



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

TABLE OF CONTENTS

Updated: April 11, 2019

- 1. Purpose**
- 2. Definitions - Only Those Not In 901**
- 3. Compliance Requirements**
- 4. Application**
- 5. Location And Placement Of Wireless Facilities**
- 6. Location And Placement Of New Wireless Support Structures**
- 7. Location Of Related Equipment**
- 8. Undergrounding Requirements**
- 9. Aesthetic Requirements**
- 10. Special Districts Aesthetic Requirements**



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

1. PURPOSE

The City anticipates additions to wireless communication networks that will increase utilization of the public right-of-way. Consistent with all applicable state and federal laws, these guidelines establish general procedures and standards for the siting, construction, installation, co-location, modification, relocation, operation, and removal of Wireless Facility technology within the City's right-of-way.

The purpose of these guidelines is to ensure wireless facilities reasonably match the aesthetics and character of the immediate area. (ORC 4939.0314c). These guidelines also ensure that wireless facilities and support structures conform to all applicable health and safety regulations and will blend into their environment to the greatest extent possible.

2. DEFINITIONS

Unless otherwise defined herein, all terms shall have the same meaning as defined in Chapter 901. Additional terms used specifically in these design guidelines are defined.

3. COMPLIANCE REQUIREMENTS

Placement or modification of any Wireless Facility and/or Wireless Support Structure in a public right of way shall comply with these design guidelines at the time the permit for installation or modification is approved and as amended from time to time. Applicants and Operators are also required to comply with Chapter 901 Right-of Way Regulations of the City of Westerville's Codified Ordinances.

4. APPLICATION

Prior to installation, modification, relocation or removal of a Wireless Facility or Wireless Support Structure in the right of way, the Operator shall apply and receive consent from the City.

A. Pre-Application Meeting: The purpose of this meeting is for the Applicant to communicate goals and objectives, and for the City to provide opportunities and review the City's public right-of-way requirements. This meeting will be coordinated with various departments, including Westerville Planning & Development and Westerville Electric Division. Contact permits@westerville.org to schedule a pre-application meeting. City staff will endeavor to provide Applicants with an appointment within approximately five (5) business days after receipt of a meeting request. The requirement for a pre-submittal conference may be waived by the City.



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

4. APPLICATION continued

B. Application Requirements: In order for the application to be considered submitted the following items must be provided:

1. Submission of necessary documents to obtain a current *Telecommunications & Utility Permit* in accordance with Chapter 901 of the City of Westerville's Codified Ordinances if the Applicant does not have one.
2. Completed '*Wireless Facility*' application, which includes contact information.
3. *Proof of Agent Designation (if applicable)*: If the Applicant is serving as an agent for an Operator, the Applicant must provide written documentation of the agent designation signed by the Operator.
4. *Consolidated Applications*: An Applicant seeking to construct, modify, collocate or replace more than one Wireless Facility or more than one Wireless Support Structure within the City may file a consolidated application for up to thirty (30) Wireless Facility requests or up to thirty (30) Wireless Support Structure requests provided the requests grouped on a consolidated application only address substantially the same type of Wireless Facility or substantially the same type of Wireless Support Structures. (Note: The City may treat each request individually during application review and processing and when issuing a determination.)
5. *Aerial Map* indicating the location of the proposed or existing support structure to which the proposed Wireless Facility will be attached, all other existing wireless facilities, and a street view image for the proposed new facility. Aerial map to show at least three hundred fifty feet (350') in all directions of the proposed Wireless Facility/ support structure and any appurtenant facilities.



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

4. APPLICATION (B. Application Requirements) *continued*

6. *Site Plans* to include (this can be one plan, if all information is complete and readable):

i. Project description: number and dimensions of all wireless facilities proposed to be installed and the support structure, either new or existing, to be utilized for each facility. If this information is fully included on the site plan, a separate narrative does not need to be provided.

ii. Fully dimensioned site plans, elevation drawings and structural calculations prepared, sealed, stamped and signed by a Professional Engineer licensed and registered by the State of Ohio. Utilize 1"=20' scale. The Plan must show at least one hundred feet (100') in all directions of the Wireless Support Structure and any appurtenant facilities, and must show topography. Drawings must depict all of the following:

- any known existing wireless facilities with all existing transmission equipment and other improvements,
- the proposed facility with all proposed transmission equipment
- any other improvements or structures,
- the spacing from existing curb, driveways, sidewalks, permanent structures, light poles and any other poles or appurtenances,
- the legal boundaries of the existing right of way and any associated access and utility easements. During the pre-application conference, Applicant should discuss with City personnel what are acceptable sources for legal boundaries and utility easements.

iii. Equipment specifications: For all equipment depicted on the plans, include (1) the manufacturer's name and model number; (2) physical dimensions, including without limitation, height, width, depth and weight with mounts and other necessary hardware; (3) mounting height; and (4) the ambient noise level generated from the equipment, if any. Dimensions will show conformity to the statutory size limitations for a Wireless Facility.

7. *Confirmation of compliance with state and federal environmental regulations:* Applicant must include written certification that the proposed Wireless Facility and/or new Wireless Support Structure will fully comply with all state and federal environmental regulations.



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

4. APPLICATION (B. Application Requirements) *continued*

8. *RF Compliance Affidavit:* Applicant must submit a sworn affidavit prepared and signed by an RF engineer with actual knowledge of the proposed project that affirms the proposed project will be compliant with all applicable governmental regulations in connection with human exposure to radio frequency emissions, and other requirements as set forth in City Ord. 901.21(a)4.

9. *Electrical Service:* Operator shall be responsible for obtaining any required electrical power service to the Wireless Facility. Operator's electrical supply shall be separately metered by the City. Applicant must provide sealed engineering drawings for conduit size, circuit size, electrical load calculations, overcurrent protection, distances running, etc. Applicant must obtain the appropriate permits from the City prior to installation of the Wireless Facility.

10. *Required Load Analysis:* Any proposal to place a Wireless Facility on a City-owned Wireless Support Structures shall be submitted with a pole load analysis completed in accordance with industry standards, sealed and signed by a Professional Engineer licensed and registered by the State of Ohio indicating that the City-owned pole to which the Wireless Facility will to be attached will safely support the load.

11. *Photo simulations/renderings* of completed above ground infrastructure and equipment specifications, showing aesthetically compatible with existing poles (See Appendix A).

12. *Application fee* of \$250: Application fee will be paid by check to the City of Westerville, Planning & Development Department; Attn: Small Cell Application, 64 E. Walnut Street, Westerville, OH 43081.

13. *Attachment Fee (if attaching to a City-owned Wireless Support Structure)* of \$200 per applicable location: Applicant to be invoiced for an annual fee of \$200 per year starting January 1 of the year following approval.

