

**NOTLEY ROAD**  
**MEMORANDUM - LOCAL MAP AMENDMENT NO. H-159 &**  
**PRELIMINARY FOREST CONSERVATION PLAN NO.**  
**F20250680**

**Description**

Clarification of References to Local Map Amendment Number — Notley Road LMA H-159 and Forest Conservation Plan F20250680.

Completed: 2-6-2026

## Planning Staff

TL

Troy Leftwich, Planner III, East County Planning, [Troy.Leftwich@montgomeryplanning.org](mailto:Troy.Leftwich@montgomeryplanning.org), 301-495-4553

KM

Katie Mencarini, Supervisor, East County Planning, [Katherine.Mencarini@montgomeryplanning.org](mailto:Katherine.Mencarini@montgomeryplanning.org), 301-495-4549

CS

Carrie Sanders, Chief, East County Planning, [Carrie.Sanders@montgomeryplanning.org](mailto:Carrie.Sanders@montgomeryplanning.org), 301-495-4653

### LOCATION/ADDRESS

NW quadrant, intersection of Notley Road and  
New Hampshire Avenue

### MASTER PLAN

*1997 White Oak Master Plan*

### ZONE

R-200

### PROPERTY SIZE

9.99 acres

### APPLICANT

Notley Assemblage LLC, an affiliate of Ryan  
Stuart

### ACCEPTANCE DATE

June 25, 2025

### REVIEW BASIS

Chapters 22A & 59

### Summary:

- Staff provided a response to testimony presented at the Hearing for Notley Road Local Map Amendment H-159.

## MEMORANDUM

Clarification of References to Local Map Amendment Number — Notley Road LMA H-159 and Forest Conservation Plan F20250680.

### **Purpose of Memorandum**

The purpose of this memorandum is to clarify the sequence of written communications in which the Notley Road Local Map Amendment (LMA) was incorrectly referenced as “**H-19**” in early correspondence, to document when that incorrect reference occurred, and to explain when and how the correct application number (**LMA H-159**) was identified and consistently communicated.

This memorandum also clarifies that **the associated Forest Conservation Plan number, F20250680, was correctly referenced in all of the same communications**, including those in which the LMA number contained a typo in the application number.

The sign postings on site were also correctly referenced on the property at all times. Accordingly, Planning Staff included all correspondence in the record and provided the Planning Board with all communications from the community, even though there may have been a typo in their original emails.

### **Background**

Early in the review process, before the Development Review Committee (DRC) meeting took place, emails were sent from Planning Staff and later forwarded from Planning Board Staff with a typo in the application number referencing H-19, instead of H-159. This typo was discovered soon after the DRC Meeting, within the first few weeks of the 120-day review period and corrected by Staff in writing to anyone who had written to Staff or the applicant.

It is important to note that while an incorrect application number was inadvertently used in some emails, the name of the LMA “Notley Road”, and the Forest Conservation Plan number (F20250680) were correctly and consistently identified in all referenced correspondence from Planning Board Staff and from Planning Staff. Also, the earlier emails provided links to the DRC meeting (see Attachment G) and to files with the correct number. H-19 is not an LMA application number in the Planning Staff system. In all email correspondence from Staff, Troy Leftwich’s contact was provided as the contact person.

Planning Staff have reviewed the testimony from the OZAH Hearing and can confirm that Terry Sitz and Regina Ottaviani were properly included as parties of record with correct information prior to the Planning Board’s public hearing. Regina Ottaviani’s email, which contained an incorrect application number in the subject line, was included as an attachment to the Staff Report and transmitted to the Planning Board in advance of the hearing. We have no record of any correspondence from James Touhey and, therefore, he was not included as a party of record.

A detailed summary of the email communications from Staff is provided below:

**July 2, 2025 — Planning Board Staff Communication**

An email responding to a resident from Ilana Branda, Chief of Staff to the Montgomery County Planning Board, to a community member described two applications under review (language from email was provided by Planning Staff to Ilana Branda):

- The rezoning application was incorrectly identified in that email as “LMA H19”; and
- The Forest Conservation Plan was correctly identified as F20250680.

The email outlined the application review milestones and explained that the two applications were proceeding concurrently. The main purpose for this email was to direct residents to the DRC meeting that was held on July 15, 2025.

(See *Attachments A and G*)

**July 9, 2025 — Planning Staff Response to Public Comment**

- The rezoning application was incorrectly identified as “LMA H19”; and
- The associated Forest Conservation Plan as F20250680, was correctly identified.

This email continued the language used in earlier Planning Board staff correspondence with the incorrect LMA number, while maintaining the correct Forest Conservation Plan number. (See *Attachment B*)

**July 25, 2025 — Community Correspondence**

Members of the public submitted emails requesting party of record status that referenced:

- “Colesville LMA H19” was incorrectly identified; and
- Forest Conservation Plan F20250680 was correctly identified.

