City of Minneapolis
Community Planning & Economic Development
Development Services Division
250 South 4th St. Room 300
Minneapolis MN 55415-1316
612-673-3000

ADMINISTRATIVE REVIEW OF TELECOMMUNICATION TOWERS, ANTENNAS AND TRANSMISSION BASE SITES APPLICATION

535.470. Purpose. Regulations governing communication towers, antennas and base units are established to provide for appropriate locations for communication towers, antennas and base units, to ensure compatibility with surrounding uses, to promote the co-location of communication antennas, and to preserve the city's ability to provide a public safety communication system.

535.480. Definitions. As used in this article, the following words shall mean:

Base unit. An unstaffed single story structure or weatherproofed cabinet used to house radio frequency transmitters, receivers, power amplifiers, signal processing hardware and related equipment.

Communication antenna. A device intended for receiving or transmitting television, radio, digital, microwave, cellular, personal communication service (PCS), paging or similar forms of wireless electronic communication, including but not limited to directional antennas such as panels, microwave dishes and satellite dishes, and omni-directional antennas, such as whip antennas.

Communication antenna, facade mounted. A communication antenna mounted on the facade of a structure such as a building, water tower, clock tower, steeple, stack or existing light pole or communication tower.

Public safety communication system. A communication system owned or operated by a governmental entity such as a law enforcement agency, public works department, municipal transit authority or medical facility.

Communication tower or antenna, rooftop mounted. A communication tower or antenna located on the roof of a structure such as a building, water tower, clock tower, penthouse or similar structure.

Communication tower. Any pole, spire, structure or combination thereof, including supporting lines, cables, wires, braces and mast, designed and constructed primarily for the purpose of supporting one or more antennas, including self supporting lattice towers, guyed towers or monopole towers. A communication tower may include, but not be limited to, radio and television transmission towers, microwave towers, common carrier towers, cellular telephone towers and personal communication service towers.

Communication tower, monopole. A communication tower consisting of a single pole, constructed without guyed wires and anchors.

Communication tower and antenna height. The height of a freestanding communication tower and antenna shall be measured as the distance from ground level to the highest point on the tower, including the antenna. The height of a rooftop communication antenna shall be measured as the distance from the point where the base of the tower and antenna is attached to the roof, to the highest point on the supporting structure, including the antenna.

Institutional use. Educational facilities, parks, cemeteries, golf courses, sport arenas, religious institutions, athletic fields and publicly owned property.

Publicly owned property. Land, buildings or structures owned by any governmental body or public agency including city, county, state or federally owned properties, other than public rights-of-way.

Attention: If you need other disability related accommodations, such as a sign language interpreter, accessible meeting site, or materials in alternative format, please contact 612-673-2162 (673-2157 TTY/VOICE) at least five days prior to the meeting. If you want help translating this information, call – **Hmong** – Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 612-673-2800; **Spanish** – Atención. Si desea recibir asistencia gratuita para traducir esta información, llama 612-673-2700; **Somali** - Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500.

535.490. Permitted uses exempt from administrative review and approval. Notwithstanding any other provisions to the contrary, communication towers and antennas designed for private reception of television and radio signals, used for amateur or recreational purposes, shall be permitted in all districts, provided such antennas and towers comply with the standards of section 535.540 and the following:

(1) Notwithstanding the height limitations of the zoning district, freestanding towers and antennas shall not exceed thirty-five (35) feet in height and rooftop mounted antennas shall not exceed fifteen (15) feet in height.

(2) Antennas shall not exceed one (1) meter in diameter in the residence and office residence districts and two (2) meters in diameter in all other districts.

(3) Towers and antennas shall not be located in any required front, side or rear yard, nor shall they be located between a principal building and a required front or side yard.

(4) Only one freestanding tower and antenna shall be allowed per residential zoning lot.

535.500. Permitted uses subject to administrative review and approval. (a) *Uses*. Notwithstanding the height limitations of the zoning district, the following uses shall be permitted in all zoning districts, subject to administrative review and approval by the zoning administrator, as specified in section 535.510, and the standards of this section:

(1) Rooftop communication towers and antennas not exceeding fifteen (15) feet in height.