14. Pole attachment agreement (*if attaching to a City-owned Wireless Support Structure*) identifying applicable locations.

15. A separate work permit application is required to install the facility once approved.



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

4. APPLICATION (B. Application Requirements) *continued*

The City may waive one or more of the above application requirements if it deems the items are already in the City’s possession from previous applications, the Applicant previously filed information and specifications for standard materials that are being utilized in the new application, or for other reasons deemed sufficient by the City. Documents provided to the City will not be considered a submitted application until all items identified above are provided and the City provides written (email) acknowledgement it is in receipt of a submitted application. Applications must be submitted in one package and include electronic (PDF copy) of all documents.

Submit Application materials via email to: permits@westerville.org

C. Additional Application Requirements for NEW WIRELESS SUPPORT STRUCTURE:

If applicable, to include with application requirements above (#1-11).

1. Distance Analysis: Applicant must provide an analysis showing that the proposed new Wireless Support Structure is spaced at least three hundred (300) linear feet from a pole supporting a Wireless Facility, unless otherwise approved by the City in writing.
2. Size Limits: Applicant must provide scaled dimensional drawings with calculations to show strict conformity to the size and maximum height limitations as set forth in Section VII of these guidelines.

D. Additional Application Requirements for ATTACHMENT TO NON-CITY OWNED EXISTING WIRELESS SUPPORT STRUCTURE:

If applicable, to include with application requirements above (#1-11).

1. Owner’s Authorization: Applicant must submit evidence sufficient to show that either (1) Applicant owns the proposed support structure or (2) Applicant has obtained the owner’s authorization to file the application.

E. Application Requirements for REMOVAL OF A SMALL FACILITY AND/OR WIRELESS

Operators who propose to remove a Wireless Facility or Wireless Support Structure shall complete a Work Permit and provide information regarding the return of any applicable bond/release.



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

4. APPLICATION *continued*

F. Application Submittal Procedures

All applications should be submitted via email to permits@westerville.org, with the applicable application fee submitted via mail or in person to:

City of Westerville, Planning & Development Department;
Attn: Small Cell Application
64 E. Walnut Street
Westerville, OH 43081.

Applications will be screened before being accepted.

G. Partial and Incomplete Applications

Upon an Applicant's submission of materials, the City will conduct a cursory review of the documents and may refuse to accept a partial application unless all parts identified above have been submitted together.

Once the City Accepts an application, if the City determines during its more detailed review that the application is incomplete and fails to otherwise provide sufficient information, the City will notify the Applicant and suspend further review until additional documentation is provided. Consistent with state and federal requirements, the City will toll the review timeline for incomplete applications.

If the City determines the application is still incomplete after receipt of additional application materials, the City will toll the timeline again until the application is deemed complete.

H. Timeline for Review

The City will complete its review of each application and provide a determination within ninety (90) days for an application to collocate, replace, modify, or remove a Wireless Facility; or one hundred twenty (120) days for an application to construct, modify or replace a Wireless Support Structure associated with a Wireless Facility.

The timeline will commence upon the City's acknowledgement is has received a complete application.



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

5. LOCATION AND PLACEMENT OF WIRELESS FACILITIES

A. Preference for type of Wireless Support Structures: The City prefers that wireless facilities be installed on Wireless Support Structures in the following order (from most preferred to least):

1. Existing Utility Poles: electric or telephone.
2. Existing light pole structures where the luminaire is mounted at 35 feet or higher: all structural requirements, including but not limited to those specified in exhibit A, must be met.
3. New light pole structures: New light pole structures should match existing light poles to the extent possible (color, fluted, etc.)
4. Traffic signal infrastructure: Wireless facilities shall not be placed on the mast arm, and pole replacement is not permitted.
5. New pole provided by Operator: New pole structures should be aesthetically compatible with existing poles to the greatest extent possible including but not limited to the specifications in Appendix A.

B. Preference for location of Wireless Support Structures. The City prefers that Wireless Support Structures are located in the following order (from most preferred to least):

1. Industrial Areas: when not adjacent to a municipal park, residential area or architectural review district.
2. Highway rights-of-way areas: when not adjacent to a municipal park, residential area or architectural review district.
3. Retail and commercial areas: when not adjacent to a municipal park, residential area or architectural review district.
4. Residential areas: when co-located on existing utility poles



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

5. LOCATION AND PLACEMENT OF WIRELESS FACILITIES (C) *continued*

- 5. City parks: co-located on existing utility poles only
- 6. Historic districts: buildings only subject to applicable zoning requirements
- 7. The City reserves the right to decide of appropriate location based upon need and mitigating negative impacts.

C. Spacing Between Wireless Support Structures: An Applicant shall not propose to place a new Wireless Support Structure with a Wireless Facility within three hundred feet (300') from an existing Wireless Support Structure that already has a Wireless Facility. If multiple requests are received to install two or more Wireless Support Structures that would violate the spacing requirement or to collocate two or more Wireless Support Structures on the same Wireless Support Structure, priority will be given to the first request received that meets these guidelines.

The City strongly discourages more than one (1) new Wireless Support Structure per block and will not approve more than one per three hundred feet (300') on each side of the street to minimize the hazard of poles adjacent to roadways and minimize visual clutter and distractions to vehicular traffic.

D. Preference of collocation: It is the City's strong preference that the Applicant either collocate with an existing facility.

E. Alignment with other poles: The centerline of any new Wireless Support Structure must be aligned with the centerlines of existing poles on the same street. The City may grant a variance if the proposed Wireless Support Structure's height conflicts with overhead power utility lines and facilities.

F. Consideration of alternative support structures and/or locations: The City may propose an alternate Wireless Support Structure to the one proposed in the application and/or may propose an alternate location for a new Wireless Support Structure within one hundred feet (100') of the proposed location, or within a distance that is equivalent to the width of the public right of way in or on which the new Wireless Support Structure is proposed, whichever is greater, which the Operator shall use if it has the right to use the alternate location on reasonable terms and conditions and the alternate location does not impose technical limits or additional costs.



