

**AGENDA
BIG LAKE CITY COUNCIL
WORKSHOP**

WEDNESDAY, MAY 27, 2020

5:00 p.m.

1) CALL TO ORDER

2) ROLL CALL

3) ADOPT PROPOSED AGENDA

4) BUSINESS

4A. Small Cell Aesthetic Guidelines Discussion

4B. Lakeside Park Food Truck Discussion

4C. AIS Inspection Update

4D. New Ideas Discussion

5) OTHER

6) ADJOURN

Attendance at Workshop: All attendees are expected to follow CDC recommendations ensuring social distancing of at least 6 feet away from other persons. Some members of the City Council may participate in this Workshop via telephone or other electronic means on an as needed basis.

Audience Attendance at Workshop: To join this workshop via Zoom videoconferencing, please contact City Clerk Gina Wolbeck at 763-251-2973, or by email at gwolbeck@biglakemn.org to obtain a meeting Identification and Password. **The deadline to obtain a password to join the meeting is 4:00 p.m. the day of the meeting.**

Disclaimer: This agenda has been prepared to provide information regarding an upcoming workshop of the Big Lake City Council. This document does not claim to be complete and is subject to change.



WORKSHOP ITEM

Big Lake City Council

Prepared By Amy Barthel, City Planner	Meeting Date: 5/27/2020	Item No. 4A
Item Description: Small Cell Aesthetic Guidelines Discussion	Reviewed By: Hanna Klimmek, Community Development Director	
	Reviewed By: Clay Wilfahrt, City Administrator	

COUNCIL DIRECTION REQUESTED

Discuss aesthetic standards for small cell facilities.

BACKGROUND/DISCUSSION

With evolving technology and the new 5G network, it is anticipated that more small cell facilities will be installed throughout the City in the coming years. This discussion is intending to continue the conversation as to what type of design standards Council should adopt for small cells, in addition to the existing standards.

On April 10, 2019 Big Lake City Council approved the Small Cell Wireless Facility Aesthetic Requirements (attached), as encouraged by Minnesota Legislature. The Council adopted the standards with the intention to protect the look and location of Small Cell installations within public rights-of-way. The continued conversation is aimed at questioning whether Council feels that adopting more standards will be beneficial for the City.

Below are examples of aesthetic requirements that can be added to our design requirements, and are as follows:

- Fully conceal cables, wires and connectors on the support structure and match the color of the support structure.
- Small cell facilities shall be placed on a hollow metal pole, not a wood pole. This is to conceal the wires associated with the device. Big Lake has many wooden poles throughout the City.
- Enforce spatial distances from other small cell devices (Recommended 100-250 feet separation).
- Require antennas to be located inside a shroud or canister type enclosure.
- Small cell facilities and structures shall not be located directly in front of any existing residential structures.

The first small cell application was submitted to the City for review in April. The equipment will be located on school property, out of the public right-of-way. That application would not have to adhere to any design requirements adopted *after* their submission, only current requirements.

A few assumptions can be made about small cell installations:

- Most facilities are co-located on a pole that has power or lighting.
- Connexus and Excel are the two energy companies within the City that would most likely have small cell equipment on their poles.

- The poles in which small cell facilities are attached to are typically new. The applicants often replace the pole at the request of the owner of the pole. The energy company is usually the first point of contact for small cell applicants if they co-locate on their structure.
- State Statute restricts rent limitations. The City could collect rent from a carrier if attached to City equipment.

Design Standards from other communities are attached to this memo and should be compared to Big Lakes standards. Pictures are included to show what small cells can look like, depending on the design standards a City adopts.

Staff will review other sections of City Code that should be modified for Small Cell facilities such as Chapter 14, Right-of-Way Management and Chapter 10, Section 1022 Antennas.

FINANCIAL IMPACT

N/A

ALTERNATIVES

N/A

ATTACHMENTS

- Big Lake Current Standards
- Kansas Small-Design-Guidelines
- Photos: Small Cell

Small Cell Wireless Facility

City of Big Lake Aesthetic Requirements for Street Light Fixtures and Poles Installed in Conjunction with Small Cell Wireless Facility Equipment

All Street Light Fixtures and Poles installed in conjunction with small cell wireless facility equipment within the City of Big Lake shall be reviewed and approved by the Engineering Department and Public Works prior to installation. This includes approval of wireless facility equipment installed on City owned street lights, as well as privately owned street lights, and street lights owned by Xcel Energy, Centerpoint Energy, and Connexus Energy.

An administrative permit shall be required for installations within the public right of way, and collocation agreements are required for each small cell wireless facility proposed on City of Big Lake owned infrastructure.

Street light fixtures and poles installed to accommodate small cell wireless facility equipment shall be uniform and consistent in both color and appearance with existing City of Big Lake street light infrastructure. When a permit application is received, the City shall work with the applicant to provide information on the type of pole, fixture, mounting, and base desired for requested location(s). The applicant shall be required to furnish a replacement pole as deemed necessary by the City where the requirements as such shall be identified in the collocation agreement.

The City of Big Lake shall not allow small cell wireless facility equipment to be installed on City owned and maintained decorative street lights.

The City of Big Lake reserves the right to reject any street light fixture proposed to be City owned and maintained and installed in conjunction with small cell wireless facility equipment based solely on appearance and consistency with existing City owned equipment and maintenance capabilities.

Document Date: April 10, 2019



KANSAS CITY, KANSAS
SMALL CELL INFRASTRUCTURE
DESIGN GUIDELINES

1

BACKGROUND AND PURPOSE

1.1 INTRODUCTION

Pursuant to Kansas Statute 66-2019, effective October 1, 2016, wireless service providers and wireless infrastructure providers are permitted to locate small wireless facilities in the public right-of-way. This network of low-powered micro antennas provides cellular and data coverage to supplement the provider's macro-cellular network. New small cell installations will improve the providers' ability to meet current and future consumer cellular and data needs.

These design standards provide design and aesthetic requirements and specifications that all small wireless facilities installed within the ROW must meet prior to installation within City boundaries. Small cells installed within the ROW are bound to these design standards.

