

MINUTES OF TTFCG MEETING

To: Distribution

From: Bob Hunnicutt, Tower Coordinator, Columbia Telecommunications

A meeting of the Telecommunications Transmission Facility Coordinating Group (TTFCG) was held on April 5, 2006. The following people were in attendance:

MEMBERS

Pat Hanehan MCPS (301) 279-3609

Martin Rookard WSSC (301) 206-8979

Jennifer Bryant OMB (240) 777-2761

Helen Xu DTS (240) 777-2804

Marjorie Williams DTS (240) 777-3762

Steve Batterden DPWT (240) 777-6063

Carlton Gilbert M-NCPPC (301) 495-4576

STAFF

Robert Hunnicutt CTC (410) 964-5700

David Doulong CTC (410) 964-5700

OTHER ATTENDEES

Delisa Coleman Nextel

Mike Budde T-Mobile

Cheryle Wilson Bechtel for Cingular

Bill O'Brien Mactec

Bobbi Culbertson Bechtel for Cingular

Catherine Blue Holland & Knight

Tom Carroll Holland & Knight

Jill Goyette NBC for Cingular

Scott Naugle WFI for FiberTower

Action Item - Meeting Minutes: Martin Rookard moved that the minutes be approved as written. Pat Hanehan seconded the motion and the minutes were unanimously approved.

Consent Agenda Items:

1. FiberTower application to attach one 13" and one 3' microwave dish antennas at the 100' level and one 13" dish antenna at the 125' level on a 150' monopole at Shady Grove Post Office located at 16501 Shady Grove Road in Gaithersburg (Application #200602-11).
2. Cingular Wireless application to attach nine 54" panel antennas at the 116' level on a 122' high PEPCO transmission line tower #645-S located at 6455 St. James Road in Potomac (Application #200603-01).
3. Cingular Wireless application to replace nine existing antennas with six 52" panel antennas at the existing antenna locations on the roof of the Grosvenor House Apartment building located at 10101 Grosvenor Place in Rockville (Application #200604-01).
4. Cingular Wireless application to replace nine existing antennas with six 52" panel antennas at the existing antenna locations on the roof of the Democracy Center building located at 6903 Rockledge Drive in Bethesda (Application #200604-02).
5. Cingular Wireless application to replace nine existing antennas with six 52" panel antennas at the existing antenna locations on the roof of a Summit Hills Apartment building located at 8484 16th Street in Silver Spring (Application #200604-03).

6. Cingular Wireless application to replace nine existing antennas with six 52" panel antennas at the existing antenna locations on the roof of the World Building Tower located at 8121 Georgia Avenue in Silver Spring (Application #200604-05).
7. Cingular Wireless application to replace nine existing antennas with six 55" panel antennas at the existing antenna locations on the roof of a Londonderry Apartment building located at 17060 King James Way in Gaithersburg (Application #200604-06).
8. Cingular Wireless application to replace nine existing antennas with six 52" panel antennas at the existing antenna locations on the roof of a Pavilion Apartment building located at 5901 Montrose Road in Rockville (Application #200604-07).
9. Cingular Wireless application to replace nine existing antennas with six 52" panel antennas at the existing antenna locations on the roof of the White Building located at 1451 Rockville Pike in Rockville (Application #200604-08).
10. Cingular Wireless application to replace nine existing antennas with six 55" panel antennas at the existing antenna locations on PEPCO transmission line tower #674-W located at 5200-A Olney-Laytonsville Road in Olney (Application #200604-09).
11. Cingular Wireless application to replace nine existing antennas with six 55" panel antennas at the existing antenna locations on the WSSC Olney Water Tank located at 17710 Buehler Road in Olney (Application #200604-10).
12. Cingular Wireless application to replace nine existing antennas with six 52" panel antennas at the existing antenna locations on a lattice tower at Kenwood Country Club located at 5601 River Road in Bethesda (Application #200604-11).
13. Cingular Wireless application to replace nine existing antennas with six 52" panel antennas at the existing antenna locations on the roof of a Takoma Tower building located at 7051 Carroll Avenue in Takoma Park (Application #200604-12).
14. Cingular Wireless application to replace three existing antennas with six 68" panel antennas at the existing antenna locations on a monopole at Seneca Ayr Farm located at 13100 West Old Baltimore Road in Boyds (Application #200604-13).
15. Cingular Wireless application to replace nine existing antennas with six 52" panel antennas at the existing antenna locations on the roof of the Continental Plaza building located at 7101 Wisconsin Avenue in Bethesda (Application #200604-14).
16. Cingular Wireless application to replace nine existing antennas with six 52" panel antennas at the existing antenna locations on the roof of the Aldon building located at 8200 Wisconsin Avenue in Bethesda (Application #200604-15).
17. Cingular Wireless application to replace three existing antennas with six 55" panel antennas at the existing antenna locations on a lattice tower at WSSC Damascus Plant located at 23730 Log House Road in Gaithersburg (Application #200604-16).
18. Cingular Wireless application to replace three existing antennas with six 68" panel antennas at the existing antenna locations on the monopole at Mullinex Farm located at 11604 Piedmont Road in Clarksburg (Application #200604-18).
19. Cingular Wireless application to replace three existing antennas with six 55" panel antennas at the existing antenna locations on the monopole at Goshen Church located at 7700 Brink Road in Gaithersburg (Application #200604-19).
20. Cingular Wireless application to replace three existing antennas with six 51" panel antennas at the existing antenna locations on the roof of the West Lake Towers building located at 7420 Westlake Terrace in Bethesda (Application #200604-20).

