1. Council Meeting Agenda

    Documents:

        AGENDA 09 14 2020.PDF

1.I. Council Meeting Packet

    Documents:

        COUNCIL PACKET 09 14 20.PDF

AGENDA

CITY OF WESTMINSTER
Mayor and Common Council Meeting
Monday, September 14, 2020 at 7 pm
https://www.facebook.com/westminstermd/

1. CALL TO ORDER

2. APPROVAL OF MINUTES

A) Mayor and Common Council Meeting of August 24, 2020

B) Closed Session of August 24, 2020

3. PRESENTATION

A) Mayoral Proclamation – Declaring September 14 – 18, 2002 as Direct Support Professional Appreciation Week in the City of Westminster and Acknowledging the Work of The ARC Carroll County – Mayor Dominick

4. PUBLIC HEARING

A) Amended Development Plan DP-20-01, Carroll County Commerce Center, designating condominium Unit 7 for a convenience store with gasoline pumps use to develop a Royal Farms convenience store, pursuant to City of Westminster Zoning Ordinance Article XII Section 164.75.D. and Article XXIII – Mr. Depo

5. CONSENT CALENDAR

A) Approval – MCIN Grant Memorandum of Understanding between the City of Westminster (Westminster Police Department) and the Carroll County State's Attorney's Office – Chief Ledwell

6. REPORT FROM THE MAYOR

7. COVID-19 PANDEMIC UPDATE

8. REPORTS FROM STANDING COMMITTEES

A) Arts Council

B) Economic and Community Development Committee

C) Finance Committee

D) Personnel Committee

E) Public Safety Committee

F) Public Works Committee

G) Recreation and Parks Committee

9. COUNCIL COMMENTS AND DISCUSSION

10. BIDS

A) Award – Westminster Family Center Shower Room Renovation Project – Ms. Gruber

B) Award – Wakefield Valley Master Plan Development – Ms. Gruber

C) Award – FY 2021 Paving Project – Mr. Glass

D) Approval – Sole Source Procurement/Purchase of Replacement Wastewater Treatment Plant Clarifier Gates – Mr. Glass

11. ORDINANCES & RESOLUTIONS

A) Resolution No. 20-07, Approving and Adopting the Revised Drug-Free Workplace Policy – Ms. Matthews

12. UNFINISHED BUSINESS

13. NEW BUSINESS

14. DEPARTMENTAL REPORTS

15. CITIZEN COMMENTS

16. ADJOURNMENT

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MINUTES

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CALL TO ORDER

Elected Officials Present: Councilmember Chiavacci, Councilmember Dayhoff, Mayor Dominick, Councilmember Gilbert, President Pecoraro, and Councilmember Yingling.

Staff Present: Director of Technology Services Davidson, Director of Community Planning and Development Depo, Director of Public Works Glass, Director of Recreation and Parks Gruber, Police Chief Ledwell, City Attorney Levan, and City Clerk Visocsky.

APPROVAL OF MINUTES

Councilmember Chiavacci moved, seconded by Councilmember Dayhoff, to approve the minutes of the Mayor and Common Council Meeting of August 10, 2020.

VOTE

AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.
NAYS: None.

PRESENTATIONS

Status Report – ENR/Biosolids Upgrade Project

Mr. Glass provided a status report on the ENR/Biosolids Upgrade Project; a copy of his presentation was included in the agenda packet. He highlighted the following:

- On October 1, 2018, the Mayor and Common Council authorized a contract with HRI, Inc. for major improvements at the City's Wastewater Treatment Plant.

- On January 7, 2019, the City issued a Notice to Proceed; completion of the project was scheduled for a duration of 42 months, with final completion of 48 months; contract completion remains at 42 and 48 months until HRI, Inc. submits an approvable recovery schedule.

- The original contract amount with HRI, Inc. was $61,429,842; to date, three change orders have been executed, increasing the original contract amount by 1.7%.

Change Order No. 1	$338,664.00
Change Order No. 2	$674,000.00
Change Order No. 3	$77,534.35
Total Change in Contract Amount	**$1,090,198.35**

- The Maryland Department of the Environment is funding the project at 53.65%, reducing the City's share of the change orders to 0.8% of the total 1.7% increase.

- The majority of the overall project includes upgrades to the Carroll County Septage Facility, which are fully funded by the County.

Councilmember Gilbert and Council Dayhoff shared their experience touring the Wastewater Treatment Plant, stating that they looked forward to another tour following completion of the ENR/Biosolids Upgrade Project.

The Mayor and Common Council thanked Mr. Glass for his project update and presentation. President Pecoraro stated that he looked forward to touring the Wastewater Treatment Plant in the future.

Update – Wakefield Valley Park
Ms. Gruber provided an update on Wakefield Valley Park. She informed the Mayor and Common Council that the City had secured the following grants:

- Federal Land and Water Conservation Fund Grant – This grant, in the amount of $239,700, has a 50% matching requirement. The funding will be used for the procurement of professional services to develop a comprehensive, phased park master plan (including a public outreach and engagement process), as well as improvements to the existing parking lot. The Request for Proposals for the park master planning services was advertised on July 17, 2020. The deadline for the bids was August 7, 2020 and the City received 19 proposals. Staff anticipates bringing forward a recommendation to the Mayor and Common Council on September 14, 2020.

- Program Open Space Grant – The Department of Natural Resource Program Open Space grant in the amount of $90,142 has a required 5% match by the City and a 5% match by Carroll County Government. The funding will be utilized to advance the park's development, following the public outreach and engagement process associated with the master plan's creation.

- Maryland Heritage Areas Authority Grant – This grant, in the amount of $50,000, has a 50% match requirement. The funding is for an historic structure assessment of the Durbin House, located on the Wakefield Valley property. A Request for Proposals will be issued the week of August 24, 2020.

Councilmember Chiavacci thanked the Recreation and Parks Department for their hard work in securing the grants. He asked Ms. Gruber if the City would have opportunities to receive additional grant funding, particularly for restoration of the Durbin House. Ms. Gruber replied that, once a municipality receives a federal or state grant, additional funding opportunities are possible due to the investment in the project that has already been made by the granting agency. She added that the Durbin House grant was deemed to be non-capital; once the City received the results of the assessment, it could apply for capital funding for preservation and rehabilitation of the structure and adaptive re-use of the site and building.

Councilmember Chiavacci shared that he was contacted by the family who once owned the Durbin House a few years ago. At that time, the family expressed interest in helping to fund and/or raise funding for improvements to the Durbin House. Councilmember Chiavacci suggested that the City consider reaching out to the family.

President Pecoraro thanked Ms. Gruber for her presentation. He noted the community's interest in the Wakefield Valley property and stressed the importance of staff communicating with both the elected body and the community as these projects moved forward.

CONSENT CALENDAR
President Pecoraro requested a motion to approve the Consent Calendar that consisted of one item – approval of the July 2020 Departmental Operating Reports.

Councilmember Gilbert moved, seconded by Councilmember Chiavacci, to approve the Consent Calendar.

VOTE
AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.
NAYS: None.

REPORT FROM THE MAYOR
Mayor Dominick provided an update on the redesign of the City's website. He stated that the color and elements were approved. Mayor Dominick informed the Common Council that the next step is to work with each department director on building the section of the website pertaining to their department.

Mayor Dominick then reported that he would be attending a virtual Mayors Conference on Entrepreneurship, held by the Kaufmann Foundation. His attendance would make the City eligible for certain types of innovative tech projects, as well as grant funding. Mayor Dominick stated that he would provide a report following the conference, scheduled for September 17 – 18, 2020.

COVID-19 PANDEMIC UPDATE
None.

REPORTS FROM STANDING COMMITTEES
There were no reports from the following Standing Committees: Arts Council, Public Works, and Recreation and Parks.

Councilmember Yingling, on behalf of the Economic and Community Development Committee, reported that the Committee met on August 20, 2020 to discuss proposed modifications to the City's Water and Sewer Allocation Policy. Mr. Depo would address this matter later in the meeting.

President Pecoraro, on behalf of the Finance Committee, reported that the Maryland Community Development Administration (CDA) closed on the Local Government Infrastructure Finance Program 2020 Series A pooled issuance on August 20, 2020. The issuance includes the bond financing for the Municipal Pool Improvements Project; the loan proceeds for the City's Community Pool Renovations Project are now available for the City to draw down. President Pecoraro informed his colleagues that the Series A bond issuance received a favorable interest rate of 2.29%. In addition, the CDA's bond issuance generated a substantial premium from the sale that was sufficient to cover the City's pro-rata portion of the cost of issuance. From a practical standpoint, the premium reduced the size of the City's loan principal balance that it will be required to pay back to the CDA.

Councilmember Dayhoff asked Ms. Gruber when the City would move forward with issuing the Request for Bids for the pool renovation project. Ms. Gruber replied that staff was in the process of drafting the bid specifications. Councilmember Dayhoff thanked Ms. Gruber, adding that it would be a good time to complete renovations while the pool was not being used.

Councilmember Gilbert, on behalf of the Personnel Committee, reported that the City would soon be conducting interviews for the Director of Human Resources position.

Councilmember Chiavacci, on behalf of the Public Safety Committee, reported that the crime rate in the City remained low. He also reported on the swearing in of a new lateral police officer; Officer Moyer transferred from the York County Sheriff's Department.

COUNCIL COMMENTS AND DISCUSSION
Councilmember Gilbert thanked Ms. Gruber and the Recreation and Parks Department for including her in the free snowball distribution event. President Pecoraro shared that he enjoyed his time at the event, and commented on the fun time everyone seemed to have; he then thanked the Recreation and Parks

Department for their continued efforts to create events that were compatible with the COVID-19 pandemic guidelines and the Governor's Executive Orders.

Councilmember Chiavacci thanked Mayor Dominick for volunteering his time and applying his technical knowledge to enhancing the City's website. He commented that Mayor Dominick was going above and beyond his role as Mayor in taking on this project. Mayor Dominick thanked Councilmember Chiavacci for his kind words, and clarified that he was working as the City's project manager along with the website software company, CivicPlus.

BIDS

Purchase of Replacement Pickup Trucks

Mr. Glass stated that the City's adopted FY 2021 budget allocated funding in the amount of $50,000 for the replacement of a one ton pickup truck for the Utility Maintenance Department. The FY 2021 budget for the Capital Projects Fund also included $50,000 for the purchase of a replacement one ton pickup truck for the Street Department.

Mr. Glass informed the Mayor and Common Council that both vehicles were available via an existing contract between the State of Maryland and Apple Ford; the City's procurement code allowed the City to piggyback on the awarded contract. The vehicles to be purchased are F-350 Super Cabs with complete utility bodies and snowplows. The cost of each vehicle was in the amount of $42,550, inclusive of selected options.

Mr. Glass recommended that the Mayor and Common Council authorize the purchase of two replacement pickup trucks from Apple Ford in the total amount of $85,100.

Councilmember Dayhoff moved, seconded by Councilmember Chiavacci, to approve the purchase of the two replacement pickup trucks from Apple Ford, in the total amount of $85,100.

VOTE

AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.
NAYS: None.

Purchase of Replacement Mower Deck

Mr. Glass informed the Mayor and Common Council that the FY 2021 budget allocated funding in the amount of $26,000 for a replacement 168-inch Progressive Mower Deck attachment for the Street Department. The equipment being purchased was a 168-inch batwing mower attachment, manufactured by Trackless.

Mr. Glass stated that the equipment is particular to the manufacturer, and the manufacturer's designated dealer representatives are assigned specific territories. Therefore, competitive bidding is not a viable option. Westminster's procurement code allows for a sole source procurement in such a circumstance.

Mr. Glass recommended that the Mayor and Common Council approve the sole procurement of a replacement progressive mower deck attachment through the Trackless dealer representative, U.S. Municipal of King of Prussia, Pennsylvania, in the total amount of $25,800, including freight.

Councilmember Dayhoff moved, seconded by Councilmember Gilbert, to approve the sole source procurement of replacement progressive mower deck attachment from U.S. Municipal, in the total amount of $25,800.

VOTE
AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.
NAYS: None.

Contract with Spatial Systems Associates, Inc.
Mr. Davidson informed the Mayor and Common Council that, over the last several years, the City invested in its Geographical Information Systems (GIS) in the way of equipment, engineering, and staff. In FY 2020, the City contracted with Spatial Systems Associates, Inc. for engineering services, as part of the City's continuing efforts to complete layers for its water and sewer systems. The firm performed work for the State of Maryland, as well as multiple Maryland counties and municipalities.

Mr. Davidson stated that Spatial Systems Associates, Inc. would perform the following tasks in FY 2021 as part of the ongoing work related to the City's water and sewer infrastructure layers:

1. GIS data collection by field observation using high accuracy equipment;
2. Updates to the water and sewer distribution systems;
3. Identify additional source materials;
4. Integrate sewer video inspection data;
5. Web deployment; and,
6. Training in the use of GIS field data collection hardware and software

Mr. Davidson stated that funding for the work to be performed by Spatial Systems Associates, Inc. was included in the FY 2021 Water Fund and Sewer Fund budgets. He noted that the City would take advantage of State of Maryland pricing by piggybacking on the State contract, which was allowable under the City's procurement regulations. The State's pricing was acquired through a competitive bid process.

Mr. Davidson recommended that the Common Council approve a contract with Spatial Systems Associates, Inc. in the not-to-exceed amount of $200,000, and authorize the Mayor's execution of the same.

Councilmember Dayhoff moved, seconded by Councilmember Chiavacci, to approve the contract with Spatial Systems Associates, Inc. as presented.

VOTE
AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.
NAYS: None.

ORDINANCES & RESOLUTIONS
Resolution No. 20-06
Mr. Depo stated that the Community and Planning Development Department introduced proposed amendments to the adopted Water and Sewer Allocation Policy for 2018-2024 and the accompanying Master Distribution Chart to the Mayor and the Economic Development Committee (EDC) for review and guidance on August 20, 2020. During the August 20 meeting, staff briefed the EDC on the proposed Policy revisions outlined in Resolution No. 20-06; the EDC endorsed the revisions, and asked that staff bring them forward for full consideration by the elected body.

Mr. Depo informed the Mayor and Common Council that staff recently conducted an analysis of five different apartment complexes and conversion dwelling within the City of Westminster to evaluate water usage over the last 12 quarters. Staff provided the research to the Maryland Department of Environment (MDE) representatives at the Carroll County Health Department, and a new water allocation standard

was agreed upon. Using the new MDE approved allocation standard for multi-family units reduces the amount of water allocated for this category within the Master Distribution Chart, subsequently recapturing and increasing the amount of water that is available. Mr. Depo shared staff's recommendation that the Master Distribution Chart be amended to reallocate the 5,375 gpd in recaptured water as follows:

- 1,800 gpd to the "Residential INSIDE CITY (multi-family residential)" category, allowing 450 gpd for four additional multi-family/apartment units in 2021, 2022, 2023, and 2024;

- 1,175 gpd to be allocated to both the "Water-only for the Emergency Reserve" and "Sewer-only for the Emergency Reserve" category, allowing for five additional emergency water and sewer connections;

- 1,545 gpd to the "Annexations" category in 2021 to encourage targeted annexations that would increase the City's tax base, as envisioned in the adopted Strategic Plan;

- 500 gpd to the "Public Projects (City)" category in 2021; and,

- 355 gpd be allocated to address inconsistencies in the Master Distribution Chart.

Mr. Depo further informed the Mayor and Common Council that, in an effort to address the need for immediate connections due to failing systems, staff recommended that the Water and Sewer Allocation Policy be amended to allow for the Good Cause Waiver and Irrevocable Consent for Annexation to be approved administratively by the Mayor and Director of Community Planning and Development. The current process required that approval be obtained from the Mayor and Common Council. Mr. Depo stated that the language in Resolution No. 20-06 required the Director of Community Planning and Development to report to the Mayor and Common Council any such allocation approved administratively, as requested by the EDC.

Mr. Depo then shared staff's recommendation that 376 gpd previously intended for the Human Services Program (HSP) project located at 12 Carroll Street be moved and allocated to the HSP project located at 127 Stoner Avenue. Staff further recommended that 1,362 gpd – the difference between the unused water allocated for the HSP 12 Carroll Street Project (1,024 gpd) and the remaining, unallocated 800 gpd above the initial estimates for the HSP, Family & Children's Services, and Veteran's Independence projects (338 gpd) – be made available for other non-profit projects.

President Pecoraro confirmed the EDC's discussion and approval of the items addressed in Resolution No. 20-06.

Councilmember Dayhoff complimented the Community Planning and Development Department staff for their responsiveness in addressing emergency sewer connection matters.

Councilmember Dayhoff moved, seconded by Councilmember Gilbert, to approve Resolution No. 20-06, amending the Adopted Water and Sewer Allocation Policy for 2018 – 2024 and accompanying Master Distribution Chart.

VOTE
AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.
NAYS: None.

UNFINISHED BUSINESS

Warner Construction Change Order No. 10 (RFP 4)

President Pecoraro reminded the Mayor and Common Council that Change Order No. 10 (RFP 4) was discussed on July 27, 2020. During the design phase of the project, it was decided to omit cooling from the rear entrance stairwell, as it was not required by code to cool stairs. RFP 4 provided for additional roof top condenser equipment and associated ductwork to supply cooling to the rear entrance stairwell. The Mayor and Common Council concluded its discussion of this matter on July 27, 2020 by directing staff to pursue final pricing for the work encompassed by RFP 4.

Warner Construction's pricing for Change Order No. 10/RFP 4 was $45,726.68. Included in the agenda packet was a letter from Gant Brunnett Architects, the project architect, stating that the firm did not believe the submitted pricing represented a good cost-benefit for the City, as the work was not essential. Therefore, Gant Brunnett recommended that the City reject Change Order No. 10.

President Pecoraro asked Mr. Glass for his recommendation regarding Change Order No. 10. Mr. Glass replied that, in his opinion, the work in question should have been included in the original project specifications. He urged the Common Council to approve Change Order No. 10, as he believed the City would regret not adding the cooling system to the stairway.

Councilmember Chiavacci inquired why the architect felt otherwise. Mr. Glass replied that Gant Brunnett's recommendation was based on sufficient foot traffic and the associated airflow to keep the stairway at a reasonable temperature.

Councilmember Gilbert asked Mr. Glass if cooling could be added at a future date if the stairway temperature proved to be unacceptable. Mr. Glass replied that, while it could be added in the future, the work could be more costly. He added that the owner of 56 West Main Street, where the City's administrative offices are currently located, had to install a cooling system in the lobby area of the building due to excessive heat.

President Pecoraro requested a vote on proposed Change Order No. 10 to the City's contract with Warner Construction.

VOTE

AYES: Councilmember Dayhoff, and Councilmember Yingling.
NAYS: President Pecoraro, Councilmember Chiavacci, and Councilmember Gilbert.

President Pecoraro stated that, based on the 2-3 vote, Change Order No. 10 (RFP 4) was not approved.

NEW BUSINESS

Mayor's Nominee for Director of Finance

Mayor Dominick recommended that the Common Council approve and confirm his nomination of Lydia A. Colston as the City's next Director of Finance, as well as authorize him to sign the associated employment agreement.

President Pecoraro shared his appreciation to Mayor Dominick for including him in the interview process for the position. He commented that Ms. Colston was a good choice to be the City's next Director of Finance.

Councilmember Gilbert moved, seconded by Councilmember Chiavacci, to approve the appointment of Lydia A. Colston as the City's next Director of Finance, and authorize the Mayor to sign the associated employment agreement.

VOTE
AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.
NAYS: None.

Mayoral Appointments to the Recreation and Parks Advisory Board
Mayor Dominick informed the Common Council that the Recreation and Parks Advisory Board had been inactive for a number of years. Recently, interest was expressed in reconstituting the Advisory Board.

Mayor Dominick requested the Common Council confirm the following appointments to the Recreation and Parks Advisory Board:

- Appoint Joshua Ambrose, with a term expiration of March 1, 2022;
- Appoint Aaron Burroughs, with a term expiration of March 1, 2022;
- Appoint Jessica Laird, with a term expiration of March 1, 2022;
- Appoint Kevin Wagman, with a term expiration of March 1, 2022;
- Jennifer Yang, with a term expiration of March 1, 2022; and,
- Appoint Steve Zaluski, with a term expiration of March 1, 2022.

VOTE
AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.
NAYS: None.

The Common Council unanimously voted to approve the Mayor's appointments to the Recreation and Parks Advisory Board.

Warner Construction Change Order No. 11
Mr. Glass informed the Mayor and Common Council that the contract between the City and Warner Construction calls for road repairs to be extended 1'-0" past the excavation limits required for the underground utility work. He recommended that the road repairs be extended beyond this contractual limit, which would require a change order to the contract between the parties.

Mr. Glass recommended that the Mayor and Common Council approve Change Order No. 11 in the amount of $34,171.20.

Councilmember Dayhoff moved, seconded by Councilmember Yingling, to approve Warner Construction Change Order No. 11.

VOTE
AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.
NAYS: None.

Warner Construction Change Order No. 12
Mr. Glass informed the Mayor and Common Council that Warner Construction provided pricing to remove all surface rust on existing steel structures at the front and rear curtain walls that were exposed and accessible. The glazing subcontractors continued installation of the frames and the associated glazing process while Change Order No. 12 was being finalized. As a result, the amount of exposed surface rust that was still accessible was lessened; therefore, making the work encompassed by Change Order No. 12 less fruitful in the opinion of Gant Brunnett Architects, the project architect. Additional information regarding Change Order No. 12 was provided in the agenda packet.

The Mayor and Common Council asked Mr. Glass to clarify the extent of work that would be performed under Change Order No. 12, if approved. Mr. Glass explained that the exposed surface rust on the existing steel structures at the front and rear curtain walls would be removed; the remaining rusted areas were covered by the installation of the frames and glazing. The Change Order No. 12 pricing of $9,800.49 did not include removal and re-installation of the frame work that was already completed.

Some members of the Common Council expressed concern regarding the rust that remained under the installed frames. The elected body then asked Mr. Glass if he thought that this would create issues in the future. Mr. Glass stated that, in his opinion, this would not be problematic in the short term; however, there may be issues in the future if the untreated rust would continue to spread and deteriorate the surrounding areas.

During the discussion, it was noted that Mr. Glass felt the City should have directed Warner Construction to discontinue work and wait for the City to address the rust issue prior to installation of the frames. It was further discussed that the project architect described the rust in question as only surface rust, no more than a few thousandths of an inch deep, leading them to conclude that the remainder of the surface rust was not cause for concern. The project architect also noted that the new curtain wall system would allow for any condensation to exit the space easily, stopping the ongoing oxidation of the frames.

President Pecoraro suggested that, in the future, staff inform the elected body immediately if a special meeting should be called to address any construction issues related to the 45 West Main Renovation Project. Councilmember Chiavacci agreed with President Pecoraro, noting that it was relatively easy to hold a virtual meeting on short notice.

Councilmember Yingling moved, seconded by Councilmember Chiavacci, to approve Warner Construction Change Order No. 12.

VOTE
AYES: President Pecoraro, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.
NAYS: Councilmember Chiavacci.

Closed Session
President Pecoraro requested a motion to go into Closed Session, following the Regular Meeting to discuss the following:

- To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;

- To consult counsel to obtain legal advice on a legal matter; and,

- To consult with staff, consultants, or other individuals about pending or potential litigation.

Councilmember Chiavacci moved, seconded by Councilmember Yingling, to go into Closed Session, following the Regular Meeting.

VOTE
AYES: President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.

NAYS: None.

DEPARTMENTAL REPORTS

Westminster Police Department

Chief Ledwell reported that the Westminster Police Department had five new officers in field training – four who recently graduated from the academy and one new lateral officer. He also reported that staff completed its six-month trial period of the new 12-hour patrol schedule; the majority of those surveyed were in favor of continuing the 12-hour schedule. Chief Ledwell shared that the department also conducted a workload analysis, which continues to support the current patrol schedule.

Recreation and Parks Department

Ms. Gruber reported that the Recreation and Parks Department was continuing to developed calendar year 2020 activities and events that were in keeping with COVID-19 pandemic guidelines. She shared that the department was also working on some events with the Arts Council.

Public Works Department

Mr. Glass reported that a bid opening for the FY 2021 paving project had taken place; he informed the Mayor and Common Council that the paving bid would be on the next Mayor and Common Council meeting agenda for award. Mr. Glass also reported that a pre-bid meeting for the Phase 3 Inflow and Infiltration Project was held on August 12, 2020.

Westminster Volunteer Fire Department

Councilmember Dayhoff, on behalf of Westminster Volunteer Fire Department (WVFD) President Daniel Plunkert, reported that the department responded to 503 calls during the month of July: 418 EMS calls and 85 fire calls. Of those calls, 280 were within the City limits and 50% of the calls were overlapping calls. Councilmember Dayhoff shared that repeat calls remain an issue, and he hoped that the City could initiate a program to assist those individuals.

Community Planning and Development Department

Mr. Depo reported that, on August 13, 2020, the Planning and Zoning Commission approved and provided a recommendation for the Mayor and Common Council regarding the amended development plan for the Carroll County Commerce Center. The Commission's recommendation concerning the Commerce Center would come before the Mayor and Common Council on September 14, 2020.

Mr. Depo then reported that, on August 27, 2020, the Commission would hold a hearing regarding Emergency Ordinance No. 926, amending Chapter 164, "Zoning", of The Code of The City Of Westminster, Article XIII, "PD-4 Planned Development – 4 Zone", Section 164-82, "Open Space", And Article XXIV, "Subdivision Regulations", Section 164-197.1, "Residential Cluster Subdivision", To Replace References To The "Parks Board" With References To The "Director Of Recreation And Parks."

Mr. Depo concluded his report by informing the Mayor and Common Council that the Board of Zoning Appeals had scheduled a public hearing regarding a modification request for a special exception to operate a service station.

CITIZEN COMMENTS

President Pecoraro read a comment submitted by the Coalition Against Prejudice. The group shared that a member of the Coalition Against Prejudice was the victim of an unprovoked attack by an intoxicated and belligerent person on August 15, 2020, during one of their semiweekly Pro-Civil and Human Rights protests. A concerned citizen witnessed the assault and called the Westminster Police Department, and officers responded promptly. The Coalition Against Prejudice representative stated that Officer DeAngelis and the other responding officers did an exemplary job of upholding the group's civil rights. Over the past four months, the Coalition Against Prejudice had experienced nothing but positive interactions with the Westminster Police Department. The Coalition shared that, if other law

enforcement agencies in the United States conducted themselves in a similar manner to that of the Westminster Police Department, the world would be a better place.

President Pecoraro complimented Chief Ledwell and his officers for their work.

ADJOURNMENT
President Pecoraro adjourned the meeting at 9:30 pm.

Respectfully Submitted,

Shannon Visocsky, City Clerk

Full audio version is available on www.westminstermd.gov

Mayoral Proclamation

The Arc Carroll County, Direct Support Professionals Appreciation Week
September 14—18, 2020

Whereas, The Arc Carroll County was found in 1955 by a small group of parents of children with developmental disabilities, who were committed to forming a community-based system to provide necessary services for their children; and,

Whereas, at that time, children with developmental disabilities were excluded from public education and there were no structured social, recreational, or educational activities; and,

Whereas, since its establishment in 1955, The Arc Carroll County has advocated for, and worked to provide support to people with developmental disabilities and their families; and,

Whereas, over the years, The Arc Carroll County has grown to become one of the largest non-profit organizations in Carroll County, serving nearly 700 adults and children; and,

Whereas, The Arc Carroll County could not achieve its mission of supporting people with intellectual and developmental disabilities in their individual pursuit of a fulfilling life without the services of Direct Support Professionals; and,

Whereas, Direct Support Professionals work directly with people with physical disabilities and/or intellectual disabilities, assisting the individual to become integrated into his/her community or the least restrictive environment; and,

Whereas, Direct Support Professionals Recognition Week highlights the dedicated, innovative direct support workforce that is the heart and soul of support for people with disabilities, and provides the opportunity to showcase the amazing work of these incredible professionals.

NOW, THEREFORE, I, Joe Dominick, Mayor of City of Westminster, in conjunction with the Common Council, do hereby proclaim September 14 - 18, 2020 as Direct Support Professionals Appreciation Week in the City of Westminster; and,

BE IT FURTHER PROCLAIMED that all residents are encouraged to join the Mayor and Common Council in commemorating this observance by thanking the staff of The Arc Carroll County, past and present, for their dedication and efforts in supporting people with intellectual and developmental disabilities to be a part of their community.

Adopted on this 14th Day of September, 2020

Joe Dominick
Mayor

To: Mayor and Common Council

From: Mark A. Depo, Director Community Planning and Development
Andrea Gerhard, Comprehensive Planner II

Date: September 10, 2020

Re: PUBLIC HEARING - Development Plan Amendment DP-20-01, Carroll County Commerce Center

The Department of Community Planning and Development (DCPD) is seeking Mayor and Common Council action to amend the previously approved Carroll County Commerce Center Development Plan to designate Condominium Unit 7 for a convenience store with gasoline pumps use to develop a Royal Farms convenience store, pursuant to City of Westminster Zoning Ordinance Article XII Section 164.75.D. and Article XXIII. [Attachment 1]

Pursuant to City of Westminster Zoning Ordinance ("Zoning Ordinance") Article XII, P-I "Planned Industrial" Zone, Section 164-75.D., "*A person may apply, either as part of an original application for zoning classification or as an amendment to a previously approved development plan, to designate a certain area of the Planned Industrial Zone for retail and commercial uses as part of the development plan, subject to the conditions and restrictions delineated below:* [*Section 164-75.D.(1) – (5)*]." [*Emphasis added*] A "*Convenience stores with or without gasoline pumps*" use is allowed in the P-I zoning district, subject to the previously approved Carroll County Commerce Center ("Commerce Center") development plan being amended to designate a certain area for such use. Zoning Ordinance Section 164-75.D.(1)(c), also requires that the gross acreage of a commercial or retail use cannot exceed 15% of the acreage for the entire Commerce Center Planned Industrial project.

VICINITY MAP:

Red Shaded Area - Carroll County Commerce Center Development Plan

DEVELOPMENT INFORMATION:

Corporate Center Leasing, LLC, represented by Carroll Land Services Inc. and Kelly Shaffer Miller, has submitted an application to amend the Commerce Center Development Plan to designate Unit 7 of the Development Plan for a convenience stores with gasoline pumps use. Section 164-75.D. [Attachment 2] The Commerce Center is located east of the intersection of MD Route 97/Corporate Center Court and further identified as SDAT# 07-114370, 07-157215, 07-157223, 07-157231, 07-157258, 07-157266, 07-157274 and 07-157169, hereinafter referred to as the "Development". The Development is zoned P-I Planned Industrial.

AMENDED DEVELOPMENT PLAN COMMENTS:

Littlestown Pike (MD Route 97 North)

Carroll County Commerce Center fronts on MD Route 97 North, a Maryland State Highway, and is located east of the Corporate Center Court and MD Route 97 North intersection. The portion of MD Route 97 North that the development fronts is classified as a principal arterial. Pursuant to the Transportation Element of the Comprehensive Plan a principal arterial "*Links large population or employment centers; can range from expressways to two-lane roadways; inter-county or interstate oriented and indicative of long travel lengths; high in traffic volume and speeds; access should be limited to intersections with public streets and controlled by establishing distances between points of access, provision of service or parallel roads, connections between adjacent developments, prevention of private/individual driveway connections, as well as the reduction in the number of existing access points.*" Furthermore, "*the width of MD 97 North is forty feet, which offers two twelve foot travel lanes with ten foot left turn and acceleration/deceleration lanes at major intersections. There are no shoulders along most of the road, except in the section just north of the MD 140 interchange, where eight foot wide shoulders are available along the west side [opposite the property] of the road*."

Pursuant to the City of Westminster Comprehensive Plan - Transportation Element [Attachment 3], "*As a result of the increasing needs along MD 97* [as identified in the Transportation Element], *City staff, in cooperation with SHA and Carroll County, will require three developers to be responsible for immediate mainline widening on MD 97(N). As future developments approach the City for development opportunity, they will also be required to make additional improvements to MD 97*." Furthermore, "*mainline widening improvements to MD 97(N) are now even more critical as areas beyond Westminster continue to develop at a pace that further exacerbates the problems on the existing roadway*."

Pursuant to Zoning Ordinance Section 164-138, Major road plans, "*in an area where a major road plan has been duly adopted in accordance with Article 66B of the Annotated Code of Maryland, showing a proposed new highway or street or a proposed relocation or widening of an existing highway or street, no building or part of a building shall be permitted to be erected within the lines of such proposed highway or street except as provided hereinafter.*"

MD Route 97 North adjacent to the Carroll Commerce Center development, including the Property, is planned to be a 5-lane principal arterial roadway. State Highway Administration's (SHA) June 2011 Concept Design and Report [Attachment 4], a SHA project with similar improvements, was completed north of the Commerce Center development on MD Route 97 from Magna Way to Pleasant Valley Road within a 110 feet right-of-way. In consultation with SHA, DCPD staff requested that the Applicant depict and denote the same 110 feet right-of-way along the Property frontage of MD Route 97. Currently, the MD Route 97 right-of-way at this location is 60 feet, requiring additional right-of-way extending into and along the Carroll Commerce Center development.

Pursuant to Zoning Ordinance Section 164-69.B.(3), Dimensional Requirements, and Zoning Ordinance Section 165-55, Dimensional Requirements, Landscaping, a front yard depth of 50 feet is required for all buildings of the

proposed convenience store with gasoline pumps use. Pursuant to Zoning Ordinance Section 164-3, Definitions, "Front Yard" is defined as "*A yard extending across the full width of the lot and lying between the front lot line or the proposed front street line and the nearest line of the building or any enclosed portion thereof*." [*Emphasis added*]

The right-of-way along Route 97 requested by DCPD staff allows for needed improvements that benefits the Commerce Center development. Route 97 provides the only access to the Commerce Center development and improvements to Route 97 would allow for better access and movement of vehicles accessing the development via Route 97 and would reduce the impact to Route 97 from vehicle trips to the Commerce Center development. The requested right-of-way along Route 97 will not restrict development within the Commerce Center, as several Units (Units 2, 3, 4, and 5) have already developed and such right-of-way will have no effect on these developments. Furthermore, the requested right-of-way along Route 97will not restrict Unit 7 from developing the proposed Royal Farms convenience store with gas pumps. The additional right-of-way may require the elimination of 9 parking spaces and relocation of the Stormwater Management (SWM) elements along MD 97, as proposed by the Royal Farm Site Development Plan. However, the proposed Royal Farm development exceeds the required number of parking spaces by 37, and there is vacant and useable space on Unit 7 where the SWM elements may be relocated. DCPD staff discussed this matter with the Carroll County Bureau of Resource Management, which is responsible for the review and approval of SWM for City development. They confirmed that the Royal Farm development exceeds the required SWM on-site, and any required SWM may be relocated on the vacant area of Unit 7.

Landscape Review

The Development Plan includes all major trees that have been approved through various site plan processes. Additional landscaping may be required with Site Development Plans, or amendments thereto, proposing development on Commerce Center Units.

Parking

Pursuant to Zoning Ordinance Article XVI and Sections 164-188 and 164-111, parking tabulations have been included on the Development Plan, comparing provided parking spaces to what is required. The following parking tabulations depict the required parking spaces for the total square footages of each use type of the Commerce Center:

Use	Square Footage	Parking Calculation	Required # of spaces
Warehouse	84,755	1 space/ 1,000 sq. ft.	85
Office Space	117,497	1 space/ 250 sq. ft.	470
Retail Space	5,154	1 space/ 250 sq. ft.	21
TOTAL # Required Spaces			576
TOTAL # Provided Spaces			718

The number of parking spaces existing currently on site is 381. The number of proposed spaces to be located on the undeveloped Units is 337. The total number of parking spaces provided will be 718 spaces when all development has occurred.

Water

Pursuant to the City of Westminster Water and Sewer Allocation Policy 2018-2024, for allocations related to any site development plan, the necessary allocations will be noted on the site plan; however, allocations are only

granted at the building permit stage. The Commerce Center Development Plan includes 7 Condominium Units. Four of the Units are currently developed (Units 2, 3, 4, and 5). Buildings on Units 3 and 5 were in existence when the background study was completed for the City's current Water and Sewer Allocation Policy. The flows from these buildings were incorporated into the background research for the Policy, and therefore do not need their own specific water allocation. The City received Water and Sewer Allocation Applications for Units 2 and 4. The building on Unit 2 was allocated 1,650 gpd. The building on Unit 4 was allocated 261 gpd. A tentative water and sewer allocation (WSA-18-04) in the amount of 1,460 gpd was issued for the Royal Farms proposal for Unit 7. Water allocation for Units 1 and 6 will not be considered through this Development Plan process but will be discussed at the time a site plan is submitted.

ISSUE:

As outlined above, MD Route 97 North adjacent to the Carroll Commerce Center development, including the Property, is planned to be a 5-lane principal arterial roadway. The City of Westminster Comprehensive Plan - Transportation Element, states MD Route 97 "*serves as a primary commuter route, connecting residents of northern Carroll County and southern Pennsylvania with employment destinations in Westminster and points to the south and east. During morning and evening rush hours, the volume of pass-through commuter traffic chokes the roadway, making it difficult for employees and clients of the industrial parks to safely make turning movements. This situation results in long queuing of vehicles at the signalized intersections. A study completed in 1994 by Whitney, Bailey, Cox & Magnani (WBCM) for the Carroll County Industrial Development Authority indicated that traffic along Maryland MD 97 (N) is expected to increase dramatically by the year 2020. These increases will be the result of both additional through traffic and the generation of a greater number of trips from the industrial parks as they continue to develop, indicating a need for multiple lane additions along MD 97 (N).*" Furthermore, "*As future developments approach the City for development opportunity, they will also be required to make additional improvements to MD 97*" and "*mainline widening improvements to MD 97(N) are now even more critical as areas beyond Westminster continue to develop at a pace that further exacerbates the problems on the existing roadway*."

At the August 13, 2020 meeting of the Westminster Planning and Zoning Commission (Commission), DCPD staff recommended that the Commission forward the revised Development Plan for Carroll County Commerce Center to the Mayor and Common Council with a favorable recommendation with the following condition [Attachment 5]:

1. Provide and depict the required right-of-way to accomplish a 110 feet ultimate right-of- way for MD Route 97 consistent with the City of Westminster's Comprehensive Plan, Zoning Ordinance, and State Highway Administration's June 2011 Concept Design and Report.

However, the Commission forwarded a recommendation of approval of the revised Development Plan for Carroll County Commerce Center with no conditions to the Mayor and Common Council.

DCPD staff wants to reiterate the importance of the needed future improvements and widening of MD Route 97, and requests that the Mayor and Common Council require the that the Applicant depict and denote the 110 feet right-of-way along the Property frontage of MD Route 97, as outlined above.

PROCESS:

Pursuant to the City's review process, the Development Plan Amendment DP-20-01 was provided to DCPD to determine readiness to present to the Commission. Plans were reviewed for compliance with City requirements. The Commission shall decide if they will forward this Development Plan to the Mayor and Common Council if it will be with a favorable or unfavorable recommendation.

On August 13, 2020, the Commission forwarded Development Plan Amendment DP-20-01, Carroll County Commerce Center, with a favorable recommendation without any conditions.

The Mayor and Common Council shall not conduct a public hearing for Development Plan Amendment DP-20-01 until after receipt of the decision of the Commission on said plan. In considering Development Plan Amendment DP-20-01, the Mayor and Common Council shall consider whether the application and the development plan fulfill the purposes and requirements set forth in this chapter. In so doing, the Mayor and Common Council shall make the following specific findings, in addition to any other findings which may be found to be necessary and appropriate to the evaluation of the proposed reclassification:

(1) That the zone applied for is in substantial compliance with the use and density indicated by the Master Plan or sector plan and that it does not conflict with the general plan, the City's capital improvements program or other applicable City plans and policies.
(2) That the proposed development would comply with the purposes, standards and regulations of the zone as set forth in Articles II through XV, would provide for the maximum safety, convenience and amenity of the residents of the development and would be compatible with adjacent development.
(3) That the proposed vehicular and pedestrian circulation systems are adequate and efficient.
(4) That by its design, by minimizing grading and by other means, the proposed development would tend to prevent erosion of the soil and to preserve natural vegetation and other natural features of the site.
(5) That any proposals, including restrictions, agreements or other documents, which show the ownership and method of assuring perpetual maintenance of those areas, if any, that are intended to be used for recreational or other common or quasi-public purposes, are adequate and sufficient.
(6) That the submitted development plan is in accord with all pertinent statutory requirements and is or is not approved. Disapproval of a development plan by the Common Council shall result in a denial of the rezoning application of which the development plan is a part.

RECOMMENDATION:

Staff recommends that the Mayor and Common Council approve Development Plan Amendment DP-20-01, Carroll County Commerce Center, subject to the following condition:

1. Depict the required right-of-way to accomplish a 110 feet ultimate right-of- way for MD Route 97 consistent with the City of Westminster's Comprehensive Plan, Zoning Ordinance, and State Highway Administration's June 2011 Concept Design and Report.

ATTACHMENTS:

1. Zoning Ordinance Article XII Section 164.75.D. and Article XXIII
2. Amended Carroll County Corporate Center Development Plan
3. Comprehensive Plan – Transportation Element Route 97
4. SHA MD 97 Concept Design and Report
5. August 13, 2020, Planning and Zoning Commission Staff Report

cc: Barbara B. Matthews, City Administrator
Elissa D. Levan, City Attorney

§ 164-65 **Purpose.**

It is the purpose of the P-I Planned Industrial Zone to provide a parklike setting for a community of industries wishing to mutually maintain aesthetically pleasing appearances and operations having no nuisance factors as a means of protecting investments within the zone and reducing the impact of industrial uses on surrounding zones. Tracts within the district are to be planned, promoted and developed for industries within the protection of performance standards herein provided

A. The following objectives are sought in providing for the one or more types of industrial zoning in the Planned Industrial Zone:

(1) To provide a more attractive and varied showcase location on tracts of land generally open to constant and extensive public viewing in the City than would be possible through the strict applications of industrial Euclidean zonal district requirements.

(2) To encourage developers to use a more creative approach in the development of land.

(3) To encourage more efficient allocation and maintenance of common open space in industrial areas through private initiative.

(4) To encourage variety in the physical development patterns of industrial areas.

B. The fact that an application complies with all specific requirements and purposes set forth herein shall not be deemed to create a presumption that the application is, in fact, compatible with surrounding land uses and, in itself, shall not be sufficient to require the granting of any application.

§ 164-66 **Uses permitted.**

[Amended 7-8-1996 by Ord. No. 612]

The following uses are permitted in the Planned Industrial Zone:

A. All of the uses permitted in §§ **164-53** and **164-61**, except:

(1) All residential and retail commercial uses.

(2) The manufacture, testing, distribution or other use of explosives.

(3) Wholesale distribution of fuels, such as but not limited to coal, coke, gasoline, diesel fuel and propane.

(4) Truck or motor freight terminals or warehouses.

(5) Brickyards, manufacture of pottery, tile, terra cotta or clay products.

(6) Electric or steam generating plants.

(7) Extractive uses.

