

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: