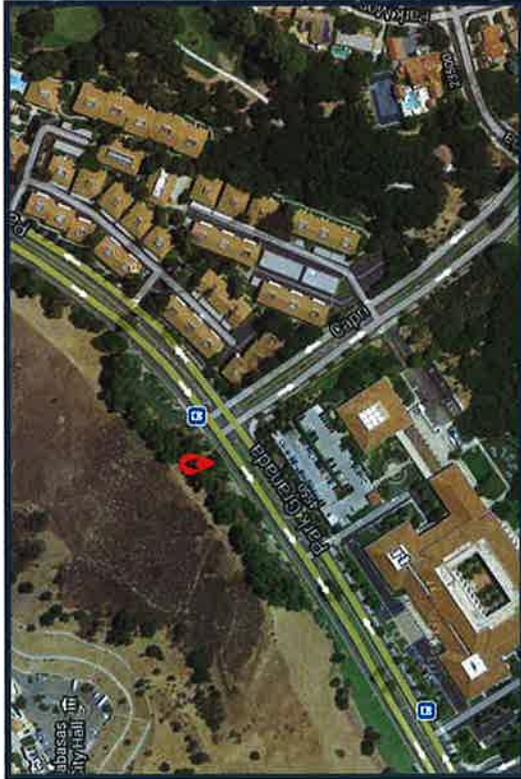
“The Secretary of the CTC shall certify the adoption of this Resolution, and transmit copies of this Resolution to the applicant along with proof of mailing in the form required by law and enter a copy of this Resolution in the book of Resolutions of the CTC. Section 1094.6 of the Civil Code of Procedure governs the time in which judicial review of this decision may be sought.”

SV00797A

4591 1/2 PARK GRANADA, CALABASAS, CA 91302



View 1



Location Map



T-MOBILE STREET LIGHT REPLACEMENT AND RADOME

PROPOSED T-MOBILE EQUIPMENT REPLACEMENT

Proposed

Notes: Looking North/West at proposed project



Existing

Applicant

T-Mobile USA  
4100 Guardian Street  
Simi Valley, CA 93063  
(805) 345-2111

Contact

Synergy Engineering Services, Inc.  
741 Woodley Ave #201  
Vallejo, CA 94106  
(818) 840-0808

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OCT 07 2016

CITY OF CALABASAS  
PLANNING DEPT.

**SV00797A**

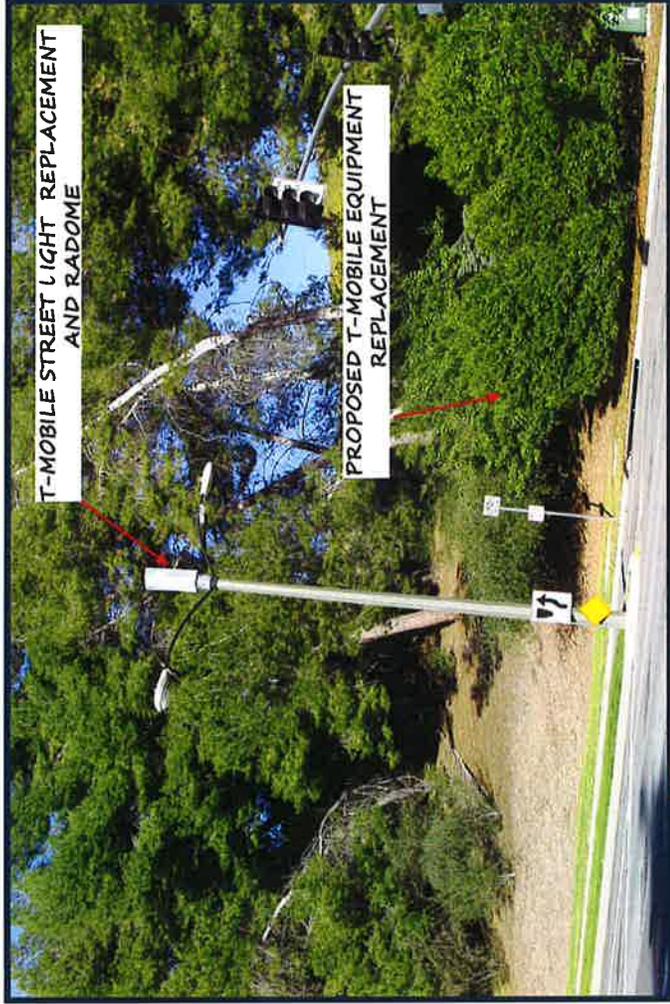
4591 1/2 PARK GRANADA, CALABASAS, CA 91302



View 1



Location Map



Proposed

Notes: Looking North at proposed project



Existing

**Applicant**

**T-Mobile USA**  
4100 Guardian Street  
Simi Valley, CA 93063  
(805) 345-2111

**Contact**

**Synergy Engineering Services, Inc.**  
7543 Woodley Ave #201  
Van Nuys, CA 91406  
(818) 840-0808

**SV00797A**

4591 1/2 PARK GRANADA, CALABASAS, CA 91302

**T-Mobile**

View 1



Location Map



Proposed

Notes: Looking North/East at proposed project



Existing

Applicant

**T-Mobile USA**  
4100 Guardian Street  
Simi Valley, CA 93063  
(805) 345-2111

Contact

**Synergy Engineering Services, Inc.**  
7543 Woodley Ave #201  
Van Nuys, CA 91406  
(818) 840-0808

**SV00797A**

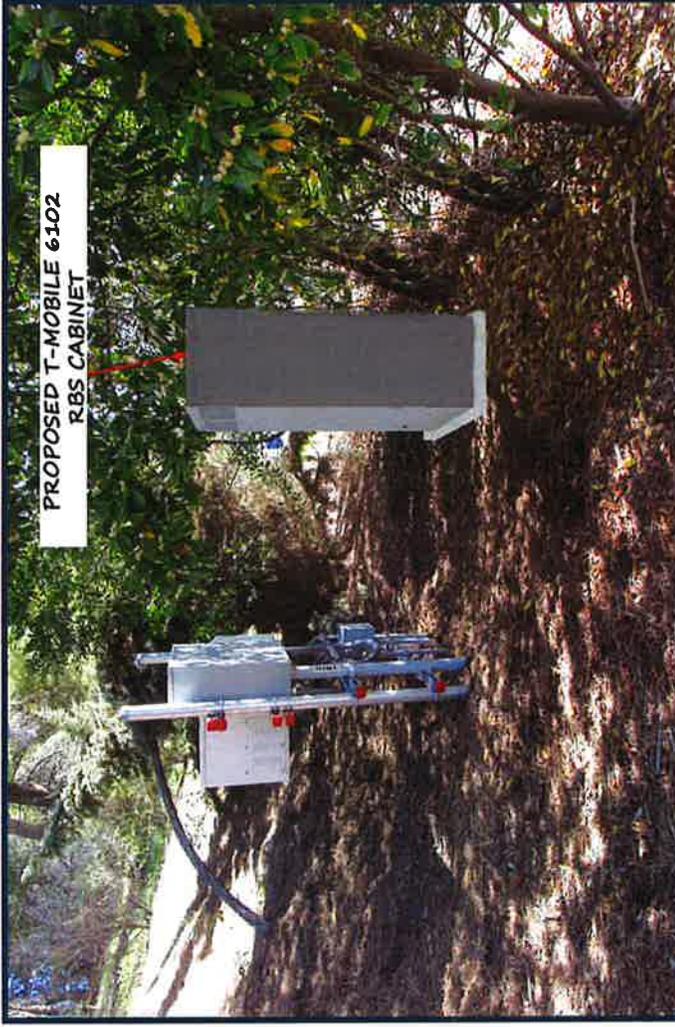
4591 1/2 PARK GRANADA, CALABASAS, CA 91302



View 1



Location Map



Proposed

Notes: Looking North at proposed project



Existing

Applicant

**T-Mobile USA**  
4100 Guardian Street  
Simi Valley, CA 93063  
(805) 345-2111

Contact

**Synergy Engineering Services, Inc.**  
7543 Woodley Ave #201  
Van Nuys, CA 91406  
(818) 840-0808



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CITY OF CALABASAS  
PLANNING DEPT.

October 6, 2016

City of Calabasas  
100 Civic Center Way  
Calabasas, CA 91302  
Attn: Planning Department

**Re: Project Description**  
**T-Mobile SV00797A – 4591½ Park Granada, Calabasas, CA 91302**

To Whom It May Concern:

T-Mobile's existing wireless telecommunications facility (WTF) currently consists of an existing SCE street light, with a radome, which houses (2) existing antennas and above ground equipment cabinets. T-Mobile is proposing to replace (1) existing 30' tall x 6" O.D. SCE street light pole, with (1) new 29'-6" tall x 11.8" O.D. SCE street light pole and replace (1) existing 3' tall x 6" dia. radome, with (1) new 5' tall x 24" dia. radome. T-Mobile will also replace (2) existing antennas housed in existing radome, with (2) new antennas housed in new radome. The proposed street light pole and radome is also being proposed approximately 2'-6" southwest from its original permitted location. In addition, T-Mobile is proposing to remove (2) existing above ground equipment enclosures and replace with (1) 57" tall x 51.18" wide x 27.5" deep 6102 RBS cabinet. All of the proposed modifications will take place in the public right-of-way.

This project will provide community benefits, not limited to the following:

- Alternative emergency response communications for police, fire, paramedics and other emergency services.
- Better voice and reception quality through use of enhanced digital technologies.
- Higher security and privacy for telephone users.
- Broadband data services for high speed data applications used in mobile devices, such as PDAs and laptops.
- More affordable service due to increased competition in the market area.

The unmanned WTF will operate 24 hours a day, 7 days a week, resulting in approximately one trip per month. The WTF will operate in full compliance with local, state and federal regulations for operation of WTF's. The sites placement is governed by a number of factors, including parcel zoning, coverage requirements, alignment with neighboring sites and consumer demand.

If you should have any additional questions or concerns, please don't hesitate to contact me directly.

Respectfully,

**Luke Snyder** | *Permit Manager*  
Synergy Engineering Services, Inc.  
7543 Woodley Avenue, Suite 201 | Van Nuys, CA 91406  
c: 818.523.5853 | f: 818.840.0708 | e: [lsnyder@synergy.cc](mailto:lsnyder@synergy.cc)



4100 Guardian Street  
Suite 101  
Simi Valley, CA 93063

Date: August 15, 2016

## STATEMENT OF COMPLIANCE WITH FCC/FAA

This Letter is to confirm that T-Mobile West Corporation ("T-Mobile")'s proposed cell site located at 4591 1/2 PARK GRANADA, Calabasas CA 91302, Site # SV00797A (Site name: LA797 Park Granada - JPA), will comply with the FCC regulations regarding PCS frequency emissions.

T-Mobile operational frequencies within 1955 to 1900(PCS), 2110 to 2155(AWS) and 728 to 734(Low Band) Megahertz for the transmit and 1875 to 1910(PCS), 1710 to 1755(AWS) and 693 to 704 (Low Band) Megahertz for the receive are well outside the frequency bands associated with Radio Stations, Television Stations, Police, Fire and Emergency services.

