



**Bulletin 2007-3**  
**Telecommunications Transmission Facility Coordinating**  
**Committee (TTFCC)**  
**December 5, 2007**

**INTRODUCTION**

This bulletin is intended to provide information on recent new TTFCC requirements and policy changes to carrier representatives. The information in this bulletin will provide additional guidance to the TTFCC application and review process. The bulletin was prepared and reviewed by the TTFCC members and approved by the TTFCC Chair. Additional bulletins will be prepared throughout the year as changes to requirements, policies, or other additional information needs to be conveyed.

**NEW TTFCC WEB SITE**

The TTFCC web site has been launched. The web page has the new 2007-2008 Master Plan map, PDF files of the applications, a description of the TTFCC process, Bulletins and other links.

Look for it under:

<http://www.co.pg.md.us/> press the "Cable TV Commission" name under the "select an agency" at the top of the County web page; then press "TTFCC" on the left column.

**TWO COUNCIL BILLS IMPACTING THE PLACEMENT OF NEW MONOPOLES, TOWERS AND POLES**

Legislation is complete for two bills proposed by the County Council. Both bills become law on January 7, 2008.

The first bill, CB-33-2007, will require a minimum of 2 1/2 acres of privately owned residential property before a monopole may be constructed on that property. A special exception would be required to deviate from that requirement.

The second bill, CB-34-2007, will require a public notification process among other requirements:

1. Will require the notification to affected parties by informational mailing by the carrier for any new monopole, tower or pole for support of an antenna that have not been previously reviewed and accepted by the TTFCC. The mailing must inform the parties of the right to request a briefing within 30 days of the

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mailing. If a briefing is requested, the briefing will be conducted by the carrier or their representative and attended by the TTFCC Chair or his designee.

2. Will add the County Council Administrator or his designee as a member of the TTFCC.
3. Will require a copy of the TTFCC recommendation report to be provided to the Council Member of the District which the facility is proposed.

**NEW PUBLIC NOTIFICATION PROCEDURES FOR APPLICATIONS FOR NEW MONOPOLES, TOWERS OR POLES FOR THE SUPPORT OF ANTENNA**

As a result of CB-34-2007, the current requirements of the TTFCC public notification process must be expanded. This new process is required for all applications that need to be accepted and reviewed by the TTFCC for new monopoles, towers or poles. All applications for new monopoles, towers or poles that have not been completed and received a TTFCC recommendation must also comply with the procedures. The procedures do not apply to co-locations. The notification procedures will require that:

1. At least 30 days prior to making a TTFCC application, an informational mailing must be sent to each of the affected parties as identified below. The notice may be sent by regular first class mail instead of certified mail. However, a certificate of mailing for each notice sent will be required to be included with the TTFCC application. The affected parties will include:
  - All adjoining property owners, including those whose property lie directly across the street, alley, or stream;
  - Every municipality located within one mile of the proposed facility;
  - The County Council member of the District in which the new facility is proposed and;
  - All civic associations registered with the Maryland-National Capital Park and Planning Commission and located within one mile of the proposed facility. A mailing list of all civic associations registered with the Maryland-National Capital Park and Planning Commission and located within one mile of the proposed facility may be obtained at the M-NCP&PC Planning Information Services, located on the lower level of the County Administration Building (Same office that the zoning maps are obtained. Ask for the CB-12 listing for your site).

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A mailing list of all those contacted must be provided to the TTFCC Chair and the Telecommunications Facility Coordinator prior to any briefing.

2. The affected parties must be notified that they may request a briefing within 30 days of the mailing.
3. The informational mailing must include:
  - Name of company, service provider and representative name and contact information.
  - Statement that the TTFCC application has not been made yet.
  - Description of the proposed facility.
  - Statement that the affected parties may request a briefing within 30 days of the mailing.
  - Contact information of the carrier representative who will arrange for a mutually convenient briefing time and location for all the affected parties who have requested a briefing.
4. The TTFCC Chair will be notified of the time and place of any briefing requested so he or the designee can attend.
5. The carrier representative must have drawings and/or photo simulations of the proposal available at the briefing.
6. Suggested wording of the mailing is:

*Dear [Property Owner Name or Civic Association Name & Contact or Municipality or County Council Member Name]:*