(8) Flour mills, grain or feed drying or processing.

(9) Sawmills.

(10) Signs and billboards, except as authorized herein.

B. Office buildings for governmental agencies, regional and home corporate offices. These may include offices of insurance companies, investment concerns, trade associations, manufacturing companies and engineers, but do not include any kind of retail facilities, except as provided in Subsections **F** and **G** herein.

C. Research, experimental and testing laboratories.

D. Warehousing and wholesale distribution centers.

E. Any use of an industrial nature not prohibited in this section that can meet the performance standards and other guides and limitations set forth in this section.

F. Retail sales of the products or processes engaged in on the property, provided that not more than 10% of the gross floor area is devoted to such use.

G. Motor inns, motels, restaurants and service stations.

H. Banks and savings and loan institutions with or without drive-through facilities.
[Amended 9-9-2013 by Ord. No. 846]

I. Indoor and outdoor recreational facilities, cafeterias, clinics, libraries, schools, meeting rooms and display rooms incidental or subordinate to a principal use of the main building or related to or primarily restricted to the industries located in the Planned Industrial Zone.

J. Accessory uses and buildings customarily incidental to any permitted use in this subsection.

K. Trade schools.
[Added 9-9-2013 by Ord. No. 846]

§ 164-66.1 **Special exceptions.**

[Added 7-8-1996 by Ord. No. 612; amended 10-26-1998 by Ord. No. 631; 9-9-2013 by Ord. No. 846]

The following uses may be permitted as a special exception in accordance with the provisions of Article **XXII**:

A. Telecommunications facilities, subject to the requirements of § **164-139.1**.

B. Telecommunications Installations, subject to the facility limitations in § **139-28.2A(3)(a)** through **(f)** and the screening requirements for modern appurtenances in § **164-131.3**.
[Added 9-25-2017 by Ord. No. 869]

§ 164-67 **Performance standards.**

It is the intent of these regulations to prevent land or buildings from being used or occupied in any manner so as to create any dangerous, injurious, noxious or otherwise objectionable fire, explosive, radioactive or other hazardous condition, noise or vibration, smoke, dust, odor or other form of air pollution, electrical or other disturbances, glare or heat, liquid or solid refuse or wastes, condition conducive to the breeding of rodent or insects or other substances, condition or elements (all referred to herein as "dangerous or objectionable elements") in a manner or amount so as to adversely affect the surrounding area.

§ 164-68 **Building height.**

[Amended 7-8-1996 by Ord. No. 612]

The height of buildings or structures shall not exceed 20 feet, plus 2/3 of the horizontal distance (d) from the structure to the lot line (height = 20 feet + 2/3d).

§ 164-69 **Dimensional requirements.**

A. Area requirements. Sites eligible for consideration for the Planned Industrial Zone shall consist of a tract of land at least 10 acres in size and classified in either the I-R or I-G Zone prior to reclassification to the Planned Industrial Zone.

B. Yard, landscaping and distance requirements.

(1) Each lot shall have a minimum frontage of 150 feet on a street or private way, provided that the Commission may approve a lesser frontage to a minimum of 50 feet for lots located on culs-de-sac or on street curves or having other

extraordinary characteristics. The Commission shall give due consideration to permitting access from such sites only to major roadways.

(2) The maximum ground area coverage of any lot by a principal building or buildings shall not exceed 40% of the total lot area.

(3) The yard, landscape and distance requirements shall be the same as those contained in §§ **164-55**, **164-57** and **164-58**.

(4) Any portion of a lot in a Planned Industrial Zone not used for driveways, walkways, parking, loading or storage areas shall be planted in grass or other suitable ground cover.

§ 164-70 **Off-street parking.**

A. Off-street parking shall be provided in accordance with Article **XVI**, except that for an industrial or manufacturing establishment or warehouse or similar use, the minimum requirement shall be one parking space for each 1 1/2 employees or one for each two employees on combined major and second shifts, and in addition one visitor parking space for every 10 employees; except that the Commission may authorize fewer visitor parking spaces if it finds that a fewer number will be sufficient for the operation anticipated. In addition to the foregoing, one parking space shall be provided for each company-owned or leased truck, passenger car or other vehicle located or principally based on the premises. No parking spaces may be located within required yards; except that an area equivalent to not more than 5% of the total area of all required parking spaces may be located within a required yard for use as parking spaces for visitors, selected personnel and minor deliveries. Off-street parking spaces may be grouped in facilities serving more than one lot or establishment.

B. When the lot on which parking spaces are located abuts the rear or side lot line of or is across the street from any land in a residential zone other than publicly owned land, a wall, fence or evergreen planting shall be maintained so as to screen substantially the parking lot from view from the nearest property in the residential zone. The screening shall be maintained in good condition at all times. In parking lots of one acre or more, at least 5% of the area of the parking lot shall be devoted to landscaping within the interior of the parking area. Luminaries on parking lots shall be subject to approval by the Commission.

§ 164-71 **Access and loading.**

A. Vehicular access to Planned Industrial Zones shall be permitted only from a City- , county- or state-maintained highway and not directly with any residential street.

B. Road access to a Planned Industrial Zone may be at points prescribed by the appropriate agency of jurisdiction and may be dedicated to public use if constructed in accordance with City standards.

C. Off-street loading berths shall be provided for all buildings in accordance with the following schedule:

(1) For a building with a floor area of 10,000 to 25,000 square feet: one berth.

(2) For each additional 25,000 square feet or fraction thereof up to 100,000 square feet: one berth.

(3) For each additional 50,000 square feet: one berth.

D. Such loading berths shall be at least 14 feet wide, 48 feet long and 14 feet in height, unless the Planning Commission shall find that only smaller trucks requiring less space will be used for a period of 10 years, and may be located either within a building or in the open, but not within required yards. If such berths are not enclosed, they shall be located not less than 300 feet from any residence zone boundary and effectively screened therefrom as in the case of parking areas above. All access roads to loading berths shall be at least 14 feet wide; except that if tractor-trailers would be accommodated, then the roads shall be 14 feet wide for one-way traffic and 22 feet wide for two-way traffic.

§ 164-72 **Storage.**

A. No outdoor storage shall be permitted in the front yard.

B. All permitted uses and accessory activities shall be confined within completely enclosed buildings, with the exception of off-street parking spaces, screened outdoor storage areas, off-street loading berths, employee recreational facilities and those exceptions made elsewhere within this section.

§ 164-73 **Utilities.**

All utilities shall be placed underground. Utilities shall include but are not limited to gas mains, telephone lines and electrical lines.

§ 164-74 **Signs.**

Signs shall be permitted subject to the provisions of Article **XVII** of this chapter.

§ 164-75 **Procedures.**

A. An application for zonal classification in the Planned Industrial Zone shall be accompanied by a development plan prepared in accordance with the provisions of § **164-188** of this chapter.

B. In addition to all other standards and criteria, in considering an application for the Planned Industrial Zone the Common Council shall also consider the capability of the street or road system, highway and road access and the availability and capability of existing water and sewage systems.

C. All Planned Industrial Zone projects shall be subject to site plan approvals provided in Article **XXV**.

D. A person may apply, either as part of an original application for zoning classification or as an amendment to a previously approved development plan, to designate a certain area of the Planned Industrial Zone for retail and commercial uses as part of the development plan, subject to the conditions and restrictions delineated below:
[Added 9-9-2013 by Ord. No. 846]

(1) The gross acreage of such uses does not exceed 15% of the acreage of the Planned Industrial Zone project.

(a) The area of the retail uses shall be considered to include the building area containing the retail uses and the supporting parking lot area, but not required yard setbacks and open space.

(b) No variance to the acreage limitation of 15% may be granted.

(c) Uses allowed either as of right or by special exception in the P-I Planned Industrial Zone shall not be included in the acreage limitation of 15%.

(2) The size of any individual retail or commercial use may not exceed a maximum of 6,000 square feet, except for day-care centers and health clubs, which may not exceed a maximum of 12,000 square feet. The area of a canopy over gasoline pumps shall not be included in the size limitation of 6,000 square feet for a convenience store with gasoline pumps.

(3) The development of the retail or commercial space shall be phased in with the development of the industrial uses such that the ratio of retail or commercial space to industrial space that has been constructed and for which a use and occupancy permit has been issued may not exceed 25% at any time until the business park is complete.

(4) A retail or commercial use may not be approved under this section if it would constitute a substantial change in the character of the neighborhood.

(5) The retail and commercial uses allowed under this subsection are limited to the following uses:

(a) Local retail business or service shops, including:

Alcoholic beverage package stores
Bakery shops
Banks, savings and loan institutions
Beauty shops and barbershops
Candy stores
Cellular or phone (wireless) sales and service
Clothing stores
Computer sales and repair shops
Convenience stores with or without gasoline pumps

Day-care facility

Dress or millinery shops

Drugstores

Dry cleaners

Dry goods or variety stores

Florist or garden shops

Food and grocery stores

Fruit or vegetable stores

Fuel stations

Furniture and upholstering stores

Gift or jewelry shops

Hardware stores

Health clubs

Laundromats

Laundry or dry-cleaning establishments and pickup stations

Office supply stores

Pharmacies with or without drive-throughs

Photographic studios

Planned business center

Radio and television studios or repair shops

Restaurants and lunch rooms with or without drive-throughs (including fast food)

Shoe repair shops

Specialty shops

Sporting goods or hobby shops

Tailor establishments

Taverns

Video production facilities

§ 164-76 **Conflicts.**

Wherever any requirement or performance standard contained in this zone is in conflict with any applicable state or federal requirement or performance standard, the state or federal requirement or performance standard shall control and supersede the provisions of this zone.

§ 164-176 **Types of amendments.**

An application for amendment of this chapter may be either a proposal for the amendment of the text or a proposal for amendment of the Zoning Map. An application for an amendment to the Zoning Map shall be one of the following types:

A. A local amendment covering a single tract, all portions of which are proposed to be classified in one zone or two alternative zones.

B. A sectional amendment covering two or more tracts or parcels of land in the City, portions of which may be proposed to be classified in different zones.

C. A comprehensive amendment covering the entire City, portions of which may be proposed to be classified in different zones.

§ 164-177 **Filing application.**

A. Who may file.

(1) Text amendments. An application for an amendment of the text of this chapter may be filed by an interested party or any officer, department, board, commission or bureau of the City.

(2) Local amendments. An application for a local amendment to the Zoning Map may be made by any governmental agency as outlined in Subsection **A** or by any person with a financial, contractual or proprietary interest in the property to be affected by the proposed amendment.

(3) Sectional and comprehensive amendments. An application for a sectional or comprehensive map amendment may be made only by the Commission or the Mayor and Council.

B. Signature of applicant. All applications shall be signed by the applicant and shall state his name and address.

§ 164-178 **Acceptance of application.**

A. An application for a local map amendment shall not be accepted for filing by the Zoning Administrator if the application is for the reclassification of the whole or any part of land, the reclassification of which has been denied by the Common Council on the merits within 12 months from the date of the decision of the Common Council or the date of the last judicial decision upholding the decision of the Common Council.

B. An application for a local map amendment shall not be accepted for filing by the Zoning Administrator if the application fails to conform to any of the applicable requirements of this chapter.

§ 164-179 **Filing fees.**

A. An application for a text amendment or for a local map amendment shall not be accepted for filing unless it is in the form provided herein and is accompanied by a receipt from the City Treasurer showing payment to the City of the applicable filing fee.

B. The Mayor and Common Council shall adopt filing fees as provided in the General Fee Ordinance.[1]
[Amended 11-24-2008 by Ord. No. 792]
[1] *Editor's Note: See Ch.* ***A175****, Fees, Art.* ***I****, General Fees.*

C. The filing fee requirements of this section do not apply to the governmental agencies described in § **164-177A(1)**.

D. Once paid, no filing fee shall be refunded unless the application is withdrawn prior to its advertising for hearing has been ordered, in which event 3/4 of the fee shall be refunded.

ordered, in which event 3/4 of the fee shall be refunded.

§ 164-180 **Contents of application.**

A. Local map amendments. An application for a local map amendment shall be in such form as the Zoning Administrator may prescribe and shall include the following:

(1) A written statement specifying:

(a) The street number, if any, of the land proposed to be reclassified or, if none, the location with respect to nearby public roads.

(b) A description by metes and bounds, courses and distances of the land or, if the boundaries conform to lot boundaries within a subdivision for which a plat is recorded in the land records of the county, then the lot, block and subdivision designations with appropriate plat reference.

(c) The present zoning classification of the land, the proposed classification and the alternative classification, if any.

(d) The name and address of the owner of the land.

(e) The area of the land proposed to be reclassified, stated in square feet if less than one acre and in acres if one or more.

(f) The application number and the date of the application of and the action taken on all prior applications filed within three years previously for the reclassification of the whole or any part of the land proposed to be reclassified.

(2) An identification plat prepared by a civil engineer, surveyor or other competent person and certified thereon by him to be correct and in conformity with this subsection, showing by metes and bounds, courses and distances the land proposed to be reclassified or, if the boundaries conform to lot boundaries within a subdivision for which a plat is recorded among the land records of the county, then a copy of such plat, with the land proposed to be reclassified appearing in a color distinctive from that of other land shown on the plat.

B. Sectional and comprehensive amendments. An application for a sectional or comprehensive amendment shall be in such form as the Zoning Administrator may prescribe.

C. Text amendments. An application for an amendment to the text of this chapter shall be in such form as the Zoning Administrator may prescribe but shall include the new text which is proposed to be added and the existing text which is proposed to be deleted.

§ 164-181 **Changes to application.**

After acceptance for filing, an application for a local map amendment shall not be modified or amended as to the area proposed to be reclassified or as to the class of zone requested.

§ 164-182 **Map amendment sign.**

A. Erection of sign. Not less than 20 days before the hearing date on an application for a local map amendment, the Zoning Administrator shall erect a sign on the land proposed to be reclassified. The sign shall be erected within 10 feet of whatever boundary line of such land abuts the most traveled public road and, if no public road abuts thereon, then facing in such manner as may be most readily seen by the public. The sign shall contain such information as the Zoning Administrator may require, including the time, place and purpose of the hearing.

B. Removal of or tampering with sign. It shall be unlawful for anyone except the Zoning Administrator to remove or tamper with the sign erected under this section during the period it is required to be maintained.

C. Affidavit. At the hearing on any application for a local amendment to the Zoning Map or within 10 days thereafter, the applicant shall file an affidavit stating that the sign required by this section was continuously maintained in accordance with the requirements thereof through the date of the last hearing on such application. If such sign was not continuously maintained, such affidavit shall be sufficient if it states that following erection of such sign the property was inspected at least once per week and that on each and every occasion through the date of the affidavit such sign was found to be in place

or, in the event that such sign was damaged, destroyed or removed, that such sign was repaired or replaced within five days of the inspection which resulted in discovery of the damage to or destruction or removal of such sign.

§ 164-183 Referral of application to Planning Commission or Historic District Commission.

[Amended 1-25-1993 by Ord. No. 568]

A. Within a reasonable time after accepting for filing any application for the amendments provided in § **164-176**, except those regarding the Historic District Zone, the Zoning Administrator shall refer a copy thereof to the Commission for its study and recommendations and notify the Commission of the hearing date of the application. The Commission shall thereupon promptly submit a report and recommendation prior to the hearing date to the Zoning Administrator, which shall be incorporated in the application file and thereafter be considered as a part of the record on the application.

B. Within a reasonable time after accepting for filing any application for the Historic District Zone, the Zoning Administrator shall refer a copy thereof to the Historic District Commission for its study and recommendations and notify the Historic District Commission of the hearing date of the application. The Historic District Commission shall thereupon promptly submit a report and recommendation prior to the hearing date to the Zoning Administrator, which shall be incorporated in the application file and thereafter be considered as a part of the record on the application.

§ 164-184 Hearing examiners.

A. The Mayor and Common Council may appoint such full- or part-time hearing examiners as in its discretion may be deemed necessary and appropriate and may delegate to such hearing examiner or examiners the power to hold and conduct public hearings in the manner and subject to such rules and regulations as may be provided by the Mayor and Common Council.

B. The hearing examiner or examiners shall be appointed for such terms of office, shall be possessed of such qualifications and shall receive such compensation as may be provided by the Mayor and Common Council.

C. Any such hearing examiner is hereby authorized to issue subpoenas to compel attendance of witnesses and production of documents at any public hearing and to administer oaths to witnesses appearing before the examiner.

D. The hearing examiner shall promptly render a written report and recommendation on each application heard after the record of the hearing is closed.

E. The hearing examiner may recommend rules and regulations regarding the conduct of public hearings and other functions of the hearing examiner.

F. The hearing examiner may perform such other tasks and duties as the Mayor and Common Council from time to time may assign.

G. Concurrently with the transmittal to the Mayor and Common Council, copies of the hearing examiner's report shall be mailed to the applicant, the Commission and to all persons and associations entering an appearance at the hearing as evidenced by the hearing transcript.

§ 164-185 Hearing procedures.

A. Notice of hearing.

(1) Within 120 days of accepting any application for the amendments provided in § **164-177** for filing, the Zoning Administrator shall set the application for hearing at a specified date, time and place and shall cause to be published in at least one newspaper of general circulation in the county, once each week for two successive weeks, notice of the public hearing on such application, stating the application number, date, time and place of hearing and containing the following:

(a) A summary of the amendment, if a text amendment.

(b) The location of the property, its area, name of owner, change of classification or two alternative classifications applied for and the application number, if a local map amendment.

(c) The designation of the area covered, if a sectional or district zoning plan map amendment, and the place where copies of the map or maps and the application may be examined. The first publication of notice shall appear at least 15 days prior to the hearing.

(2) Additionally, at least 15 days prior to the hearing on any application for a local amendment to the Zoning Map, the Zoning Administrator shall send a written notice of such hearing by regular mail, postage prepaid, to the owners of all real property immediately adjacent to the property which is the subject of such application.

(3) The Zoning Administrator shall notify the applicant and the Commission by mail of the date, time and place of hearing. The date of hearing shall not be less than 20 days following the newspaper publication of the notice.

(4) All application files in the custody of the Zoning Administrator shall be open to public inspection during regular office hours. Such files shall not be removed from the Zoning Administrator's office or inspected therein at other times by any person, except that such files may be removed from such office or inspected therein at other times by any person pursuant to court order or by the Mayor and Common Council, by the City Attorney or by the hearing examiner.

B. Availability of evidence prior to hearing. The Mayor and Common Council may prescribe regulations pertaining to the submission of documentary evidence into the record of any application prior to the advertised hearing date for such application.

C. Conduct of hearing. Any interested person shall have the right to submit oral or written testimony or documentary evidence into the record at the hearing of any application subject to the regulations adopted under Subsection **B** of this section. There shall be a complete record of the testimony at the hearing with all exhibits admitted at the hearing, including the application, which shall promptly be incorporated by the Zoning Administrator in the application file and shall be considered a part of the record on the application. The Zoning Map and any sectional or district zoning highway plan map adopted by the Commission for the area within which lies the land proposed to be reclassified shall be considered a part of record on the application. Evidence which is immaterial, irrelevant or unduly repetitious may be excluded. The hearing may be adjourned from time to time to a date certain on public announcement at the hearing of the earliest practicable date, time and place for resumption of the hearing.

D. Receipt of recommendations. No hearing shall be conducted prior to receipt by the Zoning Administrator of the report and recommendations of the Commission.

E. Requests for postponement. Requests for postponement of a scheduled hearing shall be filed, in writing, with the Zoning Administrator not less than 10 days prior to the date of hearing and shall be accompanied by a sum of money sufficient to pay the cost of advertising the postponement and the rescheduled hearing. The granting of such requests shall be at the discretion of the President of the Common Council.

F. Late filing of request. Requests for postponement filed later than 10 days prior to the date of a scheduled hearing shall, in addition to the other requirements set forth in Subsection **E**, be supported by an affidavit of the party making the request or of some other creditable person. The granting of such request shall be at the discretion of the Common Council, in cases of extreme hardship, or upon good cause shown.

G. Readvertisement. The Common Council may, upon its own initiative, postpone a scheduled hearing at any time, but shall readvertise the new hearing date in accordance with § **164-185**.

§ 164-186 **Action on application.**

[Amended 7-8-2002 by Ord. No. 679]

A. An application for a map amendment shall be decided on the basis of the evidence of record, provided that any application heard by a hearing examiner may be decided solely on the basis of the hearing examiner's report.

B. In the event that an application is heard by an examiner, within 10 days after transmittal of the examiner's report, any person who or association which appeared and participated in person, in writing or by counsel at the hearing before the examiner or any person who would be aggrieved by any decision of the Common Council may request, in writing, an opportunity to present oral argument before the Common Council prior to its rendering a decision. The Common Council may, in its discretion, grant or deny such request. Thereafter, it shall either decide the application or remand it to the examiner for clarification or the taking of additional evidence, if deemed appropriate.

C. An application for text or map amendment shall be either approved or denied on the merits or denied for want of the necessary total of affirmative votes as provided in § 164-187 or dismissed or allowed to be withdrawn. The Common Council may dismiss any such application if it finds that the application does not conform to any stated procedural requirements of this article or that the application is not acceptable for filing because of being filed within the time limitations of § 164-178 or that the application is frivolous or filed for purposes of harassment. The Common Council may allow an applicant to withdraw his application for a local map amendment at any time, provided that if the request for withdrawal is made after publication of the notice of hearing, no application for the reclassification of all or any part of the land which is the subject of the application shall be allowed within the time limitations set forth in § 164-178 following the date of the action of the Common Council approving such withdrawal, unless such action allowing withdrawal or subsequent resolution specifies that the time limitation shall not apply. An application for a sectional or district plan map amendment shall be approved, with such modification as the Common Council deems appropriate, as a map amendment with the force and effect of law or shall be denied.

D. Action shall be taken upon an application heard by the Common Council within 90 days after the record has been closed. Action shall be taken upon an application heard by a hearing examiner within 90 days after the Council receives the examiner's report.

E. No application for a local map amendment shall be approved for a zone other than applied for, or, if application is made for two alternative zones, the application shall not be approved for a zone other than one of the two applied for.

F. No application for a local map amendment shall be approved for a greater area than that applied for, but an application may be approved for a smaller area than that applied for if the reclassification of such small area is supported by the evidence of record and if such smaller area is accurately delineated in the record.

G. Any area reclassified by a local or a sectional or district plan map amendment shall exclude and be held to exclude any portion of the area which lies in the bed of a road, street, alley or transit route or facility, whether existing or proposed on a plan adopted by the Commission or Common Council.

§ 164-186.1 Action on application with additional restrictions, conditions or limitations.

[Added 7-8-2002 by Ord. No. 679]

A. Upon the zoning or rezoning of any land or lands pursuant to the provisions of this chapter, the Common Council may impose any additional restrictions, conditions, or limitations that the Common Council considers appropriate to preserve, improve, or protect the general character and design of:

(1) The lands and improvements being zoned or rezoned; or

(2) The surrounding for adjacent lands and improvements.

B. Upon the zoning or rezoning of any land or lands pursuant to the provisions of this chapter, the Common Council may retain or reserve the power to approve or disapprove the design of buildings, construction, landscaping, or other improvements, alterations, and changes made or to be made on the land being zoned or rezoned to assure conformity with the intent and purpose of Article 66B of the Annotated Code of Maryland and of this Zoning Ordinance.

C. Additional restrictions, conditions, or limitations may be originated by the applicant, by the Commission, or by the Common Council. However, the published notice of hearing and, where appropriate, posted notice of hearing must include not only the nature of the requested zoning or rezoning and the time, place and date of hearing, but also the general nature and the extent of restrictions, conditions, or limitations imposed upon the zoning or rezoning requested.

D. In no case shall any restrictions, conditions, or limitations waive or lessen the requirements of or prohibit uses allowed in the approved zone.

E. In the event that any restrictions, conditions, or limitations beyond those contained in the public notice of hearing are sought to be imposed, a new notice containing such proposed additional restrictions, conditions, or limitations shall be published in the same manner as otherwise provided for public hearings and another public hearing shall be conducted by the Common Council thereon. In considering said restrictions, conditions, or limitations, the Common Council may obtain an

additional recommendation from the Commission.

F. In addition to any other remedies provided by law, any violation of any restrictions, conditions, or limitations placed upon a zoning or rezoning under this section shall be deemed a violation of this chapter and shall be punishable under the provisions of § 164-159. Further, the Common Council may in its discretion impose a further condition that a violation of all or any such restrictions, conditions, or limitations may automatically void the zoning or rezoning granted, causing the property involved to revert to its former zoning classification.

§ 164-187 **Decision by Common Council.**

A. On any application for a local map or sectional map, the Common Council shall adopt written decisions which shall contain findings of fact in each specific case, including but not limited to the following matters: the purpose of this chapter, population change, availability of public facilities, present and future transportation patterns, compatibility with existing and proposed development for the area, the recommendation of the Commission and the relationship of such proposed amendment to the City's plan; and may grant the amendment based upon a finding that there was a substantial change in the character of the neighborhood where the property is located or that there was a mistake in the existing zoning classification. A complete record of the votes of the Common Council shall be kept.

B. Each member of the Common Council shall have one vote on all zoning decisions. A majority of affirmative votes shall be necessary to adopt a decision granting an application for a map or text amendment, except as provided in the Charter of the City of Westminster as it exists on the date of the enactment of this chapter or as it may thereafter be amended. If the necessary total of affirmative votes as herein provided shall fail to be achieved for any reason, the application shall be held to be denied; no decision need be adopted for such denial, and the minutes shall so reflect the denial for want of the necessary affirmative vote total. Any such denial for want of the necessary total of affirmative votes shall not be subject to the time limitation set forth in § 164-178. A copy of the decision shall be filed in the application record, and a copy shall be promptly mailed by the Zoning Administrator to the applicant, the Commission and to all parties to the proceeding before the Common Council as shown by the hearing transcript.

C. The decision of the Common Council on any application for a local map or sectional map text amendment shall be final. The time for appeal from a final decision of the Common Council, including a denial for want of the necessary total of affirmative votes as set forth in § 164-186, shall begin to run from the date of the decision or from the date the application was denied for want of the necessary total of affirmative votes.

D. Any decision by the Common Council on an application for a local map, sectional map or text amendment shall not become effective until 10 days after the conduct of the public hearing held on said application.

E. A member of the Common Council shall not consider any ex parte or private communication from any person, whether oral or written, which he knows is or reasonably may be intended to influence unlawfully the decision on the merits of any application pending before the Common Council. Any such ex parte or private communication received and considered shall be made part of the public record by the recipient and, if made orally, shall be written down in substance for this purpose by the recipient. A communication to the Common Council concerning the status or procedures of a pending matter shall not be considered an ex parte or private communication. Alternately, upon receipt of such ex parte or private communication, a member of the Common Council may abstain from participating in the decision. This subsection shall not apply to legal advice rendered by the City Attorney or his staff and shall not apply to technical advice or explanation by governmental agencies at the request of a member or members of Common Council.

§ 164-188 **Planned development.**

A. The Commission shall determine whether any development of land is or is not in substantial accordance with an approved development plan or an approved amended development plan, and the party implementing an approved development plan or an approved amended development plan must obtain a determination by the Commission as to whether or not a proposed undertaking is in substantial accordance with an approved development plan or an approved amended development plan.

B. In order to assist in achieving the flexibility of design needed for the implementation of the purposes of certain planned development zones, a development plan must be submitted as a part of the application for reclassification of land to the planned development zones set forth in Articles XIA, XII, XIII and XIV of this chapter. Approval of the application for rezoning must include explicit approval of a development plan. Development of land must be in substantial accordance with an approved development plan or an approved amended development plan. Modification of road alignments, unit types or site

planning designs which do not increase the approved density of the project shall not constitute a substantial change in the development plan unless the Commission considers such a change to have an adverse impact on the adjacent properties or general character of the approved development plan.
[Amended 9-25-2000 by Ord. No. 638]

C. The application process for all planned developments shall follow the same process, whether they are divided into multiple phases or not. The process will consist of three stages: rezoning (development plan approval), subdivision (culminating with the final plat) and building permit (site plan approval). In the event that the development includes multiple phases, separate applications for subdivision and building permit will be required for each separate development phase.

D. All development plans and amendments thereto shall be prepared by and certified by a licensed architect, landscape architect or registered civil engineer.

E. A development plan shall be prepared, taking into consideration the following standards and design criteria, and shall reflect compliance with the standards and criteria:

(1) In residential areas of planned developments, units shall be arranged and distributed so that higher densities are not unreasonably and disproportionately concentrated in areas of open space, single-family and semidetached dwellings or so located as to concentrate traffic on minor residential streets.

(2) Interior and exterior roads shall provide safe and adequate links among areas in the development and to areas outside of the development. Sufficient ingress and egress shall be provided to accommodate the projected traffic flow.

(3) All planned developments shall be provided with water and sewage facilities sufficient to meet project needs for the development.

(4) All planned developments shall comply with the landscape manual of the City of Westminster adopted pursuant to **§ 164-131.1**.
[Added 3-22-1993 by Ord. No. 553]

F. The development plan shall clearly indicate how the proposed development would meet the standards and purposes of the zone applied for. The development plan shall include the following:

(1) The location, acreage and density calculations for each zone.

(2) The location, acreage and gross leasable area of all other nonresidential uses, including open space.

(3) The location and dimensions, to include right-of-way and pavement widths, for all proposed roads.

(4) Conceptual site plans for all buildings and parking areas, including schematic single-family and multifamily layouts.

(5) A preliminary utility master plan showing the layout of water and sanitary storm sewer mains.

(6) The phasing plan, in the event of more than one phase.

(7) Evidence of approval of other agencies to assure the adequacy of those aspects of the plan pertinent to the respective department, commission or office. These agencies may include, among others, the Health Department, State Highway Administration, Carroll County Department of Public Works, Carroll County Planning Commission and Carroll County Board of Education.

(8) Proof that the owners and/or applicants for any planned development are financially able to complete the proposed development and that they intend to start construction within 18 months of the Commission's approval.

G. Submission requirements for supplements to the development plan shall include the following information:

(1) A property map describing the boundary and total acreage of the proposed project.

(2) Topography of the project area at five-foot-contour intervals with identification of all slopes in excess of 25%.

(3) One-hundred-year floodplain area, bodies of water and watercourses.

(4) Easements and public rights-of-way.

(5) Existing utilities.

(6) Vegetation, including existing trees.

(7) Adjacent land use and zoning.

(8) Existing public and private roads.

(9) Existing structures.

(10) The names of all abutting property owners.

(11) A soil map.

(12) A map showing the relationship of the site to the surrounding area.

(13) The relationship, if any, of the development program to the City's capital improvements program.

(14) Other information, drawings or models required by the Commission, the hearing examiner or the Common Council as being necessary for evaluation of such plan of development or additional information which the applicant may deem necessary to support the application.

H. All development plans and proposed amendments to development plans shall be subjected to review and recommendation comments by the Commission of the City in accordance with the following process:

(1) The Commission shall consider whether a rezoning application and an accompanying development plan fulfill the purposes and requirements of the applicable zone and shall recommend approval, approval with recommended modifications or disapproval thereof to the Common Council, particularly considering, in regard to the development plan, those matters which the Common Council must consider in acting upon the rezoning application.

(2) In reviewing a development plan, the Commission shall give consideration to:

(a) The purpose and objectives of the requested zonal district and the planned development.

(b) Compliance with the standards and design criteria for a planned development.

(c) Any other considerations relating to the location, size and specific character of the site deemed appropriate by the Commission having a substantial bearing on achieving maximum safety, convenience and environmental and amenity qualities for the development and its residents or users.

(d) The Comprehensive Development Plan.

(3) The material required to be filed as or with a development plan may be presented to the Commission and its staff in an informal presentation for informal comment and recommendations by the Commission and its staff.

(4) Upon the receipt of informal comment and recommendations by the Commission and its staff, the development plan, with any changes or alterations, will be formally presented in a public hearing before the Commission.

(5) Following the public hearing on a development plan, the Commission shall submit its written decision on the plan to the applicant to approve, approve with modifications or disapprove the plan within 45 days of the date of the hearing.

(6) The Planning Commission shall also submit its written decision on the development plan to the hearing examiner, if any, and the Common Council for inclusion in the record of the rezoning application of which the plan is a part.

(7) The decision of the Commission on a development plan shall be considered by the hearing examiner, if any, and the Common Council in considering all rezoning applications which require development plans.

I. The hearing examiner or Council shall consider the development plan as a part of the application for rezoning for the

purposes of conducting the required public hearing on rezoning applications and preparing the examiner's report and recommendation on a rezoning application to the Council. The hearing examiner or Council shall not conduct a public hearing on a rezoning application which includes a development plan until after receipt of the decision of the Commission on said plan.

J. In considering a rezoning application which includes a development plan, the Common Council shall consider whether the application and the development plan fulfill the purposes and requirements set forth in this chapter. In so doing, the Common Council shall make the following specific findings, in addition to any other findings which may be found to be necessary and appropriate to the evaluation of the proposed reclassification:

(1) That the zone applied for is in substantial compliance with the use and density indicated by the Master Plan or sector plan and that it does not conflict with the general plan, the City's capital improvements program or other applicable City plans and policies.

(2) That the proposed development would comply with the purposes, standards and regulations of the zone as set forth in Articles **II** through **XV**, would provide for the maximum safety, convenience and amenity of the residents of the development and would be compatible with adjacent development.

(3) That the proposed vehicular and pedestrian circulation systems are adequate and efficient.

(4) That by its design, by minimizing grading and by other means, the proposed development would tend to prevent erosion of the soil and to preserve natural vegetation and other natural features of the site.

(5) That any proposals, including restrictions, agreements or other documents, which show the ownership and method of assuring perpetual maintenance of those areas, if any, that are intended to be used for recreational or other common or quasi-public purposes, are adequate and sufficient.

(6) That the submitted development plan is in accord with all pertinent statutory requirements and is or is not approved. Disapproval of a development plan by the Common Council shall result in a denial of the rezoning application of which the development plan is a part.

K. An approved development plan may be amended, upon the application by the developer of a planned development, by the Council. Any application for an amendment to an approved development plan shall be filed with the Commission and shall be subject to all the procedures, hearings and requirements contained in this chapter which pertain to development plans. An amendment to an approved development plan shall not involve a change in zoning or the area zoned. The Common Council shall approve or disapprove the application for amendment of an approved development plan.

L. Development and construction of all planned developments must be in accordance with the provisions of an approved development plan or approved amended development plan.

M. Following approval of the development plan, the applicant shall then submit plans for subdivision (final plat) and building permits for each separate phase of the planned development. The procedure for such submissions shall follow the requirements for subdivision of land as defined in Article **XXIV**.

N. The subsequent approval of such subdivision plans and building permits shall require Common Council approval only in the event that such submissions deviate materially from the approved development plan.

O. An approved development plan or amendment thereto shall remain valid for a period of 24 months following the expiration of all applicable appeal periods. In the event of an appeal to a court affecting the development plan, the time limitation under this subsection shall run from the decision date of the court making final determination of the appeal. If at the end of that twenty-four-month period site plan approval, including any required subdivision plan approval, has not been obtained and construction has not begun, the development plan shall be considered void unless the Council approves a petition for an extension of time submitted by the applicant, his successor or assigns for an extension not to exceed 12 months. This subsection shall not apply to a development plan approved on or before the effective date of this section.

§ 164-189 **Other conditions.**

A. The Common Council may impose additional restrictions, conditions or limitations upon the grant of any application for a local amendment to the Zoning Map amendment pursuant to the provisions of § **164-186E.**[1]

[1] *Editor's Note: Former § 164-186E, regarding the rezoning of land, referred to herein was deleted by Ord. No. 679, which amended*

*§ **164-186** in its entirety. For similar provisions, see now § **164-186.1**, Action on application with additional restrictions, conditions or limitations.*

B. If the decision of the Common Council is to grant a local amendment application with conditions, it shall adopt a decision proposing the restrictions, conditions or limitations upon which such application is to be granted.

C. The Common Council shall thereafter hold a public hearing on such proposed conditions, notice of which shall be given as in the case of an original local amendment application, and in writing by first class mail, to any person who has registered an appearance, in writing, prior to the adoption of such resolution.

D. Following such public hearing on the proposed conditions, the Common Council may adopt a decision granting the application with the additional restrictions, conditions or limitations contained in or such modifications thereof as are not substantially different therefrom. Upon the adoption of such ordinance, the letter and number of the classification of such property on the Zoning Map shall be followed by the letter "C" to designate the zoning classification as conditional. Such decision shall be subject to judicial review under § 164-190.

§ 164-190 **Appeals from Common Council.**

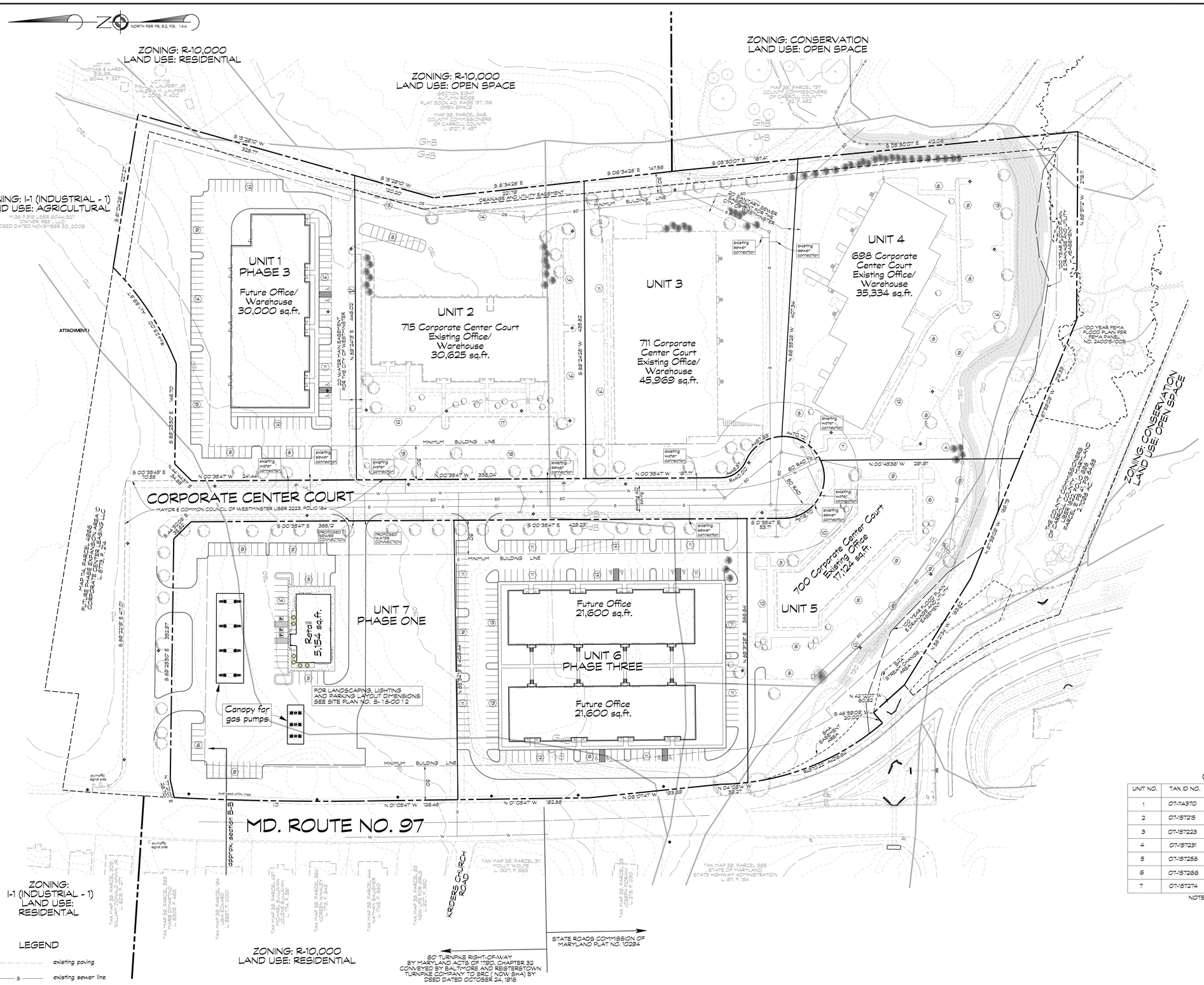
A. Who may appeal; procedure. Any persons, jointly or severally, aggrieved by any decision of the Common Council or any taxpayer or any officer, department, Board or bureau of the City may appeal the same to the Circuit Court for Carroll County. Such appeal shall be taken in accordance with the Maryland Rules as set forth in Chapter 1100, Subtitle B.

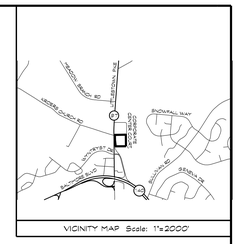
B. Hearing; additional testimony. If, upon the hearing, it shall appear to the Court that testimony is necessary for the proper disposition of the matter, it may take evidence or appoint a referee to take such evidence as it may direct and report the same to the Court with his findings of fact and conclusions of law, which shall constitute part of the proceedings upon which the determination of the Court shall be made.

C. Costs not allowed against Common Council; exception. Costs shall not be allowed against the Common Council unless it shall appear to the Circuit Court that it acted with gross negligence or in bad faith or with malice in making the decision appealed from.

D. Issues under section have preference. All issues in any proceeding under this section shall have preference over all other civil actions and proceedings.

E. Decision of Circuit Court; appeal to Court of Special Appeals; costs. Upon its determination of the case, the Circuit Court shall file a formal order embodying its final decision. An appeal may be taken to the Court of Special Appeals, during the period and in the manner prescribed by the Maryland Rules, from any decision of the Circuit Court. In such cases, the award of costs shall be subject to the discretion of the Court of Special Appeals.





DEVELOPMENT NOTES:

1. OWNERSHIP:
   OWNER: CORPORATE CENTER LEASING LLC
   DEED REFERENCE: L. 2425, F. 101
   DATE: JULY 27, 2000
   GRANTOR: NATIONAL INSTRUMENT CO.
2. THIS SITE IS SERVED BY CITY OF WESTMINSTER PUBLIC SEWER AND WATER.
3. THE BOUNDARY SHOWN HEREON IS FROM A BOUNDARY SURVEY BY KIDDE CONSULTANTS, INC. DATED 1990. BEARINGS AND DISTANCES SHOWN HEREON ARE FROM SHEET 1-9, SECOND AMENDED PLAT OF FUTURE PHASE EXPANSION AREA 'A', CONDOMINIUM SUBDIVISION OF CARROLL COUNTY COMMERCE CENTER, LAND CONDOMINIUM PHASE 1 RECORDED IN PLATBOOK 52, PAGES 144 THRU 152
4. THE TOPOGRAPHY SHOWN HEREON IS FROM CARROLL COUNTY GIS 2015 TOPOGRAPHY.
5. EXISTING ZONING: PI - PLANNED INDUSTRIAL ZONE
6. THE DEVELOPMENT IS LOCATED IN THE MEDICAL CANNABIS PURSUANT TO THE CITY OF WESTMINSTER ZONING ORDINANCE ARTICLE XVA
7. MINIMUM YARD REQUIREMENTS:
   FRONT YARD: 50'
   SIDE YARD: 30'
   REAR YARD: 30'
8. TRASH REMOVAL SHALL BE IN COMPLIANCE WITH THE CITY OF WESTMINSTER CODE AND OTHER APPLICABLE DEVELOPMENT REQUIREMENTS. TRASH REMOVAL SHALL BE PROVIDED BY PRIVATE CONTRACTS
9. ALL CONSTRUCTION ON THIS PLAN SHALL BE IN ACCORDANCE WITH THE CITY OF WESTMINSTER, CARROLL COUNTY AND STATE REGULATIONS AND CODE REQUIREMENTS.
10. LOCATION OF EXISTING UTILITES SHOWN ARE APPROXIMATE LOCATIONS. CONTRACTOR SHALL VERIFY THE UTILITIES LOCATIONS AND ELEVATIONS.
11. COMPLETE LANDSCAPING AND LIGHTING PLANS SHALL BE REQUIRED AS PART OF THE SITE PLAN SUBMITTALS AND SHALL BE REVIEWED AND APPROVED BY THE CITY OF WESTMINSTER PLANNING AND ZONING COMMISSION IN ACCORDANCE WITH THE CITY OF WESTMINSTER CODE.