(See *Attachment C*)

All of this correspondence was provided to the Planning Board and made part of the appropriate record in the correct LMA case.

**July 28, 2025 — Identification and Written Correction of LMA Number**

In responding to party of record requests, Planning Staff explicitly clarified that:

- The correct Local Map Amendment number is H-159, not H19 and the name of the project was Notley Road not Colesville;
- H-19 is not an active application; and
- The associated Forest Conservation Plan remains F20250680, as previously referenced.

This was the first written correction of the LMA numbering issue.

(See *Attachments C, D, E & F*)

After July 28, 2025, clarification was provided to the community including all postings on the Planning Department’s website and postcard communication to the individual property owners, Civic Associations, and Homeowner’s Associations. For the 194 contacts who requested to be included as a party of record, they were notified of the Planning Board Hearing on October 30, 2025. Their correspondence was included in the Planning Board packet.

## Summary

- Early summer 2025 emails referenced the rezoning application using “**LMA H19.**”
- That error was repeated by members of the public in subsequent correspondence.
- In all of these emails, the associated Forest Conservation Plan was consistently and correctly identified as F20250680 and the project name “Notley Road” was used.
- Planning Staff identified the LMA numbering discrepancy and corrected it in writing beginning July 28, 2025.
- Since that time, communications have consistently identified the rezoning application as Notley Road LMA H-159, while continuing to reference Forest Conservation Plan F20250680.

---

## ATTACHMENTS

- **Attachment A** – *Email from Ilana Branda to Terry Sitz (July 2, 2025)*
- **Attachment B** – *Planning Staff response to public comments (July 9, 2025)*
- **Attachment C** – *Public party of record request referencing “LMA H19” and **F20250680** (July 25, 2025) and Planning Staff email correcting LMA number (July 28, 2025)*
- **Attachments D-F** – *Subsequent Planning Staff emails reiterating the LMA typo correction and confirming Forest Conservation Plan number **F20250680** (July 28-30, 2025)*
- **Attachment G** – *DRC meeting agenda notice for Notley Road July 15, 2025*

## ATTACHMENT A

**From:** [Leftwich, Troy](#)  
**To:** [Mencarini, Katherine](#)  
**Subject:** FW: F20250680 Notley Rd--QUICK FOLLOW UP QUESTIONS  
**Date:** Friday, January 23, 2026 3:39:00 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

---

**From:** Branda, Ilana <llana.Branda@mncppc-mc.org>  
**Sent:** Tuesday, July 15, 2025 10:41 AM  
**To:** Terry Sitz <[REDACTED]>; Leftwich, Troy <Troy.Leftwich@montgomeryplanning.org>  
**Cc:** Kyle Smiddie <[REDACTED]>  
**Subject:** RE: F20250680 Notley Rd--QUICK FOLLOW UP QUESTIONS

Troy,  
Are you able to help Terri with her questions below?

Thanks,  
Ilana

**ILANA BRANDA**  
Chief of Staff  
Montgomery County Planning Board

---

**From:** Terry Sitz <[REDACTED]>  
**Sent:** Tuesday, July 15, 2025 10:37 AM  
**To:** Branda, Ilana <[llana.Branda@mncppc-mc.org](mailto:llana.Branda@mncppc-mc.org)>  
**Cc:** Kyle Smiddie <[REDACTED]>  
**Subject:** Re: F20250680 Notley Rd--QUICK FOLLOW UP QUESTIONS

**[EXTERNAL EMAIL]** Exercise caution when opening attachments, clicking links, or responding.

Hi Ilana,

Thank you so much for your detailed response-- very helpful. I watched today's hearing and have a few questions I hope you can clarify.

**Was today's hearing only to address the F20250680 environmental component of the project?**

**Is Troy the lead contact for both the F20250680 & the LMA H19 zoning component?** If some other staff person is the lead on zoning, can you provide their contact info.

We have a **community meeting tonight** with many many concerned Colesville neighbors and this info would be very helpful.

Best,  
Terry Sitz  
[REDACTED]

On Jul 2, 2025, at 12:49 PM, Branda, Ilana <[Ilana.Branda@mncppc-mc.org](mailto:Ilana.Branda@mncppc-mc.org)> wrote:

Terri,

It was a pleasure speaking with you the other day on the Forest Conservation Plan for the property at New Hampshire and Notley. The lead planning staff, Troy Leftwich, cc'd above, provided me with the following information to share. Please feel free to send specific comments on the project directly to Troy. If you have already submitted correspondence to the Planning Department Information Counter or the Chair's Office, there is no need to resend it unless you are providing additional comments. All correspondence coming into the information counter and chairs office is being forwarded to Troy.

We are currently in the early stages of the review process. Please note that there are two separate applications under review:

- **LMA H19** – This application pertains to the proposed zoning change.
- **F20250680** – This is the associated Forest Conservation Plan, which addresses environmental considerations.