Providers shall consider the aesthetics of the existing street lights and other City infrastructure near proposed small cell locations, with special attention given to the details of neighborhoods with unique street light assemblies. Unique assemblies may include mast arms, decorative pole bases, architectural luminaires, mounting heights, pole colors, etc.

THERE ARE SEVERAL DIFFERENT SMALL CELL INSTALLATIONS ARE PERMITTED WITHIN KANSAS CITY AND WYANDOTTE COUNTY:

- Attachments to streetlights on new small cell poles with luminaires (Type A pole)
- New freestanding installations, i.e. monopoles (Type B poles)

1.2 DEFINITIONS

- **City, Kansas City, or UG** means the Unified Government of Wyandotte County/Kansas City, Kansas.
- **Design Standards** or **Standards** means these design standards adopted by the UG.
- **FCC** means the Federal Communications Commission of the United States.
- **Monopole** means a new freestanding pole installation for the primary purpose of supporting a small cell. May also be used for lighting or signage as required by the City. Defined as “Type B Small Cell Pole” by the UG/BPU Standards Diagrams.
- **Pole with luminaire arm** means a new or pre-existing pole with an extended arm with a luminaire installed for the primary purpose of providing illumination to a public space or ROW, and a secondary purpose of supporting a small cell. Defined as “Type A Small Cell Pole” by the UG/BPU Standards Diagram.
- **Provider** means a wireless service provider or wireless infrastructure provider.
- **Small cell** means the wireless facilities and equipment as defined in Code of Ordinances Section 27-593(a)(31)(c), or its successor.
- **ROW** means the public way as defined in Code of Ordinances Section 27-245.
- **BPU** means Kansas City Board of Public Utilities or its successor.
- **RF** means radio frequency.
- **Utility Pole** means, for purposes of these design standards, a utility pole owned by a third-party utility company, such as BPU.

2

GENERAL STANDARDS TABLE

2.1 SMALL CELL EQUIPMENT

AESTHETICS	Equipment should match the aesthetics of the area and surrounding poles.
INTERNAL INSTALLS	Equipment shall be installed within an existing pole when technologically feasible. Any equipment installed within a pole may not protrude from the pole except to the extent reasonably necessary to connect to power or a related wireline.
EXTERNAL SHROUDING	The antenna shall be contained in a cantenna and any other equipment shall be contained in an equipment cabinet, unless the visual impact can otherwise be reduced by its location on the pole.
ELECTRICAL SERVICE	Requirements per BPU.
WIDTH	May not exceed in width the diameter of the pole by more than 6 inches in total diameter and no more than 3 inches on either side.
SIDEARM (OFF-SET) INSTALLS	If permitted, may not allow the furthest point of the enclosure to extend more than 18 inches from the pole.
CONDUITS	All cables are required to be installed inside the pole.
HARDWARE ATTACHMENTS	All hardware attachments should be hidden. Welding onto existing equipment is not permitted.
COLOR	All equipment should be painted to match pole aesthetics. Paint should be powder coated over zinc paint.
EQUIPMENT CABINET ACCESS DOORS	Lockable access door sized to install, maintain, and remove all small cell equipment as needed shall meet provider's requirements. Utility access shall be per BPU requirements.
CABLES	All cables should be clearly labeled for future identification.
CANTENNAS	Cantenna must be mounted directly on top of the pole, unless a side arm installation is required by a pole owner. A tapered transition between the upper pole and cantenna is required.
EQUIPMENT CABINET	Cantenna should be maximum of 14-inch diameter, and no more than 3 cubic feet, unless granted an exemption by the UG

<p>STICKERS</p>	<p>Any on-pole cabinet and ground mounted utility box should be labeled a (1) RF warning sticker, background to match pole color, no larger than 4 x 6 inches, and facing to the street near the elevation of the antennae, (2) 4-inch by 6-inch (maximum) plate with the provider's name, location identifying information, and 24-hour emergency telephone number, and (3) No advertising, logos, or decals.</p>
<p>LIGHTS</p>	<p>There shall be lights on the equipment unless prohibited by state or federal law.</p>
<p>GROUND MOUNTED EQUIPMENT BOX</p>	<p>Must meet and follow existing UG ordinances for ground mounted utility boxes and be attached to a concrete foundation. All equipment, if on the pole or on the ground, must be concealed in a box or boxes with a total area no greater than 17 cubic feet, unless provided an exemption. Regardless, no total equipment box or boxes area shall exceed 28 cubic feet.</p>
<p>HEIGHT OF EQUIPMENT ON POLE</p>	<p>The lowest point of the equipment may not be lower than 10 feet from the grade directly below the equipment enclosure.</p>
<p>POWER METER</p>	<p>As required by BPU and in a location that (1) minimizes its interference with other users of the City's right-of-way including, but not limited to, pedestrians, motorists, and other entities with equipment in the right-of-way, and (2) minimizes its aesthetic impact.</p>

2.2 NEW AND REPLACEMENT METAL POLES

POLE STYLE	Pole should be round and match aesthetics of surrounding street lights and the neighborhood. Pole extension on traffic signal pole should match the rest of the pole.
POLE CONNECTION	Attachments to the side of a pole must be placed perpendicular to the street away from the vehicular traffic.
COLOR	<p>A pole and pole extension shall be galvanized in accordance with AASHTO M 111, or in accordance with UG engineering standards, whichever is more restrictive.</p> <p>A pole and pole extension shall be painted to match existing street light aesthetics. Paint shall be powder coated over zinc paint. If the pole is wooden, the equipment should be painted a light brown color.</p>
HEIGHT	Any pole with a collocated small cell shall not exceed 35 feet including the equipment, unless provided an exemption by the UG. Pole shall be measured from the top of the foundation to the top of the antenna.
DESIGN WIND VELOCITY	All structural components of small cell pole, standard, base, equipment cabinet, couplers, anchor bolts, luminaires, cantenna, and other attachments to be used shall be designed for a minimum of 115 MPH wind velocity, in accordance with AASHTO's Standard Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals, TIA-222 rev G and ASC 710 with IBC 2012 (or latest standard), plus amendment for snow loading and other local conditions, or in accordance with UG engineering standards, whichever is restrictive. Any pole not meeting these requirements may not be used for a small cell attachment or must be replaced to fulfill these requirements.
CONDUITS	All cables shall be in conduits and shall be flush with the pole unless required to be installed inside the pole.
STICKERS	On each pole, a (1) RF warning sticker, background to match pole color, no larger than 4 x 6 inches. Facing to the street near the elevation of the antennae, (2) 4-inch by 6-inch (maximum) plate with the provider's name, location identifying information, and 24-hour emergency telephone number, and (3) No advertising, logos or decals.
TYPE A SMALL CELL POLE	Street light pole with luminaire. Refer to the UG/BPU standard small cell pole diagram for full design requirements and specifications
TYPE B SMALL CELL POLE	Monopole with or without luminaire arm (subject to UG requirements). Refer to the UG/BPU standard small cell pole diagram for full design requirements and specifications

