

MEMORANDUM OF ACTIONS
Online Special Meeting
ON
April 29, 2020

Present:

Thomas M. Gallas (Vice-Chairman)
Linda Argo
Beth White
Paul McMahon Jr. (Department of Defense)
Peter May (Department of the Interior)
Kristi Tunstall-Williams (General Services Administration)
Daniel Spino (Senate Committee on Homeland Security and Governmental Affairs)
Jennifer Steingasser (District of Columbia Office of the Mayor)
Evan Cash (Council of the District of Columbia)

* * *

In response to COVID-19 guidance on gatherings, the Commission conducted a special meeting on-line on April 29, 2020. Vice-Chair Gallas called the meeting to order.

1. Commission Roll Call

Secretary Koster conducted a voice roll call of the Commissioners and confirmed a quorum. The agenda was adopted as the order of business. Vice-Chairman Gallas described how several Commission procedures, including voting, would be conducted during on-line meetings.

2. Election of Vice Chairman

UPON MOTION By Commissioner May, seconded by Commissioner Steingasser, and approved unanimously, the Commission elected Vice-Chairman Gallas to run the Special Meeting. Commissioner Spino abstaining, electing Thomas Gallas to serve as Vice-Chairman of the Commission.

3. Report of the Chairman

The Commission did not hold its April 2 regular meeting, but acted on four items by notational vote, conducted by email. Commissioner Gallas thanked the Commission for electing him to continue serving as vice-chairman and noted that Commissioners Dixon and May were elected to serve on the executive committee. The Commission also

approved a by-law explicitly allowing online meetings, with guidance on public comment.

4. Online Meetings Overview

Secretary Koster and Grace Kim provided an overview of how Commission meetings would be conducted online procedurally and reviewed the online meeting technology.

5. NCPC Antenna Guidelines

Carlton Hart provided an information presentation on the agency's work developing antenna guidelines. NCPC adopted antenna guidelines in January 1988 to address the impacts of new telecommunication infrastructure in the national capital region. The purpose of the guidelines is to protect the skyline, historic resources and scenic character of the nation's capital and provide a safe environment for employees, visitors, and residents. The guidelines were most recently updated in 2001. This update is necessary to address significant advances in technology, in addition to an increased demand for multiple types of telecommunication infrastructure.

NCPC staff reviewed the current guidelines and identified three issues to address:

1. Antenna Types - Guidelines do not address the different antenna types that have emerged over the last several decades (e.g. small cells, temporary antennas, ancillary equipment).
2. Design Review Criteria – Standards for evaluating installations do not adequately consider location, color, cumulative effects, or priority viewsheds.
3. Review Process - Review process does not differentiate between temporary, permanent, and small cell antennas.

 05/08/20

Julia A. Koster
Secretary to the Commission