These applications will be reviewed concurrently and follow a similar timeline.

**Key Dates and Milestones:**

- **July 15, 2025 – Development Review Committee (DRC) Meeting**  
Internal agencies will provide comments to the applicant. The public may observe but cannot participate.
- **Tentative: October 23, 2025 – Planning Board Hearing**  
This is a public hearing where community members may provide testimony.
- **TBD – Hearing Examiner Public Hearing**
- **TBD – County Council Decision (Public Hearing)**

Please keep in mind that if the LMA is approved, the applicant must still obtain approval for a Sketch Plan, Preliminary Plan, and Site Plan from the Planning Board before any construction can begin. This process includes the following steps:

1. Natural Resources Inventory/Forest Stand Delineation (NRI/FSD) –

Existing Conditions Filed

2. Applicant-Led Community Meeting
3. Formal Application Submission
4. Development Review Committee (DRC) Meeting
5. Revisions and Plan Preparation for Planning Board Hearing
6. Staff Report Posted to Planning Board Agenda
7. Planning Board Public Hearing and Decision - **This is a public hearing where community members may provide testimony**
8. Planning Board Resolution Adoption

**Important Notes:**

- **You can watch the July-15<sup>th</sup> DRC meeting at 9:30 a.m. via link**  
**(https://montgomeryplanning.org/development/development-review/)**
- Learn more about the development review process:  
**https://montgomeryplanning.org/development/development-review-process/**
- The Applicant intends to host a community meeting. Please contact Liz Rogers for more details on this meeting.  
Applicant's Contact:  
Elizabeth C. Rogers, Attorney  
Lerch, Early & Brewer, Chtd.  
7600 Wisconsin Ave | Suite 700 | Bethesda, MD 20814  
T 301-841-3845 |  
F 301-347-1784 |  
Main 301 986 1300  
**ecrogers@lerchearly.com**
- Attached is a document outlining the **Local Map Amendment Rezoning Process** for your reference.

Thank you,  
Ilana



**Ilana Branda**

**Chief of Staff**

Montgomery County Planning Board  
2425 Reddie Dr, 14th Floor, Wheaton, MD 20902

[ilana.branda@mncppc-mc.org](mailto:ilana.branda@mncppc-mc.org)

o: 301.495.4626



## ATTACHMENT B

**From:** [Leftwich, Troy](#)  
**To:** [Mencarini, Katherine](#)  
**Subject:** FW: Opposition to F20250680 Notley Road Townhouses in Colesville  
**Date:** Friday, January 23, 2026 3:22:00 PM  
**Attachments:** [Local Map Amendment Process.pdf](#)  
[image001.png](#)

---

---

**From:** Leftwich, Troy  
**Sent:** Wednesday, July 9, 2025 8:55 PM  
**To:** Elizabeth Lotis <[REDACTED]>  
**Subject:** RE: Opposition to F20250680 Notley Road Townhouses in Colesville

Hi Elizabeth Lotis,

Thank you for taking the time to submit your concerns regarding the Notley Road Local Map Amendment (LMA) No.H19 and Forest Conservation Plan No. F20250680. My name is Troy Leftwich, and I am the Lead Reviewer for the application, and your primary point of contact at Montgomery County Planning for this project.

We are currently in the early stages of the review process. Please note that there are two separate applications under review:

- **LMA H19** – This application pertains to the proposed zoning change.
- **F20250680** – This is the associated Forest Conservation Plan, which addresses environmental considerations.

These applications will be reviewed concurrently and follow a similar timeline.

### Key Dates and Milestones:

- **July 15, 2025 – Development Review Committee (DRC) Meeting**  
Internal agencies will provide comments to the applicant. The public may observe but cannot participate.
- **Tentative: October 23, 2025 – Planning Board Hearing**  
This is a public hearing where community members may provide testimony.
- **TBD – Hearing Examiner Public Hearing**
- **TBD – County Council Decision (Public Hearing)**

Please keep in mind that if the LMA is approved, the applicant must still obtain approval for a Sketch Plan, Preliminary Plan, and Site Plan from the Planning Board before any construction can begin. This process includes the following steps:

1. Natural Resources Inventory/Forest Stand Delineation (NRI/FSD) – Existing Conditions Filed
2. Applicant-Led Community Meeting
3. Formal Application Submission
4. Development Review Committee (DRC) Meeting
5. Revisions and Plan Preparation for Planning Board Hearing
6. Staff Report Posted to Planning Board Agenda
7. Planning Board Public Hearing and Decision - **This is a public hearing where**

**community members may provide testimony**

8. Planning Board Resolution Adoption

We want to assure you that Planning Staff has received your comments and will ensure the applicant follows all required procedures. As we move forward in the review process, we will continue to provide updates and address the concerns raised. If you have any questions, please feel free to contact me directly.

