



Rooftop Antenna

Development Permit Area Guidelines

city
of north
vancouver

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Part I – General Regulations

1.0 INTRODUCTION

These guidelines apply to development applications for “Third Party Rooftop Antenna System” installations in the City of North Vancouver. The 2014 Official Community Plan, No.8400 (OCP) establishes the Rooftop Antennas Development Permit Area (DPA) to respond to location, design and consultation issues in the local context. These guidelines work in conjunction with the Zoning Bylaw 1995, No.6700 to direct future installations to specific land use areas and ensure adequate design considerations and community consultation on them. City policy for design and consultation on other wireless communication forms exists separately.

The cellphone/wireless industry continues to expand rapidly putting pressure on existing communications infrastructure. As more wireless spectrum becomes available to a greater number of carriers the need for more towers and rooftop antennas and new technology increases. The widespread increase in the use of devices is drawing on the network capacity to the extent that cell sites that could once be counted on are now suffering from reduced coverage and gaps in service are appearing. The industry is expanding in its demand for new sites around the region.

The City of North Vancouver has seen increased demand for rooftop antenna on taller buildings. As an urban municipality with a growing number of tall buildings taking advantage of views to the south toward Burrard Inlet and beyond and to the north to take in mountain views, visual obstructions must be treated sensitively.

These guidelines serve to balance the desire for improved service levels, ensuring quality design in new installations and transparency in the process.

1.1 INTENT AND USE OF THE GUIDELINES

Development Permit guidelines allow for more detailed consideration of development. This includes more certainty of the form and character of new Third Party Rooftop Antenna Systems on Buildings in the City to the benefit of owners, neighbours and the broader community.

1.1.1 Objectives: Applicants are encouraged to consider the location, design and existing local conditions and the potential impact on neighbours.

1.1.2 Development Permit applications are reviewed against these guidelines by staff. In some instances, review by the City's Advisory Design Panel may be required.

The Rooftop Antenna guidelines should be considered in conjunction with the City's Zoning Bylaw, 1995, No.6700 and other City regulations.

1.2 REGULATORY FRAMEWORK AND AUTHORITY

Section 488 of the Local Government Act (LGA) gives local governments in BC the authority to establish Development Permit Areas and their associated guidelines to address issues such as the form and character of commercial, industrial or multi-family residential development.

The City's 2014 Official Community Plan established Development Permit Areas (DPA) for Rooftop Antennas to identify specific land use categories in the City where Third Party Rooftop Antenna Systems may be located, subject to compliance with these DPA guidelines and other applicable City permit requirements. Other types of antenna installations are guided by the City's Wireless Design and Communication Policy.

The City of North Vancouver recognizes that Industry Canada regulates the location and installation of antenna systems, including masts, towers, and other antenna-supporting structures under the Radiocommunication Act and that Industry Canada mandates that where local governments have established policy and procedure this be adhered to by proponents of new installations.

The City also recognizes that Industry Canada refers to Safety Code 6 as the standard to which wireless facilities are to held. And that the health and safety of wireless facilities in their many forms are under the jurisdiction of Health Canada. It is the applicant's responsibility to ensure compliance with Safety Code 6 guidelines for the protection of the general public. The City of North Vancouver will refer inquiries regarding public health and safety to the applicant for response.

2.0 APPROVAL PROCESS

2.1 APPLICATION

- 2.1.1 Rooftop Antennas Development Permit Guidelines apply to those Lots designated in the Official Community Plan as Residential Level Five and Six, Mixed-Use, Commercial, Industrial and Mixed Employment designated lands on Schedule A in Appendix 1.0 of the 2014 Official Community Plan on Buildings at not less than three stories above grade. Third Party Rooftop Antenna Systems are not permitted to locate adjacent to schools or on lots designated Residential Level 4 or lower in the OCP.
- 2.1.2 Projects identified by staff as requiring particular attention can be referred to the Advisory Design Panel as needed. It is the expectation that most projects will not need to appear before the Panel, provided that reasonable design requests are considered and accommodated where possible by the applicant.
- 2.1.3 All sites need approval of the land owner, whether public or private. In the case of a strata corporation, a letter from the Strata Council agreeing to the installation is required.

2.1.4 Rooftop facilities shall follow this process:

- a) Pre-application meeting;
- b) Preliminary revisions;
- c) Application submission;
- d) Notification of Installation (mailout and lobby notice);
- e) Staff design review;
- f) Advisory Design Panel (as required);
- g) Final revisions;
- h) Building and Electrical Permit (as required);
- i) Removal (or upgrade replacement) of obsolete equipment.



