

**TOWN OF YARROW POINT
PLANNING COMMISSION MEETING MINUTES
December 17, 2018**

The following is a condensation of the proceedings and is not a verbatim transcript.

CALL TO ORDER:

Amy Pellegrini, Planning Commission Chair called the meeting to order at 7:00 p.m.

PRESENT:

Chairperson: Amy Pellegrini - Excused absence

Commissioners: Trevor Dash
Chuck Hirsch
Carl Hellings
Jennifer Whittier

Staff: Austen Wilcox – Town Deputy Clerk
Mona Green – Town Planner

Guests: Daniel Kenny, Attorney from Ogden Murphy Wallace

APPEARANCES:

None.

MINUTES:

November 26, 2018 Regular Meeting

MOTION: Commissioner Dash moved to approve the special minutes of the November 26, 2018 Regular Meeting as presented. Commissioner Hirsch seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

STAFF REPORTS:

Town Planner Green gave the following reports:

- The 2019 Town Budget was approved at the December Council meeting
- The Town's Playground project approved at the December Council meeting

Commissioner Hellings stated that the Town's Attorney will be attending the Planning Commission and Council public hearings for the wireless topic.

REGULAR BUSINESS:

PCAB 18-12 Draft Wireless Code Review, *for Discussion*

Attorney Daniel Kenny gave an overview of the process and timeline going forward for the review of the draft wireless code by the Planning Commission. The Planning

Commission will meet again on January 7, 2019 to hold a public hearing and will make a recommendation to the Council on January 8, 2019.

The draft wireless code was sent out to the cellular industry for a request for comments; one comment was received.

Mr. Kenny believes the draft wireless code protects the needs of the wireless issues for the Town of Yarrow Point.

The Planning Commission reviewed procedures for conducting public appearances and public hearings.

The Planning Commission discussed public disbursement of the draft code and the process of creating notice for the public hearing.

The Planning Commission will request two Councilmembers to attend the Public Hearing on January 7, 2019.

Mr. Kenny shared the importance of public equality regarding the disbursement of information.

Mr. Kenny referenced private roads and how they are addressed in the draft code language.

Mr. Kenny discussed the cellular equipment ownership and liabilities portion of the draft code.

Mr. Kenny discussed the intake, review and approval / deny process for small cell sites.

Mr. Kenny discussed regulation goals for aesthetics related to small cell sites.

There are multiple methods and types of cellular equipment including a wide range of options for their installation. Technology is constantly evolving, and equipment demands change.

The Commission discussed undergrounding and revising the code to review timelines for opening and closing streets.

The code cannot be written in such a way to materially prevent a small cell site from entering into the Town.

Mr. Kenny explained the process for approval of macro sites. Small cell sites do not make macro sites obsolete.

The Commission reviewed height restrictions for cell sites.

ADJOURNMENT:

MOTION: Commissioner Dash moved to adjourn the meeting at 8:45pm. Commissioner Jennifer seconded the motion.

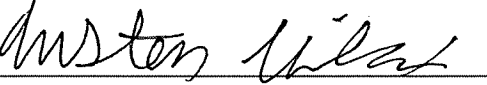
VOTE: 4 For, 0 Against. Motion carried.

APPROVED:



Amy Pellegrini, Chair

ATTEST:



Austen Wilcox, Deputy Clerk

