



City of Mercer Island
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Submittal Checklist for Wireless Communication Facility Design Review

The following documents are required to be submitted for approval of WCF application by the Design Commission.
 Unless noted otherwise, **14 copies** are necessary for Design Commission Submittal.

		Submittal	N/A	Staff Use
1.	All Items mentioned in Design Commission handout Section I, "Application Material for Design Commission Approval."			
2.	Development Application			
3.	Photo Simulations of the site and proposed equipment: Current vs. proposed conditions, incorporating screening, per 19.06.040(E)(1, 2, and 3)			
4.	Site Plan and Elevation drawings to scale. Specify number and size of antennae, monopoles, equipment, etc. Demonstrate that the size of proposed equipment cabinets is as unobtrusive as possible, per MICC 19.06.040(E)(2).			
5.	Coverage Maps indicating the gap in cellular service coverage that will be solved by the proposed changes, per MICC 19.06.040(E)(4).			
6.	Screening and Vegetation plans. Indicate how the equipment will be screened, including colors, materials, plant species, etc., per 19.06.040(E)(3).			
7.	SEPA Checklist. Non-residential format. Exemption depends on proposal (check with Planner and WAC 197-11-800(25)).			
8.	Current Approved Lease. Work with the City Attorney's office for right of way leases. If not City property, provide evidence of permission to use property from the owner or entity.			
9.	Legal Description of the leased area. Must be sealed by a professional surveyor.			
10	Tree Plan. Trees may be shown either on the site plan or on a separate Tree Plan. Must show the location, diameter and species of significant trees (conifers > 6 feet tall or deciduous trees > 6 inches in diameter at 4 ½ feet above the ground), including trees on site and in adjacent rights of way. Clearly designate all eagle perch/nest trees. Draw an "X" through trees to be removed and note tree protection fencing for trees near construction activities.			
11	Signage for Equipment Cabinet. A 2"x4" plaque (exact size) shall be mounted on the outside of any equipment cabinets. Needs to list: <ul style="list-style-type: none"> • Name of carrier • Site address • Contact phone number • Carrier identification number 			
12	Radio Frequency Emissions. Applicants for WCFs shall be required to provide the city information on the projected power density of the facility and compliance with the FCC requirements, per MICC 19.06.040(G).			
13	Application Fee. Dependent on project value and if subject to SEPA review (see fee schedule). Sign deposit fee can be submitted at application time.			

Note: this process is only to receive design review approval. A separate process and fee are necessary in order to receive a building permit.

Zoning requirements for wireless facilities:

19.06.040 Wireless communications.

A. Town Center, Commercial/Office and Planned Business Zones.

1. Permitted Use. Attached WCFs are permitted in the Town Center, commercial/office and planned business zones. WCFs with support structures are permitted in the commercial/office and planned business zone districts, and are not permitted in the Town Center district.
 - a. Town Center Zone (TC). The height of attached WCFs shall not exceed the height of the structure it is attached to by more than 15 feet. Wireless support structures are not allowed in the TC zone.
 - b. Commercial/Office Zone (C-O). The height of attached WCFs shall not exceed the height of the structure it is attached to by more than 10 feet. Structures shall not be located within front yard setbacks. Structures in the side and rear yards must be set back from adjacent property a distance equal to the height of the pole. New WCFs may be located on a monopole and shall not exceed 60 feet in height.
 - c. Planned Business Zone (PBZ). The height of attached WCFs shall not exceed the height of the structure it is attached to by more than 10 feet. Structures shall not be located within the setbacks. New WCFs may be located on a monopole and shall not exceed 60 feet in height.
2. Approval Process/Design Review. The approval process for WCFs in the Town Center, commercial/office and planned business zones shall be as follows:
 - a. Minor Exterior Modifications. An attached WCF shall be processed as a minor exterior modification with administrative review. The code official has discretion to send applications to the design commission for issues deemed significant.
 - b. Major New Construction. A WCF which requires a support structure shall be considered major new construction with review by the design commission.

B. Public Institution Zone (I-90 Corridor).

1. Permitted Use. Wireless communication facilities, including antenna support structures and equipment cabinets, are permitted. Facilities must meet all of the following criteria:
 - a. Antennas shall not project more than two feet in height over the nearest I-90 retaining wall, unless they are located on an existing structure, and must be screened as much as possible from public views;
 - b. Equipment cabinet dimensions shall not exceed 480 cubic feet, should be placed underground if feasible and shall be completely screened from pedestrian and park activities with landscaping;
 - c. Facilities shall be within 15 feet of the pedestrian side of the I-90 retaining wall, unless they are located on an existing structure. Facilities may be located between the retaining walls in the traffic corridor;
 - d. Facilities shall be at least 300 feet from any single-family dwelling, unless located between and below the top of the retaining walls in the traffic corridor;
 - e. Applicants shall demonstrate that they have attempted to collocate on existing structures such as other wireless support structures, rooftops, light poles, utility poles, walls, etc.

2. Approval Process/Design Review.

- a. Facilities are to be considered a regulated improvement and subject to design commission review as outlined in MICC 19.15.040. The design commission shall address the relationship of the facility to the proposed site and assure compatibility with adjacent public areas and usage. When there are more than six antennas at one site, the design commission may deem that site full and deny additional antennas.
- b. No wireless communication facilities are allowed along the Mercer Island Artway, defined as the south side of I-90 between 76th Avenue SE and 80th Avenue SE.

