



CITY of CALABASAS

COMMUNICATIONS AND TECHNOLOGY COMMISSION AGENDA REPORT

DATE: January 23, 2024

TO: Members of the Communications and Technology Commission

FROM: Jaclyn Rackerby, Planner

SUBJECT: Wireless Facility Minor Modification, Small Wireless Facility, and Wireless Telecommunication Facility Tier 1 permits update.

MEETING DATE: January 30, 2024

BACKGROUND:

On April 14, 2021, the City Council adopted Ordinance No. 2021-391 amending Section 17.12.050 and adding Section 17.31 to the City of Calabasas Land Use and Development Code, related to Antennas/Personal Wireless Telecommunications Facilities. The adopted ordinance established a Director-level approval process for Wireless Telecommunication Facility Tier 1 permits, Minor Modification permits and Small Wireless Facility Permits. The below table summarizes the different permit types.

	Code Section	Summary	Review Authority	Public Hearing Required?
Minor Modification Permit	17.31.060	<ul style="list-style-type: none">• Processed in accordance with Section 6409(a) of the 2012 Middle Class Tax Relief Act.• Utilized for modifications or collocations.	CDD*	Yes
Small Wireless Facility Permit	17.31.070	<ul style="list-style-type: none">• Processed in accordance with Title 47 of the US Code• Utilized for modifications, collocations, and new facilities that meet specific size criteria.	CDD*	No
Tier 1 Permit	17.31.040	<ul style="list-style-type: none">• Developed by the City to encourage stealth designs.• Utilized for new stealth	CDD*	No

		facilities, modifications to existing stealth facilities, and modifications that involve conversion from a non-stealth design into a stealth design.		
Tier 2 Permit	17.31.050	<ul style="list-style-type: none"> Utilized for Wireless projects that do not fit into any of the above categories. 	CTC	Yes

*CDD references the Community Development Director, or a designee of the Director.

In addition to posting a monthly report of all approved wireless facility permits on the City's website, the following informational report summarizes approved permits.

DISCUSSION/ANALYSIS:

The Community Development Director approved one Wireless Telecommunication Facility Tier 1 Permit during the months of August 2023 through January 2024 (see Exhibit A). The application was determined by staff to meet the requirements of Chapter 17.31 of the Calabasas Municipal Code (CMC). Additionally, the project was reviewed by Dr. Kramer of Telecom Law Firm for consistency with the CMC prior to approving the application. As a result, following review by staff and Telecom Law Firm, this application was processed and approved in accordance with Chapter 17.31 of the CMC.

REQUESTED ACTION:

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

ATTACHMENTS:

- Exhibit A: List of approved Minor Modification, Small Wireless Facility and Wireless Telecommunication Facility Tier 1 permits
- Exhibit B: Decision Letter and photo simulations for 24800 Cordillera Dr