



AGENDA MEMORANDUM DRAFT

To: David L. Corliss, Town Manager

From: Tara Vargish, PE, Director, Development Services
Brad Boland, AICP, Planning Manager

Date: May 19, 2026

Title: Update: Wireless Communication Facilities

Executive Summary

In 2018, the Town's Wireless Code was revised to align with updated State and Federal regulations. Additionally, processes for handling applications for new wireless communication facilities (WCFs) were streamlined. As the Town grows, so do the demands for cellular coverage in the community. Providers, driven by market demand, are responsible for determining technology, location and timing for installation of new WCFs.

The following discussion provides a brief update of the Town's approach to handling WCFs in the community, plus information regarding existing and proposed wireless communication facilities within Town boundaries.

Discussion

Background

Town Council approved updates to the Town's Wireless Code in 2018. These updates were intended to ensure compliance with Federal and State regulations and to improve how the Town processes wireless facility applications. The updates also allowed for small cell technology to be installed within the public right-of-way.

Wireless communication facilities generally fall into two categories:

- **Macro Facilities:** Stand-alone wireless facilities or rooftop-mounted facilities that provide broader coverage areas.
- **Small Cell Facilities:** Smaller installations where the antenna fits within an enclosure of three cubic feet or less. These are typically mounted on light poles or traffic signals and are used to increase capacity within an existing service area rather than expand coverage.

Providers installing facilities within the public right-of-way are required to enter into a Master License Agreement (MLA) with the Town. These agreements establish standards for design, operations, and fees, and help streamline the review of multiple

sites. The Town currently has MLAs in place with Verizon and infrastructure providers Zayo Group and SQF (Tilson Infrastructure).

Town Role and Review Process

When a provider requests installation of a new WCF within Castle Rock, approval may be administrative or require Town Council action depending on the type and location of the facility.

- **Town-Owned Property (outside right-of-way):** The Town acts first as a property owner and has greater discretion when considering locations.
- **Public Right-of-Way:** Applications are reviewed through an administrative permitting process managed by the Development Review Team.
- **Private Property:** Applications follow the applicable land use process, which may include administrative review or public hearings.

Existing Infrastructure and Activity

There are currently 33 wireless communication facilities within Town boundaries, including:

- 10 macro facilities
- 23 small cell facilities

Town Council approved a T-Mobile macro wireless communication facility at Butterfield Park (attached to the pool house) on March 19, 2024 and construction is currently underway. Of the small cell facilities, 14 are located within the public right-of-way.

Application Activity

Since 2021, the Town has received 52 wireless infrastructure applications, including both new facilities and modifications to existing sites. The following table summarizes the applications by status with counts shown by the year of the application.

Year	Applications Approved/Constructed	Applications Expired or Withdrawn by Provider	Applications Currently Under Review	Applications Denied	Total Applications
2021	8	2	0	0	10
2022	7	1	0	0	8
2023	1	0	0	1	2
2024	1	0	0	0	1
2025	9	0	17	0	26
2026 (YTD)	0	0	5	0	5
Total	26	3	22	1	52

Table 1: 2021 – 2026 (YTD) WCF Application Status. Dates are based off when application was received, not final decision.

Provider Activity and Projects

Verizon

Verizon has been installing small cell facilities within the public right-of-way. They currently have 16 approved locations, 14 of which have been constructed. One additional site is under review.

T-Mobile / Tilson Infrastructure

Tilson Infrastructure, partnering with T-Mobile, has submitted 30 small cell applications, with 9 approved to date. Several additional sites have completed technical review and are awaiting supplemental licensing before final approval. Based on discussions with Tilson, the company anticipates building approximately 55 small cells supported by about 13 miles of underground fiber.

AT&T / Smartlink

Smartlink, partnering with AT&T, is exploring a potential macro facility at Fire Station 152 to serve the Crystal Valley area. Two neighborhood meetings have been held, and lease terms and initial plans have been submitted for staff review. If the project moves forward, additional outreach and public hearings would be required.

Other Providers

The Town has also been in communication with additional providers regarding potential sites in Dawson Trails and The Meadows.

Mapping and Public Information

A map showing existing and proposed wireless facilities is available at:
<https://www.crgov.com/cellsites>

This map is intended to provide general information on facility locations within the community. A sample of this map is shown below.

