



CITY COUNCIL STAFF REPORT

ITEM NO. 6.3

DATE: February 23, 2026

TO: Honorable Mayor and City Council

FROM: Brent Smith, Community Development Director

SUBJECT: Resolution authorizing the addition of a third-party consultant entitlement review fee to the Planning Applications Fee Schedule for small wireless facility applications and adding language on the Planning Applications Fee Schedule that include wireless facilities and small wireless facilities among the examples under Level II Zoning Clearances.

RECOMMENDED ACTION

Staff recommends the City Council adopt a resolution establishing a third-party consultant fee on the Planning Applications Fee Schedule for small wireless facility applications and adding language on the Planning Applications Fee Schedule that includes wireless facilities and small wireless facilities among the examples under Level II Zoning Clearances.

DECISION TYPE

Administrative

SUMMARY

Planning staff has entered into an agreement with a third-party consultant, PermiTech Solutions Corporation (Consultant), to provide small wireless facilities entitlement application review and processing support when necessary. The Consultant's fee to process these applications is \$2,680 per site and is paid by the applicant to the City. Staff recommends an additional deposit from the applicant of \$750 to cover additional time, if necessary, to process the applications. The fees are not currently listed on the Planning Applications Fee Schedule. Additionally, staff proposes to add language on the Planning Application Fee Schedule that includes wireless facilities and small wireless facilities among the examples under Level II Zoning Clearances. The Planning Applications Fee Schedule reflecting the change is shown in underline in Exhibit A, Attachment 2.

Adoption of the resolution will authorize publishing the Consultant's fees and adding language to the Level II Zoning Clearance fee sheet description. Typically, these changes would be incorporated into the annual adoption of the Master Fee Schedule in May-June 2026. However, staff expects to receive multiple small wireless facility applications before that date and, therefore, proposes the new fee and

language changes to be adopted prior to the adoption of the new Master Fee Schedule.

DISCUSSION

Planning Division staff reviews and approves all types of wireless facility entitlement applications. Staff will generally process batches of small wireless facility applications of five or fewer sites unless the volume of applications precludes the timely response required by the Federal Communications Commission (FCC) permitting streamlining laws known as "shot clocks." In that case, staff will utilize the services of the Consultant for the processing of multiple applications. Small wireless facilities are unique in that those applications may be submitted in batches of multiple sites (potentially up to 50) in a short period of time. To date, the City has not processed any such applications, however the City has prepared Master License Agreements with two wireless carriers and applications for small wireless facilities are expected to be received by the City in the coming months. Small wireless facility sites are generally located on existing infrastructure such as light poles and utility poles, typically in the public right of way. These facilities extend coverage and boost localized service quality for existing wireless networks such as Verizon and AT&T.

To process the multiple applications within the FCC timelines for completeness review (10 days for small wireless facilities), staff will utilize the services of the Consultant. The Consultant charges the City \$2,680 per small wireless facility site and is able to process multiple applications that staff would otherwise not have the capacity to process in that short timeline. Staff will charge the \$2,680 fee plus a deposit of \$750 for additional Consultant time, if needed, to the applicant in addition to the Level II Zoning Clearance fee as shown in underline and highlight on the proposed Planning Applications Fee Schedule (Exhibit A, Attachment 2). Any unused portion of the \$750 deposit will be refunded to the applicant after the application has been approved.

ENVIRONMENTAL DETERMINATION

The proposed fee and language addition is not a "project" as defined in CEQA Guidelines Section 15378 since they have no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

FISCAL AND ADMINISTRATIVE IMPACTS

The proposed Consultant fee of \$2,680 plus \$750 deposit per site and proposed change in language to the Planning Fee sheet should not have a fiscal impact because the proposed Consultant fees subject to the 3% annual increase effective each September 22nd, matches what the City will pay the consultant per site; it is a pass-through fee from the applicant to the consultant. Staff time to review the Zoning Clearances and manage the consultant will be covered by the existing Level II Zoning Clearance fee charged for each site.

COMMUNITY PILLAR

5. A City That Works

GOAL CATEGORY

14. Develop, operate, and maintain the City's infrastructure

ATTACHMENTS

1. Resolution
2. Exhibit A - Planning Applications Fee Schedule

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Approved by:



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Fiscal Review by:



Tina Olson
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