2.2 EXEMPTION

- 2.2.1 Exceptions to the Rooftop Antenna DPA Guidelines include:
- a) Installations to facilitate Emergency Service providers such as police, fire, ambulance and search and rescue services.

2.3 SUBMISSION REQUIREMENTS

2.3.1 Each application for a Development Permit for Rooftop Antennas must be accompanied by relevant development information in the form prescribed by the City. This information includes, but is not limited to:

- a) Plans demonstrating the:
 - i. Location of the proposed building site in context;
 - ii. Location of the proposed installation including equipment dimensions;
 - iii. Location and type of existing rooftop antenna structures and associated equipment currently located on the building by any provider;
 - iv. Plans for screening, painting, or other measures to blend into the existing building.

- b) Proposed materials for area notification:
 - i. A notification map indicating the properties that are within 40m of the subject property (as measured from the edge of the subject property line);

 - ii. Proposed materials for area notification:
 - A notification map indicating the properties that are within 40m of the subject property (as measured from the edge of the subject property line);
 - A copy of the notice to be mailed to residents within 40m; and,
 - A copy of the notice to be placed in the lobby of the building in a prominent location and include a description of the proposed installation and contact information for the applicant.

Part II – Form and Character

3.0 GENERAL

These guidelines are applied to Third Party Rooftop Antenna Systems located on the roof of Mixed Use, Multifamily, Commercial & Industrial Buildings in the City.

3.1 SITE SELECTION

- 3.1.1 Third Party Rooftop Antenna Systems are to be located on lots designated as Residential Level Five and Six, Mixed-Use, Commercial, Industrial and Mixed Employment identified on Schedule A in Appendix 1.0 of the 2014 Official Community Plan with Buildings not less than three storeys above grade;
- 3.1.2 Third Party Rooftop Antenna Systems shall not impede access to rooftop amenities such as playgrounds, roof decks and urban agriculture;
- 3.1.3 Third Party Rooftop Antenna Systems are to be disclosed to Building tenants (see Part III Consultation).

3.2 DESIGN CONSIDERATIONS

- 3.2.1 The visual impact of Third Party Rooftop Antenna Systems should be minimized to reduce visual impact and clutter (see examples in Appendix A);
- 3.2.2 Where more than one Third Party Rooftop Antenna System is located on the same building shrouding should be used where possible without increasing the visual bulk of the Building;
- 3.2.3 Equipment cabinets and cable raceways included in the Third Party Rooftop Antenna System should be internal to the Building, and where external installations cannot be avoided, should be oriented for minimum visibility and treated with materials and colours similar to the Building.

3.3 STANDARD OF DESIGN

- 3.3.1 Third Party Rooftop Antenna Systems are permitted in designated areas provided that:
 - a) They not exceed a maximum Height of 1.22 metres (4.0 feet) vertically beyond the top of the building it is being attached to (see examples in Appendix A);
 - b) They are set back a minimum of 0.91 metres (3 feet) horizontally from the parapet of the Building in consideration of the roof as a visible elevation from the street and other buildings;
 - c) Panel antennas included in the Third Party Rooftop Antenna System are not to exceed 0.15 metres (0.5 feet) in width or 1.22 metres (4 feet) in length;
 - d) Microwave dishes included in the Third Party Rooftop Antenna System are not to exceed 0.61 metres (2 feet) in diameter per facility.

- 3.3.2 Where a combined total of more than five panel antennas and microwave dishes are proposed for one side of the Building rooftop they should be shrouded without increasing the visual bulk of the Building.
- 3.3.3 Obsolete technology or equipment should be removed from the Building as soon as possible.

Part III – Consultation

4.0 CONSULTATION

4.1 Applicants shall conduct a Notification of Installation of their application in conjunction with the City of North Vancouver's standards for Rooftop Antennas outlined below:

- a) Notification of Installation to properties within a 40m radius of the subject site:

Notification should be sent with the subject site shown in a map with a description of the installation and include contact information for the applicant.

- b) Post a notice in the lobby of the subject Building:

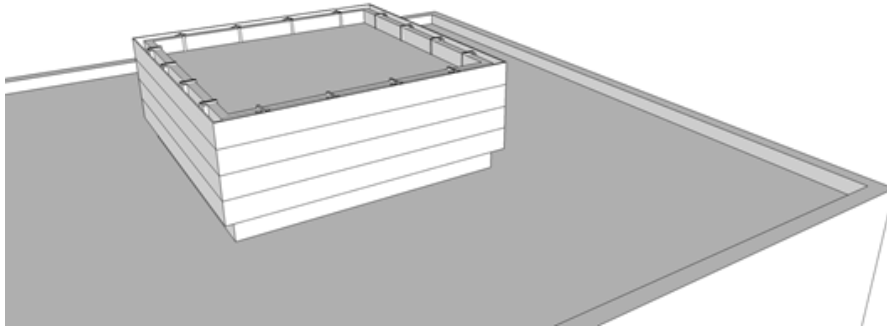
The notice should be placed in a prominent location and include a description of the proposed installation and contact information for the applicant. A draft of the notice is to be approved in advance by City staff.