**Important Notes:**

- If you have already submitted correspondence to the Planning Department Information Counter or the Chair's Office, there is no need to resend it unless you are providing additional comments.
- **You can watch the July-15<sup>th</sup> DRC meeting at 9:30 a.m. via link**  
[\(https://montgomeryplanning.org/development/development-review/\)](https://montgomeryplanning.org/development/development-review/)
- Learn more about the development review process:  
<https://montgomeryplanning.org/development/development-review-process/>
- The Applicant intends to host a community meeting. Please contact Liz Rogers for more details.

Applicant's Contact:

Elizabeth C. Rogers, Attorney  
Lerch, Early & Brewer, Chtd.  
7600 Wisconsin Ave | Suite 700 | Bethesda, MD 20814  
T 301-841-3845 |  
F 301-347-1784 |  
Main 301 986 1300  
[ecrogers@lerchearly.com](mailto:ecrogers@lerchearly.com)

- Attached is a document outlining the **Local Map Amendment Rezoning Process** for your reference.

Planning Staff looks forward to working with you throughout this process and will be in touch with more information soon.

Best Regards,

**Troy Leftwich**

Planner III

**Midcounty Planning Division**

Montgomery County Planning Department  
2425 Reedie Drive, Wheaton, MD 20902  
[troy.leftwich@montgomeryplanning.org](mailto:troy.leftwich@montgomeryplanning.org)  
o: 301.495.4553

---

**From:** Garcia, Kayla <[Kayla.Garcia@montgomeryplanning.org](mailto:Kayla.Garcia@montgomeryplanning.org)>

**Sent:** Wednesday, July 9, 2025 11:29 AM

**To:** Leftwich, Troy <[Troy.Leftwich@montgomeryplanning.org](mailto:Troy.Leftwich@montgomeryplanning.org)>

**Subject:** Fw: Opposition to F20250680 Notley Road Townhouses in Colesville



**Kayla Garcia**  
**Planning Technician III**  
Montgomery County Planning Department  
2425 Reddie Drive, Wheaton, MD 20902  
[Kayla.Garcia@montgomeryplanning.org](mailto:Kayla.Garcia@montgomeryplanning.org)  
p: 301-495-2164

---

**From:** Elizabeth Lotis <[REDACTED]>  
**Sent:** Tuesday, July 8, 2025 4:50 PM  
**To:** MCP-InfoCounter <[MCP-InfoCounter@mncppc-mc.org](mailto:MCP-InfoCounter@mncppc-mc.org)>  
**Subject:** Opposition to F20250680 Notley Road Townhouses in Colesville

[EXTERNAL EMAIL] Exercise caution when opening attachments, clicking links, or responding.

My name is Elizabeth Lotis and my address is [REDACTED]. I am strongly opposed to building townhouses on Notley Road. The application for Notley Road townhouses F20250680 is the worst possible idea.

This would cause terrible congestion. It would impact the community in an extremely negative way and there is no need for them to be built.

Notley Road is a minor two lane road which in no way supports 150 townhouses. We don't have sufficient facilities to support this influx of people. It would hamper emergency vehicles from accessing our community.

I doubt that there is a single Colesville resident that would welcome this construction and subsequent deterioration of the area. I have been a resident for over 50 years and would hope that good sense will prevail and this application will be denied.

## ATTACHMENT C

**From:** [Leftwich, Troy](#)  
**To:** [Mencarini, Katherine](#)  
**Subject:** FW: INCLUDE ME AS A PARTY OF RECORD FOR COLESVILLE LMA H19 & F20250680  
**Date:** Friday, January 23, 2026 3:13:00 PM

---

---

**From:** Leftwich, Troy  
**Sent:** Friday, January 23, 2026 3:11 PM  
**To:** Mencarini, Katherine <[katherine.mencarini@montgomeryplanning.org](mailto:katherine.mencarini@montgomeryplanning.org)>  
**Subject:** FW: INCLUDE ME AS A PARTY OF RECORD FOR COLESVILLE LMA H19 & F20250680

---

**From:** Leftwich, Troy <[Troy.Leftwich@montgomeryplanning.org](mailto:Troy.Leftwich@montgomeryplanning.org)>  
**Sent:** Monday, July 28, 2025 4:25 PM  
**To:** Smiddie <[REDACTED]>  
**Cc:** [notley.townhouses@gmail.com](mailto:notley.townhouses@gmail.com)  
**Subject:** RE: INCLUDE ME AS A PARTY OF RECORD FOR COLESVILLE LMA H19 & F20250680

Hi Kyle,

Thank you for pointing out the technical error. I'll ensure that all future correspondence references the correct plan number—**LMA H-159**.

Please note that any previous emails referring to **LMA H-19** should be understood as referencing **LMA H-159**, as H-19 is not an active application. The correct full name of the project is **Notley Road LMA H-159 & F20250680**.