T-Mobile obtained a broadcast license in the PCS Block C3, C4 and C5 (Tx: 1975 to 1990 MHz, Rx 1895 to 1910 MHz) and F Block (Tx:1970 to 1975 MHz, Rx: 1890 to 1895 MHz); AWS Block D, E, F1 and F2 Block (Tx: 2135 to 2155 MHz, Rx: 1735 to 1755 MHz); and 700 Block (Tx: 728 to 734 MHz, Rx: 693 to 704MHz). Pursuant to FCC regulations 47 CFR part 24, subpart E, sections 24.200 through 24.238 – T-Mobile must comply with the stated directives for Broadband PCS providers. T-Mobile will meet or exceed the stated requirements for Broadband PCS providers.

In addition, T-Mobile will comply with FAA Notice Criteria, 47 CFR Part 77.13 regarding the proposed site.

If you have any questions, please feel free to contact me at 909-975-3623.

A handwritten signature in black ink, appearing to read 'Christopher Gamboa', written over a horizontal line.

Christopher Gamboa  
RF Engineer  
T-Mobile

Signed under the penalty of perjury

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**OCT 07 2016**

**CITY OF CALABASAS  
PLANNING DEPT.**



RECEIVED

October 6, 2016

City of Calabasas  
 100 Civic Center Way  
 Calabasas, CA 91302  
 Attn: Planning Department

OCT 07 2016

CITY OF CALABASAS  
 PLANNING DEPT.

**Re: 9.03 Alternative Candidate Sites**  
**T-Mobile SV00797A – 4591½ Park Granada, Calabasas, CA 91302**

Due to the fact the WTF has been in existence for more many years, alternative candidate sites were not considered. The WTF is mounted to one of many existing street light poles in the surrounding area, which indicates that it blends aesthetically with its surroundings.

In addition, none of the previous alternative site candidates researched many years ago, meet the criteria necessary, from a practical, technological stand point, or city code perspective, to house an adequate wireless facility that can meet the RF coverage objectives and fill the significant gap in coverage for T-Mobile's network. Based on the preceding facts, the subject site and proposed design present the least intrusive viable option for providing coverage at this location.

The proposed modification of the existing wireless telecommunication facility is needed to expand and enhance the wireless service in the Calabasas area, along Park Granada and Capri Park. In particular, the original placement of the facility was for coverage and capacity at Park Granada and Capri Park to the surrounding residential and business community, to improve capacity and fill a gap of in an attempt of contiguous coverage to connect to site SV00332A (to the north), site SV01755A (to the northeast) and site SV11189D (to the south). As illustrated in the provided maps prepared by T-Mobile's radio frequency (RF) engineers, the proposed facility is needed to enhance existing T-Mobile service, and to eliminate a significant coverage gap along Park Granada, the surrounding area south along Capri Park. The proposed location was selected based on the allowance by City Code, its ability to expand and improve the existing coverage, the availability of a willing landlord and feasibility of construction and utility connectivity. The coverage provided by this facility is illustrated by comparing the attached propagation maps, which simulate coverage with and without the proposed facility. As illustrated in the coverage maps, the proposed facility is needed to provide service in this area.

When developing new facilities, T-Mobile always searches for non-residential use properties as the first priority. Unfortunately there are no viable solutions for the placement of this facility outside of the public right of way. The project site is located in an area that is surrounded by residential use properties, as well as open space protected land.

1. To the west at 4500 Park Granada, there is zoned commercial building. However, the property would not provide any substantial improvement to signal propagation. After several attempts, the land owners gave no response regarding entering into a long term lease with T-Mobile.

2. To the north of the ring, there is a long stretch of land zoned OS-RP open space protected. This location was analyzed and rejected due to its zoning designation as protected space.
3. To the south of the ring, at the intersection of Capri Park and Park Sienna, there would be space to allow the placement of an identical right of way site as the existing site. However, the signal propagation would not cover the required area due to its lower topography. This location was evaluated and rejected.
4. Immediately to the east of the existing site along Park Granada, there is another light pole with a wireless telecommunications facility. Collocation is preferred by the City of Calabasas, however, the light pole design does not allow for a multiple carrier option. Collocation at this spot was rejected.
5. Continuing east along Park Granada at 4700, there is the Oak Park apartment complex. This complex is comprised of two story residential apartment buildings with pitched roofs. This location was rejected due to the residential nature of the property, as well as moving the current existing location would constitute a hardship. The current location is an approved design and location.

If you should have any additional questions or concerns, please don't hesitate to contact me directly.

Respectfully,

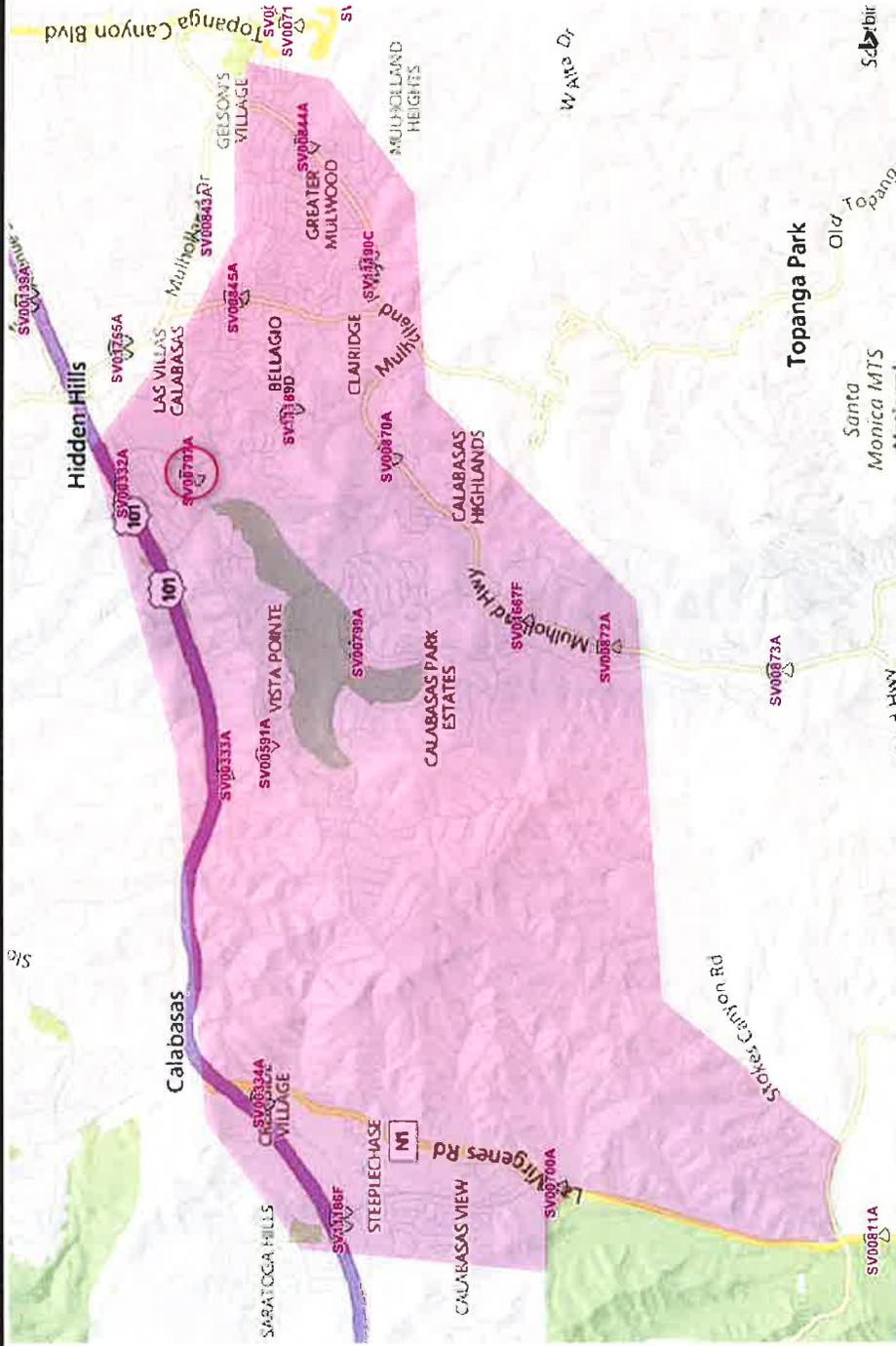
**Luke Snyder** | *Permit Manager*

Synergy Engineering Services, Inc.

7543 Woodley Avenue, Suite 201 | Van Nuys, CA 91406

c: 818.523.5853 | f: 818.840.0708 | e: [lsnyder@synergy.cc](mailto:lsnyder@synergy.cc)

# Sites Overlay



# Calabasas Sites

Market	Site ID	Site Name	Latitude	Longitude	Site Type	Site Class	Address
LA North	SV00332A	Public Storage	34.1565	-118.646	Macro	Roof Top Mount	23811 VENTURA BLVD, CALABASAS, CA 91302
LA North	SV00333A	LA333 LA-333-02	34.1481	-118.67	Macro	Monopole	25000 CALABASAS RD, CALABASAS, CA 91302
LA North	SV00334A	TMT LA334 LA-334-00-PB	34.1457	-118.699	Macro	Monopole	4885 LAS VIRGENES RD, CALABASAS, CA 91302
LA North	SV00591A	LA591 Cord Water Tank	34.1452	-118.669	Macro	Unipole/ Micropole	25101 PARKWAY CALABASAS, CALABASAS, CA 91302
LA North	SV00700A	LA700 Malibu Canyon #1 - JPA	34.1248	-118.707	Micro	Monopole	3523 LAS VIRGENES CYN RD, CALABASAS, CA 91302
LA North	SV00797A	LA797 Park Granada - JPA	34.1508	-118.645	Micro	Monopole	4591 1/2 PARK GRANADA, CALABASAS, CA 91302
LA North	SV00799A	LA799 PKWY Calabasas #2	34.1387	-118.66	Micro	Light Pole	24820 1/2 PKWY CALABASAS, CALABASAS, CA 91302
LA North	SV00844A	Mulholland Highway #1 - JPA	34.1425	-118.616	Micro	Monopole	22500 1/2 MULHOLLAND HWY, CALABASAS, CA 91302
LA North	SV00845A	LA845 Old Topanga #2 - JPA	34.1476	-118.629	Micro	Monopole	4260 1/2 VALMAR DRV, WOODLAND HILLS, CA 91302
LA North	SV00870A	LA870 Mulholland Hwy - JPA	34.1366	-118.643	Micro	Monopole	23521 1/2 MULHOLLAND HWY, CALABASAS, CA 91302
LA North	SV00872A	LA872 Mulholland Hwy - JPA	34.1208	-118.66	Micro	Monopole	24401 1/2 MULHOLLAND HWY, CALABASAS, CA 91302
LA North	SV00874A	LA874 Mulholland Hwy - JPA	34.0989	-118.67	Micro	Monopole	25056U MULHOLLAND HWY, CALABASAS, CA 91302
LA North	SV00876A	LA876 Mulholland Hwy - JPA	34.0966	-118.697	Micro	Monopole	26100U MULHOLLAND HWY, CALABASAS, CA 91302
LA North	SV00878A	LA878 Mulholland Hwy - JPA	34.1051	-118.731	Micro	Monopole	27856U MULHOLLAND HWY, CALABASAS, CA 91302
LA North	SV01667F	Dry Canyon Cold Creek JPA	34.1272	-118.657	Macro	Wood Pole	24301 MULHOLLAND HWY, CALABASAS, CA 91302
LA North	SV11186F	Lost Hills ROW	34.1401	-118.709	Macro	Light Pole	4411 LOST HILLS, CALABASAS, CA 91301
LA North	SV11189D	ROW Park Antonio/Sienna	34.1436	-118.64	Macro	Light Pole	23850 1/2 PARK SIENNA, CALABASAS, CA 91302
LA North	SV11190C	Calabasas High Field LP	34.1378	-118.626	Macro	Light Pole	22855 MULHOLLAND BLVD, CALABASAS, CA 91302
LA North	SV12023A	Saddle Peak Crowncastle	34.0756	-118.66	Macro	Monopole	24574 SADDLE PEAK ROAD, CALABASAS, CA 90265