2.3 GENERALLY APPLICABLE REQUIREMENTS

Any small cell that is collocated on a pole must comply with the following requirements:

- So as not to significantly create a new obstruction to property sight lines.
- At the intersection of property lines, or along secondary property street facing.
- With appropriate clearance from existing utilities.
- Preferably equidistant from adjacent poles.
- In a single-family neighborhood, noise limit to be 5dBA above ambient sound, not to exceed 30 dBA as measured at a property line. Other noise regulations may apply. If the facility does not generate noise, include this information in the submittal so information can be shared with neighborhood.
- Providers shall consider the aesthetics of existing street lights and street furniture in the neighborhood of the proposed small cell locations.
- These aesthetic considerations and accommodations are to be included in the application submittal.
- All equipment located within the public ROW shall be located such that it meets ADA requirements and does not obstruct, impede, or hinder usual pedestrian or vehicular travel or interferes with the operation and maintenance of signal lights, signage, street lights, street furniture, fire hydrants, or business district maintenance. Regardless, no poles or equipment shall be located on a public sidewalk.
- Minimize impact to the aesthetics of the excising poles.
- New poles should match aesthetics of adjacent poles.

ORDER OF LOCATION PREFERENCES:

- Attachment to metal street lights (Type A pole)*
- Installation of monopoles (Type B pole)*

PROHIBITED LOCATIONS:

- Attachments to utility poles
- Attachment to traffic signal poles
- Attachment to enhanced service area street lights
- Attachment to plain wood pole

*Refer to the UG/BPU Small Cell Pole Standards Drawings

SMALL CELL EQUIPMENT SHALL BE MOUNTED ON OR HIDDEN INSIDE THE POLE AS FOLLOWS:

- Antenna: Inside a round and tapered cantenna.
- Monopoles: all equipment inside monopole in base cabinet.
- Utility poles: All equipment located on poles if allowed by pole owner, and anything not on the pole to be located in a ground mounted utility box. Fiber in conduits flush with pole.
- Traffic signal poles: All equipment in ground mounted utility box. Fiber inside pole in a conduit. If conduit is not available, pole cannot be used).
- New/replacement metal streetlight poles: all equipment inside pole in round base cabinet.
- Decorative street lights: replace with equipment inside pole. Reusable deviations from these standards shall be approved by the UG prior to installation.
- Enhanced service area street lights: Replace existing street light with matching street light and all equipment inside pole.
- Deviations from this guide may be approved if reasonable on a case-by-case basis by the UG prior to installation.
- The specifications provided in this chapter are for single carrier with single technology installations within the ROW only. Dual carrier, dual technology installations, or small cell locations not in the public ROW may vary from these guidelines with UG approval.
- Placed so as not to interfere with normal operation and maintenance of street light or other street appurtenances.
- Radiation certified to be at safe levels by A non-ionizing radiation electromagnetic radiation report (NIER) shall be submitted to the pole owner and retained on file for equipment type and model.
- The NIER report shall be endorsed by qualified professional, licensed or certified in the State of Kansas. It shall specify minimum approach distances to the general public as well as electrical and communication workers that are not trained for working in an RF environment (uncontrolled) when accessing the pole by climbing or by bucket.
- City workers and contractors to have ability to easily shut off radio signals and power while working on pole. (And we have the right to turn off or disconnect for necessary operations).
- Attachments to a pole or any new or replacement pole should have a smooth transition between the small cell and the pole and (except for the top of a cantenna) shall not have any flat surface of more than 1.5 inches to prevent creation of a ledge.
- New small cell facility must be encased in a separate conduit than any UG electronics.

POWER AND GROUND MOUNTED UTILITY BOXES

- Back up batteries must be in a ground mounted utility box, or underground where possible.
- The UG encourages all utility equipment that could be placed in a ground-mounted utility box to be buried underground.
- A separate meter and disconnect is required for both the power and the cell signal that can be accessed and operated by street lighting maintenance personnel.
- Must have metered power.

STANDARDS FOR SMALL CELL FACILITIES WITHIN A LOCAL HISTORIC DISTRICT OR ADJACENT TO A LOCAL LANDMARK SITE.

In order to maintain the character of a historic district or conservation district, each as contemplated in the Unified Government Code of Ordinances Chapter 27, Article IV of this code, all wireless facilities and new structures in a historic district or a character conservation district must employ screening, concealment, camouflage, or other stealth techniques to minimize visual impacts. The placement of small wireless facilities on existing structures or new poles shall be subject to the following:

- Installation of small cell facilities within a local historic district or adjacent to a local landmark site shall require a Certificate of Appropriateness subject to the procedures and standards found in the UG Ordinances, Section 27-149. Such an installation may be considered for an administrative approval as a minor alteration.
- New and replacement structures must be of a metal monopole design. Lattice structures and wooden structures will not be permitted.
- Small cell facilities will only be installed on new or replacement poles in the rear easement of any historical building and of all buildings in a historical district.
- The design of wireless facilities and related new structures must be integrated with existing buildings, structures and landscaping, including considerations of height, color, style, placement, design and shape.

