



TRIUNFO SANITATION DISTRICT

A PUBLIC AGENCY

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Providing Outstanding Service Since 1963

March 25, 2019

Board of Directors
Triunfo Sanitation District
Ventura County, California

CROWN CASTLE/T-MOBILE REQUEST FOR TELECOMMUNICATIONS FACILITY CUP RENEWAL AT THE KILBURN SITE

Summary

The Triunfo Sanitation District (TSD) Board entered into a site lease agreement (TSD No. T09-001) with Crown Castle/T-Mobile USA, Inc. (CC/T-Mobile) on June 22, 2009, for placement of a cell tower facility at the Kilburn water reservoir site. The Conditional Use Permit (CUP) to operate the site within the County of Ventura, LU08-0128, was granted with a 10-year term on July 27, 2009. The County of Ventura has initiated the renewal process with CC/T-Mobile but requires a Letter of Authorization (LOA) from TSD to continue their review and extend the CUP for another 10 years. Since the contract with CC/T-Mobile is a 30-year arrangement that requires the District assist in all permitting matters with the County, staff is recommending that the Board approve the General Manager to sign the LOA and permit CC/T-Mobile a CUP renewal.

Please contact me at 805-658-4621 or email marknorris@vrsd.com if you have any questions or need additional information.

Recommendation

It is recommended that the Board approve the General Manager to sign the Letter of Authorization and the Discretionary Permit Application, where applicable, for the Conditional Use Permit as requested by County Planning.

REVIEWED AND APPROVED

Mark Norris - General Manager

Attachments: LOA for Crown Castle/T-Mobile at Kilburn site

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200 Spectrum Center Dr
Irvine, CA 92618

Phone: (949) 936-0051
www.crowncastle.com

March 21, 2019

VIA Email

TRIUNFO SANITATION DISTRICT
1001 PARTRIDGE DRIVE STE 150
C/O MARK NORRIS
VENTURA, CA 93003-5562

RE: **BU# 825017 – OAK PARK**
Site Address: 4997 KILBURN COURT, OAK PARK, CA 91362

Dear TRIUNFO SANITATION DISTRICT:

In order to better serve the public and minimize the amount of towers in an area where a Lease is located, Crown Castle plans to modify the equipment at the telecommunication facility. The modification will not alter the character or use of the site nor will it change the nature of Crown Castle's occupancy of the site.

The COUNTY OF VENTURA, CA requires Landowners Authorization for applications related to Land Use, zoning and/or building permits. Therefore, I respectfully request your notarized signature where indicated on the enclosed Property Owner Letter of Authorization (a notary Acknowledgement form is included, and a notary can be scheduled to meet with you upon request).

Thank you for your continued cooperation with Crown Castle. If you have any questions concerning this request, please feel free contact me at (949) 936-0051 or via email at Natalie.Oshin.Contractor@crowncastle.com

Yours truly,

Natalie Oshin
Real Estate Specialist
(949) 936-0051
Natalie.Oshin.Contractor@crowncastle.com

Property Owner Letter of Authorization

**COUNTY OF VENTURA, CA
800 SOUTH VICTORIA AVE., L #1740
Ventura, CA 93009**

Re: Zoning/ Permitting – Plan / Design Review Process

I hereby represent that I am the legal owner of the property referenced below, and I hereby give my authorization to CROWN CASTLE and/or its Agent(s), to act as our Agent(s) in processing and obtaining approval for Building and/or Zoning permits through the COUNTY OF VENTURA, CA for the modification of the facility located at the existing wireless communications site described as:

Crown Site ID: **825017/OAK PARK**
CROWN CASTLE Site ID: **VR03XC062**
Site Address: **4997 KILBURN COURT, OAK PARK, CA 91362**
APN: **685-0-207-535**

Property Owner: TRIUNFO SANITATION DISTRICT

Signature: _____

Print Name: _____

Its: _____

Date: _____