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

5. LOCATION AND PLACEMENT OF WIRELESS FACILITIES *continued*

G. General Notes for Location:

1. Adverse Impact: Applicant/Operator shall undertake all reasonable effort to avoid undue adverse impacts to adjacent properties and/or uses that may arise from the construction, operation, maintenance, modification, or removal of the Wireless Facility or Wireless Support Structure. Installation of wireless facilities or Wireless Support Structures will not be permitted where it is likely to adversely affect existing mature trees.
2. Wireless facilities and related equipment, and Wireless Support Structures shall not impede pedestrian or vehicular traffic in the right of way. If any Wireless Facility or Wireless Support Structure is installed in a location that is not in accordance with the plans approved by the City, impedes pedestrian or vehicular traffic and/or does not comply or otherwise renders the right of way non-compliant with applicable laws, including the Americans with Disabilities Act, then the Operator shall promptly remove the wireless facilities and/or Wireless Support Structure. If the Operator does not complete removal in a reasonable timeframe, the City may remove it and bill the Operator for the cost of the removal.
3. Any new Wireless Facility or Wireless Support Structure may not be placed directly in front of a structure that has been determined historic or architecturally significant in accordance with applicable standards. The City has a strong preference against placement of wireless facilities or Wireless Support Structures in front of prominent or highly visible locations.
4. All installations shall be in accordance with the National Electrical Safety Code (NESC).
5. Utility service lines must be underground whenever feasible and shall avoid additional overhead lines.
6. Relocation for Public Improvements: Refer to Westerville City Code 901.07(b) and 901.13(c).
7. The City may request to use any proposed new pole for signage [traffic control, crosswalk, etc.].



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

6. LOCATION AND PLACEMENT OF NEW WIRELESS SUPPORT STRUCTURES

A. General Restrictions on New Wood Poles: In all locations, the City may require that a proposed Wireless Support Structure be a metal pole rather than a wood pole. The City will base such requirement based on consistency with the current or expected built and/or natural environmental character of the proposed location. The City will not approve any new wood poles in the Uptown District.

B. Wood Pole Footings and Foundations: All new wood poles must be direct buried to a depth determined, stamped, sealed and signed by a professional engineer licensed and registered by the State of Ohio, and subject to the City's review and approval. *The City reserves the right to install wood poles.*

C. Metal Pole Footings and Foundations: All new metal poles must be supported with a reinforced concrete pier or screw-in foundation. The design including the pier, footings and anchor bolts shall be stamped, sealed and signed by a professional engineer licensed and registered by the State of Ohio, and subject to the City's review and approval for structural integrity, aesthetics and compliance with roadside safety guidelines. All anchor bolts must be concealed from public view with an appropriate pole boot or cover subject to the City's prior approval for safety and aesthetics.

7. LOCATIONS OF RELATED EQUIPMENT - GROUND AND POLE

A. Ground equipment should be minimal and the least intrusive. All equipment should be placed to minimize any obstruction, impediment, or hindrance to the usual travel or public safety on a right of way, to maximize the line of sight required to add to safe travel of vehicular and pedestrian traffic, and to maximize the line of sight at street corners and intersections and minimize hazards at those locations. The City may deny a request that negatively impacts vehicular and/or pedestrian safety.

Except for the antenna, an Operator's equipment associated with a Wireless Facility must be contained within an equipment shroud (pole mounted equipment) or cabinet (ground mounted equipment).

All cables and conduits associated with the equipment must be concealed from view, must be routed directly through the metal pole (except when using a wood power pole) and must be underground between the pole and the ground-mounted cabinet.



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

7. LOCATIONS OF RELATED EQUIPMENT - GROUND AND POLE (A) continued

It is the city's preference that the only equipment on the pole is the antenna and radio; all other related equipment should be placed in a ground mounted cabinet to minimize the amount of equipment on the pole.

1. Cabinet must be located consistent with other utilities in the general area. For example, if other general utility cabinets are located street-side of ROW, the Wireless Facility/Wireless Support Structure will also be located street-side of ROW; if other general utility cabinets are located to the ROW boundary line, the Wireless Facility/Wireless Support Structure will also be located rear of property ROW.
2. Cabinet shall be installed as close as possible to other cabinets, except with a minimum 2' from access panels of other structures, and except in front of electrical utility cabinets, transformers, switches with access doors (minimum 10' separation).
3. A concrete pad shall be required for all ground-mounted equipment and appurtenances
4. Cabinet location in ROW will not block current or expected pedestrian access.
5. The City may grant a location variance to Applicants who demonstrate that, due to technical limitations and feasibility, cabinets must be located within a certain distance of the Wireless Facility.
6. Nothing prohibits the City from granting a variance from the above design guidelines to meet technical requirements.
7. Utility service lines must be underground whenever feasible to avoid additional overhead lines. For metal poles, underground cables and wires must transition directly into the pole base without any external junction boxes.



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

7. LOCATIONS OF RELATED EQUIPMENT - GROUND AND POLE *continued*

B. Location of Pole-mounted Equipment

1. All pole-mounted equipment must be installed as flush to the pole as possible. Equipment attached to metal poles must be installed using stainless steel banding straps. Equipment attached to wood poles may be bolted to the pole or installed using stainless steel banding straps. When the straps are attached to a metal pole, they must match the color of the pole. Through-bolting or use of lag bolts is prohibited. All pole mounted equipment shall be located as close together as possible and if possible, on the same side of the pole.

2. When pole-mounted equipment is either permitted or required, all equipment other than the antenna(s), electric meter and disconnect switch must be concealed within an equipment shroud. Equipment (including cabinet or shroud) may not extend more than twenty-four (24) inches from the face of the pole. The equipment cabinet must be non-reflective, colored to match the existing pole if attached to a metal pole, and in the color of brushed aluminum if attached to a wood pole. Equipment cabinets should be mounted as flush to the pole as possible. Any standoff mount for the equipment cabinet may not exceed four (4) inches.

3. *Electric Meter:* Each unique combination of equipment to comprise a Wireless Facility shall have an electric meter. Where an Applicant proposes to use a substantially similar combination of equipment for a new Wireless Facility and the existing facility has been separately metered, the Applicant may request that the new facility be exempt from a separate metering, and subject to payment of utilities based upon the existing facility's usage. The City shall determine whether the proposed combination is substantially similar in its usage of electricity.



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

7. LOCATIONS OF RELATED EQUIPMENT - GROUND AND POLE (B) *continued*

4. *Telephone/Fiber Optic Utilities:* Equipment for wireline backhaul may not extend more than twenty four (24) inches from the face of the pole, and must be painted, wrapped or otherwise colored to match the pole. Microwave or other wireless backhaul is discouraged when it would involve a separate and unconcealed antenna.