## WIRELESS PLANNING MEMORANDUM

**TO:** Michael Klein  
**FROM:** Robert C. May  
**REVIEWER:** Jonathan L. Kramer  
**DATE:** September 14, 2016

**RE:** **Planning File No. 160002562: Second Technical Review for Proposed Modifications to Light Standard-Mounted Wireless Site Submitted for Approval Under CMC § 17.12.050 and 47 U.S.C. § 332(c)(7)**

**Applicant:** T-Mobile USA  
**Site Address:** Public Right-of-Way near 4951 ½ Park Granada  
**Site ID:** SV00797A / LA797

On August 9, 2016, this firm submitted a memorandum (the “**August Memorandum**”) to the City of Calabasas (the “**City**”) that reviewed the T-Mobile USA (“**T-Mobile**”) application for a modification to a wireless site located in the public right-of-way (“**ROW**”) near 4951 ½ Park Granada and recommended that the City convert the application from a nondiscretionary review under 47 U.S.C. § 1455 to a discretionary review under 47 U.S.C. § 332(c)(7) and the Calabasas Municipal Code. Although T-Mobile requested approval pursuant to Section 6409 of the Middle Class Tax Relief and Job Creation Act of 2012,<sup>1</sup> the project involved a replacement support structure and enlarged ground-mounted cabinets that disqualified the application from the mandatory approval provisions under that statute.

The August Memorandum also recommended that the City deem the application incomplete whether because T-Mobile failed to submit the proper certifications that its proposed modifications would be compliant with the FCC’s regulations for human exposure to radio frequency (“**RF**”) emissions.

On September 1, 2016, T-Mobile resubmitted its application as a request for a discretionary WTF Permit approval, and the City requested a second evaluation. This memorandum reviews the application and related materials for technical and regulatory issues specific to wireless infrastructure. Although many technical issues implicate legal

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<sup>1</sup> See Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012, Pub. L. No. 112-96, 126 Stat. 156. (Feb. 22, 2012) (codified as 47 U.S.C. § 1455(a)).

issues, the analysis and recommendations contained in this memorandum do not constitute legal advice.

## 1. Project Background and Description

The resubmitted application proposes substantially the same project as reviewed in the August Memorandum. Although T-Mobile updated its project plans dated August 16, 2016 to omit references to nondiscretionary approvals, the project background and description from the August Memorandum (included below) remains accurate.

On February 22, 2001, the City issued Minor Development Permit No. 00-01 to Pacific Bell Wireless (predecessor-in-interest to T-Mobile) to install and operate a wireless facility located on a light standard in the grass median of the public ROW. Pacific Bell Wireless received the corresponding Encroachment/Construction permit to construct the facility on March 23, 2001. On July 3, 2013, the City issued Encroachment Permit PW1301834 that permitted T-Mobile to upgrade the facility.

On July 15, 2016, T-Mobile submitted a proposal to modify the existing facility. The project plans dated May 26, 2016 show that T-Mobile currently operates antennas concealed in a 6"-diameter radome 33 feet above ground level ("**AGL**") on a streetlight with the same diameter. On the north side of the westbound traffic lane, T-Mobile currently operates five ground-mounted equipment cabinets screened by existing landscaping.

T-Mobile now proposes to replace the existing antennas with a larger model. To support the larger antennas, T-Mobile would replace the light standard and increase diameter to 11.8". T-Mobile would install a new 2' x 5' radome on the top of the light standard at 34'6" AGL. Additionally, T-Mobile proposes to replace an existing equipment cabinet with a new 51.18" x 27.5" x 57" equipment cabinet. The existing landscaping would remain to screen all of T-Mobile's ground-mounted equipment.

## 2. Section 6409 Evaluation

Section 6409(a) requires that State and local governments "may not deny, and shall approve" any "eligible facilities request" for a wireless site collocation or modification so long as it does not cause a "substant[ial] change in [that site's] physical dimensions."<sup>2</sup> FCC regulations interpret key terms in this statute and impose certain substantive and procedural limitations on local review.<sup>3</sup> Localities must review applications submitted for approval pursuant to Section 6409(a), but the applicant bears the burden to show it qualifies for mandatory approval.

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<sup>2</sup> See 47 U.S.C. § 1455(a).

<sup>3</sup> See In the Matter of Acceleration of Broadband Deployment by Improving Wireless Facilities Siting Policies, *Report and Order*, 29 FCC Rcd. 12865 (Oct. 17, 2014) (codified as 47 C.F.R. §§ 1.40001, *et seq.*) [hereinafter "*Infrastructure Order*"].



Section 6409(a)(2) defines an “eligible facilities request” as a request to collocate, remove or replace transmission equipment on an existing wireless tower or base station. FCC regulations define the term “collocation” as “[t]he mounting or installation of transmission equipment on an [existing wireless tower or base station]” and the term “transmission equipment” broadly includes “equipment that facilitates transmission for any [FCC]-licensed or authorized wireless communication service.”<sup>4</sup> A “tower” means any structure built solely or primarily to support transmission equipment, whether it actually supports any equipment or not.<sup>5</sup> In contrast, a “base station” means a non-tower structure in a fixed location approved for use as a wireless support by the local jurisdiction that actually supports transmission equipment at the time a collocation or modification request is submitted.<sup>6</sup>

The FCC also provides that whether a tower or base station “exists” depends on both its *physical* and *legal* status.<sup>7</sup> Section 6409(a) does not mandate approval for collocations and modifications when the support structure was constructed or deployed without proper local review, was not required to undergo local review or involves equipment that was not properly approved.<sup>8</sup> This rule attempts to preserve the local government’s authority to review wireless facilities in the first instance and withhold statutory benefits under Section 6409(a) in cases where the site operator deployed equipment without all required prior approvals.

Lastly, a collocation or modification to an existing wireless tower or base station does not qualify as an eligible facilities request if the proposal would require complete replacement for the entire support structure.<sup>9</sup> The FCC explains that Section 6409(a) applies only to removals and replacements of “transmission equipment” and that the support structure itself is not transmission equipment.<sup>10</sup>

Here, the proposed modification does not qualify as an eligible facilities request because T-Mobile proposes to remove and replace the entire light standard. Although the light standard qualifies as a base station, and although the project involves transmission equipment, the complete replacement of the support structure disqualifies this project from the mandatory approval provisions under Section 6409(a).

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<sup>4</sup> See 47 C.F.R. §§ 1.40001(b)(2), (8); see also *Infrastructure Order* at ¶¶ 158–60 (describing examples for transmission equipment) and ¶¶ 178–81 (discussion what constitutes a collocation under Section 6409).

<sup>5</sup> 47 C.F.R. § 1.40001(b)(9); see also *Infrastructure Order* at ¶ 166.

<sup>6</sup> See 47 C.F.R. § 1.40001(b)(1); see also *Infrastructure Order* at ¶ 166. The term “base station” can include DAS and small cells. See 47 C.F.R. § 1.40001(b)(1)(ii).

<sup>7</sup> See 47 C.F.R. § 1.40001(b)(5); see also *Infrastructure Order* at ¶ 174.

<sup>8</sup> See *Infrastructure Order* at ¶ 174 (“[I]f a tower or base station was constructed or deployed without proper review, was not required to undergo siting review, or does not support transmission equipment that received another form of affirmative State or local regulatory approval, the governing authority is not obligated to grant a collocation application under Section 6409(a).”).

<sup>9</sup> See *id.* at ¶ 181.

<sup>10</sup> See *id.*



Even if the proposed project did not involve full support-structure replacement, it would trigger a substantial change because the replacement ground-mounted cabinet exceeds both the overall height and volume limitations relative to the existing ground-mounted cabinets. A collocation or modification causes a substantial change when it adds additional ground cabinets more than 10% taller or more voluminous than any current ground cabinets.<sup>11</sup> T-Mobile proposes to replace one SPH 1420 ground-mounted cabinet (14" x 20" x 34") with one RBS 6102 ground-mounted cabinet (51.18" x 27.5" x 57"). The new ground-mounted cabinet would be 67.7% taller and 742.7% more voluminous than the existing ground-mounted cabinet.

Consistent with FCC recommendations and the recommendation from the August Memorandum, T-Mobile now requests that the City process this application as a WTF Permit not subject to Section 6409.<sup>12</sup> Accordingly, the City should evaluate this project for compliance with CMC § 17.12.050 *et seq.*

### 3. Compliance with CMC § 17.12.050

Federal law generally preserves local land-use authority except when a permit denial would unreasonably discriminate among functionally equivalent service providers or effectively prohibit personal wireless services.<sup>13</sup> CMC § 17.12.050(C)(3) generally prefers collocation on existing facilities over new facilities. All facilities must be constructed from non-reflective materials and finished with subdued colors.<sup>14</sup> Non-antenna equipment that cannot be placed underground must not exceed five feet in height or 15 square feet in area, and must be screened to the maximum extent feasible.<sup>15</sup> The CMC distinguishes between pole-mounted equipment and pole-mounted antennas: pole-mounted equipment may not exceed six cubic feet and pole-mounted antennas may not exceed six feet in height above the street light.<sup>16</sup>

Here, the proposed project generally conforms to the requirements in the CMC. The proposed modifications will enable T-Mobile to activate new service bands not currently available to T-Mobile users. Accordingly, the City could reasonably conclude that this project mitigates a significant gap in T-Mobile's service to the extent that the new service band is not currently available in the area served by the site.

T-Mobile proposes to modify an existing site on an existing light standard adjacent to a commercial zone with ground-mounted equipment placed behind landscape features. The proposed radome is only five feet tall and the proposed ground-mounted equipment cabinet will consolidate two existing cabinets and remain under five feet in height and 15 square feet in area.

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<sup>11</sup> See 47 C.F.R. § 1.40001(b)(7)(iii).

<sup>12</sup> See *Infrastructure Order* at ¶ 220.

<sup>13</sup> See 47 U.S.C. §§ 332(c)(7)(A) and (B)(i).

<sup>14</sup> See CMC § 17.12.050(C)(4)(b).

<sup>15</sup> See *id.* §§ 17.12.050(C)(4)(c), (E)(3)(a).

