



**PAR 25-0020**

Pre-Application Conference: Atlas Towers Communications Facility Proposal

**City Attendees**

Ben Braudrick, Planning Supervisor, [bbraudrick@cityofpa.us](mailto:bbraudrick@cityofpa.us), (360) 417-4804  
Chloe Bonsen, Associate Planner, [cbonsen@cityofpa.us](mailto:cbonsen@cityofpa.us), 360-417-4753  
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Timothy Hayes, Transportation Engineer, [thayes@cityofpa.us](mailto:thayes@cityofpa.us), (360) 417-4827

\*Attended the preapplication meeting

**Applicant Team**

Parker Bingham, Atlas Tower, [pbingham@atlastowers.com](mailto:pbingham@atlastowers.com), 303-448-8896

**Agenda**

1. Introductions.
2. Applicant overview/presentation of project
3. Review of Q&A
4. Additional Questions
5. End Conference at 3:30 PM

**Time and Date**

April 29 at 2:30 PM via in-person and virtual teams link

**Site Location**

W 16<sup>th</sup> St., Port Angeles, 0630-0011-1900

**Description of Proposal**

Build a 120' monopole telecommunications tower within a (50 feet x 50 feet, measuring 2500 sq. feet) wireless facility. This facility will provide critical wireless coverage to the surrounding neighborhoods and communities. The proposed site is located where coverage is lacking, and the capacity of the existing devices, existing infrastructure will reach capacity limits and be able to meet coverage needs. This tower and facility will be used for structural support of up to four wireless providers. Each provider will install antennas and on-the-ground base-station equipment.

**Code Links**

[The Port Angeles Municipal Code \(PAMC\)](#)

**Applicant-Provided Questions**

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## 1. What is the period of time for public noticing after a completed application is submitted?

The notice of application shall be provided within 14 calendar days after the determination of completeness. Notice of application shall be issued at least 15 calendar days prior to the public hearing.

The public noticing process that can be expected with the review of a Type III application:

1. Published notice. The City shall publish a notice of public hearing in the paper of record for the City at least one time. This shall include and (republish if necessary) the appropriate information from PAMC 18.02.130 (C)
2. Mailed notice. The City shall send notice of public hearing to all persons entitled to notice, as described in PAMC 18.02.130(E)(4), including any person who submits written or oral comments on the notice of application.
3. Posted notice. Posted notice of the public hearing is required for all Type III project permit applications, which shall be posted in the same manner as the notice of application as set forth in PAMC 18.02.130(G)(3).
5. The applicant shall be responsible for all costs of public notice.

Type III Project Permit Decisions:

1. The Hearing Examiner shall review and make findings, conclusions, and decisions on all Type III project permit applications. The Hearing Examiner may approve, approve with conditions, or deny Type III project permit applications.
2. For Type III project permit decisions, the Applicable Director shall prepare a staff report on the proposed development or action, summarizing and considering timely public comments, summarizing and considering recommendations of City departments and affected agencies or special districts, and evaluating the development's consistency with this Port Angeles Municipal Code, adopted plans, and regulations. The staff report shall include proposed findings, conclusions, and recommendations for the disposition of the development application.
3. Upon receiving a recommendation of the Applicable Director, the Hearing Examiner shall perform the following actions as appropriate:
  - i. Hold an open record hearing on a Type III permit application and make a decision after reviewing the recommendation of the Applicable Director;

Timeline requirements.

Quasi-judicial approvals with public notice and public hearing (Type III). The City must issue a final decision for all Type III permit applications that require a public notice and public hearing within 170 calendar days of the determination of completeness under PAMC 18.02.100 and RCW 36.70B.070.

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The City strives to provide a decision to the applicant within 8-10 weeks after the application has been deemed complete.

The Hearing Examiner is scheduled with the City 9:00AM to 12:00PM on the third Thursday of the month. The applicant or a representative is required to attend, but can attend virtually. Hearings are scheduled as virtual unless a great deal of inquiry or public comment has been received. In that case, the hearing will be hybrid, virtual/in person. The City does not currently have any other hearings scheduled at the moment.

## 2. What setbacks will we need to be aware of? We already have move 10 ft away from existing powerlines.

Power line setback is a minimum of 12.5 feet from the closest overhead power line, which can be up to

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6 feet out from the pole.

From a land-use perspective, all setbacks are outlined below.