(2) Facade mounted communication antennas.

(3) Extension of the height of existing communication towers of not more than fifteen (15) feet, provided the total height of the communication tower and all antennas shall not exceed the total allowable height, as provided in section 535.530.

(b) *Standards*. Permitted uses subject to administrative review and approval shall comply with the standards of section 535.540 and the following:

(1) The antenna and its supporting structure shall be aesthetically compatible with the structure upon which the proposed antenna is to be mounted and with surrounding uses. Facade mounted communication antennas shall be camouflaged, and rooftop mounted communication antennas and towers shall be camouflaged where it is determined to be necessary.

(2) The structure upon which the proposed antenna is to be mounted shall have the structural integrity to carry the weight of the antenna and its supporting structure.

(3) The base unit shall be aesthetically compatible with the structure upon which the proposed antenna is to be mounted and with surrounding uses.

(4) An existing communication tower shall be allowed only one (1) height extension of not more than fifteen (15) feet by administrative review. Additional extensions may be applied for as a conditional use.

535.510. Administrative review process. (a) *In general*. The zoning administrator, in consultation with the planning director, shall have up to ten (10) working days following the submittal of a complete application to approve or deny such application. The zoning administrator may impose such conditions and require such guarantees deemed reasonable and necessary to protect the public interest and to ensure compliance with the standards and purposes of this zoning ordinance and policies of the comprehensive plan.

(b) *Submittal requirements*. In addition to the general application requirements of Chapter 525, Administration and Enforcement, the applicant shall submit the following:

(1) Scaled schematic drawings and photographic perspectives showing the structure and the placement of the tower and antenna on the structure.

(2) A written certification from a registered engineer that the structure has the structural integrity to carry the weight of the tower and antenna.

(3) A scaled drawing showing the size, location, construction materials and screening of the base unit.

(4) A scaled drawing showing how the tower and antenna will be camouflaged.

(5) A letter from the director of public works stating that the proposed site, if located on publicly owned property, is not needed for the public safety communication system or stating that co-location is acceptable. The director of public works shall have ten (10) working days after receipt of a written request to make such determination.

(c) *Appeals*. Notwithstanding the provisions of Chapter 525, Administration and Enforcement, decisions of the zoning administrator regarding the administrative review of permitted telecommunication towers, antennas and base units shall be subject to appeal to the city planning commission.

535.540. Development standards for all permitted and conditional communication towers, antennas and base units. In addition to the standards of sections 535.490, 535.500 and 535.530 above, all communication towers, antennas and base units shall be subject to the following standards:

(1) *Encroachments and setbacks*.

a. The tower site and setback shall be of adequate size to contain guyed wires, debris and the tower in the event of a collapse.

b. Communication towers shall maintain a minimum distance from the nearest residential structure equal to twice the height of the tower. For the purposes of this article, residential structures shall also include any parking structure attached to a principal residential structure.

c. No part of any communication tower, antenna, base unit, equipment, guyed wires or braces shall extend across or over any part of a public right-of-way.

d. Communication towers, antennas and base units shall comply with applicable regulations as established by the Federal Aviation Administration.

e. Communication towers, antennas and base units shall comply with the minimum yard requirements of the district in which they are located.

(2) *Compatibility with nearby properties*. Communication towers, antennas and base units shall utilize building materials, colors and textures that are compatible with the existing principal structure and that effectively blend the tower facilities into the surrounding setting and environment to the greatest extent possible. Metal towers shall be constructed of, or treated with, corrosive resistant material. Outside of the industrial districts, unpainted, galvanized metal, or similar towers shall be prohibited, unless a self-weathering tower is determined to be more compatible with the surrounding area.