21. Cingular Wireless application to replace nine existing antennas with six 52" panel antennas at the existing antenna locations on the roof of the Claridge House Apartment building located at 2445 Lyttonville Road in Silver Spring (Application #200604-21).
22. Cingular Wireless application to replace three existing antennas with six 51" panel antennas at the existing antenna locations on the monopole at Dickerson Auto Center located at 22210 Dickerson Road in Dickerson (Application #200604-22).
23. Cingular Wireless application to replace six existing antennas with six 52" panel antennas at the existing antenna locations on the roof of a Village Square Apartment building located at 11927 Veirs Mill Road in Silver Spring (Application #200604-24).
24. FiberTower application to install one 13" microwave dish antenna at the 122' level on the 183' Laytonville monopole located at 20530 Georgia Avenue in Brookeville (Application #200604-27).
25. FiberTower application to install one 3' microwave dish antenna at the 215' level on the 225' lattice tower at the Izaak Walton League located at 18301 Waring Station Road in Germantown (Application #200604-30).
26. FiberTower application to install one 3' and one 13" microwave dish antenna at the 170' level on a 275' lattice tower at Carver Tower located at 2647 University Blvd. in Wheaton (Application #200604-31).
27. FiberTower application to attach three 3' microwave dishes at the 195' level on the 226' Hights Branch Tower lattice tower located on 6300 Damascus Road in Gaithersburg (Application #200604-32).
28. FiberTower application to attach one 3' microwave dish antenna at the 124' level on the 128' monopole at Argyle Country Club located at 14600 Argyle Club Road in Silver Spring (Application #200604-33).
29. FiberTower application to attach three 3' microwave dish antennas at the 180' level on the 192' lattice tower at Kruhm Farm Tower located at 15701 Kruhm Road in Burtonsville (Application #200604-34).
30. FiberTower application to attach one 3' microwave dish antenna at the 100' level on the 120' Barnhart Property monopole located at Hawkins Creamery Road & Laytonville Road in Gaithersburg (Application #200604-35).
31. FiberTower application to attach one 13" microwave dish antenna at the 60' level of the 120' Super Fresh Shopping Center monopole located at 3901 Aspen Hill Road in Silver Spring (Application #200604-36).
32. FiberTower application to attach two 13" microwave dish antennas at the 60' level atop the 55' Schlesinger building located at 3720 Farragut Avenue in Kensington (Application #200604-37).
33. FiberTower application to attach three 3' microwave dish antennas at the 138' level on the 188' McDonnell Property monopole located at 20315 Georgia Avenue in Brookeville (Application #200604-38).
34. Cingular Wireless application to replace three existing antennas with six 51" panel antennas at the existing antenna locations on PEPCO transmission line tower #37-N located at Bucklodge Road near Moore Road in Boyds (Application #200604-39).
35. Nextel application to replace existing equipment cabinets with a new 7' x 13' equipment shelter on the roof of a 52' Londonderry Apartment building located at 17060 King James Way in Gaithersburg (Application #200604-45).

Helen Xu asked that Item #12 be removed from the consent agenda.

Motion: Carlton Gilbert moved the remaining consent agenda items be recommended. Steve Batterden seconded the motion, which was approved with Pat Hanehan abstaining

Action Item: Cingular Wireless application to replace nine existing antennas with six 52" panel antennas at the existing antenna locations on a lattice tower at Kenwood Country Club located at 5601 River Road in Bethesda (Application #200604-11).