DATA TABULATIONS:

UNITS 1-7 = 24.8427 ACRES
FUTURE PHASE EXPANSION AREA 'C' = 1.6112 ACRES
CITY OF WESTMINSTER (L. 2223, F. 184) = 2.2074 ACRES
PARCEL E (CARROLL CO. COMMISSIONERS L. 1822, F. 698) = 2.7098 ACRES
TOTAL AREA OF DEVELOPMENT PLAN = 31.0711 ACRES

BUILDING TABULATIONS:

TOTAL AREA OF DEVELOPMENT PLAN: 31.0711 ACRES
MAXIMUM ALLOWABLE BUILDING COVERAGE : 40%
MAXIMUM ALLOWABLE BUILDING COVERAGE: 12.4284 ACRES
TOTAL BUILDING COVERAGE PROVIDED: 207,406 SQ.FT.
% OF BUILDING COVERAGE: 15.3 % COVERAGE

RETAIL USE:

1.746 ACRES, CONSTITUTING 5.619% OF ALLOWABLE MAXIMUM RETAIL ON SITE PER CITY CODE SECTION 164-75(D)

PARKING TABULATIONS:

WAREHOUSE SPACE: 84,755 @ 1 SPACE/ 1000 SQ.FT. = 85 PARKING SPACES
OFFICE SPACE: 117,487 @ 1 SPACE/ 250 SQ.FT. = 470 PARKING SPACES
RETAIL SPACE: 5,154 @ 1 SPACE/ 250 SQ.FT. = 21 PARKING SPACES.
TOTAL PARKING SPACES REQUIRED: 576

EXISTING PARKING SPACES: 381
PROPOSED PARKING SPACES: 337
TOTAL PARKING SPACES PROVIDED: 718

CONDOMINIUM UNIT INFORMATION:

UNIT NO.	TAX ID NO.	ADDRESS OF BUILDING	ACREAGE OF UNIT	SQUARE FOOTAGE OF BUILDING	USE OF BUILDING	WATER (GPD)
1	07-114370	NONE ASSIGNED	3.4125	30,000	OFFICE/ WAREHOUSE	
2	07-157215	715 CORPORATE CENTER COURT	3.2857	30,625	OFFICE/ WAREHOUSE	1650
3	07-157223	711 CORPORATE CENTER COURT	3.0234	45,969	OFFICE/ WAREHOUSE	SEE NOTE (1)
4	07-157231	698 CORPORATE CENTER COURT	4.2189	35,334	OFFICE/ WAREHOUSE	261
5	07-157258	700 CORPORATE CENTER COURT	2.7605	17,124	OFFICE	SEE NOTE (1)
6	07-157266	NONE ASSIGNED	3.9417	43,200	OFFICE	
7	07-157274	NONE ASSIGNED	3.9880	5,154	RETAIL	

NOTE (1): THIS SITE WAS INCORPORATED IN THE BACKGROUND STUDY THAT FORMED THE CITY OF WESTMINSTER'S WATER AND SEWER ALLOCATION POLICY 2018-2024 AND THEREFORE IS SERVED BY WATER AND HAS A WATER ALLOCATION.

OWNER / DEVELOPER
CORPORATE CENTER LEASING, LLC
C/O LEE CHESAPEAKE MANAGEMENT LLC
860) LABALLE ROAD
SUITE 204
TOWSON, MARYLAND 21286

ENGINEER
I HEREBY CERTIFY THAT THESE CONSTRUCTION DRAWINGS AND ASSOCIATES COMPUTATIONS WERE PREPARED BY ME OR UNDER MY SUPERVISION AND COMPLY WITH ALL APPLICABLE STANDARDS AND REGULATIONS OF THE CITY OF WESTMINSTER. I HAVE REVIEWED THESE DOCUMENTS WITH THE OWNER/DEVELOPER.

BRIAN E. WAGNER P.E.
MARYLAND REGISTRATION NO: 51083

BRIAN E. WAGNER P.E. DATE

OWNER

I/WE HEREBY CERTIFY THAT ALL PROPOSED WORK SHOWN ON THESE CONSTRUCTION DRAWINGS HAS BEEN REVIEWED BY ME/US AND THAT I/WE FULLY UNDERSTAND WHAT IS NECESSARY TO ACCOMPLISH THIS WORK AND THAT THE WORK WILL BE CONDUCTED IN STRICT ACCORDANCE WITH THESE PLANS. I/WE ALSO UNDERSTAND THAT ANY CHANGES TO THESE PLANS WILL REQUIRE AN AMENDED PLAN TO BE REVIEWED AND APPROVED BY THE CITY OF WESTMINSTER PLANNING AND ZONING COMMISSION BEFORE ANY CHANGE IN THE WORK IS MADE.

OWNER DATE

CITY OF WESTMINSTER, MAYOR
MAYOR:_____ DATE:_____

CITY OF WESTMINSTER,
PLANNING AND ZONING COMMISSION
APPROVED: _____ DATE:_____

CITY OF WESTMINSTER, DIRECTOR OF PLANNING,
ZONING & DEVELOPMENT
APPROVED: _____ DATE:_____

CITY OF WESTMINSTER, DIRECTOR OF PUBLIC WORKS
APPROVED:_____ DATE:_____

ATTACHMENT 2

2nd AMENDED DEVELOPMENT PLAN

CARROLL COUNTY COMMERCE CENTER

7th ELECTION DISTRICT * CARROLL COUNTY, MD
TAX MAP: 114 * BLOCK: 24 * PARCEL: 4986

CLSI Engineers • Surveyors • Land Planning & Environmental Consultants
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439 East Main Street Westminster, MD. 21157-5539
(410) 848-1780 FAX (410) 848-1781
Brian E. Wagner, P.E.

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THIS DOCUMENT WAS PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND. LICENSE NO. 51083, EXPIRATION DATE: JUNE 7, 2021

Date	Revisions	Drawn By: LDA
7/20/2020	revd per city of westminster memo dated July 9 and email dated July 17	Designed By:
		Reviewed By:
		Date: MAY 12, 2020
		Scale: 1"=50'
		Job No.: 881870
		Sheet: 1 OF 1

County File No.

CAD Drawing File Name:
W-7/23/2020 4:20:49 PM-G:\881881570\DEVELOPMENT PLAN\SHEET(01) DEV PLAN.dgn-Default

2009 COMPREHENSIVE PLAN

Transportation

2009

CITY OF WESTMINSTER

ATTACHMENT 3

What is the Transportation Element?

At the 1997 session, the General Assembly passed five pieces of legislation and budget initiatives known collectively as "Smart Growth." Maryland has adopted the principles of Smart Growth to be incorporated into the Comprehensive Plan.

The following Smart Growth principle relates to the Transportation Element:

Facilitate an adequate mix of transportation modes

- To reduce traffic congestion throughout the City
- To coordinate land use and transportation
- To create resiliency, and connectivity within the City road networks
- To ensure connectivity between pedestrian, bike, transit, and road facilities

Revitalize existing neighborhoods into safe, walkable, and livable communities

- To mix land uses and build compactly, thus reducing trips and make walking a more viable alternative
- To create a streetscape that better serves a range of users (pedestrians, bicyclists, and automobiles)
- To balance streets and sidewalks in order to encourage walkability

State Planning Vision found in this Element

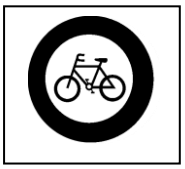
Transportation - A well-maintained, multimodal transportation system facilitates the safe, convenient, affordable, and efficient movement of people, goods and services

Community Vision for Transportation

According to the 2008 Community Survey, Westminster drivers are concerned with the difficulties they encounter turning on and off roads due to issues with visibility or merging. Some residents suggested that the City should consider the addition of lanes, roundabouts, or left turn signals. A second challenge with driving in Westminster is the high volume of traffic. Residents describe traffic to be an issue on Route 140 during commuting times in the early morning or early evening because of the high number of commuters that leave Westminster everyday to work outside of Carroll County.

From the timing to the synchronization, residents listed challenges with traffic lights throughout Westminster. In some cases, it is not the use of a traffic light, but rather the lack of a traffic light that most concerned residents. Residents would like to see the addition of traffic lights at certain difficult intersections.

Driving is not the only form of travel for residents of Westminster. Many residents choose walking or biking to get around the City. About 14% of residents are dissatisfied with the ease of pedestrian travel, and almost 17% are dissatisfied with the ease of traveling by bicycle. Residents would like improvements to sidewalks, the addition of walking/biking trails, and the enforcement of crosswalks in order to improve pedestrian or bike accessibility.



Part 1: Transportation Infrastructure

Transportation is increasingly the most complex issue faced by State and local governments. The movement of people, goods and services is crucial to the economic and social vitality of any community. The transportation network in and around Westminster provides access for people and products to small local markets, as well as large metropolitan areas. The Westminster transportation system affords its residents the opportunity to work in the larger employment centers, while residing in a community that has an established high quality of life. As Westminster and Carroll County continue to grow, the pressures on the transportation network will continue to increase, and these increasing pressures will need to be addressed by the State, County and local governments.

Chapter 12

Part 1: Transportation Infrastructure
Part 2: Traffic Volumes & Capacity
Part 3: Pedestrian & Bicycle Accessibility
Part 4: Transit Alternatives
Part 5: Commuting Patterns
Part 6: Corridor Studies
Part 7: Proposed Major Streets
Part 8: Transportation Planning
Goals and Objectives

Section 1: Summary of the Existing Transportation Network

The Westminster area features a variety of modes of transportation. These include the road network, which encompasses State highway facilities, collector roads, and the local street system; pedestrian and bicycle facilities; railroads; the Carroll County Regional Airport; and transit and ridesharing opportunities. All of these facilities are described in detail below. In addition, information is provided regarding the traffic volumes and capacity of area roadways, as well as the level of service and functional classification.

Section 2: Functional Classification

Functional classification is the assignment of streets and roadways into classes or systems, according to the type of service they are intended to provide based on its daily traffic volumes as well as its purpose, characteristics and location (Map 9.1). Individual streets do not function independently. Rather, travel involves movement through a network of roadway systems. The functional classification defines the role that any particular street should fulfill in order to facilitate logical and efficient travel patterns. Basically, local roadway classifications represent an emphasis on access to property, arterials represent a high level of mobility, and collectors represent a compromise between property access and mobility. (Source: Carroll County Functional Classification Criteria and Assignment, October 1995 (Revised in accordance with current SHA classification system, June 2004).

Roadway segments are designated as rural or urban based on context and roadway characteristics. The roadway segments of the Westminster area are then further classified into one of the following categories:

Principal Arterial

Links large population or employment centers; can range from expressways to two-lane roadways; inter-county or interstate oriented and indicative of long travel lengths; high in traffic volume and speeds; access should be limited to intersections with public streets and controlled by establishing distances between points of access, provision of service or parallel roads, connections between adjacent developments, prevention of private/individual driveway connections, as well as the reduction in the number of existing access points.

Minor Arterial

Provide a lower level of mobility while placing more of an emphasis on land access than the other arterial classifications; typically provide a link to the collector roadway system and connect small population centers to the overall arterial system; access should be controlled by establishing distances between points of access, connections between adjacent developments; and prevention of private/individual driveway connections.

Collector

Provide for both land access and movement within residential, commercial, industrial or agricultural areas; links from the land uses to the arterials; provide service to areas not on an arterial route and to other important traffic generators; access should be controlled by establishing distances between points of access, connections between adjacent developments; and prevention of private/individual driveway connections.

Local System

Provide for direct access to individual land uses; discourage through traffic and are typically low in traffic volumes and speed.

Section 3: State Highway Facilities

The City of Westminster and the surrounding area are served by seven Maryland State Highways: MD 140 (Baltimore Boulevard and a segment of MD 97), MD 97 North (Littlestown Pike), MD 97 South (Washington Road), MD 27 (Westminster/Manchester Road, Railroad Avenue/Liberty Street and Ridge Road), MD 32 (Sykesville Road), MD 31 (New Windsor Road), Route 832 (Old Taneytown Road), Route 852 North (Old Manchester Road), and Route 852 south (Old New Windsor Road). Each of these facilities is briefly described below, beginning with the principal arterials and working down to the state highways, which are classified as local roads (Map 12.2).

Maryland MD 140

Maryland MD 140 is classified as a principal arterial under the State Highway Administration (SHA) system of functional classification. Eastbound MD 140 provides access from Westminster to Interstate 795, which joins the Baltimore Beltway (I-695); to the west, MD 140 intersects with U.S. Route 15 in Emmitsburg. This route serves commercial and commuter traffic between Carroll County, Pennsylvania, and the Baltimore area via I-795 and I-695. East of the Westminster corporate limits, MD 140 is a four lane, divided highway, with twelve-foot wide travel lanes and ten to twelve foot shoulders. The posted speed limit is 55 miles per hour to the east of the City.

Within the Westminster area, the speed limit decreases to 45 miles per hour, while the roadway width increases to provide for right and left turn lanes at intersections. West of MD 31, the width of MD 140 decreases to between forty-four and forty-eight feet, providing two twelve foot travel lanes with ten to twelve foot paved shoulders. The speed limit increases to 55 miles per hour in this area. Signalized intersections include Market Street, Malcolm Drive/MD 97, Gorsuch Road, Ralph Street, Center Street, Englar Road, Sullivan Road, MD 31 (partial), and WMC Drive. Interchanges with on- and off-ramps exist where MD Routes 27 and 97 North travel under MD 140.

Maryland MD 97 North

Maryland MD 97 North also classified by SHA as a principal arterial from MD 140 to Old Meadow Branch Road, connects MD 140 to Pennsylvania MD 97, serving Littlestown and Gettysburg and providing a connection to U.S. Route 15. The width of MD 97 North is forty feet, which offers two twelve foot travel lanes with ten foot left turn and acceleration/deceleration lanes at major intersections. There are no shoulders along most of the road, except in the section just north of the MD 140 interchange, where eight foot wide shoulders are available along the west side of the road.

Signalized intersections include Commerce Center Drive and Airport Drive/Magna Way. The City's most significant industrial parks, as well as the Carroll County Airport, are located on MD 97 North. Considerable commuter and commercial traffic use this route to reach both local and regional employment and market centers. Recently, SHA is constructed a new bridge at the intersection with MD 97(N) and MD 140. This replacement bridge did not add capacity. However, it functions more efficiently as the ramps were slightly realigned for smoother transition of merging traffic.

Maryland MD 97 South

Maryland MD 97 South, between MD 140 and MD 32, is classified as a principal arterial. This road continues south through Carroll County and into Howard and Montgomery Counties, intersecting with the Washington, D.C. beltway (I-495) and continuing into Washington, D.C. In Westminster, at its intersection with MD 140, the width of MD 97 South is approximately fifty feet. Northbound traffic is provided with two left turn lanes, a shared left and through lane, and one twelve foot, free flow right turn lane separated by an island. A four foot raised median separates north and south bound traffic,

and curb and gutter is provided on both the east and west sides of the highway. The southbound direction has two twelve foot lanes with a free-flow right turn lane from eastbound MD 140. Between MD 140 and Main Street, MD 97 South has three twelve foot lanes in each direction separated by a four foot wide concrete median. To the south of Main Street, MD 97 is forty-four feet wide, providing two twelve foot travel lanes with ten foot paved shoulders.

Maryland MD 27

Maryland MD 27 classified as a principal arterial by SHA (Bond Street to Hahn Road), runs diagonally across the County, from Manchester to Mount Airy, where there is an interchange at I-70. This route then continues through Howard and Montgomery Counties to terminate at I-270. Maryland MD 27, both north and south of the Westminster corporate limits, is an undivided highway with two twelve foot travel lanes and stabilized shoulders that vary from zero to ten feet along the length of the road.

In the City of Westminster and to the south of Green Street, MD 27 has two twelve foot travel lanes with parking permitted on the east side of the road. Between Green Street and South Alley, parking is permitted on the west side of the street, and from South Alley to Main Street; parking is restricted to provide turn lanes at the Main Street intersection. Signalized intersections include Green Street, Main Street, and Mall Ring Road. An interchange exists where MD 27 crosses under MD 140. Recently, the State Highway Administration reconstructed the bridge at MD 27 and MD 140. This project added additional lane capacity to MD 140. The MD 27 Corridor has also been identified by the City of Westminster as the primary "Gateway" into downtown Westminster. Plans have been developed to provide mixed-use development opportunities along MD 27 near downtown.

Maryland MD 32

Maryland MD 32 is classified by SHA as a minor arterial. This road offers a connection from Westminster to the Sykesville/Eldersburg area, and continues into Howard and Anne Arundel Counties, terminating at I-97. MD 32 provides access to U.S. 29, M.D. 100, I-70, U.S. 1, U.S. 50, U.S. 301, and I-97. Within the Westminster corporate limits, MD 32 is also known as Main Street (Washington Road south of the intersection with Manchester Avenue). Various segments of Main Street have been reconstructed by the State Highway Administration (SHA) and then turned over to the City.

To date, the SHA has reconstructed and deeded to the City the section of MD 32 from the southern corporate limits on Washington Road through the downtown area as far as McDaniel College. The City now owns and maintains Main Street from MD 140 to Colonial Avenue. Main Street has two twelve foot travel lanes with parking permitted on both sides in most areas. Signalized intersections include Manchester Avenue, Center Street, Longwell Avenue, MD 27, John/Bond Street, Pennsylvania Avenue, and MD 31. Left turn lanes are provided at MD 27 and Manchester Avenue/Washington Road. South of Westminster, MD 32 has a thirty-two foot width, except where turn lanes are provided, resulting in two twelve foot travel lanes with a four foot shoulder area on each side.

Maryland MD 31

Maryland MD 31 is classified by SHA as a principal arterial, connects Westminster to New Windsor and continues west to terminate at Route 26 near Libertytown in Frederick County. In the Westminster area, MD 31 is a two lane, undivided roadway. The forty-four foot width provides two twelve foot travel lanes with ten foot stabilized shoulders.

Maryland Route 832

Maryland Route 832 (Old Taneytown Road) runs just south of and parallel to MD 140, providing an alternate route between Westminster and Taneytown. The thirty-two foot width provides two eleven-foot travel lanes with approximately five-foot shoulders. It will be necessary to make upgrades to this road with the eventual development of the Roop's Mill property.

Maryland Route 852 North

Maryland Route 852 North, also known as Old Manchester Road, offers a connection between Cranberry Road and MD 27. Maryland 852 continues north, parallel to MD 27, to a point north of Maryland Route 482. This route has two twelve foot travel lanes with approximately ten-foot shoulders.

Maryland Route 852 South

Maryland Route 852 South, also known as Old New Windsor Road, provides a connection between the Main Street/Uniontown Road intersection and the Wakefield Valley area. This road, which parallels Maryland MD 31, provides an alternate route to residents in the western portion of the City who have destinations in the downtown.

Section 4: Local System

Collector roads are those roads that facilitate traffic flow between arterial highways, and local roads, such as subdivision streets. Collector roads are classified as major or minor in rural areas and are characterized by moderate speeds. The State Highway Administration makes no distinction between major and minor collectors in urban areas. Roads bearing some or all of the characteristics of a collector in the Westminster area include the Main Street portion of Maryland MD 32, Uniontown Road, Sullivan Road, Gorsuch Road, parts of Green Street, John/Bond Streets and Englar Road, Center Street, Market Street, Kate Wagner Road, part of Hook Road, and Old Westminster Pike. The portion of Center Street north of MD 140, and all of Market Street are four-lane roadways divided by a concrete median. Once complete, the reconstructed Meadow Branch Road will be a significant collector road between MD 97(N) and MD 140. This critical road will serve as a primary through movement for the MD 97 Industrial Corridor as well as the residential development occurring in the area.

Other roads designed and/or functioning similar to collectors in the Westminster area are Carroll Street, Monroe Street, Hahn Road, Sunshine Way, Meadow Branch Road, Old Bachman Valley Road, Lemon

Road, Lucabaugh Mill Road, Royer Road, Stoner Avenue, 140 Village Road, Leidy Road, Gist Road, Poole Road, and the eastern part of Hook Road. In general, these roads link residential areas with large commercial areas and provide travel routes to the other municipalities within the County. With the exception of Englar Road, which becomes a four-lane, divided highway for a short section to the north of MD 140, the collectors are two-lane, undivided roadways. Within the City limits, on-street parking is sometimes permitted along collector roads.

The remaining streets in the City of Westminster are classified as local roads. This type of road provides direct access to individual parcels of land and is characterized by low speed limits, low traffic volumes, and the discouragement of through traffic. Most local roads have two lanes, are undivided, and frequently allow on-street parking; however, some local roads in Westminster, particularly those in the downtown area, provide only one-way traffic flow.

Pennsylvania Avenue

Pennsylvania Avenue is City owned and maintained. The road connects West Main Street to MD 97 North at its juncture with MD 140. Pennsylvania Avenue has two twelve foot wide travel lanes with parking permitted on both sides of the street. The City received a Community Legacy Grant from the State of Maryland in 2008 and in 2009, to implement the Pennsylvania Avenue Streetscape Project. This project began construction in October 2009 to install traffic calming devices and to revitalize two intersections in order to create a pedestrian friendly environment through this primarily residential neighborhood.

Table 12.1 Changes in Average Daily Traffic, 1999-2008 Significant State & City Routes in the Westminster Area

Location	1999 ADT	2003 ADT	2008 ADT	% Change
Municipal Routes				
Main Street (.10 Miles N of Manchester Ave.)	12875	12475	10562	-17.97%
Main Street (.20 Miles N of MD-27)	14125	15775	n/a	11.68%
Center Street (.10 Miles W of MD-140)	9675	8525	7591	-27.45%
John Street (.10 Miles N of W. Main St.)	8375	5825	6161	-26.44%
Monroe Street (.20 Miles E of Winters Alley)	2625	2525	n/a	-3.81%
Pennsylvania Avenue (.40 Miles S of MD-140)	8775	11025	7821	-10.87%
Royer Road (.20 Miles S of MD-140)	7875	5925	6161	-21.77%
WMC Drive (.10 Miles N of MD-31)	3775	7075	6502	72.24%
MD-27 (Liberty Street-.20 Miles S of Main St.)	10875	9650	n/a	-11.26%
State Routes				
MD-27 (Railroad Avenue-.30 Miles S of MD-140)	14775	13850	12680	-16.52%
MD-27 (Railroad Avenue-.10 Miles N of MD-140)	17475	22050	23740	26.39%
MD-31 (New Windsor Road-.70 Miles E of Medford Rd.)	5075	8050	n/a	58.62%
MD-31 (New Windsor Road-.30 Miles S of MD-140)	11175	12350	n/a	10.51%
MD-97 (Malcolm Drive-.10 Miles N of Old Westminster Pike)	23975	30475	n/a	27.11%

Source: Maryland State Highway Administration, 2009

Part 2: Traffic Volumes & Capacity

Average daily traffic (ADT) figures are presented in Tables 12.1. Table 12.1 includes counts for significant State and City routes from 1999 and 2008. Table 12.1 also shows the percent change in ADT over those years.

Two distinct trends emerge from the average daily traffic data. Traffic levels in the older sections of Westminster generally remained constant or dropped from 1999 to 2008. A notable exception is Pennsylvania Avenue, which experienced a 25% increase in traffic in 2003 but dropped 29 % again in 2008. The overall lack of a substantial increase in traffic volumes of these older City roadways suggests that this portion of the road network will require few large-scale capacity improvements in the near future. Significant infill development, particularly in the downtown area, would likely increase the ADT figures for downtown and may warrant capacity improvements.

Traffic levels on roads serving the more recently developed portions of Westminster increased at varying rates. MD 31, MD 27, and MD 97 all show increases over the four-year span. In addition, traffic volumes on MD 140, the City's primary arterial, increased at rates between 10% and 17% depending on the location. These increases underscore the need to plan for greater capacity on existing roadways as well as the construction of new roadways in the developing portions of Westminster.

Section 1: Capacity Analysis

The average daily traffic figures presented in Table 12.1 define trends in traffic patterns, but provide little information about the impacts on the operation of the highway network. Capacity analysis is a procedure that can estimate the number of vehicles per hour that can use a particular road section or pass through an intersection before congestion is experienced and/or safety problems result.

The capacity analysis procedure takes into consideration the number of lanes, lane width, topography, and, if applicable, the amount of green-signal time allocated to each approach vector. This procedure was used to measure the current operation of intersections on Maryland MD 140, as the route carries the largest volume of traffic in and through Westminster. Road segments may also be studied; however, conditions at intersections usually deteriorate prior to road segments.

Capacity analysis is then used to determine the level of service (LOS) of a roadway. Level of service defines and describes the level of congestion experienced by motorists. LOS is a qualitative measure expressed as a grade letter. The designations range from 'A' to 'F,' with 'A' representing the least restricted flow and 'F' representing failure of the intersection. Once identified, intersections operating at low levels of service may be targeted for improvements or new roadways may be planned to relieve congestion in the area. Brief descriptions of the typical conditions associated with each level appear below.

Section 2: Level of Service Descriptions (LOS)

LOS 'A'	Traffic flows freely. Individual users are virtually unaffected by the presence of others in the traffic stream. Freedom to select desired speeds and to maneuver within the traffic stream is extremely high. The general level of comfort and convenience provided to the motorist, passenger, or pedestrian is excellent. Turning movements are easily made.
LOS 'B'	Upper range of stable operation, but the presence of other users in the traffic stream begins to be noticeable. Freedom to select desired speeds is relatively unaffected, but there is a slight decline in the freedom to maneuver in the traffic stream from LOS 'A.' The level of comfort and convenience provided is somewhat less than at LOS 'A' because the presence of others begins to affect individual behavior.
LOS 'C'	Mid range of stable flow, but is the beginning of the range of flow in which the operation of individual users becomes significantly affected by interactions with others in the traffic stream, but not objectionably so. The selection of speed is now affected by the presence of others, and maneuvering within the traffic stream requires substantial vigilance on the part of the user. Back-ups may develop behind turning vehicles. The general level of comfort and convenience declines noticeably at this level. Levels of service of 'C' or higher are preferred within the City limits.
LOS 'D'	High density, but stable flow. Speed and freedom to maneuver are severely restricted, and the driver or pedestrian experiences a generally poor level of comfort and convenience. Small increases in traffic flow will generally cause operational problems at this level. Delays to approaching vehicles may be substantial during peak hours. This level is the minimum degree of service acceptable in the City limits.
LOS 'E'	Unacceptable, operations are at capacity. All speeds are reduced to a low but relatively uniform value. Freedom to maneuver within the traffic stream is extremely difficult, and it is generally accomplished by forcing a vehicle or pedestrian to 'give way' to accommodate such maneuvers. Comfort and convenience levels are extremely poor, and driver or pedestrian frustration is generally high. Operations at this level are usually unstable as small increases in flow or minor disruptions within the traffic stream will cause breakdown. The service at this level and below is inadequate.
LOS 'F'	Unacceptable, forced or breakdown of flow; represents jammed conditions because capacity is exceeded. The amount of traffic approaching cannot be accommodated. This level of service is 'failing.'

A majority of the intersections along MD 140 currently operate at Levels of Service 'A' through 'D' during the peak hours of demand. The MD 140 / Market Street intersection operates at a LOS 'E' during PM peak hours. The section of this chapter entitled 'Corridor Studies' examines the impact of the existing levels of service on current and future development of the Westminster area, and discusses alternatives to mitigate projected future demand on the corridor.

Part 3: Pedestrian & Bicycle Accessibility

Westminster has set a goal to develop a Westminster Pedestrian Master Plan and Bicycle Accessibility Strategy that would outline the future of the City's bicycle, sidewalk and pathways system by 2012. The development of safe, attractive, efficient and accessible bicycle facilities and sidewalks will reduce vehicular use, increase pedestrian use and help to improve air quality as well as the overall health of Westminster residents and visitors. The development of these types of facilities would also aid in the connectivity of the overall transportation network for pedestrians. Sidewalks are critical transportation routes for communities as they allow pedestrians to travel from one place to another, stimulate business districts by encouraging leisure shopping, and keep communities safe by providing more activity on the street.

Section 1: Sidewalks

An extensive pedestrian system in Westminster gives residents and employees the opportunity to walk to businesses, civic functions, and cultural events instead of driving. Most City streets are lined with sidewalks, and the City's recreational parks often include pedestrian walkways as well (Map 12.3).

Even with the extensive sidewalk system within the City, there are several intersections that are difficult for pedestrians to navigate. The intersection of East Main Street and Washington Road is an example of these intersections that are characterized by fairly fast moving traffic, wider than usual crossings due to a skewed approach of the intersecting streets, a lack of pedestrian signals, and insufficient or nonexistent crosswalks. The City is working with the County and the State to improve the priority intersections. The City received a Community Legacy Grant from the State of Maryland in 2008 to improve the intersection of Union Street and Pennsylvania Avenue. In 2009, the City received another Community Legacy Grant from the State, to improve the intersection of West Main Street and Pennsylvania Avenue. These two projects will be completed by early 2010 and should improve the safety and accessibility for pedestrians in Downtown Westminster.

Another problem with the pedestrian system is a lack of sidewalks or other pedestrian facilities on the outside edge of the City limits, as well as connections to major activity centers such as the Town Mall of Westminster, the County's regional mall. Sidewalk links are needed along many Carroll County roads that become City streets once they enter the corporate limits, such as Bond Street and the South Center Street and Gist Road area. Sidewalks are also needed along some of the Maryland State Highway Administration facilities, such as Liberty Street/Railroad Avenue (Maryland MD 27).

The Maryland State Highway Administration offers matching funds for installation of sidewalks along existing state highways where there is significant pedestrian use. A project in the Westminster area identified for possible sidewalk funding is along MD 27 from the termination of the existing sidewalk at the Westminster City limits north to connect to the Hahn Road and Cranberry Mall. Since this project is located outside of the City in the unincorporated area of the County, the decision to construct the

sidewalk and provide matching funds belongs to Carroll County. Within the City limits, newly constructed roads are required by regulation to contain sidewalks.

Along with the high number of vehicles, pedestrians are also present along Maryland MD 140. The provision of sidewalks along this highway needs to be assessed. Speeds along MD 140 are not conducive to creating a pedestrian environment, and sidewalks offer the impression of a safe haven for pedestrians, which may not be the case along this highway. However, this factor must be weighed against the need for pedestrian access. Regardless of whether sidewalks are installed, current pedestrian use clearly indicates the need for pedestrian crossings at the major intersections, particularly at Englar Road and Center Street. The future provision of sidewalks along the highway is under study in connection with the MD 140 Improvements Study. The overall project is being designed and implemented to increase the capacity and efficiency of the existing road because the Westminster By-pass was eliminated from the State of Maryland Consolidated Transportation Plan in 1999. The City will continue to seek engineering assistance from SHA to determine the need for additional traffic control devices for pedestrians at these locations.

Section 2: Bicycle Travel

The ease and safety of bicycling varies throughout the City of Westminster. In general, the streets with low traffic volumes are typically narrow with little or no shoulder area, creating a greater potential for bicycle and vehicular conflicts. The roads that do have wide shoulders are characterized by heavy volumes of high-speed traffic that increase the danger to bicyclists. In addition, there are no designated bicycle lanes along any of the roads in the Westminster area. The Westminster Pedestrian Master Plan and Bicycle Accessibility Strategy (Pedestrian Plan) will include recommendations for adding bicycle lanes in the Westminster area. Westminster will include the following Maryland State Highway Administration definitions for bicycle and pedestrian improvements in the Pedestrian Plan:

- **Bicycle Facilities:** General term denoting improvements and provisions made by public agencies to accommodate or encourage bicycling, including parking and storage facilities and bikeways.

- **Bikeway:** Bicycle Lanes, shared lanes, paved shoulders, wide curb lanes, and shared use paths. These facilities may or may not be marked for preferential or exclusive use for bikers.

- **Bike Lane**: A portion of a roadway which has been designated by pavement markings for the preferential or exclusive use of bikers. Bike lanes may be supplemented with signage.

- **Bike Route**: A system of bikeways designated with “way finding” signage, pavement markings, maps or other means.

The Carroll County Office of Tourism has published a set of maps depicting recreational bicycle tours in the County, two of which pass through Westminster. The first bicycle route makes a 27-mile loop to the

north of the City and travels along Pennsylvania Avenue and West Main Street to end at Westminster Elementary School. The second, 15-mile tour begins and ends at Westminster High School and involves biking on East Main Street and South Center Street past the Carroll County Farm Museum.
The State Highway Administration has designated a regional bike loop connecting Westminster, Taneytown, and Frederick. Within the City, the route follows MD 27 north, turns west on Main Street, continues along WMC Drive, and exits the City Limits on MD 140 west towards Taneytown. Signs directing cyclists along the route were installed at intersections during the summer of 2004.

Section 3: Greenways & Trails

Maryland's Greenways Program

Greenways are natural corridors set aside to connect larger areas of open space and to provide for the conservation of natural resources, protection of habitat, movement of plants and animals, and to offer opportunities for linear recreation, alternative transportation, and nature study.

"The Carroll County Greenways, Bicycle, and Pedestrian Facilities Technical Report," was prepared by Carroll County in 1994. The report outlines a recommendation for creating a countywide trail system. The trails system, if implemented, would facilitate better access to existing and future recreation facilities while concurrently decreasing the impact on the local roadway network. The study identified potential greenways locations, recommended greenways corridor design criteria, established a greenways classification system, and proposed a method of determining priority projects to help focus the County's efforts in implementing the plan.

Union Mills to Westminster Greenway

The Union Mills to Westminster Greenway is a potential greenways corridor that could be designated along stream valleys between the proposed reservoir site at Union Mills and the city of Westminster. This greenway could provide connections to Hashawha Environmental Center, the Carroll County Sports Complex, and local parks in Westminster.

Trails

The Wakefield Valley Community Trail, the first trail in Westminster, begins at Old New Windsor Road and travels northeast to Uniontown Road, roughly paralleling Maryland MD 31. The approximately three mile trail provides Wakefield Valley residents with pedestrian and bicycle access to the Avondale Run Community Center in the Ridgeview Chase Apartment complex, the Fenby Farm Quarry and Lime Kiln Park, a bird and wildlife observation area, a basketball court, the Uniontown Road Athletic Field, and a commercial area planned at the intersection of Maryland MD 31 and Tahoma Farm Road.

The Wakefield Valley Community Trail is being built in three phases. The City is currently working on building Phase II that begins at Long Valley Road and travel northeast to Windsor Drive, as shown on the

Comprehensive Land Use Plan map. Phase I will connect Long Valley Road to Congressional Drive, traversing the open space land between Sawgrass Court and South Burning Tree Drive in the Avondale Run Community. Phase III was constructed when the property at the corner of Uniontown Road and Maryland MD 31 was developed. Phase III is the link between Windsor Drive and the Uniontown Road Athletic Field.

When completed, the trail will be dedicated as the Terrence Burk Memorial Trail, in memory of a local businessman and community leader who was fatally injured while jogging on Maryland MD 97. In the transportation element of the Westminster and Environs Comprehensive Plan, Carroll County has designated certain areas for the construction of greenway trails. In that regard, this trail system will tie together existing pedestrian areas and provide an opportunity for greater pedestrian access in and around Westminster.

Section 4: Maryland Scenic Byways Program

The Maryland State Highway Administration (SHA) established the Maryland Byways Program to enhance the quality of life for Maryland's citizens, engender pride, and improve visitor appeal of the state's most scenic, cultural and historic roads. Byways help residents express their values of place, contribute to the state's economy through tourism development, and provide unique experiences for all. SHA seeks to identify, designate, promote, and encourage stewardship of the State's byways and their surrounding resources while providing safe routes for travel. SHA has designated 19 byways that encompass 1,595 miles. In order to obtain the State designation, the byway must be "scenic" with added weight given to byways with historical, cultural, natural, and/or recreational qualities that promote Maryland's unique heritage. Westminster is part of the State designated Old Main Streets Byway.

Old Main Streets Byway

Westminster is part of the Old Main Streets Byway. The Old Main Streets Byway is described as a quiet drive along white picket fences, tree-lined streets and historic homes with rocking chairs on the front porch; sights associated with small-towns that visitors can step back in time to enjoy when driving along this charming byway. The tour is separated into an Upper and Lower loop and can include leisurely drives past wide open fields, window-shopping for antiques, dining with "locals" at the eatery on the corner, and then drifting off to sleep on a four-post bed inside a quaint country inn.

Part 4: Transit Alternatives

Section 1: Maryland Midland Railroad

Based in Union Bridge, the Maryland Midland Railway provides freight rail service to central Carroll County. This line heads northwest to Thurmont and into Hagerstown where it connects with CSX Railroad in Pennsylvania. From Keymar in Carroll County, the track runs northeast through Taneytown,

southwest into Walkersville in Frederick County, and east through New Windsor and Westminster. The rail then heads southeast through Finksburg, and continues through Baltimore County into Baltimore City, rejoining CSX near South Baltimore's harbor and ports. Westminster hosts one of two intermodal transfer stations operated by the rail line. According to Maryland Midland Railway, the company currently services for commercial clients in Westminster.

Section 2: Carroll County Regional Airport

Begun originally as the Westminster Airport with two turf landing strips, the Carroll County Regional Airport is located on the north side of the City of Westminster, off of Maryland MD 97. The initial owner and operator was the Shriver Packing Company. By 1969, there were about 22 based aircraft and approximately 7,500 annual operations according to the FAA. The County acquired the airport in 1976. Three parcels of land were purchased in 1977 for future use. A 2,930 foot by 40 foot paved runway was constructed in the fall of 1977. The following year the main hangar, which presently contains the administrative offices, and the first T-hangar were constructed with local funds. Runway lighting was installed in 1978. A parallel taxiway was paved and the runway was extended 300 feet in the fall of 1979. Both were widened in the early 1980s.

Now known as the Carroll County Regional Airport, the facility is designated as a General Utility-State II Airport, which means it serves aircraft with approach speeds of less than 121 knots and wingspans of less than 79 feet, essentially the size of small planes and corporate jets. The airport has been upgraded through the construction of a 5,100 foot runway. The old runway was extended and functions as a parallel taxiway. The terminal area consists of a maintenance hangar, operations center, classroom area, and seven 10,000 square foot corporate hangars with adjoining office space. The facility has an instrument approach with a final approach fix. Jet "A" fuel is currently available, as well as 100 Octane LL. There are currently 128 aircraft based at the airport, including thirteen multi-engine planes and three jets.

Section 3: Park and Ride Lots

Park and ride lots are intended for commuters who transfer from their own vehicles to alternative means of transportation, such as carpools or vanpools. There are seven park and ride lots located in Carroll County, with one in the Westminster area located at the intersection of MD Routes 97 and 32. This lot offers parking for 101 automobiles with approximately 15% of the spaces occupied on average. Handicapped parking is provided along with lighting and a telephone. All of Carroll County's park and ride facilities are state owned, with the exception of the Sandymount lot, which is owned by the County. Table 12.2 lists the locations of the Park and Ride lots serving Carroll County.

Table 12.2 Park and Ride Lots in Carroll County

Location	Adjacent Roadways
Manchester	MD 27 & MD Route 30
Sandymount	Old Westminster Pike & Green Mill Road
Westminster	MD 97 & MD 32
Dorsey Crossroads	MD 97 & MD Route 26
Eldersburg	MD 32 & MD Route 26
Sykesville	MD 32 & MD Route 851
Mt. Airy	MD 27, North of Interstate 70

Source: Carroll County Government

Section 4: Ridesharing Opportunities

The Maryland Mass Transit Administration (MTA) has developed a free ride-matching service. This program has been designed to assist residents and employees with their commute to and from work by offering alternatives to driving alone. Currently, the primary focus is placed on carpooling and vanpooling.

Through an online computer service, applicants are placed into a database and matched with commuters having the same criteria. The MTA shares information about Carroll County with other counties through the Washington Metropolitan Council of Governments' Commuter Connections network. This cooperative effort increases a person's chances of finding a successful match. As of the end of 2003, there were 98 Carroll County residents registered in the Commuter Connections database. This is less than half the number (225) registered at the end of 1998.

The benefits of ridesharing are numerous. Not only does it help alleviate traffic congestion, it translates into both an economical and environmental savings by reducing the accumulation of miles traveled on an individual's car and reducing pollution.

Section 5: Carroll Transit System

Carroll Area Transit System

Carroll Area Transit System (CATS) is a private non-profit organization that provides public transportation services throughout Carroll County. CATS provides two types of transit services. The first service is an advanced reservation service, where people can schedule trips up to seven days in advance. The second service consists of four Deviated Fixed Route Carroll Transit Shuttles; buses with specific stops at designated times that can go off fixed routes for deviation. The four shuttle routes are the Taneytown Shuttle, Westminster to Eldersburg Shuttle, South Carroll Shuttle and the Westminster

Shuttle (Map 12.4). CATS currently has a fleet of 30 vehicles that serve a growing user population. Eighteen of these vehicles (60%) are lift equipped providing 37 wheelchair positions. The service currently transports an average of 12,453 one-way trips per month.

Carroll County Transportation Advisory Group

The Transportation Advisory Group is a 15-member group designed to provide input, ideas and consultation to the management of Carroll Area Transit System. The Group focuses on finding ways to improve existing services, to enhance and expand services and to coordinate with other community agencies providing transportation or with transportation needs.

Carroll Area Transit System Strategic Plan

In the fall of 2007, the Carroll Area Transit System (CATS) hosted a Carroll County Transportation Summit to gather ideas and input from local businesses, community organizations and service providers for the creation of a strategic plan. In January 2008, CATS presented the County Commissioners with a Strategic Plan to make operational and marketing changes to improve service, increase ridership and meet more of the needs that were identified at the Transportation Summit.

Over the next three years, CATS will implement the CATS Strategic Plan to connect the shuttle routes and add an additional shuttle route. CATS is also focused on the goal to expand their service by adding extended hours and adding Saturdays to their schedule. This change in service will help local residents who need to use the shuttle in the evenings for errands or have work hours that don't coincide with the current schedule. Overall, the CATS has set a benchmark for their service to increase ridership by 20% by 2011. The success of Carroll Area Transit System and the future of transportation for the County will rely on the continued cooperative effort and open communication between the County and CATS.