<sup>16</sup> See *id.* §§ 17.12.050(C)(4)(d), (e).



Concealment for the ground-mounted equipment does not strictly conform to the CMC because the application does not, on its face, explain why T-Mobile does not propose to underground the equipment. Under the CMC, ground-mounted equipment screened with landscape features is permitted when the applicant cannot underground the equipment. Accordingly, the City should require T-Mobile to explain the reason(s) why it does not propose undergrounded equipment.

To the extent that T-Mobile sufficiently explains why the equipment cannot be placed underground, the current landscape features around the equipment will provide the adequate concealment. Undergrounding requirements are largely intended to mitigate the negative visual impact that above ground equipment has on the ROW and limit the overall number of physical obstructions in the ROW. In this case, the proposed modification will be more-or-less hidden from public view at most vantage points.

#### 4. FCC Guidelines

FCC Guidelines regulate *exposure* rather than *emissions*.<sup>17</sup> Although the FCC establishes a maximum permissible exposure (“**MPE**”) limit, it does not mandate any specific limitations on power levels applicable to all antennas and requires the antenna operator to adopt exposure-mitigation measures only to the extent that certain persons might become exposed to the emissions. Thus, a relatively low-powered site in proximity to the general population might require more comprehensive mitigation measures than a relatively high-powered site in a remote location accessible only to trained personnel.

The MPE limit also differentiates between “general population” and “occupational” people. Most people fall into the general population class, which includes anyone who either does not know about potential exposure or knows about the exposure but cannot exert control over the transmitters.<sup>18</sup> The narrower occupational class includes persons exposed through their employment and able to exert control over their exposure.<sup>19</sup> The MPE limit for the general population is five times lower than the MPE limit for the occupational class.

Lastly, the FCC “categorically excludes” certain antennas from routine environmental review when either (1) the antennas create exposures in areas virtually inaccessible to humans or (2) the antennas operate at extreme low power. As a general rule, a wireless site qualified for a categorical exclusion when mounted on a structure built solely or primarily to support FCC-licensed or authorized equipment (*i.e.*, a tower) and such that

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<sup>17</sup> See *generally* Human Exposure to Radio Frequency Fields: Guidelines for Cellular and PCS Sites, *Consumer Guide*, FCC (Oct. 22, 2014), available at <https://www.fcc.gov/guides/human-exposure-rf-fields-guidelines-cellular-and-pcs-sites> (discussing in general terms how wireless sites transmit and how the FCC regulates the emissions).

<sup>18</sup> See 47 C.F.R. § 1.1310, Note 2.

<sup>19</sup> See *id.*



the lowest point on the lowest transmitter is more than 10 meters (32.8 feet) above ground.<sup>20</sup>

Categorical exclusions establish a presumption that the emissions from the antennas will not significantly impact humans or the human environment. Such antennas are exempt from routine compliance evaluations but not exempt from actual compliance. Under some circumstances, such as a heavily collocated tower or when in close proximity to general population members, even a categorically excluded site will require additional analysis.

#### **4.1. Planned Compliance Evaluation and Recommendations**

The FCC Guidelines do not categorically exclude T-Mobile's application based on design because the antennas are mounted on a light standard rather than a structure solely or primarily intended to support FCC-licensed or authorized equipment. As such, an additional verification would be appropriate.

CMC § 17.12.050(C)(2) requires wireless applicants to submit a letter signed under penalty of perjury that the emissions from the antennas will be in compliance with the FCC Guidelines. Here, T-Mobile submitted a Statement of Compliance signed under penalty of perjury by T-Mobile RF Engineer Christopher Gamboa that certifies the facility will meet or exceed the FCC's stated requirements.<sup>21</sup> Accordingly, the City should find that T-Mobile's application satisfies the RF certification requirement in CMC § 17.12.050(C)(2).

#### **5. Conclusion**

Although Section 6409(a) does not apply to this project, the City should consider approving T-Mobile's application pursuant to the standards and requirements in CMC § 17.12.050. The City should require T-Mobile to explain why it does not propose to underground the equipment. T-Mobile's application also complies with the City's RF-compliance certification requirement and the application may be advanced to the next stages of review.

RM/jlk

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<sup>20</sup> See *id.* § 1.1307(b)(1).



## WIRELESS PLANNING MEMORANDUM

**TO:** Michael Klein  
**FROM:** Robert C. May  
**REVIEWER:** Jonathan L. Kramer  
**DATE:** August 9, 2016

**RE:** **Planning File No. 160002562: Technical Review for Proposed Modifications to Building-Mounted Wireless Site Submitted for Approval Under 47 U.S.C. § 1455(a)**

**Applicant:** T-Mobile USA  
**Site Address:** Public Right-of-Way near 4951 ½ Park Granada  
**Site ID:** SV00797A / LA797

The City of Calabasas (the “**City**”) requested a review for the proposed T-Mobile USA (“**T-Mobile**”) modification to its wireless site located in the public right-of-way (“**ROW**”) near 4951 ½ Park Granada. T-Mobile requested approval pursuant to Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012.<sup>1</sup> Accordingly, this memorandum limits its review to the initial questions: (1) whether Section 6409(a) applies to this proposal and (2) whether the project demonstrates planned compliance with the federal radio frequency exposure guidelines.

This memorandum reviews the application and related materials for technical and regulatory issues specific to wireless infrastructure. Although many technical issues implicate legal issues, the analysis and recommendations contained in this memorandum do not constitute legal advice.

### 1. Project Background and Description

On February 22, 2001, the City issued Minor Development Permit No. 00-01 to Pacific Bell Wireless (predecessor-in-interest to T-Mobile) to install and operate a wireless facility located on a light standard in the grass median of the public ROW. Pacific Bell Wireless received the corresponding Encroachment/Construction permit to construct the facility on March 23, 2001. On July 3, 2013, the City issued Encroachment Permit PW1301834 that permitted T-Mobile to upgrade the facility.

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<sup>1</sup> See Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012, Pub. L. No. 112-96, 126 Stat. 156. (Feb. 22, 2012) (codified as 47 U.S.C. § 1455(a)).

On July 15, 2016, T-Mobile submitted a proposal to modify the existing facility. The project plans dated May 26, 2016 show that T-Mobile currently operates antennas concealed in a 6"-diameter radome 33 feet above ground level ("**AGL**") on a streetlight with the same diameter. On the north side of the westbound traffic lane, T-Mobile currently operates five ground-mounted equipment cabinets screened by existing landscaping.

T-Mobile now proposes to replace the existing antennas with a larger model. To support the larger antennas, T-Mobile would replace the light standard and increase diameter to 11.8". T-Mobile would install a new 2' x 5' radome on the top of the light standard at 34'6" AGL. Additionally, T-Mobile proposes to replace an existing equipment cabinet with a new 51.18" x 27.5" x 57" equipment cabinet. The existing landscaping would remain to screen all of T-Mobile's ground-mounted equipment.

## 2. Section 6409 Evaluation

Section 6409(a) requires that State and local governments "may not deny, and shall approve" any "eligible facilities request" for a wireless site collocation or modification so long as it does not cause a "substant[ial] change in [that site's] physical dimensions."<sup>2</sup> FCC regulations interpret key terms in this statute and impose certain substantive and procedural limitations on local review.<sup>3</sup> Localities must review applications submitted for approval pursuant to Section 6409(a), but the applicant bears the burden to show it qualifies for mandatory approval.

Section 6409(a)(2) defines an "eligible facilities request" as a request to collocate, remove or replace transmission equipment on an existing wireless tower or base station. FCC regulations define the term "collocation" as "[t]he mounting or installation of transmission equipment on an [existing wireless tower or base station]" and the term "transmission equipment" broadly includes "equipment that facilitates transmission for any [FCC]-licensed or authorized wireless communication service."<sup>4</sup> A "tower" means any structure built solely or primarily to support transmission equipment, whether it actually supports any equipment or not.<sup>5</sup> In contrast, a "base station" means a non-tower structure in a fixed location approved for use as a wireless support by the local jurisdiction that actually supports transmission equipment at the time a collocation or modification request is submitted.<sup>6</sup>

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<sup>2</sup> See 47 U.S.C. § 1455(a).

<sup>3</sup> See In the Matter of Acceleration of Broadband Deployment by Improving Wireless Facilities Siting Policies, *Report and Order*, 29 FCC Rcd. 12865 (Oct. 17, 2014) (codified as 47 C.F.R. §§ 1.40001, *et seq.*) [hereinafter "*Infrastructure Order*"].

<sup>4</sup> See 47 C.F.R. §§ 1.40001(b)(2), (8); see also *Infrastructure Order* at ¶¶ 158–60 (describing examples for transmission equipment) and ¶¶ 178–81 (discussion what constitutes a collocation under Section 6409).

<sup>5</sup> 47 C.F.R. § 1.40001(b)(9); see also *Infrastructure Order* at ¶ 166.

<sup>6</sup> See 47 C.F.R. § 1.40001(b)(1); see also *Infrastructure Order* at ¶ 166. The term "base station" can include DAS and small cells. See 47 C.F.R. § 1.40001(b)(1)(ii).



The FCC also provides that whether a tower or base station “exists” depends on both its *physical* and *legal* status.<sup>7</sup> Section 6409(a) does not mandate approval for collocations and modifications when the support structure was constructed or deployed without proper local review, was not required to undergo local review or involves equipment that was not properly approved.<sup>8</sup> This rule attempts to preserve the local government’s authority to review wireless facilities in the first instance and withhold statutory benefits under Section 6409(a) in cases where the site operator deployed equipment without all required prior approvals.

Lastly, a collocation or modification to an existing wireless tower or base station does not qualify as an eligible facilities request if the proposal would require complete replacement for the entire support structure.<sup>9</sup> The FCC explains that Section 6409(a) applies only to removals and replacements of “transmission equipment” and that the support structure itself is not transmission equipment.<sup>10</sup>

Here, the proposed modification does not qualify as an eligible facilities request because T-Mobile proposes to remove and replace the entire light standard. Although the light standard qualifies as a base station, and although the project involves transmission equipment, the complete replacement of the support structure disqualifies this project from the mandatory approval provisions under Section 6409(a).

Even if the proposed project did not involve full support-structure replacement, it would trigger a substantial change because the replacement ground-mounted cabinet exceeds both the overall height and volume limitations relative to the existing ground-mounted cabinets. A collocation or modification causes a substantial change when it adds additional ground cabinets more than 10% taller or more voluminous than any current ground cabinets.<sup>11</sup> T-Mobile proposes to replace one SPH 1420 ground-mounted cabinet (14" x 20" x 34") with one RBS 6102 ground-mounted cabinet (51.18" x 27.5" x 57"). The new ground-mounted cabinet would be 67.7% taller and 742.7% more voluminous than the existing ground-mounted cabinet.

Under these circumstances, the FCC recommends that the local jurisdiction convert the project to one governed under the traditional standards in Telecommunications Act section 704.<sup>12</sup> The provisions in Calabasas Municipal Code would be applicable, and the project would become subject to the 90-day shot clock. This approach creates a path to an approval and avoids wasted time and effort to locate permit records which may have become lost.

