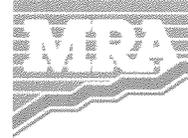


MORRIS & RITCHIE ASSOCIATES, INC.

ENGINEERS, ARCHITECTS, PLANNERS, SURVEYORS,
AND LANDSCAPE ARCHITECTS



MEETING MINUTES

DATE: July 3, 2013
TIME: 3:00 pm
LOCATION: City of Winchester
SUBJECT: City of Winchester Telecommunication Tower

MINUTES PREPARED BY: Jon K. Erickson, PE, LS
DATE PREPARED: July 5, 2013

ATTENDEES:

<u>Name</u>	<u>Company</u>
Jon Erickson	Morris & Ritchie Associates, Inc.
Lynn Miller	City of Winchester
Tim Youmans	City of Winchester
Aaron Grisdale	City of Winchester

SUMMARY OF DISCUSSION

Need to look at the buffer between the site and the Glen Burnie Subdivision to the west. Fill in any gaps along the property line that the existing vegetation does not have covered.

Add a buffer along the south property line (Arborvitae). Buffer should extend from the gate to +/- 40' past the future telco cabinet. The H Frame and Telco cabinet may need to move away from the fence slightly to accommodate the buffer.

The zoning line is in the center of the street right-of-way so the property does not technically border residential but we should buffer the new equipment from the southern property line.

Add a sheet to the CUP showing the adjoining neighborhoods and distances to the homes.

Check the spelling on the Bridgeforth's names.

Will there be any site lighting on the ground?

Add a section view to the plan set showing the tower as we have it but show the two water tanks for a reference.

Like to have some of the images from the balloon test made available for the public meetings.