Bob Hunnicutt summarized the application. He noted that Cingular would be transmitting at frequencies close to the County's public safety antennas at this site and that Helen Xu had expressed concern about potential interference issues. She requested information about the specific frequencies Cingular would transmit at this site. Mr. Hunnicutt discussed those frequencies with Ms. Xu, and she stated that since the frequencies are so close, she asked that if any interference occurs with the County's transmission once Cingular's antennas are activated. She moved to condition the recommendation on Cingular ceasing operations and resolving any interference issues before resuming transmission. She noted that there was 75 kHz between the County's frequency and Cingular's frequency.

Motion: Martin Rookard moved the application be recommended with the condition that Cingular cease operations and resolve any interference issues that may arise once the site is activated. Carlton Gilbert seconded the motion, which was approved with Pat Hanehan abstaining.

Action Item: Nextel application to attach twelve 50" panel antennas at the 100' level on the 193' Beall Farm monopole located at 12900 Prices Distillery Road in Clarksburg (Application #200512-09).

Bob Hunnicutt summarized the application. He said he had notified the Nextel representative that the antennas as proposed exceeded the County Code height limit. He said the representative had claimed those were the only antennas Nextel could flush mount to the monopole. Mr. Hunnicutt said Nextel then redesigned the site to provide antennas that met the County size limitations, but which were no longer designed to be flush-mounted; rather, they were in the typical 12-panel antenna array on a triangular platform. Mr. Hunnicutt said he notified the applicant that the Special Exception for this monopole required a flush-mount design. Consequently, Mr. Hunnicutt conditioned his recommendation for this application on Nextel either obtaining Board of Appeal approval for a modification to the Special Exception to permit platform-mounted antennas, or a waiver to the flush-mount requirement.

Carlton Gilbert asked if there were any limits in the Special Exception on the number of additional antennas that could be attached to the monopole. Mr. Hunnicutt stated that he did not believe there were.

Motion: Carlton Gilbert moved the application conditioned on Nextel obtaining a modification to the Special Exception to permit platform-mounted antennas, or a waiver to the flush-mount design requirement. Pat Hanehan seconded the motion and it was unanimously approved.

Action Item: Cingular Wireless application to replace three existing antennas with six 68" panel antennas at the existing antenna locations on a monopole at Sherwood High School located at 300 Olney-Sandy Spring Road in Sandy Spring (Application #200604-23).

Bob Hunnicutt summarized the application and explained that Cingular would be increasing the number of antennas at this site, and that the new antennas were heavier than the existing antennas. He noted that since there had been structural concerns raised previously at this site, his recommendation was conditioned on Cingular's submission of a structural analysis which shows that the proposed antenna change out could be safely accomplished. He added that just before the meeting the applicant had submitted a structural analysis which showed that the attachment could be safely made, but he had not had an opportunity to review the report to verify the analysis was performed using the proposed, heavier antennas. He also noted that the structural analysis noted that the coaxial cables would have to be mounted to the exterior of the monopole and not stacked. Margie Williams asked for an explanation of stacked cabling. David Doulong explained that the cables would be tied together in a bundle and not individually mounted flush against the exterior of the monopole.

Pat Hanehan stated that the school staff had advised him that they were concerned about placement of the coaxial cables on the exterior of the monopole, and they would require all cables to be placed inside the monopole. Cingular's representative, Cheryle Wilson, suggested that if the cables were mounted on the exterior of the monopole they could be covered with a shroud. Mr. Doulong noted that the shroud would add additional weight to the structure and would raise further structural concerns that would need to be addressed.

It was suggested that the group not recommend the application. Mr. Hunnicutt suggested that the application could be tabled until the applicant answered the questions regarding placement of the antennas inside the monopole, shrouding the exterior cables, and address any structural issues that the alternative attachments may raise. Mr. Hanehan noted that the school would also require that work on the attachment should not

occur prior to June 1, 2006.

Ms. Wilson suggested that the use of smaller cables might be an alternative, which would allow for installation of the cables inside the monopole.

Motion: Martin Rookard moved the application be tabled, pending resolution of the questions raised at the meeting. Carlton Gilbert seconded the motion, which was approved with Pat Hanehan abstaining.

Action Item: FiberTower application to install one 3' microwave dish antenna at the 165' level on the 172' monopole at Aspen Landscape located at 15710 New Hampshire Avenue in Silver Spring (Application #200604-28).

Bob Hunnicutt summarized the application. He noted that this attachment would raise structural issues, since the previous applicant for this site had submitted a structural report which stated that the structure would fail with additional attachments unless certain modifications were made. Consequently, his recommendation was conditioned on FiberTower's submission of a structural analysis to the Department of Permitting Services and a copy to the Tower Coordinator which shows that the proposed antenna installation could be safely accomplished.