I've also noticed that some emails refer to "Colesville LMA." For clarity, the full and correct name is noted above.

Additionally, if possible, could you direct me to the resident(s) assisting with disseminating information within the community?

It would be helpful if they could register a civic association in our system or update the contact information for an existing Civic Association or HOA. This will allow Planning Staff to provide timely updates on current and future projects in the area (email: O'Quinn, Marybeth [marybeth.oquinn@montgomeryplanning.org](mailto:marybeth.oquinn@montgomeryplanning.org) to register/update).

I've seen [notley.townhouses@gmail.com](mailto:notley.townhouses@gmail.com) copied on several emails. Would this be a reliable contact for sharing updates related to Notley Road LMA H-159 & F20250680?

While Planning Staff will continue to respond to individual inquiries, having a central point of contact often improves efficiency and ensures consistent communication.

Please let me know if you have any questions or suggestions.

Best regards,

**Troy Leftwich**

Planner III

**East County Planning Division**

Montgomery County Planning Department

2425 Reedie Drive, Wheaton, MD 20902

[troy.leftwich@montgomeryplanning.org](mailto:troy.leftwich@montgomeryplanning.org)

o: 301.495.4553

---

**From:** Smiddie <[REDACTED]>

**Sent:** Monday, July 28, 2025 12:17 PM

**To:** Leftwich, Troy <[Troy.Leftwich@montgomeryplanning.org](mailto:Troy.Leftwich@montgomeryplanning.org)>

**Cc:** [notley.townhouses@gmail.com](mailto:notley.townhouses@gmail.com)

**Subject:** Re: INCLUDE ME AS A PARTY OF RECORD FOR COLESVILLE LMA H19 & F20250680

**[EXTERNAL EMAIL]** Exercise caution when opening attachments, clicking links, or responding.

Thanks, Troy.

Got it. All the comments from Deepak are MCDOT's. Thanks.

Also, I know you have received many emails from people asking to be added as attorney for record for LMA H19 & F20250680. In an earlier email you sent to me you used H19. I see that on the DRC comments, this project is referred to as H159. Please assume that it was a typo and each person who wrote you is asking about H159.

Is the zoning LMA H19 or H159, just for clarity?

Thanks,

Kyle

Sent from my iPhone

On Jul 28, 2025, at 12:03 PM, Leftwich, Troy

<[Troy.Leftwich@montgomeryplanning.org](mailto:Troy.Leftwich@montgomeryplanning.org)> wrote:

Thank you for your email.

If your original message included your name and address, you are already considered a "party of record." Nevertheless, we understand your desire to confirm, and Planning Staff can confirm that you are listed as a party of record.

MCDOT DRC Comments are under "COUNTY TRANSPORTATION Deepak Somarajan 7/10/25 2:04 PM" (see attachment).

Please feel free to reach out if you have any further questions.

**Troy Leftwich**

Planner III

**East County Planning Division**

Montgomery County Planning Department  
2425 Reedie Drive, Wheaton, MD 20902  
[troy.leftwich@montgomeryplanning.org](mailto:troy.leftwich@montgomeryplanning.org)  
o: 301.495.4553

---

**From:** kyle Smiddie [REDACTED] >  
**Sent:** Friday, July 25, 2025 12:17 PM  
**To:** Leftwich, Troy <[Troy.Leftwich@montgomeryplanning.org](mailto:Troy.Leftwich@montgomeryplanning.org)>  
**Cc:** Lindsey, Amy <[amy.lindsey@montgomeryplanning.org](mailto:amy.lindsey@montgomeryplanning.org)>;  
[notley.townhouses@gmail.com](mailto:notley.townhouses@gmail.com)  
**Subject:** INCLUDE ME AS A PARTY OF RECORD FOR COLESVILLE LMA H19 & F20250680

**[EXTERNAL EMAIL]** Exercise caution when opening attachments, clicking links, or responding.

Hi Troy and Amy,

Please include me as a party of record for COLESVILLE LMA H19 & F20250680

Kyle Smiddie

[REDACTED]

[REDACTED]

Also, Justine Gonzalez-Velez's [DRC comments](#) refer to MCDOT's comments about the Transportation Impact Study (TIS) issued on May 20th. I don't see MCDOT's comments on the [Notley Road Project page](#). Could you please post those publicly and let me know when they are posted? Thank you!

Have a great weekend,

Kyle  
<32-DRC-H159.pdf>

## ATTACHMENT D

**From:** [Leftwich, Troy](#)  
**To:** [Mencarini, Katherine](#)  
**Subject:** FW: Include me as a party of record for Colesville LMA H19 and F20250680  
**Date:** Friday, January 23, 2026 3:43:00 PM

---

**From:** Leftwich, Troy  
**Sent:** Wednesday, July 30, 2025 10:47 AM  
**To:** Regina Ottaviani [REDACTED]  
**Subject:** RE: Include me as a party of record for Colesville LMA H19 and F20250680

Hi Resident,

Please see the corrected direction regarding the “part of record” for **Notley Road LMA H-159 & F20250680**. Kindly note that the correct plan name and number is **Notley Road LMA H-159**, not **Colesville LMA H-19**.

