**LAYTONSVILLE BOARD OF APPEALS**

**MEETING MINUTES**

**July 6, 2015 – 7:30 p.m.**

**Roll Call**

A meeting of the Laytonsville Board of Appeals was called to order by Chair Cecere at

7:45 p.m. Board Members Foster, Seebold, and Whittington were present.

Guests: Lisa Whittington, Assistant Town Clerk of Laytonsville and Mr. Richard Keeler, Representative, Laytonsville District Volunteer Fire Department.

**Minutes**

The minutes of the Board Meeting held on June 6, 2015, were submitted for approval. A motion to accept the minutes was made by Member Whittington and seconded by Member Foster. The motion to accept the minutes was passed unanimously.

**Old Business**

None.

**New Business**

Monopole located at Laytonsville District Volunteer Fire Department (LDVFD). The Board of Appeals received a letter from Tower Engineering requesting a building permit for the monopole currently owned by Crown Castle. Crown Castle leases space on the monopole to various service providers. Chair Cecere informed the Members that Verizon had submitted a request for a special exception to add equipment to the monopole which will be reviewed at the next Board meeting in August. During a review of current records regarding the special exceptions provided to the LDVFD for the monopole, it was discovered that some records were incomplete. Chair Cecere requested Mr. Keeler to provide the Board with the necessary background information.

Mr. Keeler explained that he was assisting the LDVFD with some of the facets of the current construction taking place at the station. In reviewing the records of the monopole, it was discovered that in 2013 Tower Engineering requested a special exception from the Board to reinforce and retrofit the monopole. Mr. Keeler learned that Tower Engineering had not obtained the necessary permit from Montgomery County Department of Permit Services as required. Mr. Keeler also submitted an email from Mr. Gregory Albrecht, President, Laytonsville District Volunteer Fire Department, containing information from Crown Castle as to the names of the service carriers on the monopole.

Mr. Keeler informed the Board that in accordance with the Town’s guidelines, special exceptions and permits regarding changes, modifications, or construction need to be approved by the appropriate Town committee, and permits must also be obtained from the Montgomery County Department of Permits. In reviewing past records with the County, it was learned that not all requestors had followed through on proper procedures resulting in permits lacking from either the Town or the County.

Mrs. Whittington provided the Chair with documentation regarding past special exception requests and discrepancies.

The Board Members discussed changes which needed to be made in the current processes to ensure that people requesting special exceptions were made aware of the necessity to obtain the appropriate permits from both the Town and the County. Chair Cecere also requested that Mr. Keeler and a representative from Crown Castle attend the next meeting of the Board of Appeals when Verizon would be present to review the current status of the monopole including any abandoned or decommissioned equipment.

Due to the unavailability of Mr. Keeler, the Chair requested that the next meeting of the Board be moved to August 10, 2015.

**Adjourn**

There being no further business, Chair Cecere asked for a motion to adjourn the meeting which was made by Member Whittington and seconded by Member Foster. The meeting adjourned at approximately 8:35 p.m. The next meeting of the Board originally scheduled for August 3 will be held on August 10, 2015.

Respectively submitted

Nadine Tarwater