



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

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MEMORANDUM

DATE: 12/17/2025
TO: ZONING ADMINISTRATOR
FROM: JAMIE HENRY, PLANNER I
SUBJECT: AP_2025-0028

Staff has received and reviewed the applicant's comments regarding the conditions of approval. Following this review, staff recommends the removal or revision of the following conditions, as they do not directly pertain to applicable building and safety codes or other laws establishing health and safety standards.

Condition 7 was revised. Previously it stated:

"This permit is issued without a legal determination having been made upon the number, size or shape of parcels encompassed within the permit described boundaries. Should, at any time, a legal determination be made that the number, size or shape of parcels within the permit described boundaries are different than that which is legally required by this permit, this permit shall become null and void."

The current condition 7 states as such:

"This permit is issued without a legal determination having been made upon the number, size or shape of parcels encompassed within the permit described boundaries."

Additionally, Conditions 9 and 10 were removed. As a result, the remaining Conditions of Approval have been renumbered accordingly, such that former Condition 11 is now Condition 9, former Condition 12 is now Condition 10, and former Condition 13 is now Condition 11.

Resolution Number _____

County of Mendocino
Ukiah, California

December 17, 2025

AP_2025-0028 - Verizon Wireless C/O Complete Wireless

RESOLUTION OF THE Zoning Administrator, COUNTY OF MENDOCINO, STATE OF CALIFORNIA, GRANTING A ADMINISTRATIVE FOR MODIFICATIONS TO AN EXISTING WIRELESS COMMUNICATION FACILITY.

WHEREAS, the applicant, Verizon Wireless C/O Complete Wireless, filed an application for an Administrative Permit with the Mendocino County Department of Planning and Building Services to modify an existing wireless communication facility. The project includes installing twelve (12) new antennas at a 120 foot centerline on the existing 152 foot 8inch tower with no change to the overall height. Ground equipment, including a 30 kW diesel generator with a 147-gallon fuel tank and two equipment cabinets will be installed within the existing fenced compound., located 5.9± miles northeast of Westport town center, along the east side of State Route 1 (SR 1), located at 45151 N. Highway 1, Westport (APN 013-460-19); (the "Project"); and

WHEREAS, Section 15301 Class 1(B) of the California Environmental Quality Act Guidelines provides a categorical exemption for existing facilities; and

WHEREAS, in accordance with applicable provisions of law, the Zoning Administrator held a public hearing on, December 17, 2025, at which time the Zoning Administrator heard and received all relevant testimony and evidence presented orally or in writing regarding the Project. All interested persons were given an opportunity to hear and be heard regarding the Project; and

WHEREAS, the Zoning Administrator has had an opportunity to review this Resolution and finds that it accurately sets for the intentions of the Zoning Administrator regarding the Project.

NOW, THEREFORE, BE IT RESOLVED, that the Zoning Administrator makes the following findings;

1. Pursuant to MCC Section 20.192.020(A), The proposed use is permitted within the applicable zone and complies with all other applicable provisions of this Division and all other titles of the Mendocino County Code, General Plan, and any applicable Specific Plan.

The proposed tower modification further complies with County standards for existing telecommunications infrastructure by maintaining the approved development footprint and intensity of use, with no expansion of the leased ground area, communication compound, or disturbance to surrounding land, ensuring continued consistency with local zoning requirements and site safety measures. All antenna, mount, and equipment changes occur on the existing structure only, and supporting components meet eligibility criteria while remaining compliant with Mendocino County Code and General Plan regulations for rural communication services, and tower operation standards, including structural integrity, electrical safety, and network reliability. No mitigation or additional conditions are necessary to preserve code or plan compliance.

2. Pursuant to MCC Section 20.192.020(B), the proposed use will not constitute a nuisance or be detrimental to the public health, safety, or general welfare of the persons residing or working in the neighborhood of the proposed use, or be detrimental or injurious to property or improvements in the neighborhood or to the general welfare of the county; provided, that if any proposed building or use is necessary for the public health, safety or welfare, the finding shall be to that effect;

The project involves the replacement of antennas and ancillary equipment on an existing, established wireless communication facility, with no increase in tower height, or intensity of use. The upgrades are designed to improve service reliability and communications capacity, thereby supporting public safety and welfare. The facility is unstaffed, remotely operated, and located on a rural parcel with no residential uses in close proximity. As such, the project will not result in adverse impacts to surrounding properties or improvements. **Finding can be made.**

3. Pursuant to MCC Section 20.192.020(C), the proposed use complies with any design or development standards applicable to the zone or the use in question, unless waived or modified pursuant to the provisions of this Division;

All antenna, mount, and equipment upgrades are located on the existing approved structure only, maintaining required structural design criteria, height limitations for eligible modifications, equipment screening, visual profile standards, and development intensity already established for the site. No waiver or modification to development standards are requested or required under this Division.

The modifications do not increase the tower's physical footprint, visual mass, or ground-level development envelope, and all new wireless support equipment meets low-profile design expectations, preserving compliance with County site development, rural compatibility, and tower operation standards. Because the project qualifies as a telecommunications infrastructure modification that must be processed without expanding the ground lease area or compound, it also remains consistent with all applicable County design standards that govern existing communication facilities, and no zone-based design standards are being waived or modified. The project therefore maintains full design consistency and development compliance as required. **Finding can be made.**

4. Pursuant to MCC Section 20.192.020(D), that adequate utilities, access roads, drainage improvements and other necessary facilities have been or are being provided.