The Planning Board makes decisions about Forest Conservation Plans, so we will add you as a party of record for FCP No. F20250680.

If you wish to be a party of record for the rezoning application (Local Map Amendment No. H159), please contact the [Office of Hearing and Zoning Appeals \(OZAH\)](#) at [ozah@montgomerycountymd.gov](mailto:ozah@montgomerycountymd.gov) (or 240-777-6660).

Please refer to the paragraph below, copied from [OZAH's Rules of Procedure](#), for information about how to register as a party of record, and reach out to OZAH if you have any questions about this.

*Pre-hearing Procedures. 3.1 Parties of Record.*

- a) *Under these Rules, "parties of record" include applicants for a zoning action or a conditional use, individuals and organizations testifying at an OZAH public hearing and those who have requested and been approved by the Hearing Examiner to be parties of record. Anyone may testify at the OZAH public hearing and will be automatically considered a party of record. Testifying before the Planning Board or other agency will not make a person a party of record to an OZAH proceeding.*
- b) *Persons who do not wish to testify may request to be classified as a party of record by filing a written request, signed by the individual or an authorized agent, and demonstrating that other parties of record will not adequately represent the interests of the person or organization seeking to become a party of record.*
- c) *All parties of record must provide contact information, including an address, telephone number and email address.*
- d) *Being designated or not designated as a party of record as defined in these Rules does not determine a person's right to appeal to the courts or to request oral argument before the Council or the Board of Appeals. The person's right to appeal or request oral argument is governed by the Zoning Ordinance and by state law.*

Thanks,

**Troy Leftwich**  
Planner III

**East County Planning Division**  
Montgomery County Planning Department  
2425 Reedie Drive, Wheaton, MD 20902  
[troy.leftwich@montgomeryplanning.org](mailto:troy.leftwich@montgomeryplanning.org)  
o: 301.495.4553

---

**From:** Leftwich, Troy  
**Sent:** Monday, July 28, 2025 12:08 PM  
**To:** 'Regina Ottaviani' [REDACTED]  
**Subject:** RE: Include me as a party of record for Colesville LMA H19 and F20250680

Thank you for your email.

If your original message included your name and address, you are already considered a "party of record." Nevertheless, we understand your desire to confirm, and Planning Staff can confirm that you are listed as a party of record for LMA H19 & F20250680.

Please feel free to reach out if you have any further questions.

**Troy Leftwich**  
Planner III  
**East County Planning Division**  
Montgomery County Planning Department  
2425 Reedie Drive, Wheaton, MD 20902  
[troy.leftwich@montgomeryplanning.org](mailto:troy.leftwich@montgomeryplanning.org)  
o: 301.495.4553

---

**From:** Regina Ottaviani <[REDACTED]>  
**Sent:** Friday, July 25, 2025 4:23 PM  
**To:** Leftwich, Troy <[Troy.Leftwich@montgomeryplanning.org](mailto:Troy.Leftwich@montgomeryplanning.org)>; Lindsey, Amy <[amy.lindsey@montgomeryplanning.org](mailto:amy.lindsey@montgomeryplanning.org)>  
**Subject:** Include me as a party of record for Colesville LMA H19 and F20250680

**[EXTERNAL EMAIL]** Exercise caution when opening attachments, clicking links, or responding.

Please include me as a party of record for Colesville LMA H19 & F20250680

Regina Ottaviani  
[REDACTED]  
[REDACTED]  
[REDACTED]

[Sent from the all new AOL app for iOS](#)

## ATTACHMENT E

**From:** [Leftwich, Troy](#)  
**To:** [REDACTED]  
**Cc:** [notley.townhouses@gmail.com](mailto:notley.townhouses@gmail.com)  
**Subject:** RE: INCLUDE ME AS A PARTY OF RECORD FOR COLESVILLE LMA H19 & F20250680 Hi Troy, Please include me as a party of record for Colesville LMA H19 & F20250680.  
**Date:** Monday, July 28, 2025 4:33:00 PM

---

Thank you for your email.

If your original message included your name and address, you are already considered a "party of record." Nevertheless, we understand your desire to confirm, and Planning Staff can confirm that you are listed as a party of record for Notley Road LMA H159 & F20250680 (*please note that the correct plan number is H-159, not H-19*).

Please feel free to reach out if you have any further questions.