**3. Due to being in an industrial zone on airport property, are we in a “favorable” zone and can it still be argued against in a public hearing?**

Communication towers do not have a specific zone but building one in an industrial zone does appear to be more favorable. The proposed site does abut a residential zone. However, there are no zoning guarantees.

**4. Under any circumstances, could there be a second public hearing based on the outcomes of the first?**

If one appeals the decision made by the hearing examiner, a hearing may be required pursuant to the following codified appeal language. Appeals from final decisions under this chapter, for which decisions all administrative appeals specifically authorized have been timely exhausted, shall be made to the Clallam County Superior Court within 21 calendar days of the date of the decision or action unless another time period is established by state law.

**5. What challenges did other towers obtaining permits face?**

The largest struggles come from the application attachments not being complete and/or supporting that a new tower can be constructed based upon the distance requirements of other existing towers. There are The federal government provides the regulatory environment for towers, so the Unclassified Use permit process and hearing are to ensure the public has had a chance to provide input. This tower is likely in the flight path of the airport, so FAA input is critical to success.

## **Planning Division General Comments**

### **Land Use**

- General Land Use: Wireless Telecommunications Towers and Facilities
- Zoning: Industrial Light
- Setbacks:
  - Industrial Light
    - Front: 25 feet, except 35 feet abutting a residentially or commercially zoned property. See ([PAMC 17.32.080](#))
  - Wireless Telecommunications Towers And Facilities
    - Unless exempt from section 17.52.020 PAMC, telecommunications facilities shall be setback at least 25 feet from each lot line. The Community and Economic Development Director may grant a waiver of up to 25 percent of the setback requirement if it is determined that significant trees and other vegetation will be retained by reducing the setback.
    - Towers in excess of 60 feet in height shall be set back one additional foot per each foot of tower height in excess of 60 feet.
    - See ([PAMC 17.52.030](#))
- Any other general land use issues/regulations/facts.
- For the purpose of this section, the separation distances between towers shall be measured by drawing or following a straight line between the base of the existing or approved structure and the proposed base, pursuant to a site plan of the proposed tower. The minimum tower separation distances from residentially zoned land and from other towers shall be calculated and applied irrespective of City jurisdictional boundaries.
  - Proposed towers must meet the following minimum separation requirements from existing towers or towers which have a development permit but are not yet constructed at the time

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a development permit is granted pursuant to the Zoning Code:

- Monopole tower structures shall be separated from other telecommunications towers by a minimum of 750 feet.
  - Self-supporting lattice or guyed tower structures shall be separated from other telecommunications towers by a minimum of 1,500 feet.
  - Tower separation distances from any property that is zoned residential shall be set back one foot for each foot of tower height.
  - Separation or buffer requirements may be modified as provided in section 17.52.085 PAMC.
- Towers shall not be artificially lighted except as specified by the Federal Aviation Administration (FAA). Upon commencement of construction of a tower, in cases where there are residential uses located within a distance from the tower which is three times the height of the tower from the tower and when required by federal law, dual mode lighting shall be requested from the FAA.
  - All landscaping on a parcel of land containing towers, antenna support structures, or telecommunications facilities shall be in accordance with the applicable landscaping requirements in the zoning district where the tower, antenna support structure, or telecommunications facilities are located. The City may require on-site landscaping in excess of the requirements in the Zoning Code in order to enhance compatibility with adjacent land uses. Tower development shall preserve the pre-existing character of the site as much as possible. Towers and accessory equipment structures (equipment shelters and cabinets) shall be integrated through location, design, and color to blend in with the existing site characteristics to the extent practical. Existing vegetation around the facility shall be preserved to the extent possible or improved upon to provide vegetative screening.

**17.52.025 Development of towers:** A Telecommunication Tower Unclassified Use Permit (UUP) application shall include:

1. The name, address, and telephone number of the owner and lessee of the parcel of land upon which the proposed tower is to be situated. If the applicant is not the owner of the parcel of land upon which the proposed tower is to be situated, the written consent of the owner shall be evidenced in the application. If the applicant is not the owner of the property, a copy of the preliminary lease agreement is required to be provided with the application. A copy of the final agreement shall be submitted prior to issuance of a building permit for the structure.
2. The legal description, parcel number, and address of the parcel of land upon which the proposed tower is to be situated.
3. The names, addresses, and telephone numbers of all owners of other towers or antenna support structures, capable of supporting the applicant's telecommunications facilities, within 300 feet of the proposed tower site, including City-owned property.
4. A description of the design plan proposed by the applicant in the City. Applicant must identify whether or not it is utilizing the most compact, or least obtrusive, technological design, including microcell design, as part of the design plan. The applicant must demonstrate the need for the proposed tower and why design alternatives, such as the use of microcell, cannot be utilized to accomplish the provision of the applicant's telecommunications services.
5. An affidavit shall be submitted attesting to the fact that the applicant made diligent efforts to obtain permission to install or co-locate the proposed telecommunications facilities on existing towers or antenna support structures located within a one-half mile radius of the proposed tower site, but, due to physical, economic, or technological constraints, no such existing tower or antenna support structure is available or feasible.

