

Small Cell Facility Guidelines & Requirements

I. Definitions

Unless defined below, for purposes of these Small Cell Facility Guidelines and Requirements, the terms contained herein shall have the same meanings as the terms defined in the Ohio Revised Code Section 4939.01.

- A. "Abandoned" means any small cell facilities or wireless support structures that are unused for a period of three hundred sixty-five days without the operator otherwise notifying the Village and receiving the Village's approval.
- B. "Antenna" means communications equipment that transmits or receives radio frequency signals in the provision of wireless service.
- C. "Applicant" means any person or entity who submits an application for a Work Permit pursuant to these guidelines.
- D. "Public Way" or "Right-of-Way" the surface of, and the space within, through, on, across, above, or below, any public street, public road, public highway, public freeway, public lane, public path, public alley, public court, public sidewalk, public boulevard, public parkway, public drive, public easement, and any other land dedicated or otherwise designated for a compatible public use, which is owned or controlled by the Village or other public entity or political subdivision.
- E. "Facilities Operator" means the person or entity responsible for the installation, operation, maintenance, replacement, and modification of Facilities. Facilities Operator includes:
 - i. Operators;
 - ii. Applicants who applied for consent to Collocate a Small Cell Facility or to construct, maintain, modify, operate, or replace a new Wireless Support Structure pursuit to ORC 4939.031 and have obtained a Small Cell Use Permit; and
 - iii. Applicants who applied for consent to Collocate a Small Cell Facility or to construct, maintain, modify, operate, or replace a new Wireless Support Structure pursuant to ORC 4939.033 and who have obtained a Small Cell Use Permit.

- F. "Operator" means a wireless service provider, cable operator, or a video service provider that operates a small cell facility and provides wireless service as defined in division (T) of this section. For the purpose of this chapter, "operator" includes a wireless service provider, cable operator, or a video service provider that provides information services as defined in the "Telecommunications Act of 1996," 110 Stat. 59, 47 U.S.C. 153(20), and services that are fixed in nature or use unlicensed spectrum.
- G. "Small Cell Facility" or "Facility" means a wireless facility that meets both of the following requirements:
 - i. Each antenna is located inside an enclosure of not more than six cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an enclosure of not more than six cubic feet in volume; and
 - ii. All other wireless equipment associated with the facility is cumulatively not more than twenty-eight cubic feet in volume. The calculation of equipment volume shall not include electric meters, concealment elements, telecommunications demarcation boxes, grounding equipment, power transfer switches, cut-off switches, and vertical cable runs for the connection of power and other services.
- H. "Small Cell Use Permit" means the permit granted by the Village authorizing an Applicant to Collocate a Small Cell Facility or to construct, maintain, modify, operate, or replace a Wireless Support Structure in the Right-of-Way.
- I. "Village" means the Village of Ottawa Hills, Ohio.
- J. "Wireless Support Structure" means a pole, such as a monopole, either guyed or self-supporting, street light pole, traffic signal pole, a fifteen-foot or taller sign pole, or utility pole capable of supporting small cell facilities. As used in this chapter, "wireless support structure" excludes all of the following:
 - i. A utility pole or other facility owned or operated by a municipal electric utility;
 - ii. A utility pole or other facility used to supply traction power to public transit systems, including railways, trams, streetcars, and trolleybuses.
- K. "Right-of-Way Permit" means a permit issued by the Village that must be obtained in order to perform any work in, on, above, within, over, below, under, or through any part of the public way, including, but not limited to, the act or process of digging, boring, tunneling, trenching, excavating, obstructing, or installing, as well as the act of opening and cutting into the surface of any paved or improved surface that is part of the public way.

II. Small Cell Use Permit Application

Unless otherwise exempted, it shall be unlawful for any person to collocate or remove a small cell facility or construct, maintain, modify, operate, replace, or remove Wireless Support Structures in, along, across, upon, and/or under the Right-of-Way unless a Small Cell Use Permit has been issued by the Village Administrator or his/her designee.