(3) *Screening and landscaping*. A screening and landscaping plan designed to screen the base of the tower and the base unit shall be submitted. The plan shall show location, size, quantity and type of landscape materials. Landscape materials shall be capable of screening the site all year. One row of evergreen shrubs or trees capable of forming a continuous hedge at least six (6) feet in height within two (2) years of planting shall be provided to effectively screen the base of the tower and the base unit, except for towers and antennas designed for private reception of television and radio signals and used for amateur or recreational purposes. A maintenance plan for the landscape materials shall also be submitted. The city planning commission may consider the substitution of other architectural screening plans such as a decorative fence or masonry wall in lieu of planted materials.

(4) *Rooftop mounted towers and antennas*. Rooftop mounted communication towers and antennas shall not be located on residential structures less than fifty (50) feet in height, except for towers and antennas designed for private reception of television and radio signals and used for amateur or recreational purposes.

(5) *Facade mounted antennas*.

a. *Mounted on freestanding towers and poles*. A facade mounted antenna shall not extend above the facade of the tower or pole on which it is mounted, but otherwise may project outward beyond such facade.

b. *Mounted on all other structures*. A facade mounted antenna shall be mounted flush against the structure on which it is mounted and shall not extend beyond the facade of such structure, except that antennas designed for private reception of television and radio signals, used for amateur or recreational purposes, may extend above the facade of the structure.

(6) *Base units*. Base units shall not exceed five hundred (500) square feet of gross floor area. The city may require as a condition of approval that base units be located underground.

(7) *Security*. All sites shall be reasonably protected against unauthorized climbing. The bottom of the tower, measured from ground level to twelve (12) feet above ground level, shall be designed in a manner to discourage unauthorized climbing.

(8) *Signage*. Advertising or identification of any kind on towers, antennas and base units shall be prohibited, except for applicable warning and equipment information signage required by the manufacturer or by federal, state or local regulations.

(9) *Lighting*. Communication towers and antennas shall not be illuminated by artificial means, except when mounted on an existing light pole or where the illumination is specifically required by the Federal Aviation Administration or other federal, state or local regulations.

(10) *Heritage Preservation Ordinance compliance*. Communication towers and antennas proposed for any locally designated historic structures or locally designated historic districts shall be subject to all requirements of the city's Heritage Preservation Ordinance.

(11) *Radio frequency emissions and noninterference.* The applicant shall comply with all applicable Federal Communication Commission standards.

(12) *Public safety communication system.* The location of the proposed antenna, if located on publicly owned property, shall not be needed for use by the public safety communication system, or if needed, it shall be determined by the director of public works that co-location of the proposed antenna with a public safety antenna is agreeable.

535.550. Obsolete or unused towers. All obsolete or unused communication towers, antennas and base units or accessory facilities shall be removed within twelve (12) months of the cessation of operations unless an extension is approved by the city planning commission. If an extension is not approved, such towers, antennas and base units shall be deemed a nuisance, and the city may act to abate such nuisance and require their removal at the property owner's expense. The operator shall provide the city with a copy of the Federal Communications Commission notice of intent to cease operations at the same time it submits such notice to the Federal Communications Commission. In the case of multiple operators sharing the use of a single tower, this provision shall not become effective until all operators cease operations for a period of twelve (12) consecutive months, provided each operator shall provide the city with notice of intent to cease operations. After the facilities are removed, the owner or operator of the site shall restore the site to its original, or to an improved, condition.

ADMINISTRATIVE REVIEW OF TELECOMMUNICATION TOWERS, ANTENNAS AND TRANSMISSION BASE SITES APPLICATION REQUIREMENTS CHECKLIST

Staff will only accept applications that include all of the items listed below. If any of the items are missing at the time of submittal, staff will not accept the application.[1]

