

# Montgomery County Planning Board

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

## APPROVED MINUTES AND SUMMARY

### SUMMARY

**Thursday, November 13, 2025**

2425 Reedie Drive  
Wheaton, MD 20902  
301-495-4605

The Montgomery County Planning Board met in regular session in the Wheaton Headquarters Building in Wheaton, Maryland, and via Microsoft Teams video conference on Thursday, November 13, 2025, beginning at 9:07 a.m. and adjourning at 3:35 p.m.

Present were Chair Artie Harris, Vice Chair Josh Linden, and Commissioners Shawn Bartley, James Hedrick, and Mitra Pedoeem.

Item 1, Item 3 and Items 5 through 7 were discussed in that order and reported in the attached Minutes.

Item 4 was removed from the Agenda.

The Planning Board recessed for lunch at 11:44 a.m. and Planning Board members, Chair Harris, Vice Chair Linden, and Commissioners Bartley, Hedrick, and Pedoeem attended an administrative function pursuant to GP § 3-104, from 11:52 a.m. to 12:56 p.m. at Wheaton Headquarters in Wheaton, MD, regarding follow-up from the retreat. Also present were Ilana Branda, Chief of Staff for the Commissioner's Office, Derek Turner of The Hatcher Group, and Michael Mershon of The Hatcher Group.

The Planning Board reconvened in the auditorium and via video conference to return to open session at 1:08 p.m. to discuss Items 8 through 10, as reported in the attached Minutes.

Commissioner Hedrick left at 2:23 p.m. before Item 10 and was necessarily absent for the remainder of the meeting.

There being no further business, the meeting adjourned at 3:35 p.m. The next regular meeting of the Planning Board will be held on Thursday, November 20, 2025, in the Wheaton Headquarters Building in Wheaton, Maryland, and via video conference.

*Rachel Roehrich*

Rachel Roehrich  
Technical Writer/Legal Assistant

Montgomery County Planning Board  
Public Meeting Minutes of November 13, 2025

MINUTES

**Item 1. Preliminary Matters**

**A. Adoption of Resolutions**

1. MCDOT Washington Grove Connector Trail CIP Forest Conservation Plan Amendment No. F20250740 - MCPB No. 25-105

**BOARD ACTION**

**Motion:** Hedrick/Pedoeem

**Vote:** 5-0

**Other:**

**Action:** Adopted the Resolution above, as submitted.

**B. Approval of Minutes**

**BOARD ACTION**

**Motion:**

**Vote:**

**Other:**

**Action:** There were no Minutes submitted for approval.

**C. Other Preliminary Matters**

**BOARD ACTION**

**Motion:**

**Vote:**

**Other:**

**Action:** There were no other Preliminary Matters submitted for approval.

Montgomery County Planning Board  
Public Meeting Minutes of November 13, 2025

**Item 2. Record Plats (Public Hearing)**

**BOARD ACTION**

**Motion:**

**Vote:**

**Other:**

**Action:** There were no Record Plats submitted for approval.

**Item 3. Regulatory Extension Requests (Public Hearing)**

**Woodlawn Estates, Preliminary Plan Amendment No. 11989156A and Forest Conservation Plan No. F20240430: Regulatory Review Extension Request No. 2 - Request to extend the regulatory review period until April 23, 2026.**

Application to re-certify the Adequate Public Facilities (APP) finding for a platted nine lot subdivision; on Snowden Woods Lane, approximately 1,090 feet east of Norwood Road; 26.6 acres; RE-2; 1997 Cloverly Master Plan.

*Staff Recommendation: Approval of the Extension Request*

P. Estes

**Hassnain Residence, Preliminary Plan No. 120230140: Regulatory Review Extension Request No. 5 - Request to extend the regulatory review period until January 6, 2026.**

Application to create one lot for one single-family detached dwelling unit; 1404 Spencerville Road; RE-1 zone; 43,172 square feet.; 1997 Cloverly Master Plan.