- A. Small Cell Use Permit Applications shall include the following:
 - i. **Application Fee** The applicant must provide the applicable application fee in the amount currently required by the Village Administrator and listed in the Village's permit fee schedule.
 - ii. **RF Compliance Affidavit** Applicants must submit a sworn affidavit prepared and signed by an RF engineer with knowledge about the proposed project that affirms the proposed project will be compliant with all applicable government regulations in connect with human exposure to radiofrequency emissions. The affidavit must include:
 - a. All frequencies on which the equipment will operate;
 - b. How many channels will be used on each frequency;
 - c. The effective radiated power ("ERP");
 - d. Output level measured in watts; and
 - e. The height above ground for the lowest point on the lowest transmitter.
 - iii. **Owner's Authorization** Applicants must submit evidence sufficient to show that either:
 - a. The applicant owns the proposed support structure; or
 - b. The applicant has obtained the owner's authorization to file the application.
 - iv. Site Plans and Structural Calculations The applicant must submit fully dimensioned site plans, elevation drawings and structural calculations prepared, sealed, stamped, and signed by a Professional Engineer licensed and registered by the State of Ohio. Drawings must depict any existing wireless facilities with all existing wireless communications equipment and other improvements, the proposed facility with all proposed wireless communications equipment and other improvements and the legal boundaries of the leased or owned area surrounding the proposed facility and any associated access or utility easements.

- v. Collocation Engineer's Report Applications for collocation of a Facility on a Wireless Support Structure shall include plans and drawings prepared by a professional engineer licensed in the State of Ohio that has evaluated the existing pole or infrastructure for structural stability to carry the proposed facility and related equipment and can bear the load without pole modification or whether the installation will require pole reinforcement. If pole reinforcement is necessary, Operator shall provide engineering design and specification drawings for the proposed alteration to the existing pole. Any pole reinforcement or replacement shall be at the Operator's cost. All reinforcement or replacement of poles shall adhere to the requirements listed within these guidelines.
- vi. **Equipment and Enclosure Specifications** The applicant shall provide dimensioned elevations, cut sheets, material samples, or other construction documents necessary to evaluate for compliance with these guidelines.
- vii. **Statement of Ownership** The applicant shall provide a statement of ownership indicating the person or entity who owns, or will own, the Small Cell Facility or Wireless Support Structure. The applicant shall also provide a valid phone number, address, and email address for said owner.
- viii. **Indemnification** The Operator who owns or operates the Small Cell Facility or Wireless Support Structure shall indemnify, protect, defend, and hold the Village and its elected officials, officers, employees, agents, and volunteers harmless against all claims, lawsuits, judgments, costs, liens, losses, expenses, fees, and suits of any kind and nature to the extent that the harm is caused by the negligence of the Operator who owns or operates the Small Cell Facility and/or Wireless Support Structure in the public way. (R.C 4939.039).

B. Small Cell Permit Application Review

- i. The Village Administrator or his/her designee shall review the application for conformance with these guidelines and shall either approve, approve with conditions, or deny a Small Cell Use application.
- ii. If a request is denied, the reasons for denial shall be provided in writing to the applicant.
- iii. Small Cell Permit Applications will be reviewed within the timeframe required by federal and state laws and regulations.

C. Small Cell Permit Issuance

i. When an application is approved, a permit shall be issued to the applicant authorizing the following:

- a. Small Cell Work Permit A permit to perform the approved action, removal, replacement, or maintenance work, subject to any conditions;
- b. Small Cell Collocation Consent Consent to perform the approved removal, replacement, or installation and grant occupancy within the Village Right-of-Way, subject to any permits or conditions;
- c. Wireless Support Structure Consent to construct, modify, or replace a wireless support structure in the Right-of-Way, subject to any permits or conditions.
- ii. No permit or authorization made under these guidelines shall be transferrable. No permit or authorization made by the Village shall convey title, equitable or legal, in the Right-of-Way.

D. Duration of Approval

- i. The work authorized by the permit issued must be completed within 180 days from the date of issuance, unless otherwise conditioned as part of the approval.
- ii. A Small Cell Use Permit is valid for 10 years from date of issuance and may be renewed by the applicant in successive 5 year terms.
- iii. In the event that any court of competent jurisdiction invalidates any portion of federal law which mandates the approval of any permit, such permit shall automatically expire 1 year from the date of the judicial order.
- iv. In the event that any court of competent jurisdiction invalidates any portion of state law which mandates the approval of any permit, such permit shall automatically expire 60 days from the date of the judicial order.

