



**MEETING: Site Review Committee**  
**SUBJECT: Utility Pole Installation**  
**ADDRESS: Burlington Beach Road-Bicentennial Park**

**LOCATION: City Hall**  
**DATE: November 10, 2015**

## PRELIMINARY SITE REVIEW

### IN ATTENDANCE:

Tyler Kent, Planning Director	(219) 462-1161
Vicki Thrasher, Building Commissioner	(219) 462.1161
Tim Burkman, Engineering Director	(219) 462-1161
Adam McAlpine, Engineering Dept.	(219) 462.1161
Ed Pilarski, Water Reclamation Dept.	(219) 464-4973
Mark Geskey, Utilities	(219) 462-6174
Matt Evans, Public Works Director	(219) 462-4612
John Seibert, Parks Director	(219) 462-5144
Bill Oeding, City Administrator	(219) 462-1161
Media	

### PRESENTERS:

Kenneth Korte, Mobilitie  
 (630) 808-7081 / [kenneth.korte@mobilitie.com](mailto:kenneth.korte@mobilitie.com)  
 Pete Castiglione/ Mobilitie  
 (312) 638-5384 / [pete@mobilitie.com](mailto:pete@mobilitie.com)  
 Namita Anastasio, Mobilitie  
 (630) 201-5066 / [namita@mobilitie.com](mailto:namita@mobilitie.com)

Email addresses for the above City of Valparaiso Departments can be found at [www.valpo.us](http://www.valpo.us).

The following is a summary of discussion at this meeting:

**OPENING:** The Site Review Committee met to discuss the proposed installation of a 120 ft. utility pole to be located in the right-of-way on Burlington Beach Road in front of Bicentennial Park. Kent stated that site review is not an approval. Rather, it is a preliminary discussion of the requirements and issues to be considered by the developer or owner. It is possible it will need to come back before site review or to seek other approvals.

**EXPLANATION OF PROJECT:** Korte stated that Mobilitie is a technology infrastructure company and a public utility in all 50 states. This proposal is for a 120 ft. utility pole that will be in the public right-of-way. The pole will be located off of Campbell Street on Burlington Beach Road. Kent said the plans show the pole directly on park property. Korte said it should be in the right-of-way. Kent conveyed the right-of-way line appears to go to the centerline of the road. Burkman interjected that it is not uncommon in some corridors that the property line extends to the centerline of the roadway. In this location, that is what our information shows. There is no right-of-way corridor. Burkman asked what is being proposed for the distance off the roadway. Korte said it should be near the back end of the public right-of-way. If this pole is on park property Mobilitie will have to move the pole so that they actually do fall within the right-of-way. Korte mentioned the base foundation will be about 5 ft. for excavation to fill for the tube that goes down to support the pole. Then it will be backfilled and landscape. Korte indicated there will not be any equipment boxes. Everything is contained in or on the pole. There will be nothing on the base. Castiglione said they want to ensure the pole aesthetically matches the whole view.

### STAFF COMMENTS:

**EVANS:** Public Works is particularly interested in activities that impact rights-of-way. Evans said since the right-of-way appears to go to the centerline of the roadway this may or may not impact different things. Assuming the pole will be in the public right-of-way, providing the type of construction activities that will occur is necessary. Korte said a crane will be used to place the