*Staff Recommendation: Approval of the Extension Request*

U. Njeze

**BOARD ACTION**

**Motion:** Hedrick/Pedoeem

**Vote:** 5-0

**Other:**

**Action:** Approved Staff recommendation for approval of the Regulatory Extension Requests cited above.

Montgomery County Planning Board  
Public Meeting Minutes of November 13, 2025

**Item 4.        REMOVED - Roundtable Discussion**

Parks Director's Report  
M. Figueredo

**BOARD ACTION**

**Motion:**

**Vote:**

**Other:**

**Action:**        **Item was removed.**

Montgomery County Planning Board  
Public Meeting Minutes of November 13, 2025

**Item 5. Approval of FY27 Operating Budget including Enterprise, SRF, and ISF – Parks**

*Staff Recommendation: Approval of the funding levels for the Department of Parks FY27 Proposed Budgets for the Park Fund, Enterprise Fund, Property Management Fund, Special Revenue Fund, as well as the Park Fund Revenue.*

K. Bentley/M. Figueredo

**BOARD ACTION'/'**

**Motion:** Hedrick/Pedoem

**Vote:** 5-0

**Other:**

**Action:** **Approved Staff recommendation for approval of the funding levels for the Department of Parks FY27 Proposed Budgets for the Park Fund, Enterprise Fund, Property Management Fund, Special Revenue Fund, as well as the Park Fund Revenue.**

Kate Bentley, Montgomery Parks Budget Manager, offered a multi-media presentation and discussed the FY27 Operating Budget for the Parks Department including the Park Fund, the Enterprise Fund, Special Revenue Fund (SRF), and Property Management Fund. Further information can be found in the Staff Report dated November 7, 2025.

Ms. Bentley gave an overview and discussed the changes to the final proposed budgets for the Park Fund, Property Management Fund, Special Revenue Fund, and the Enterprise Fund (including the Wheaton Headquarters Building Operations Budget), with detailed information on revenue sources and expenditures in greater detail.

Ms. Bentley stated Staff is requesting approval of the funding levels for the Department of Parks FY27 Proposed Budgets for the Park Fund, Enterprise Fund, Property Management Fund, Special Revenue Fund, as well as the Park Fund Revenue.

The Board asked questions regarding the reserve for the Park Fund, whether the Water Quality Fund based on percentage and if it is open for negotiation, how the difference between revenue and expenditures of the SRF will be made up, and the Wheaton Headquarters contribution for the Enterprise Fund for both the Parks and Planning Departments.

Staff offered comments and responses to the Board's questions.

Montgomery County Planning Board  
Public Meeting Minutes of November 13, 2025

**Item 6. Holton-Arms School Special Exception Major Modification CBA-1174-E  
(Public Hearing)**

Request to modify the existing special exception approvals (CBA-1174-E, S-2467-A, S-2503-B, S-516 and S-729) collectively under CBA-1174-E for the Holton Arms School to allow: 1) an increase in enrollment cap from 665 to 870 students; 2) an increase in summer camp enrollment cap from 665 to 970; 3) flexibility in use of facilities by school and third-party users; and 4) incorporate previous Board of Appeals administrative approval regarding Granger House, with no physical changes onsite.

*Staff Recommendation: Approval and transmittal of comments to the Hearing Examiner.*

G. Bogdan

**BOARD ACTION**

**Motion:**      **Hedrick/Pedoem**

**Vote:**        **5-0**

**Other:**

**Action:**       **Approved Staff recommendation for approval with modified conditions as discussed during the hearing and to transmit comments with modified conditions, to the Hearing Examiner, as stated in a transmittal letter to be prepared at a later date.**

Grace Bogdan, Planner IV, offered a multi-media presentation regarding the proposed special exception major modification (Amendment). Further information can be found in the Staff Report dated November 3, 2025.