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6. Written technical evidence from an engineer(s) of the tower's capability of supporting additional telecommunications facilities comparable in weight, size, and surface area to the telecommunications facilities installed by the applicant on the proposed tower.
7. A written statement from an engineer(s) that the construction and placement of the proposed tower and telecommunications facilities will not interfere with public safety communications and the usual and customary transmission or reception of radio, television, or other communications services enjoyed by adjacent residential and non-residential properties.
8. It shall be a condition of the UUP approval that certification by the applicant will meet the standards set forth in section 17.52.035, "Structural Requirements."
9. A written statement by the applicant stating the tower and telecommunications facilities will comply with all FAA regulations and EIA standards and all other applicable federal, state and local laws and regulations.
10. A written statement by the applicant that the tower will accommodate co-location of additional antennas for future users at a reasonable, market-based cost. If accommodation of future co-location is not proposed, information must be submitted with the application detailing why future co-location is not possible.
11. In order to assist the Department of Community and Economic Development and Planning Commission in evaluating visual impact, the applicant shall submit color photo-simulations showing the proposed site with a photo-realistic representation of the proposed tower and telecommunications facilities as it would appear viewed from the closest residential property and from adjacent roadways.
12. The City may require a qualified, independent third-party review (by a City-approved consultant) to validate and review the technical information contained in the application submittals. The cost of such review shall be borne by the applicant.
13. The Act gives the FCC sole jurisdiction of the regulation of RF emissions and does not allow the City to condition or deny on the basis of RF impacts the approval of any telecommunications facilities (whether mounted on towers or antenna support structures) which meet FCC standards. In order to provide information to its citizens, the City shall make available upon request copies of ongoing FCC information and RF emission standards for telecommunications facilities transmitting from towers or antenna support structures. Applicants shall be required to submit information on the proposed power density of their proposed telecommunications facilities and demonstrate how this meets FCC standards.
14. At the time of site selection, the applicant shall demonstrate how the proposed site fits into its overall telecommunications network within the City. This shall include a service area coverage chart for the proposed tower and telecommunications facilities that depicts the extent of coverage and corresponding signal quality at the proposed tower height and at least one height lower than that proposed.
15. A preliminary construction schedule and completion date.
16. Copies of any environmental documents required by any federal, state, or local agency, if available. These shall include the environmental assessment required by FCC Para. 1.1307, or, in the event that a FCC environmental assessment is not required, a statement that describes the specific factors that obviate the requirement for an environmental assessment.
17. A full site plan shall be required for all towers, showing the location, the specific placement of the tower on the site, the type and height of the proposed tower, on-site land uses and zoning, adjacent land uses and zoning, adjacent roadways, proposed means of access, setbacks from property lines, elevation drawings of the proposed facility, the location of existing structures,

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trees, and other significant site features, the type and location of plant materials used to screen the facility, fencing, proposed color(s), and any other proposed structures.

18. Applicants for new communications towers shall contact all law enforcement, fire, and other public safety and emergency services agencies within the City prior to application submittal to determine whether or not the agencies are interested in co-location and, if so, what the agencies specifications are. If any such agency decides to co-locate, then any new towers approved under this chapter shall be designed for, and the owner shall not deny, co-location.