pole. All construction for erection of the pole will be completed typically within 24-hours. Mobilite will include traffic control plans, road closures and necessary safety precautions to keep the public out of the construction area. The foundation typically takes another 24 hours. The foundation is laid in advance. The crews will be at the site with excavating equipment. They will place the foundation. It will be backfilled with the necessary yards of concrete to ensure proper support through the engineering design. It will be allowed to cure for 48 hours. After the foundation has cured, the crew will be back out to install the pole. The same traffic control plans, road closures and safety precautions will be used. The road will be closed when the crane places the pole. Once everything is complete the permit will be closed. Evans said it appears the entire road will need to be closed for the crane with the outriggers out. Evans asked if they will be picking off a flatbed. Korte confirmed a flatbed will be dropped at the site. Korte indicated the pole has attachment points and is not in critical lift capacity. The pole will be taken directly off the truck. Evans conveyed that providing the weight of the crane and the weight of the loaded truck is necessary. Evans also needs to know the truck route that will be used. Any damage to rights-of-way or roadways must be restored at the expense of Mobilite. Evans explained photographs will be taken of the roadway prior to the beginning of the project for documentation purposes. Evans noted they will be sterilizing the area around the pole and asked about the size of the area. Korte indicated it will be 5 yards from center. Korte said adjustments need to be made to the architectural drawings because the base shown on the plans is not being used. They are actually using a base that will go deeper and will not be as wide. They will backfill and then reseed. Evans said his experience with sterilization is that it destroys the nutrients in the soil and it usually takes a while to rebound. Evans asked if the area they will be reseeding will or will not be sterilized. Korte stated he will have to check on this. Evans said he is familiar with total kill and this totally kills the ground. Evans mentioned the notes indicate sterilization will be applied "as needed." Evans needs to understand if it is "as needed" or do they know that they will use it and what will be the extent of the sterilization and what is the expectation that there will be a nice landscape when the soil regains its health. Anastasio indicated they will take this concern back with them and follow-up with the City. Kent suggested the follow-up on this issue be shared with the Public Works Department and the Parks Department. Evans said both the Parks Department and Public Works will also be interested in a final landscape plan. Presenting both the road closures and traffic control plan before the Board of Works is strongly recommended. Evans stated this process will begin with the Public Works Department and then it will be presented to the Board of Works for approval. Evans believes that any permanent structure within the right-of-way needs to go before the Board of Works as well. Anastasio asked how soon they could expect a response from the Board of Works. Evans stated once Mobilite and Public Works complete the traffic control plan it will be taken before the Board of Works and approval can be given at the meeting and notification will be sent to Mobilite after the meeting. The question concerning the installation of a permanent structure in the right-of-way and the process for approving is deferred to another department.

**SEIBERT:** Seibert stated there are a variety of questions and concerns about this project. Seibert said within this right-of-way there is a rain garden and it is a major storm sewer and storm management process. There are also plans in the future for sidewalks and pathways to come through this area. Seibert conveyed that the aesthetic appearance is another concern. This is not an isolated park setting. It is an area of tight neighborhoods. Seibert asked why this site was selected. Korte stated that Sprint is an anchor partner and they have a coverage gap in this area. Korte said Sprint requested Mobilite to find a solution that would be aesthetically pleasing and this site was designated as a prime candidate to fix all the different carrier problems in the area. Seibert said this is one location, but not the only location that would solve the problems. The Park Board and City Administration have expressed concerns about having a 120 ft. pole in this location adjacent neighborhoods. Seibert asked what access will be necessary and what will be the on-going upkeep of this pole. Korte said concerning the rain garden, they will do locates to ensure

they do not impact this system. Korte said if necessary the pole will be moved so that they avoid the rain garden system. Korte indicated as-built drawings will be submitted to show the final location. Korte stated these are typically low maintenance sites; however, they will probably perform annual maintenance. Korte said they do request 24-7 access to be able to get to the site. Korte stated this is not a typical cell tower. There is nothing on the ground, there are no security concerns, there is no fenced in area. Korte said if for some reason they needed to do a road closure for a bucket truck they would work with the City concerning this issue. Seibert asked what the required radius would be in this instance. Korte said it would probably necessitate a single lane closure for a bucket truck and they will make sure there is a traffic control plan. Seibert asked if the City made a request could other types of beautification be done with these poles to soften their appearance. Korte said they do work with jurisdictions to try to make the pole match the existing infrastructure. The standard finish is galvanized steel.

**THRASHER:** Thrasher said if it is determined the pole will be installed at this location, a Building Permit will be required for construction of the base. Thrasher asked where the electrical service will go. Korte said at this time there are no plans to bring power to the pole. They will do locates with the utility company; however, at this time they are a couple of months out for the electrical. Thrasher indicated the electrical service will also require a permit. All contractors working on the project must be registered with the City.