Ms. Bogdan stated the proposed Amendment would increase enrollment for the Holton Arms School from 665 to 870 students, increase enrollment for the Summer Camp from 670 to 970, allow flexibility for rental of facilities to third party groups, and provide a change of use for the Granger House on the property. Ms. Bogdan noted that no physical improvements are proposed with this application and the existing access and circulation are proposed to remain unchanged with the increased enrollment. Ms. Bogdan also noted a condition recommending a bus shelter along MD-190 River Road. Ms. Bogdan discussed the Local Area Transportation Review (LATR) and Transportation Demand Management (TDM) noting the LATR was reviewed as part of the application by Staff, MCDOT, and SHA.

Ms. Bogdan stated correspondence has been received in opposition to the project with concerns regarding increased traffic on River Road and impacts from potential neighborhood cut through traffic.

Ms. Bogdan also discussed supplemental information including the standard for evaluation for inherent adverse effects and non-inherent adverse effects and additional language proposed by Staff regarding additional enrollment being consistent with the goals of the Thrive 2050 General Plan.

Lastly, Ms. Bogdan noted a correction to Condition 7.d.1 regarding the maximum number and allocation of parking permits. Ms. Bogdan also noted the Hearing Examiner requested additional

Montgomery County Planning Board  
Public Meeting Minutes of November 13, 2025

information and Staff will provide the supplemental information via transmittal letter to the Hearing Examiner next week.

Steven Koliass, an adjacent property owner, offered testimony in opposition to the proposed increases to student and summer camp enrollment, allowance for facility rentals to large groups, the left-hand turn lane intersection improvements, and use of the Primary Day School for overflow parking. Mr. Koliass offered further comments regarding vague community engagement, concerns for cut through traffic, and potential negative effects of the intersection modifications on River Road.

Soo Lee-Cho of Bregman, Berbert, Schwartz and Gilday LLC offered comments on behalf of the Applicant regarding the cut through traffic concerns, additional traffic analysis performed, community engagement, and requested additional flexibility for Condition Numbers 5 and 6 in order to perform additional traffic analysis to determine if the summer camp enrollment cap increase could be accommodated prior to intersection and bus shelter improvements. Ms. Lee-Cho also offered further comments regarding the intersection modifications/improvements, student body makeup, and current parking status.

The Board asked questions regarding current parking capacity, cut through traffic concerns, morning/afternoon traffic counts for Royal Dominion Drive, access location for the Primary Day School, modifications and improvements for the intersection of Royal Dominion Drive and River Road, timeline for proposed intersection modifications, traffic queuing on River Road, and potential expansion of school bus ridership.

Staff offered comments and responses to the Board's questions.

Katie Wagner of Gorove Slade Associates, Inc., offered comments and responses regarding cut through traffic concerns, access location for the Primary Day School, morning/afternoon traffic counts, the proposed intersection modifications/improvements and timeline, signal queuing, and potential for expansion of bus ridership.

The Board noted support with Staff's recommendation for approval with the additional modifications to Conditions 5 and 6 regarding flexibility to perform additional traffic analysis to determine if the summer camp enrollment cap increase could be accommodated prior to intersection and bus shelter improvements.

Montgomery County Planning Board  
Public Meeting Minutes of November 13, 2025

**Item 7. 7025 Strathmore Street Preliminary Plan No. 120250120, Site Plan No. 820250080, and Forest Conservation Plan No. F20250460 (Public Hearing)**

- A. Preliminary Plan No. 120250120
- B. Site Plan No. 820250080
- C. Forest Conservation Plan No. F20250460

Applications to create one lot to construct a new residential multifamily building with a maximum density of 170,000 square feet for up to 172 units with 15 percent MPDUs, including up to 81,859 square feet of Bethesda Overlay Zone Density. 1.34 acres; CR-1.5, C-0.25, R-1.5, H-70; located at 7025 Strathmore Street at the intersection of Strathmore Street and Woodmont Avenue; 2017 Bethesda Downtown Sector Plan.

*Staff Recommendations: Approval with Conditions*

G. Bogdan

**A. BOARD ACTION**

**Motion:** Hedrick/Linden

**Vote:** 5-0

**Other:**

**Action:** Approved Staff recommendation for approval of the Preliminary Plan cited above, subject to conditions, which will be reflected in an associated draft Resolution to be adopted by the Planning Board at a later date.

