**LAYTONSVILLE BOARD OF APPEALS**

**MEETING MINUTES**

**November 7, 2022 – 7:30 p.m.**

**Roll Call**

A meeting of the Laytonsville Board of Appeals was called to order by Chair Cecere at approximately 7:35 p.m. Board Members Kerns and Ols were present.

**Minutes**

The minutes for the Board of Appeals Meeting of August 8, 2022, were submitted. A motion was made by Chair Cecere and seconded by Member Kerns to approve the minutes. The motion passed unanimously.

**Attendees**

President Michael Eanes, Laytonsville Volunteer Fire Department (Applicant)

Ms. Andrea Holzer, Jacobs Telecommunications, Verizon Representative

Ms. Joy Jackson, Assistant Clerk, Laytonsville Town Council

Ms. Nadine Hasevoets-Tarwater, Secretary

**Old Business**

None.

**New Business**

Special Exception Application (SE-04-22) submitted by President Michael Eanes, on behalf of the Laytonsville Volunteer Fire Department, 21400 Laytonsville Road, Laytonsville, MD, 20882.

***Hearing***

Chair Cecere began the hearing by outlining the procedures and administering the swearing in oath to all those providing testimony.

Chair Cecere requested President Eanes and Ms. Holzer to present the request for Special Exception SE-04-22.

President Eanes requested that a Special Exception be granted to replace current equipment on the monopole and add new equipment in accordance with previous exceptions.

Ms. Holzer explained to the Board that the proposed project was intended to upgrade Verizon’s existing equipment, which would include adding six new antennas, swapping six radio units, relocating three existing antennas to a different position at the same height, and modifying the antenna mount to support the new design. Verizon would also complete some equipment upgrades to its equipment within the existing shelter.

Chair Cecere noted that Verizon had submitted the checklist (Criteria for Towers Outside the Public Rights of Way) required by the Federal Communications Commission to determine if a modification substantially changes the physical dimension of a wireless tower or base station. Chair Cecere indicated that all the questions regarding the modification were answered in the negative. In accordance with the guidelines, if all questions in the section are answered “No,” then the modification does not constitute a substantial change to the existing tower under 47 C.F.R. Section 1.6100.

Chair Cecere requested that the following documents be entered into the record:

* Exhibit 1 -- Special Exception Application
* Exhibit 2 -- Verizon Papers

Chair Cecere asked the Board Members for their comments.

Member Kerns asked if an engineering review had been conducted regarding potential structural damage by wind or weight capacity.

Ms. Holzer explained that there were no plans in the future to go beyond the current weight capacity and that the equipment would be smaller and more compact.

Chair Cecere made the motion to approve SE-04-22 as represented by the Exhibits and witness for the applicant. Member Kerns seconded the motion. The Special Exception was approved for a two year period beginning November 7, 2022.

The motion passed unanimously.

It was suggested that Castle Crown be contacted to provide an updated list of all equipment located on the monopole.

**Adjourn**

There being no further business, Chair Cecere proposed a motion to close the meeting which was seconded by Member Kerns and passed unanimously. The meeting adjourned at approximately 7:58 p.m.

Respectively submitted

Nadine Tarwater