C. Island Crest Way Corridor.

1. WCFs are permitted within the right-of-way boundary along Island Crest Way from SE 40th Street to SE 53rd Place and from SE 63rd to SE 68th Street. WCFs must meet the definition of microcells and be attached directly to and incline with existing utility poles, with minimal overhang. The WCF must not project over the height of the pole, but a pole with a height of up to 70 feet may replace an existing pole or a pole with a height of up to 110 feet may replace an existing pole if the WCF is being collocated with another WCF consistent with subsection F of this section. All WCFs shall be set back from adjacent residential structures by a minimum of 40 feet.
2. Approval Process/Design Review. WCFs in the Island Crest right-of-way must be reviewed by the design commission and approved by the city engineer. Proponents must provide an agreement with the utility pole owner granting access to the pole.

D. Residential Districts.

1. Permitted Use. WCFs are prohibited in single-family and multifamily residential zones. The following public properties are exempted from this restriction:
 - a. South Mercer Island Fire Station, 8473 SE 68th Street. Maximum height: 60 feet;
 - b. Puget Power Substation, 8477 SE 68th Street. Maximum height: 60 feet;
 - c. Mercer Island Water Reservoir, 4300 88th Avenue SE. Maximum height: 60 feet; and
 - d. Island Crest Park if the WCF is attached to an existing ballfield light standard located along the eastern border of Island Crest Park and Clise Park if the WCF is hidden within a grove of trees with a stealth design as determined by the design commission. Any existing ballfield light standard may be replaced with a stealth pole up to 110 feet in height.
 - i. Maximum number of support structures: A maximum of two support structures (ballfield light standard or stealth pole) in each park with up to three WCFs on such support structures.
 - ii. Maximum height: 110 feet.

WCFs are permitted on these public properties. They may be attached, or have a monopole structure. Equipment cabinets shall be placed underground if physically feasible. The setback from any adjacent residential property line shall be equal to the height of the pole except in public parks, where the setback is 40 feet from any residential property line.

2. Approval Process/Design Review. The approval process for WCFs in residential zones shall be as follows:
 - a. Minor Exterior Modifications. An attached WCF shall be processed as a minor exterior modification with administrative review. The code official shall have discretion to send applications to the design commission for issues deemed significant.

- b. Major New Construction. A WCF which requires a support structure shall be considered major new construction with review by the design commission.

E. Performance Standards for Design Commission Review.

1. Attached WCFs. Attached WCFs which are visible to the traveling public and/or neighboring residences shall be designed to blend in with the existing structure and be placed in a location which is as unobtrusive as possible consistent with the proper functioning of the WCF, and use compatible or neutral colors. If the aesthetic impacts cannot be mitigated by placement and color solutions, the WCF can be required to be screened.
2. WCFs with Support Structures. WCFs with support structures shall be designed to blend into the existing site and be placed in a location which is as unobtrusive as possible consistent with the proper functioning of the WCF, and use compatible or neutral colors. If the aesthetic impacts cannot be mitigated by placement and color solutions, the WCF can be required to be screened with landscaping and/or fencing.
3. Equipment Cabinets. Equipment cabinets that are visible to the traveling public and/or neighboring residences shall be designed to blend in with existing surroundings, be placed underground if feasible, or placed in a location as unobtrusive as possible consistent with proper functioning of the WCF, and use compatible or neutral colors. Screening may be required using landscaping or fencing.
4. Engineer Review. The city shall require any WCF applicant to present engineering data showing the coverage of its existing WCFs and establish that the proposed WCF is required in order to prevent a significant gap in service coverage. The city may hire an independent engineer or other telecommunication consultant to review the applicant's data. If such review is required by the city, the applicant shall pay all costs associated with the city hiring an independent engineer or consultant.
5. Priority Locations. WCFs shall be located only in the zones and properties described in this chapter and a WCF applicant shall locate any WCF in the following siting priority consistent with proper functioning of the WCF:
 - a. Public properties described in subsections B and D of this section;
 - b. Town Center, commercial/office and planned business zones described in subsection A of this section; and
 - c. Island Crest Way corridor described in subsection C of this section.

F. Shared Facilities and Collocation. The applicant shall collocate the WCF with an existing WCF site unless the applicant can demonstrate to the city's satisfaction that such collocation is not feasible due to radio interference, usable signal, other engineering reason, property owner's refusal to lease property, or zoning restriction. The city also encourages WCF applicants to construct and site facilities with a view toward sharing sites and structures with other utilities, and accommodating the future collocation of other future WCFs.

G. Electromagnetic Radiofrequency Emissions. The city recognizes that the Federal Telecommunications Act of 1996 gives the Federal Communications Commission sole jurisdiction in the field of regulation of radio-frequency (RF) emissions and WCFs which meet FCC standards shall not be conditioned or denied on the basis of RF impacts. In order to provide information to its citizens, the city shall maintain file copies of ongoing FCC information concerning WCFs and radiofrequency standards. Applicants for WCFs shall be required to provide the city information on the projected power density of the facility and compliance with the FCC requirements.

H. Height Variance. If strict application of these provisions would preclude an antenna from receiving or transmitting a usable signal, or, if the property owner believes that an alternative exists which is less burdensome to adjacent property owners, an application for a variance may be filed under the provisions of MICC [19.15.020](#). The code official may grant a height variance upon finding that the criteria in MICC [19.15.020\(G\)\(4\)](#) are met, and that either of the following criteria are also met:

1. Compliance with the above provisions would prevent the antenna from receiving or transmitting a usable signal; and the alternative proposed constitutes the minimum necessary to permit acquisition or transmission of a usable signal; or
2. The alternative proposed has less impact on adjacent property owners than strict application of the above provisions.

I. Removal of WCFs. If a WCF becomes obsolete or unused, it must be removed within six months of cessation of operation at the site.

J. Administration and Appeals. Applications to construct WCFs shall follow the permit review procedures in MICC [19.15.020](#). Appeals shall follow the appeal process outlined in MICC [19.15.020\(J\)](#). (Ord. 02C-10 §§ 1, 2, 3, 5; Ord. 99C-13 § 1).