**KENT:** This site is in close proximity to an existing water tower located between 1,200 and 1,600 feet away. We require that those facilities being this close be co-located on the water tower. Kent asked if they considered this as an option. Korte said they have not looked at co-locating. Kent asked the reason for not co-locating on the water tower. Korte said they typically go on the right-of-way situation and Mobilitie tends to place their infrastructure on their own poles. Kent stated co-location is a requirement within the Unified Development Ordinance. Anastasio said to do this type of co-location, it would be necessary to do studies on the existing pole. Kent interjected that it is a requirement of our standards to provide a detailed study for any location within close proximity. Referring to Article 2, Section 2.551 (Wireless Telecommunication Facilities) is necessary. Pursuant to sub-section G, if it is necessary for the City to employ an engineer or other consultant qualified in the design and installation of wireless telecommunication facilities to assist the City in the technical aspects of the application any additional costs incurred by the City not-to-exceed \$3,000 for the technical review and recommendation shall be reimbursed by the applicant. Kent said the fall-zone is another concern. This site is in close proximity to residential homes. Kent asked about the reasoning for such a significantly tall pole located within a residentially zoned area. Korte said this goes back to the requirements for the RF frequency; higher heights allow a greater coverage area and the customers in the residential areas are experiencing dropped calls. Kent stated this is another reason for co-locating on the water tower. The water tower has the height and is already in close proximity to the residential homes. Kent indicated that as part of the overall plan, a visual impact statement is required. This will include a statement and visual materials (i.e. plans, pictures, etc.) indicating where within a one mile radius any portion of the proposed facility can be seen from ground level. The plans will need to show the color of the proposed tower. The tower must be light in tone and color. Any requirements of the FAA must also be shown in the plan. Kent indicated that contacting Kyle Kuebler at the Porter County Airport to discuss the overall plans is necessary. Providing liability insurance on an annual basis to the City for the location of the cellular tower is required. Kent stated it will be necessary for Mobilitie to provide a surety bond in an amount to be determined by the Building Commissioner should it be necessary to remove an abandoned facility in the event the persons responsible for such removal default. Screening at least 10 ft. in height around the site is required. The screening is required on a year around basis. Kent conveyed there may be a requirement for fencing around the site. Kent asked if there is a plan for landscaping maintenance. Korte said since this area is open they usually don't have landscaping. Kent reiterated that landscaping is a requirement per City

standards. There are no backup generators or buildings associated with this pole. Kent asked if the pole shears off if it is hit by a vehicle. Korte needs to check with the engineer regarding this issue; however, he is not aware of any shear points on the pole. Referring to Section 2.551 for all necessary requirements for a wireless telecommunication facility is necessary.

**BURKMAN:** Burkman does not believe where the pole is shown is right-of-way. Burkman suggested working with a surveyor to research this further. Our parcel information shows the actual property of the Parks going to the centerline of Burlington Beach Road. In some cases, there is a narrow sliver from an old county road designation that the Porter County Surveyor may have information on; however, even in these cases it is a narrow band off the edge of the existing pavement. Burkman asked for details concerning the relocation process if for instance there was a road widening project/pathway expansion project. Korte said it works much the same as it does with any utility. Once they finish the permit, there is long term contact information for the company. Mobilite would need to be contacted and they would work with the City to make sure the pole is moved so that it does not impact any expansion work. The foundation would be completely removed. Burkman asked about the impacts if a vehicle leaves the road and strikes the pole. The City needs to think about clear zone requirements, etc. Burkman asked that information concerning this issue be provided by their engineer. Korte said he will follow-up on this matter. Burkman asked if there are other locations in the general region where these poles are installed. Korte said they have not installed any poles in this area. Korte said they can look at other locations given the issue that exists with the right-of-way extending to the centerline of the road. Burkman asked about the other jurisdictions they are working with. Korte said they are working with a lot of jurisdictions to have the poles placed. Mobilite has 70,000 sites they are deploying across the country; however, there is nothing in Porter County.