Also see Technical Specifications in Chapter 6.

3

ATTACHMENTS TO STREET LIGHTS



3.1 PURPOSE

This chapter governs small cell attachments to a street light. Two types of small cell installations are permitted on street lights, including:

- New installation of metal street light poles (Type A pole).
- New metal pole so that small cell equipment can be attached (Type B pole).

3.2 STANDARDS

All provider equipment shall be housed internal to the equipment cabinet or hidden by the cantenna. No provider equipment shall be left exposed the outside of the pole.

On an existing pole, the equipment excluding the antenna shall be shrouded in an equipment cabinet if on the pole, hidden within the cantenna, or contained in a ground mounted utility box.

On a new street light, the provider may house the equipment inside the pole structure in an equipment cabinet as shown in the UG/BPU standard drawings.

A base equipment shall be round with a preferred diameter of a base cabinet 16-inch with a maximum 20-inch diameter.

The meter shall be contained in a ground mounted utility box, unless permitted to be inside an equipment cabinet as approved by BPU.

New street lights or replacement street lights shall comply with the all relevant county ordinances and applicable master plans that provide guidance on luminaire design aesthetics, lighting level criteria, typical street light spacing, and street light details.

- All equipment height shall be above the ground at least 10 feet. If the small cell equipment orients toward the street, then the attachment shall be installed no less than 16 feet above the ground.
- Equipment should be oriented away from the street.
- The size of small cells should be minimized as possible to minimize visual impact without interfering with the small cell operation.
- Equipment may not block visibility of street light banners.
- Attachments to an enhanced service area light pole cannot change overall character of light or proportion of the luminaires with the placement of a cantenna. The lighting level of service cannot be decreased.
- All new luminaires shall be the same height as adjacent street lights.
- City may require a new street light in lieu of a monopole.

An example of an unacceptable small cell installation, and acceptable installation can be found in **Figures 3-1** and **4-2**.

Figure 3-1: Unacceptable



Conduit, mounting bracket, and other hardware must be hidden from view.

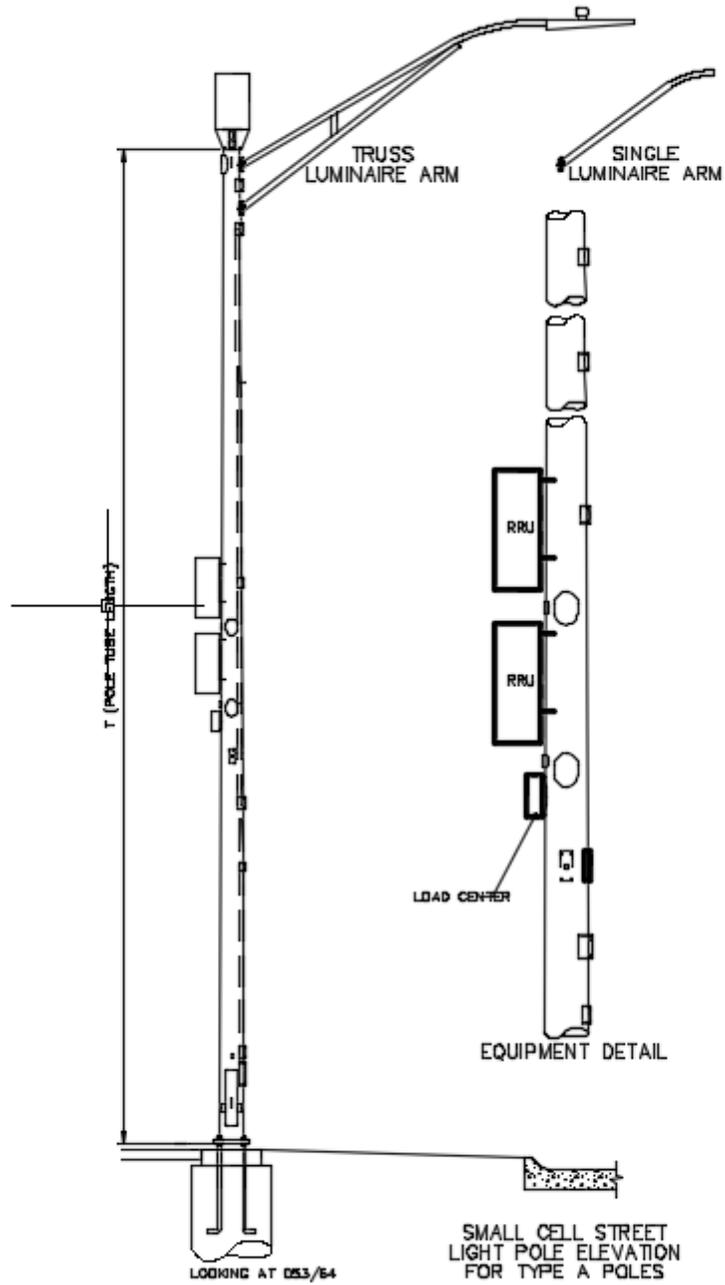
Cantenna must include a smooth transition between upper pole and cantenna attachment.

Upper pole shall be smooth and straight, with 1.5- inch (max.) of flat surface where mounted to the equipment cabinet.

Figure 3-2: Acceptable



Figure 3-3: Type "A" Small Cell Pole: Pole with Luminaire Arm and Antenna and Equipment Shroud



4

INSTALLATION OF MONOPOLES



4.1 PURPOSE

This chapter of the Standards is to be used when installing a freestanding small cell installation, referred to as a monopole.

4.2 STANDARDS

All small cell carrier equipment excluding the antenna shall be housed internal to an equipment cabinet or hidden behind the cantenna, per UG/BPU standard drawings.

- Monopoles to coordinate with neighborhood pole style and material type.
- New monopoles must conform to UG/BPU technical standards drawings.
- Ownership of monopoles is to remain with the provider. The UG reserves the right to attach any sign (such as a no parking sign) or a banner on the monopole.
- Design structural capacity shall be reserved for future City installations, such as cameras or other items.
- All new poles must have appropriate clearance from existing utilities
- Shall not be placed within the sight of triangle of an intersection or with the sidewalk path of pedestrians, or on a pedestrian curb ramp.