- i. Only antennas should be installed on Wireless Support Structures. Equipment should not be installed on existing or new poles.
- ii. Antennas should be located at the top most locations except that antennas shall not be installed in space used for electric service on any Wireless Support Structures. Colocation is preferred.
- iii. Antennas shall be located as close as possible to hand holes. All other related wires, cables, and related appurtenances should be located internal to the pole.
- iv. The Wireless Facility shall be situated on the pole so that any light beacons or operational status lights face away from the lane of travel, and do not blink or flash.
- v. Wireless Facilities shall be installed on the side of the pole that is opposite from the center of the Right Of Way.
- vi. The installation and operation of facilities shall not remove or interfere with any decorative features (banner or flag poles, hanging flower baskets) that are on or seasonally placed on the pole.
- vii. The City prefers the collocation of wireless facilities on Wireless Support Structures, and requests providers consider multiple users on a single pole in lieu of multiple support structures for single users.
- viii. Any support structure with Wireless Facility attached to it shall have all appropriate signs to ensure the safety of maintenance personnel who may reasonably be expected near the support structure.



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

7. LOCATIONS OF RELATED EQUIPMENT - GROUND AND POLE (B) continued

Nothing prohibits the City from granting a variance from the above design guidelines when an Applicant or Operator demonstrates strict application would prohibit wireless service, or where the City determines that one variance is necessary to avoid the necessity of other variances. Where two or more alternatives in variances would allow a Wireless Facility or Wireless Support Structure, the City may determine which variance is more appropriate to achieve the overall purposes of these guidelines and to otherwise ensure the health, safety, welfare, and general aesthetics.

C. City-Owned Wireless Support Structures

1. *Height of Attachments:* All attachments shall be at least eight (8) feet above grade and if a Wireless Facility is projecting toward the street, for the safety and protection of the public and vehicular traffic, the City may require the attachment to be installed no less than sixteen (16) feet above the ground.

2. *Power Source:* A Wireless Facility on a city-owned Wireless Support Structure may not use the same power source that provides power for the original purpose of the Wireless Support Structure.

3. *Installations on Traffic Signals and Street Lights:* Installations on all traffic signal structures or street lights must not interfere with the integrity of the traffic signal or pole in any way that may compromise the safety of the public. The installation must not interfere with other existing uses on the pole such as traffic signals, street lights, pedestrian crossing signals, signs, hanging flower planters, flags, and/or banners. Installation of wireless facilities on any traffic signal structure or street light shall (a) be internal to the pole or, when not possible be encased in a separate conduit than the traffic light electronics; (b) have a separate electric power connection than the traffic signal/street light structure; and (c) have a separate access point than the traffic signal/street light structure.

4. *Installations on Sign Poles (15 feet or taller):* Installations on sign poles may only occur if the sign pole is fifteen (15) feet or taller.

5. *Reservation of space for future public safety or transportation uses:* An application for space on a City owned or operated Wireless Support Structure that conflicts with space reserved for future public safety or transportation uses identified in an approved plan will be denied unless the Operator pays for the replacement of the pole or Wireless Support Structure and the replaced pole or Wireless Support Structure will accommodate the future use and the Wireless Facility.



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

8. UNDERGROUNDING REQUIREMENTS

A. In an area where the City has required all structures and facilities (except those owned by the City) to be placed underground, the City may require Wireless Facility equipment to be installed underground. These areas are easily identifiable as locations where electric utility lines are located underground. If an Applicant is uncertain as to whether such facilities have been placed underground in a proposed area, the Applicant should contact the City for clarification before applying for or installing any Wireless Support Structures and/or wireless facilities in the area. The Applicant may request a waiver if the Operator is unable to achieve its service objective using a location in the right of way where the prohibition does not apply, in a utility easement the Operator has the right to access, or in or on other suitable locations or structures made available by the City at reasonable rates, fees and terms.

In all areas where utilities are located underground the following shall apply, in addition to all other requirements herein:

9. AESTHETIC REQUIREMENTS

A. Appearance and concealment of wireless facilities, including those relating to materials used for arranging, screening or landscaping. *Note: materials used to comply with appearance and concealment are not considered part of the facility for size requirements, except when meeting requirements that concealment/appearance be “as small as necessary” or similar general sizing guidelines.*

1. All cabinets shall be painted in black or wrapped using an approved decorative material.
2. For ground mounted facilities: All ground-mounted facilities and appurtenances shall be concealed using landscape screening with a minimum of 75% opacity at the time of installation on all sides to the full height of the cabinet. Screening shall be designed and installed to achieve 100% screening within a two-year period. The screening shall be coordinated with any existing landscaping. The City may grant an exemption from this landscaping requirement based on the characteristics of the specific location and the equipment enclosure.
3. When underground vaults are proposed, they shall be located to minimize disruption to existing or expected street trees or other plantings.



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

9. AESTHETIC REQUIREMENTS (A) continued

4. Pole mounted antenna shall be shrouded and shroud color shall match the pole.
5. Applicant shall post its name, facility location identifying information, and emergency service telephone number on the exterior of the Wireless Facility or at the base of the Wireless Support Structure so that it is visible to the public. Such identifying signage shall not exceed 4"x6" unless otherwise required by law or the City.
6. Applicant shall remove or paint over equipment manufacturer logos and decals that are not required by law. Applicant shall use the smallest and lowest visibility RF warning label that complies with law or regulation, and shall place it as close to the antenna as possible.
7. Nothing prohibits the City from granting a variance from the above design guidelines to meet an Applicant's demonstrated technical requirements.



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

9. AESTHETIC REQUIREMENTS *continued*

B. Design and appearance of a Wireless Support Structure, including any height requirements

1. *Design and Height:* Applicants constructing a Wireless Support Structure shall match it with the light-pole design, and height specific to the area.
2. *Westerville Area-Specific Pole Types:* See Appendix A for map and pole types by area, subject to verification by staff.
3. *Metal Pole Material:* All metal poles must be constructed from aluminum or other corrosion-resistant materials approved by the City and finished to avoid rust stains on adjacent sidewalks, buildings or other improvements.
4. *Metal Pole Finish:* Metal poles must be painted black. The Applicant may select a paint or powder coat system in compliance with ASTM standards.
5. *Lighting, Planters, Flags, Banners:* The City may request the Applicant to install functional streetlights and/or brackets to hold hanging flower planters, flags and/or banners when technically feasible and the City determines that such additions will enhance the overall appearance and concealment of the proposed facility. The City may install hanging flower planters, flags and/or banners utilizing the brackets.
6. *Municipal Pole Replacement:* if the Applicant is requesting the removal and replacement of municipal-owned pole, with structural capability to support the current pole's existing facilities and the Applicant's wireless facilities.
7. *Good Condition:* The Wireless Facility and Wireless Support Structure, along with the surrounding site including but not limited to all landscaping, fencing and related equipment, shall be maintained in a neat and clean manner and in accordance with all approved plans and conditions of approval. Any necessary repairs must be completed in a timely manner.
8. *Maintenance:* Wireless facilities and Wireless Support Structures shall at all times employ the best practices and maintain in use only the best methods for preventing failures and accidents so that the same shall not menace or endanger the life of property or person.