**B. BOARD ACTION**

**Motion:** Hedrick/Linden

**Vote:** 5-0

**Other:**

**Action:** Approved Staff recommendation for approval of the Site Plan cited above, subject to conditions, which will be reflected in an associated draft Resolution to be adopted by the Planning Board at a later date.

**C. BOARD ACTION**

**Motion:** Hedrick/Linden

**Vote:** 5-0

**Other:**

**Action:** Approved Staff recommendation for approval of the Forest Conservation Plan cited above, subject to conditions, which will be reflected in an associated draft Resolution to be adopted by the Planning Board at a later date.

Grace Bogdan, Planner IV, offered a multi-media presentation regarding 7025 Strathmore Street. Further information can be found in the Staff Report dated November 3, 2025.

Ms. Bogdan stated the Applicant is proposing to construct a new multifamily residential building for up to 172 units with 15 percent MPDUs (26 units) with utilization of 81,859 square feet of BOZ density and an associated Park Impact Payment (PIP). Ms. Bogdan noted the proposal will also incorporate a through block connection through the southern portion of the property to

Montgomery County Planning Board  
Public Meeting Minutes of November 13, 2025

complete the sector-planned through block connection from Wisconsin Avenue to Strathmore Street. Ms. Bogdan discussed the access and circulation for the project and stated the development will include below grade parking for the building with vehicular and loading access from the public alley.

Ms. Bogdan stated the Forest Conservation Plan has an afforestation requirement of 0.17 acres and a variance request has been submitted for the removal of one and impact to two specimen trees, as well as mitigation in the form of additional off-site mitigation in the amount of 0.04 acres.

Lastly, Ms. Bogdan noted correspondence has been received with concerns regarding height/massing being out of character, lack of family sized units, and use of alley for access.

Al Carr, an individual, offered testimony regarding the undergrounding of utilities and need for a Countywide public utilities functional master plan.

Dr. Gerald Robin, an adjacent property owner, offered testimony regarding traffic impacts and alley maintenance.

Chris Ruhlen of Lerch, Early, and Brewer offered comments on behalf of the Applicant regarding agreement with Staff's conditions, alley concerns, and additional housing units the project will bring to the area. Mr. Ruhlen offered further comments regarding the maintenance responsibility for the alley.

The Board asked questions regarding clarification of alley versus street descriptions, maintenance responsibility for the alley, architectural elevation requirements, building makeup, timeline for construction, and whether the units would be rental or for-sale.

Staff, including Carlos Pazmino, Transportation Planner III, offered comments and responses to the Board's questions.

Ian Duke of VIKA, MD offered comments regarding the rebuilding of the alley.

Faik Tugberk of Architects Collaborative offered comments regarding the building makeup.

Michael Miller of the Gelman Companies offered comments regarding potential timeline for construction and noted the units would be fully comprised of rental units.

Montgomery County Planning Board  
Public Meeting Minutes of November 13, 2025

**Item 8.      Vehicle Miles Traveled (VMT) Tool**

The Transportation Planning Division recently completed a project supported by the Transportation Land-Use Connections (TLC) program to evaluate how Montgomery County can transition its transportation impact analysis toward using VMT as a key metric. The project included the creation of a VMT tool that estimates average daily VMT based on location and land-use type. This briefing will review the project findings and the final VMT tool.

*Staff Recommendation: Receive Briefing*

R. Brockmyer

**BOARD ACTION**

**Motion:**

**Vote:**

**Other:**

**Action:**      **Received briefing.**

Richard Brockmyer, Transportation Planning Supervisor, offered a multi-media presentation regarding the Vehicle Miles Traveled (VMT) Tool. Further information can be found in the Staff Report dated November 3, 2025.

