



## MEETING MINUTES

# Administrative Review Team

Thursday, October 17, 2024 | 2:00 pm  
Development Building

### CALL TO ORDER

Mr. Bitar welcomed everyone and called the meeting to order at 2:00 pm.

### ROLL CALL

ART Members and Designees present: Jenna Goehring, Economic Development Administrator; Josh Reinicke, Civil Engineer II; Brad Fagrell, Director of Building Standards; Shawn Krawetzki, Landscape Architect Manager.

Staff Members present: Zach Hounshell, Planner II; Michaela Evan, Planning Assistant; Taylor Mullinax, Planner I; Chris Will, Senior Planner; and Micolle Champion, Administrative Assistant II.

Representative present: Case 1: Altin Bajgora & Kevin Fullerton (Virtual)  
Case 2: Tim Stark, United Site Development (Virtual)

### APPROVAL OF MEETING MINUTES

Ms. Goehring made a motion and Mr. Krawetzki seconded to approve the minutes from the September 12, 2024 meeting.

Votes: Ms. Goehring, yes; Mr. Fagrell, yes; Mr. Krawetzki, yes; Mr. Reinicke, yes; Mr. Bitar, yes.  
[Minutes were approved 5 – 0.]

### DETERMINATION CASE

#### 1. **AT&T - Equipment Upgrade – Case Number: 24-117ARTW, Determination Case**

Removal and replacement of antennas and equipment on an existing structure wireless tower. The 6.63-acre site is zoned TF, Technology Flex District and is located northeast of the intersection of Shier Rings Road and Emerald Parkway.

#### **Staff Presentation**

Ms. Evans presented the site plan, and stated the conditions.

#### **Applicant Presentation**

Altin Bajgora, . Nothing to add to the conversation.

#### **Questions for Staff or the Applicant**

Mr. Bitar - Asked if the applicant was okay with conditions of approval.

Mr. Bajgora – Added that he has no issue, and he'll run it by AT&T.

Mr. Krawetzki – Asked about fencing.

Mr. Bajgora – States he'll have to run it by AT&T.

### **Public Comments**

[None.]

### **Team Members' Discussion**

Nothing further needed to be discussed.

Mr. Krawetzki motioned, Mr. Fagrell seconded, to approve the Wireless Communications Facility with conditions.

**Votes:** Mr. Krawetzki, yes; Mr. Reinicke, yes; Ms. Goehring, yes; Mr. Bitar, yes.

[Minor Project approved 5 – 0.]

## **2. Verizon – Antenna Swap – Case Number: 24-127ARTW, Determination Case**

Removal and replacement of antennas and equipment on an existing structure wireless tower. The 2.32-acre site is zoned R-1, Restricted Suburban Residential District and is located approximately 1,800 feet northeast of the intersection of Summit View Road and Glencree Place.

### **Staff Presentation**

Mr. Hounshell presented the site plan, and stated conditions.

### **Applicant Presentation**

Tim Stark, Nothing to add to the conversation.

### **Questions for Staff or the Applicant**

Mr. Bitar - Asked if the applicant agreed to the conditions of approval.

Mr. Stark – Asked if the conditions could be repeated.

Mr. Hounshell – Repeated the conditions.

Mr. Stark – States he's comfortable with the conditions.

Mr. Hounshell – Stated that the property owner expressed that they want to make sure Verizon will be staying within the easement, and offered to forward Mr. Stark the email from the property owner.

### **Public Comments**

[None.]



### **Team Members' Discussion**

Nothing further needed to be discussed.

Mr. Reinicke motioned, Ms. Goehring seconded, to approve the Wireless Communications Facility with conditions.

**Votes:** Mr. Bitar, yes; Mr. Fagrell, yes; Ms. Goehring, yes; Mr. Krawetzki, yes, Mr. Reinicke, yes.  
[Minor Project approved 5 – 0.]

### **COMMUNICATIONS**

[None.]

### **ADJOURNMENT**

Mr. Bitar asked if there were any comments for the good of the order. [None.] He adjourned the meeting at 2:11 pm.