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

9. AESTHETIC REQUIREMENTS (B) *continued*

9. *Enclosed Wires*: No external cables or wiring shall hang off, be spooled, or otherwise cabled on the exterior of a pole or in the immediate vicinity. When mounted on a wooden pole, all wires/cables shall be sheathed or enclosed/encased in the smallest section of PVC channel, conduit or U Guard.

10. *Graffiti and Vandalism*: Operator shall remove graffiti at permittee sole expense within fourteen calendar days of observing or being notified of the issue.

11. *Site Restoration*: Upon completion of work, the Operator shall restore any/all damaged surfaces to the before-construction condition. This includes repair/resurfacing any damage to pavement, concrete walks, curbs, aprons, etc. as well as sod, turf, landscaping, fencing, etc. Restoration shall be done in accordance with applicable city specifications and completed in a timely manner. Permittee shall bear all costs associated with restoration work, including, but not limited to, city inspection fees permitted by law. The City may also include these costs if the City seeks reimbursement from any bond for a permittee failure to comply with this section to 901.07(6).

12. *Protrusion*: No protrusions from the outer circumference of the existing structure or pole shall be more than two (2) feet, and shall match the color of the pole. All attachments to the pole that are projecting, or any equipment or appurtenance mounted on the ground, shall comply with Americans with Disabilities Act and shall not obstruct an existing or planned sidewalk or walkway. The City, at its option, may waive the requirement to limit the protrusion to no more than two (2) feet when such waiver avoids other violations of these design guidelines, or where such waiver facilitates or improves meeting other sections of these design guidelines.

13. *Noise Suppression*: The Applicant is required to incorporate ambient noise suppression measures and/or required to place the equipment in locations less likely to impact adjacent residences or businesses to ensure compliance with all applicable noise regulations.

14. *Advertisements*: New Wireless Support Structures shall not include advertisements or signage promoting the business of Applicant/Operator or a third party, and may only display information required by a federal, state, or local law or regulation.



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

10. SPECIAL DISTRICTS AESTHETIC REQUIREMENTS

The following corridors have already been constructed as underground-only utility areas:

- South State Street Corridor
- Westar Corridors
- Polaris Parkway Corridor
- Cleveland Avenue Corridor (from Main Street to Polaris Parkway)
- Sunbury Road Corridor (Central College Area only)

In addition to these areas, City Ordinance 901.09(b) specifies that Applicants shall use their best efforts to place utilities underground. See map Appendix A identifying locations.

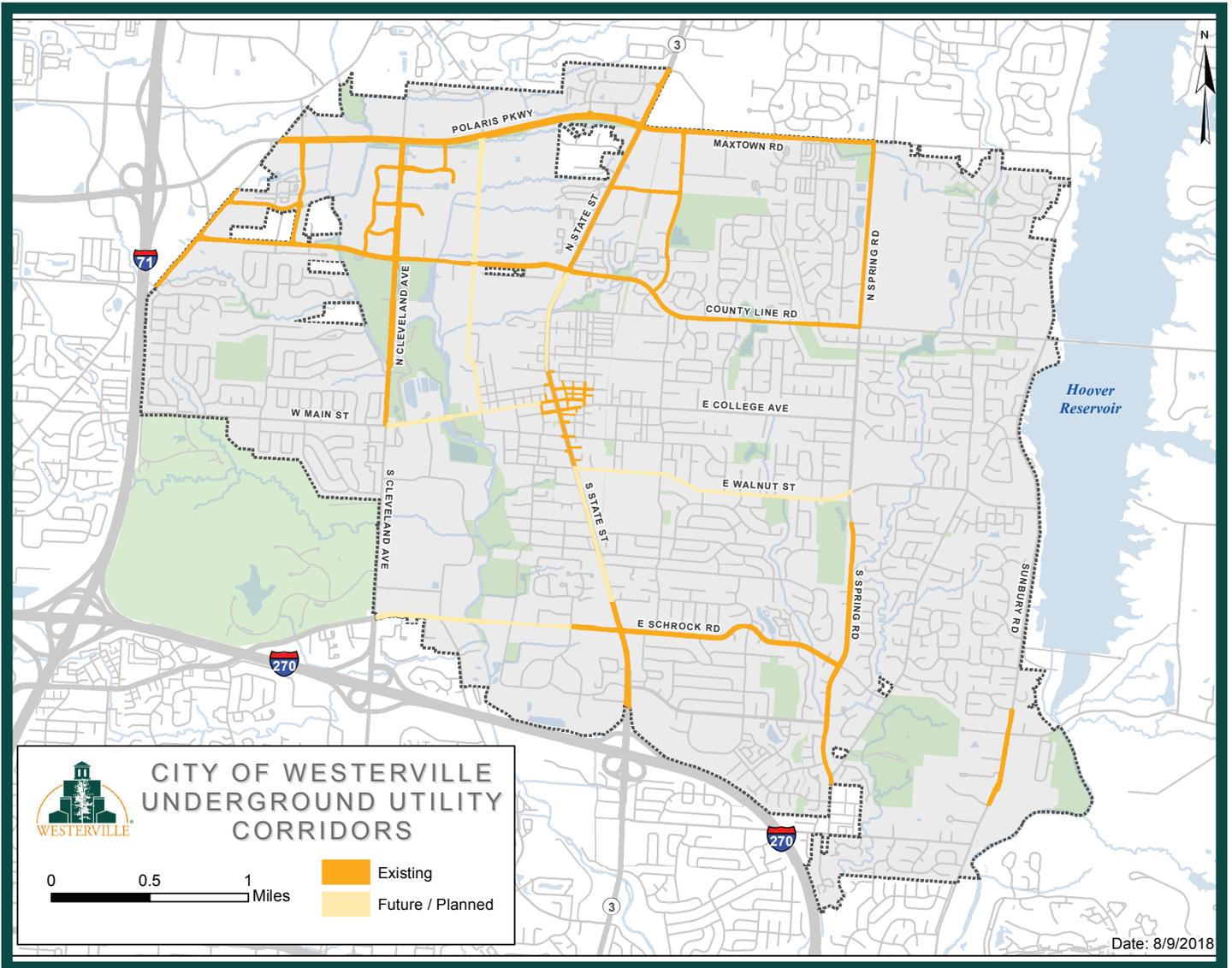
An Applicant may obtain a waiver of the undergrounding requirements in these areas for the placement of a new Wireless Support Structure if the Applicant is unable to achieve its service objective under the following circumstances:

- A. From any location in the right-of-way where utilities are not undergrounded.
- B. In a utility easement where the Applicant has access, or
- C. In other locations made available by the City in compliance with RC4939.0314(G) (3).