**Troy Leftwich**

Planner III

**East County Planning Division**

Montgomery County Planning Department  
2425 Reddie Drive, Wheaton, MD 20902  
[troy.leftwich@montgomeryplanning.org](mailto:troy.leftwich@montgomeryplanning.org)  
o: 301.495.4553

---

**From:** Sasha Bennett-Roomipoor [REDACTED]

**Sent:** Saturday, July 26, 2025 10:14 AM

**To:** Leftwich, Troy <[Troy.Leftwich@montgomeryplanning.org](mailto:Troy.Leftwich@montgomeryplanning.org)>

**Cc:** Lindsey, Amy <[amy.lindsey@montgomeryplanning.org](mailto:amy.lindsey@montgomeryplanning.org)>; [notley.townhouses@gmail.com](mailto:notley.townhouses@gmail.com)

**Subject:** INCLUDE ME AS A PARTY OF RECORD FOR COLESVILLE LMA H19 & F20250680 Hi Troy,  
Please include me as a party of record for Colesville LMA H19 & F20250680.

**[EXTERNAL EMAIL]** Exercise caution when opening attachments, clicking links, or responding.

I reside at [REDACTED]; email: [REDACTED];  
ph# [REDACTED]

Thank you for consideration of my request.

Sasha Bennett-Roomipoor

## ATTACHMENT F

**From:** Leftwich, Troy  
**To:** REDACTED  
**Cc:** [notley.townhouses@gmail.com](mailto:notley.townhouses@gmail.com)  
**Subject:** RE: INCLUDE ME AS A PARTY OF RECORD FOR COLESVILLE LMA H19 & F20250680  
**Date:** Wednesday, July 30, 2025 10:46:00 AM

---

Hi Resident,

Please see the corrected direction regarding the “part of record” for **Notley Road LMA H-159 & F20250680**. Kindly note that the correct plan name and number is **Notley Road LMA H-159**, not **Colesville LMA H-19**.

The Planning Board makes decisions about Forest Conservation Plans, so we will add you as a party of record for FCP No. F20250680.

If you wish to be a party of record for the rezoning application (Local Map Amendment No. H159), please contact the [Office of Hearing and Zoning Appeals](#) (OZAH) at [ozah@montgomerycountymd.gov](mailto:ozah@montgomerycountymd.gov) (or 240-777-6660).

Please refer to the paragraph below, copied from [OZAH's Rules of Procedure](#), for information about how to register as a party of record, and reach out to OZAH if you have any questions about this.

*Pre-hearing Procedures. 3.1 Parties of Record.*

- a) *Under these Rules, "parties of record" include applicants for a zoning action or a conditional use, individuals and organizations testifying at an OZAH public hearing and those who have requested and been approved by the Hearing Examiner to be parties of record. Anyone may testify at the OZAH public hearing and will be automatically considered a party of record. Testifying before the Planning Board or other agency will not make a person a party of record to an OZAH proceeding.*
- b) *Persons who do not wish to testify may request to be classified as a party of record by filing a written request, signed by the individual or an authorized agent, and demonstrating that other parties of record will not adequately represent the interests of the person or organization seeking to become a party of record.*
- c) *All parties of record must provide contact information, including an address, telephone number and email address.*
- d) *Being designated or not designated as a party of record as defined in these Rules does not determine a person's right to appeal to the courts or to request oral argument before the Council or the Board of Appeals. The person's right to appeal or request oral argument is governed by the Zoning Ordinance and by state law.*

Thanks,

**Troy Leftwich**

Planner III

**East County Planning Division**

Montgomery County Planning Department

2425 Reddie Drive, Wheaton, MD 20902

[troy.leftwich@montgomeryplanning.org](mailto:troy.leftwich@montgomeryplanning.org)

o: 301.495.4553

**From:** Leftwich, Troy  
**Sent:** Monday, July 28, 2025 12:06 PM  
**To:** Randy Santos [REDACTED]  
**Cc:** notley.townhouses@gmail.com  
**Subject:** RE: INCLUDE ME AS A PARTY OF RECORD FOR COLESVILLE LMA H19 & F20250680

Thank you for your email.

If your original message included your name and address, you are already considered a "party of record." Nevertheless, we understand your desire to confirm, and Planning Staff can confirm that you are listed as a party of record.

Please feel free to reach out if you have any further questions.

## Troy Leftwich

### Planner III

**East County Planning Division**  
Montgomery County Planning Department  
2425 Reedy Drive, Wheaton, MD 20902  
[troy.leftwich@montgomeryplanning.org](mailto:troy.leftwich@montgomeryplanning.org)  
o: 301.495.4553

**From:** Randy Santos [REDACTED]  
**Sent:** Friday, July 25, 2025 3:41 PM  
**To:** Leftwich, Troy <[Troy.Leftwich@montgomeryplanning.org](mailto:Troy.Leftwich@montgomeryplanning.org)>  
**Cc:** Lindsey, Amy <[amy.lindsey@montgomeryplanning.org](mailto:amy.lindsey@montgomeryplanning.org)>; [notley.townhouses@gmail.com](mailto:notley.townhouses@gmail.com)  
**Subject:** INCLUDE ME AS A PARTY OF RECORD FOR COLESVILLE LMA H19 & F20250680