Part 5: Commuting Patterns

According to the 2000 U.S. Census, over 30% of the residents in Westminster spent less than 15 minutes traveling to work, while 28% of City residents spent 45 minutes or more in travel time to work (Table 12.3). This latter percentage represents an 8% increase from 1990, and is reflective of a regional trend of lengthening commutes. Travel time to work for residents in the County as a whole shows a similar pattern, with 31.5% of the County labor force commuting for 45 minutes or more each day (Table 12.4). The number of people working at home rose from 1.4% to 2.1% from 1990 to 2000, and is expected to continue to gradually increase due to technological advances in telecommunications.

The majority of persons commuting to work in 2000 traveled in cars, trucks, or vans (Table 12.5). Nearly 80% of the City's labor force drove alone to work, while 11% carpooled. These figures represent a shift of 4% from carpools to driving alone from 1990 to 2000. The next highest category for transportation mode to work was 'walked' with 5.1% of the labor force, down from 6.8% in 1990. Only 1.7% of the 2000 labor force in Westminster used some sort of public transportation to travel to work.

Table 12.3 Travel Time to Work for City of Westminster Residents, Workers, 2000

Travel Time to Work	Number of Workers	Percent
Did not work at home	7,375	97.9
Less than 5 minutes	267	3.5
5 to 9 minutes	1,041	13.8
10 to 14 minutes	1,140	15.1
15 to 19 minutes	785	10.4
20 to 24 minutes	574	7.6
25 to 29 minutes	302	4.0
30 to 34 minutes	560	7.4
35 to 39 minutes	116	1.5
40 to 44 minutes	448	5.9
45 to 59 minutes	1,065	14.1
60 to 89 minutes	867	11.5
90 or more minutes	210	2.8
Worked at home	158	2.1
TOTAL	**7,533**	**100.0**

Source: U.S. Census, 2000

Table 12.4 Travel Time to Work for Carroll County Residents, 2000

Travel Time to Work	Number of Workers	Percent
Did not work at home	74,595	96.1
Less than 5 minutes	1,871	2.4
5 to 9 minutes	5,039	6.5
10 to 14 minutes	7,114	9.2
15 to 19 minutes	7,675	9.9
20 to 24 minutes	7,478	9.6
25 to 29 minutes	3,647	4.7
30 to 34 minutes	8,669	11.2
35 to 39 minutes	3,731	4.8
40 to 44 minutes	4,975	6.4
45 to 59 minutes	12,480	16.1
60 to 89 minutes	9,377	12.1
90 or more minutes	2,539	3.3
Worked at home	2,997	3.9
TOTAL	77,592	100.0

Source: U.S. Census, 2000

Table 12.5 Means of Transportation to Work for City of Westminster Residents, 2000

Mode of Transportation	Number of Workers	Percent
Car, truck, or van:	6,804	90.3
Drove alone	5,977	79.3
Carpooled	827	11.0
Public transportation:	125	1.7
Bus or trolley bus	45	0.6
Streetcar or trolley car	0	0.0
Subway or elevated train	55	0.7
Railroad	0	0.0
Ferryboat	14	0.2
Taxicab	11	0.1
Motorcycle	25	0.3
Bicycle	13	0.2
Walked	387	5.1
Other means	21	0.3
Worked at home	158	2.1
TOTAL	**7,533**	**100.0**

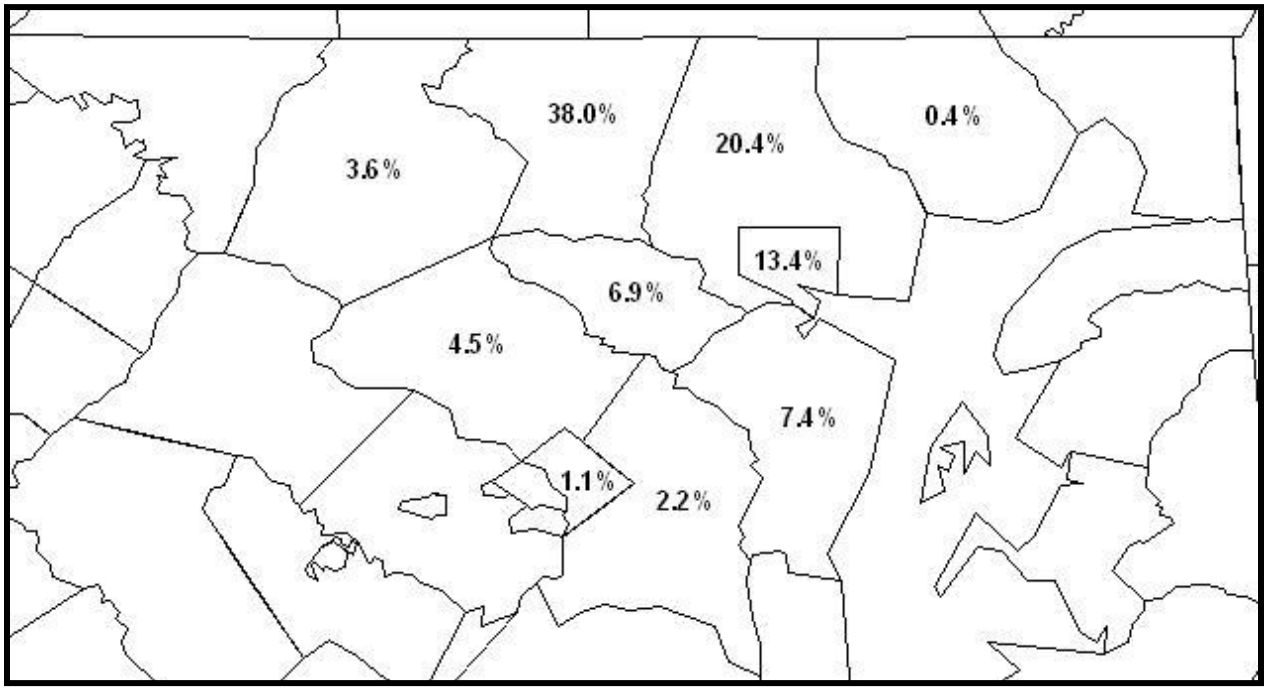
Source: U.S. Census, 2000

Table 12.6 County of Employment for Carroll County Residents, 2002

County of Employment	Number of Commuters	Percent
Maryland	706	96.8
Anne Arundel	54	7.4
Baltimore City	98	13.4
Baltimore County	149	20.4
Carroll	277	38.0
Frederick	26	3.6
Harford	3	0.4
Howard	50	6.9
Montgomery	33	4.5
Prince George's	16	2.2
Pennsylvania	8	1.1
Virginia	7	1.0
Washington, D.C.	8	1.1
TOTAL	**729**	**100.0**

Source: Carroll County Commuter Survey, 2002

Map 12.4 County of Employment for Carroll County Residents, 2002



Source: Carroll County Commuter Survey - Carroll County Department of Economic Development, 2000

Chart 12.1 Destination of Workers Commuting Within Carroll County, 2002

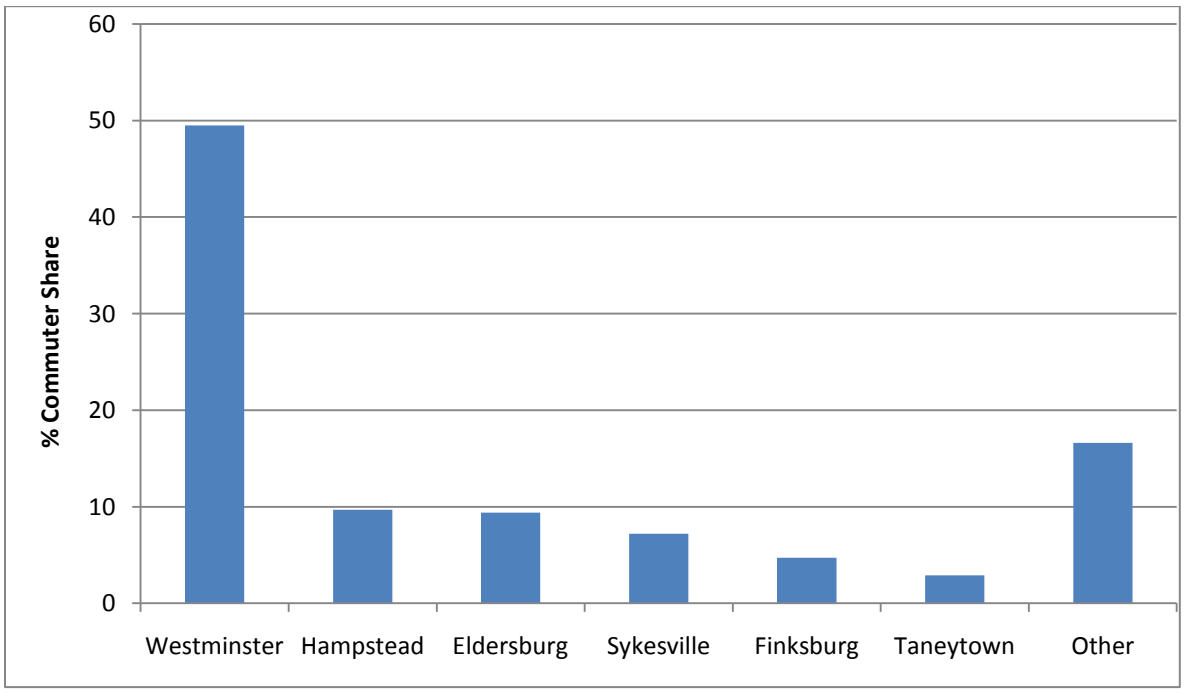


Table 12.7 Destination of Workers Commuting Within Carroll County, 2002

Location of Employment	Percentage of Commuters
Westminster	49.5
Hampstead	9.7
Eldersburg	9.4
Sykesville	7.2
Finksburg	4.7
Taneytown	2.9
Other	16.6

Source: Carroll County Commuter Survey, Carroll County Department of Economic Development, 2002

The increasing proportion of workers driving and driving alone, in combination with population increases countywide, has contributed to the poor levels of service on major arterial roadways identified in this chapter. Table 12.6 reveals that a majority of workers living in Carroll County work outside of the County, further contributing to peak hour congestion. Map 12.4 graphically illustrates the distribution of Carroll County residents who work outside of the County.

Of those who live and commute to a job in Carroll County, just less than half work in the Westminster area (Table 12.7). The high proportion of County employers in and around the City, while a positive indicator for economic development efforts, complicate peak hour travel patterns with a significant number of commuters entering the corporate limits at the same time as many City residents are leaving for other jurisdictions. The increases in average daily traffic on the state routes serving Westminster's employment centers have quantified this challenge.

As the number of commuters working and living in separate jurisdictions continues to increase, the provision of increased vehicular capacity and alternative means of transportation will need to be addressed. Commuting patterns indicate that the state routes in and around Westminster are particularly at risk for further congestion and decreased levels of service. Interjurisdictional coordination will be essential to the success of planning efforts to mitigate future impacts of increased capacity demand on the transportation system in the Westminster area.

Part 6: Corridor Studies

Section 1: MD 140

The City of Westminster and the surrounding area are served by two primary east-west corridors: Maryland MD 140 (Baltimore Boulevard and Taneytown Pike) and Maryland MD 32 (Main Street). These

two corridors were studied in depth because of their significance with respect to commercial activity, as well as the flow of goods, materials, and people into, out of, and through the Westminster area.

The Westminster portion of MD 140 functions in many ways as the core business area for much of Carroll County. Included in the MD 140 corridor are numerous shopping, dining, and entertainment opportunities. The highest concentration of goods and services available to Carroll County residents is also located along this highway.

In addition to its commercial character, the MD 140 corridor provides access to the Baltimore regional markets via connections to I-795 and I-695. Goods and materials shipped from Pennsylvania and Baltimore, as well as commuters traveling to places of employment, uses this important transportation link.

Another issue in the Maryland MD 140 corridor is access control. The State Highway Administration manages access control for MD 140. Access management has been partially addressed within the Westminster corporate limits, in part by the construction of Market Street for use as a parallel collector road to commercial properties. The Westminster and Environs Transportation Element further enhances this effort, as it will provide alternative local roads to be used as alternatives to State roads.

In the future, the City of Westminster will have to manage land development along the MD 140 corridor to develop a well planned local roadway network with frontage or road service roads to alleviate MD 140 traffic pressure. The City also will work to develop a strategy to consolidate or limit driveway access points onto MD 140. Currently, the priority project for the MD 140 corridor is to accomplish the goals of the MD 140 Improvement Study in order to improve the traffic operation and safety, as well as increase accessibility for bicyclists and pedestrians.

MD 140 Improvement Study

The Maryland Department of Transportation and the State Highway Administration have proposed a four-phase approach to increasing capacity along MD 140. During the 1998 Comprehensive Plan, the State of Maryland was prepared to construct the Westminster By-pass which would alleviate much of the pressure on MD Routes140 and 97. However, in 1999, the State of Maryland removed the proposed Westminster By-pass from the Consolidated Transportation Plan because its construction was not in compliance with the principles of Smart Growth.

As a result of that action, the State of Maryland initiated project planning for MD 140 from Market Street to Sullivan Road to provide extensive capacity improvements to it. In October 2004, SHA conducted a Location/Design Public Hearing at the Henry C. Evans Armory where five alternatives, including the No-Build Alternative, were presented. The build alternatives focused on three critical intersections: Englar Road, Center Street, and Malcolm Drive, and ranged from minor upgrades to the construction of interchanges. Following the hearing, the project team evaluated all comments received from the public, regulatory agencies, and local officials and performed additional work to determine

whether a combination of alternatives would work best along the corridor. As a result, Combination Option 4 with Gorsuch Road Option B was chosen as the selected alternative.

Combination Option 4

Combination Option 4 would provide major intersection improvements at Center Street and Englar Road through what is known as a Continuous-Flow Intersection (CFI). A CFI separates left-turning vehicles from the main intersection, which significantly increases the number of vehicles the intersection can handle. At Malcolm Drive, a Single-Point Urban Interchange (SPUI) would be constructed. The SPUI is compact and efficient; a single traffic signal above the overpass would allow vehicles approaching the intersection from opposite directions to turn left at the same time. Between Malcolm Drive and Center Street, one-way service roads with interchange ramps would provide access to properties along both sides of MD 140. Other intersections along the study area corridor would receive minor improvements.

Gorsuch Road Option B

Gorsuch Road Option B would provide right-in/right-out access onto Old Gorsuch Road from northbound MD 140, avoiding several businesses identified as community landmarks by the City of Westminster.

Additional Features

Throughout the project limits, MD 140 would have 16-foot-wide outside lanes to accommodate on-road bicyclists. Pedestrians would benefit from five-foot-wide sidewalks and improved crossings. A new pedestrian bridge at Gorsuch Road would provide safe access to businesses and services on both sides of MD 140.

Final Approvals

In May 2009, SHA announced that federal and state approvals were in place for a package of improvements along MD 140 from Market Street to Sullivan Road in Westminster. The Maryland State Highway Administration (SHA) has completed a project planning study that examined ways to improve future traffic flow, relieve congestion, and upgrade pedestrian travel along the 2.5-mile study area corridor. Location and design approvals make the project eligible for detailed engineering activities when funding becomes available.

Section 2: Main Street

The Main Street corridor provides a totally different character. Whereas Maryland MD 140 is oriented for individual motorized vehicles, the historic Main Street of downtown Westminster is less automobile oriented and more focused toward pedestrians. Many of the historic buildings contain shops, offices, and services. The tree-lined street and wide sidewalks encourage pedestrian movement.

Parking in the Main Street area is of particular concern to both merchants and potential customers. On-street parking is available in many locations, and public parking lots are located at major intersections and to the rear of the commercial buildings along the first block of East Main Street. The City has established consistent rates at all of its parking meters. In addition, there is no charge to park at a meter on weekends, holidays, and after 5:00 p.m. on weekdays. To further address parking concerns, the City constructed two parking garages which were opened in September 2003. The Longwell Avenue Municipal Parking Garage, located at the intersection of Longwell Avenue and Distillery Drive, is a 296 space parking garage which is open to monthly permit holders, as well as hourly users. The Westminster Square Municipal Parking Garage, located on Green Street near its intersection with MD 27, is a 160 space parking garage that is also open to monthly permit holders, as well as hourly users.

Main Street experiences serious congestion problems during the afternoon period. Vehicles stopped at the traffic signals along Main Street back-up past the side street intersections and limit access to Main Street. This results in congestion characteristic of and approaching gridlock. A significant number of trucks were noted turning left from northbound MD 27 to westbound Main Street. The entire block along MD 27 between Main Street and Green Street was frequently filled with vehicles, causing traffic to back up on Green Street, as well as Liberty Street as far as George Street. Traffic queued from the Main Street/MD 27 signal also backs up through the Longwell Avenue intersection, restricting opportunities for traffic to enter Main Street from Longwell Avenue when Longwell has the green signal phase.

Section 3: MD 27

There is not a significant section of MD 27 within the corporate limits of Westminster. However, it does provide a primary access to Downtown Westminster from Maryland MD 140, as well as serving as the primary access to the Washington D.C. Metropolitan Area.

During the summer of 2002, the City partnered with the State of Maryland to develop the MD 27 Corridor Study. The primary objective of that plan was to redevelop the MD Route 27 Corridor into the primary “Gateway” to downtown Westminster.

Section 4: MD 97 (N)

The Maryland MD 97 (N) corridor immediately to the north of Maryland MD 140 is the site of prime industrial land in Westminster. The Carroll County Regional Airport is located in this area, as well as six industrial parks which have experienced moderate levels of development over the past several years.

Maryland MD 97 (N) also serves as a primary commuter route, connecting residents of northern Carroll County and southern Pennsylvania with employment destinations in Westminster and points to the south and east. During morning and evening rush hours, the volume of pass-through commuter traffic chokes the roadway, making it difficult for employees and clients of the industrial parks to safely make turning movements. This situation results in long queuing of vehicles at the signalized intersections. A

study completed in 1994 by Whitney, Bailey, Cox & Magnani (WBCM) for the Carroll County Industrial Development Authority indicated that traffic along Maryland MD 97 (N) is expected to increase dramatically by the year 2020. These increases will be the result of both additional through traffic and the generation of a greater number of trips from the industrial parks as they continue to develop, indicating a need for multiple lane additions along MD 97 (N).

As a result of the increasing needs along MD 97, City staff, in cooperation with SHA and Carroll County, will require three developers to be responsible for immediate mainline widening on MD 97(N). As future developments approach the City for development opportunity, they will also be required to make additional improvements to MD 97. The City will also make arrangements to consolidate the number of access points onto MD 97. To date, the planned closing of the Kriders Church Road will be complete once Meadow Branch Road is reconstructed. While impossible to eliminate all single source access points to MD 97(N), it is a priority to eventually eliminate as many as possible. Because the Westminster By-pass was eliminated from the Consolidated Transportation Plan in 1999, mainline widening improvements to MD 97(N) are now even more critical as areas beyond Westminster continue to develop at a pace that further exacerbates the problems on the existing roadway. The City will be in discussion with SHA to move this project along in a timely manner to meet the current needs of MD 97(N) to improve the safety and increase the capacity of this vital road for not only the residents but the economy of Westminster.

Part 7: Proposed Major Streets

The planned major streets for the City of Westminster are included on the Comprehensive Land Use Plan Map. The alignments of these proposed streets were evaluated with assistance from County Planning staff. Major street alignments that are located beyond, but in the vicinity of the City's corporate limits, are shown on the map for informational purposes. The proposed major streets, as well as streets deleted from the 1985 *Comprehensive Plan for Westminster and Environs*, are described below:

Crossbridge Drive will be extended to Tahoma Farm Road. Continuation of Crossbridge Drive was incorporated into the City's Major Street Plan with adoption of the 1985 *Comprehensive Plan for Westminster and Environs*. The Crossbridge Drive Bridge over Copp's Branch has been completed, and construction of the final segment will be accomplished in connection with the development of the adjacent commercial site.

Wyndtryst Drive is proposed to be extended to Maryland MD 140. This planned street between MD 97 and Meadow Branch Road was included in the adoption of the 1985 *Comprehensive Plan for Westminster and Environs*. The current proposed alignment reflects a modification to the 1985 alignment, so that the primary through movement is from MD 97 to MD 140 at the WMC Drive intersection, rather than the direct Wyndtryst-Thornbury-Meadow Branch Road connection shown on

the 1985 plan. This change from the 1985 alignment reduces the number of stream crossings and environmental impacts.

Meadow Branch Road will serve as a major collector street for the connection between MD 97(N) and MD 140. Once reconstructed, the alignment will be shifted and vehicular traffic will move more efficiently as the radius of the turn towards MD 97 will be more gradual. This primary road will have very few direct connections to it from the Meadow Branch Industrial Park. The Bolton Hill development will have only a single access point which is the main entrance to the development. There will be no individual residential access points to Meadow Branch Road.

Business Parkway North is proposed to be extended to Old Meadow Branch Road. As the Air Business Center has developed, it has become apparent that an alternate means of access is necessary. Extension of Business Parkway North to Old Meadow Branch road will not affect any existing site development. This route will become a secondary means of ingress and egress for the industrial park to MD 97 at Old Meadow Branch Road. The installation of a traffic signal is ultimately anticipated at this intersection.

Tuc Road Realigned the MD 27 Corridor Study recommended that Tuc Road be realigned near East Middle School to provide a safer environment for the school to eliminate traffic traveling directly in front of the school. If approved, the potential development of City owned land in and around the area could provide the necessary funding to complete this project. Tuc Road could be realigned so the road would no longer separate the parking lot from the school building.

Part 8: Transportation Planning

The 2009 Comprehensive Plan has adopted the Smart Growth Principle of creating a balanced, multi-modal transportation system that plans for increased transportation choice**.** In Westminster, land use and transportation planning must be integrated to accommodate automobiles and to provide increased transportation choices, such as mass transit, bicycles, and walking. The Westminster transportation system in the future must be reliable, efficient, and user-friendly, allowing full access by all segments of the population to housing, employment, education, and human and community services.

Section 1: Complete Streets

Background

In June of 2005, at its 73rd Annual Meeting, the U. S. Conference of Mayors, led by Seattle Mayor Greg Nickels and Des Moines Mayor Frank Crownie, adopted a resolution that urged Congress and the current Administration to require local and regional transportation departments and metropolitan planning organizations to adopt Complete Streets policies.

Complete Streets are designed and operated to enable safe access for all users. The National Complete Streets Coalition seeks to fundamentally transform the look, feel, and function of the roads and streets in a community, by changing the way most roads are planned, designed, and constructed. Complete Streets policies direct transportation planners and engineers to consistently design with all users in mind. The 2009 Comprehensive Plan encourages Complete Streets in order to create a seamless network of on-street bicycling and walking facilities, trails, and transit connecting homes, jobs, schools, shops, families, and friends. The City of Westminster will integrate the elements of the Complete Streets policies in future transportation projects and the Complete Streets concepts in the development of the Westminster Pedestrian and Bicycle Master Plan.

Elements of an Ideal Complete Streets Policy:

1. Includes a vision for how and why the community wants to complete its streets
2. Specifies that 'all users' includes pedestrians, bicyclists, and transit passengers of all ages and abilities, as well as trucks, buses, and automobiles
3. Encourages street connectivity and aims to create a comprehensive, integrated, connected network for all modes of transportation
4. Is adoptable by all agencies, to cover all roads
5. Applies to both new and retrofit projects, including design, planning, maintenance, and operations, for the entire right of way
6. Makes any exceptions specific and sets a clear procedure that requires high-level approval of any exceptions to the policy
7. Directs the use of the latest and best design standards, while recognizing the need for flexibility in balancing user needs
8. Directs that Complete Streets solutions will complement the context of the community
9. Establishes performance standards with measurable outcomes
10. Includes specific next steps for implementation of the policy

Section 2: Maryland 20-Year Bicycle & Pedestrian Access Master Plan

The Maryland Bicycle and Pedestrian Advisory Committee (MBPAC) advises State government agencies on issues directly related to bicycling and pedestrian activity including funding, public awareness, safety, and education.

On October 1, 2002, the Maryland Department of Transportation completed its 20-Year Statewide Bicycle and Pedestrian Access Master Plan with input from MBPAC. The Plan includes five goals ensuring

the creation of a transportation system designed to encourage walking and bicycling, as well as provide a seamless, balanced, and barrier-free network for all. The City of Westminster will work with MBPAC to implement the goals and action items in the plan that support Westminster's efforts to become a more pedestrian- and bicycle-friendly community.

Maryland 20-Year Statewide Bicycle and Pedestrian Access Master Plan Goals

> ***State Goal 1:*** Integrate and expand the State's bicycle and pedestrian facilities, creating a connected network of on-road, off-road, and transit-related accommodations that will encourage and facilitate increased levels of bicycling and walking and improve access for individuals with disabilities
>
> ***State Goal 2:*** Preserve, protect, and maintain the State's existing bicycle and pedestrian facilities and rights-of-way including bike lanes, roadway shoulders, sidewalks, crosswalks, trails, and side paths
>
> ***State Goal 3:*** Provide safe and convenient bicycle and pedestrian accommodations for every type of trip, and for all levels of ability
>
> ***State Goal 4:*** Develop education and promotional programs that will increase bicycling and walking and foster a pro-bicycle and pro-pedestrian awareness in individuals, private sector organizations, and all levels of government
>
> ***State Goal 5:*** Work with local communities to increase their understanding of how land use, transportation, and other policies and planning processes need to be modified to achieve increased levels of bicycling and walking, especially in Priority Funding Areas

Section 3: Pedestrian-Oriented Design

Pedestrian Oriented Design is a method where land use activities are designed and arranged in a way that emphasizes travel by foot, rather than by car. Elements include compact, mixed-use development patterns with facilities and design that enhance the environment for pedestrians in terms of safety, walking distances, comfort, and the visual appeal of the surroundings. Pedestrian-friendly environments can be created by locating buildings close to the sidewalk, by lining the street with trees, and by buffering the sidewalk with planting strips or parked cars, small shops, street-level lighting and signs, and public art or displays.

Section 4: Transit-Oriented Development

The Center for Transit-Oriented Development is the only national nonprofit effort dedicated to providing best practices, research, and tools to support market-based, transit-oriented development. Transit-oriented development is about creating attractive, walkable, and sustainable communities that allow

residents to have housing and transportation choices, in order to live convenient, affordable, pleasant lives.

Transit-oriented development is often defined as higher-density, mixed-use development within walking distance – or a half mile – of transit stations. The Center for Transit-Oriented Development uses a performance-based definition that projects should:

- Increase "location efficiency" so people can walk and bike
- Boost transit ridership and minimize traffic
- Provide a rich mix of housing, shopping, and transportation choices
- Create a sense of place

Carroll Area Transit System (CATS) serves the City of Westminster's public transportation needs. In the future, CATS will continue to expand its operations and service capacity. The City will be working with CATS to support its efforts to improve the transit system of Westminster. The 2009 Comprehensive Plan also focuses on the other aspects of transit-oriented development that require high-density and mixed-use developments that encourage walking and the use of bicycles. The City of Westminster promotes transit-oriented development to generate a new wave of development that could improve housing affordability and choice as well as revitalize Downtown Westminster and neighborhoods.

Section 5: Context Sensitive Solutions

The Maryland State Highway Administration (SHA) has been a national leader in implementing Context Sensitive Solutions (CSS) for transportation development. Context Sensitive Solutions result from a collaborative, interdisciplinary approach to developing and implementing transportation projects, involving all stakeholders to ensure that transportation projects are in harmony with communities and preserve and enhance environmental, scenic, aesthetic, and historic resources while enhancing safety and mobility. While the CSS approach applies to all of SHA's projects, Maryland's Byways, designated for their acknowledged scenic, cultural and historic qualities, merit additional care in decision-making to preserve and enhance their special qualities.

Elements that Affect the Character of a Byway

- Safety
- Alignment and Geometry
- Roadside Barriers
- Grading and Drainage
- Traffic Control Devices
- Utilities
- Landscape
- Bridges and Small Structures
- Signs
- Lighting
- Access
- Roadside Enhancements
- Bicycles
- Maintenance
- Management of Publicly Owned Land

Transportation Element

The 2009 Comprehensive Plan promotes an appropriate network of arterial, collector, and local streets to safely and efficiently serve the anticipated travel demand generated by the existing and proposed land uses. Proposed transportation improvements should relieve growing traffic congestion while improving pedestrian and bicycle accessibility. An efficient transportation system is essential to the sound social, as well as economic, development of the City. The Transportation Element seeks to improve the City's transportation system to ensure the safe and efficient movement of people and goods, and provide a variety of mode choices, while enhancing neighborhood livability and resident quality of life.

Goals and Objectives

Goal T1: Coordinate the provision and improvement of the Westminster area transportation infrastructure for compact and directed growth, as defined in the Municipal Growth Element

Objective 1: Develop an efficient road system that supports safe and efficient traffic circulation

a. Maintain a data collection system, including traffic counts and accidents to support studies, operational changes, and designs

b. Establish a high accident location identification and analysis system to ensure efforts are concentrated at the most critical locations

c. Develop priorities for improvements to the transportation system based on safety considerations and existing deficiencies, as well as physical, economic, and policy constraints

Objective 2: Review and monitor the transportation system to provide adequate service to existing and future land uses

a. Prepare an annual travel forecast to identify needed transportation improvements

b. Study changes in personal travel behavior and feasibility of mode choices

c. Monitor growth in population and employment as needed to ensure that planned transportation improvements will address the potential impacts of growth

d. Ensure that transportation improvements or strategies are constructed or financed concurrently with development

Objective 3: Provide an integrated street network of different classes of streets designed to facilitate different types of traffic flows and access needs

a. Ensure that transportation system improvements are compatible with adjacent land uses and will minimize potential conflicts

b. Consider the multiple purposes of streets to accommodate transit and commercial vehicles

c. Review and revise design standards for all classifications of Westminster streets

Objective 4: Partner with Carroll County to implement appropriate transportation demand management strategies

a. Coordinate with Carroll Area Transit System to sustain and improve the local bus transit system to serve both transit-dependent and discretionary riders

b. Encourage activities that aim at changing travel behaviors by getting people to utilize more efficient means of transportation alternatives

c. Promote carpooling, flexible work times, telecommuting, and similar outcomes to increase peak-hour efficiency of the existing transportation infrastructure and services

Objective 5: Develop a "Transportation Strategy and Design Guidelines" for new developments and improvements to existing transportation systems in Westminster

a. Require new transportation systems to consider the principles of Pedestrian-Oriented Design and Transit-Oriented Development

b. Study Complete Streets policies in other cities of comparable size to Westminster

c. Create a Westminster Complete Streets policy

d. Refer to the goals of the Maryland's Bicycle and Pedestrian Access Master Plan during the development review process of new developments and future streetscape projects

e. Integrate the Transportation Strategy and Design Guidelines into the Westminster Design Guidelines and Manual according to the Community Character & Design Element

Goal T2: Provide a continuous and seamless pedestrian and bicycle system, and enhance the pedestrian environment to create a more walkable community

Objective 1: Develop a Pedestrian Master Plan that identifies and ranks, in order of priority, sidewalk and pedestrian needs

a. Create a sidewalk and pedestrian trail network linking neighborhoods, Downtown, and key community destinations

b. Prioritize sidewalk improvements on arterials and local roads

c. Complete the arterial sidewalk system according to a priority system

d. Require development to provide additional sidewalks along local streets to complete missing links, increase pedestrian safety, and provide linkages to key destinations

Objective 2: Promote an appropriate mix of land uses and densities, the quality and design of the built environment, pedestrian scale streetscapes, and pedestrian comfort

a. Create pedestrian-oriented environments between buildings in auto-oriented commercial areas

b. Require sidewalks or pedestrian areas to provide connections between buildings within developments

c. Encourage pedestrian amenities such as trees, planters, street furniture, and awnings

Objective 3: Build a connected bicycle route that is viable, convenient, and safe and will encourage both utilitarian and recreational riding

a. Develop a plan that designates an interconnected bicycle route system throughout the City that forms a transportation network linking major activity center

b. Incorporate a Bicycle Accessibility Strategy into the Pedestrian Master Plan

c. Expand the City's system of off-road bicycling trail facilities

Goal T3: Encourage parking strategies that minimize redundant access and maximize public space

Objective 1: Require only the amount of parking necessary to avoid problems, maintain viable businesses, and meet the needs of Downtown Westminster

a. Develop an inventory and usage survey of all parking facilities, both private and public

b. Use the inventory and survey to identify surface lots with the potential for future development

c. Seek to provide an appropriate balance in on-street parking by providing resident parking and overflow commercial and employee parking in residential areas

d. Consider strategies for addressing residential area on-street parking that allow flexibility for neighborhood-specific situations

Objective 2: Increase flexibility with minimum parking requirements to reflect typical daily demand and allow innovative parking provisions

a. Require no more parking than reasonably necessary to optimize land use density and minimize the amount of impervious surface

b. Promote locating parking to the side or behind buildings or new developments to provide pedestrian accessibility of building entrances and walkways to the street

c. Encourage commercial uses on contiguous parcels to have connecting or shared parking areas

Goal T4: Provide a safe and convenient access system that respects community needs and values

Objective 1: Ensure adequate and safe access to property

a. Encourage the preparation of comprehensive access plans, and consolidation of access points in commercial and residential areas

b. Require new development to minimize and consolidate access points along all principal and minor arterials

c. Design and construction standards should result in consistent street types, adequate lane widths, maintenance standards, and compatible subdivision patterns

Objective 2: Promote the continuity of the street pattern and design when considering subdivision, street vacation, or street extension proposals.

a. Encourage the connection of streets when considering subdivision or street improvement proposals

b. Limit the use of cul-de-sacs, dead-end streets, loops, and other designs that form barriers in the community

c. Recognize that increasing connections can reduce traffic congestion and increase neighborhood unity

d. Consider street design consistency when reviewing street extensions such as right-of-way width, curb style, landscape width, and sidewalk material and width

Objective 3: Develop through-routes and access to main roads while protecting local neighborhood circulation

a. Seek to minimize impacts of through traffic within residential neighborhoods by employing neighborhood traffic management strategies

b. Consider neighborhood traffic management strategies such as traffic control signs, speed limit education, enforcement, narrow streets, curves, or traffic circles

Objective 4: Mitigate traffic congestion when and where necessary to maintain traffic flow and minimize travel delays with a balanced approach

a. Consider alternatives that do not include adding lanes when evaluating future capacity solutions

b. Use transportation system management strategies on arterial roads to improve traffic flow, maximize capacity, and increase overall system efficiency and safety

c. Design new local streets to provide for traffic movement while ensuring a safe and attractive pedestrian and bicycle-friendly neighborhood environments

Goal T5: Evaluate and mitigate the impacts of development on the Westminster area transportation system

Objective 1: Work with Carroll County to ensure that new development outside of the City does not negatively affect Westminster transportation systems

a. Coordinate with Carroll County to implement the Transportation Chapter of the 2007 Westminster Environs Community Comprehensive Plan

b. Continue to work with the Carroll County Traffic Team to stay informed on transportation issues and projects

Objective 2: Promote responsible funding of needed transportation system improvements with public and private sector participation

a. Prioritize circulation system improvements needed to address safety, maintenance, congestion relief, multi-modal projects, transit, and growth

b. Ensure adequate maintenance of existing facilities throughout the City

c. Allocate resources in the City's transportation capital investment program in conjunction with the community's priorities

d. Require new development to contribute its fair share towards transportation improvements and services required due to the development

e. Enforce a shared responsibility of mitigating development impacts between the public and private sector

Objective 3: Encourage the use of telecommunications to reduce commuter traffic.

a. Work with the Baltimore Metropolitan Council and the Carroll County Department of Economic Development to establish a telecommuting center in Westminster

b. Clarify language in the Zoning Ordinance to address the home offices of telecommuters

Goal T6: Develop a transportation system that recognizes regional traffic needs, while allowing the Westminster area to meet economic development goals

Objective 1: Cooperate with local, regional, state, and federal agencies in the development and operation of the Westminster area transportation system

a. Support and complement the transportation functions of the Carroll Area Transit System to meet Westminster transportation needs.

b. Coordinate planning, construction, and operation of transportation facilities and programs with Carroll County and the State Highway Administration

c. Make transportation decisions consistent with Transportation Chapter of the 2007 Westminster Environs Community Comprehensive Plan

d. Support the Baltimore Regional Transportation Board to implement the Baltimore Region Long-Range Transportation Plan "Transportation Outlook 2035"

Objective 2: Establish and maintain a level of service consistent with local and regional circulation needs

a. Coordinate with Carroll Area Transit in establishing appropriate levels of service for the community

b. Support additional transit levels of service for the Downtown Westminster based upon existing and future population and employment densities

c. Integrate management and operations strategies that improve the performance and reliability of existing transportation infrastructure to relieve congestion and reduce delay

Objective 3: Attract and retain business enterprises to Westminster by managing traffic growth

a. Design the system to allow for safe, efficient access to commercial and mixed-use areas

b. Encourage public/private partnerships for financing transportation projects that foster economic growth in Westminster

c. Promote multi-modal improvements such as local transit improvements or carpool programs

Objective 4: Cooperate with Maryland State Highway Administration (SHA) to make the necessary improvements to State roads in the Westminster area

a. Support SHA to complete the MD 140 Improvement Project according to enhance traffic circulation on MD 140 from Market Street to Sullivan Road

b. Coordinate with SHA to study and implement the MD 97 (N) Improvement Project to increase safety and traffic capacity for regional traffic on MD 97 (N)

Goal T7: Maintain the availability of safe air travel services in Westminster

Objective 1: Support the continued operation of the Carroll County Regional Airport to provide private air transportation services to the region and community

a. Recognize the Carroll County Regional Airport as a business that is economically and historically significant to the community

b. Ensure planning and zoning regulations address the needs and issues of the Carroll County Regional Airport

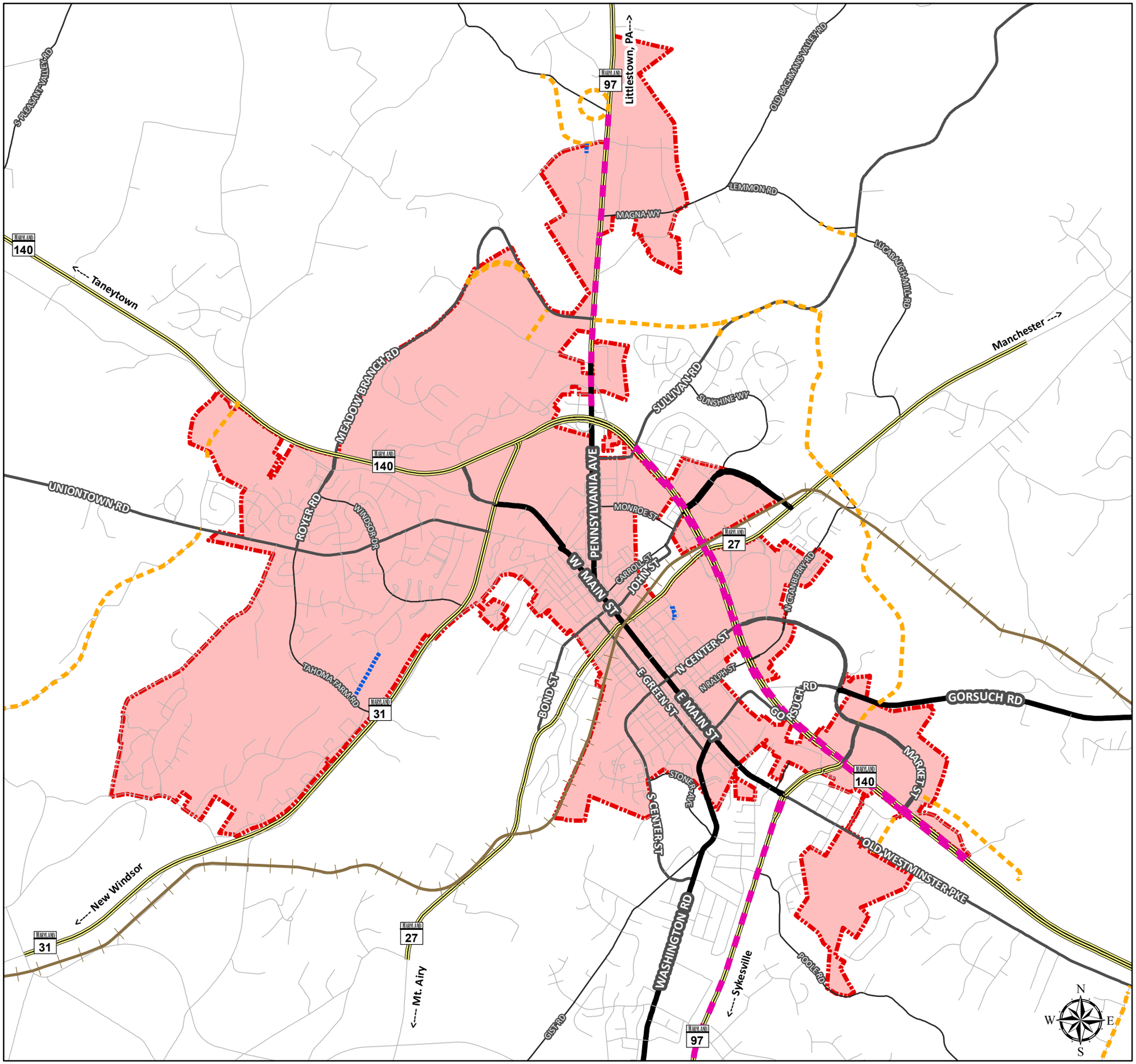
Objective 2: Plan for appropriate uses and activities in the vicinity to minimize impacts to and from the Carroll County Regional Airport

a. Comply with State laws requiring plans and regulations that discourage incompatible uses adjacent to the Carroll County Regional Airport

b. Ensure plans and regulations address height hazards, safety, and noise issues that can affect the long-term viability of the Carroll County Regional Airport

c. Allow compatible uses, buildings, or land or water activities in the vicinity that do not present safety problems to Airport operations, or that would not be sensitive to noise from the Airport operations