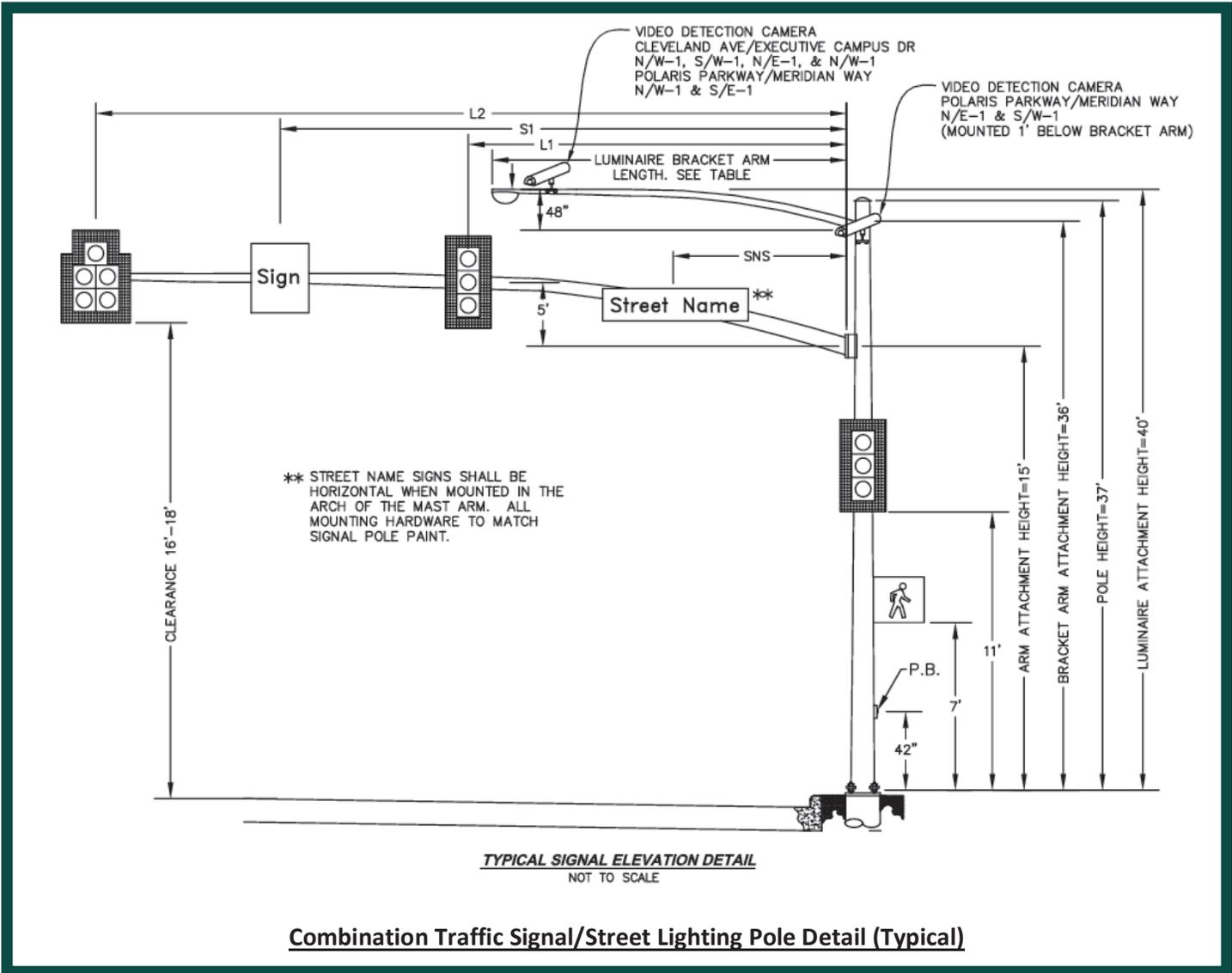
Uptown District

- A. Uptown Westerville is eligible for listing on the National Register of Historic Places, as defined by the Ohio State Historic Preservation Office. Uptown is a locally designated historic district, with design guidelines.
- B. Uptown has been designated to have all utilities underground, and certain areas have already been undergrounded. Undergrounding is occurring in conjunction with various roadway projects.

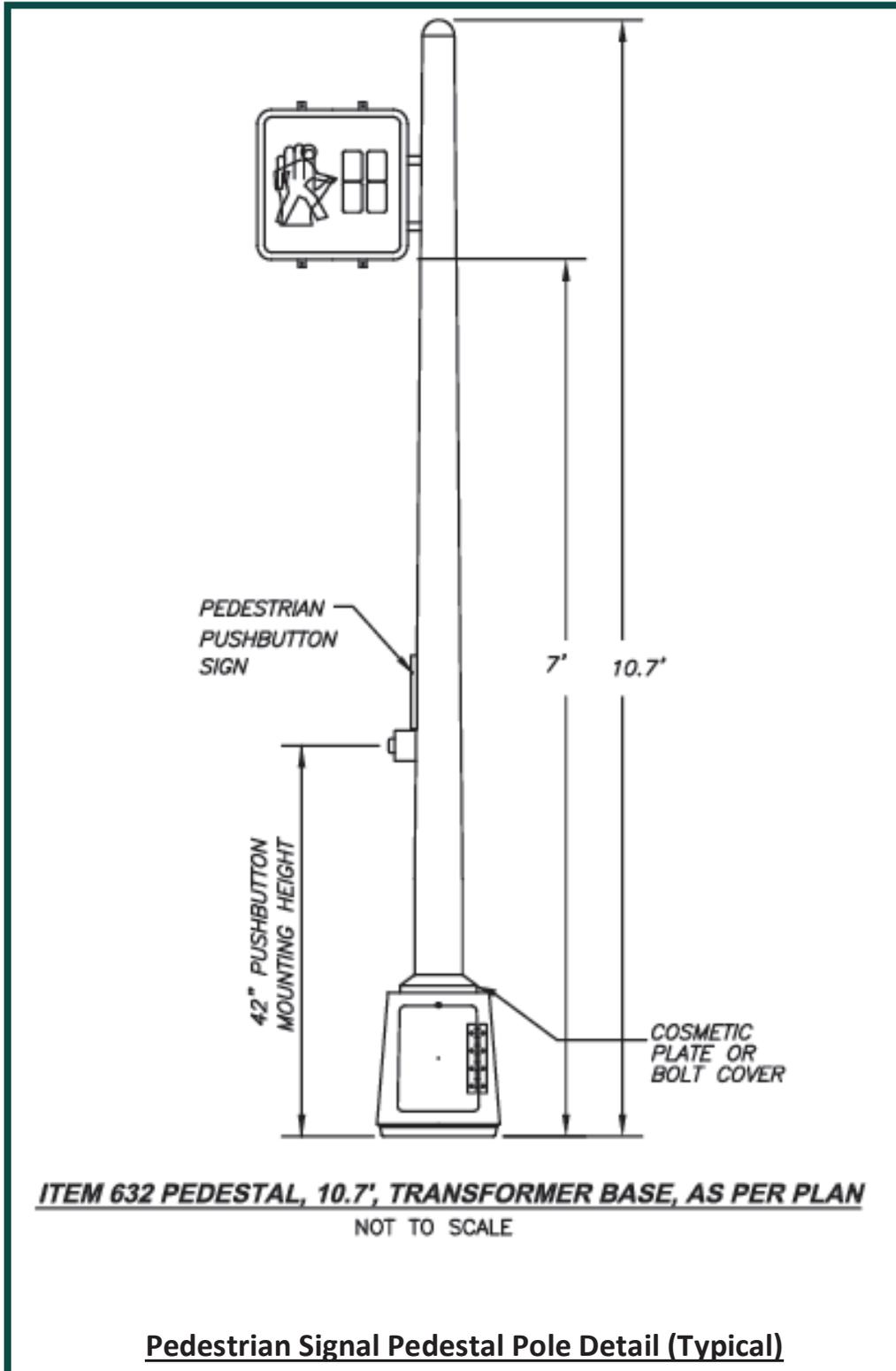
64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666