Figure 4-1: Unacceptable Monopole Installation

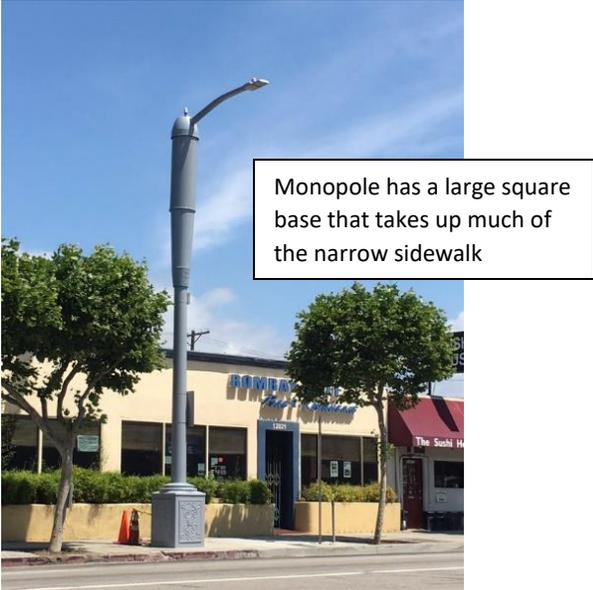
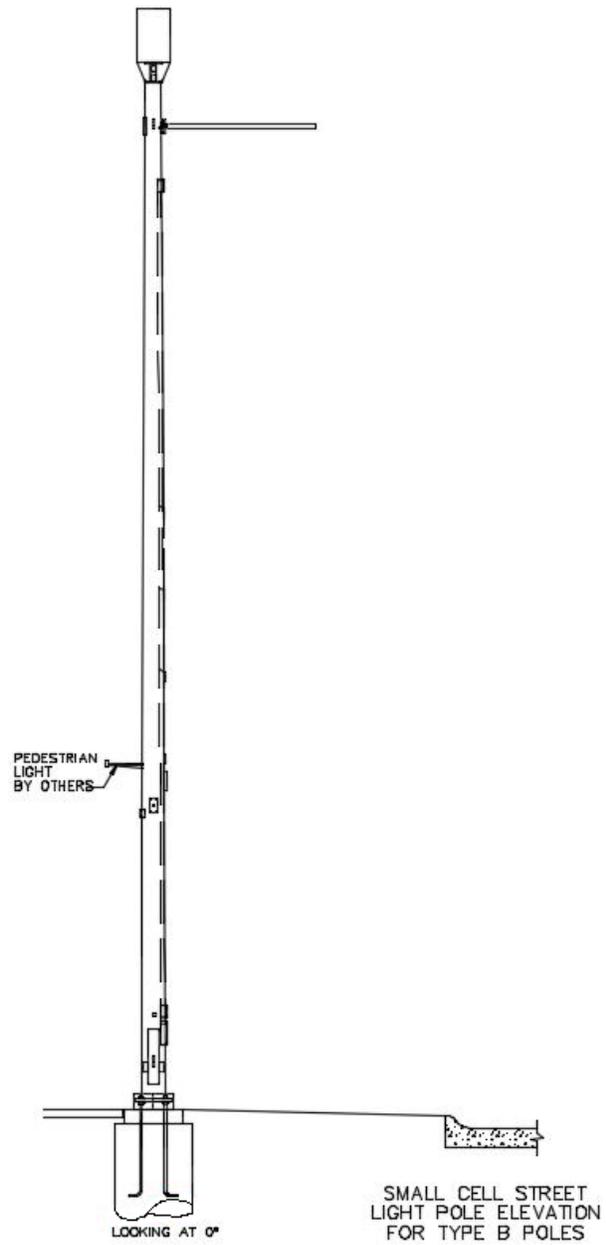


Figure 4-2: Acceptable Monopole Installation



Freestanding small cell pole components include the foundation, equipment cabinet, upper pole, antenna, and all hardware and electrical equipment necessary for a complete assembly, as shown in **Figure 4-3**.

Figure 4-3: Type “B” Small Cell Pole: Monopole (with Luminaire Extension)



4.3 PLACEMENT REQUIREMENTS

All monopoles shall be publicly owned and must be permitted by UG engineering via the ROW Permit requirements as outlined in the Right of Way Permit to Work.

- Preferred location for new pole is generally on property line for the purpose of avoiding interference with building face, views, business signage, pedestrian flow, etc.
- In a manner that does not impede, obstruct, or hinder pedestrian or vehicular travel.
- So as not to be located along the frontage of a Historic building, deemed historic on a federal, state, or local level.
- So as not to significantly create a new obstruction to property sight lines.
- At the intersection of property lines, or along secondary property street facing.
- Within the street amenity zone whenever possible.
- In alignment with existing trees, utility poles, and street lights.
- Equal distance between trees and other poles when possible, with a minimum of 15 feet separation such that no proposed disturbance shall occur within the critical root zone of any tree.
- With the appropriate clearance of at least 10 feet from existing utilities.
- Outside of the 20-foot equipment clear zone (for base cabinets less than 18-inches in diameter) or the sight distance triangle (for base cabinets equal to or greater than 18-inches in diameter) at intersection corners as shown in Figure 6-6.
- 10 feet away from the triangle extension of an alley way flare.
- Shall not be located within 100 feet of the apron of a fire station or other adjacent emergency service facility.

STANDARDS FOR MONOPOLES RESIDENTIAL STREETS LESS THAN 60 FEET WIDE:

Residential zones: A wireless provider may not install a new utility pole in a publicway adjacent to a residential zone, if the curb-to-curb measurement of the street is 60 feet wide or less as depicted on the official plat records or other measurement provided with the application, unless the City has given prior written consent based on evidence provided that demonstrates:

- There is insufficient wireless service to meet the demand in the immediate vicinity, and
- There are no other feasible options to provide adequate service along the residential street, and
- The utility pole will be located between curb and sidewalk in park strip. If no park strip is available, a corner installation must be considered before any installation on a lawn, as permitted by the UG.