Roads and Highways

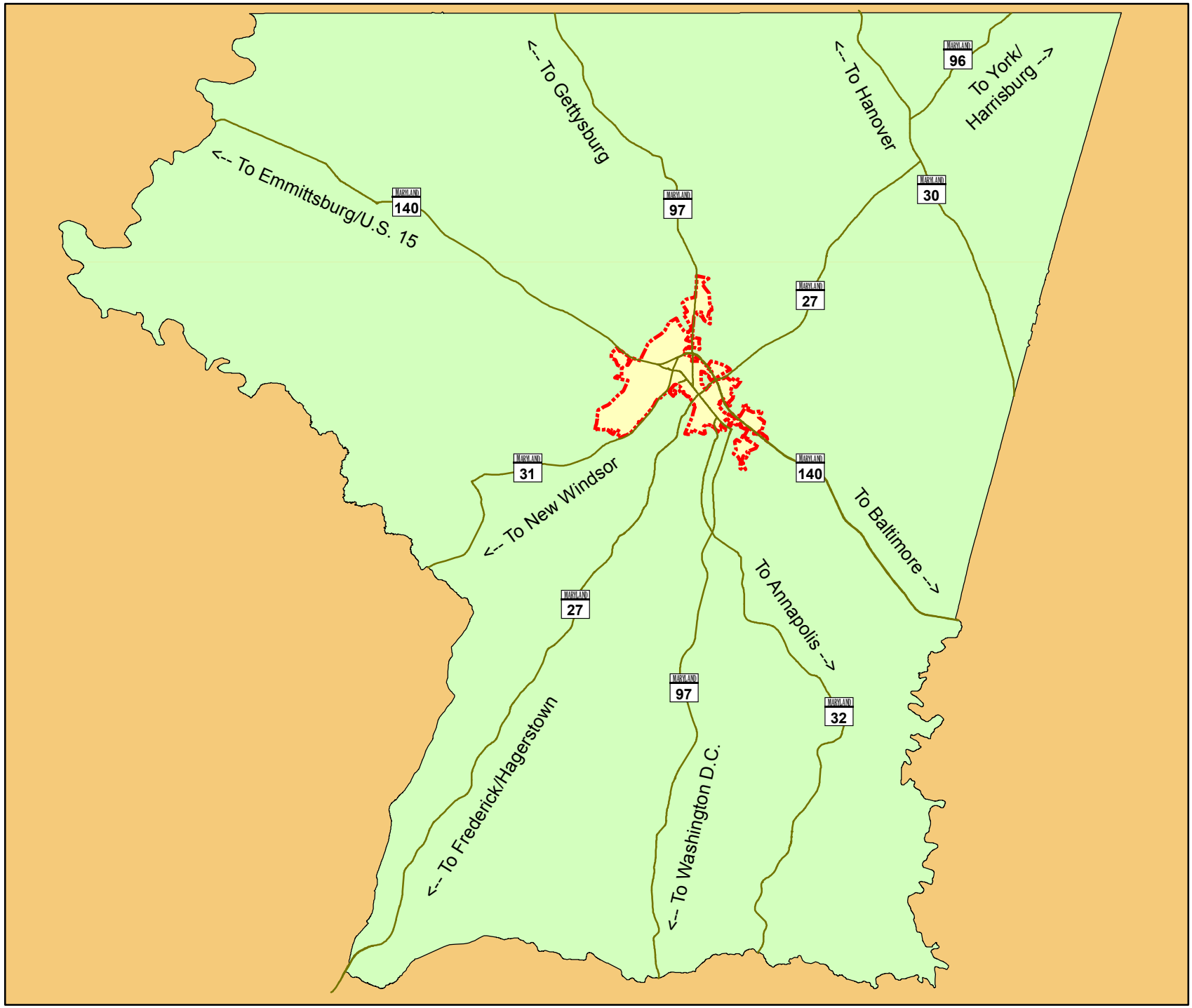


Legend

- Railroad
- LOCAL ROADWAY
- MINOR COLLECTOR
- MAJOR COLLECTOR
- MINOR ARTERIAL
- OTHER PRINCIPAL ARTERIAL
- Planned County Improvements
- Planned City Improvements
- Planned State Highway Improvements
- City Boundary

CORPORATION OF WESTMINSTER 1838

Map Not to Scale



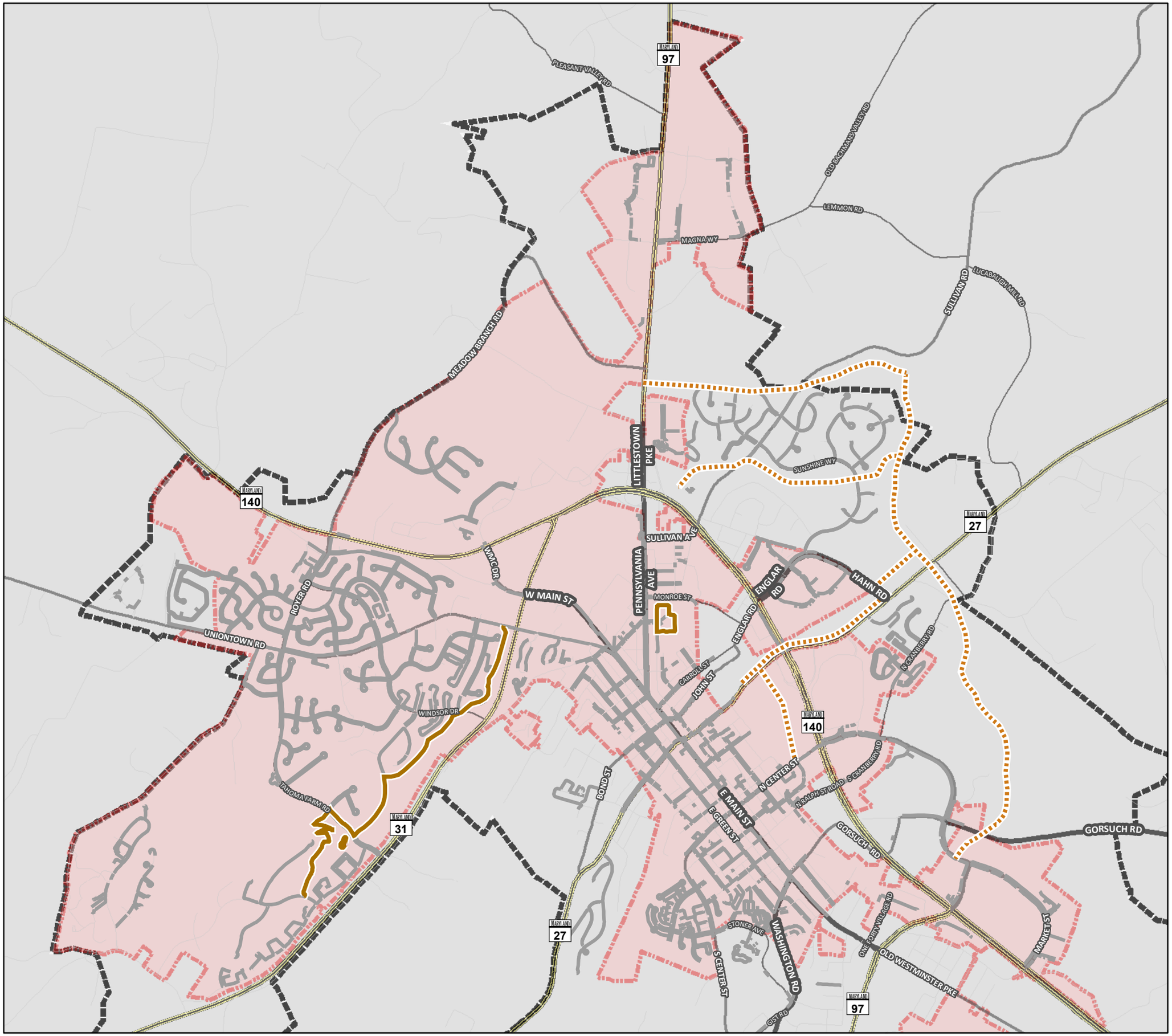
Westminster Major Road Systems

Legend

- Westminster City Boundary
- Carroll County

Map Not to Scale

Pedestrian Accomodations



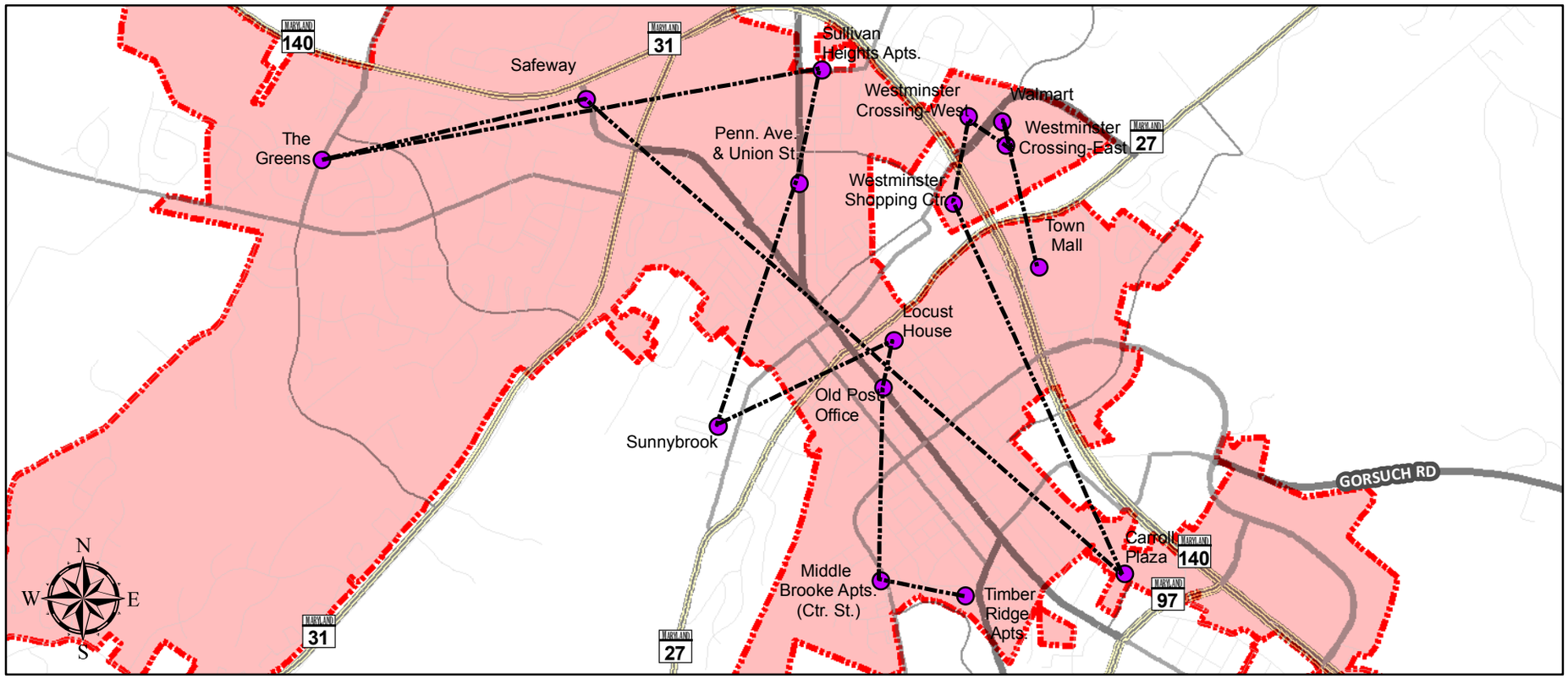
Legend

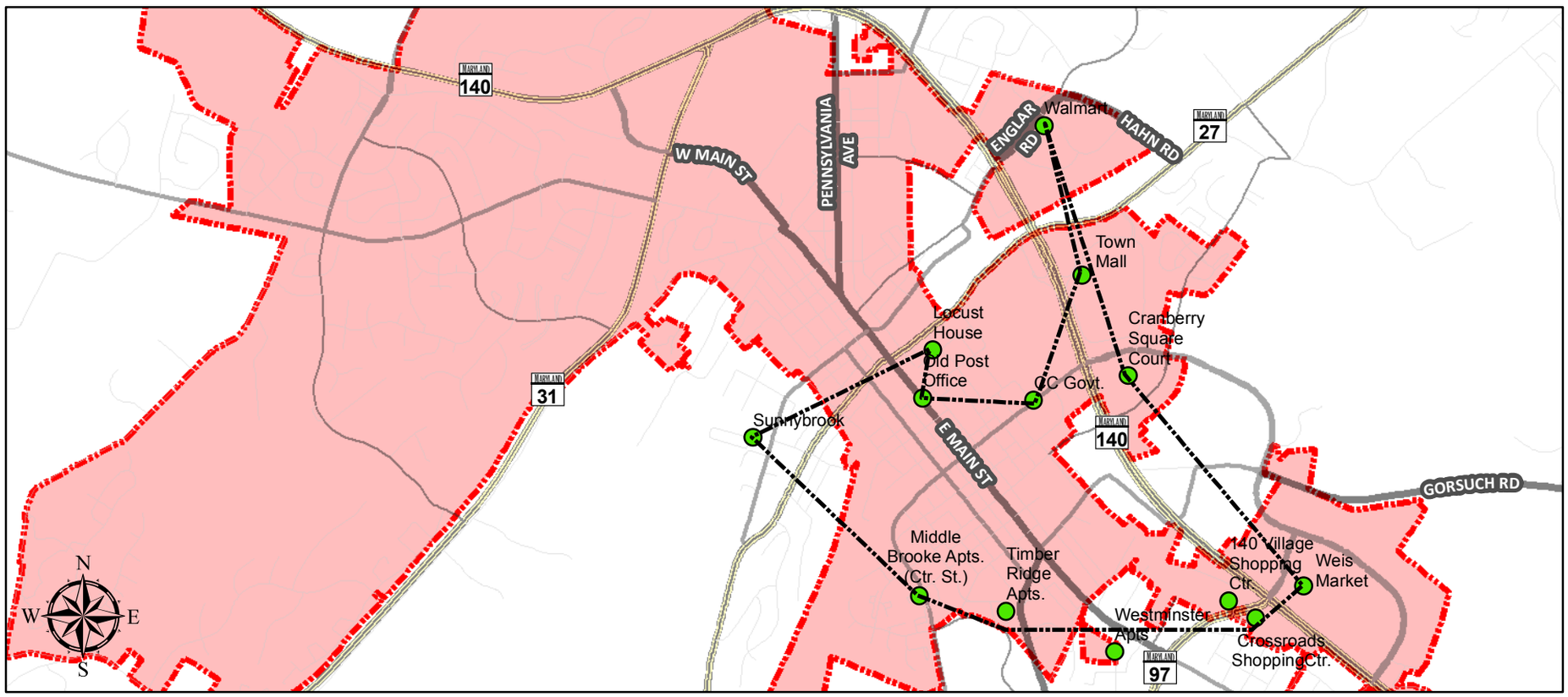
- Trails
- Planned Trail
- Sidewalks
- City Boundary
- Growth Area Boundary

CORPORATION OF WESTMINSTER 1838

Map Not to Scale

Carroll Area Transit System Shuttle Routes





Legend

- Shuttle Loop 1
- Shuttle Loop 2
- City Boundary

CORPORATION OF WESTMINSTER 1838

Maps Not to Scale

Maryland Department of Transportation

State Highway Administration
District 7 Engineering Systems Team
Frederick, Maryland

Concept Design and Report
Contract No. CL2145187
June 2011

MD 97 (Littlestown Pike)
Widening Concept
Carroll County

MD 97 (Littlestown Pike) Concept Design and Report
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Concept Plan Views

APPENDIX B

Utility Impacts Table

APPENDIX C

Right-of-Way Impacts Table

APPENDIX D

Major Quantities Cost Estimate

APPENDIX E

Pavement Detail

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Project Description

As requested by the Maryland State Highway Administration (SHA), Wallace, Montgomery & Associates, LLP (WM&A) has developed a detailed investigation of the feasibility and impacts associated with the widening of MD 97 to a five-lane roadway section, with acceleration and deceleration lanes at all entrances and cross streets, for approximately 1.9 miles along MD 97 (Littlestown Pike) from just north of the interchange at MD 140 to just north of the intersection with Kalten Road.

The attached Concept Development Study includes plans of the proposed improvements along with a report which summarizes the impacts the proposed work will have on existing utilities, right-of-way, environmental features (i.e. streams, wetlands, historical properties, etc.), and existing drainage facilities, as well as verification that the improvements meet AASHTO and SHA design criteria and current State and Federal guidelines for bicycle, pedestrian, and ADA facilities. The study was based upon an analysis of SHA provided accident data and traffic count information, GIS information, field-run surveys, and aerial photography.

Existing Conditions

MD 97 is a 44' wide, 2-lane, predominantly open section, urban OPA roadway with full shoulders which have been converted to Acceleration / Deceleration lanes at all major commercial entrances along the corridor. Lane and shoulder widths are approximately 11' each. The roadway widens at major intersections to include left or right turn lanes.

The existing horizontal alignment is comprised of tangent sections joined by a 10,000' radius curve just north of Corporate Center Drive and a smaller 2,300' radius curve south of that intersection. Vertically, the MD 97 corridor is comprised of a series of vertical curves which necessitate reduced speeds at the southern limits (max 40 mph at the MD 140 interchange) but support speeds of 50 mph north of Corporate Center Court. The existing conditions were evaluated to determine compliance with AASHTO requirements for intersection sight distance (Case "B" – Stop Control from the Minor Road) and for adequate stopping sight distance along MD 97 and the results indicate the roadway meets AASHTO design requirements for all posted speed limits.

The existing pavement appears to be in good condition and based on construction history provided, is comprised of 9" of HMA pavement on top of 8" of Portland Cement Concrete base for the full width, including shoulders. The last record of resurfacing was in 1990.

The intersections at Corporate Center Drive and Airport Drive/Magna Way are both signalized for vehicular traffic; however, neither intersection includes pedestrian signals.

Evaluation of the provided traffic and accident information indicates that currently traffic volumes are in excess of 25,000 vehicles per day with a relatively high (10%) volume of trucks. There were 64 police-reported accidents found during the provided study (2-yr. study: 2007-2009). The most prominent accident type was rear end collisions with 36 occurrences recorded. Of the total accidents reported, 9% (6) involved alcohol use, 36% (23) were intersection related, and 23% (15) occurred during wet surface conditions. Rear end collisions calculated to be significantly higher than the statewide average. There are no Candidate Safety Improvement Locations (CSIL) within the study area during this study period.

Proposed Improvements (Compliance with AASHTO/SHA Design Guidelines & Policies)

Based on field walks and discussions with District 7 personnel regarding traffic patterns throughout the corridor and observations of the existing traffic patterns, it was determined that provisions for a 84' wide, five-lane roadway section (2-12' through lanes in each direction with full 12' wide shoulders and a

shared 12' wide center turn lane) are desired to improve corridor operation, safety, and access needs. Additionally, due to traffic safety concerns for turning vehicles, the proposed improvements include closing Krider's Church Road at the intersection with MD 97. Access to properties along Krider's Church Road will be maintained by utilizing planned future connections to Meadow Branch Road and MD 140 via Meadow Creek Road.

Plans for the proposed improvements may be found in ***Appendix A***.

Due to the presence of large drainage conveyance channels along the SB (western) roadway edge from south of Airport Drive to north of Airport Drive and a Runway End Safety Area (RESA) along the SB edge of the roadway just north of Meadow Branch Road, the majority of the proposed pavement widening was required to be along the NB roadway (eastern) edge. Furthermore, minor alteration to the MD 97 alignment has been proposed to further reduce impacts to the RESA adjacent to the Carroll County Regional Airport (Jack B. Poage Field). Horizontal curves with radii of 10,000' were utilized so no superelevation corrections would be needed.

The current practice of utilizing the shoulders to provide acceleration / deceleration lanes at minor intersections and for business entrances is continued; however, an additional widening in these areas of at least 6' is required to comply with SHA's current and proposed bicycle compatibility guidelines (6' bicycle lanes are required due to the 50 mph posted speed and high truck percentage). Reconstruction of the existing shoulder should not be required as the current pavement section is continuous for the full width of pavement along the corridor.

Proposed acceleration / deceleration lanes were developed using SHA's Access Manual guidelines and warrant charts (Sections 13.3 & 13.4 on pages 67 to 71) in conjunction with AASHTO's guidelines (Exhibit 10-70 on page 847) and assuming a 55 mph design speed (the currently posted speed limit is 50 mph), and a stop condition for accelerating vehicles.

Traffic Analysis

In addition to the above mentioned proposed improvements along MD 97, alternative lane configurations and signal phasing were analyzed to improve the operations of the westbound Magna Way approach at the MD 97 and Magna Way / Airport Drive intersection. Currently the westbound approach includes separate left-turn, through and right-turn lanes running with a permissive left-turn phase. Three alternatives were analyzed with the following improvements to the westbound approach:

- *Alternative 1* - Revises the westbound lane configuration to two left-turn and shared through-right lanes running with a protected left-turn phase.
- *Alternative 2* - Revises the westbound lane configuration to one left-turn, one shared left-through and one right-turn lane running split phases for both eastbound and westbound approaches.
- *Alternative 3* - Revises the westbound lane configuration to two left-turn lanes with separate through and right lanes running with a protected left-turn phase.

Alternatives 1 and 2 revise the westbound lane configuration while staying within the existing footprint of Magna Way. However Alternative 3 will require widening along Magna Way to accommodate the additional lane. All three alternatives will require revisions to the signal timings.

The table below summarizes the intersection operations of each alternative compared to existing conditions. Although Alternative 3 provides the most improvement to the operations of the intersection, Alternative 1 provides adequate improvement to the intersection operations without additional costs to widen Magna Way.

Alternative	Peak Period	HCM Analysis (LOS, Delay, Queue)													
		NB (MD 97)			SB (MD 97)			EB (Airport)			WB (Magna)			TOTAL	
Existing	AM	C	21.9 s	208'	C	31.3 s	**1008'**	C	30.6 s	114'	**E**	**68.9 s**	**347'**	C	34.4 s
	PM	B	12.9 s	353'	B	12.5 s	391'	C	23.4 s	122'	D	35.4 s	247'	B	17.8 s
Alt 1 - WB 2 LT Protected	AM	B	13.5 s	127'	C	20.0 s	395'	D	38.2 s	121'	D	47.8 s	122'	C	23.7 s
	PM	B	17.9 s	380'	B	14.3 s	179'	C	22.8 s	89'	C	27.2 s	135'	B	19.1 s
Alt 2 - WB 2 LT Split	AM	B	16.7 s	146'	C	23.2 s	428'	D	38.5 s	124'	D	54.9 s	207'	C	27.3 s
	PM	B	19.0 s	395'	B	15.4 s	190'	C	22.9 s	90'	C	30.4 s	125'	C	20.4 s
Alt 3 - WB 2 LT Prot. w/ Separate RT	AM	B	13.4 s	124'	B	19.0 s	370'	D	38.7 s	122'	D	47.8 s	101'	C	23.2 s
	PM	B	16.9 s	362'	B	13.4 s	170'	C	22.7 s	57'	C	24.2 s	57'	B	17.9 s

Utilities

A utility review was performed to identify existing utilities and determine potential impacts from any proposed improvements. Field observation, records provided by franchise utility owners, and review of as-built drawings, indicate underground utility lines are present throughout the corridor in addition to the utility poles carrying aerial power, cable, fiber optic, and telephone lines within the project limits along both sides of the roadway.

Underground facilities are indicated on the attached plan sheets and include a high pressure (6") BG&E gas line which runs along NB lanes of MD 97 (with several perpendicular roadway service crossings) from the southern study limits to just north of the Magna Way intersection. Additionally, there are indications that a sanitary sewer line runs the length of the project under the existing NB shoulder and a water line runs along the existing SB edge of roadway. Finally, all utilities along the SB edge of roadway have been placed underground in the vicinity of the RESA adjacent to Jack B. Poage Field north of Meadow Branch Road.

Cover should be sufficient to avoid impacts to underground utilities in most cases; however, the proposed widening for MD 97 would place the above mentioned lines (gas, water, sewer) well within the proposed northbound or southbound travel lanes north of Corporate Center Drive and slightly inside the proposed curb line or edge of pavement south of Corporate Center Drive. It is possible that this situation may pose an issue to the respective utility owners and extensive test pitting and coordination with BG&E, County, and City forces should be performed during design to confirm these evaluations.

Practically all poles carrying primary and secondary transmission lines running along both NB and SB sides of the roadway will be impacted by the proposed roadway widening and will require relocation. Pole impacts, with specific pole numbers effected, have been indentified and summarized and may be found in ***Appendix B***.

The only SHA-controlled lines within the project limits along MD 97 provide service to the traffic signals at the intersections of Corporate Center Drive and Airport Drive/ Magna Way. Signal plans obtained indicate that the signals are isolated and no conduit or interconnect cable for the signals exist beyond the advance loop detectors located within the existing pavement at each location. It is anticipated that all traffic signal poles and detection at each intersection will be impacted and will need replaced.

Right-of-Way

SHA Plat Nos. 7583, 7584, 10294, 44813, and provided plans for proposed property development along the MD 97 corridor indicate that the right-of-way for the existing roadway varies from approximately 66' to 122'. Existing and Proposed Right-of-Way limits are shown on the plan views attached in Appendix A.

Based upon the concept plans developed from aerial and field measurements, it is anticipated that the proposed widening would require significant R/W takes along the northbound edge of roadway in addition to minor grading easements along the southbound edge of roadway. These may include onsite impacts to parking areas for existing businesses and existing billboards, especially along the northbound side of the roadway. It is also anticipated that temporary construction easements would be required for completion of the project.

It is anticipated that the additional R/W required for the proposed improvements total 387,666 square feet of takes and 69,451 square feet of easements. Impacts for individual parcels have been summarized and can be found in ***Appendix C***.

Environmental Features

Based on the Federal Emergency Management Agency's (FEMA) Flood Insurance Rate Maps for Carroll County, MD, the project site does not lie in a delineated 100-year floodplain. However two streams, indicated on the FEMA maps, which pass through the site, have a 100-yr floodplain delineated downstream of the project site. The upper limits of the 100-yr floodplain for these two streams are indicated by a designation, "Limit of Detailed Study". Further study may be needed to determine the extent of the 100-yr floodplain for these streams, and if the 100-yr floodplain exists within the project site.

The Carroll County Quad Maps were analyzed to determine the project's possible impacts on streams, waterways, and the Waters of the US. Furthermore, a field investigation was conducted of the site to perform a preliminary investigation of Waters of the US. The in-house and field investigation did find the existence of three Waters of the US in the vicinity of the project. The first stream crosses MD 97 at the MD 140 overpass. The second stream crosses MD 97 at the intersection with the exit ramp from westbound MD 140. The third stream crosses MD 97 south of the intersection of Airport Drive. Although all three streams traverse MD 97 at the project site, only the second stream is anticipated to be impacted.

The US Fish and Wildlife Service (USFWS) National Wetland Inventory (NWI) and the Maryland's Environmental Resources and Land Information Network (MERLIN) were used to ascertain the location of possible wetlands in the project area. Furthermore, a field visit was conducted of the site to perform a preliminary investigation of possible wetlands. Based on this information, there are two wetland systems in the vicinity of the project site. The first wetland system is associated with the second stream mentioned above. This wetland system is extensive on the western side of MD 140. The second wetland system is associated with the third stream mentioned above. This wetland system is within a large man-made swale which traverses the western side of MD 97 to the north and south of Airport Drive. Wetland buffer impacts are anticipated with both wetland systems, and wetland impacts are anticipated with the first wetland system. Although in-house and field investigations observed the existence of jurisdictional wetlands and Waters of the US, further investigation, including wetlands delineation, should be conducted during final design to verify this finding.

The presence of forest was not observed at the project site; however, six significant trees were observed within the project site. All six of these trees are located on the western side of MD 97. The first is a large 60" silver maple located just north of the MD 140 overpass. The remaining five trees,

which consist of Black Locust and Norway Maples are all considered “front yard trees” and are just outside the public right-of-way. These trees may require special protection during construction. If impacts to these large trees or any other tree within public right of way are to occur, then a Maryland Roadside Tree Permit will need to be submitted.

There were no observed historic structures within the project area. Coordination with the Maryland Historical Trust will be necessary to see if historic structures are located within the vicinity of the project.

Permit/Approvals

Required	Permit/Approval	Comments/Status
Y ☐ N ☒	Reforestation Law – Approval	No forest impacts more than 1.0 ac
Y ☒ N ☐	Roadside Tree Permit	Permit required for any tree removal in public right-of-way
Y ☐ N ☒	Forest Conservation Act Permit	Minimal forest impacts are anticipated
Y ☒ N ☐	SWM/E&S Control Permit	MDE Approval will be required
Y ☒ N ☐	NPDES General Permit for Const. activity	> 1.0 ac disturbance
Y ☒ N ☐	Joint Permit Application (JPA)	Wetland Buffer, Wetlands, and WUS impacts.
Y ☒ N ☐	General Waterway Construction Permit (GWCP)	Possible waterway involvement
Y ☐ N ☒	U.S. Coast Guard Permit (Bridge Hydraulic Div. would apply)	No waterway involvement

In addition to the permits and approvals indicated in the above list, upcoming changes to SHA’s noise policy will most likely require that a noise study be performed for this project since the proposed roadwork can be interpreted as an increase in capacity for the roadway. Should this project be selected for advancement to design and construction, provisions for such a study should be planned for in PE funding outlays. Our experience with noise studies leads us to speculate that, upon completion of the study, there is a low probability that the results will indicate noise mitigation will be required due to the low density of housing and relatively small increases that may result in the ambient noise levels.

Pedestrian/ADA/Bicycle Issues

With the exception of the intersection at Magna Way, there are no existing pedestrian facilities within the MD 97 Corridor. Sidewalks and crosswalks along Magna Way will be impacted due to intersection widening and will need to be reconstructed. No pedestrian activity was noted during the time of the field view.

It is anticipated that the existing pedestrian and ADA facilities on Magna Way and Airport Drive that will be impacted by the widening will be replaced to comply with current ADA policies.

The existing roadway has shoulders of approximately 11’ to accommodate bicyclists, but there are no pavement markings or signs designating a bike route. All proposed improvement schemes would provide at least 6’ of shoulder width to ensure the corridor is compliant with current and proposed SHA bicycle policy guidelines and AASHTO design guidelines for accommodating bicycles.

Drainage Design

The existing MD 97 corridor is a combination of open and closed sections with mostly open sections. Curbed sections exist at the following locations:

- Both NB & SB sides from the MD 97 / MD 140 interchange to Krider's Church Road.
- NB side only from Krider's Church Road to just north of Corporate Center Court.
- SB side only from north of Corporate Center Court to north of Meadow Branch Road.
- SB side only from south of Old Bachman's Valley Road to north of Old Bachman's Valley Road.
- NB side only from south of the Finch Services Entrance to the large cross culvert south of the Jiffy Mart entrance.
- Both NB & SB sides from the Jiffy Mart entrance to just north of Airport Dr./Magna Way.

The corridor lies within two major Maryland watersheds. Throughout this corridor, runoff leaves the state right-of-way at various locations along the proposed project site. A more detailed analysis of existing drainage patterns is discussed in the Stormwater Management /Erosion & Sediment Control section below.

There are several locations along the corridor where major drainage pipes cross the roadway and will require extensions:

- A 72" Corrugated Metal Pipe (CMP) crosses under the roadway in the vicinity of the MD 140 ramp; the pipe will need to be extended to the east and west and the existing headwalls will be replaced in kind.
- There is an existing double barrel (84" each) CMP culvert that crosses under the roadway approximately 600' south of the Airport Dr./Magna Way intersection which appears to be in need of repair but operating satisfactorily. The proposed widening scheme should not impact the box culvert, as all improvements fall within the existing culvert headwall limits.
- Additional cross culverts less than 24" exist throughout the project site. These culverts will be replaced in kind.

Existing drainage patterns remain largely unaffected by proposed improvements; however, SWM needs may require extensive bio-swales or other Environmental Site Design (ESD) facilities along MD 97. The majority of these facilities will most likely be located along northbound MD 97. The estimates for R/W requirements have attempted to anticipate the space required for these facilities. Curbed sections, existing inlets, and pipe systems will be replaced in kind.

Stormwater Management /Erosion & Sediment Control

The proposed project lies within the Liberty Reservoir Watershed and the Double Pipe Creek Watershed in Carroll County, Maryland. The majority of the project lies within the Liberty Reservoir Watershed (02-13-09-07) within the Patapsco River Watershed (02-13-09). The northern end of the project lies within the Double Pipe Creek Watershed (02-14-03-04) within the Middle Potomac River Watershed (02-14-03).

The existing impervious area within the MD 97 right-of-way is greater than 40% within the project limits; therefore, the site is considered redevelopment and only 50% treatment is required for the reconstructed impervious areas. Quality stormwater management (SWM) is required for these redeveloped areas. Quality and quantity SWM is required for all additional impervious areas.

In each respective watershed, quality SWM may be provided anywhere throughout the project site. However, quantity SWM must be provided within each drainage area where new impervious area is proposed. Under existing conditions, runoff leaves the project site at 13 locations along MD 97. Below

is a summary table describing the approximate location of each Point of Investigation (POI) / Line of Investigation (LOI.)

POI	Location
1	Outfall of culvert along the MD 140 off-ramp/MD 97 on-ramp
LOI 2	Approximately 300 ft. along SB MD 97 at and north of Corporate Center Ct.
3	Outfall of stormdrain along SB MD 97 approximately 100 ft. south of Meadow Branch Rd.
4	Meadow Branch Rd.
5	Outfall of stormdrain along SB MD 97 approximately 70 ft. north of Meadow Branch Rd.
LOI 6	Approximately 600 ft. along NB MD 97 at and south of Old Bachmans Valley Rd.
7	Large box culvert under MD 97 approximately 550 ft. south of Magna Way
8	Stormdrain system on Magna Way
9	Stormdrain outfall along NB MD 97 approximately 675 ft. north of Magna Way
10	Ditch along SB MD 97 approximately 500 ft. north of Magna Way
11	Outfall of cross culvert along SB MD 97 approximately 540 ft. south of Kalten Rd.
LOI 12	Approximately 600 ft. along SB MD 97 at and south of Kalten Rd.
13	Ditch along NB MD 97 approximately 1050 ft. north of Kalten Rd.

POIs 1 through 10 are located within the Liberty Reservoir Watershed. Within this watershed, SWM will be required for approximately 9.0 ac. of impervious area with an ESD_V storage volume of approximately 71,600 cf. All runoff from these POIs will eventually enter one of two Carroll County SWM Ponds. The Westminster Community Pond is located approximately 1,000 ft. east of the MD 97/MD 140 interchange. The other County SWM pond is located in the southeast quadrant of the MD 97/Magna Way intersection. These ponds may be able to treat quantity and quality SWM for this project; however, it is assumed that ESD facilities will be implemented.

POIs 11 and 13 and LOI 12 are located within the Double Pipe Creek Watershed. Within this watershed, SWM will be required for approximately 1.5 ac. of impervious area with an ESD_V storage volume of approximately 12,700 cf. Runoff from POI 13 will eventually enter a SWM Pond within State right-of-way along NB MD 97 approximately 1300 ft. north of Kalten Rd. Roadway construction will not impact the SWM Pond. This pond may be able to treat quantity and quality SWM for POI 13; however, it is assumed that ESD facilities will be implemented.

Concept level calculations have been performed to estimate the surface area needed to implement SWM facilities. The table below provides a breakdown of estimated SWM facility location and size.

POI	Location	Additional area for SWM	Comments
1	MD 97 between MD 140 and Wyndtryst Dr.	25,500 sf	
LOI 2	SB MD 97 at Corporate Center Ct.	900 sf	Most likely seek a variance from quantity control due to linear nature of widening and close proximity to residential property.
3	NB MD 97 between Corporate Center Ct. and 600 ft. south Old Bachmans Valley Rd.	40,800 sf	
4	Meadow Branch Rd.	600 sf	
5	SB MD 97 between Meadow Branch Rd. and Old Bachmans Valley Rd.	9,100 sf	

LOI 6	NB MD 97 600 ft. south Old Bachmans Valley Rd. to Old Bachmans Valley Rd.	17,300 sf	
7	NB MD 97 north of Old Bachmans Valley Rd.	53,800 sf	
8	Magna Way at MD 97	4,300 sf	Variance from quantity control. Quality may be treated elsewhere.
9	NB MD 97 between Magna Way and Pleasant Valley Rd.	77,000 sf	
10	SB MD 97 500 ft. north of Magna Way to Meadow Branch Rd.	25,500 sf	
11	MD 97 from Pleasant Valley Rd. to 550 ft. north of Kalten Rd.	33,700 sf	This area excludes LOI 12
LOI 12	SB MD 97 from Kalten Rd. 525 ft. south	3,100 sf	
13	NB MD 97 approximately 575 ft. north of Kalten Rd. to 1050 ft. north of Kalten Rd.	4,000 sf	

The aforementioned SWM numbers are based on a concept level estimate. Further site analysis and investigation will be necessary to provide a more accurate assessment of SWM.

It is anticipated that SWM facilities will be linear ESD facilities such as bio-swales or grass swales. These facilities require a maximum longitudinal slope of 4% and 3:1 side slopes.

The project proposes greater than 5,000 sf of disturbed area; therefore, an Erosion and Sediment Control (E&S) permit will be required from MDE. Erosion control measures for this project will be minimal and will be required until final stabilization is established.

Cost Estimates

An Engineer's Estimate was prepared and the results are summarized in the table below. A detailed Major Quantities Estimate may be found in ***Appendix D***.

An estimate of the design fees to develop Preliminary Engineering and Project Advertisement documents, including field run surveys and coordination for all anticipated agency approvals, was also prepared based upon guidelines in the SHA *Highway Construction Cost Estimating Manual*. Total engineering fees for services through advertisement are anticipated to be approximately **$3,500,000**.

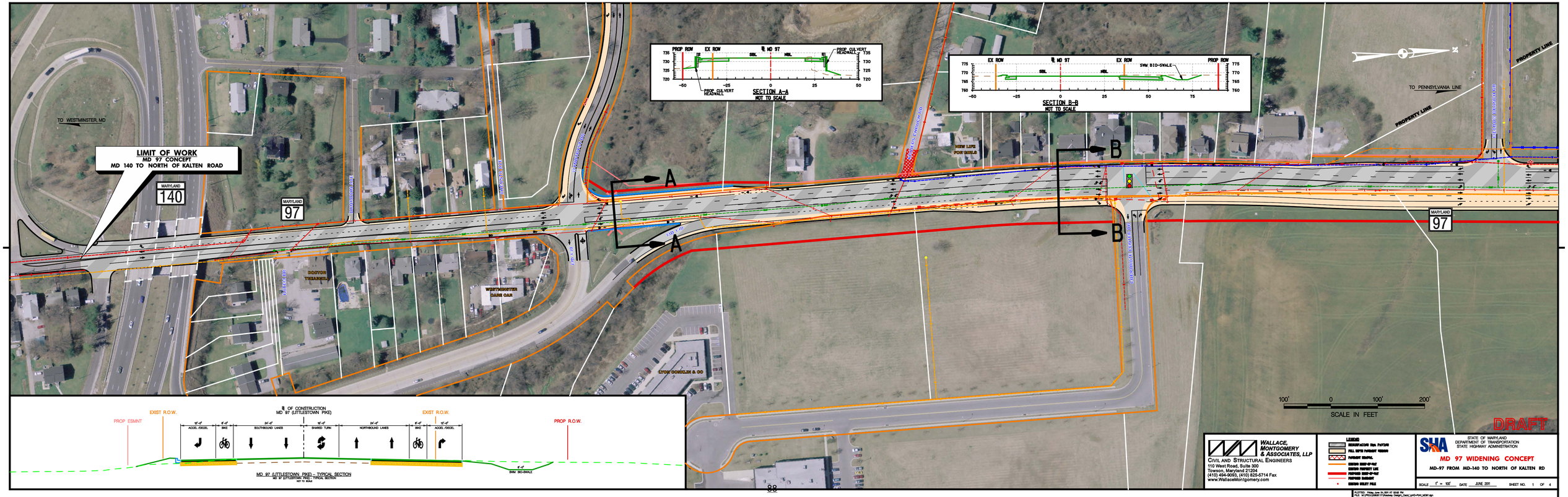
Construction Cost (Excludes Utilities)	**R/W Costs** Provided by SHA (Includes 13% Overhead)	**Utility Relocation Costs** Provided by SHA (Includes 25% Contingency)	**Total Project Costs** (with 40% Contingency)
$ 16,109,250	**$ 13,495,387**	**$ 2,693,750**	**$ 39,819,587**

Summary

This study was prepared based upon field reviews performed on Dec 9th, 2010; January 13th, 2011; field run surveys on March 4th, 2011; review of available accident information & traffic counts; SHA provided GIS and aerial photography; and available Right-of-Way plats for the project area. The proposed improvements meet AASHTO and SHA design guidelines and criteria, and no major environmental permitting issues are anticipated. Please contact us if you have any questions or concerns regarding the content of this memorandum at (410) 494-9093.