**[EXTERNAL EMAIL]** Exercise caution when opening attachments, clicking links, or responding.

Please include me as a party of record for COLESVILLE LMA H19 & F20250680

Randy Santos

Thank You

**Attachment G**  
**DEVELOPMENT REVIEW COMMITTEE**  
**Tuesday, July 15, 2025**  
**9:30 A.M.**

**The Public Can View The Meetings Via "Live Stream" On Our Website**

---

<b>1. <a href="#">11999039A</a></b>	<b>Friendship Commons (Geico)</b> 26.51 acres APPLICANT: ENGINEER: PLANNING AREA: MASTER PLAN AREA: AREA TEAM: WATER & SEWER: WSSC REVIEW:	ZONE: R-60 / CR 3.0 CR 2.0 R-1.0 H-100T Patrick Flynn Patrick La Vay   MHG Bethesda/ Chevy Chase Friendship Heights CBD West County Public Water/Sewer No	<b><a href="#">9:30 - 9:55</a></b>
<b>2. <a href="#">H-159</a> <a href="#">F20250680</a></b>	<b>Notley Road</b> 8.97 acres, 150 lots proposed  APPLICANT: ENGINEER: PLANNING AREA: MASTER PLAN AREA: AREA TEAM: WATER & SEWER: WSSC REVIEW:	EXISTING ZONE: R-200 PROPOSED ZONE: CRNF-1.0, C-0.0, R-1.0, H-60 David Muller   Notley Assemblage LLC Chanda Beaufort   VIKA White Oak White Oak Master Plan East County Public Water/Sewer No	<b><a href="#">10:00 - 10:25</a></b>
<b>3. <a href="#">520250250</a></b>	<b>15700 Shady Grove Road</b> 2 acres, 1 lot proposed  APPLICANT: ENGINEER: PLANNING AREA: MASTER PLAN AREA: AREA TEAM: WATER & SEWER: WSSC Review	ZONE: GR 1.5 H-45  Gelly LLC Pooja Rakesh   The Plan Source Gaithersburg Vicinity Great Seneca Science Corridor Upcounty Public Water/Sewer No	<b><a href="#">10:30 - 10:55</a></b>
<b>4. <a href="#">520250230</a></b>	<b>Burdette Property</b> 4.73 acres, 1 parcel proposed  APPLICANT: ENGINEER: PLANNING AREA: MASTER PLAN AREA: AREA TEAM: WATER & SEWER: WSSC REVIEW:	ZONE: RE-2C / CRT-1.5 C-0.5 R-1.0 H-55 T Harry H. et al Burdette Dean Packard Damascus Damascus Master Plan Upcounty Public Water/Sewer No	<b><a href="#">11:00 - 11:25</a></b>

# Attachment G

<u>5. 120250180,</u>	<b>Centro Square</b>	ZONE: IM-2.5 / H-50	<u>11:30 - 11:55</u>
<u>820250090,</u>	13.86 acres, 116 lots proposed		
<u>F20250670</u>	APPLICANT:	Gio Esposito	
	ENGINEER:	Sachin Kalbag   VIKA	
	PLANNING AREA:	Shady Grove	
	MASTER PLAN AREA:	Shady Grove Minor Master Plan	
	AREA TEAM:	Upcounty	
	WATER & SEWER:	Public Water/Sewer	
	WSSC REVIEW:	Yes	

\*\*\*\*\****NEXT DRC MEETING - TUESDAY, JULY 29, 2025***\*\*\*\*\*

Note: The Planning Department is currently open to the public. The Planning Department is committed to ensuring regulatory applications are reviewed in a timely manner and the DRC meetings occur on their scheduled date. **The DRC Meetings will be Hybrid, consisting of in-person and virtual participants.** Applicants and their team will receive information on how to participate in the DRC meeting remotely, or they have the option to come to our building in Wheaton in person. The public may also attend meetings in person or watch the meeting via live stream from the link on our website. The meetings will be held on the 3rd Floor in Conference Room #3-202, just off the Elevator Lobby.

If you need assistance and/or to request accommodations, please contact the M-NCPPC Montgomery County Commissioners Office at (301) 495-4605 or at [mcp-chair@mncppc-mc.org](mailto:mcp-chair@mncppc-mc.org). If you are requesting an auxiliary aid or service for a DRC meeting, please submit your request at least one week prior to the scheduled meeting date. Maryland residents can also use the free Maryland Relay Service for assistance with calls to or from hearing or speech-impaired persons; for information, go to [www.mdrelay.org](http://www.mdrelay.org) or call (866) 269-9006. Residents may also contact the Montgomery Planning ADA Coordinator at 301-495-1324.