Figure 4-4 shows freestanding small cells which is preferred to be a minimum of 250 feet apart radially. This radius extends around corners and into alleys. They shall be located in line with trees, existing street lights, utility poles, and other furniture located in the amenity zone, as shown in **Figure 4-5**.

Figure 4-4: Freestanding Small Cell spacing radius

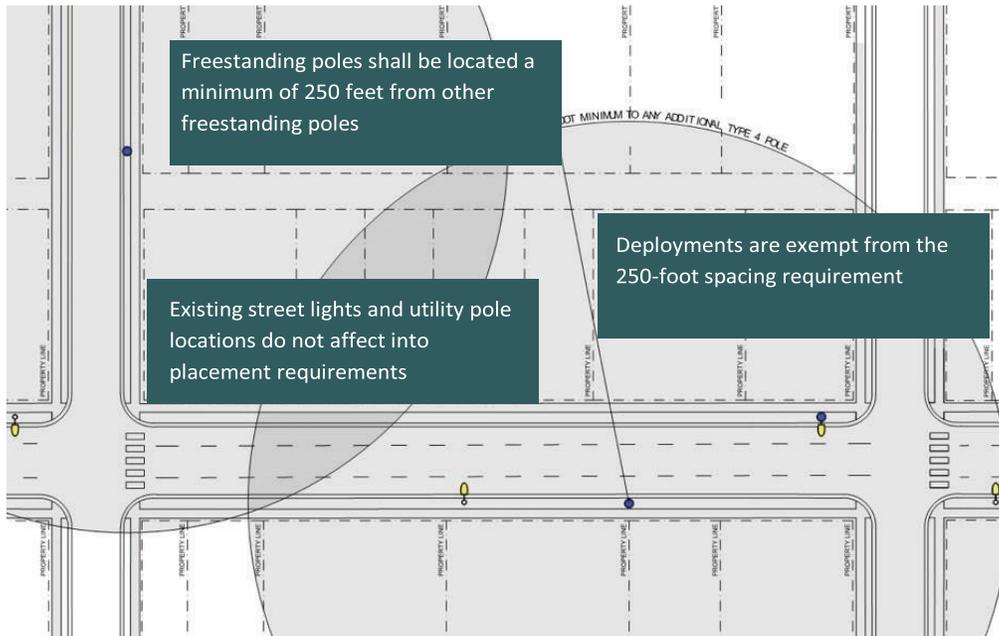
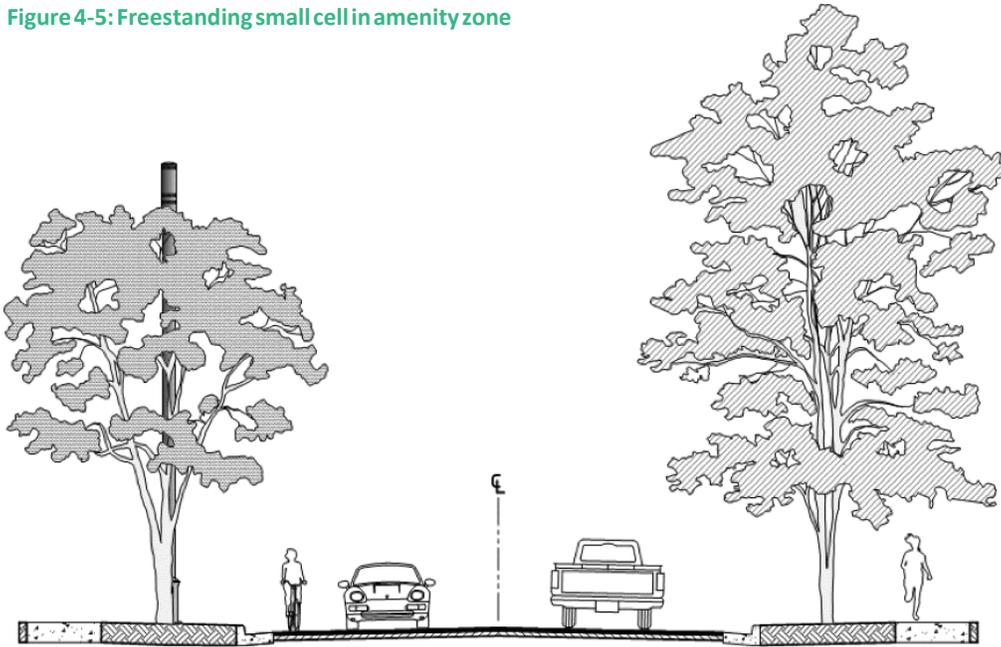


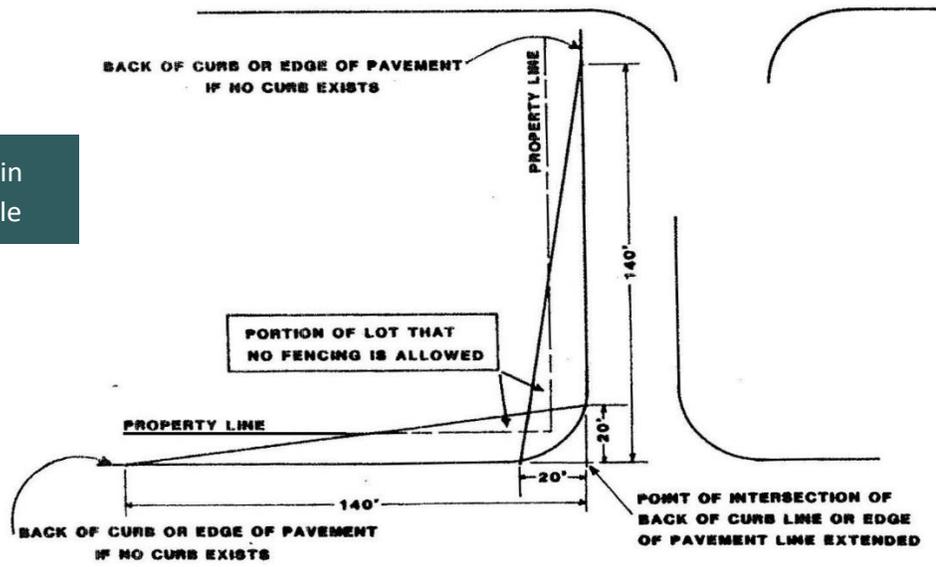
Figure 4-5: Freestanding small cell in amenity zone



Freestanding small cells shall be located such that they in no way impede, obstruct, or hinder the usual pedestrian or vehicular travel, affect public safety, obstruct the legal access to or use of the public ROW (including sidewalks), violate applicable law, violate or conflict with public ROW design standards, specifications, or design district requirements, violate the Federal Americans with Disabilities Act of 1990, or in any way create a risk to public health, safety, or welfare.