Appendix A

Concept Plan Views



LIMIT OF WORK
MD 97 CONCEPT
MD 140 TO NORTH OF KALTEN ROAD
TO WESTMINSTER, MD
MARYLAND 140
MARYLAND 97
TO PENNSYLVANIA LINE
PROPERTY LINE
SECTION A-A
NOT TO SCALE
SECTION B-B
NOT TO SCALE
PROP ROW
EX ROW
SBL
NBL
SWM BIO-SWALE
PROP CULVERT HEADWALL
A
B
100' 0 100' 200'
SCALE IN FEET
DRAFT
℄ OF CONSTRUCTION
MD 97 (LITTLESTOWN PIKE)
PROP ESMNT
EXIST R.O.W.
PROP R.O.W.
ACCEL./DECEL.
BIKE
SOUTHBOUND LANES
SHARED TURN
NORTHBOUND LANES
SWM BIO-SWALE
MD 97 (LITTLESTOWN PIKE) - TYPICAL SECTION
MD 97 (LITTLESTOWN PIKE) - TYPICAL SECTION
NOT TO SCALE
WALLACE, MONTGOMERY & ASSOCIATES, LLP
CIVIL AND STRUCTURAL ENGINEERS
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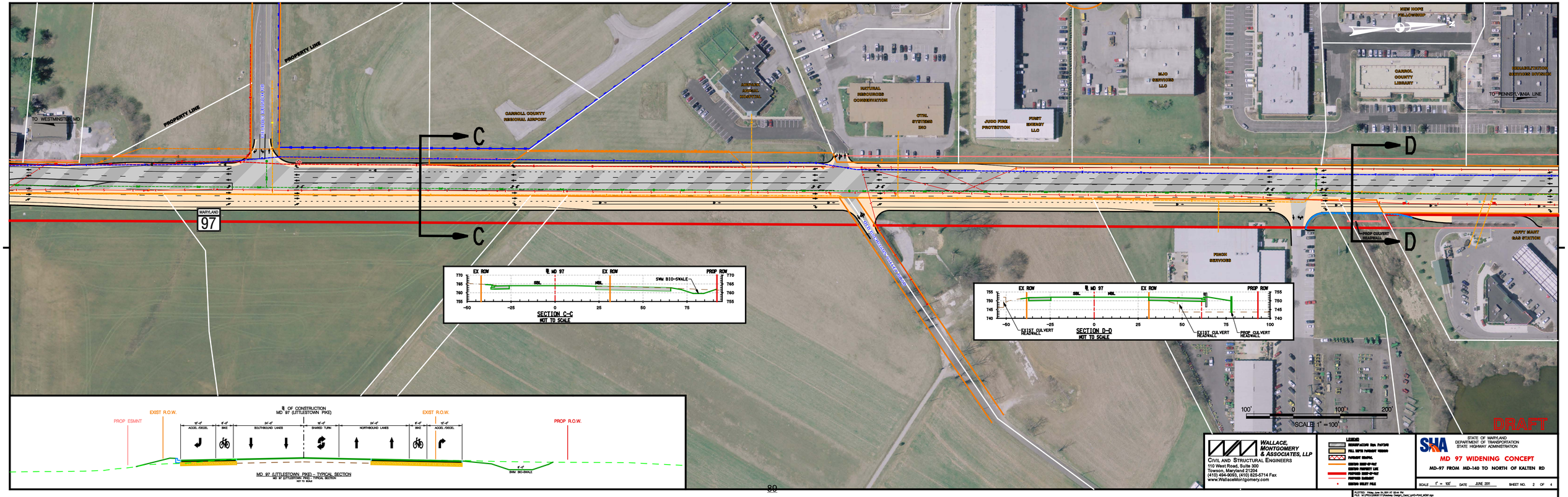
Towson, Maryland 21204
(410) 494-9093, (410) 825-5714 Fax
www.WallaceMontgomery.com
LEGEND
SHA
STATE OF MARYLAND
DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION
MD 97 WIDENING CONCEPT
MD-97 FROM MD-140 TO NORTH OF KALTEN RD
SCALE 1" = 100'
DATE JUNE 2011
SHEET NO. 1 OF 4



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LEGEND
RECONSTRUCTION (Rdy. PAVING)
FULL DEPTH PAVEMENT REMOVAL
PAVEMENT REMOVAL
EXISTING SHARED-USE PATH
EXISTING PROPERTY LINE
PROPOSED SHARED-USE PATH
PROPOSED EASEMENT
EXISTING RIGHT WAY

STATE OF MARYLAND
DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

MD 97 WIDENING CONCEPT

MD-97 FROM MD-140 TO NORTH OF KALTEN RD

SCALE 1" = 100' DATE JUNE 2011 SHEET NO. 2 OF 4

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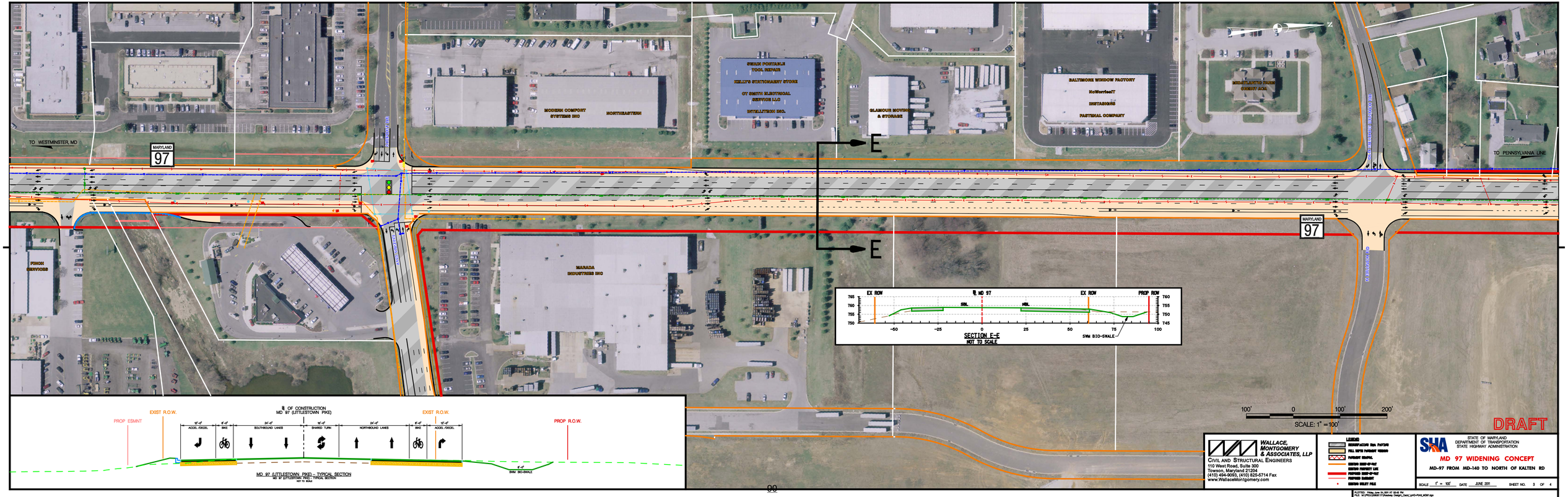

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LEGEND
RECONSTRUCTION (Rte. PAVING)
FULL DEPTH PAVEMENT WIDENING
PAVEMENT REMOVAL
EXISTING SHARED-USE PATH
EXISTING PROPERTY LINE
PROPOSED SHARED-USE PATH
PROPOSED EASEMENT
EXISTING RIGHT WAY

STATE OF MARYLAND
DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

MD 97 WIDENING CONCEPT

MD-97 FROM MD-140 TO NORTH OF KALTEN RD

SCALE 1" = 100' DATE JUNE 2011 SHEET NO. 3 OF 4

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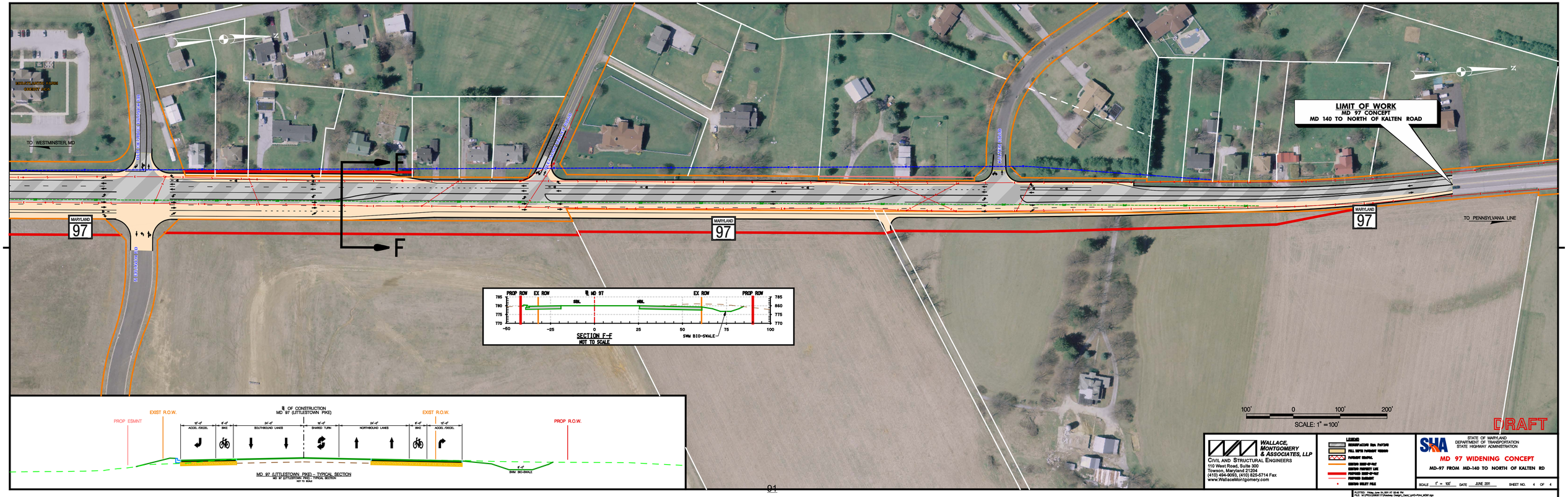
LIMIT OF WORK
MD 97 CONCEPT
MD 140 TO NORTH OF KALTEN ROAD
TO WESTMINSTER, MD
TO PENNSYLVANIA LINE
MARYLAND 97
MARYLAND 97
MARYLAND 97
MD 140 (BALTIMORE BOULEVARD)
OLD WESTMINSTER ROAD
OLD KALTEN RD
PROSPECT ROAD
F
F
PROP ROW
EX ROW
℄ MD 97
EX ROW
PROP ROW
SBL
NBL
785
780
775
770
-50
-25
0
25
50
75
100
SWM BIO-SWALE
SECTION F-F
NOT TO SCALE
PROP ESMNT
EXIST R.O.W.
℄ OF CONSTRUCTION
MD 97 (LITTLESTOWN PIKE)
EXIST R.O.W.
PROP R.O.W.
12'-0"
ACCEL /DECEL
6'-0"
BIKE
24'-0"
SOUTHBOUND LANES
14'-0"
SHARED TURN
24'-0"
NORTHBOUND LANES
6'-0"
BIKE
12'-0"
ACCEL /DECEL
6'-0"
SWM BIO-SWALE
MD 97 (LITTLESTOWN PIKE) - TYPICAL SECTION
MD 97 (LITTLESTOWN PIKE) - TYPICAL SECTION
NOT TO SCALE
100'
0
100'
200'
SCALE: 1" = 100'
DRAFT
WALLACE, MONTGOMERY & ASSOCIATES, LLP
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110 West Road, Suite 300
Towson, Maryland 21204
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LEGEND
RECONSTRUCTED PCC PAVEMENT
FULL DEPTH PAVEMENT WIDENING
PAVEMENT REMOVAL
EXISTING RIGHT-OF-WAY
EXISTING PROPERTY LINE
PROPOSED RIGHT-OF-WAY
PROPOSED EASEMENT
EXISTING BUILDING PAD
SHA
STATE OF MARYLAND
DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION
MD 97 WIDENING CONCEPT
MD-97 FROM MD-140 TO NORTH OF KALTEN RD
SCALE 1" = 100'
DATE JUNE 2011
SHEET NO. 4 OF 4
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Appendix B

Utility Impacts

ABOVE GROUND UTILITY IMPACTS FOR MD 97 CORRIDOR IMPROVEMENTS

Company	Pole Number	Station	LT or RT	Note
MD 140 BRIDGE				
BG&E	545797	30+58	LT.	not impacted
BG&E / C&P	554589 / 56	30+71	RT.	Relocate
BG&E	150799	31+34	LT.	not impacted
DUNROVIN AVE				
BG&E / VZ	819999 / 57	32+27	RT.	Relocate
BG&E	150800	32+31	LT.	not impacted
BG&E	150801	33+64	LT.	not impacted
BG&E / VZ	819998 / 58	33+74	RT.	Relocate
BG&E	349946	34+74	LT.	not impacted
BG&E / VZ	819997 / 59	35+10	RT.	Relocate
AUGUSTA AVE				
BG&E	180504	36+03	LT.	not impacted
WYNDTRYST DRIVE / MD 140 RAMP				
VZ	60	37+13	RT.	Relocate
MTA	538444	37+49	LT.	Relocate
BGE	150865	38+86	LT.	Relocate
VZ	61	39+35	RT.	Relocate
BGE	352435	40+92	LT.	Relocate
C&P	63	41+01	RT.	Relocate
?	?	41+01	RT.	Relocate
BG&E / C&P	150802 / 64	42+26	RT.	Relocate
BG&E	150809	43+53	RT.	Relocate
KRIDERS CHURCH DRIVE				
BG&E / C&P	150810 / 66	44+90	RT.	Relocate
BG&E / C&P	?	46+09	RT.	Relocate
BGE	279221	47+02	LT.	Relocate
?	?	47+04	LT.	Relocate
C&P	68	47+99	RT.	Relocate
BG&E	143924	48+16	LT.	Relocate
CORPORATE CENTER DRIVE				
Signal Pole		48+53	LT.	Relocate
Signal Pole		49+16	RT.	Relocate
BG&E	200999	49+36	LT.	Relocate
C&P	69	49+46	RT.	Relocate
BG&E	199815	50+47	LT.	Relocate
C&P	70	50+97	RT.	Relocate
?	?	50+97	RT.	Relocate
BG&E	150816	51+81	LT.	Relocate
C&P	71	52+49	RT.	Relocate
?	?	52+49	RT.	Relocate
BG&E	150817	52+83	LT.	Relocate
C&P	72	53+98	RT.	Relocate
BG&E	842943	54+10	LT.	Relocate
BG&E	150818	54+57	LT.	Relocate
C&P	73	55+46	RT.	Relocate
MEADOWBRANCH ROAD				
C&P	74	56+97	RT.	Relocate
C&P	75	58+47	RT.	Relocate
C&P	76	59+96	RT.	Relocate
C&P	77	61+43	RT.	Relocate
C&P	78	62+92	RT.	Relocate
C&P	79	64+27	RT.	Relocate
C&P	80	65+65	RT.	Relocate
BG&E	150829	66+71	LT.	Relocate
C&P	81	66+99	RT.	Relocate

ABOVE GROUND UTILITY IMPACTS FOR MD 97 CORRIDOR IMPROVEMENTS

Company	Pole Number	Station	LT or RT	Note
BG&E	150830	67+99	LT.	Relocate
BG&E	540030	68+35	LT.	Relocate
C&P	82	68+51	RT.	Relocate
OLD BACHMANS VALLEY ROAD				
BG&E	150831	69+19	LT.	Relocate
C&P	83	69+91	RT.	Relocate
BG&E	150832	70+71	LT.	Relocate
C&P	84	71+28	RT.	Relocate
BG&E	150833	71+94	RT.	Relocate
C&P	85	72+49	LT.	Relocate
BG&E	150834	73+70	RT.	Relocate
C&P	86	73+86	LT.	Relocate
C&P	87	75+35	LT.	Relocate
BG&E	150835	75+46	RT.	Relocate
C&P	88	76+89	LT.	Relocate
BG&E	150838	77+30	RT.	Relocate
BG&E	544096	77+34	LT.	Relocate
C&P	89	78+38	LT.	Relocate
FINCH SERVICES ENTRANCE				
BG&E	150839	79+03	RT.	Relocate
C&P	90	79+87	LT.	Relocate
BG&E	150840 / 33920AM	80+85	RT.	Relocate
C&P	91	81+38	LT.	Relocate
BG&E	344135	82+56	RT.	Relocate
C&P	92	82+90	LT.	Relocate
BG&E	548320 / 40032	83+44	RT.	Relocate
BG&E	150843	84+32	RT.	Relocate
VZ	93	84+39	LT.	Relocate
AIRPORT DRIVE / MAGNA WAY				
Signal Pole		84+91	LT.	Relocate
Signal Pole		85+07	RT.	Relocate
Signal Pole		85+74	LT.	Relocate
Signal Pole		85+88	RT.	Relocate
C&P	94	85+92	LT.	Relocate
BG&E	212924	86+11	RT.	Relocate
BG&E	563804 / 30019	86+48	RT.	Relocate
BG&E	563805 / 30021	86+62	RT.	Relocate
C&P	6	87+40	LT.	Relocate
BG&E	150896	87+93	RT.	Relocate
C&P	96	88+91	LT.	Relocate
BG&E	150841 / 22920AP	89+61	RT.	Relocate
C&P	97	90+42	LT.	Relocate
BG&E	150849 / 33920 GI	91+43	RT.	Relocate
VZ	8	91+93	LT.	Relocate
BG&E	544097	93+11	LT.	Relocate
BG&E	150850	93+15	RT.	Relocate
C&P	99	93+38	LT.	Relocate
VZ	100	94+92	LT.	Relocate
BG&E	150851	95+06	RT.	Relocate
VZ	101	96+38	LT.	Relocate
BG&E	150854	96+97	RT.	Relocate
C&P	102	97+91	LT.	Relocate
BG&E	150855	98+78	RT.	Relocate
C&P	103	99+41	LT.	Relocate
BG&E	150856	100+62	RT.	Relocate
C&P	104	100+92	LT.	Relocate

ABOVE GROUND UTILITY IMPACTS FOR MD 97 CORRIDOR IMPROVEMENTS

Company	Pole Number	Station	LT or RT	Note
VZ	105	102+39	LT.	Relocate
BG&E	150857	102+46	RT.	Relocate
C&P	0	103+83	LT.	Relocate
BG&E	150859	104+30	RT.	Relocate
C&P	1	105+40	LT.	Relocate
BG&E	150860	105+44	RT.	Relocate
OLD MEADOWBRANCH ROAD				
BG&E \ C&P	150861 / 108	106+62	RT.	Relocate
BG&E \ C&P	529704 / 108	106+86	LT.	Relocate
BG&E	150862	107+70	RT.	Relocate
BG&E	514334	108+64	LT.	Relocate
BG&E	150863	108+86	RT.	Relocate
BG&E	150864	110+02	RT.	Relocate
BG&E	830084	110+13	LT.	Relocate
BG&E	150865	111+16	RT.	Relocate
C&P	111	111+90	LT.	Relocate
BG&E	150866	112+32	RT.	Relocate
BG&E \ C&P	529767 / 112	113+10	LT.	Relocate
BG&E	150867	113+39	RT.	Relocate
C&P	113	114+43	LT.	Relocate
BG&E	243290	114+54	RT.	Relocate
PLEASANT VALLEY ROAD				
?	?	115+14	LT.	Relocate
?	?	115+60	RT.	Relocate
?	?	116+05	LT.	Relocate
?	?	116+70	RT.	Relocate
?	?	117+68	LT.	Relocate
?	?	118+39	RT.	Relocate
?	?	119+36	LT.	Relocate
?	?	120+06	RT.	Relocate
?	?	120+09	LT.	Relocate
?	?	120+94	LT.	Relocate
?	?	121+73	RT.	Relocate
?	?	121+76	LT.	Relocate
?	?	122+32	LT.	Relocate
?	?	122+66	RT.	Relocate
?	?	123+71	RT.	Relocate
?	?	123+76	LT.	Relocate
KALTEN ROAD				
?	?	125+00	RT.	Relocate
?	?	125+31	LT.	Relocate
?	?	126+47	RT.	Relocate
?	?	127+16	LT.	Relocate
?	?	127+96	RT.	Relocate
?	?	128+36	LT.	not impacted
?	?	129+45	RT.	Relocate
?	?	129+97	LT.	not impacted
?	?	130+93	RT.	Relocate
?	?	131+08	LT.	not impacted
?	?	132+60	LT.	not impacted
?	?	132+60	RT.	Relocate
?	?	133+90	LT.	not impacted

Appendix C

Right-of-Way Impacts

PARCEL	INFORMATION	R/W TAKE (s.f.)	EASEMENT (s.f.)	NOTES
1	Corporate Center Leasing, LLC Carroll County Commerce Center Limited Condo Unit 5 - P.4966	4568	0	
2	Corporate Center Leasing, LLC Carroll County Commerce Center Limited Condo Unit 6 - P.4966	19001	0	
3	Corporate Center Leasing, LLC Carroll County Commerce Center Limited Condo Unit 7 - P.4966	21807	0	
4	Mayor & Common Council of Westminster Carroll County Commerce Center Limited Condo Parcel C - P.4966	3777	0	
5	R&EI, LLC Carroll County Commerce Center Limited Condo Parcel A - P.4966	27772	0	previously was 26786 s.f.
6	County Commissioners of Carroll County Carroll County Commerce Center Limited Condo Parcel B - P.4966	43049	0	previously was 41669 s.f.
7	Dale Feeser - P. 774	4561	0	previously was 4405 s.f.
8	Carroll Bish Trustees - P. 312	36209	0	previously was 34877 s.f.
9	Cathy Bowman Buckingham and Debra Bowman, Etal - P. 8	29653	0	previously was 28168 s.f.
10	Jackson Properties, Inc - P. 642	29374	0	previously was 27898 s.f.
11	Cosma Realty Holdings, LLC Carroll County Air Business Center Lot 2 - P. 4858	40678	0	previously was 30073 s.f. ADDITIONAL TAKES ALONG MAGNA WAY FOR SIDEWALK.
12	INDUSTRIAL DEVELOPMENT AUTHORITY OF CARROLL COUNTY, INC WESTMINSTER TECHNOLOGY PARK LOT 1 - P.4858	16265	0	previously was 13897
13	INDUSTRIAL DEVELOPMENT AUTHORITY OF CARROLL COUNTY, INC WESTMINSTER TECHNOLOGY PARK LOT 2 - P.4858	16601	0	previously was 14105
14	INDUSTRIAL DEVELOPMENT AUTHORITY OF CARROLL COUNTY, INC WESTMINSTER TECHNOLOGY PARK LOT 3 - P.4858	25033	0	
15	MAPLES, INC. - P.7176	31627	0	previously was 36227 s.f.
16	MAPLES, INC. - P.7178	893	0	previously was 1081 s.f.
17	MAPLES, INC. - P.7179	30501	0	previously was 44574 s.f.
18	HARRY AND DELORES BAUMGARDNER - P.56	641	0	
19	CHARLES AND KATHY KRAMMER - P.11	697	0	
20	ALBERT AND SUSAN LIEBNO - P.43	1536	0	
21	CHARLES AND BERNADETTE FOREMAN - P.42	1942	0	NEW TAKE
22	STATE OF MARYLAND STATE HIGHWAY ADMINISTRATION P.365	5572	0	NEW TAKE AREA PREVIOUSLY LISTED AS PORTION OF EASEMENT "A"
23	JOSEPH FIORANI - P.125	1281	0	NEW TAKE AREA PREVIOUSLY LISTED AS EASEMENT "B"
24	County Commissioners of Carroll County Carroll County AIR BUSINESS CENTER TRACT 2 - P.773	2024	0	NEW TAKE
25	County Commissioners of Carroll County Carroll County AIR BUSINESS CENTER TRACT 1 - P.773	4720	0	NEW TAKE

PARCEL	INFORMATION	R/W TAKE (s.f.)	EASEMENT (s.f.)	NOTES
26	SPJ, INC MARADA INDUSTRIAL CAMPUS LOT 1 - P.4858	2210	0	NEW TAKE. SIGN WILL BE IMPACTED AND NEED RELOCATION
A	STATE OF MARYLAND STATE HIGHWAY ADMINISTRATION P.365	0	3877	previously was 9359 s.f. of easement only. Area was broken into easement and take. See Parcel 22 above
B	VOIDED	0		SEE PARCEL #23 ABOVE
C	MOLLY POOLE WOLFE - P.311	0	1093	
D	NEW LIFE FOR GIRLS, INC - P.93	0	411	
E	NATHAN BAUGHER - P.444	0	186	
F	KOREEN WHALEY - P.384	0	175	
G	MICHAEL AND JOLENE SULLIVAN - P.437	0	235	
H	LISA ECKARD - P.194	0	294	
I	DORIS FEESER - P.383	0	250	
J	WILLIAM DONALD KINNA, JR - P.309	0	297	
K	MICHAEL AND JOLENE SULLIVAN - P.382	0	318	
L	JOHN. JR AND DIANE SCHUSTER - P.446	0	480	
M	ROLAND FEESER, ETAL - P.381	0	530	
N	County Commissioners of Carroll County MEADOW BRANCH ROAD PARCEL F - P.759	0	252	
O	County Commissioners of Carroll County MEADOW BRANCH ROAD PARCEL C - P.759	0	23247	
P	County Commissioners of Carroll County P.516	0	2301	
Q	DAN HOLDING, LLC CARROLL COUNTY AIR BUSINESS CENTER LOT 2 - P.6801	0	3575	
R	UNIT 1 ARTHUR AND SUSAN KERR UNIT 2 ARTHUR AND SUSAN KERR UNIT 3 JUDD BUILDING I, LLC UNIT 4 BURUBE PROPERTIES, LLC UNIT 5 T R HOUCK ENTERPRISES, LLC UNIT 6 AIRPARK PROPERTIES, INC. UNIT 7 AIRPARK PROPERTIES, INC. PARKWAY BUSINESS CENTER LOT 3 P.6801	0	3308	
S	MJO ENTERPRISES, LLC CARROLL COUNTY AIR BUSINESS CENTER LOT B-1 - P.6801	0	4015	
T	BUTERA PROPERTIES, LLC ATTN. ZINA SMITH CARROLL COUNTY AIR BUSINESS CENTER LOT B-2D - P.6801	0	3286	
U	BUTERA PROPERTIES, LLC ATTN. ZINA SMITH CARROLL COUNTY AIR BUSINESS CENTER LOT B-2B - P.6801	0	4247	

PARCEL	INFORMATION	R/W TAKE (s.f.)	EASEMENT (s.f.)	NOTES
V	BUTERA PROPERTIES, LLC ATTN. ZINA SMITH CARROLL COUNTY AIR BUSINESS CENTER LOT B-2A - P.6801	0	5775	
W	VOID	0		
X	TEVIS REAL ESTATE, INC CARROLL COUNTY AIR BUSINESS CENTER LOT D-1 - P.6804	0	11299	
Y	SPJ, INC MARADA INDUSTRIAL CAMPUS LOT 1 - P.4858	0	12437	NEW EASEMENT TEMPORARY CONSTRUCTION EASEMENT ONLY
Z	SCOTT AND KELLY DUNCAN P.241	0	2313	NEW EASEMENT TEMPORARY CONSTRUCTION EASEMENT ONLY
Totals		401992	69451	

Appendix D

Cost Estimate

MAJOR QUANTITIES ESTIMATE

DATE:	June 23, 2011	CONTRACT:	FMIS No. CL214A21
ROUTE:	MD-97	COUNTY:	CARROLL COUNTY
JOB DESCRP:	**MD 97 WIDENING CONCEPT** **MD 140 TO PLEASANT VALLEY ROAD**		
IMPROV TYPE:	ROAD WIDENING & INTERSECTION	LENGTH:	9,980 feet
TYPICAL SEC:	87' ASPHALT PAVEMENT	COST PER LF:	$3,990 per linear foot
ALTERNATE:	WEST BRANCH ROAD INTERSECTION ALTERNATE	COST PER 1/2 MILE:	$ 10,534,000
PREPARED BY:	WALLACE, MONTGOMERY & ASSOCIATES LLP.		

CATEGORIES	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL	GRAND_TOT
CATEGORY 1:	PRELIMINARY ITEMS	50%	[% OF CATGR 2,5,6,7,8]			$ 4,948,000
CATEGORY 2:	EARTHWORK AND GRADING					$ 1,581,000
CLASS 2	EXCAVATION < 15' WIDE	47,600	CY	$ 25	$ 1,190,000	
CLASS 1-A	OVER EXCAVATION	4,800	CY	$ 30	$ 144,000	
BORROW	COMMON BORROW	5,200	CY	$ 20	$ 104,000	
BORROW	SELECT BORROW (FOR OVER EXCAV.)	5,700	CY	$ 25	$ 142,500	
CATEGORY 3:	DRAINAGE ITEMS	40%	[% OF CATGR 2,5,6,7,8]			$ 3,959,000
	INLET / PIPE / ENDWALL RELOCATIONS					
CATEGORY 4:	STRUCTURES		None			$ -
CATEGORY 5:	PAVING					$ 4,003,000
BASE COURSE	2" HMAC SURFACE	12,100	TON	$ 90	$ 1,089,000	
SURFACE COURSE	8" HMAC BASE	20,500	TON	$ 100	$ 2,050,000	
GRADED AGGREGATE BASE	12" GRADED AGGREGATE BASE	44,000	SY	$ 11	$ 484,000	
GRINDING HMA	2" GRINDING OR MILLING	58,400	SY	$ 5	$ 292,000	
PAVEMENT MARKS	SYMBOLS	300	EA	$ 20	$ 6,000	
PAVEMENT MARKS	WHITE SOLID 5"	33,000	LF	$ 1	$ 33,000	
PAVEMENT MARKS	WHITE SKIP 10'-30'	5,000	LF	$ 1	$ 5,000	
PAVEMENT MARKS	WHITE DASH 3'-9'	3,000	LF	$ 1	$ 3,000	
PAVEMENT MARKS	STOP BAR 12"	500	LF	$ 12	$ 6,000	
PAVEMENT MARKS	YELLOW SOLID	35,000	LF	$ 1	$ 35,000	
CATEGORY 6:	SHOULDERS					$ 250,000
CURB & GUTTER	STANDARD CURB AND GUTTER	8,600	LF	$ 25	$ 215,000	
SIDEWALK & RAMPS	5" CONC SIDEWALK & ADA RAMPS	1,500	SF	$ 10	$ 15,000	
BARRIER / FENCING	W-BEAM or CHAIN LINK FENCING	1,000	LF	$ 20	$ 20,000	
CATEGORY 7:	LANDSCAPING ITEMS	15%	[% OF CATGR 2,5,6]			$ 876,000
CATEGORY 8:	TRAFFIC/UTILITY ITEMS					$ 3,186,000
TRAFFIC ITEMS	5% of Categories 2, 5, & 6				$ 292,000	
SIGNAL MODIFICATIONS	Relocation of Existing Signal Poles	4	LS	$ 50,000	$ 200,000	
UTILITY RELOCATIONS	Cost Provided by SHA	1	LS	$ 2,693,750	$ 2,693,750	
	SUBTOTAL OF CATEGORIES 2,5,6					$ 5,834,000
	SUBTOTAL OF CATEGORIES 2,5,6,7,8					$ 9,896,000
	NEAT ROADWAY COST					$ 18,803,000
	RIGHT-OF-WAY ACQUISITION COSTS					$ 13,495,387
	CONSTRUCTION CONTINGENCY FACTOR (40%)					$ 7,521,200
	TOTAL CONSTRUCTION COST					$ 39,819,587

REMARKS:

COSTS ARE BASED UPON SHA COST ESTIMATING MANUAL.

RIGHT-OF-WAY COSTS & UTILITY RELOCATION COSTS WERE PROVIDED BY SHA

LIGHTING HAS NOT BEEN ACCOUNTED FOR

UTILITY RELOCATION COST ESTIMATE (CTP)
(CATEGORY 9)

DATE: June 16, 2011 **PDMS NO:** **CONTRACT NO:** CL214A21
ROUTE: MD 97 **COUNTY:** Carroll **FEDERAL ID NO:**
PROJECT LENGTH AND DESC: widening from MD 140 to Old Meadow Branch Road

TYPE OF IMPRVMT:
TYPICAL SECTION:
R/W TYPE: **WIDTH:** **PROPOSED WIDTH:**
ALTERNATE/OPTION: Concept **BASE YEAR OF COST:** 2011
PERPARED BY: Andrea Abend **BUREAU / DIVISION:** DISTRICT #7

ANTICIPATED SCOPE OF UTILITY WORK REQUIRED:

UTILITY:

1. **WATER**		$ -
DESC:		
2. **SEWER**		$ -
DESC:		
3. **GAS**		$ 280,000.00
DESC:	6" gas line 7,000 feet X $40	
4. **ELECTRIC**		$ 1,425,000.00
DESC:	95 poles X $15,000	
5. **TELEPHONE**		$ 450,000.00
DESC:	45 poles X $10,000	
6. **OTHER**		$
DESC:	6 signal poles need to be relocated with new services need to be estimated by OOTS.	

ALTERNATE METHOD (PROJECT PLANNING ONLY):
UTILITY COST AS A % OF CATEGORIES 1 - 3 AND 5 - 8 $
% **OF** $

SUBTOTAL OF UTILITY RELOCATION		$ 2,155,000.00
CONTINGENCY (25% OR 40% FOR CPM ESTIMATES)	25 **%**	$ 538,750.00

NEAT UTILITY RELOCATION COST $2,693,750.00

REMARKS: Prior rights have not been done, therefore this cost estimate assumes SHA will pay 100% of the utility relocations. This estimate is not from the utility owners as there is not enough information available for them to determine impacts or costs.

Print Preview

1 / 6 Main Report 100%

Image

Right of Way Cost Estimate - Segment

Confidential Attorney Client Privilege

Project: CL214010059 **Estimate:** 07-2013-002

Image

Project Number:	CL214010059	**PDMS Number:**		**CTP Program:**		**Requested By(Project Manager):**	John Jenkins D-7
Estimate Number:	07-2013-002	**Route Number:**	MD0097	**CTP Year:**		**Prepared By:**	RCANNON
County:	Carroll	**Segment:**		**CTP Page/Line:**		**Prepared Date:**	06/15/2011
Alternates:				**Option:**			
Termini:	MD140 TO OLD MEADOW BRANCH ROAD						

RIGHT-OF-WAY COST:

Land Cost:

Category	Count	Estimated Amount
Fee Area	25	$5,885,330.00
Perpetual Easement	0	$0.00
Revertible Easement	23	$574,570.00
Temporary Easement	0	$0.00
Appraised Parcels	0	$0.00
Total Properties	47	**$6,459,900.00**
Total Land Area	**9.1006**	**Acres**

Other Cost:

Category	Count	Estimated Amount
Improvement	0	$0.00
Damages	1	$50,000.00
On-Sites	3	$125,000.00
Relocation	0	$0.00
Demolition	0	$0.00
Hazardous Waste	0	$0.00
Miscellaneous	0	$0.00
Total		**$175,000.00**

Totals:

Acquired Cost less Exposure	$6,634,900.00
Exposure Cost	$5,307,920.00
Neat Cost	$11,942,820.00
13.00% of Overhead	$1,552,566.60
Sub Total	**$13,495,386.60**
CFS/FMIS (Already Spent)	$0.00
Adjusted CFS	
Grand Total	**$13,495,386.60**

Comments: This is a revision of estimate 07-2012-001.The acquisition areas have been increased along with the number of affected parcels.SWM / Wetland needs are included in the estimate.

1/ 6

Appendix E

Pavement Detail

State of Maryland State Highway Administration Pavement and Geotechnical Division	Contract:	CL214A21	
	Project:	MD 97 FROM MD 140 TO OLD MEADOW	
	Date:	JUNE 2011	Page: 1 of 3

PRELIMINARY PAVEMENT LEGEND

(1)	2"	Hot Mix Asphalt Superpave 12.5 mm for Surface, PG 64–22, Level 2
(2)	4"	Hot Mix Asphalt Superpave 19.0 mm for Base, PG 64–22, Level 2
(3)	6"	Base Course Using Graded Aggregate
(4)		Existing Pavement Surface after 2" Grinding
(5)		Top of Subgrade and Limit of Excavation
(6)		Longitudinal Underdrain (per MDSHA STD 387.11) (See Note 2)
(7)		Standard Type A Combination Curb and Gutter, 12" Gutter Pan 10" Depth

Notes:

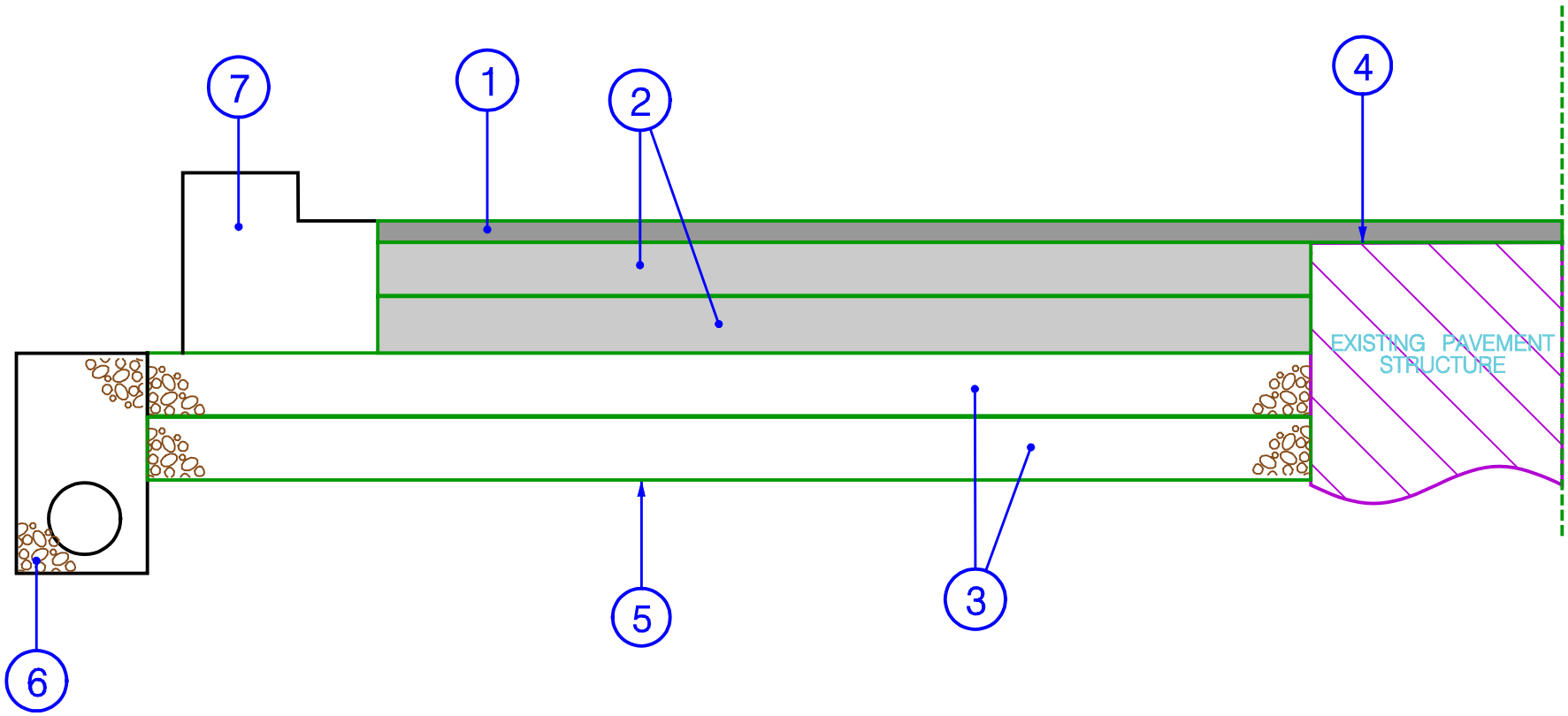
1. If necessary, use Hot Mix Asphalt Superpave 9.5 mm for Wedge/Level, PG 64–22, Level 2. (1" min, 2" max lift)
2. Underdrain shall be wrapped in Class SD Type II Geotextile and shall be outletted at low points, drainage structures at intervals not to exceed 250 feet or wherever possible. See Plan Sheets for specific locations

SCALE: NTS	DRAWN BY: RB	APPROVED BY: --

State of Maryland State Highway Administration Pavement and Geotechnical Division	Contract:	CL214A21	
	Project:	MD 97 FROM MD 140 TO OLD MEADOW	
	Date:	JUNE 2011	Page: 2 of 3

PRELIMINARY PAVEMENT SECTION

BASE WIDENING, GRIND AND RESURFACE (CLOSED SECTION)

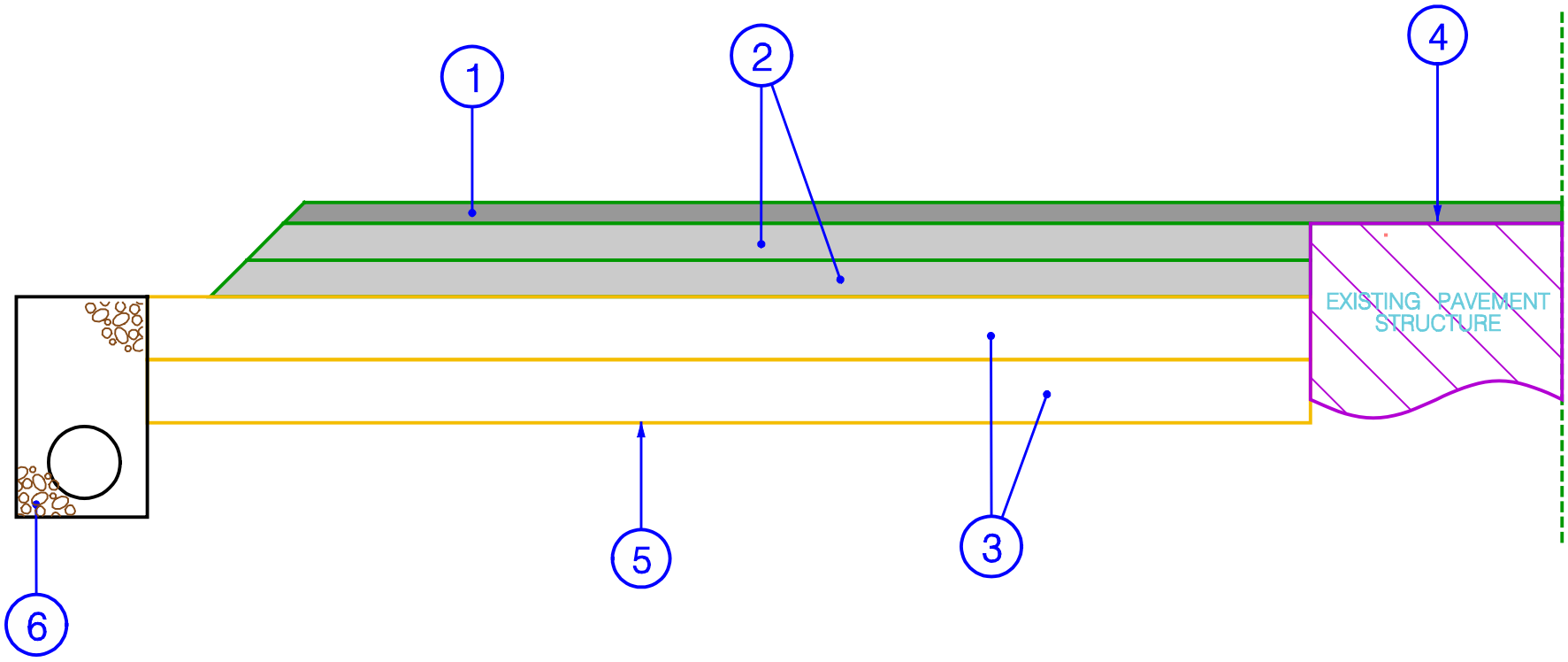


SCALE: NTS	DRAWN BY: RB	APPROVED BY: --

State of Maryland State Highway Administration Pavement and Geotechnical Division	Contract:	CL214A21	
	Project:	MD 97 FROM MD 140 TO OLD MEADOW	
	Date:	JUNE 2011	Page: 3 of 3

PRELIMINARY PAVEMENT SECTION

BASE WIDENING, GRIND AND RESURFACE (OPEN SECTION)



SCALE: NTS	DRAWN BY: RB	APPROVED BY: --

ITEM A

PLANNING AND ZONING COMMISION

August 13, 2020

TITLE: **Carroll County Commerce Center**

REQUEST: **Development Plan Amendment DP-20-01**
The Applicant is requesting to amend the previously approved Carroll County Commerce Center Development Plan to designate Condominium Unit 7 for a convenience store with gasoline pumps use to develop a Royal Farms convenience store, pursuant to City of Westminster Zoning Ordinance Article XII Section 164.75.D. and Article XXIII.

PROJECT INFORMATION:

LOCATION: Carroll County Commerce Center (SDAT #: 07-114370, 07-157215, 07-157223, 07-157231, 07-157258, 07-157266, 07-157274 and 07-157169)

ZONE: P-I Planned Industrial Zone (Zoning Ordinance Article XII)

APPLICANT/REPRESENTATIVES:

APPLICANT: Corporate Center Leasing, LLC.

OWNER: Corporate Center Leasing, LLC.

ENGINEER: Carroll Land Services Inc.

ATTORNEY: Kelly Shaffer Miller, Shaffer & Shaffer

STAFF: Andrea Gerhard, Comprehensive Planner
Mark A. Depo, Director of Community Planning and Development

RECOMMENDATION: Forward a recommendation to the Mayor and Common Council including the requested State Highway Administration MD 97 Ultimate Right-of-Way.