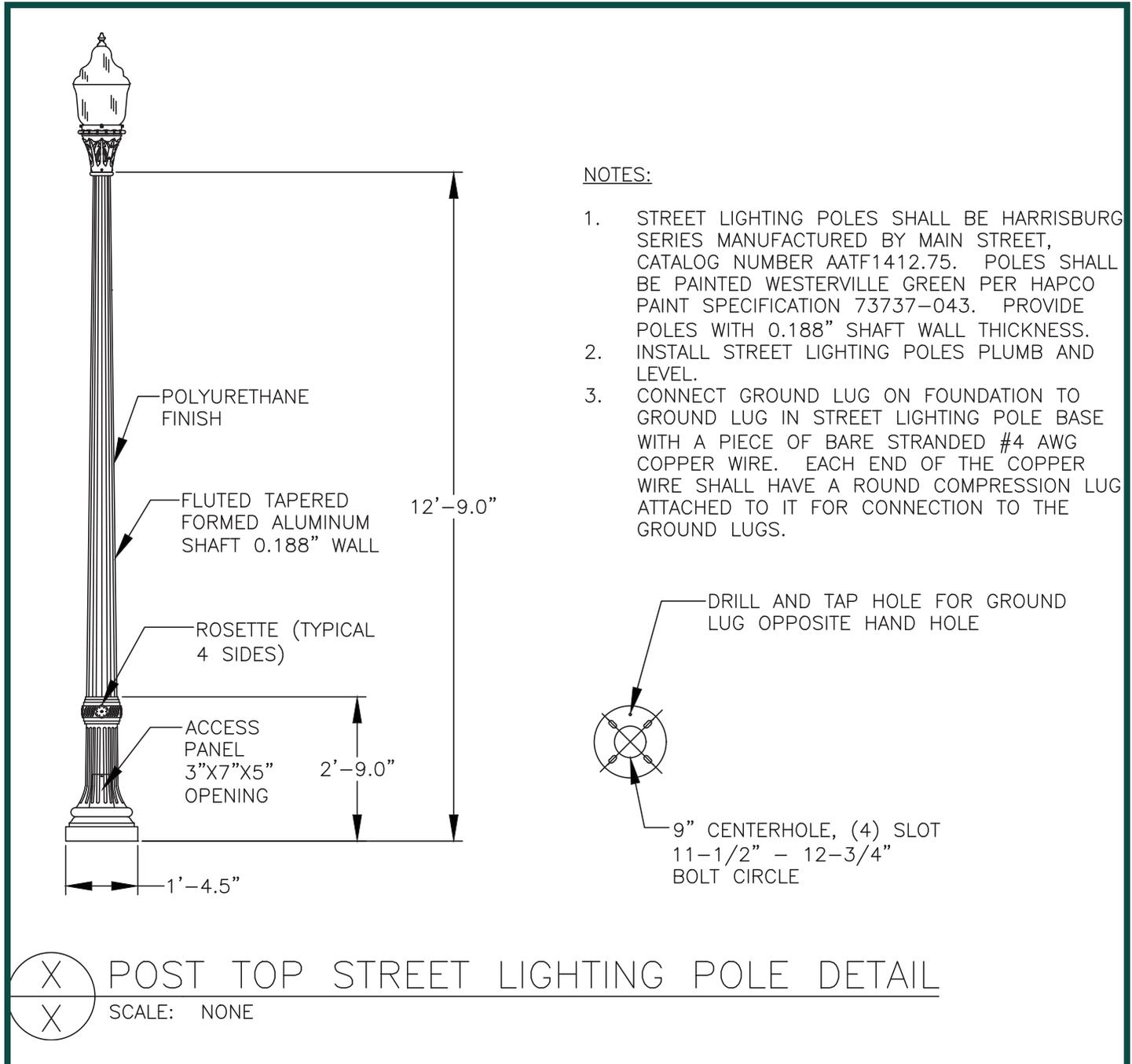
64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666