E. Revocation

The following are grounds for revocation or denial of approval:

- i. The intentional provision of materially misleading information by the applicant (the provision of information is considered "intentional" where the applicant was aware of the inaccuracies or could have discovered the inaccuracies with reasonable diligence);
- ii. The failure to comply with any condition of approval, order, or other applicable law, rule, or regulation;
- iii. The site, structure or operation is otherwise not in compliance with any provision(s) of applicable law;

- iv. The subject site or use is otherwise not in compliance due to incomplete work or projects, or is not in compliance due to unperformed or slow to perform work as part of an open permit.
- v. This list is not comprehensive, and permits may be revoked or denied for other just cause.

III. General Guidelines

- A. Facilities shall not be installed unless the Facilities are compliant with these Small Cell Facilities Guidelines and Requirements, unless the applicant can demonstrate with clear and convincing evidence that it is not technically feasible.
- B. All Facilities and Wireless Support Structures shall be designed, constructed, operated, and maintained in compliance with all generally applicable health and safety regulations, including without limitation all application regulations for human exposure to RF emissions.
- C. All work shall be performed in a professional manner consistent with the highest standards of workmanship.
- D. Signage shall be mounted on all new Facilities providing the Facilities Operator's name, an emergency contact phone number, an informational contact number, and all other information required by law. Unless otherwise prohibited by law, signage shall be discreet in color and shall match the Facilities and surrounding area and font size used on the sign shall be no smaller than 9 point font and no larger than 14 point font.
- E. Unless otherwise required by law, all manufacturer stickers and decals shall be removed from Facilities. Required stickers and decals shall face directly away from the street, utilize the lowest visibility sticker as possible and use colors that are consistent or complimentary to the color of the equipment cabinet and/or pole on which it is to be placed.
- F. Facilities shall not have any lights, flashing lights, sirens, or regular noise other than a cooling fan that may run intermittently. An internal lights associated with electronic equipment shall be shielded from public view.
- G. All hardware, including antenna mounting brackets and hardware, antenna mounting posts, cables, shrouds and other equipment shall be painted in a color designated by the Village, and the color shall match the Facilities. The Village may require the Facilities Operator use a different, non-matching color on a case-by-case basis when the Village determines a non-matching color would better fulfill the purposes of these guidelines.
- H. A Facilities Operator shall remove or paint over any graffiti on the Facilities at Facility Operator's sole expense as soon as practicable, but no later than ten (10) days from the date the Facilities Operator receives notice of the graffiti.

- I. A Facility Operator shall undertake all reasonable efforts to avoid undue adverse impacts to adjacent properties and/or uses that may arise from the construction, operation, maintenance, modification, or removal of the Facility or Wireless Support Structure.
- J. The site and the Facility or Wireless Support Structure, including but not limited to all landscaping, fencing, and related equipment, must be maintained in a neat and clean manner and in accordance with all approved plans and conditions of approval.
- K. A Facility Operator shall remove and relocate the permitted Facility and/or Wireless Support Structure at Operator's sole expense to accommodate construction of a public improvement project by the Village.
- L. In the event that the use of a Facility is discontinued, the owner shall provide written notice to the Village of its intent to discontinue use and the date when the use shall be discontinued. If a small cell facility is not removed within 90 days of discontinued use, the Village may remove it at owner's expense irrespective of the notice requirement under this section.
- M. In the event that the use of a Facility and/or Wireless Support Structure is abandoned, the Village may remove it at the owner's expense.

N. Site Restoration:

- i. Upon completion of the new work, the contractor shall restore the street and/or pavement as required;
- ii. Upon completion of the new work, the contractor shall restore all concrete walks, driveway aprons, and other concrete as required;
- iii. Upon completion of the new work, the contractor shall restore all tree lawns and/or sod strips with topsoil and sod.

IV. Placement & Location Standards

- A. Colocations between two separate wireless service providers on the same support structure is encouraged whenever feasible and safe.
- B. These guidelines encourage applicants to consider existing poles and other potential Wireless Support Structures prior to installing any new poles to reduce congestion in the public right-of-way. New poles can only be constructed when the applicant can demonstrate with clear and convincing evidence that using an existing structure is not technically feasible or not potentially available.
- C. Facilities shall be maintained in good and safe condition and in a manner that complies with all applicable federal, state and local requirements.