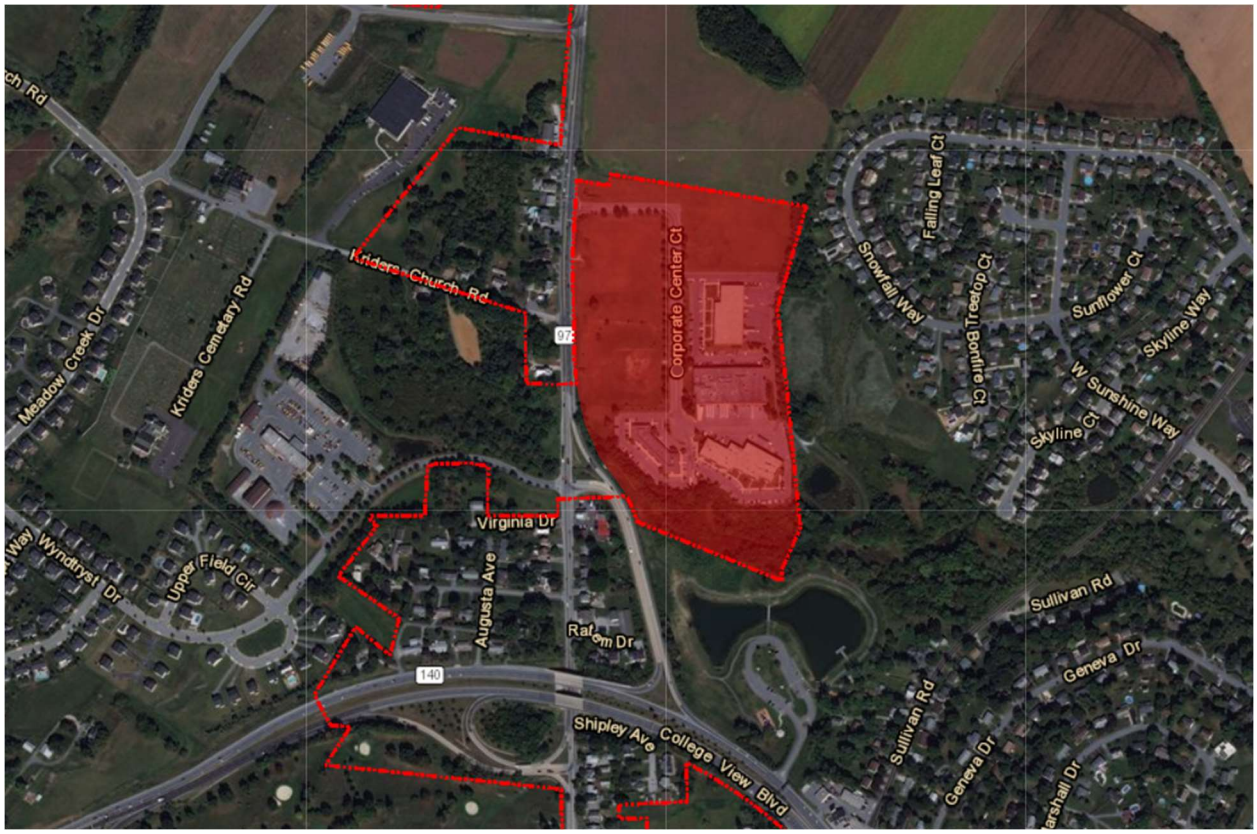
ATTACHMENTS:

1. Amended Carroll County Corporate Center Development Plan
2. Comprehensive Plan – Transportation Element Route 97
3. SHA MD 97 Concept Design and Report
4. Zoning Ordinance Article XII Section 164.75.D. and Article XXIII

STAFF REPORT

Pursuant to City of Westminster Zoning Ordinance ("Zoning Ordinance") Article XII, P-I "Planned Industrial" Zone, Section 164-75.D., "*A person may apply, either as part of an original application for zoning classification or as an amendment to a previously approved development plan, to designate a certain area of the Planned Industrial Zone for retail and commercial uses as part of the development plan, subject to the conditions and restrictions delineated below:* [*Section 164-75.D.(1) – (5)*]." [*Emphasis added*] A "*Convenience stores with or without gasoline pumps*" is an allowed use in the P-I zoning district, subject to the previously approved Carroll County Commerce Center ("Commerce Center") development plan being amended to designate a certain area for such use. also requires that the gross acreage of a commercial or retail use cannot exceed 15% of the acreage for the entire Commerce Center Planned Industrial project.

VICINITY MAP:



Red Shaded Area - Carroll County Commerce Center Development Plan

DEVELOPMENT INFORMATION:

Corporate Center Leasing, LLC., represented by Carroll Land Services Inc. and Kelly Shaffer Miller has submitted an application to amend the Commerce Center Development Plan to designate Unit 7 of the Development Plan for a convenience stores with gasoline pumps use. Section 164-75.D. [Attachment 1] The Commerce Center is located east of the intersection of MD Route

97/Corporate Center Court and further identified as SDAT# 07-114370, 07-157215, 07-157223, 07-157231, 07-157258, 07-157266, 07-157274 and 07-157169, hereinafter referred to as the "Development". The Development is zoned P-I Planned Industrial.

AMENDED DEVELOPMENT PLAN REVIEW COMMENTS:

Littlestown Pike (MD Route 97 North)

Commerce Center fronts on MD Route 97 North, a Maryland State Highway, and is located east of the Corporate Center Court and MD Route 97 North intersection. The portion of MD Route 97 North that the development fronts is classified as a principal arterial. Pursuant to the Transportation Element of the Comprehensive Plan a principal arterial "*Links large population or employment centers; can range from expressways to two-lane roadways; inter-county or interstate oriented and indicative of long travel lengths; high in traffic volume and speeds; access should be limited to intersections with public streets and controlled by establishing distances between points of access, provision of service or parallel roads, connections between adjacent developments, prevention of private/individual driveway connections, as well as the reduction in the number of existing access points.*" Furthermore, "*the width of MD 97 North is forty feet, which offers two twelve foot travel lanes with ten foot left turn and acceleration/deceleration lanes at major intersections. There are no shoulders along most of the road, except in the section just north of the MD 140 interchange, where eight foot wide shoulders are available along the west side [opposite the property] of the road*."

Pursuant to the City of Westminster Comprehensive Plan - Transportation Element [Attachment 2], "*As a result of the increasing needs along MD 97* [as identified in the Transportation Element], *City staff, in cooperation with SHA and Carroll County, will require three developers to be responsible for immediate mainline widening on MD 97(N). As future developments approach the City for development opportunity, they will also be required to make additional improvements to MD 97*." Furthermore, "*mainline widening improvements to MD 97(N) are now even more critical as areas beyond Westminster continue to develop at a pace that further exacerbates the problems on the existing roadway*."

Pursuant to Zoning Ordinance Section 164-138, Major road plans, "*in an area where a major road plan has been duly adopted in accordance with Article 66B of the Annotated Code of Maryland, showing a proposed new highway or street or a proposed relocation or widening of an existing highway or street, no building or part of a building shall be permitted to be erected within the lines of such proposed highway or street except as provided hereinafter:*"

MD Route 97 North adjacent to the Carroll Commerce Center development, including the Property, is planned to be a 5-lane principal arterial roadway. State Highway Administration's (SHA) June 2011 Concept Design and Report [Attachment 3], a SHA project with similar improvements, was completed north of the Commerce Center development on MD Route 97 from Magna Way to Pleasant Valley Road within a 110 feet right-of-way. In consultation with SHA, Community Planning and Development (CP&D) staff, has requested that the Applicant

depict and denote the same 110 feet right-of-way along the Property frontage of MD Route 97. Currently, the MD Route 97 right-of-way at this location is 60 feet, requiring additional right-of-way extending into and along the Carroll Commerce Center development.

Pursuant to Zoning Ordinance Section 164-69.B.(3), Dimensional Requirements, and Zoning Ordinance Section 165-55, Dimensional Requirements, Landscaping, a front yard depth of 50 feet is required for all buildings of the proposed convenience store with gasoline pumps use. Pursuant to Zoning Ordinance Section 164-3, Definitions, "Front Yard" is defined as "*A yard extending across the full width of the lot and lying between the front lot line or the proposed front street line and the nearest line of the building or any enclosed portion thereof.*" [*Emphasis added*]

The requested right-of-way along Route 97 allows for needed improvements that benefits the Commerce Center development. Route 97 provides the only access to the Commerce Center development and improvements to Route 97 would allow for better access and movement of vehicles accessing the development via Route 97 and would reduce the impact to Route 97 from vehicle trips to the Commerce Center development. The requested right-of-way along Route 97 will not restrict development within the Commerce Center as several Units (Units 2,3,4 and 5) have already developed and such right-of-way will have no effect on these developments. Furthermore, the requested right-of-way along Route 97will not restrict Unit 7 from developing the proposed Royal Farms convenience store with gas pumps. The additional right-of-way may require the elimination of 9 parking spaces and relocation of the Stormwater Management (SWM) elements along MD 97, as proposed with the Royal Farm Site Development Plan. However, the proposed Royal Farm development exceeds the required number of parking spaces by 37 and there is vacant and useable space on Unit 7 where the SWM may be relocated. CP&D staff did meet with Carroll County Bureau of Resource Management, responsible for the review and approval of SWM for City development, and they confirmed that the Royal Farm development exceeds the required SWM on-site and any required SWM may be relocated on the vacant area of Unit 7.

Landscape Review

The Development Plan includes all major trees that have been approved through various site plan processes. Additional landscaping may be required with Site Development Plans, or amendments thereto, proposing development on Commerce Center Units.

Parking

Pursuant to Zoning Ordinance Article XVI and Sections 164-188 and 164-111, parking tabulations have been included on the Development Plan to include provided parking spaces compared to what is required. The following parking tabulations are provided for the required parking spaces for the total square footages of each use type of the Commerce Center, as follows:

Use	Square Footage	Parking Calculation	Required # of spaces
Warehouse	84,755	1 space/ 1,000 sq. ft.	85
Office Space	117,497	1 space/ 250 sq. ft.	470
Retail Space	5,154	1 space/ 250 sq. ft.	21
TOTAL # Required Spaces			576
TOTAL # Provided Spaces			718

The number of parking spaces existing currently on site is 381. The number of proposed spaces to be located on the undeveloped Units is 337. The total number of parking spaces provided will be 718 spaces when all development has occurred.

Water

Pursuant to the City of Westminster Water and Sewer Allocation Policy 2018-2024, for allocations related to any site development plan, the necessary allocations will be noted on the site plan; however, allocations are only granted at the building permit stage. The Commerce Center Development Plan includes 7 Condominium Units. Four of the Units are currently developed, Units 2,3,4 and 5. Buildings on Units 3 and 5 were in existence when the background study was completed for the City's current Water and Sewer Allocation Policy. The flows from these buildings were incorporated into the background research for the policy therefore do not need their own specific water allocation. The City received Water and Sewer Allocation Applications for Units 2 and 4. The building on Unit 2 was allocated 1,650 gpd. The building on Unit 4 was allocated 261 gpd. A tentative water and sewer allocation (WSA-18-04) in the amount 1,460 gpd was issued for the Royal Farms proposal for Unit 7. Water Allocation for Units 1 and 6 will not be considered through this Development Plan process but will be discussed at the time in which a site plan is submitted.

PROCESS:

Pursuant to the City's review process, the Development Plan was provided to the Department of Community Planning and Development to determine readiness to present to the Westminster Planning and Zoning Commission. Plans were reviewed for compliance with City requirements. The Planning and Zoning Commission shall decide if they will forward this Development Plan to the City of Westminster's Mayor and Common Council if it will be with a favorable or unfavorable recommendation.

RECOMMENDATION:

Staff recommends that the Commission forward the revised Development Plan for Carroll County Commerce Center to the Mayor and Common Council with a favorable recommendation with the following condition:

1. Provide and depict the required right-of-way to accomplish a 110 feet ultimate right-of-way for MD Route 97 consistent with the City of Westminster's Comprehensive Plan, Zoning Ordinance, and State Highway Administration's June 2011 Concept Design and Report.

DRAFT MOTIONS FOR DEVELOPMENT PLAN DP-20-01:

1. I move that the Planning and Zoning Commission recommend that the Mayor and Common Council approve Development Plan DP-20-01 based on the Staff Report and subject to the Condition of Approval provided at the August 13, 2020, Planning and Zoning Commission Meeting.

OR

2. I move that the Planning and Zoning Commission recommend that the Mayor and Common Council deny Development Plan DP-20-01.

OR

3. I move an alternate motion.

To: Mayor and Common Council

From: Thomas Ledwell, Chief of Police

Date: September 1, 2020

Re: Approval – MCIN Grant Memorandum of Understanding between the City of Westminster (Westminster Police Department) and the Carroll County State's Attorney's Office

Background

Maryland Criminal Intelligence Network (MCIN) is a system of criminal justice agencies focused on identifying, disrupting, and dismantling criminal networks through collaboration and comprehensive data sharing, both locally and statewide. Specifically, MCIN focuses on identifying, disrupting, and dismantling gangs and criminal networks involved in the distribution of illegal drugs, the use of firearms in crimes of violence, human trafficking, or other inherently violent enterprises. The coalition of criminal justice agencies collaborate and coordinate tactics, resources, and intelligence through comprehensive data sharing, cross-jurisdictional partnerships, effective policies, and supporting technologies.

The Governor's Office of Crime Prevention, Youth and Victims' Services (GOCPYVS) has awarded a MCIN grant to the Carroll County State's Attorney's Office (CCSAO) for FY2021. This grant award recognizes that Carroll County law enforcement has demonstrated a willingness to collaborate and share information. Joining MCIN will enable Carroll County to be at the forefront of data-driven law enforcement and prosecution strategies.

A Memorandum of Understanding was developed between the CCSAO and the City of Westminster (Westminster Police Department) to utilize MCIN to:

1. Identify and prioritize criminal offenders, gangs, and violent criminal networks;
2. Disrupt activities of targeted criminal offenders, gangs, and violent criminal networks;
3. Dismantle criminal organizations, gangs, and violent criminal networks; and
4. Collaborate with partners on information sharing and enforcement activities with special attention to drug, human and/or firearm trafficking organizations or networks.

Recommendation

Staff recommends that the Common Council authorize the Mayor to sign the attached agreement with the Carroll County State's Attorney's Office on behalf of the City of Westminster. The proposed agreement has been reviewed and approved by the City Administrator and the City Attorney.

Attachments

- Proposed MCIN Grant Memorandum of Understanding between the Carroll County State's Attorney's Office and the City of Westminster (Westminster Police Department)

- FY2021 Maryland Criminal Intelligence Network (MCIN) Standard Operating Procedure

cc: Barbara B. Matthews, City Administrator

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OFFICE OF THE STATE'S ATTORNEY FOR CARROLL COUNTY
AND WESTMINSTER POLICE DEPARTMENT

This Memorandum of Understanding ("MOU") is made this ___ date of _____, 2020, by and between the Office of the State's Attorney for Carroll County ("CCSAO"), and the Mayor and Common Council of Westminster on behalf of the Westminster Police Department ("WPD").

RECITALS

WHEREAS, the CCSAO was awarded a grant from the Maryland Governor's Office of Crime Prevention, Youth, and Victim Services through the Maryland Criminal Intelligence Network ("MCIN"); and,

WHEREAS a portion of the Grant is intended to fund the building of an intelligence infrastructure to support data-sharing with other law enforcement agencies; and,

WHEREAS, the parties now wish to establish the roles and responsibilities of the CCSAO and WPD with respect to the Grant.

PURPOSE

1. The Grant was awarded to the CCSAO by the Maryland Governor's Office of Crime Prevention, Youth, and Victim Services with the purpose of facilitating participation in the MCIN.

2. MCIN is a system of criminal justice agencies focused on identifying, disrupting, and dismantling criminal networks through collaboration and comprehensive data sharing, both locally and statewide.

3. Specifically, MCIN focuses on identifying, disrupting, and dismantling gangs and criminal networks involved in the distribution of illegal drugs, the use of firearms in crimes of violence, human trafficking, or other inherently violent enterprises.

4. An investigation is MCIN eligible if it identifies, disrupts and/or dismantles Firearms Trafficking, Human Trafficking, a Drug Trafficking Organization, and/or a Gang, as defined in the Carroll County MCIN Standard Operating Procedure, appended hereto.

WITNESSETH

NOW, THEREFORE, in consideration of the mutual terms and conditions, promises, and covenants of the parties and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the CCSAO and WPD agree to the following:

1. CCSAO agrees that WPD will join the Carroll County MCIN coalition as a coalition agency.

2. WPD agrees that it will adhere to the Carroll County MCIN Standard Operating Procedure, which is attached hereto.

3. WPD agrees that it will send a representative from WPD to attend each monthly MCIN working group meeting, when practicable. The information shared as part of this working group meeting will remain confidential, meaning that WPD will not share information learned at the meeting with the general public and other non-working group law enforcement agencies.

4. If WPD identifies a target or investigation that it believes would be suitable for MCIN designation, pursuant to the Carroll County MCIN Standard Operating Procedure, WPD will arrange to meet with the CCSAO's designated MCIN prosecutor, who will determine whether the investigation satisfies the MCIN criteria.

5. WPD agrees that it will use and timely input information into High Intensity Drug Trafficking Area ("HIDTA") databases, including Case Explorer and Communication Analysis Portal, and/or provide all necessary information to CCSAO so that CCSAO analysts can input all required information to comply with all MCIN grant reporting requirements.

6. WPD gives permission to the Carroll County Sheriff's Office ("CCSO") and/or the Heroin Coordinator for Carroll County to input any data extracted from cellular phones that WPD provided to the CCSO for extraction since 2015 into HIDTA's Communication Analysis Portal database.

7. WPD gives permission to the CCSO and/or the Heroin Coordinator for Carroll County to input any data extracted from cellular phones that HPD provides to the CCSO and/or Heroin Coordinator for Carroll County for extraction during the term of this MOU into HIDTA's Communication Analysis Portal database.

8. For all MCIN-related investigations, WPD will consult with the CCSAO on all court orders and search warrants prior to submitting to the court for approval.

9. WPD will share available resources, if practicable, to participate in an MCIN-designated investigation within their jurisdiction. "Available resources" include, but are not limited to, personnel, surveillance equipment, and vehicles. This MOU shall not be construed to require an agency to allow another agency to utilize resources in violation of insurance regulations or other regulations and policies.

10. WPD will not issue a press release regarding an MCIN-designated investigation until it is approved by CCSAO and is in compliance with Maryland Governor's Office of Crime Prevention, Youth, and Victim Services MCIN guidelines.

11. This MOU may be terminated by either party after giving sixty (60) days written notice to the other party. If WPD shall fail to fulfill in a timely and proper manner its obligations under this MOU, or if WPD shall violate any terms of this MOU, within the sole discretion of CCSAO, the CCSAO may immediately terminate this MOU by giving written notice to WPD. This MOU may be terminated by the CCSAO upon at least 7 days' notice to WPD in the event that monies are no longer available or are not appropriated to fund the Grant.

12. WPD will not pledge the full faith and credit of the CCSAO and will not obligate CCSAO to incur any pecuniary liability as provided for herein.

13. WPD will indemnify, defend, and hold harmless CCSAO, its officers, agents, and employees from any and all losses, damages, liabilities, claims, and costs arising out of or resulting from any act or omission made by WPD, its directors, officers, agents, employees, and contractors in performance of this MOU.

14. The MOU shall be governed and construed in accordance with Maryland law, and any action brought by or between the parties shall be subject to jurisdiction and venue exclusively of the courts located in Carroll County.

GENERAL

1. This MOU represents the complete and total and final understanding between the parties, and no other understandings or representations, whether written or oral, regarding the subject matter of this MOU shall be deemed to exist or bind the parties after the execution of this MOU, unless set forth in writing and executed by both parties hereto.

2. This MOU shall inure to the benefit of the parties hereto, their successors, legal representatives, and assigns.

3. The captions to the paragraphs of this MOU are for reference purposes only and are not substantive parts of this MOU.

4. WPD certifies that this MOU has been duly authorized and approved by all required organizational action of the WPD.

5. The person executing this MOU on behalf of WPD certifies that he or she has the legal and organizational authority to do so.

IN WITNESS WHEREOF, the parties have, by their authorized agents, signed and delivered this MOU as of the date of the last signature below.

ATTEST:

_____
Date

OFFICE OF STATE'S ATTORNEY FOR CARROLL COUNTY

_____(SEAL)
By: Brian L. DeLeonardo

ATTEST:

_____
Date

MAYOR AND COMMON COUNCIL OF WESTMINSTER

_____(SEAL)
By: Joe Dominick, Mayor

CARROLL COUNTY
MARYLAND CRIMINAL INTELLIGENCE NETWORK (MCIN)
STANDARD OPERATING PROCEDURE

I. PROJECT SUMMARY

Maryland Criminal Intelligence Network ("MCIN") is a system of criminal justice agencies focused on identifying, disrupting, and dismantling criminal networks through collaboration and comprehensive data sharing, both locally and statewide. Specifically, MCIN focuses on identifying, disrupting, and dismantling gangs and criminal networks involved in the distribution of illegal drugs, the use of firearms in crimes of violence, human trafficking, or other inherently violent enterprises. The coalition of criminal justice agencies will collaborate and coordinate tactics, resources, and intelligence through comprehensive data sharing, cross-jurisdictional partnerships, effective policies, and supporting technologies.

II. ISSUE STATEMENT

While the violent and property crime rate in Carroll County is well below the national average, Carroll County's geographic location and proximity to the Baltimore metropolitan area has given way to a sharp increase in opioid overdoses. In turn, the county has potential to become a hotbed for enterprising criminal networks seeking to capitalize on the opioid epidemic. Through this grant award, the Governor's Office of Crime Prevention, Youth and Victim's Services has recognized that Carroll County law enforcement has demonstrated a willingness to collaborate and share information, and joining MCIN will enable Carroll County to be at the forefront of data-driven law enforcement and prosecution strategies.

III. COALITION MEMBERSHIP

The Carroll County State's Attorney's Office ("CCSAO") has been awarded a grant from Governor's Office of Crime Prevention, Youth and Victim's Services that anticipates Carroll County's law enforcement to collaborate with other jurisdictions in the State of Maryland. Memoranda of Understanding will be developed between CCSAO and the following Carroll County MCIN coalition agencies:

1. Maryland State Police
2. Carroll County Sheriff's Office
3. Westminster Police Department
4. Manchester Police Department
5. Hampstead Police Department
6. Mount Airy Police Department
7. Sykesville Police Department
8. Taneytown Police Department

IV. CORE GOALS

CCSAO, and their MCIN coalition agencies will strive to meet the following goals, aligning with the MCIN goals:

1. Identify and prioritize criminal offenders, gangs, and violent criminal networks;
2. Disrupt activities of targeted criminal offenders, gangs, and violent criminal networks;
3. Dismantle criminal organizations, gangs, and violent criminal networks; and
4. Collaborate with partners on information sharing and enforcement activities with special attention to drug, human and/or firearm trafficking organizations or networks.

CCSAO and the coalition agencies will seek to identify major offenders, utilizing data from databases to link these offenders to known data (i.e., inmate history; overdoses). Carroll County will also strive to identify unique issues impacting this jurisdiction and develop strategies to address those issues. Carroll County will also look beyond its borders and incorporate opportunities for collaboration regionally and statewide with other agencies and/or task forces where appropriate.

Carroll County will develop the necessary intelligence infrastructure to identify violent criminal networks, employ subject matter experts trained to investigate such networks, and utilize expert prosecutors to prosecute these cases. This will improve data-driven decision making and improve Carroll County's crime fighting strategies.

For purposes of this Standard Operating Procedure, the following definitions are applicable:

Disrupted: an organization is disrupted when the normal and effective operation of the organization is impeded, as indicated by changes in organizational leadership and/or changes in methods of financing, transportation, distribution, communications, or drug production. A drug seizure, the execution of a search warrant or other enforcement activity, by itself, does not constitute a disruption unless the action truly results in the alternation of the organization's operations or membership.

Drug Trafficking Organization ("DTO"): an organization consisting of three or more persons that 1.) has a clearly defined chain-of-command; and 2.) whose principal activity is to generate income or acquire assets through a continuing series of illegal drug production, manufacturing, importation, transportation, or distribution activities.

Firearms Trafficking: the illegal diversion of any quantity of firearms from the legal market or any illegal commerce in firearms.

Gang: a group or association of five or more persons with a common identifying sign, symbol, or name, the members of which, individually or collectively, engage in criminal activity that creates an atmosphere of fear and intimidation.

Human Trafficking: the act of recruiting, harboring, transporting, providing, or obtaining a person for compelled labor or commercial sex acts through the use of force, fraud or coercion.

International Criminal Organizations: an organization or identifiable cell of an organization that regularly conducts illegal trafficking or gang activities in more than one country or that is based in one country and conducts or coordinates illegal activities in another. To be considered an international organization, the group must have an established connection to an international criminal organization. Simply being a customer of such an organization is not sufficient.

Local Criminal Organization: an organization whose illegal trafficking or gang activities are generally, but not always, limited to the same metropolitan area, or for non-metropolitan areas, are limited to an easily defined region or small number of geographically proximate counties. If a criminal organization's activities regularly take place within a single metropolitan area, it should be considered a local criminal organization even if that metropolitan area includes parts of more than one state.

Multi-State Criminal Organization: one that regularly carries out illegal trafficking or gang activity in more than one state. An organization should be not considered multi-state if the organization's activities regularly take place within a single metropolitan area or region, even if that metropolitan area includes parts of more than one state.

Violent: an organization is considered violent if it routinely engages in kidnapping, extortion, murder, aggravated assault, robbery, or other crimes involving force or threat of force.

V. MCIN PERFORMANCE MEASURES

Each month CCSAO will report to the Governor's Office of Crime Prevention, Youth and Victim's Services the following information:

1. Number of cases submitted for de-confliction for the following categories:
    a. Gangs;
    b. DTOs;
    c. Firearms Trafficking; and
    d. Human Trafficking
2. Number of organizations identified for the following categories:
    a. Gangs;
    b. DTOs;
    c. Firearms Trafficking; and
    d. Human Trafficking
3. Disrupted or dismantled gangs in the following categories:
    a. Local;
    b. Multi-state; and
    c. International
4. Disrupted or dismantled DTOs in the following categories:
    a. Local;
    b. Multi-state; and
    c. International
5. Disrupted or dismantled firearms trafficking networks in the following categories:
    a. Local;
    b. Multi-state; and
    c. International
6. Disrupted or dismantled human trafficking networks in the following categories:
    a. Local;
    b. Multi-state; and
    c. International
7. Law enforcement activities in the following categories:
    a. Total amount of drugs seized (in kilograms);
    b. Wholesale value of drugs seized;
    c. Total dollar value of cash assets seized;
    d. Market value of other assets seized;
    e. Number of human trafficking victims recovered;
    f. Total number of Title IIIs;
    g. Number of firearms seized; and
    h. Number of arrests
8. Prosecution activities in the following categories:
    a. Number of indictments;
    b. Number of individuals prosecuted;
    c. Number of individuals convicted;
    d. Number of attempted RICO prosecutions; and
    e. Number of successful RICO prosecutions

VI. CARROLL COUNTY MCIN ORGANIZATION & MANAGEMENT

The Carroll County MCIN program will combine the resources of the CCSAO's Major Offender Unit, the Carroll County Drug Task Force, and the coalition agencies to identify and investigate criminal networks. CCSAO will work with other MCIN coalition agencies and task forces to share information and investigate criminal networks through various law enforcement strategies, including but not limited to covert surveillance, electronic surveillance, search warrants and undercover buys. Prosecutors from the CCSAO and MCIN law enforcement personnel will work side-by-side to gather intelligence and develop strategies for identifying, disrupting and dismantling criminal networks.

A. Strategic Team

CCSAO and coalition agencies will create an MCIN Strategic Team. Currently, the Maryland State Police, Carroll County Drug Task Force, Carroll County Sheriff's Office and Westminster Police Department have criminal investigations units that will be the lead supporters of the Carroll County MCIN strategy. A representative from each of these agencies and the CCSAO will meet quarterly to collaborate on best practices for MCIN and to discuss any policy concerns or suggestions with the MCIN program.

B. Working Group, Investigations & Overtime Usage

A representative from each of the coalition agencies listed in Section III will attend a monthly MCIN Working Group meeting. During this meeting, the team will collaborate and share information on potential targets for MCIN investigations, as well as discuss and develop strategy for MCIN investigations, including determining an agency to take the lead on the investigation. This Standard Operating Procedure shall have no other effect on any coalition agency's and procedures. All coalition agencies will treat the data and investigations pursuant to MCIN in a manner consistent with its normal operating principles.

If a coalition agency identifies an investigation that it believes would be suitable for MCIN designation, the coalition agency will notify the CCSAO's designated MCIN prosecutor of the investigation. The CCSAO will review the investigation and determine whether it satisfies the criteria of the MCIN program.

The Governor's Office of Crime Prevention, Youth, and Victim's Services may award grant funding to reimburse law enforcement overtime in furtherance of MCIN investigations. If a law enforcement agency requests reimbursement of law enforcement overtime through MCIN, a supervisor or commander from that agency must contact the MCIN-designated prosecutor and provide all requested information about the target(s) of the investigation so that the target(s) may be scored pursuant to the MCIN scoring tool. If the target(s) meets the MCIN scoring criteria, then the law enforcement agency may submit overtime spent in furtherance of investigating the target(s) for reimbursement through the MCIN grant.

On the last day of each calendar month, the requesting law enforcement must provide to the CCSAO an itemized invoice with the following information:

- Name and identifying number of the law enforcement personnel;
- Hours worked by each law enforcement personnel and whether it was in furtherance of a criminal gang, drug trafficking organization, firearms trafficking organization, and/or human trafficking organization investigation;
- Hourly rate of the law enforcement personnel;
- Total overtime to reimbursed for each law enforcement personnel.

Additionally, the requesting law enforcement agency must also provide a short narrative describing the target(s) investigated and the actions taken during the overtime in furtherance of investigating the target(s). All law enforcement agencies must follow their all overtime policies and general orders established by their respective agencies and follow all local, state and federal law with regard to overtime.

C. Review of Court Orders & Warrants

Coalition law enforcement agencies will have all court orders and search warrants for MCIN-designated investigations reviewed by the CCSAO's designated MCIN prosecutor prior to submitting such orders and search warrants to the court when practicable.

D. Deconfliction and Required Use of HIDTA Databases

All coalition agencies will utilize the High Intensity Drug Trafficking Area ("HIDTA") Case Explorer deconfliction database for MCIN-designated investigations. If a coalition agency is not a HIDTA Case Explorer user, the agency conducting an MCIN-designated investigation will contact the CCSAO's criminal analyst, who will assist with data entry.

CCSO employs a phone analyst, and many local MCIN coalition agencies utilize the analyst to extract data from cellular phones seized during investigations. Coalition agencies will give CCSO and the Heroin Coordinator for Carroll County permission to enter phone extraction data into HIDTA's Communications Analysis Portal ("CAP") to further the MCIN goal of developing data-driven crime fighting strategies and investigations.

To: Mayor and Common Council

From: Abby Gruber, Director of Recreation & Parks

Date: August 28, 2020

Re: Bid Award for Family Center Shower Renovations

Background

The FY 2021 Capital Projects Fund budget provides funding for Family Center upgrades, specifically renovation to the shower rooms in both the men's and women's locker rooms. Over the past several years, the condition of the shower rooms in the Family Center has steadily declined. Some of the showers currently do not work. Additionally, the walls that provide privacy and also create the handicap accessible showers areas have been structurally impacted from water leaching through the grout, rusting the metals studs within the wall cavity.

As a result, the entire shower area in each locker room needs to be demolished and renovated. After consulting with local architect Dean Camlin, and visiting other businesses that completed recent renovations of shower areas, City staff determined the best course of action for remediation.

The Request to Bids was posted on e-Maryland Marketplace on July 24, 2020. Twelve contractors responded, with bids ranging from $69,907 to $119,943.

Name	Address	Total Bid Amount
Plano-Coudon LLC	2101 Washington Blvd., Baltimore, MD 21230	$69,907.00
Andrews Construction Inc.	516 B Earls Rd., Baltimore, MD 21220	$72,566.00
OMF Contractors, Inc.	4700 Walden Lane, Suite E, Lanham, MD 20706	$72,795.00
Total Contracting, Inc.	4700 Walden Lane, Suite D, Lanham, MD 20706	$73,730.00
SST Enterprises LLC	6109 Springwater Pl., #2402, Frederick, MD 21701	$79,375.00
Building Concepts, LLC	3944 Sykesville Road, Finksburg, MD 21048	$87,195.00
Atlantida Builders, Inc.	7628 Airpark Road, Gaithersburg, MD 20879	$89,500.00
Nastos Construction, Inc.	4640 Forbes Blvd., Suite 203, Lanham, MD 20706	$90,038.00
Boulevard Contractors Corp.	10451 Mill Run Cir., #1005, Owings Mills, MD 21117	$91,498.00
GRC Inc.	3289 Waynecastle Rd., Zullinger, PA 17272	$96,129.00
Rocchi Construction Inc.	57 W Timonium Rd., #115, Timonium, MD 21093	$115,300.00
Earn Contractors, Inc.	442 E Diamond Ave., Gaithersburg, MD 20877	$119,943.00

Review
The lowest bid submitted by Plano-Coudon LLC was rejected because that contractor did not attend the mandatory pre-bid meeting. After careful consideration and review of the remaining bids, staff determined that the bid of Andrews Construction, Inc. from Baltimore, Maryland met the City's needs. The company submitted a thorough proposal. All references were checked, and staff received all favorable responses with regard to the company's timeliness, quality, and integrity of work performed.

Recommendation
Staff recommends that the City award the bid to Andrews Construction, Inc. in the amount of $72,566.00 for renovation of both the men's and women's shower rooms at the Family Fitness Center.

Attachment
- Bid proposal of Andrews Construction, Inc.

cc: Barbara B. Matthews, City Administrator
Tammy Palmer, Director of Finance & Administrative Services

BID FORM
RFB #21-04
SHOWER ROOM RENOVATIONS

The Bidder declares that it has carefully examined and understands the specifications, form of Contract, and the Contract drawings; that it has made such careful examination as is necessary to become informed as to the character and extent of the work required; and that it agrees, if the proposal is accepted, to Contract with the City of Westminster, in the form of Contract hereto attached, to do the required work in the manner set forth in the specifications and as shown by the Contract drawings.

The Bidder proposes to furnish all materials and labor, requisite and proper, and to provide all necessary machinery, tools, apparatus, and means for performing the work, and the doing of all the above-mentioned work, in the manner set forth, described, and shown in the specifications and on the Contract drawings and within the time shown on the proposal for the following lump sums and/or unit prices: See attached Schedule of Values.

All work shown on the Contract drawings and included in the specifications to make a complete and workable installation is to be paid for under the total prices Bid for the various items of work AND THAT THE ABSENCE FROM THE PROPOSAL FORM OF SPECIFIC BID ITEMS FOR ANY WORK SHOWN ON THE CONTRACT DRAWINGS OR INCLUDED IN THE SPECIFICATIONS, HAS BEEN INTERPRETED AS MEANING THAT THE COST OF ANY SUCH WORK CONTEMPLATED BY THE CONTRACT DRAWINGS AND THE SPECIFICATIONS MUST BE AND HAS BEEN INCLUDED IN THE TOTAL PRICES BID.

The Bidder must sign here, and the Bidder's address must be given. In the case of firms, the firm's name must be signed and subscribed to by at least one member. In the case of corporations, the corporate name must be signed by some authorized officer or agent thereof, who shall also subscribe its name and office. The seal of the corporation shall be affixed and duly attested by its secretary or other authorized officer.

Bob Andrews Construction, Inc.
Bidder, Firm, or Corporate Name

5168 Earls Rd Middle River, MD 21220
Address

By Mike Andrews
Bidder, Firm Member

Mike Andrews
Signature

BOB ANDREWS CONSTRUCTION, INC CORPORATE SEAL 1994 MARYLAND

ATTEST: Julia Bemmer

Title Office Manager

Date 8/25/2020

SCHEDULE OF VALUES REVISED
RFB #21-04
SHOWER ROOM RENOVATIONS

Items No.	Description of Items	UOM	APPRX QNTTS	Bid Quantities	
				Unit Price	Total Amounts
1	Mobilization	LS	1	18,761	18,761
2	Demolition	LS	1	5,500	5,500
3	Installation of new wall cement board	LS	1	3,000	3,000
4	Installation of new ceilings	LS	1	2,500	2,500
5	Repair floors substrate	LS	1	1,500	1,500
6	Installation of tile to walls and floors	LS	1	20,000	20,000
7	Painting of ceilings	LS	1	1,000	1,000
8	Installation of shower partitions	LS	1	8,100	8,100
9	Installation of shower heads, controls, and other fixtures according to the drawings	LS	1	7,800	7,800
10	Installation of light fixtures	LS	1	4,905	4,905

PROJECT TOTAL BID:

$ 72,566.00

BIDDER: Bob Andrews Construction, Inc

ADDRESS: 5168 Earls Rd Middle River, MD 21220

PHONE: 410-592-7113 FAX: 410-592-7112

Mike Andrews

SIGNATURE

8/25/2020

DATE

Mike Andrews

PRINTED NAME

EXPERIENCE RECORD

Complete the following Experience Record and attach the same to the Bid, covering work performed similar in size and scope to that which is the subject of the request for bids during the past 5 years.

Name of Project	Date Started	Date Finished	Amount of Contract
WTC-Fitness Ctr. Renov.	2/2017	8/2017	193,640
Bocek Park Field House Renov.	3/2019	7/2020	871,350
Rockville Sr. Ctr. ADA Bath Renov.	11/2018	5/2019	650,410
Havre de Grace ADA Bath Renov.	3/2020	7/2020	103,410

(We are) (I am) presently working on the following projects:

City of Balt. - Lake Rec. Ctr. Int. Renov.
AACPS - Sec. Vest. for 5 schools
BCPS - Greenwood Sec. Vestibule
BCPS - Loch Raven H.S. Walkway
BCPS - Riverview E.S. Wall Repair

EXPERIENCE RECORD (Cont.)

Have you ever defaulted on a construction project? Yes_____ No X

If yes, give Name of Owner, Name of Bonding Company and circumstance:

N/A

Bob Andrews Construction, Inc
Contractor

By: Mike Andrews

Title: President

Date: 8/25/2020

CITY OF WESTMINSTER, MARYLAND

Equal Opportunity Employer

I HEREBY AFFIRM THAT THIS COMPANY DOES NOT DISCRIMINATE IN ANY MANNER AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF AGE, RACE, NATIONAL ORIGIN OR ETHNICITY, SEX, PREGNANCY, GENDER IDENTITY, FAMILY STATUS, CREED OR RELIGION.

Bidder: Bob Andrews Construction, Inc
Type/Print Name of Firm

Address: 516B Earls Rd. Middle River, MD 21220

City/State: Middle River, MD 21220
Zip Code

By: Mike Andrews
Signature of Person Authorized to Sign Bid

Mike Andrews - President
Type/Print Name and Title of Person
Authorized to Sign Bid

CITY OF WESTMINSTER, MARYLAND
AFFIDVAVIT OF NON-COLLUSION AND NON-CONVICTION

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price or to manipulate the outcome of the competitive bidding process in any way. The bidder also represents that none of its officers, directors, partners, or employees who are directly involved in obtaining or performing contracts with any public bodies has:

(1) been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state or of the federal government;

(2) been convicted under a State or federal law or statute of any offense enumerated in Md. Code Ann., State Fin. and Proc. §16-203; or

(3) been found civilly liable under a State or federal antitrust statute as provided in Md. Code Ann., State Fin. and Proc., §16-203.

The Contractor warrants that it has not been debarred or suspended under Md. Code Ann., State Fin., and Proc., Title 16 Subtitle 3 and that it shall not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Md. Code Ann., State Fin., and Proc., Title 16, Subtitle 3 will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

The Bidder/Offeror and/or any person signing on its behalf acknowledges that all documents, information and data submitted in its Bid/Proposal shall be treated as public information unless otherwise indicated.

ATTEST/WITNESS

Julia Zemmer

Bob Andrews Construction Inc
Name of Bidder-Type/Print

By: Mike Andrews
Signature of Person Authorized to Sign

mike Andrews - President
Name and Title of Signatory (Type or Print)

STATE OF Maryland

COUNTY OF Baltimore, TO WIT:

On this 25th day of August 2020, before the undersigned officer, personally appeared mike Andrews, known to me or satisfactorily proven to be the person whose name is subscribed on the foregoing instrument for the purposes therein contained.

Julia Zemmer
Notary Public

My Commission Expires: 3/10/2021

JULIA KOREN ZIMMER NOTARY PUBLIC HARFORD COUNTY, MD MY COMMISSION EXPIRES MARCH 10, 2021

CITY OF WESTMINSTER, MARYLAND

VENDOR RESPONSIBILITY FORM

1. Summarize briefly your experience in providing the commodities or service outlined in the attached specifications:

Bob Andrews Construction has been in business for over 25 years and has successfully managed as well as self performed a multitude of shower and complete bathroom renovations.

2. List the name and address of one bank or other institution that can provide the City with an adequate credit reference:

M&T Bank - 5100 Campbell Blvd White Marsh MD, 21162 - 410-931-8025

3. State of Maryland General Contractor License No.: 03613793

4. Have you ever refused to sign a contract at your original bid price? Yes _____ No X

5. Have you ever defaulted on a contract? Yes _____ No X

Federal I.D. #

52-1860192

Telephone #:

410-592-7113

Name of Bidder: Bob Andrews Construction, Inc

Address: 5108 Earls Rd
Middle River, MD 21220

By: Mike Andrews
Signature

Mike Andrews - President
Typed Name and Title

BIDDER: Bob Andrews Construction, Inc

REFERENCES

The Firm shall furnish a representative list of three (3) references involving work as specified herein. Failure to submit the required information with the Proposal may be cause for rejection of the Proposal.

The City may make such investigation, as it deems necessary to determine the ability of the Firm to furnish the services, and the Firm shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any proposal if the evidence submitted by or investigation of such Firm fails to satisfy the City that such Firm is properly qualified to carry out the obligations of the contract and deliver the service herein.

Client Name: Meridian Mgmt. Corp. - WTC Fitness Ctr.

Address: 401 E Pratt St Balt. MD 21202

Contact Person: Seth LeBland Phone: 410-385-4721

Email: slebland@mmcor.com Contract Value: 193,640.00

Dates of Service: 2/2017 - 8/2017

Client Name: City of Rockville - ADA Improv. Rockville Sr Ctr

Address: 111 Maryland Ave. Rockville, MD 20850

Contact Person: Mo Daza Phone: 240-876-1400

Email: mdaza@rockvillemd.gov Contract Value: 650,410

Dates of Service: 11/2018 - 5/2019

Client Name: City of Havre de Grace - Firehouse ADA Bath renov.

Address: 711 Pennington Ave Havre de Grace MD 21078

Contact Person: Patrick Sypolt Phone: 443-807-0092

Email: patricks@havredegracemd.com Contract Value: 103,410

Dates of Service: 3/2020 - 7/2020

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Bob Andrews Construction, Inc.