## **Industrial Light PAMC 17.32.080 Design and Landscape:**

- A. A minimum five-foot landscaping area shall be provided abutting public rights-of-way, except for approved curb cuts.
- B. All lighting on the site shall be directed or shaded so that it does not shine directly on adjoining non-industrially zoned property or on public rights-of-way.
- C. A ten-foot wide buffer zone must be maintained adjacent to all residentially or commercially zoned property, which buffer zone shall not be used for storage, driveways, auto parking, or structures, except security fences. Such a screen shall be to a height of six feet. Approved vehicle driveways to an alley and sanitation receptacles associated with mechanized collection shall not be obstructed. Clear vision triangles shall be maintained. LID features encouraged to be located to help provide separation between industrial and residential commercial uses.
- D. The perimeter of a wireless communication support structure and any guyed wires/anchors shall be enclosed by a fence or wall at least six feet in height. Evergreen trees shall be planted surrounding the support structure in a manner approved by the Community and Economic Development Director. In the RS-7 and RS-9 Zones, the monopole or lattice tower must be screened by existing vegetation when possible. Additional screening may be required to mitigate visual impacts to adjacent properties or public rights-of-way as determined by site-specific conditions.

## **17.52.060 Landscaping/stealth design.**

All landscaping on a parcel of land containing towers, antenna support structures, or telecommunications facilities shall be in accordance with the applicable landscaping requirements in the zoning district where the tower, antenna support structure, or telecommunications facilities are located. The City may require on-site landscaping in excess of the requirements in the Zoning Code in order to enhance compatibility with adjacent land uses. Tower development shall preserve the pre-existing character of the site as much as possible. Towers and accessory equipment structures (equipment shelters and cabinets) shall be integrated through location, design, and color to blend in with the existing site characteristics to the extent practical. Existing vegetation around the facility shall be preserved to the extent possible or improved upon to provide vegetative screening.

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## **State Environmental Policy Act (SEPA)**

- SEPA is required for the Telecommunications Facility proposal.
- Once processed, a determination will be made on the potential environmental impacts of the project. There is a 14-day public noticing and comment period, as well as a 21-day appeal period from the date the determination was made.

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- Reference material to SEPA checklist and website are linked here:
  - [SEPA Handbook](#)
  - [Ecology SEPA guide website](#)
  - [SEPA checklist guidance](#)
  - [SEPA checklist guidance – Background section](#)
  - [SEPA checklist guidance – Environmental Elements](#)
  - [SEPA checklist guidance – Signature section](#)
  - Make sure the SEPA checklist is thorough and consistent with the guidance from the above links.

## **Public Works and Utilities General Comments**

Any excavation within the public right of way requires an approved Right of Way Construction Permit.

### **Development Standards**

Public Works development standards can be found in the current edition of the City's Urban Service Standards and Guidelines.

### **Water**

A 10" water main is located in Vacated O St on Port of Port Angeles Property.

It is the responsibility of the applicant to determine if existing City water service is adequate for the applicant's development.

On file nearby hydrant test at 18<sup>th</sup> and O St:

Static: 80  
Residual: 70  
GPM: 3137

### **Sewer**

An 8" sewer main is located in Vacated O St on Port of Port Angeles Property.

### **Stormwater**

Stormwater management shall be as required by and in accordance with City of Port Angeles regulations. See chapter 5 of the current edition of the City's Urban Services Standards and Guidelines.

### **Power**

Underground electrical service from pole 44-AR-07 on 18<sup>th</sup> St. is required. Load calculations are needed to determine what type and size of transformer is required, where it is placed and whether or not an accompanying easement is required. Refer to City of Port Angeles Urban Services Standards & Guidelines Chapter 8, Fig 16 for clearance requirements to overhead primary power lines (12.5').

Individual services/meters required for each tenant/customer.

## **Building Division / Fire Marshall General Comments**

Access Road – confirm dimensions are as specified – concerns with proposed.  
Would like more information on possible future tenant lease area.

### **Building Response.**

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1. Engineering design professional stamped plans shall be required during the permit application process.
2. The geographic design criteria requirements are as outlined on the City's web page.
3. Verify location and height with any aviation requirements that may be required.
4. 3<sup>rd</sup> party inspection may be required. Design professional to outline the details on the plans Per code.

## **Application & Fees Estimate**

Additional CED fees may also include SEPA review, building permit fees, and other applicable fees. *Fees are based on 2025 Master Fee Schedule and are subject change.*

*Assurances Unavailable. It is impossible for the conference to be an exhaustive review of all potential issues. The discussions at the conference or the information provided by the Director shall not bind or prohibit the City's future application or enforcement of all applicable laws and regulations. No statements or assurances made by City representatives shall in any way relieve the applicant of his or her duty to submit an application consistent with all relevant requirements of City, State, and Federal codes, laws, regulations, and land use plans. Pre-applications do not vest any portion of the development proposal. The applicant should read and understand all applicable statutes, regulations, and rules.*