- D. All new Facilities and/or equipment and other related improvements must be setback at least 100 feet from public street intersections. The location cannot obstruct motorists' sightlines or pedestrian access.
- E. The centerline of any new pole must be aligned with the centerlines of existing poles on the same sidewalk or street segment. Alternate locations will be considered where there is a conflict with overhead utility lines and facilities.
- F. In residential zoning districts, Facilities shall be located where the shared property line between two residential parcels intersects the public right-of-way.
- G. Placement of Facilities in the Village shall be a minimum of 300 feet apart to minimize the hazard of multiple poles adjacent to the roadway unless the applicant can demonstrate with clear and convincing evidence that it is not technologically feasible.
- H. The Village may propose an alternative location for proposed Facilities up to 100 feet from the proposed location or within a distance that is equivalent to the width of the Public Way, whichever is greater. The Facilities Operator shall utilize the alternative location unless the Facilities Operator shows that the alternative location is not technically feasible.
- I. Facilities shall not interfere with existing or planned street trees.
- J. Facilities shall be camouflaged using existing land forms, vegetation, and structures to screen the Facilities from view and to blend in with the surrounding built and natural environment.
- K. The Village may require the Facilities Operator to incorporate additional concealment elements before approving a Small Cell Use Permit. Concealment elements may include, but shall not be limited to, fencing, public art, strategic placement, and placement within existing or replacement street furniture.
- L. All Facilities and wireless support structures shall be located to avoid any physical or visual obstruction to pedestrian or vehicular traffic or any other location that would create safety hazards to pedestrians, cyclists, or motorists.
- M. For privately owned structures in the public right-of-way onto which an applicant proposes to attach a Facility, if the owner of the structure requires more restrictive standards than those in this plan, the more restrictive standards shall apply. If any portion of the privately-owned structure is on private property, the applicant must first obtain all applicable zoning and building permits prior to submittal.
- N. The Village retains sole and absolute discretion over whether and on what terms it may allow small cell facilities on its poles and other facilities on its poles and other facilities in the right-of-way unless otherwise in conflict with law.

V. Antenna Design Standards

- A. Antennas must have concealed cable connections, antenna mount, and other hardware.
- B. Each antenna shall be located entirely within a shroud enclosure of not more than six cubic feet in volume.
- C. The diameter of the antenna or antenna enclosure should not exceed the diameter of the top of the wireless support structure pole, and to the maximum extent practical, should appear as a seamless vertical extension of the pole. In no case shall the maximum diameter of the shroud be wider than one and one half times the diameter of the top of the pole.
- D. Unless otherwise permitted by these guidelines, all antenna shall be mounted to the top of the Wireless Support Structure pole, aligned with the centerline of the structure.
- E. Antennas that overhang the roadway or sidewalks are discouraged due to concerns for public safety. If an antenna overhangs a roadway or side it must comply with all applicable setback and vertical clearance requirements.
- F. In instances of collocation, antennas, facilities, and any associated concealment materials shall not increase the overall height of an existing Wireless Support Structure by more than five (5) feet, and in no case shall they exceed the maximum height otherwise permitted by these guidelines.

VI. Cabinet, Shroud, Meter, and Similar Equipment Design Standards

- A. Exclusive of the antenna, all wireless equipment associated with the small cell facility shall not cumulatively exceed twenty-eight (28) cubic feet in volume. The calculation of equipment volume shall not include electric meters, concealment elements, telecommunications demarcation boxes, grounding equipment, power transfer switches, cut-off switches, and vertical cable runs for the connection of power and other services.
- B. No portion of a wireless support structure or small cell facility cabinet or enclosure may encroach at grade or within the airspace beyond the right-of-way or over the travelway.
- C. All pole mounted equipment must be installed as flush to the pole as possible. All pole mounted equipment shall be located as close together as possible and on the same side of the pole, on the side of the pole opposite the roadway.
- D. All small cell facilities, associated equipment and cabling shall be completely concealed from view within an enclosure, and may be installed in the following locations:

- i. Within an equipment enclosure mounted to the wireless support structure;
- ii. Within an equipment cabinet integrated within the transformer base of a new wireless support structure; or
- iii. Within a ground-mounted cabinet physically independent from the wireless support structure. Equipment cabinets may not extend more than 24" from the face of the pole. No overhead cables, for electric or otherwise, shall be permitted.
- E. Ground mounted equipment shall incorporate concealment elements into the proposed design. Ground-mounted equipment must be concealed within a single shroud or cabinet and must contain all the equipment associated with the facility other than the antenna including but limited to, the electric meter and disconnect switch. All cables and conduits associated with the equipment must be concealed from view and be underground between the pole and the ground mounted cabinet. Concealing may include, but shall not be limited to, strategic placement in less obtrusive and stealth design for the cabinet.
- F. The applicant is required to incorporate ambient noise suppression measures and/or to place the equipment in locations less likely to impact adjacent residences or businesses to ensure compliance with all applicable noise regulations.
- G. Color for all equipment and similar devices shall be Moss Green RGB #2f4538 powder coated finish (see attachment "A"). For collocated Facilities, the color shall match the existing pole, and all related equipment not attached to the collocated pole shall be Moss Green RGB #2f4538 powder coated finish (see attachment "A").

