



MEETING MINUTES

Administrative Review Team

Thursday, October 9, 2025 | 2:00 pm
Development Building

CALL TO ORDER

Mr. Rauch welcomed everyone and called the meeting to order at 2:05 pm.

ROLL CALL

ART Members and Designees present: Jennifer Rauch Director of Community Planning and Development, (Chair); Jenna Goehring, Economic Development Administrator; Joshua Reinicke, Civil Engineer II; Janet Rusanowsky, Commercial Plans Examiner.

Staff Members present: Zachary Hounshell, Planner II; Chris Will, Senior Planner; Micole Champion, Administrative Assistant II.

Applicant present: Katie Stark, United Site Development

DETERMINATION CASE

1. Verizon Equipment Modification – Case Number: 24-094ARTW, Determination Case

Review and recommendation of approval to the Administrative Review Team for a Wireless Communications Facility under the provisions of Chapter 99 of the Code of Ordinances.

Staff Presentation

Zachary Hounshell explained that this was an application that was before ART last year. He showed the site features detailing that the existing residential property and tower is also existing in that red box. Showing what it looks like currently. The applicant is requesting an extension of their approval from last year and Mr. Hounshell explained that the application has a one year limit in terms of when they can get the work done; the applicant has until October 9, 2026 to get the improvements done. Includes about 5 antenna replacements of what's currently there, there are no new antennas in terms of the amount that's going to be there just replacing what's existing and then some other small improvements within their ground equipment area. The conditions are the same as last year stating that any cables or wires will be trimmed to fit closer to the tower and the color will be neutral to compliment the structure.

Questions for Staff or the Applicant

Ms. Rauch – Asked Katie Stark if there is anything else that she wants to add from an applicant perspective?

Ms. Stark – Nothing really, it's the exact same scope of work as last year's approval we just did not get our required equipment and approvals in time on our end and needed to ask for another approval.

Ms. Rauch – Okay, great that's helpful. Does anybody have any questions from a staff perspective?

Ms. Rauch – Asked the homeowners to introduce themselves.

Homeowner – I believe I spoke with someone associated with the project back when they first started, just wanted to make sure we're on top of some issues like access where they can put their bucket trucks and if they damage the driveway, those were my issues I have nothing against them doing the project.

Ms. Rauch – Maybe that's a question for you Katie; logistically how does that work when you do this work, and/or is there an agreement between the two parties? Ours is really the equipment piece of that but definitely interested in understanding how that impacts you as the property owner.

Ms. Stark – As far as the equipment modifications there should be no impact on the property owner whatsoever they should come and do their work with inside the equipment area and their bucket truck will be in the right of way but there should be no damage to anything.

Homeowner – If you look at the map you see how they get into that right of way so you can see where the little piece of land that is Dublin's so there's about 20 feet for them to be able to drive a bucket truck up there and they'll be remaining in the right of way by doing that, is that the plan on how they want to access that area, because our driveway goes across that Dublin piece of land and equipment trucks are heavy and I just want to make sure we're covered? That area is where our sewers were put in in the last couple of years so I want to make sure appropriate care is taken around those issues

Ms. Stark - On our end, those are all valid concerns, I can let our contractor get in touch with you, sir. You guys can coordinate where you want them to put their trucks and where you want everything on your property.

Homeowner – Obviously it takes some time to get this rolling; If you could give us some notice of when it's going to happen, just so we know the trucks are going to be coming in and out of the driveway.

Ms. Stark – Sure sir, if I could get your information and I will gladly get that info to our contractor and I will have them contact you about two weeks prior to and you can get a heads up on when they'll be coming and where you would like them to place their trucks.

Homeowner – Okay sounds good. That was really my only issues.

Ms. Rauch – We'll get that contact information and Katie and Zach can send that over to you today.

Public Comments

[None.]

Team Members' Discussion

Nothing further needed to be discussed.

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

Votes: Ms. Rusanowsky, yes; Mr. Reinicke, yes; Ms. Rauch, yes; Ms. Goerhing, yes.

[The Wireless Communications Facility was approved 4 – 0.]

COMMUNICATIONS

[None.]

ADJOURNMENT



Ms. Rauch asked if there were any comments for the good of the order. [None.] She adjourned the meeting at 2:011 pm.