*[Company Name] which is licensed to provide wireless telecommunication services, and does so under the name [Service Provider], is in the process of expanding and improving its wireless network in the Washington-Baltimore area. Development of this network requires that a series of wireless antenna sites be developed to carry mobile telecommunication radio signals throughout Maryland, the District of Columbia and Virginia.*

*This letter is to notify you that [Company Name] will be making an application to the Prince George's County Telecommunications Transmission Facility Coordinating Committee (TTFCC) to construct a new telecommunications facility at [Location]. The TTFCC will conduct a review of our application to construct this facility. Prior to making an application to the TTFCC we want to notify you of our proposal.*

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*This proposal is to install an unmanned telecommunications [monopole or tower or pole for the support of antenna] consisting of [number] antennas and an equipment compound to house the equipment cabinets needed to operate the facility. The [size] antennas will be attached to the structure which will be [height] high. The proposal is a permitted use subject to setback and landscaping requirements of the Prince George's County Zoning Code.*

*We can provide a briefing to those affected parties, if you make a request to us within 30 days of the mailing. A briefing will then be arranged and you will be notified of the time and location.*

*If you have any questions or are requesting a briefing, please contact me at [Office Number].*

*Sincerely,*

*[Name]*

*[Title]*

*cc: TTFCC Chair, Prince George's County Telecommunications Transmission Facility Coordinating Committee  
TF Coordinator, Prince George's County Telecommunications Transmission Facility Coordinating Committee*

**TTFCC MASTER PLAN FOR 2007-2008 SUPPORTED BY THE COUNTY COUNCIL**

On November 30, 2007, the County Council provided a letter supporting the TTFCC Master Plan for 2007-2008 with the implementation of several actions by the TTFCC in the coming year. These actions to be completed by the TTFCC are as follows:

1. The TTFCC Chair will provide a monthly listing of applications for any proposed new antennas and new facilities by Councilmanic District to the County Council members.
2. As result of CB-34-2007, the new public notification process for proposals of new monopoles, towers or poles must be implemented. The process is previously described in this Bulletin.
3. The TTFCC Chair will draft legislation to extend the County Council's review and approval time of the Master Plan to 60 days. Also, the TTFCC will

4. The TF Coordinator and the TTFCC Chair will develop an information document that will detail the following: 1) the FCC's limits for human exposure to radiofrequency (RF) electromagnetic fields; 2) estimates of typical RF exposure anticipated at telecommunication sites throughout the County and 3) steps taken in the TTFCC review process to assure compliance with the FCC's limits.

### **FCC ORDER – BACK-UP POWER FOR ALL CELL SITES**

The FCC recently issued an order reinforcing and clarifying the requirement that back-up power be provided at all cell sites. This order was a result of the lack of service during major storms, most notably Hurricane Katrina. As a result of the Order the carriers must, within one year, have permanent back-up power at all cell sites. These power sources could include the placement of generators, batteries or gasoline at sites. Implications for the jurisdictions may include determinations on building or electrical permitting requirements or leasing considerations at publicly owned locations.

Although many of the carriers are likely to have already planned for and provided these back-up systems at their sites, it is also possible that they may be undertaking this work at many others. Among the possible issues regarding the placement of the equipment are possible structural, environmental & aesthetic concerns.

The TTFCC will not need to review any plans for back-up power since the work will be either on the ground or on roof-tops with no change in antennas. The applicants can proceed to the permit approval process. The permit applicants are reminded to show the proposed back-up systems on their plans, include all the original zoning notes and requirements and the method for screening.

**TTFCC Members:** Stan Wildesen, TTFCC Chair, Department of Environmental Resources; Robert Hunnicutt, TF Coordinator, Columbia Telecommunications Corp.; Paivi Spoon, Office of the County Executive; Nate Archey, Office of Information Technology & Communications; Brian Winterwerp, Department of Public Works & Transportation; Debbie Gallagher, Maryland-National Capital Park & Planning Commission; Leslie Jackson-Jenkins, Office of Central Services; Clarence Moseley, Department of Environmental Resources; Lawrence Fryer, Board of Education; Frank Porter, Office of the County Council Administrator; Carol Watson, Columbia Telecommunications Corp.; Bill O'Brien, Columbia Telecommunications Corp .

**Approved and Issued:** December 5, 2007