



## Agenda Item Summary Report

**Meeting Date:**  
May 13, 2024

**Submitted by:**  
Michelle Bailey Hedgepeth, Town Administrator

**Item Title: Crown Castle**

**Approval of Sample Agreement and Application Process 5G small Cell Towers with Crown Castle:**

**Work Session Item [X ]**  
**Council Meeting Item [X]**

**Documentation Attached:**  
Sample Agreement  
Application  
Presentation Crown Castle

**Recommended Action:**

Staff recommends the approval of this Agreement and Application.

**Item Summary:**

**Key Points of Agreement:**

1. **Effective Term:** The Agreement shall become effective upon the approval of the Town and, unless terminated earlier, shall continue for an initial term of five years. The Grantee has the option to extend the term for an additional five years by providing notice to the Town at least six months prior to the expiration of the initial term.
2. **Termination:** Either party may terminate the Agreement at the end of the initial term or a renewal term by providing written notice of intent to terminate at least one hundred twenty calendar days prior to the end of the then-current term. Additionally, the Town may terminate the Agreement upon six months of written notice to the Grantee if it is in its best interest to authorize Prince George's County to administer certain activities related to Small Wireless Facilities.
3. **Scope of License Agreement:** The Grantee is granted rights to install, operate, maintain, and remove Equipment in the Public Way, subject to applicable laws, Town rights, and property ownership rights. The grantee's work must be performed at its sole cost and expense and is subject to the Town's prior review and approval.
4. **Attachment to Municipal Facilities:** The grantee is authorized to attach Equipment to Municipal Facilities for the purpose of operating the Network and providing services. Where suitable, Municipal Facilities are preferred over third-party-owned property.
5. **Use of Town Conduit:** Subject to a separate agreement, the grantee may use an existing Town-owned Conduit for fiber optic cable deployment. If no agreement is reached or no available Conduit exists, the Grantee may construct an additional Conduit in coordination with the Town.
6. **Permit Issuance Conditions:** The Town will issue permits to the Grantee only when certain conditions are met, including compliance with all requirements outlined in the Agreement and applicable standards and laws.
7. **Reserved Capacity:** The Town reserves the right to claim Reserved Capacity on Municipal Facilities for future use. Grantee may be required to remove or relocate its Attachment(s) or pay for Make-Ready Work to accommodate Town needs.
8. **Town Rights Over Town-owned Poles:** The Agreement does not limit the Town's right to locate, operate, maintain, or remove Town-owned Poles in accordance with its service and legal requirements.
9. **Other Agreements:** The Agreement does not restrict the Town from fulfilling agreements regarding Town-owned Poles with others, provided such agreements do not interfere with the rights granted to the Grantee under this Agreement.

**Budgeted Item:** Yes [ ] No [ ] NA  
**Budgeted Amount:**  
**One-Time Cost:** Yes -  
**Ongoing Cost:** NA

**Continued Date:**

**Council Priority:** Yes [ ] No [ ]

**Approved Date:**