Free standing small cells shall be located within the ROW and off set from the sidewalk as shown in [Figure 4-6](#).

Do not locate small cell in intersection sight triangle



CALCULATION OF SIGHT DISTANCE TRIANGLES

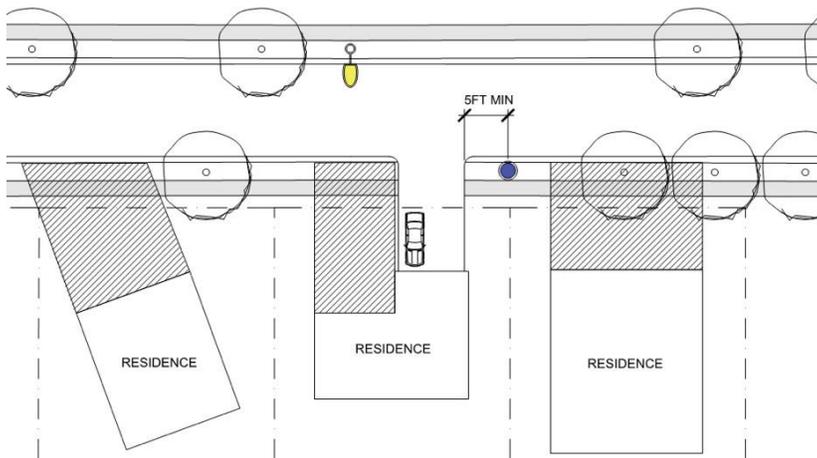
Freestanding small cells shall be located at intersecting property lines as much as possible. Whenever possible, the freestanding small cell shall be located on the secondary street. Small cells shall also be located a minimum of 15 feet away from trees to prevent disturbance within the critical root zone of any tree, as shown in **Figure 5-7**.

Figure 4-7: Freestanding small cell location between property and trees



The small cells shall not be installed between the perpendicular extension of the primary street-facing wall plane of any single or two-family residence as shown in **Figure 4-8**.

Figure 4-8: Freestanding Small Cell between property lines



Do not locate small cell in the perpendicular extension of the primary street-facing wall plane

Do not locate small cell in front of driveways, entrances, or walkways

When located adjacent to a commercial establishment, such as a shop or restaurant, care should be taken to locate the small cell such that it does not negatively impact the business. Small cells shall not be located in front of storefront windows, primary walkways, primary entrances or exits, or in such a way that it would impede a delivery to the building. Small cells should be located between properties as much as possible as shown in **Figure 4-9**.

Figure 4-9: Small Cell in Commercial Area



Installation challenges

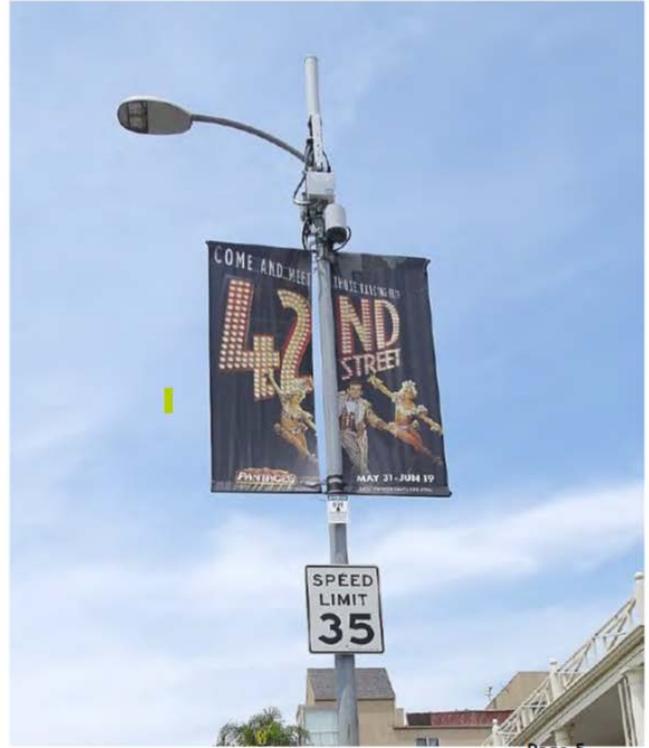


Attachments on wood poles



Small Wireless Facilities Examples





Page 5



Equipment Cabinets



Undergrounding provides coverage and capacity without compromising the aesthetics and beauty of your community.
** Actual install Thousand Oaks, CA



WORKSHOP ITEM

Big Lake City Council

Prepared By: Corrie Scott, Recreation and Communication Coordinator	Meeting Date: 5/27/2020	Item No. 4B
Item Description: Food Trucks at Lakeside Park Discussion	Reviewed By: Clay Wilfahrt, City Administrator Reviewed By Hanna Klimmek, Community Development Director	

COUNCIL DIRECTION REQUESTED

Discuss the options for hosting Food Trucks at Lakeside Park.

BACKGROUND/DISCUSSION

In previous years the City of Big Lake has offered Food Trucks the option the set up at Lakeside Park for a minimum bid of \$3,000 annually through the month of April-October. This cost was reduced in 2018 to a minimum bid of \$1,000 annually. Due to the high costs for this annual permit, there has been no interest from the many local food trucks in purchasing this license. Staff is recommending that Council discuss other options for Food Trucks at Lakeside Park. Some potential options are outlined below:

Option 1: Some events claim a percentage of 10%-15% of Mobile Food Unit’s daily profits.