Part IV – Appendix

Appendix A:

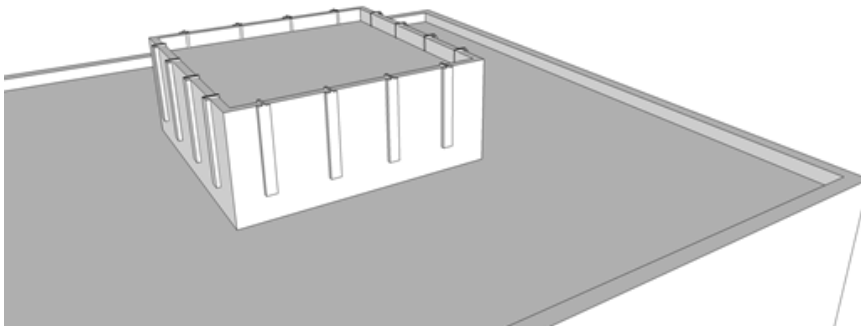
Examples of Rooftop Antenna installations include:

1. Preferred

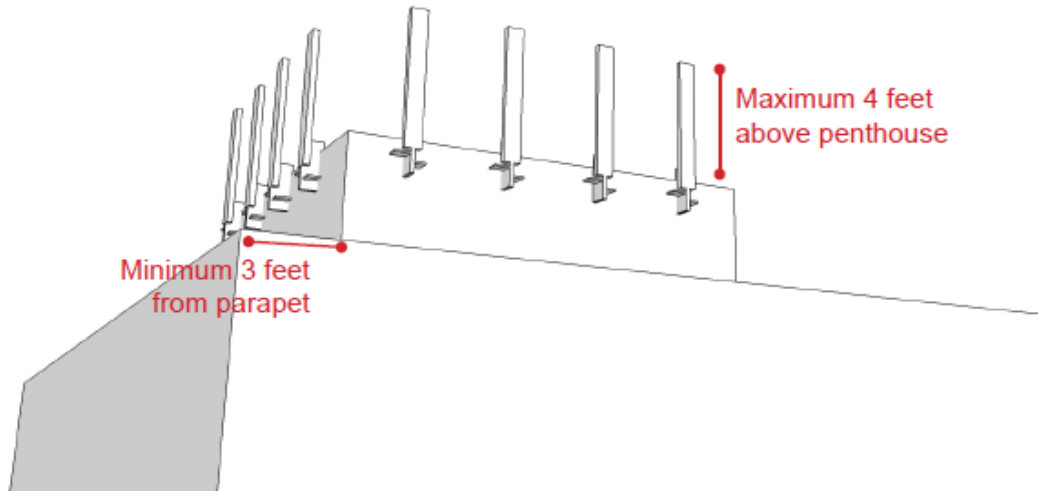


2. Acceptable

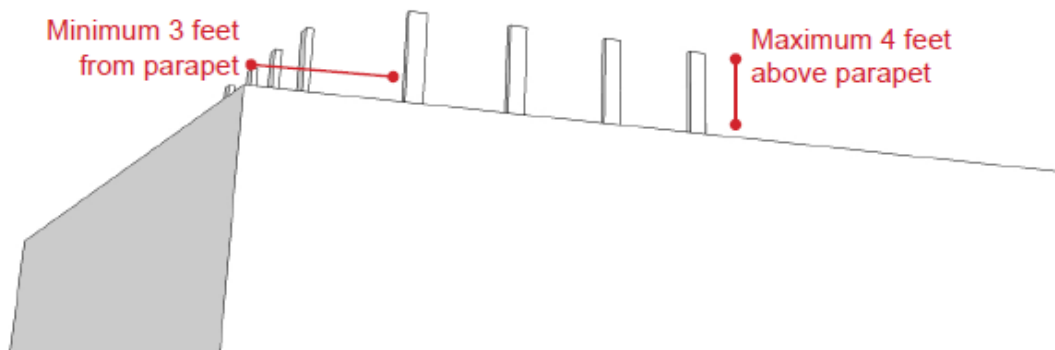
- i) Attached to existing mechanical penthouse



ii) Projecting from the top of existing mechanical penthouse



iii) Setback from edge of building (parapet) and grouped



3. Not Acceptable



Source: City of North Vancouver photo library.