



Agenda Item No. 16.

Staff Report

Date: July 13, 2017

To: Mayor Robbins and Council Members

From: Joe Chinn, Town Manager
Heidi Scoble, Planning Manager

Subject: Town Council review and discussion of existing and future telecommunication facilities located on the Town Hall Property

Recommendation

Council to direct staff to accept and process applications for a telecommunications facility on the Town Hall parcel and direct the Town Manager to negotiate a lease agreement for the relocation and design of existing telecommunications facilities on the Town Hall parcel.

Background and Discussion

The Town of Ross Town Hall site (Assessors Parcel No. 073-191-16), which is comprised of the Town Hall (31 Sir Francis Drake Blvd.), the Police and Fire building (33 Sir Francis Drake Blvd.), the Public Works Corporation Yard building (35 Sir Francis Drake Blvd.), and the corporation yard, currently contains three cellular telecommunications facilities. AT&T and T-Mobile have two stealth cellular antennas (e.g., a faux cupola and chimney) attached to the Police and Fire building. Sprint has constructed a 40-foot monopole adjacent to the Public Works Corporation Yard building. The AT&T and T-Mobile leases are set to expire June 30, 2018. The Sprint lease is would expire in 2025. Both AT&T and Verizon, who does not have any cellular facilities within the Town proper, have approached the Town and requesting consideration of the possible installation of a telecommunication facility as well.

With the pending expiration of the current leases on the Police and Fire Station building, there is an opportunity to re-think the existing location and type of the telecommunication facilities that are provided within the Town Hall site, such as providing one location where the cellular providers are able to co-locate their facilities. An example of a co-location cellular facility would be the installation of a stealth facility that could emulate a pine tree or a redwood tree. The facility could be located within an underutilized area of the Town Hall site, such as the corporation yard located adjacent to the north of the Public Works Corporation Yard building.

Additionally, the stealth design of cellular facilities has greatly improved in the last 20-years, which would allow Town staff to work with the cellular facility vendors to ensure any new facility would be as visually compatible with the site and surroundings as possible. Lastly, relocating the existing facilities from the Police and Fire building would facilitate any future master-planning efforts associated with the Town's pending facilities master plan because the building would no longer be encumbered by the existing leases.

If the Council supports the concept of a co-located facility, staff would reach out to AT&T, T-Mobile, Sprint, Verizon, and any other vendors who express interest and solicit proposals until August 18, 2017. Staff would ensure that the following criteria would be considered when preparing a proposal:

Land Use Compatibility

- Maximize co-location of telecommunication facilities
- Minimize land area needed for telecommunication facilities
- Reduce visual impacts
- Locate telecommunications site so provides flexibility in Town operational facilities siting and future changes

Visual and Aesthetic Compatibility

- High quality design and materials to provide camouflaging into the site
- Minimize visual effect and impact of the facilities

Electromagnetic Field Emission Compliance

- Ensure all new facilities conform to the Federal Communication Commission EMF guidelines

Public Safety Compliance

- Ensure all new facilities are constructed to ensure no adverse impacts to health, safety, and welfare

Operational and Facility Access Compliance

- Ensure all new facilities will operate in a safe manner and will not impede access and use of the Town Hall site other than the designated area to accommodate the facilities.

Revenues

- Maximize lease revenues to the Town while ensuring other criteria are being met.

After the proposals are submitted, at the September 14, 2017 meeting, staff will present the proposals to Council and provide a recommendation on a preferred vendor. After the vendor is selected, staff would process a Design Review application for the new facility and conduct environmental review pursuant to the California Environmental Quality Act Guidelines. Staff would prepare a staff report for the Design Review and lease agreement that would be reviewed concurrently at a future Council meeting.

Fiscal, resource and timeline impacts

The Town of Ross currently has three leases for cellular facilities on our site. The three leases currently generate approximately \$93,000 a year in rent revenue. There is a fourth carrier that is interested in the Town Hall site. There is the potential for rental revenues to significantly increase with new facilities and lease agreements.

Alternative actions

None recommended.

Environmental review (if applicable)

Environmental review is not required at this time. Environmental review will be required for any new project associated with the relocation of any new facilities.

Attachment

N/A