

**LAYTONSVILLE BOARD OF APPEALS**

**DRAFT MEETING MINUTES**

**November 3, 2014 – 7:30 p.m.**

**Roll Call**

A meeting of the Laytonsville Board of Appeals was called to order by Chair Cecere at 7:34 p.m. Board Members Foster and Whittington were present. Member Seebold was absent.

**Minutes**

The minutes of the Board meeting held on October 6, 2014, were submitted for approval. A motion was made by Member Whittington to accept the minutes and seconded by Member Foster. The motion was passed unanimously.

**Old Business**

None.

**New Business**

Chair Cecere advised the Board Members that the Special Exception for the telephone antenna monopole located at the Laytonsville Fire Station (#SE-01-10) will expire on January 15, 2015. He suggested that the Board should send a letter to the Laytonsville Fire Station reminding the President of the renewal procedures regarding the monopole. Chair Cecere informed the Members that he would be drafting a letter requesting that the Laytonsville Fire Station submit the necessary documentation to proceed with the renewal. The Board Members agreed to Chair Cecere's suggestion.

**Adjourn**

There being no further business, Chair Cecere asked for a motion to adjourn the meeting which was made by Member Foster and seconded by Member Whittington. The meeting adjourned at approximately 7:50 p.m. with a reminder that the next meeting would be held on December 1, 2014.

Respectively submitted

Nadine Tarwater