Mr. Brockmyer stated that Montgomery Planning kicked off the development of a Vehicle Miles Traveled (VMT) tool/study in September of 2024 and completed it in June 2025. The funding for this project was provided by the Metropolitan Washington Council of Governments (MWCOG) Technical Assistance for the Transportation Land-Use Connection (TLC) program and the work was led by a consultant team made up of Fehr & Peers, Gorove Slade, and Four Square. Mr. Brockmyer stated the focus of the project was evaluating how Montgomery County can transition its transportation impact analysis process for development projects toward using VMT as a key metric. The project also included the development of a VMT tool that can be used to estimate average VMT based on location and land use type.

Mr. Brockmyer discussed the best practice literature review, analysis of existing practices for APF, TDM, and Impact Taxes, and the VMT calculation tool, the final version 1.0, and how the tool works. Lastly, Mr. Brockmyer briefly demonstrated how to use the VMT tool and discussed next steps for both short and long-term focus on how to upgrade and improve the VMT tool in greater detail.

The Board asked questions regarding which County trip data is being used, whether the tool recognizes an internal trip capture along different land uses, how the VMT tool compares to existing trip generation, potential impacts to development, who the tool will benefit, how the tool will be used during APF review, if a threshold has been established, whether the VMT tool data and existing trip generation date has been compared, and if the VMT tool data or trip generation data could be chosen to generate LATR.

Staff, including Jason Sartori, Planning Director, and David Anspacher, Chief of Transportation Planning, offered comments and responses to the Board's questions.

Montgomery County Planning Board  
Public Meeting Minutes of November 13, 2025

**Item 9. Torcato Romano Landscape Contractor Conditional Use No. CU202506 and Forest Conservation Plan No. F20250450 (Public Hearing)**

**A. Conditional Use No. CU202506**

*Staff Recommendation: Recommendation of approval with conditions to the Hearing Examiner*

**B. Forest Conservation Plan No. F20250450**

*Staff Recommendation: Approval with Conditions*

Request to construct a Landscape Contractor at 14301 Comus Road zoned AR on 9.61 Acres. Located at 14301 Comus Road, Clarksburg; 9.61 acres; 1994 Clarksburg Master Plan and Hyattstown Special Study Area, 2011 Limited Amendment to the Clarksburg Master Plan.

M. Beall

**A. BOARD ACTION**

**Motion:** Hedrick/Pedoem

**Vote:** 5-0

**Other:**

**Action:** Approved Staff recommendation for approval to transmit comments to the Hearing Examiner, as stated in a transmittal letter to be prepared at a later date.

**B. BOARD ACTION**

**Motion:** Hedrick/Pedoem

**Vote:** 5-0

**Other:**

**Action:** Approved Staff recommendation for approval of the Forest Conservation Plan cited above, subject to conditions, which will be reflected in an associated draft Resolution to be adopted by the Planning Board at a later date.

Mark Beall, Planner IV, offered a multi-media presentation regarding the Applicant, Torcato Romano. Further information can be found in the Staff Report dated October 30, 2025.

Mr. Beall stated the Applicant is requesting the Conditional Use to establish a Landscape Contractor use and is proposing an office building, a warehouse for equipment, and a garage. Mr. Beall also stated the proposed hours of operation are 5:30 a.m. to 9:00 p.m. up to six days a week and the business will utilize 7 pick-up trucks with trailers, 8 dump trucks, 2 bucket trucks, 8 bobcats, 2 skid steers, 19 zero-turn lawnmowers, 6 trenching machines, 4 mini excavators, and 25 employees. Mr. Beall also discussed the proposed operations in greater detail.

Molly Stamets, Planner I, discussed the Preliminary Forest Conservation Plan stating the total tract area is 8.39 acres with 8.18 acres of forest plus 0.21 acres of land offsite for frontage improvements. Ms. Stamets stated 4.77 acres will be placed into a Category I Conservation Easement and there will be 3.41 acres of forest clearing. Ms. Stamets noted a variance request has also been submitted for the removal of seven trees.