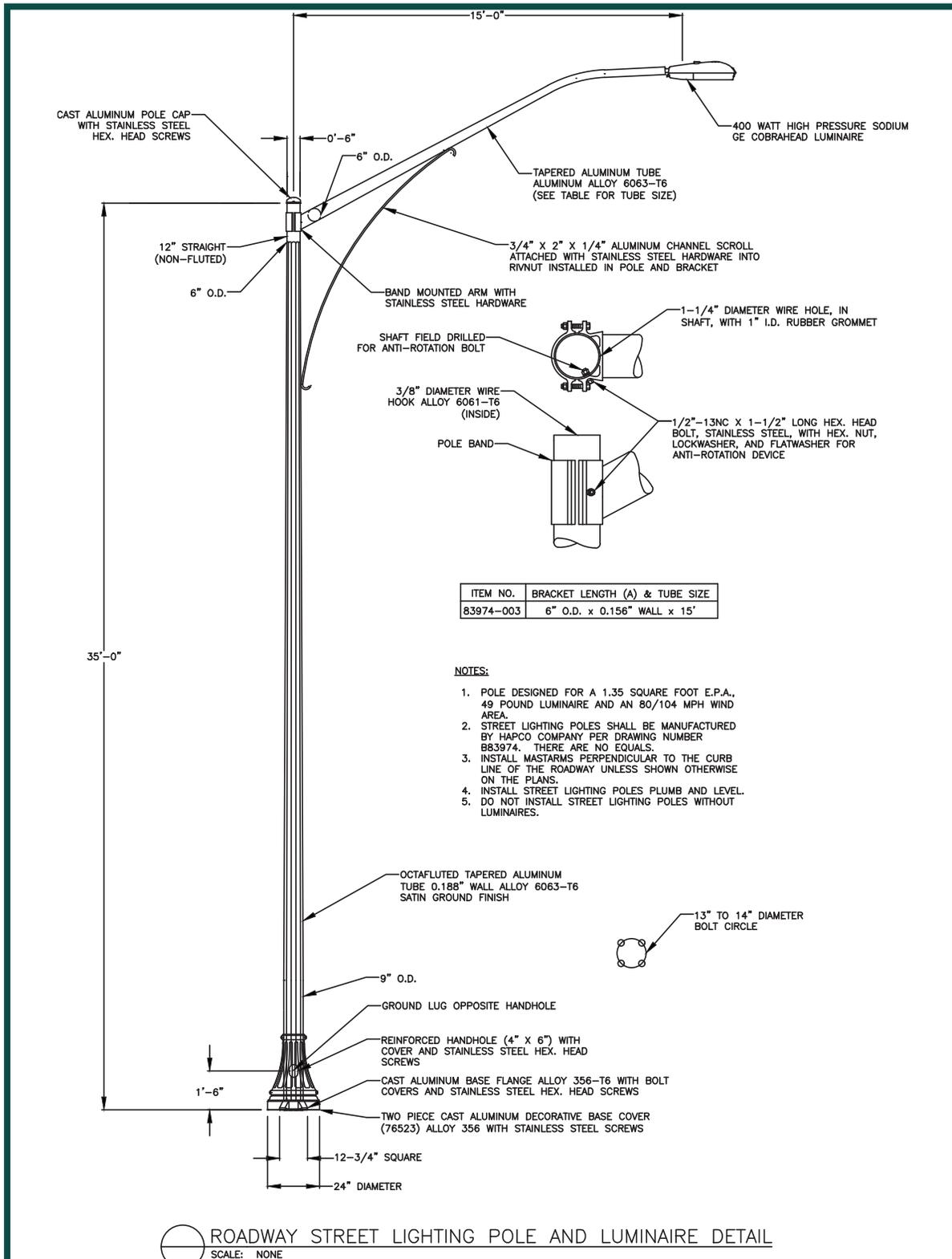
64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666



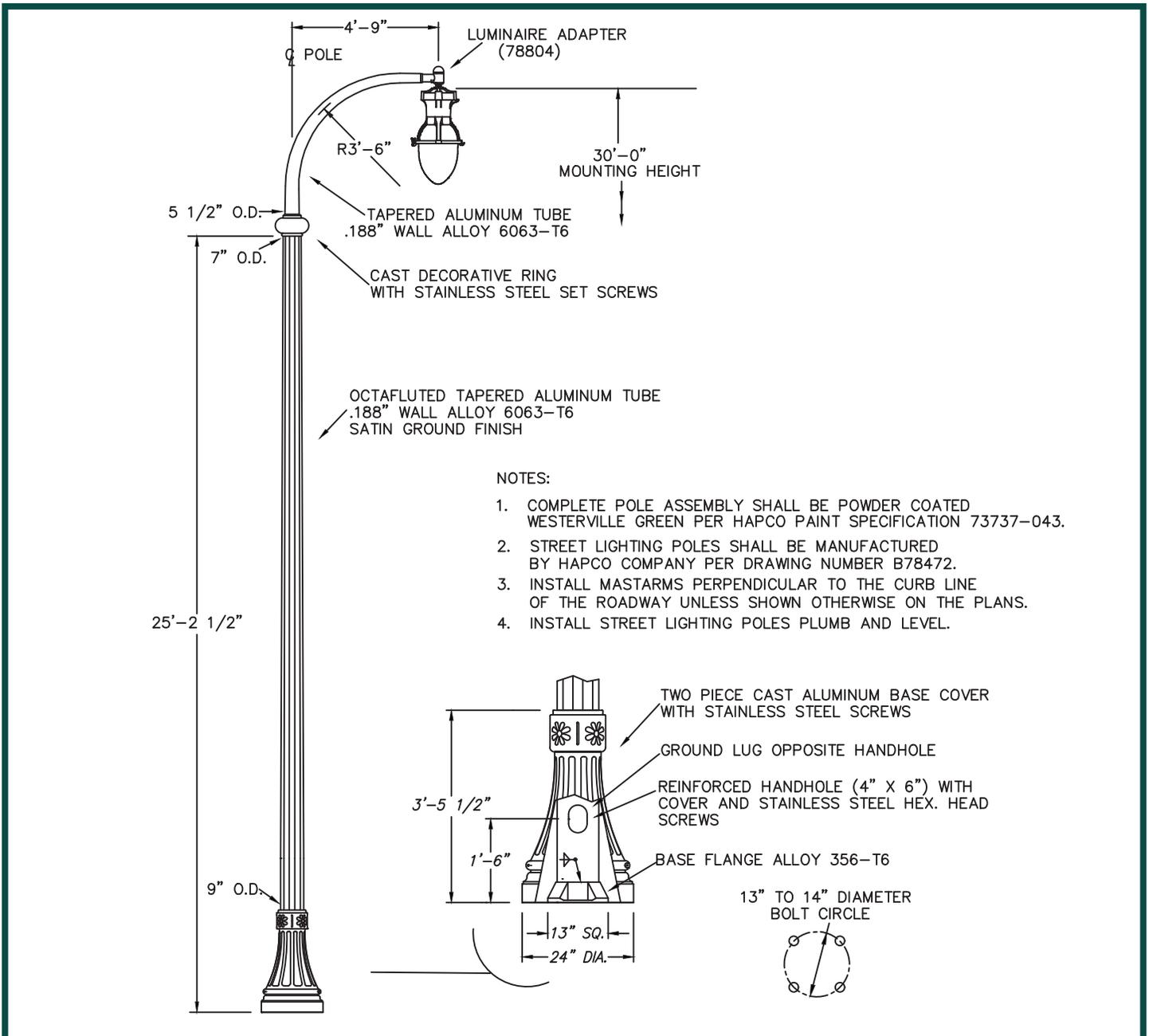
64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666



64 E. Walnut St.
Westerville, OH 43081-2308
t. (614) 901-6650
f. (614) 901-6666