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<sup>7</sup> See 47 C.F.R. § 1.40001(b)(5); see also *Infrastructure Order* at ¶ 174.

<sup>8</sup> See *Infrastructure Order* at ¶ 174 (“[I]f a tower or base station was constructed or deployed without proper review, was not required to undergo siting review, or does not support transmission equipment that received another form of affirmative State or local regulatory approval, the governing authority is not obligated to grant a collocation application under Section 6409(a).”).

<sup>9</sup> See *id.* at ¶ 181.

<sup>10</sup> See *id.*

<sup>11</sup> See 47 C.F.R. § 1.40001(b)(7)(iii).

<sup>12</sup> See *Infrastructure Order* at ¶ 220.



However, the City may wish to consider allowing T-Mobile an opportunity to correct the issues that disqualify this project from Section 6409(a) approval. If so, the City should send T-Mobile notice that the City finds the issues described in the memorandum as a bar to Section 6409(a) approval for this project and requests that T-Mobile indicate whether it desires to redesign the project or convert it to a discretionary review. In the event that T-Mobile elects to redesign the project, the City should also request a tolling agreement so the shot clock does not continue to run while the project is not in an approvable state but both the City and the applicant are working toward an appropriate solution.

## 2.1. FCC Guidelines

FCC Guidelines regulate *exposure* rather than *emissions*.<sup>13</sup> Although the FCC establishes a maximum permissible exposure (“**MPE**”) limit, it does not mandate any specific limitations on power levels applicable to all antennas and requires the antenna operator to adopt exposure-mitigation measures only to the extent that certain persons might become exposed to the emissions. Thus, a relatively low-powered site in proximity to the general population might require more comprehensive mitigation measures than a relatively high-powered site in a remote location accessible only to trained personnel.

The MPE limit also differentiates between “general population” and “occupational” people. Most people fall into the general population class, which includes anyone who either does not know about potential exposure or knows about the exposure but cannot exert control over the transmitters.<sup>14</sup> The narrower occupational class includes persons exposed through their employment and able to exert control over their exposure.<sup>15</sup> The MPE limit for the general population is five times lower than the MPE limit for the occupational class.

Lastly, the FCC “categorically excludes” certain antennas from routine environmental review when either (1) the antennas create exposures in areas virtually inaccessible to humans or (2) the antennas operate at extreme low power. As a general rule, a wireless site qualified for a categorical exclusion when mounted on a structure built solely or primarily to support FCC-licensed or authorized equipment (*i.e.*, a tower) and such that the lowest point on the lowest transmitter is more than 10 meters (32.8 feet) above ground.<sup>16</sup>

Categorical exclusions establish a presumption that the emissions from the antennas will not significantly impact humans or the human environment. Such antennas are exempt

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<sup>13</sup> See *generally* Human Exposure to Radio Frequency Fields: Guidelines for Cellular and PCS Sites, *Consumer Guide*, FCC (Oct. 22, 2014), available at <https://www.fcc.gov/guides/human-exposure-rf-fields-guidelines-cellular-and-pcs-sites> (discussing in general terms how wireless sites transmit and how the FCC regulates the emissions).

<sup>14</sup> See 47 C.F.R. § 1.1310, Note 2.

<sup>15</sup> See *id.*

<sup>16</sup> See *id.* § 1.1307(b)(1).



from routine compliance evaluations but not exempt from actual compliance. Under some circumstances, such as a heavily collocated tower or when in close proximity to general population members, even a categorically excluded site will require additional analysis.

## **2.2. Planned Compliance Evaluation and Recommendations**

The FCC Guidelines do not categorically exclude T-Mobile's application based on design because the antennas are mounted on a light standard rather than a structure solely or primarily intended to support FCC-licensed or authorized equipment. As such, an additional verification would be appropriate.

CMC § 17.12.050.C.2 requires wireless applicants to submit a letter signed under penalty of perjury that the emissions from the antennas will be in compliance with the FCC Guidelines. Here, the application does not contain the appropriate certification that the proposed emissions from the antennas will be compliant with the FCC Guidelines and is signed under penalty of perjury. Accordingly, the City should find that T-Mobile's application does not meet the RF certification requirement in CMC § 17.12.050.C.2.

## **3. Conclusion**

Section 6409(a) does not apply to this project because T-Mobile proposes to replace the entire support structure and, even if it did not, its proposed replacement cabinet violates both the height and volume limits for ground-mounted cabinets. In addition, T-Mobile did not submit the RF-compliance certifications under penalty of perjury as required in CMC § 17.12.050.C.2.

The City should convert this application to a discretionary application subject to a new 90-day shot clock. The City should simultaneously deem this application incomplete and require T-Mobile to submit all the materials required for a discretionary review.

RM/jlk





**CITY of CALABASAS**

**COMMUNICATIONS AND TECHNOLOGY COMMISSION AGENDA REPORT**

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**DATE:** OCTOBER 10, 2016

**TO:** COMMUNICATIONS AND TECHNOLOGY COMMISSION

**FROM:** DEBORAH STELLER, MEDIA OPERATIONS DIRECTOR

**BY:** RACHEL BIETY, EXECUTIVE ASSISTANT

**SUBJECT:** CABLE FRANCHISE FEES REPORT

**MEETING DATE:** OCTOBER 18, 2016

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**BACKGROUND:**

Charter pays a franchise fee of 5% of gross revenues. Charter also is currently paying an EG fee of 1% of gross revenues. Both fees are paid quarterly. The fees are based on actual revenue and are due to the City two months after the end of each quarter.

Both of the Time Warner cable franchises pay a 5% franchise fee to the City on a quarterly basis along with a quarterly 2% EG fee. The fees are based on actual revenue and are due to the City two months after the end of each quarter.

**DISCUSSION/ANALYSIS:**

The City receives payment on a quarterly basis (March, June, September & December). Therefore, the franchise fee report is presented on a quarterly basis.

All three cable franchises are paid to date.

The franchise fee information provided by Time Warner Cable and Charter Communications is confidential and proprietary. The report will be provided to the Commission at the October 18, 2016 meeting, but will not be made public.

**REQUESTED ACTION:**

This is an informational item only and does not require Communications and Technology Commission action at this time.



CITY of CALABASAS

COMMUNICATIONS AND TECHNOLOGY COMMISSION AGENDA REPORT

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**DATE:** OCTOBER 10, 2016  
**TO:** COMMUNICATIONS AND TECHNOLOGY COMMISSION  
**FROM:** DEBORAH STELLER, MEDIA OPERATIONS DIRECTOR  
**BY:** RACHEL BIETY, EXECUTIVE ASSISTANT  
**SUBJECT:** CABLE COMPLAINT UPDATE FOR THE PERIOD OF  
9/12/2016 – 10/10/16  
**MEETING DATE:** OCTOBER 18, 2016

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**BACKGROUND:**

Staff has been directed to provide a monthly report regarding cable complaints to be broken down by cable franchise and complaint type.

**DISCUSSION/ANALYSIS:**

The City has received one new complaint against Spectrum Cable since our last meeting.

**SUMMARY RECOMMENDATION:**

This is an informational item only and does not require Communications and Technology Commission action at this time.

**ATTACHMENT:**

1. Spectrum Cable – 10/04/2016 (*pending*)

From:  
Rachel Biety, City of Calabasas  
(818) 224-1636  
(818) 225-7363 - fax  
rbiety@cityofcalabasas.com

To:  
[REDACTED]

Complaint phoned to City: 10/4/2016

## CABLE COMPLAINT REPORT

- Spectrum -

<b>Citizen Name:</b>	[REDACTED]		
<b>Service Address:</b>	Calabasas, CA		
<b>Home Phone Number:</b>	[REDACTED]		
<b>Sent to Charter:</b>	10/10/16	<b>Resolution Expected:</b>	
		<b>Resolution Received:</b>	

Customer Service:

- Phone Busy/Long Hold/Unanswered
- Discourteous Response
- Left Message & Call Not Returned
- Other

Billing:

- Unclear Bill
- Erroneous Charge/Credit Due
- Paid Bill, Threatened with Disconnect
- Disconnected, But Still Being Billed
- Disconnected, Erroneous Bill
- X Other

Technical Service:

- Poor Reception/Intermittent Outages
- Outage (1 Time)
- Outages (Repeated)
- Incomplete Repair
- Unable to Fix Problem
- Property Damage by Charter
- Trespassing by Charter
- Missed Appointment by Charter
- Cannot Get a Timely Appointment
- Technician Arrived Late
- Other

Rates:

- Basic
- All Other Tiers
- Premium Level
- Rate does not match original price quote
- Other

**Additional Information:**

Resident received his first Spectrum cable bill on 10/4/16. Since switching to Spectrum the due date advanced by 10 days. No notice other than the "total due by" on the payment coupon. Used to be 26th but now the 16th. (And that happens to fall on a weekend.) But there was a nice notice that payment must arrive by DUE DATE (their caps) or late fee charged. Bill dated Sept. 26 but arrives in the mail Oct. 3. Resident is concerned that many subscribers will miss their

payments due to habit or auto-payments. Or otherwise stung by short notice since everyone is used to 30-day cycle on bills. Resident feels that a prominent notice on the bill or envelope would have gone a long way.

Can someone please clarify the new payment due dates.

**Response from Spectrum:**



**CITY of CALABASAS**

**COMMUNICATIONS AND TECHNOLOGY COMMISSION AGENDA REPORT**

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**DATE: OCTOBER 10, 2016**  
**TO: COMMUNICATIONS AND TECHNOLOGY COMMISSION**  
**FROM: DEBORAH STELLER, MEDIA OPERATIONS DIRECTOR**  
**BY: RACHEL BIETY, EXECUTIVE ASSISTANT**  
**SUBJECT: CITY SMART PHONE APP USAGE**  
**MEETING DATE: OCTOBER 18, 2016**

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**BACKGROUND/DISCUSSION**

Below is the City Smart Phone App usage reports by month for the past year.