Montgomery County Planning Board  
Public Meeting Minutes of November 13, 2025

Justine Gonzalez-Velez, Transportation Planner II, discussed the transportation analysis and access for the site as well as the proposed frontage improvements including a 6-foot wide concrete sidewalk and 10-foot wide street buffer along Comus Road.

Michele Rosenfeld of the Law Office of Michele Rosenfeld LLC offered brief comments on behalf of the Applicant and noted agreement to Staff's conditions.

The Board asked questions regarding possible sidewalk buffering from the road and reasoning for the need to specify the different types of equipment that will be used.

Staff offered comments and responses to the Board's questions.

Montgomery County Planning Board  
Public Meeting Minutes of November 13, 2025

**Item 10. Germantown Sector Plan Amendment – Community Engagement Report**

A briefing to the Planning Board on the community feedback received for the Germantown Sector Plan Amendment.

*Staff Recommendation: Provide comments to Staff.*

J. Pratt

**BOARD ACTION**

**Motion:**

**Vote:**

**Other:**

**Action:** **Received briefing followed by discussion and direction from the Planning Board.**

Jamey Pratt, Planner III, offered a multi-media presentation regarding the Community Engagement Report for the Germantown Sector Plan Amendment. Further information can be found in the Staff Report dated November 6, 2025.

Mr. Pratt stated the Germantown Employment Area Study conducted throughout most of 2024, was an effort to assess the state of employment and to evaluate the land use and zoning recommendations in the area of the 2009 Germantown Employment Area Sector Plan. On November 12, 2024, the County Council approved an update to the Planning Department's work program to transition the Study into an amendment of the 2009 Plan. The Germantown Sector Plan Amendment (GSPA) builds on the Study, examining the trends and conditions of the Plan area to ultimately make recommendations on zoning, land use, urban design, housing, transportation, the environment, public facilities, economic development, historic preservation, and other issues.

Mr. Pratt stated the Planning Department selected Brick & Story as an outreach partner for the second phase of the Plan, and from April to June 2025, Brick & Story helped Planning Staff arrange additional workshops, pop-up events, and a focus group. A new questionnaire was also distributed to conduct additional outreach on the plan amendment with a broader audience and Brick & Story also provided Spanish-speaking staff at events where Spanish-speaking individuals were expected. Mr. Pratt noted Brick & Story's assistance helped able to increase participation by several groups that had been underrepresented in previous outreach efforts.

Mr. Pratt discussed the targeted demographic groups, the race and ethnicity of the study area population, age of respondents, length of time living in Germantown, neighborhoods of respondents, and the commuting habits within the study area.

Mr. Pratt gave an overview of feedback received including what respondents thought makes Germantown special, important places, things to preserve, enhance, and transform, and what respondents would like to see in 20 years. Mr. Pratt also discussed top priorities for what is needed for the community to thrive, the town center, housing, and nature and sustainability.

Montgomery County Planning Board  
Public Meeting Minutes of November 13, 2025

Lily Murnen, Park Planner III, gave an overview of the most preferred park and recreation features for the Germantown area, how people access the parks and recreation centers, and top requests for park and recreation improvements.

Justine Gonzalez-Velez, Transportation Planner II, discussed the missing connectivity within the study area, transportation preferences, and requested connectivity improvements.

Mr. Pratt discussed the findings and community priorities including increase safety and decrease crime, expand options and access to amenities, and improve transportation and connectivity. Mr. Pratt, Ms. Murnen, and Mr. Gonzalez-Velez also discussed the top priorities and concerns for housing, environment and sustainability, parks and places, and transportation insights.

The Board asked questions regarding population within the study area, the difference in responses from within the Plan area versus the peripheral areas of the Plan area, where the highest income areas were located, reasoning for safety concerns when accessing parks, interagency attendance at workshops, Milestone Shopping Center safety issues, and the business community.

Staff, including Patrick Butler, Chief of Upcounty Planning, and Don Zeigler, Master Plan Supervisor, offered comments and responses to the Board's questions.

The Board also requested further information on median income, percentages for renters/homeowners, and opportunities within the area.