



# Reader's Guide

## Second Draft Wireless Ordinance Package

### August 23<sup>rd</sup>, 2023 Planning Commission Special Meeting

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#### **What is this Reader's Guide for, and how can you get involved?**

This reader's guide will give you a brief overview of what documents you will find in the second draft wireless ordinance package and how they relate to each other. It is intended to help you as you provide input into the overall process. As you review these documents, remember that the August Planning Commission Meeting is intended for the Commission to make a formal recommendation to the City Council, who ultimately will consider them for adoption at an upcoming hearing. In other words, this is not a workshop, but rather an actual meeting. You can send in thoughts ahead of the meeting, or **join the Planning Commission on August 23<sup>rd</sup>** to share your feedback. Thank you in advance for getting involved and providing your thoughts!

#### **How can I tell what has changed since the March, 2023 Planning Commission Workshop?**

The first way to follow edits that have been made to the March draft is by reviewing the "redline" versions of each document. These redlines will show you every change, regardless of how small. Text that is underlined represents an addition, and text with a ~~striketrough~~ represents a deletion. In addition to these redline versions, you can also understand how specific comments from the March 2023 Planning Commission Workshop were addressed in the second draft by checking out this document:

1. Response to Public Comments – Wireless Ordinance August 2023
  - This document lists specific comments received on the first draft ordinance package, whether or not changes were made to the second draft, and an explanation of how/why the comment was or was not addressed.

#### **What is this ordinance updated all about, and what are all the documents for?**

At the Direction of City Council, the Community Planning and Building Department, with support from the City Attorney and special outside Wireless Counsel, has been drafting updates to the City's wireless facility regulations. From the outset, the policy direction from City Council was to draft the strongest wireless ordinance possible to protect the special and unique characteristics of Carmel-by-the-Sea. With that in mind, the following documents have been produced based on Council's original direction, and by incorporating many of the comments received during the March Planning Commission Workshop. They all work together to create the rules and regulations for anyone wishing to apply for a wireless facility in the City of Carmel-by-the-Sea:

2. Draft Ordinance Amending Zoning Code Chapter 17.46
  - This document contains the draft updated Zoning Code language to regulate wireless facilities in the City of Carmel-by-the-Sea. This document lives in the City’s Municipal Code, and becomes part of the City’s Local Coastal Plan following Adoption by City Council and certification by the California Coastal Commission.
3. Draft Wireless Application Form
  - This document is the cover sheet that all applicants will need to include with their application packages to identify themselves and the type of wireless project being proposed.
4. Draft Wireless Application Checklist for Type I through IV Facilities
  - This document contains a checklist of materials that all applicants **MUST** submit with applications for **Type I through IV** wireless facilities before the City will begin processing them. In other words, you cannot pass “go” unless you provide all the required materials needed to evaluate the application.
5. Draft Wireless Application Checklist for Type V Facilities
  - This document contains a checklist of materials that all applicants **MUST** submit with applications for **Type V** wireless facilities before the City will begin processing them. In other words, you cannot pass “go” unless you provide all the required materials needed to evaluate the application.
6. Draft Detailed Wireless Facility Design Guidelines
  - This document contains more specific design guidelines and standards for the various types of wireless facilities. This document does not live in the Municipal Code. This means it can be more easily amended by the Planning Commission in the future to add/strengthen design standards without having to go back to the California Coastal Commission.
7. Draft Required Standard Conditions of Approval for Wireless Facilities
  - This document contains a list of Conditions of Approval that will be standard and required for any wireless projects approved in the future. These conditions help to ensure that a wireless project adheres to the limits of any permits that have been granted.

**How do I send in my comments ahead of the August 23<sup>rd</sup> meeting?**

- Send an email...(please use both emails)  
Brandon Swanson, Director of Community Planning and Building – [bswanson@cbts.us](mailto:bswanson@cbts.us)  
Leah Young, Administrative Coordinator – [lyoung@cbts.us](mailto:lyoung@cbts.us)
- Give a call and chat...  
Brandon Swanson, Director of Community Planning and Building – 831-624-2024