**September 1, 2016-October 1, 2016**

<b>Complaint Type</b>	<b>Requests Submitted</b>
Traffic Signals	6
City Services - Miscellaneous / Other	3
Landscaping - Miscellaneous / Other	3
Intersection / Sight Distance Problem	2
Sidewalks, Curb and Gutter Repair	2
Weeds, Trash and Debris	2
Cable Complaint	1
Construction without Building Permit	1
Medians / Parkways	1
Pest Control	1
RV Parking Violations	1
Second Hand Smoke Violations	1
Signs and Striping	1
Street Lighting	1
Street Maintenance - Miscellaneous / Other	1
Street Repair / Potholes	1
Traffic - Miscellaneous / Other	1
Unsanitary Residential Conditions	1
<b>Total:</b>	<b>30</b>

**August 1, 2016-September 1, 2016**

<b>Complaint Type</b>	<b>Requests Submitted</b>
City Services - Miscellaneous / Other	7
Sidewalks, Curb and Gutter Repair	5
Street Maintenance - Miscellaneous / Other	5
Traffic - Miscellaneous / Other	4
Traffic Signals	3
Weeds, Trash and Debris	3
Abandoned or Inoperable Vehicles	2
Construction without Building Permit	2
Medians / Parkways	2
Signs and Striping	2
Street Lighting	2
Street Repair / Potholes	2
Address Placards	1
Cable Complaint	1
Construction After Allowable Hours	1
Inspections - Miscellaneous / Other	1
Intersection / Sight Distance Problem	1
Landscaping - Miscellaneous / Other	1
Obstruction of City Right of Way	1
Public Transportation - Miscellaneous / Other	1
Request for Inspection - Public Works	1
Speed Limits	1
Trees and plants	1
<b>Total:</b>	<b>50</b>

**July 1, 2016-August 1, 2016**

<b>Complaint Type</b>	<b>Requests Submitted</b>
Street Maintenance - Miscellaneous / Other	5
Weeds, Trash and Debris	5
Medians / Parkways	2
Sidewalks, Curb and Gutter Repair	2
Cable Complaint	1
Environmental - Miscellaneous / Other	1
Landscaping - Miscellaneous / Other	1
Stormwater / Flooding Issues	1
Street Lighting	1
<b>Total:</b>	<b>19</b>

**June 1, 2016-July 1, 2016**

<b>Complaint Type</b>	<b>Requests Submitted</b>
Boat or Trailer Parking Violations	7
Traffic Signals	5
Street Maintenance - Miscellaneous / Other	4

Construction After Allowable Hours	2
Line 1 Schedule	2
Street Repair / Potholes	2
Financial Question	1
Irrigation (Broken Sprinkler)	1
Request for Inspection - Public Works	1
Sidewalks, Curb and Gutter Repair	1
Signs and Striping	1
Storm Drain Maintenance	1
Trees and plants	1
<b>Total:</b>	<b>29</b>

**May 1, 2016-June 1, 2016**

<b>Complaint Type</b>	<b>Requests Submitted</b>
Construction without Building Permit	4
Boat or Trailer Parking Violations	3
Environmental - Miscellaneous / Other	3
Signs and Striping	3
Street Maintenance - Miscellaneous / Other	3
Weeds, Trash and Debris	3
Construction After Allowable Hours	2
Graffiti	2
Street Repair / Potholes	2
Traffic Signals	2
Abandoned or Inoperable Vehicles	1
Planning & Zoning Inquiry	1
Request for Inspection - Public Works	1
Trees and plants	1
Weed Abatement / Brush Clearance	1
<b>Total:</b>	<b>32</b>

**April 1, 2016-May 1, 2016**

<b>Complaint Type</b>	<b>Requests Submitted</b>
Street Maintenance - Miscellaneous / Other	6
Traffic Signals	4
Weeds, Trash and Debris	3
Environmental - Miscellaneous / Other	2
Housing Violations	2
Sidewalks, Curb and Gutter Repair	2
Street Sweeping	2
Trees and plants	2
Abandoned or Inoperable Vehicles	1
Boat or Trailer Parking Violations	1
Building & Safety Inspection [Plumbing]	1
Cable Complaint	1

City Services - Miscellaneous / Other	1
Construction without Building Permit	1
Planning & Zoning Inquiry	1
Public Transportation - Miscellaneous / Other	1
Request for Inspection - Public Works	1
RV Parking Violations	1
Second Hand Smoke Violations	1
Street Repair / Potholes	1
Traffic - Miscellaneous / Other	1
<b>Total:</b>	<b>36</b>

**March 1, 2016 – April 1, 2016**

<b>Complaint Type</b>	<b>Requests Submitted</b>
Traffic Signals	4
Street Repair / Potholes	2
Trees and plants	2
Street Maintenance - Miscellaneous / Other	2
Construction without Building Permit	2
City Services - Miscellaneous / Other	2
Abandoned or Inoperable Vehicles	1
Address Placards	1
Building & Safety Inspection [Plumbing]	1
Environmental - Miscellaneous / Other	1
Planning & Zoning Inquiry	1
Street Lighting	1
<b>Total:</b>	<b>20</b>

**February 1, 2016 – March 1, 2016**

<b>Complaint Type</b>	<b>Requests Submitted</b>
Construction without Building Permit	2
Sidewalks, Curb and Gutter Repair	2
Signs and Striping	2
Weeds, Trash and Debris	2
Boat or Trailer Parking Violations	1
Environmental - Miscellaneous / Other	1
Housing Violations	1
Inspections - Miscellaneous / Other	1
Recyclable Food-To-Go Packaging Violations	1
Sewer	1
Sign and Banner Violations	1
Street Maintenance - Miscellaneous / Other	1
<b>Total:</b>	<b>16</b>

**January 1, 2016 – February 1, 2016**

<b>Complaint Type</b>	<b>Requests Submitted</b>
Abandoned or Inoperable Vehicles	3

Street Lighting	3
Unsanitary Residential Conditions	3
Inspections - Miscellaneous / Other	2
Sidewalks, Curb and Gutter Repair	2
Construction without Building Permit	1
Environmental - Miscellaneous / Other	1
Graffiti	1
Medians / Parkways	1
RV Parking Violations	1
Second Hand Smoke Violations	1
Signs and Striping	1
Street Repair / Potholes	1
Traffic - Miscellaneous / Other	1
Vacant or Abandoned Building	1
<b>Total:</b>	<b>23</b>

**December 1, 2015-January 1, 2016**

<b>Complaint Type</b>	<b>Requests Submitted</b>
Inspections - Miscellaneous / Other	2
Construction without Building Permit	1
Graffiti	1
Inspections - Miscellaneous / Other	1
Medians / Parkways	1
Planning & Zoning Inquiry	1
Second Hand Smoke Violations	1
Sidewalks, Curb and Gutter Repair	1
Signs and Striping	1
Street Lighting	1
Street Maintenance - Miscellaneous / Other	1
Traffic Signals	1
<b>Total:</b>	<b>13</b>

**November 1, 2015-December 1, 2015**

<b>Complaint Type</b>	<b>Requests Submitted</b>
Traffic Signals	3
Cable Complaint	2
Housing Violations	2
Street Sweeping	2
Trees and plants	2
City Services - Miscellaneous / Other	1
Construction without Building Permit	1
Irrigation (Broken Sprinkler)	1
Second Hand Smoke Violations	1
Sewer	1
Traffic - Miscellaneous / Other	1

**Total: 17**

**October 1, 2015-November 1, 2015**

<b>Complaint Type</b>	<b>Requests Submitted</b>
Graffiti	2
Public Transportation - Miscellaneous / Other	2
Sewer	2
Signs and Striping	2
Street Maintenance - Miscellaneous / Other	2
Weeds, Trash and Debris	2
Calabasas Mobile App Issues	1
City Services - Miscellaneous / Other	1
Construction without Building Permit	1
Housing Violations	1
Irrigation (Broken Sprinkler)	1
Second Hand Smoke Violations	1
Sidewalks, Curb and Gutter Repair	1
Storm Drain Maintenance	1
Street Repair / Potholes	1
Traffic - Miscellaneous / Other	1
Trees and plants	1
<b>Total:</b>	<b>23</b>



**CITY *of* CALABASAS**

**COMMUNICATIONS AND TECHNOLOGY COMMISSION AGENDA REPORT**

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**DATE:           OCTOBER 10, 2016**

**TO:             COMMUNICATIONS AND TECHNOLOGY COMMISSION**

**FROM:         DEBORAH STELLER, MEDIA OPERATIONS DIRECTOR**

**BY:            RACHEL BIETY, EXECUTIVE ASSISTANT**

**SUBJECT:      WORK REQUESTS**

**MEETING      OCTOBER 18, 2016**  
**DATE:**

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**SUMMARY RECOMMENDATION:**

This is an informational item only and does not require Communications and Technology Commission action at this time.

Work Order #	Date Assigned	Type of Request	Requester	What Requesting	Assigned To	Date Completed
16-0229	8/31/2016	Technical	Cedric Henry	Create fillable pdf document	Tony	8/31/2016
16-0230	9/12/2016	Web	Karilyn Steward	More updates for October	Rachel	9/14/2016
16-0231	9/14/2016	Technical	Kimberly Post	fix time clock issue, move desk, assist with bluetooth connection	Andy	9/21/2016
16-0232	9/14/2016	Web	Toni Liebman	update intranet info for job changes	Arvin	9/22/2016
16-0233	9/15/2016	Web	Alex Farassati	create new webpage in Enviro. Division for sewer system	Karlo	9/21/2016
16-0234	9/15/2016	Technical	Debbie Gonzalez	computer boxes on top of Trish desk to be moved	Tony	
16-0235	9/13/2016	Technical	Kimberly Post	check membership sign in computer for error messages	Ryan	9/13/2016
16-0236	9/13/2016	Technical	Kimberly Post	not able to view CTV meetings, does not load	Ryan	9/13/2016
16-0237	9/13/2016	Technical	Sparky Cohen	please change Sparkys voice mail and forward to Ruben	Ryan	9/13/2016
16-0238	9/14/2016	Technical	Armando Rodriguez	Climatec a/c computer keeps freezing	Andy	9/20/2016
16-0239	9/15/2016	Presentation	Liz Parker	Power Point for PC meeting item 2	Karlo	9/15/2016
16-0240	9/19/2016	Technical	Talyn Mirzakhianian	Computer not working	Ryan	9/19/2016
16-0241	9/19/2016	Web	Karilyn Steward	Updates for October events	Rachel	9/20/2016
16-0242	9/19/2016	Technical	Ray Soria	auto archive specific emails	Ryan	9/19/2016
16-0243	9/20/2016	Technical	Jan Silver	plan check phones not working properly	Ryan	9/20/2016
16-0244	9/20/2016	Presentation	Andy Cohen-Cutler	CTC meeting item 1 - 9/20	Karlo	9/20/2016
16-0245	9/21/2016	Technical	Hali Aziz	staff report and division report folders are missing for July Meeting	Ryan	9/21/2016
16-0246	9/22/2016	Technical	Liz Parker	set up media laptop in Council chambers for ARP meeting	Ryan	9/22/2016
16-0247	9/22/2016	New Equipment	Karilyn Steward	request new portable hard drive with 1TB	Tony	
16-0248	9/23/2016	Technical	Marty Hall	check new aquatic office at Tennis and Swim for phone and comp.	Tony	
16-0249	8/3/2016	Production	Hali Aziz	upload new shuttle routes and schedule	Karlo	9/25/2016
16-0250	9/3/2016	Production	Susan Koepe	scan enclosed certificate and add to website	Karlo	9/3/2016
16-0251	9/1/2016	Web	Hali Aziz	insert shortcut to transit page on homepage for direct access	Karlo	9/1/2016
16-0252	9/15/2016	Presentation	Liz Parker	PowerPoint for PC meeting item 2	Karlo	9/15/2016
16-0253	9/27/2016	Web	Karilyn Steward	Cloud Library e-Books	Rachel	9/28/2016
16-0254	9/28/2016	Web	Ben Chan	post RFP for Mulholland Gap Closure	Rachel	9/29/2016
16-0255	9/28/2016	Presentation	Michael Klein	PowerPoint for Council meeting Item 8 and 9	Karlo	
16-0256	9/28/2016	Presentation	Liz Parker	PowerPoint for Council item 9	Karlo	9/28/2016
16-0257	9/29/2016	Technical	Belinda Varela	printer problems	Ryan	9/28/2016
16-0258	10/5/2016	Presentation	Liz Parker	borrow media laptop for the PC meeting on 10/6	Tony	
16-0259	10/5/2016	Presentation	Liz Parker	borrow media laptop for the ARP meeting 10/28	Tony	
16-0260	10/5/2016	Technical	Pauline Rubio-Brownell	back up battery red light blinking and beeping	Tony	
16-0261	10/5/2016	Technical	Hali Aziz	request for a new keyboard and mouse	Tony	
16-0262	10/6/2016	Technical	Alex Farassati	provide 3 iPads to Enviro Commission for public opinion survey	Tony	
16-0263	10/6/2016	Presentation	Liz Parker	PP presentation for planning meeting 10/6	Karlo	
16-0264	10/6/2016	Technical	Cedric Henry	Upload September 2016 Contract Listing to the intranet	Rachel	10/6/2016