**MCALPINE:** McAlpine wants to know the distance from the edge of the road to see if it is typical with other utility poles. The notes on Sheet 2 appear to make some assumptions with regard to soil bearing capacity. A specific soil boring will be needed for this site. McAlpine explained there are a lot of clay soils. There may be a high water table at Bicentennial Park. McAlpine asked if there will be any impact to other utility lines. Korte indicated there are no other overhead utility lines in the area. Korte said when the plan is finalized they will perform locates and utility walks and finalize the drawings. McAlpine suggested calling for locates because there may be buried gas lines, water main or sewer. A utility coordination meeting with other private utilities is highly recommended. McAlpine said there may impacts to drainage. There is a swale running along the south side that wraps into the park property. Any impacts to the swale will need to be addressed. A licensed engineer must certify the structural drawings. McAlpine asked how the pole is spliced together. Korte said they are a slip fit design to allow it to be moved in sections and anchored down appropriately. There is very minimal bolting. McAlpine requested provision of the slip fit detail certified by the engineer that the slip fit design is appropriate. McAlpine asked about what is suspended from the exit ports. Anastasio stated all equipment is inside the pole and the exit ports are the entrance area to give access to the equipment. McAlpine stated that excavating 19 ft. down will probably cause problems with ground water and dewatering will be needed.

**PILARSKI:** Pilarski indicated the project does not affect the sanitary sewer system. Pilarski stated that any technical review of insurance and signals should be sent to Tyler Kent, Planning Director. Pilarski noted the Statement of Need identified deficiency issues in coverage in Illinois. How does this affect Indiana? Korte said this is a typographical error and should reference Indiana. Pilarski asked who made the request for a Special Needs Installation. Korte said Sprint made this request. Pilarski suggested that any report generated by Sprint supporting the Special Needs Installation be submitted to the Planning Department.

**GESKEY:** Geskey said that the area being proposed is very close to the Park Department's water service and probably within 20 ft. of 12" water main. Geskey needs a certified engineer's report indicating how far away this pole must be from the water main to allow the Water Department to

dig 8 ft. for repair purposes. Geskey provided contact information.

**OEDING:** Oeding stated he appreciates the comments from all the departments. During earlier comments the statement was made that if it is necessary to move the pole, the pole and the base would be moved. Korte said the base would not be re-used. Oeding asked for clarification that the 19 ft. of concrete would be removed and discarded. Korte confirmed this statement. Oeding indicated that at some point this project will need to go before the Board of Works for final approval.

**KORTE:** Korte indicated that all issues and concerns will be addressed and all requested information and certified reports will be provided. The plans will be redesigned to show the new location. Korte asked about the time frame to receive final approvals. Kent stated providing all requested information will be the first step. Once the information has been reviewed by staff it will be presented to Traffic and Safety and the Board of Works for review and approval. Oeding interjected it will be necessary to send the project to the City attorney for legal review. Oeding feels this location will not work. This process may be repeated in a couple of months with a whole new location. Castiglione stated he appreciates all the feedback provided. The points are valid. The project will be re-evaluated. Mobilitie wants to ensure they fit within our specific restrictions and requirements. Oeding asked about the number of poles being installed across the country. Korte said they are looking at 70,000 installations; however, at this point only a small number are actually installed. Providing the locations of the installations is requested. Oeding said before the City does anything we will want to visit the locations to see how the poles are installed and look through their process to get an understanding of what is happening. This installation going into the right-of-way is a very big issue for the City.

#### **ISSUES TO BE RESOLVED:**

Landscape Plan

Right-of-Way

Detailed Site Plan

Building Permit

Electrical Permit

All Contractors Must Be Registered with the City

Zoning Clearance

Truck Route

Providing Weight of Crane and Loaded Truck

Liability Insurance

Surety Bond

Screening

Visual Statement

Contact Kyle Kuebler, Porter County Airport

Structural Drawings Must be Certified by an Engineer

Slip Fit Details Certified by an Engineer

Certified Engineers Report –How far this pole needs to be from the water main to allow excavation

Provide a list of sites where these poles are installed

Traffic Control Plan must be presented to Traffic and Safety Board

Project approval from Board of Works