FiberTower's representative, Scott Naugle, asked if a structural analysis had been provided with the application. Mr. Hunnicutt replied no report had been submitted with the application.

Motion: Carlton Gilbert moved the application be recommended conditioned on FiberTower's submission of a structural analysis to the Department of Permitting Services and a copy to the Tower Coordinator which shows that the proposed antenna installation could be safely accomplished. Pat Hanehan seconded the motion and it was unanimously approved.

Discussion Item - TTF CG Processing of Applications: Margie Williams said that at the last meeting, the TTF CG had asked the Tower Coordinator to provide statistics and information on the timeliness of processing applications. She noted that this request came as a result of some questions raised by Ed Donohue in a letter to Jane Lawton complaining that applications were not being processed in a timely manner. Carlton Gilbert asked what had prompted this letter.

Mike Budde explained that two out of five applications submitted by his group were not placed on the agenda for the next meeting date as he had expected. He said that if an application did not make the agenda for the next meeting date, he would like to receive a memo stating the outstanding issues and further steps required to schedule the application for review by the TTF CG. He said it would also be helpful to the carriers if they were aware of all new tower applications submitted for review by the TTF CG at the time of submission. He said if an application for a new structure was submitted in an area where another carrier had a search ring, it would allow them to pursue attachment to the proposed new structure.

Tom Carroll added that he recognized the TTF CG and the Tower Coordinator were processing applications quickly and within the required time period, but he believed information about new towers would be a step toward improving communications and understanding with the applicants. He added that there were a number of applications that Mr. Budde had submitted but was unsure of the present status or reason for the delay in processing the application. Mr. Hunnicutt asked Mr. Carroll which applications he was referring to. Mr. Carroll said he would provide that information in writing to Mr. Hunnicutt. Mr. Budde stated the list included the application for a silo on Briggs Chaney Road, the PEPCO pole replacement on Bonifant Road, and the three applications at school sites, including Drew, Woodfield Center, and Banneker. Mr. Hunnicutt stated that for the first two applications, he had already sent written notification of the problems with these sites to Mr. Budde, but he would restate the issues in a letter.

Ms. Williams said she agreed that the process was working well, applications were being processed in a timely manner, and the Tower Coordinator was doing a good job. She said that if the group agreed that these requests would improve communications with the carriers, she would be in favor of initiating them. Mr. Hunnicutt noted that in some jurisdictions, when an application is received incomplete or requires additional information, the application reviewing authority returns the entire application to the applicant with a cover letter which states the reason for not processing the application and the information needed in order to process it. Martin Rookard stated that he thought that was an appropriate action for the Tower Coordinator.

Ms. Williams stated that a list of applications received but not on the agenda would be helpful for her to answer questions from residents. Mr. Hunnicutt stated that it would be simple to develop a list of applications and when they are received, and could be sent to the cable office, which could post it on the County website. He stated that sending a letter of incomplete or missing application items had been discussed by the group in the past. He said he was interested in keeping the application process moving and often sends emails or telephones applicants to request additional information. He added that in many cases, it takes time to obtain the missing or correct information from the carrier. He noted there is a high turnover rate in carrier site acquisition staff, and that many of the applicants are new to the process and do not understand the requirements. He said that he spends quite a bit of time working with the new site acquisition staff to help them to understand the process and to obtain the required application information. He said if the group desired, he would prepare a more thorough, written response to carriers to state the information required in order to complete his review of an application. He added that this would add to the processing time. The group agreed that the Tower Coordinator should send a letter to each applicant that lists any additional information needed to complete the application review.

Mr. Budde stated that for an application that had been submitted by the filing date but which was not on the agenda for the next meeting, he would like to receive written notification of the outstanding issues. Steve Batterden suggested that a list of all submitted applications could be shown on the agenda, whether or not they were ready to be reviewed.

Pat Hanehan said he believed the Tower Coordinator was doing a good job and that he frequently contacted Mr. Hunnicutt for support. Margie Williams agreed that CTC has done an excellent job in providing support to the TTF CG.

Discussion Item - Removal of Support Structures: Martin Rookard asked if the group expected that some antenna support structures may be coming down due to carrier consolidation through mergers and acquisitions. Margie Williams agreed that may be something the TTF CG should be aware of and may revisit it in the future, but that currently the group does not monitor that kind of activity. She noted that this had been the case with the fiber optic and cable television services in the County, where mergers, acquisitions, and bankruptcies had resulted in changes to in facilities located in the communities.

Discussion Item - Next Meeting: The next meeting of the TTF CG is scheduled for Wednesday, May 3, 2006 at 2 p.m. in the second floor conference room #225 of the COB.