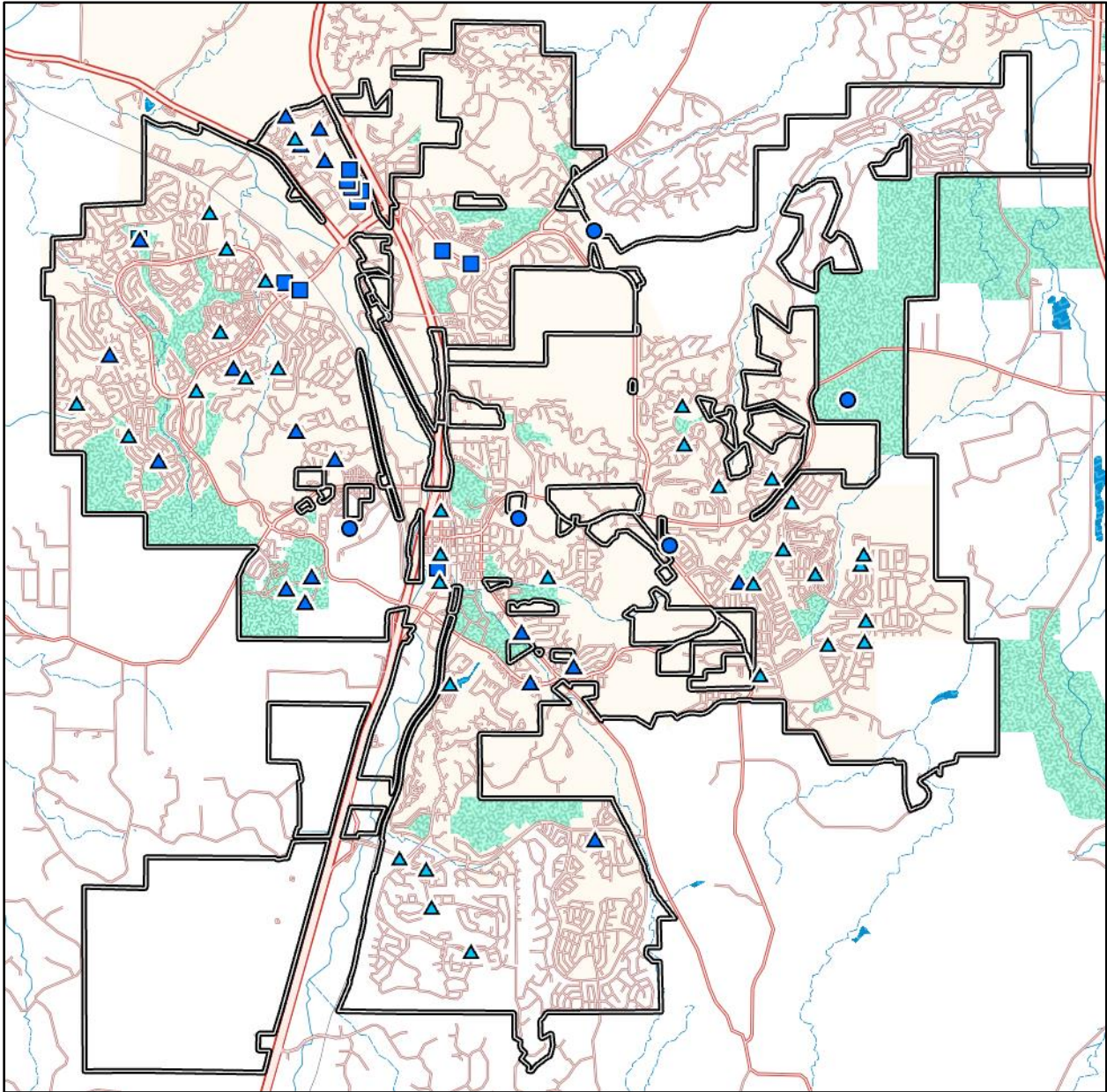


Figure 1: Town of Castle Rock Cell Sites Map - May 5, 2025

Conclusion

While the Town has limited control over wireless infrastructure due to federal regulations and market factors, staff continues to monitor applications and work with providers to ensure facilities are properly reviewed and constructed. Staff will continue to follow adopted Code requirements, coordinate with providers, and provide updates to Town Council as needed.