WEB	7
TECHNICAL	18
BILLBOARD	0
PRODUCTION	2
CELL PHONE	0
PRESENTATION	8
PRESS RELEASE	0
NEW EQUIPMENT	1
TOTAL	36



**CITY of CALABASAS**

**COMMUNICATIONS AND TECHNOLOGY COMMISSION AGENDA REPORT**

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**DATE: OCTOBER 10, 2016**  
**TO: COMMUNICATIONS AND TECHNOLOGY COMMISSION**  
**FROM: DEBORAH STELLER, MEDIA OPERATIONS DIRECTOR**  
**BY: RACHEL BIETY, EXECUTIVE ASSISTANT**  
**SUBJECT: GRANICUS USER STATS AND YOUTUBE VIEWS**  
**MEETING DATE: OCTOBER 18, 2016**

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**BACKGROUND/DISCUSSION**

Below are Granicus usage and YouTube viewer reports by month for the past year.

**September 1, 2016-October 1, 2016**

<b>Name</b>	<b>Date</b>	<b>Requests</b>
Environmental Commission	09/06/2016	56
City Council	09/14/2016	45
City Council	01/13/2016	27
LVUSD Board Meeting	09/13/2016	27
Planning Commission Meeting	09/15/2016	24
City Council	08/24/2016	24
Planning Commission Meeting	09/01/2016	21
City Council	09/28/2016	18
LVUSD Board Meeting	08/16/2016	18
LVUSD Board Meeting	12/18/2015	12

**YOUTUBE**

<b>Name</b>	<b>Views</b>
Every 15 Minutes 2016 - Calabasas High School	9,610
Every 15 Minutes 2010 - Calabasas, CA (1/2)	4,003
Every 15 Minutes 2010 - Calabasas, CA (2/2)	1,259
Every 15 Minutes 2012 - Calabasas High School	375
Bryon Russell responds to Michael Jordan	299
The Buzz, Calabasas Events Week of Oct. 13th (Magic Mountain Fright Fest 2014)	282
Every 15 Minutes 2008 (3/3) - Calabasas, CA	183
Calabasas City Spotlight - Traffic Enforcement	181

Every 15 Minutes 2008 (2/3) – Calabasas	159
The Buzz, Calabasas Events Weeks of Sept. 19th and 26th (Calabasas Senior Center)	155

**August 1, 2016-September 1, 2016**

<b>Name</b>	<b>Date</b>	<b>Requests</b>
Traffic and Transportation Commission	07/26/2016	7
City Council	06/22/2016	7
Calabasas Teen Forum #81 - Social Media	09/26/2013	7
Parks, Recreation & Education Commission	12/08/2014	7
Traffic and Transportation Commission	01/28/2014	6
LVUSD Board Meeting	08/16/2016	6
Author's Night - Ester Benjamin Shifren and Orna Purkin	08/04/2016	6
Author's Night - Martin M. Cooper	08/29/2016	6
Buzzing About... The Las Virgenes Municipal Water District (LVMWD)	08/30/2016	6
The Buzz, Calabasas Events Weeks of June 27th & July 4th (25th Anniversary Weekend)	06/27/2016	6

**YOUTUBE**

<b>Name</b>	<b>Views</b>
Every 15 Minutes 2016 - Calabasas High School	10,716
Every 15 Minutes 2010 - Calabasas, CA (1/2)	4,178
Every 15 Minutes 2010 - Calabasas, CA (2/2)	1,107
Every 15 Minutes 2012 - Calabasas High School	374
Bryon Russell responds to Michael Jordan	270
Every 15 Minutes 2008 (2/3) – Calabasas	208
The Buzz, Calabasas Events Weeks of Aug. 8th – 21st (Calabasas Tennis & Swim Center)	203
Every 15 Minutes 2008 (3/3) - Calabasas, CA	186
The Buzz, Calabasas Events Weeks of Aug. 22nd – Sept. 4th (SoulCycle)	175
Calabasas City Spotlight - Traffic Enforcement	150

**July 1, 2016-August 1, 2016**

<b>Name</b>	<b>Date</b>	<b>Requests</b>
Planning Commission	07/07/2016	9
City Council	05/31/2016	8
Traffic and Transportation Commission	04/26/2016	7
The Buzz, Calabasas Events Weeks of July 25th – Aug. 7th (LVMWD - Las Virgenes Municipal Water District)	07/25/2016	7
City Council	05/27/2015	5
City Council	04/13/2016	5
City Council	05/25/2016	5
4th of July Calabasas Spectacular 2015 Recap Show	07/04/2015	5

City News - Community Health Expo 2016	04/19/2016	5
Public Safety Commission	04/25/2016	5

**YOUTUBE**

<b>Name</b>	<b>Views</b>
Every 15 Minutes 2016 - Calabasas High School	11, 920
Every 15 Minutes 2010 - Calabasas, CA (1/2)	3,911
Every 15 Minutes 2010 - Calabasas, CA (2/2)	981
Every 15 Minutes 2012 - Calabasas High School	465
Bryon Russell responds to Michael Jordan	314
Every 15 Minutes 2008 (2/3) – Calabasas	251
Every 15 Minutes 2008 (3/3) – Calabasas	241
The Buzz, Calabasas Events Weeks of July 11th -24th (Calabasas Library)	206
The Buzz, Calabasas Events Weeks of June 27th & July 4th (25th Anniversary Weekend)	166
Calabasas City Spotlight - Traffic Enforcement	165

**June 1, 2016-July 1, 2016**

<b>Name</b>	<b>Date</b>	<b>Requests</b>
City Council	05/31/2016	70
City Council	06/08/2016	68
LVUSD Board Meeting	06/14/2016	62
City Council	06/22/2016	45
Planning Commission	05/19/2016	17
Planning Commission	06/16/2016	12
City Council	05/25/2016	12
June 7, 2016 Election Results Recap Show	06/07/2016	11
City Council	04/13/2016	11
City News - Old Fire	06/08/2016	11

**YOUTUBE**

<b>Name</b>	<b>Views</b>
Every 15 Minutes 2016 - Calabasas High School	27,421
Every 15 Minutes 2010 - Calabasas, CA (1/2)	3,204
Every 15 Minutes 2010 - Calabasas, CA (2/2)	1,275
Every 15 Minutes 2012 - Calabasas High School	714
Bryon Russell responds to Michael Jordan	623
Calabasas City News - Old Fire	448
Every 15 Minutes Assembly 2016 – Calabasas	246
The Buzz, Calabasas Events Weeks of June 13th & June 20th (Olive Alchemy)	207
Every 15 Minutes 2008 (3/3) - Calabasas, CA	203
Every 15 Minutes 2008 (2/3) – Calabasas	201

**May 1, 2016-June 1, 2016**

<b>Name</b>	<b>Date</b>	<b>Requests</b>
City Council	05/03/2016	176
City Council	05/25/2016	82
City Council	04/27/2016	48
City Council	05/31/2016	36
City Council	02/24/2016	34
Planning Commission	12/19/2013	34
LVUSD Board Meeting	05/03/2016	31
Planning Commission	03/17/2016	27
Planning Commission	05/19/2016	25
City Council	04/13/2016	25

**YOUTUBE**

<b>Name</b>	<b>Views</b>
Every 15 Minutes 2016 - Calabasas High School	14,591
Every 15 Minutes 2010 - Calabasas, CA (1/2)	3,161
Every 15 Minutes 2012 - Calabasas High School	1,300
Every 15 Minutes 2010 - Calabasas, CA (2/2)	1,216
Every 15 Minutes Assembly – Calabasas 2012	451
Bryon Russell responds to Michael Jordan	440
Every 15 Minutes Assembly 2016 – Calabasas	431
Every 15 Minutes 2008 (2/3) - Calabasas, CA	251
Every 15 Minutes 2008 (3/3) - Calabasas, CA	240
The Buzz, Calabasas Events Weeks of May 16th & May 23rd (Calabasas Senior Center Construction)	229

**April 1, 2016-May 1, 2016**

<b>Name</b>	<b>Date</b>	<b>Requests</b>
City Council	04/13/2016	111
City Council	03/23/2016	83
City Council	04/27/2016	79
LVUSD Board Meeting	04/12/2016	62
Planning Commission	03/17/2016	59
Planning Commission	03/16/2016	56
Planning Commission	04/07/2016	44
City Council	02/24/2016	44
City Council	03/09/2016	41
Traffic and Transportation Commission	04/26/2016	32

**YOUTUBE**

<b>Name</b>	<b>Views</b>
Every 15 Minutes 2010 - Calabasas, CA (1/2)	2,708
Every 15 Minutes 2010 - Calabasas, CA (2/2)	717
Every 15 Minutes 2012 - Calabasas High School	661
Bryon Russell responds to Michael Jordan	584

Every 15 Minutes 2008 (2/3) - Calabasas, CA	283
Every 15 Minutes 2008 (3/3) - Calabasas, CA	247
The Zach Bonner Story	176
Every 15 Minutes 2008 (1/3) - Calabasas, CA	172
Calabasas City Spotlight - Traffic Enforcement	167
The Buzz, Calabasas Events Week of April 18th (Earth Day Celebration)	155

**March 1, 2016-April 1, 2016**

<b>Name</b>	<b>Date</b>	<b>Requests</b>
Planning Commission	03/16/2016	146
City Council	02/24/2016	142
Planning Commission	3/17/2016	133
City Council	03/09/2016	126
City Council	03/23/2016	110
LVUSD Board Meeting	03/08/2016	68
Planning Commission	02/04/2016	42
City Council	02/10/2016	36
Parks, Recreation & Education Commission	01/11/2016	36
Planning Commission	02/18/2016	23

**YOUTUBE**

<b>Name</b>	<b>Views</b>
Every 15 Minutes 2010 - Calabasas, CA (1/2)	2,200
Every 15 Minutes 2010 - Calabasas, CA (2/2)	795
Bryon Russell responds to Michael Jordan	394
Every 15 Minutes 2012 - Calabasas High School	320
Every 15 Minutes 2008 (2/3) - Calabasas, CA	279
Every 15 Minutes 2008 (3/3) - Calabasas, CA	235
Calabasas City Spotlight - David Brass Rare Books	220
The Buzz, Calabasas Events Week of Feb. 29th (Stunt Trail Hike)	182
The Zach Bonner Story	163
Every 15 Minutes 2008 (1/3) - Calabasas, CA	150