VII. Pole Design Standards

- A. It is the Village's preference that new poles are placed approximately in the middle of existing poles. New poles must match existing poles in appearance, height, design, material, and color as those used on same section of street. Poles shall be Columbia Series, classic, double-tapered and fluted cast iron base with a 16-flute tapered steel shaft (see attachment "B"). Unless otherwise approved by the Village, the color shall be Moss Green RGB #2f4538 powder coated finish (see attachment "A"). In instances where luminaires are replaced or required by the Village, the luminaires shall be Heritage Casting & Ironworks, Ltd. Model F5XB (see attachment "C").
- B. It is the Village's preference that new support structures' height are consistent with other poles in the vicinity, the built environment, the neighborhood character, the overall site appearance, and the purposes in these guidelines. If a compatible height cannot be clearly determined, then a maximum pole height of

- 40 feet above ground shall be used (including appurtenances). The zoning district height limit shall not be determinative.
- C. Pole diameter shall be consistent with the surrounding poles. The applicant shall consider other poles in the vicinity, the built environment, the neighborhood character, the over site appearances, and the purposes of these guidelines when determining pole appearance. The paint color of the new pole shall be ????? green.

VIII. Small Cell Facility Guidelines and Requirements

A. The Village Administrator may update these guidelines and requirements as necessary to accommodate future changes in technology, aesthetic modifications, legal requirements, or for other reasons determined to benefit the health, safety, or welfare of the residents of the Village of Ottawa Hills. Updates to the Small Cell Facility Guidelines and Requirements will be published upon enactment.

-- Revised and Published 04/15/2019

RAL 6005 / Moss green / #2f4538 Hex Color Code

ATTACHMENT A

The hexadecimal color code #2f4538 is a dark shade of green-cyan. In the RGB color model #2f4538 is comprised of 18.43% red, 27.06% green and 21.96% blue. In the HSL color space #2f4538 has a hue of 144.55 degrees, 18.97% saturation and 22.75% lightness. This color has an *approximate* wavelength of 529 nm. RAL 6005 / Moss green is a matching paint color.

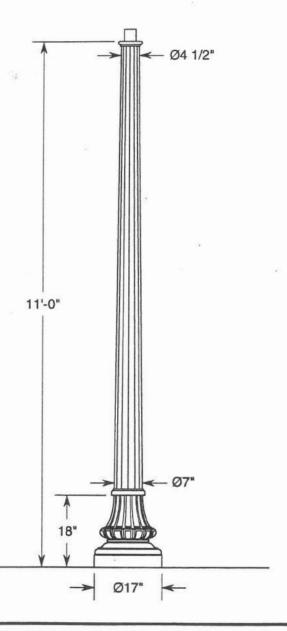
- Information / Color Space Conversions
- Composition Charts
- Color Blindness Simulation
- Schemes, Harmonies & Combinations
- Related Named Colors
- Gradients
- HTML & CSS / CSS3 Examples
- Related Paint Colors

#2f4538 Color Information

ATTACHMENT B

Columbia Series

Cast Iron & Steel Post 17"Ø Base



Specifications

DESCRIPTION

The lighting post shall consist of a classic, double-tapered and fluted cast iron base and a 16-flute tapered steel shaft.

MATERIALS

The post base shall be heavy-wall cast iron (ASTM A48, class 30) formed true to pattern with complete detail. The tapered and fluted shaft shall be 11-gauge steel. Anchor bolts shall be hot-dip galvanized steel. All hardware shall be tamper resistant, stainless steel.

DIMENSIONS

The post shall be 11'-0" in height with a 17"Ø base. The shaft shall taper from 7"Ø above the base to 4 1/2"Ø below the 3"Ø x 3" tall tenon. Access door in the base shall measure 4" x 6" x 6 1/4".