	Completed Application Worksheet, including documentation from the State Historic Preservation Office, if required.
	Correct fees paid (checks payable to Minneapolis Finance Department).
	Statement of proposed use and description of the project.
	A letter from the property owner, if other than the applicant, stating support for the application.
	Copy of a letter or email, sent to the applicable city council office, explaining the proposed project.[2]
	A written certification from a registered engineer that the structure has the structural integrity to carry the weight of the tower and/or antenna(s).
	A letter from the director of public works stating that the proposed site, if located on publicly owned property, is not needed for the public safety communication system or stating that co-location is acceptable. The director of public works shall have ten (10) working days after receipt of a written request to make such determination.
	Photos of property(s) and all sides of the existing structures.
	One copy of a scaled and dimensioned site plan.
	One copy of scaled and dimensioned elevations of each façade.
	One copy of scaled schematic drawings and photographic perspectives showing the structure and the placement of the tower and/or antenna(s) on the structure.
	One copy of scaled drawings showing the size, location and screening of the base unit.
	One copy of scaled drawings showing how the tower and/or antenna(s) will be camouflaged.

FEES

Application type	Fee (dollars)
Administrative reviews of communication towers, antennas, and base units	210

[1] City staff will review the initial application submission and will notify the applicant of what, if any, additional information must be submitted for staff to evaluate the application for approval or denial. Please be aware that supplemental information may also be requested during the evaluation and hearing process.

[2] The letter must contain the following information: a description of the project; the land use applications that the applicant is aware are needed for the project; the address of the property for which zoning approval is sought; and the applicant's name, address, telephone number, and e-mail address, if available.

APPLICATION WORKSHEET

Property Owner/Applicant	Name	
	Mailing Address Including City, State and Zip Code	
	Phone Number	
	Fax	
	Email	
Applicant's Representative (This person will be the primary contact for staff, and is the authorized agent in place of the property owner)	Name	
	Mailing Address Including City, State and Zip Code	
	Phone Number	
	Fax	
	Email	
Council Member Contact (Be sure to include a copy of the letter or e-mail that was sent)	Name	
	Ward:	
	Phone Number:	
	Date letter/e-mail sent:	
Property Information	Address(es):	
	Identification Number:	
	Legal Description	
	Lot Area:	
	Zoning classification(s)	
Type of Administrative Review	Please select one of the following types of administrative review that you are applying for:	
	Rooftop communication towers and antennas not exceeding fifteen (15) feet in height.	
	Facade mounted communication antennas not extending above the facade of the building.	
	Extension of the height of existing communication towers of not more than fifteen (15) feet, provided the total height of the communication tower and all antennas shall not exceed the total allowable height, as provided in section 535.530.	
Antenna Information	Number of antennas:	Length of antennas:
Base Equipment Location	Dimensions:	Location:

Historic Information	Please provide documentation to answer the following questions:
	Is the building or structure over 45 years old?
	Is the building or structure inside the boundary of an historic district that is listed on or is eligible for the National Register of Historic Places, or designated by the City of Minneapolis or the State of Minnesota, or will the tower(s), antenna(s), or transmission base site(s) be visible from ground level anywhere within an historic district, or is the building or structure within 250 feet of the boundary of an historic district?
	Is the building or non-tower structure designated as a National Historic Landmark, or listed on or eligible for the National Register of Historic Places, or designated as a landmark by the City of Minneapolis or the State of Minnesota?
	Has the applicant, the licensee or the owner of the tower(s), antenna(s), or transmission base site(s) received notification that the Federal Communications Commission is in receipt of a complaint from a member of the public, the Minnesota State Historic Preservation Office, or the Advisory Council on Historic Preservation, that the installation has an adverse effect on one or more historic properties?
	If the answer is yes to any of the above, documentation is required from the Minnesota State Historic Preservation Office or the Advisory Council on Historic Preservation stating that the effect on the historic property has been found not to be adverse or potentially adverse, or if found to be adverse or potentially adverse, has been resolved through a conditional no adverse effect determination, a Memorandum of Agreement, a programmatic agreement, or otherwise in compliance with Section 106 of the National Historic Preservation Act and Subpart B of 36CFR Part 800.

My signature attests to the fact that the attached application is complete and accurate to the best of my knowledge. I understand that the staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided may delay review of my application or may result in denial of my request.

Property owner's signature (if different from applicant): _____

Applicant's name (please print): _____

Applicant's signature: _____