**February 1, 2016-March 1, 2016**

<b>Name</b>	<b>Date</b>	<b>Requests</b>
Communications and Technology Commission	12/15/15	20
The Buzz, Calabasas Events Week of Feb. 29th (Stunt Trail Hike)	02/29/2016	20
Historic Preservation Commission	11/04/2015	20
Planning Commission	01/21/2016	20
Planning Commission	04/02/2015	17
Planning Commission	05/14/2015	17
Planning Commission	12/03/2015	17
The Buzz, Calabasas Events Week of Feb. 1st (AC Stelle	02/01/2016	17

Basketball Leagues)		
Planning Commission	07/25/2013	14
City Council	01/13/2016	14

**YOUTUBE**

<b>Name</b>		<b>Views</b>
Every 15 Minutes 2010 - Calabasas, CA (1/2)		2,705
Every 15 Minutes 2010 - Calabasas, CA (2/2)		659
Bryon Russell responds to Michael Jordan		423
Every 15 Minutes 2008 (3/3) - Calabasas, CA		234
Every 15 Minutes 2008 (2/3) - Calabasas, CA		224
The Zach Bonner Story		213
Every 15 Minutes 2012 - Calabasas High School		179
The Buzz, Calabasas Events Week of Feb. 8th (CHS PAEC Chinese Students Tour)		161
The Buzz, Calabasas Events Week of Feb. 1st (AC Stelle Basketball Leagues)		158
The Buzz, Calabasas Events Week of Feb. 22nd (City Hall w/ Mayor)		144

**January 1, 2016-February 1, 2016**

<b>Name</b>	<b>Date</b>	<b>Requests</b>
Planning Commission	01/07/2016	200
City Council	01/13/2016	91
Planning Commission	10/15/2015	91
City Council	12/09/2015	47
Planning Commission	07/25/2013	32
Your City, Your Issues - Tony Coroalles, Calabasas City Manager	01/06/2016	32
Planning Commission	11/05/2015	29
City Council	01/27/2016	23
Planning Commission	01/21/2016	23
Parks, Recreation & Education Commission	01/11/2016	21

**YOUTUBE**

<b>Name</b>		<b>Views</b>
Every 15 Minutes 2010 - Calabasas, CA (1/2)		2,949
Every 15 Minutes 2010 - Calabasas, CA (2/2)		605
Bryon Russell responds to Michael Jordan		430
The Buzz, Calabasas Events Week of Jan. 4th (Industry Bar & Grill)		291
Every 15 Minutes 2012 - Calabasas High School		223
The Zach Bonner Story		219
The Buzz, Calabasas Events Week of Jan. 25th (Calabasas Academy of Dance)		218
Every 15 Minutes 2008 (3/3) - Calabasas, CA		217
Your City, Your Issues - Tony Coroalles, Calabasas City Manager		137
Every 15 Minutes 2008 (1/3) - Calabasas, CA		135

**December 1, 2015-January 1, 2016**

<b>Name</b>	<b>Date</b>	<b>Requests</b>
Environmental Commission	12/01/2015	95
City Council	12/09/2015	71
Planning Commission	12/03/2015	71
LVUSD Meeting	12/08/2015	36
Environmental Commission	12/02/2014	26
Communications and Technology Commission	12/15/2015	20
Planning Commission	12/19/2013	18
City Council	11/18/2015	16
Planning Commission	11/05/2015	16
Planning Commission	04/30/2015	11

**YOUTUBE**

<b>Name</b>	<b>Views</b>
Every 15 Minutes 2010 - Calabasas, CA (1/2)	3,493
Every 15 Minutes 2010 - Calabasas, CA (2/2)	688
Bryon Russell responds to Michael Jordan	388
Every 15 Minutes 2008 (3/3) - Calabasas, CA	221
Every 15 Minutes 2012 - Calabasas High School	212
The Buzz, Calabasas Events Weeks of Dec. 7th & 14th (Literally Healing, Book Fair)	197
Every 15 Minutes 2008 (1/3) - Calabasas, CA	151
The Zach Bonner Story	126
The Buzz, Calabasas Events Weeks of Dec. 21st & 28th (City Hall, 2015 Year in Review)	124
Every 15 Minutes 2008 (2/3) - Calabasas, CA	118

**November 1, 2015-December 1, 2015**

<b>Name</b>	<b>Date</b>	<b>Requests</b>
Meet the Candidates	09/21/2015	24
Fred Gaines	09/18/2015	17
City Council	04/22/2015	15
City Council	08/13/2015	12
City Council	05/27/2015	12
Planning Commission	04/24/2014	12
City Council	06/24/2015	10
City Council	10/14/2015	10
Public Safety Commission	10/26/2015	10
The Buzz, Calabasas Events Week of Nov. 9th (Senior Center Construction Site)	11/09/2015	10

**YOUTUBE**

<b>Name</b>	<b>Views</b>
Every 15 Minutes 2010 - Calabasas, CA (1/2)	2,607

Every 15 Minutes 2010 - Calabasas, CA (2/2)	530
Bryon Russell responds to Michael Jordan	338
Calabasas Cares - 2015 Literally Healing Book Fair Promo – Children’s Hospital Los Angeles (CHLA)	246
Every 15 Minutes 2008 (3/3) - Calabasas, CA	191
The Buzz, Calabasas Events Week of Nov. 9th (Senior Center Construction Site)	176
Calabasas Cares - 2015 Literally Healing Book Fair Promo – Children’s Hospital Los Angeles (CHLA)	140
Calabasas Teen Forum - High School Sports	132
The Zach Bonner Story	127
Every 15 Minutes 2012 - Calabasas High School	123

**October 1, 2015-November 1, 2015**

<b>Name</b>	<b>Date</b>	<b>Requests</b>
City Council	10/14/2015	75
City Council	10/28/2015	42
Planning Commission	10/15/2015	36
LVUSD Meeting	10/27/2015	25
Planning Commission	10/01/2015	25
Steve Roseman	09/20/2015	22
Candidate Forum 2015 - City of Calabasas & The League of Women Voters of Los Angeles (LWVLA)	09/24/2015	22
City Council	09/09/2015	22
LVUSD Meeting	10/13/2015	19
Alicia Weintraub	09/19/2015	19

**YOUTUBE**

<b>Name</b>	<b>Views</b>
Every 15 Minutes 2010 - Calabasas, CA (1/2)	4,741
Every 15 Minutes 2010 - Calabasas, CA (2/2)	637
Every 15 Minutes 2012 - Calabasas High School	226
Bryon Russell responds to Michael Jordan	226
Every 15 Minutes 2008 (3/3) - Calabasas, CA	218
The Buzz, Calabasas Events Weeks of Oct. 26 - Nov. 8 (Calabasas Pumpkin Festival)	171
The Buzz, Calabasas Events Week of Oct. 19th (Calabasas Walk-in Flu Clinic)	161
Every 15 Minutes 2008 (1/3) - Calabasas, CA	148
The Buzz, Calabasas Events Week of Oct. 5th (Calabasas City Park #7, “Where is Laura?”)	130
Every 15 Minutes 2008 (2/3) - Calabasas, CA	107



**CITY of CALABASAS**

**COMMUNICATIONS AND TECHNOLOGY COMMISSION AGENDA REPORT**

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**DATE:           OCTOBER 11, 2016**

**TO:             COMMUNICATIONS AND TECHNOLOGY COMMISSION**

**FROM:          DEBORAH STELLER, MEDIA OPERATIONS DIRECTOR**

**BY:            ARVIN PETROS, MEDIA OPERATIONS SUPERVISOR**

**SUBJECT:      CTV PROGRAMMING REPORT**

**MEETING**

**DATE:           OCTOBER 18, 2016**

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**BACKGROUND:**

Following is a list of CTV productions for September thru October 2016.

**NEW SHOWS**

The Buzz – Weekly Promo of Upcoming Events (Mondays)  
LVUSD Board Meetings (2<sup>nd</sup> & 4<sup>th</sup> Tuesdays)  
'Raise the Roof Jazz Fest' Loving Home Hospice for Children w/ Graphics  
Author's Night #89 - Suzanna Eibuszyc  
Author's Night #90 - Connie Di Marco  
Active Shooter Training Video (Sept. 27<sup>th</sup>)  
City News - Storm Drain Catch Basin Screen Ribbon Cutting

**PRODUCTIONS**

LVUSD Board Meetings (2<sup>nd</sup> & 4<sup>th</sup> Tuesdays)  
The Buzz – Weekly Events  
Lost Hills Bridge Construction Update Photos/Videos/Aerials  
CTV Special – 25<sup>th</sup> Anniversary Art Project (Sept. 1<sup>st</sup>)  
Buzzing About...#7 CHS Football (Sept. 2<sup>nd</sup>)

4<sup>th</sup> Annual Calabasas Dodger Night – First Pitch Mayor Bozajian (Sept. 6<sup>th</sup>)  
School Area AM Peak Hours Traffic Survey Aerial Video  
Active Shooter Training Video (Sept. 27<sup>th</sup>)  
Alopecia Awareness Interview (Sept. 29<sup>th</sup>)  
City Hall 2<sup>nd</sup> Grade Tour (Oct. 4<sup>th</sup>)

### UPCOMING

The Buzz – Weekly Upcoming Events  
LVUSD Board Meetings (2<sup>nd</sup> & 4<sup>th</sup> Tuesday)  
Lost Hills Bridge Construction Update Photos/Videos/Aerials  
Alopecia Awareness Interview (TBD)  
Calabasas Pumpkin Festival (Oct. 15<sup>th</sup> & 16<sup>th</sup>)  
Flu Clinic (Oct. 22<sup>nd</sup>)  
Author’s Night – two episodes (Oct. 24<sup>th</sup>)  
Old Town Park & Ride Ribbon Cutting (Oct. 26<sup>th</sup>)  
Election Recap show (Nov. 14<sup>th</sup>)  
Mayor’s State of the City Address (Nov. 16<sup>th</sup>)

### PROMOTED EVENTS

“Connect With Calabasas” Mobile App  
Library Events  
Senior Center Classes & Events  
Calabasas 25<sup>th</sup> Anniversary Year-long Events  
Walk to School Day  
Calabasas Pumpkin Festival  
Tennis & Swim Center Fall Classes  
Creekside Klubhouse Preschool Registration  
Recreation Classes Registration  
CERT Emergency Preparedness Classes  
Mountain Restoration Trust Events  
Electronic Waste Collection (First & Third Sat. of the month)  
Used Oil & Paint Collection (Second Sat. of the month)

### OCTOBER MEETINGS

October 6, 7:00 p.m. – Planning Commission  
October 18, 6:00 p.m. – LVUSD meeting (taped for later replay)  
October 18, 7:00 p.m. – Communications & Technology Commission  
October 20, 7:00 p.m. – Planning Commission  
October 24, 7:00 p.m. – Public Safety Commission  
October 26, 7:00 p.m. – City Council

### **REQUESTED ACTION:**

This is an informational item. No action needs to be taken at this time.