Adequate utilities, access roads, and other necessary facilities have been or are currently being provided to support the proposed use. Because there is no ground disturbance, no expansion of the equipment compound, and no new paved or built areas, the current utilities and drainage remain sufficient and unchanged. The tower is accessed by existing all-weather roads that continue to provide adequate access for maintenance and emergencies, if needed. No additional utility upgrades, road changes, or drainage improvements are required to support the project. **Finding can be made.**

5. The project is consistent with Section 6409 of the Federal Middle Class Tax Relief and Job Creation Act of 2012. As shown in the submitted plans, the modifications would not increase the height of the existing tower by more than ten percent (10%), would involve the installation of zero (0) new equipment cabinets or shelters, would not add any appurtenance to the tower which would protrude from the edge of the tower more than twenty (20) feet, and would not involve excavation outside the current tower site.

BE IT FURTHER RESOLVED that the Zoning Administrator hereby grants the requested Administrative Permit, subject to the Conditions of Approval in Exhibit "A", attached hereto.

BE IT FURTHER RESOLVED that the Zoning Administrator designates the Secretary as the custodian of the document and other material which constitutes the record of proceedings upon which the Zoning Administrator decision herein is based. These documents may be found at the office of the County of Mendocino Planning and Building Services, 860 North Bush Street, Ukiah, CA 95482.

BE IT FURTHER RESOLVED that the Zoning Administrator action shall be final on the 11th day after the date of the Resolution unless an appeal is taken.

I hereby certify that according to the Provisions of Government Code Section 25103 delivery of this document has been made.

ATTEST: JOCELYN GONZALEZ-THIES
Acting Commission Services Supervisor

By: _____

BY: JULIA KROG
Director

EXHIBIT A

CONDITIONS OF APPROVAL

DECEMBER 17, 2025

AP_2025-0028 - Verizon Wireless C/O Complete Wireless

Administrative permit for modifications to an existing wireless communication facility, including the removal of outdated equipment and installation of upgraded infrastructure to improve network reliability and performance.

APPROVED PROJECT DESCRIPTION: An Administrative Permit to modify an existing wireless communication facility. The project includes installing twelve (12) new antennas at a 120-foot centerline on the existing 152-foot 8-inch tower with no change to the overall height. Ground equipment, including a 30-kW diesel generator with a 147-gallon fuel tank and two equipment cabinets will be installed within the existing fenced compound.

CONDITIONS OF APPROVAL:

1. This action shall become final on the 11th day following the decision unless an appeal is filed pursuant to Section 20.208.015 of the Mendocino County Code. The permit shall become effective after the ten (10) working day appeal period to the Board of Supervisors has expired and no appeal has been filed with the Clerk of the Board. The permit shall expire and become null and void at the expiration of two years after the effective date except where construction and/or use of the property in reliance on such permit has been initiated prior to its expiration. Such permit vesting shall include approved permits associated with this project (i.e. building permits, septic permits, well permits, etc.) and physical construction in reliance of such permits, or a business license demonstrating establishment of a use proposed under this project.
2. The use and occupancy of the premises shall be established and maintained in conformance with the provisions of Division I of Title 20 of the Mendocino County Code.
3. To remain valid, progress towards completion of the project must be continuous. The Applicants have sole responsibility for renewing this application before the expiration date. The County will not provide a notice prior to the expiration date of December 17, 2030 per AP_2017-0020.
4. The application, along with supplemental exhibits and related material, shall be considered elements of this permit, and that compliance therewith is mandatory, unless an amendment has been approved by the Zoning Administrator.
5. This permit shall be subject to the securing of all necessary permits for the proposed development from County, State and Federal agencies having jurisdiction.
6. This permit shall be subject to revocation or modification upon a finding of any one or more of the following:
 - a. The permit was obtained or extended by fraud.
 - b. One or more of the conditions upon which the permit was granted have been violated.
 - c. The use for which the permit was granted is conducted so as to be detrimental to the public health, welfare or safety, or to be a nuisance.

d. A final judgment of a court of competent jurisdiction has declared one or more conditions to be void or ineffective or has enjoined or otherwise prohibited the enforcement or operation of one or more such conditions.

7. This permit is issued without a legal determination having been made upon the number, size or shape of parcels encompassed within the permit described boundaries. ~~Should, at any time, a legal determination be made that the number, size or shape of parcels within the permit described boundaries are different than that which is legally required by this permit, this permit shall become null and void.~~

8. If any archaeological sites or artifacts are discovered during site excavation or construction activities, the property owner shall cease and desist from all further excavation and disturbances within one hundred (100) feet of the discovery and make notification of the discovery to the Director of the Department of Planning and Building Services. The Director will coordinate further actions for the protection of the archaeological resources in accordance with Section 22.12.090 of the Mendocino County Code.

~~9. Conditions approving this Administrative Permit shall be attached to or printed on any building permit application and shall be a part of on-site construction drawings.~~

~~10. The applicant shall submit to Planning & Building Services within 30 days of approval a signed letter of acknowledgement stating that they have read all Conditions of Approval for governing Use Permits and previously approved Administrative Permits and that the project will be consistent with all conditions.~~

~~11.9.~~ The building permit for the modifications shall be issued to the Wireless Communication Facility, as submitted under application number BP_2025-0625.

~~12.10.~~ The application along with supplemental exhibits and related material shall be considered elements of this entitlement and compliance therewith shall be mandatory, unless a modification has been approved by the Zoning Administrator.

~~13.11.~~ If the Wireless Communication Facility should cease operation or the facility be abandoned for a period exceeding one year or more, the use shall be deemed invalid, and a new Use Permit shall be required to resume operation of a wireless communication facility.