Advantages include:

- Not overcharging the vendors on days with low attendance at the park
- Potential for higher revenue from vendors

Disadvantages Include:

- Potential for making vendors uncomfortable with sharing sales information
- Potential for dishonesty in vendors’ actual daily sales
- Delay in payment from vendors
- Increased admin time toward collecting fees from vendors

Option 2: The City already has a Mobile Food Unit license with tiered fees including \$50 fee for 1-4 days, \$100 for 5-10 days, and \$200 for an annual permit. With local businesses struggling due to COVID-19 restrictions, it is more likely that a lower base fee could entice vendors to apply for a permit to sell at Lakeside Park.

Advantages include:

- Potential to entice vendors to set up at Lakeside Park
- Ease of admin fee collection

Disadvantages include:

- Decrease in revenue for vendor fees

Option 3: To increase revenue and cover admin time put toward scheduling multiple Food Trucks at Lakeside Park, the City could use the currently established Mobile Food Unit pricing outlined in Option 2 with an additional charge of \$20 per day and \$20 if they request electric hookups.

Advantages include:

- Potential to entice vendors to set up at Lakeside Park
- Ease of admin fee collection
- Increased revenue from vendors to cover admin time and costs of electricity

Disadvantages include:

- Slight increase in admin time
- Higher fees for vendors than some other options

Staff recommends that Council chooses Option 3 so that admin time is reduced for fee collection and fees are high enough to cover the admin time put toward this program. Staff also recommends that for 2020 this program begins in July and goes through August with Food Trucks having the ability to set up on Fridays and Saturdays and with priority given to local food trucks. After 2020, the program can be updated to become more streamlined and potentially include the months of June-August.

FINANCIAL IMPACT

N/A

ALTERNATIVES

Keep the Lakeside Park Vendor Fee at a minimum bid of \$1,000 or consider another option that isn't listed.

ATTACHMENTS

N/A



WORKSHOP ITEM

Big Lake City Council

Prepared By: Layne Otteson P.E. City Engineer/Public Works Director PW20-038	Meeting Date: 5/27/2020	Item No. 4C
Item Description: Update regarding AIS inspection for Lakeside Park	Reviewed By: Clay Wilfahrt, City Administrator	
	Reviewed By: Deb Wegeleben, Finance Director	

COUNCIL DIRECTION REQUESTED

Provide direction to Staff regarding level of presence at the Lakeside Park boat launch.

BACKGROUND/DISCUSSION

2020 Inspection Plan

Aquatic Invasive Species inspections will be taking place at Lakeside Park this summer. The City of Big Lake, Community Lake Association (BLCLA) and Sherburne Soil and Water Conservation District (SSWCD) **planned** to provide 350 hours of on-site inspection using a combination of Level 1 inspectors and volunteers. This essentially provides coverage for weekends and holidays during the summer months. The contribution breaks down as follows:

City	100 hours (volunteers)
BLCLA	100 hours (volunteers)
SSWCD	150 hours (Level 1)

BLCLA Request for More Inspection

Big Lake Association would like the City to provide an additional 400 hours of summer inspection. These additional hours would essentially cover 6 am to 6 pm, Monday through Friday. The estimated cost to do this would range from \$6,000 (City seasonal) to \$7,600 (Waterguards). Availability of personnel to perform this work may be challenging due to DNR limitations and likely not viable.

COVID-19 Impact

The DNR is only re-certifying Level 1 inspectors for companies such as Waterguards (via teleconference). No 2019 volunteer inspectors are being re-approved at this time. DNR has not indicated when or if they will provide training for past or new volunteers, so we are in limbo. There is also a concern that getting volunteer inspectors from the BLCLA may be problematic this year due to health concerns.

With COVID-19 causing planning issues, Staff requested SSCSD use their dedicated 150 hours in Big Lake over Memorial Day weekend and during June. They agreed to schedule coverage for Memorial Day weekend and will try to do June weekends. They prefer to spread their hours over the summer. This will serve as a buffer through June and allow Staff to better understand DNR response and boat launch use.

There is budget available to use part-time seasonals at Lakeside Park to monitor parking and perform the facility survey through June 10th. This would be utilized when SSCSD is not providing AIS inspection. Staff

believes that by June 10th the DNR may make a decision regarding the training of volunteer level inspectors. If the DNR's plan is known, the City can respond accordingly.

Parking Lot and Boat Launch Survey

Staff has considered utilizing part-time seasonals to provide a visible presence at Lakeside Park. They would be wearing a high visibility vest and perform a short facility survey of boat launchers. We would like to get feedback regarding improvements to the parking lot and boat launch. This information can be valuable in identifying improvements and raising the level of service.

FINANCIAL IMPACT

The cost is subject to amount of inspection hours desired by Council. Funding sources may include staff savings due to the Pay Station Box and re-prioritization within Public Works.

ALTERNATIVES

The following alternatives presented to Council are subject to adjustment based on Council discussion.

1. Direct staff to plan no additional inspection beyond the 350 hours.
2. Direct staff to bring back a plan which identifies inspection level, cost and funding source.

RECOMMENDATION

Staff recommends Alternative 2 be brought back June 10th for approval. This alternative continues to monitor the DNR training and brings back an option reflecting the Council's level of inspection with budget impact.



WORKSHOP ITEM

Big Lake City Council

Prepared By Clay Wilfahrt, City Administrator	Meeting Date 5/27/2020	Item No. 4D
Item Description New Ideas Discussion	Reviewed By: N/A	
	Reviewed By: N/A	

COUNCIL DIRECTION REQUESTED

None

BACKGROUND/DISCUSSION

This item is dedicated for City Council Members to bring up any ideas/projects that they would like to discuss during the Workshop.

FINANCIAL IMPACT

None

ALTERNATIVES

None

ATTACHMENTS

None