INSTALLATION

Post shall be provided with four 1"Ø x 36" L-type anchor bolts to be installed on a 12"Ø bolt circle. A door is located in the base for anchorage and wiring access. A grounding lug (suitable for (1) #2 and (3) #4 stranded copper wires) shall be provided inside the base for easy access. Additional 1/2-13 and 3/8-16 threaded holes shall be provided for alternate/additional ground lugs.

FINISH

The steel shaft shall be hot-dip galvanized (inside and out, including the tenon). The post assembly (base and shaft) shall be finished with a 'dark green' TGIC polyester powder coat.

Catalog #

C11/17/MOD-CIS/GALV/DG

JTDOOR ARCHITECTURAL ORDER NO:

S DRAWING WHEN APPROVED SHALL BECOME THE COMPLETE SPECIFICATION FOR EMATERIAL TO BE FURNISHED BY HOLOPHANE ON THE ORDER NOTED ABOVE. NIT OF SIMILAR DESIGN MAY BE SUPPLIED, BUT ONLY AFTER APPROVAL BY THE STOMER IN WRITING. ON POLE ORDERS AN ANCHOR BOLT TEMPLATE PRINT WILL BE PPLIED WITH EACH ANCHOR BOLT ORDER TO MATCH THE POLE PROVIDED.

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DRAWING NO: US-2726-3 rev 2

HOLOPHANE OUTDOOR ARCHITECTURAL LIGHTING

214 OAKWOOD AVENUE

SCALE: NONE DRAWN: APP'D:

DATE: 5-21-98

990mm (39")+-457mm (18")+-

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Drawing No: 2333 Date: May 20. 98. Model: F5XB Project: Ottawa Village, Ohio. Approved as illustrated: Date:

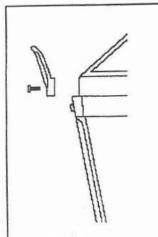
Approved with changes: Date:

Approved By: Notes: Type:

Please Note: fabrication will not begin until this drawing is approved, signed and returned to Heritage.



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Two back, upper spikes are individually replacable

ATTACHMENT C

Technical Sheet

Luminaire - L34-L Series (Version F4XB)

- Diffuser Material: Frosted tempered smooth glass. Hardware: Stainless steel.
- (2) Luminaire Housing: The whole luminaire is made of cast aluminum. Top is fully hinged for easy access to

lamp and ballast.

(3) Ballast: HPS high power factor, CWA type mounted on a removable plate. A quick disconnect wiring system allows for fast, easy maintenance.

Wattage: Type A = 100W (S54 126 line

watts, 90+ to 65 PF)

Type B = 150W (S55 189 line watts, 90+ to 65 PF)

Voltage (for both types): 240V Wiring: Luminaire is wired with a "pigtail" which shall consist of 2-#10 copper XLP wires (black & red). Wiring shall be held secured firmly to the luminaire to withstand a "breakaway" connector on impact. Type A shall have a 14' lead, Type B shall have a 17' lead. Socket Type: Mogul 4kv porcelain.

- (4) Optical System: High effeciency low glare, highly polished, stacked multi louvered system. Light Distribution: Aasymmetrical. House side shields are optional and will be supplied at additional cost. Lamps: Clear with mogul base. Type A initial lumens 9,500. Design lumens 8,500. Temp 2100K. Life 24,000+hrs. CRI 22 at 1900K. Output 90% or better of rated lumen in ambient temp of -40°F to 130°F. Type B initial lumens 16,000. Design lumens 14,400. Temp 2100K. Life 24,000+hrs. CRI 22 at 1900K. Output 90% or better of rated lumen in ambient temp of -40°F to 130°F.
- (5) Photo Control: Twist-lock type photo cell 240V. Single pole, single throw switch, normally closed at night. Temp rating -40°F to 140°F. Minimum time delay 30 secnds. "Fail On" design. I fc turn on. 0.5 to 1.0 fc operating levels. MOV surge protection. Aluminum cover and finial are screwed on to flat bar which is attached to luminaire.
- (6) Tenon: Pole manufacturer to supply 4"dia x 3 " high stainless steel or galvanized tenon.
- (7) Finish: Electrostatically applied thermoset polyester powder-coat with the XL4 four part corrosion inhibiting process.
- Colour: To match Holophane paint.