2 Business name/disregarded entity name, if different from above
N/A

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☑ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
516B Earls Road

Requester's name and address (optional)

6 City, state, and ZIP code
Middle River, MD 21220

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

or

Employer identification number
5 2 - 1 8 6 0 1 9 2

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Mike Andrews Date ▶ 8/25/2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

BID BOND

BOND NO. **********

BID REQUEST NO. **********

KNOW ALL PERSONS BY THESE PRESENTS, That we, Bob Andrews Construction hereinafter called the Principal, as Principal, and of U.S. Specialty Insurance Company a Corporation duly organized and existing under the laws of the State of Texas and authorized to do business in the State of Maryland, hereinafter called the Surety, as Surety, are held and firmly bound unto, the Mayor and Common Council of Westminster, hereinafter called the Obligee, in the sum of 10% of amount bid Dollars ($**********.00), good and lawful money of the United States of America, to be paid upon demand of the Obligee, for payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH THAT,
Whereas, the Principal has submitted to the Obligee a Bid for furnishing all labor, materials, equipment and incidentals thereto necessary for work generally described as:

This Bid Bond shall be governed by and construed in accordance with the laws of the State of Maryland and any reference herein to Principal or Surety in the singular shall include all entities in the plural who or which are signatories under the Principal or Surety heading below.

NOW, THEREFORE, if the Obligee shall accept the Bid of the Principal and the Principal shall enter into a written agreement with the Obligee in accordance with the terms, conditions and price(s) set forth therein, and furnish such insurance and give such bond or bonds as may be specified in the Bidding or Contract Documents with good and sufficient surety for the faithful performance of such Agreement and for the prompt payment of labor and materials furnished in the prosecution thereof, then this obligation shall become null and void; otherwise, it shall remain in full force and effect; and the Surety shall, upon failure of the Principal to comply with any or all of the foregoing requirements immediately pay to the Obligee, upon demand, the amount hereof in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

Provided, however, that the Surety shall not be liable to the Obligee on this bond for any amount in excess of the principal amount hereof.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its Bond shall in no way be impaired or affected by any extension of the time within which the owner may accept such proposal, and said Surety hereby waives notice of any such extension.

IN TESTIMONY WHEREOF, the Principal and Surety have caused these presents to be duly signed and sealed this 26th day of August, 2020.

Principal Bob Andrews Construction

By Mike Andrews (Seal)

President
Official Title

U.S. Specialty Insurance Company
Surety

By _____
Attorney-in-Fact Jonathan James Kibler

By N/A
Maryland Agent

(Accompany this bond with Attorney-in-Fact's authority from Surety Company certified to include the date of the bond)

TOKIO MARINE HCC

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That, U.S. SPECIALTY INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Texas, and having its principal office in Houston, Harris County, Texas, does by these presents make, constitute and appoint,

JONATHAN JAMES KIBLER

its true and lawful Attorney-in-fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver bond number BB2011457, issued in the course of its business and to bind the Company thereby, in an amount not to exceed ********* UNLIMITED ********* (***UNLIMITED ***).
Said appointment is made under and by authority of the following resolutions of the Board of Directors of U. S. Specialty Insurance Company:

"Be it Resolved, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings, including any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts, and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

Be it Resolved, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." Adopted by unanimous written consent in lieu of meeting on September 1st, 2011.

The Attorney-in-Fact named above may be an agent or a broker of the Company. The granting of this Power of Attorney is specific to this bond and does not indicate whether the Attorney-in-Fact is or is not an appointed agent of the Company.

IN WITNESS WHEREOF, U.S. Specialty Insurance Company has caused its seal to be affixed hereto and executed by its Senior Vice President on this 18th day of December 2017.

State of California
County of Los Angeles

U.S. SPECIALTY INSURANCE COMPANY

By: _____
Adam S. Pessin, Senior Vice President

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

On this 1st day of June, 2018, before me, Sonia O. Carrejo, a notary public, personally appeared Adam S. Pessin, Senior Vice President of U.S. Specialty Insurance Company, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of CALIFORNIA that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (seal)

SONIA O. CARREJO
Notary Public - California
Los Angeles County
Commission # 2239479
My Comm. Expires Apr 23, 2022

I, Kio Lo, Assistant Secretary of U.S. Specialty Insurance Company, do hereby certify that the Power of Attorney and the resolution adopted by the Board of Directors of said Company as set forth above, are true and correct transcripts thereof and that neither the said Power of Attorney nor the resolution have been revoked and they are now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 26th day of August, 2020.

Bond No. BB2011457

Agency No. 12108

_____
Kio Lo, Assistant Secretary

HCCSZZ POAUSSIC06/2018

To: Mayor and Common Council

From: Abby Gruber, Director of Recreation & Parks

Date: August 28, 2020

Re: Master Plan Development Service – Wakefield Valley Park

Background

Funding is included in the FY 2021 Capital Projects Fund budget for the development of a master plan for Wakefield Valley Park. Project funding includes a grant award from the Land and Water Conservation Fund.

The master plan development that was the subject of the Request for Proposals will provide a foundation for the future phased development of the property, so that it can serve as a cornerstone of the City's park system. The master plan is intended to lay the groundwork for future grant applications to finance park improvements.

Proposal Process and Review

The City issued the Request for Proposals for this project on July 10, 2020. Proposals were received from 19 architectural/ engineering firms, with pricing ranging from $62,985 to $234,890.

Name	Address	Total Bid Amount
Pennoni Associates Inc.	1900 Market Street Philadelphia, PA 19103	$ 62,985.00
Studio Bryan Hanes	340 N 12th St., Ste 415 Philadelphia, PA 19107	$ 79,655.00
A Morton Thomas & Assoc., Inc.	800 King Farm Blvd., 4th Floor Rockville, MD 20850	$ 79,995.00
MKSK	1818 Race Street Suite 201 Cincinnati, OH 45202	$ 81,500.00
Johnson, Mirmiran & Thompson	40 Wight Avenue Cockeysville, MD 21030	$ 88,500.00
Intreegue Design	5668 Furnace Ave., Ste A Elkridge, MD 21075	$ 89,500.00
Kimley Horn	1801 Porter Street Suite 401 Baltimore, MD 21230	$ 94,400.00
Gale Associates Inc.	1122 Kenilworth Drive Suite 206 Towson, MD 21204	$ 97,245.00
Human & Rohde, Inc.	512 Virginia Avenue Towson, MD 21286	$ 108,405.00
LSG Landscape Architecture	1775 Greensboro Station Place McLean, VA 22102	$ 112,900.00
Annapolis Landscape Architects	54 Southgate Ave., Annapolis, MD 21401	$ 128,319.00
Toole Design Group	8484 Georgia Ave., Ste 800 Silver Spring, MD 20910	$ 138,026.00
Hord|Coplan|Macht	700 E Pratt St., Suite 1200 Baltimore, MD 21202	$ 140,915.00
Mahan Rykiel	3300 Clipper Mill Rd., Ste 200 Baltimore, MD 21211	$ 155,612.00
Simone Collins	119 E Lafayette Street Norristown, PA 19401	$ 176,121.00
KCI Technologies Inc.	11830 West Market Place Ste F Fulton, MD 20759	$ 191,253.00
Lardner/Klein Landscape Architects	815 North Royal, Ste 200 Alexandria, VA 22314	$ 198,331.00
Floura Teeter Landscape Architects	800 North Charles St., Ste 300 Baltimore, MD 21201	$ 205,340.44
Unknown Studio	2219 Saint Paul St., Baltimore, MD 21218	$ 234,890.00

Pennoni Associates, Inc. responded to the City's Request for Proposals with a well-rounded and comprehensive project approach. The firm's proposal demonstrated a thorough understanding of the project and desired deliverable, with a high emphasis on a robust community outreach approach. References contacted by staff indicated that Pennoni Associates, Inc. has valuable local experience in park master planning services, and indicated that the firm is more than capable of delivering an innovative park master plan that incorporates a comprehensive, phased implementation approach.

Recommendation

Staff recommends that the Common Council authorize execution of a contract with Pennoni Associates, Inc. in the amount of $62,985.00 to assist the City with the development of a master plan for Wakefield Valley Park.

Attachment

- Proposal

PROPOSAL

COPY

City of Westminster

BID FOR PARK MASTER PLAN DEVELOPMENT SERVICES

WAKEFIELD VALLEY PARK

Pennoni

PARTNERS FOR WHAT'S POSSIBLE

www.pennoni.com

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SECTION 1

LETTER OF INTEREST & EXECUTIVE SUMMARY

Pennoni

8890 McGaw Road
Suite 100
Columbia, MD 21045
T: 410-997-8900
F: 410-997-9282

www.pennoni.com

August 7, 2020

WESTG20001

City of Westminster
Ms. Tammy M. Palmer
Director of Finance & Administrative Services
56 West Main Street, Suite 1
Westminster, MD 21157

RE: Bid for Park Master Plan Development Services - Wakefield Valley Park

Dear Ms. Palmer,

Pennoni is extremely excited to submit this proposal to assist with the City with the development of a master plan for Wakefield Valley Park, located on the site of the former Wakefield Valley Golf Course. This project will have immediate benefits of providing an important amenity to the community, enhancing the natural environment, and improving the quality of life for the citizens of the City of Westminster. The City will need a trusted partner in developing what promises to be a keystone for the City's park system. Pennoni is looking forward to the possibility of planning this park with the City and its citizens.

With local offices in Columbia and Baltimore, MD, Pennoni is a multidisciplinary consulting engineering firm with more than 1,200 professional engineers, landscape architects, utility designers, environmental specialists, inspectors, CADD designers/technicians, and surveyors. Pennoni is ranked among the nation's top 100 design firms by Engineering News-Record magazine and among the top 16 design firms in the Metropolitan Washington area by the Washington Business Journal, as well as in the top three in the Baltimore Business Journal. Pennoni provides services to a wide variety of public agency clients at the municipal, county, state, and federal levels, in addition to corporate and industrial clients throughout the mid-Atlantic region.

The specialized experience of Pennoni's key project individuals includes an extensive list of park and trail projects for various jurisdictions throughout the State of Maryland and bordering states. Our experience is detailed in the attached proposal, and includes over 15 years of park and recreation experience with current staff, including several projects in Carroll County and Baltimore County, as well as other locations throughout Central Maryland. Pennoni master planned Carroll County's Leister Park and aspects of Gillis Falls Park. We are currently working on permitting documents for the initial phase of the Gillis Falls Park. Pennoni and our project team have also worked in Westminster over the years serving as a consultant for private development projects. Pennoni's key staff for this project are:

James A. Ruff, PE, Associate Vice President, will serve as the **Principal-in-Charge** for this contract, and is the person authorized to make representations for Pennoni. Mr. Ruff is a Professional Engineer with more than 30 years of experience in a wide variety of civil engineering and land planning projects. Mr. Ruff has worked throughout central Maryland during his career and provided design expertise, project management, and construction oversight on projects ranging from park and trail design to industrial and warehouse development. Mr. Ruff's experience allows Pennoni staff to consider construction issues at an early stage of the project, addressing potential construction issues through the design process.

Peter J. Stone, RLA, LEED® AP, will serve as the **Project Architect/Engineer** for this contract. Mr. Stone has more than 20 years of experience in a wide variety of landscape architecture and land planning projects. Mr. Stone will serve as the main point of contact for this project. Mr. Stone has provided design services for trails and parks and recreation projects in Carroll County and across central Maryland, as well as other commercial land development and local government projects.

Mr. Stone's expertise includes master planning, site planning, site grading, and stormwater management design, allowing a landscape architectural perspective to influence aspects of design more traditionally handled by the engineers.

We have assembled a strong project team that is available throughout the duration of the project, and is committed to providing a quality product for the City. More detailed key staff information can be found in the Project Team section of this proposal. Pennoni looks forward to working with the City on a project that will have a significant impact on the City's recreation and parks infrastructure, and will significantly improve the long term quality of life for residents of the City, allowing them improved access to a place that has the potential to serve as a cornerstone to the City park system. We look forward to being of service for this and future projects.

Please contact Mr. James Ruff at 443-537-2746 or by email at jruff@pennoni.com or contact Mr. Peter Stone at 443-537-2721 or by email at pstone@pennoni.com should you have questions or require further information concerning our proposal.

Respectfully submitted,
PENNONI ASSOCIATES INC.

James A. Ruff, PE
Associate Vice President

Executive Summary

Based on the scope of work outlined by the City, we feel that this project can be broken down into four component parts: information gathering, public outreach, plan preparation, and plan finalization and presentation. Each of these parts requires specific experience that Pennoni can provide, and has provided to other public and private clients regularly in the past. The parks and recreation projects that Pennoni routinely works on involve some or all of these steps, sometimes in an iterative process as the design is refined.

Information Gathering - This phase involves the preparation of surveys, gathering of aerial and site photos, a review of related City master plans (transportation, comprehensive plans, etc.), reviewing publicly available state and county mapping typically from web based resources, assembling base maps, and interviews with critical stakeholders. Tools such as GIS may be used. **A site visit by the relevant design team members is critical at this stage.** Pennoni starts each project with this step. Every project has its foundation on the existing conditions plan. The proposed design is only as useful as the existing information on which it is based. What is helpful at the master plan stage may not be as useful during a more detailed design phase.

Pennoni's recent development of the third phase of the Broadneck Peninsula Trail alignment for Anne Arundel County involved the preparation of GIS-based existing conditions plans that were then supplemented by field run topographic survey. An initial field walk of the entire trail alignment was followed by more detailed walks as the design progressed and tasks like utility coordination became more important. Initial research into state and county mapping sites to determine stream and wetland locations were followed by detailed investigations to map these features and their location relative to the proposed trail.

Public Outreach – During this phase, Pennoni will work with the City to develop an outreach plan, and to implement that plan. Pennoni regularly provides outreach services for clients, including mailings to project stakeholders, facilitating public informational meetings, representing clients in public hearings, and engaging project stakeholders to obtain information and opinions about projects. Pennoni understands the importance of clearly communicating ideas whether in a spoken, written, or graphic format, and tools to aid the communication process. For a project like Wakefield Park this process is critical as the public will have a long-term interest in this facility; it is not simply some public building that may or may not ever be used by the public. The community will use this facility for years and clear lines of communication must be present between the community, the City, and the design team during this process.

Our Project Manager's strengths include the ability to communicate effectively in a range of media, from writing to public speaking. Mr. Stone is a strong writer, able to convey concisely the goals of a project, the justification supporting a specific decision, or the current status of a project. For example, Mr. Stone is increasingly asked by clients to help justify to the public the amount of clearing proposed for a project, and to outline both the reasons why the clearing was required and the steps taken to reduce clearing. In writing and reviewing reports, Mr. Stone understands the need to not only convey data, but to do so in such a way that the report is understandable and conveys clearly the important points that the design is attempting to address.

Speaking in public and facilitating discussions about a project are additional strengths. This is accomplished by establishing a clear outline and specific speaking points, supplemented by clear graphics. Mr. Stone is able to speak clearly from an outline, not reading a presentation verbatim, but engaging the audience while presenting. Engaging individually with members of the public after a presentation to discuss specific issues is particularly satisfying, as an individual who cares deeply about an issue, the designer and the affected public can come together to understand sometimes widely differing points of view.

Plan Preparation – The plan preparation phase involves a synthesis of information, assembling all of the data compiled during the public outreach and information gathering stage, analyzing the data to understand opportunities and constraints presented by the site, and developing a site program based on the public and City input. The site program and analysis can then be combined to develop a master plan. The master plan involves decision making and value judgments. The site program lays out the type, size, and quantity of features to be located in a facility (2 miles of 10' asphalt trail, 1 restroom with composting toilets, and one multipurpose field, for instance), and the site analysis informs where the most suitable locations for various components would be. Beyond that

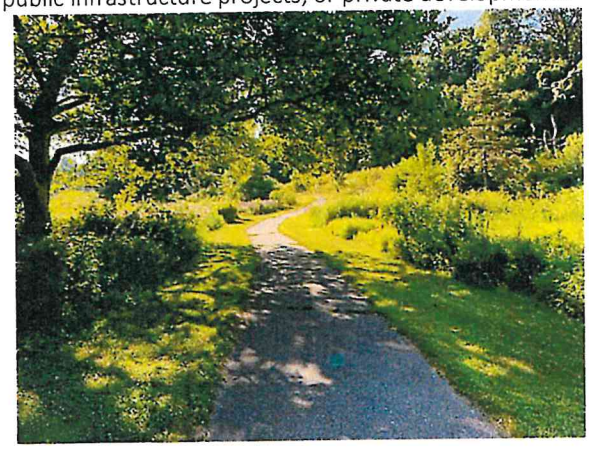
is a design element where good, better, and best are determined. A trail could be located here which would involve minimal construction, but if we moved the trail 100 feet this way, some amazing views are all of a sudden visible, even though we may have to do a little more site grading.

Pennoni performs this type of planning on many projects at the early stage. On a courtyard and walking path planning project at a federal campus, Pennoni had to accommodate a large number of specimen trees and incorporate these into the master plan. On this project, Pennoni also had early discussions with the client about maintenance and snow removal. These conversations informed the design. Pennoni developed a master plan for Leister Park in Hampstead, MD, several years ago following the programming and analysis process outlined above. As part of that plan, a phasing plan was developed to allow the County to phase the development of the park based on available funds. Pennoni staff have the knowledge of local site development and zoning codes, stormwater regulations, ADA standards, transportation related standards such as AASHTO, and other regulations to develop a plan that is aesthetically pleasing, responds to the site constraints, and takes regulatory requirements into account.

Plan Finalization and Presentation - During the master planning and public communication process, one of the most effective, and yet simple tools that Pennoni has found, is the use of aerial photography to help orient the various stakeholders for the project. Plans and maps are necessary, but are not always easy for the stakeholders to read and understand. Once the public and the stakeholders can orient themselves within the project, they can often provide valuable input to the master plan process. A number of exhibits and a written document will accompany the plan, but the basis of the plan will be the aerial photographic exhibit showing the site context and the critical plan elements. Pennoni places pride on developing graphics and plan documents that can communicate our ideas and be aesthetically pleasing. Preparing the final plan documents and presenting these to the client, in a public setting is a part of most projects that we work on, whether they are public infrastructure projects, or private developments.

COVID-19 Operations

Our staff has made a seamless transition from in-person office working environments to off-site or hybrid style working arrangements without compromising the progress of projects. This easy transition was due in part to long standing investments in network infrastructure to support remote work as well as firm-wide collaboration. **We have always leveraged online meeting platforms, such as Skype, Microsoft Teams, Zoom, and others as ways of bringing teammates and clients together to accomplish project reviews and meetings, as well as presentations for other events, such as virtual public meeting.** COVID19 has simply increased the frequency with which we utilize these tools.



SECTION 2

FIRM OVERVIEW

Firm Overview

As a multidisciplinary consulting engineering firm founded more than five decades ago, Pennoni approaches engineering challenges from a wider spectrum than most, from construction management to energy management. Our goal is to help communities and private sector clients alike navigate the ever-changing technological advancements available and learn how best to integrate "smart" solutions into the current landscape and make them a part of resilient and sustainable planning. Our combination of talent and experience generates unprecedented results for diverse and iconic projects around the globe.

Our firm offers the latest technology to meet your project requirements. With an Employee Stock Ownership Program (ESOP) program in place, we dedicate ourselves daily to client service, to giving back to the community, and to nurturing the entrepreneurial spirit of our employee-owners. We have received numerous awards for our work, as well as our corporate culture, including national rankings by the Zweig Group and Engineering News-Record.

Point of Contact

PRIMARY CONTACT
Peter J. Stone, RLA, LLED AP BD+C
Project Manager
443-537-2721
channa@pennoni.com

COLUMBIA OFFICE
8890 McGaw Road, Suite 100
Columbia, MD 21045
www.pennoni.com

The firm, founded in 1966, has grown to more than 1,200 professional, technical, and administrative personnel in 36 offices strategically located to best serve our growing list of clients around the world. Today's marketplace is rapidly expanding to include the growing demand of businesses, the latest technological innovations, and the creativity of a new generation. From traditional markets, such as government and education, to our newest endeavors, such as energy and design-build, our approach tailors our services to meet the specific needs of your market and project.

Services

From its establishment, Pennoni's longevity through a constantly evolving industry has provided opportunities to continually expand the range of services provided to most effectively meet the needs of our clients. Today, Pennoni offers a broad range of professional services including:

Civil/Site Design

From feasibility studies and environmental investigations to infrastructure design and permitting, civil/site design encompasses all aspects of land development necessary to take any project from conception through construction and end-use. Our planners, landscape architects, civil engineers, and design technicians are experienced in all facets of site planning and land development. Working across disciplines, we provide clients with a user-friendly, multidisciplinary partner, capable of completing complex projects "in-house."

Construction Services

The quality, durability, and safety of infrastructure and building projects are achieved through sound quality assurance practices and cautious construction management. Our construction services team consists of professional engineers, construction managers, scientists, inspectors, and certified technicians, who are AASHTO-accredited. Our laboratory testing facilities have the qualifications and experience necessary to meet the ever-increasing demand of quality and schedule adherence in the construction and engineering industries.

Geotechnical

Every structure, regardless of type, requires a stable foundation for support and long-term stability. Our professional geotechnical engineering staff utilizes sound technical approaches while considering cost effectiveness and constructability. Our professional staff plans and implements detailed subsurface explorations. These studies are comprised of test bo rings, test pits, geophysical surveys, laboratory testing, and thorough analyses. Based on our findings, recommendations are developed for foundation, pavement and earthwork design, embankment stability, geosynthetics applications, soil stabilization, and dewatering techniques. Other services can also be provided, such as instrumentation and subsurface explorations.

Environmental

When working on environmental projects, our staff aims to aid our clients in protecting their community, their businesses, and their natural climate from such adverse products as pollution, mold, and other hazardous materials. Our environmental staff is qualified and experienced in providing hazardous materials surveys; asbestos, lead-based paint, mold, and PCB assessments and management; indoor air quality studies; and health and safety planning. We partner with regulatory and environmental protection agencies to understand the best practices for solid and hazardous water management, endangered species, wetland delineations, landfills, and more. The result of a successful environmental project shows a commitment and dedication to the environment and the people who live in it.

LA and Planning

Our landscape architecture and planning team promotes a sustainable philosophy of land management based on an innate responsibility to environmental stewardship. Our solutions integrate new elements seamlessly with their surrounding environment. Providing a balance of aesthetics, function, and sustainability in the project design and development, we can skillfully translate raw ideas into successful projects uniquely tailored for each site, including urban streetscapes, parks, higher education campuses, athletic fields, and more.

Materials Testing & Inspection

Pennoni is an IAS Accredited Special Inspection Agency. In accordance with the International Accreditation Service, Pennoni has demonstrated compliance with ISO/IEC Standard 17020:2012 and IAS Accreditation Criteria for Special Inspection Agencies to the City of Philadelphia Special Inspection Program. Our Materials Inspection and Testing group, together with our other disciplines, form a team of experts who can successfully provide inspection, materials consulting, and testing services for buildings, bridges, highways, and airports.

MEP

Our MEP division is comprised of experienced mechanical, electrical, and plumbing engineers and designers dedicated to providing clients with efficient, sustainable, and functional utility systems for their facilities. Our design approach often begins with studies that identify the optimal systems that best address the client's goals, budget, and schedule. The design process involves the development of practical and constructible plans and specifications. Our professionals can perform risk analyses, building assessments, feasibility studies, and design for fire and life protection systems. Our services can be applied to several markets and building types, while meeting specific regulations and compliances.

Structural

Our structural engineering staff thrive on design and technical challenges involved in creating durable structures that meet the challenges of creative architecture. Our staff work with architects, owners, and builders on a wide range of building types, and possess a thorough knowledge of materials, including steel, concrete, masonry, and timber. Our understanding of structure allows us to develop cost effective and long-lasting solutions. Our reputation is a result of our performance on technically demanding and often high-profile projects.

Survey & Geospatial

Surveying is one of the first steps in the land development/civil engineering process where physical and legal boundary issues are addressed. Accurate maps and measurements are essential during the design and planning phase and they provide clients with a real sense of space and boundaries. Our professionals work to stay ahead of growing survey and geospatial technologies and data techniques, such as Global Navigation Satellite Systems (GNSS; commonly referred to as GPS), Geographic Information Systems (GIS) mapping, High-definition Laser Scanning (HDLS), and drone technology, to provide our clients with precise information. Our survey services can be applied to a wide range of markets and land development projects.

Technology Solutions

Our Technology team provides a wide range of solutions that complement the traditional core service offerings that Pennoni clients have come to know for more than half a century. With innovation as the driving force, our team serves as a trusted partner to recommend and implement appropriate technology platforms, systems, and tools. Led by our expert technology specialists, we combine talent and experience to assist asset owners and operators with developing

a comprehensive strategy to improve operations, reduce costs, ensure regulatory compliance, and extend asset life and value.

Transportation

Safe and efficient transportation systems are critical compone nts to our communities nationwide. Consisting of roads, highways, bridges, railroads, and more, transportation infrastructure provides the structure of how we move in our neighborhoods, throughout regions, and around the world. Combining expertise and state-of-the-art technology, we provide transportation infrastructure systems that allow clients and the community to reach new destinations safely. Our transportation designs are functional and meet the needs of the client and the community.

Water/Wastewater

The public demand for a clean, safe, and dependable water supply; for environmentally effective, sustainable, and cost-effective treatment of wastewater; and for effective and accountable water utility management has generated a need for safe and innovative engineering for water/wastewater solutions. Our engineers and specialists are experienced in the planning, design, and permitting of water and wastewater systems that reliably meet regulatory requirements and client needs. From storage, distribution, and transmission, to pump stations and treatment facilities, to asset management, rate studies, identifying financial assistance and other management support, our projects aim to use and reuse water with efficiency and social and environmental sustainability in mind.

Water Resources

Water is one of our most valuable resources. Across the country, our water resources are under mounting pressure from our growing population, development, and uncertainty caused by climate change. As the management and protection of water resources has become increasingly important, local and state regulatory agencies have been aggressively modifying their regulations as they apply to water resource management. Our team of engineers, scientists, hydrogeologists, and more provide clients with the expertise needed to meet complex water resource planning, design, and permitting needs. Using innovative and sustainable infrastructure design, our staff works to stay ahead of changing regulations and to develop effective water resource solutions.

SECTION 3

PROJECT TEAM

Project Team

Overview

A responsible, qualified, and dedicated project team is critical to meeting the City's needs for addressing their engineering, surveying, and design needs for the Wakefield Valley Park Master Plan. The Pennoni team has the background, knowledge, talent, capabilities, and dedication to help deliver successful projects. As presented below and as shown on the individual project team resumes included in this submittal, the Pennoni team includes seasoned professionals who can provide the local proven client service that the City desires.

Pennoni offers a wide range of integrated capabilities and experience for servicing this agreement. Our on-staff engineers, surveyors, and designers are familiar with all aspects of park and recreation engineering services. Our collaborative work environment provides for the free flow of ideas and creative collaboration that can benefit the City on this project.

Pennoni staff are passionate about spending time outdoors. From walking and biking on local trails to hiking in more natural areas and playing sports and games with family and friends on local fields, we love spending time outside. Some of our favorite projects to participate in are parks and recreation projects. We love designing and facilitating projects that provide a positive benefit to our community, to where we work and live. We love projects that we, along with our friends, neighbors, and families, will get to experience.

The Pennoni team will be based out of our nearby Columbia, MD office. In addition, our team can draw upon support from our other regional offices, including Baltimore, MD, Newark, DE, and other regional offices as needed. We have included two subconsultants on our team for transportation planning and cost estimating, but we have the ability to add in other consultants, including MBE/WBE as needed to cover environmental services, architecture, etc. Pennoni's project manager will coordinate directly with the team and the City. A summary description of our key personnel follows:

Project Manager and Lead Designer

Peter Stone, RLA, LEED® AP

Primary Contact:

Peter Stone, RLA, LEED® AP
Project Manager
8890 McGaw Road, Suite 100
Columbia, MD 21045
410-997-8900
PStone@Pennoni.com

The project manager for this project will be Peter J. Stone, who will serve as the primary contact for the City as well as the Lead Designer. Please see the attached resume for his qualifications and experience. Mr. Stone will have the authority to make decisions for this project and can commit the necessary time to manage the work. Mr. Stone has been a registered landscape architect in the State of Maryland since 2000. He is also registered as a landscape architect in Delaware, Virginia, and North Carolina. Mr. Stone has more than 20 years of experience in the field of landscape architecture and site development. He has worked on a wide variety of recreation and parks projects, including the design of trails, bike paths, sports fields, passive open spaces, and community centers. He has provided design and management services to a wide range of private and public clients throughout the central Maryland region, coming to a project at the very early pre-concept stages where a potential client is trying to determine if a project is even remotely feasible, and remaining with the project until the final punch list walk-through.

As the Project Manager, Mr. Stone provides expertise, management, coordination, and resources to make sure our services meet project demands. The project manager maintains budget, schedule, confirms the most effective use of team members' time, and leads the team to project success. Mr. Stone also enjoys the interaction with the project stakeholders and the public during the early stages of a project where people can begin to see a project come to life and visualize the possibilities that a project might present.

Mr. Stone is an avid biker, hiker, and cross-country skier, enjoying the outdoors in all seasons and weather. He spends a great deal of time outside either biking or hiking in local parks, and on trails around central Maryland. This time outside is an important part of daily life, allowing for reflection, exercise, and the maintenance of balance between the competing aspects of life. Consequently, Mr. Stone feels deeply the importance of creating spaces like the Wakefield Valley Park which allow for outdoor recreation and the experience of unique natural places, where water, forest, rocks, and wildlife come together.

Mr. Stone has provided design and project management services on a number of similar park and trail projects including:

- Broadneck Peninsula Trail Phase III, Arnold, MD
- South Shore Trail Phase II, Gambrills, MD
- Stoney Creek Trail, Walter Reed National Military Medical Center, Bethesda, MD
- North Laurel Park and Community Center, Laurel, MD
- Leister Park, Hampstead, MD
- Gillis Falls Trail Park, Woodstock, MD
- NIEHS Campus Paths, Research Triangle Park, NC

Recent other notable projects have included:

- Significant expansion to the Baltimore Raven's Under Armour Performance Center in Owings Mills, MD
- Participation in the development of an RFP and serving as a consultant to the owner on the new Howard County Circuit Courthouse
- Significant expansion to Goucher College's Hoffberger Hall
- Expansion of the North Laurel Community Center in Laurel, MD to add an indoor pool. Development of the original plans for this park and community center.

As a landscape architect responsible for site design and some components of site engineering, Mr. Stone brings a different set of tools to the drawing board than an engineer might, including an awareness of natural features and resources, and an aesthetic approach to design result in a certain sensitivity from the beginning of the project. What will this look like at the end of the project? What could it look like? What features are here that I want to preserve or enhance? Perhaps unusual for a landscape architect, Mr. Stone has developed a comprehensive understanding of stormwater (SWM) design using Environmental Site Design techniques, and the associated computations. These smaller SWM features fit into small spaces and can be aesthetically incorporated into a design more easily than traditional SWM treatments. Mr. Stone has refined details and specifications for a number of SWM treatments that are regularly used on development and parks projects.

Mr. Stone will be responsible for overseeing management of the project, with support from the Principal-in-Charge, James A. Ruff, PE. Mr. Stone will also serve as the lead designer. Having the management of the project directly involved with the project design simplifies the allocation of resources in accomplishing tasks. The organizational chart included in this section identifies the individuals assigned to the project. Mr. Stone and Mr. Ruff regularly work together on projects, sharing management and design duties as the project requires. Mr. Ruff and Mr. Stone also manage projects independently, handling tasks such as proposal writing, client coordination and updates, project design, permitting and approvals, project billing, and consultant coordination, As the Project Manager, Mr. Stone will serve as the main point of contact with the City, handling contracts and billing, attending meetings, working with the project team to provide status updates, and providing general oversight on the project.

Principal-in-Charge

Alternate Contact:
James A. Ruff, PE
Principal-in-Charge
8890 McGaw Road, Suite 100
Columbia, MD 21045
410-997-8900
JRuff@Pennoni.com

James A. Ruff, PE

Mr. Ruff will serve as the Principal-in-Charge as well as the alternate point of contact for the contract. He has more than 30 years of experience in a wide variety of civil engineering and land planning projects. Mr. Ruff handles multiple projects, which include federal, commercial, residential developments, churches, schools, and institutional work. He is an effective communicator both to clients and also in a public setting where ideas and plans have to be conveyed to people who are not used to reading technical documents. His knowledge of construction helps to inform design decisions early on in the planning and engineering process.

Mr. Ruff has recently served as the primary point of contact for an on-call contract with Baltimore County Department of Property Management. As part of that contract, Pennoni provided design services for park development and parking lot design, as well as assisting the County with the development of solutions to ongoing maintenance issues such as repairs to bridges and piers. Mr. Ruff will help confirm that a full company commitment is made to quality and adequate resources are provided to our project team. Please see the attached resume for his qualifications and experience.

Staff Qualifications

Please see attached key personnel resumes presenting a summary of qualifications and experience.

Subconsultants

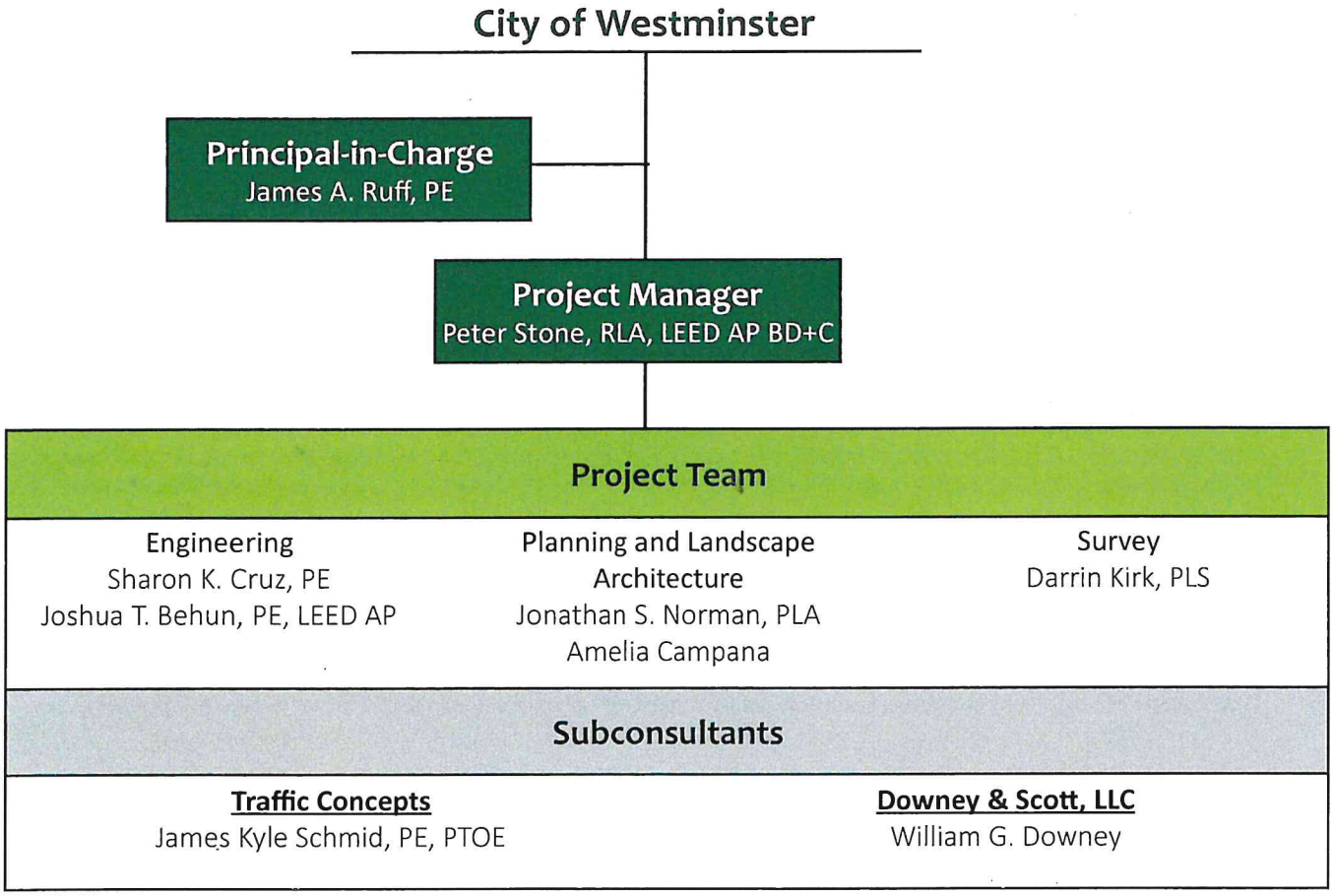
Traffic Concepts, Inc.

Traffic Concepts, Inc. is a traffic and transportation engineering firm specializing in the traffic engineering studies and design of traffic control devices and associated disciplines. The firm was founded in 1992 and has been serving both public and private sector clients through open-end and fee task contracts. They specialize in site development traffic impact analysis, traffic signal and signal system design plans, highway signing and pavement marking plans, and maintenance of traffic plans. Traffic Concepts provides a variety of transportation engineering and analysis assignments including traffic operations analysis, accident/collision analysis, safety studies, corridor analysis for future planning activities, traffic impact studies, capacity analysis, traffic counts (manual and automated), spot speed studies, minor origin and destination studies, work zone maintenance of traffic plans, traffic signal warrant analysis, SYNCHRO and SIMTRAFFIC (traffic simulator) analysis, geometric design concepts, signing, pavement marking and lighting designs. Their principle traffic engineers have more than 85 years of combined experience performing traffic engineering tasks within the State of Maryland. Pennoni and Traffic Concepts have worked together on many public and private projects throughout Central Maryland, and are currently working together on several recreation and parks projects in Anne Arundel County, MD.

Downey and Scott, LLC

Downey & Scott, LLC is a construction management services firm with more than 30 years' experience in the industry. Principal offerings include a comprehensive range of Pre-Construction, Construction and Post-Construction services, engineered to protect a client's investment by substantially reducing their exposure to risk. The firm's highly qualified team of more than 22 full-time construction experts possesses degrees from respected colleges and universities and maintains professional certifications through various licensing boards. Seasoned staff members' expertise, coupled with state-of-the-art analytical techniques, provides clients with valuable advice and information at all phases of development. Their consulting assignments are as varied as the clients they serve. They have been retained on a broad spectrum of projects that range from park and recreational facilities to long-range studies for military agencies, from renovations of historic landmarks to mixed use community developments. They perform Construction Management and project controls across a spectrum of core services for $2 billion in construction annually.

Organization Chart



Peter Stone, RLA, LEED® AP BD+C

Project Manager

EDUCATION
BLA, Landscape Architecture; Virginia Tech (1998)

MS, Geography and Environmental Planning; Towson (2006)

PROFESSIONAL REGISTRATIONS
Landscape Architect: MD (#3068, exp. 10-10-20)

Landscape Architect: NC (#1862)

Landscape Architect: DE (#363, exp. 1-31-21)

Landscape Architect: VA (#1436, exp. 8-31-21)

CERTIFICATIONS
LEED AP BD+C, Green Building Certification Institute, (#10139426, exp. 1-3-21)

PROFESSIONAL AFFILIATIONS
American Society of Landscape Architects

EXPERIENCE SUMMARY

Mr. Stone is a Senior Landscape Architect in Pennoni's Columbia, MD office. He provides design services and project support on projects throughout MD, DE, and DC. He is a professional landscape architect and a LEED accredited professional with over 20 years of experience in a wide variety of landscape architecture, site-civil engineering, and land development projects. Typical projects include parks and recreation projects, industrial land development, local government facilities, commercial and residential developments, churches, schools, and higher education work. Mr. Stone has considerable experience in the planning and layout of projects and the development of site grading plans. His specific project skills include the development of stormwater management plans, utility plans and profiles, sediment control plans, landscape and forest conservation plans, development phasing plans, and construction details. Mr. Stone's role as a project manager involves him in a project at the early programming and concept planning stages all the way through construction and post construction services. He regularly works with clients to develop project schedules to efficiently navigate the entitlement and approval process. Mr. Stone regularly provides public testimony before various boards and councils in support of his clients' projects. He also regularly facilitates public meetings for projects, engaging with the public to explain specific aspects of a project, the timeline of a project, and the potential impacts of a project.

REPRESENTATIVE PROJECTS

Leister Park - Master/Site Plan, Carroll County, MD
Project Manager - Responsible for this park master plan and site plan. Master plan involved the preparation of site analysis and master plans for a 100-acre farm site. Process involved coordination with local county officials, public meetings, site visits, and preparation of site analysis maps, plans and graphics to support the master plan and design development plans and cost estimates. Prepared site plan documents for county approval and construction purposes. Site plans included site grading plans, landscape plans, forest conservation plans, stormwater management plans, sediment and erosion control plans, construction details for park facilities, and utility plans. Processed plans through County for approvals. Prepared construction specifications. Prepared and process wetland permits for farm pond embankment removal. Prepared stream buffer enhancement plans as part of the forest conservation plans.

Gillis Falls Park - Master Plan, Carroll County, MD
Project Manager - Responsible for this 1,200-acre park master plan. Master plan process involved numerous site visits and meetings with the County Department of Recreation and Parks and the public. The main emphasis of the park master plan was the design and construction of 18+ miles of multiuse trails and trail facilities. Process involved site analysis of existing environmental features and the production of a trails master plan, design guidelines, and design development trail plans. Prepared construction plans for the first phase of trails and associated parking facilities. Plans included three stream crossings. Plans included grading plans, layout plans, bridge construction plans, stormwater management plans, sediment and erosion control plans, and landscape plans.

Anne Arundel County Department of Public Works – Indoor Sports Complex, Anne Arundel County, MD
Project Manager - Prepared a feasibility study for the development of an indoor sports complex containing indoor track, turf fields, and ball court facilities. Study and plans were prepared for Anne Arundel County Department of Public Works and Department of Recreation and Parks. Evaluated nine different sites across the County for potential development. Study looked at existing conditions, site access, utility availability, development costs, parking requirements, and stormwater management requirements. Prepared concept site plans for 6 of the nine sites, looking at a range of building alternatives. Evaluated and ranked the sites to arrive at a preferred location for the development of this complex.

Anne Arundel County Department of Public Works – South Shore Trail Phase II, Gambrills, MD
Project Manager - Prepared final construction documents and permits for a 1.9-mile asphalt trail parallel along an old railroad bed in Gambrills, MD. Study and plans were prepared for Anne Arundel County Department of Public Works and Department of

Recreation and Parks. Plans included grading, layout, retaining wall plans, stormwater management and storm drainage plans, and profiles. Stormwater management included bioswales and grass swales. Developed exhibits and presentation material for public meetings and facilitated discussion at multiple public meetings. Developed project manual for bidding purposes.

Anne Arundel County Department of Public Works - Broadneck Peninsula Trail Phase III, Arnold, MD
Project Manager - Prepared a concept trail alignment, feasibility study, and construction documents for a 2.5-mile asphalt trail parallel to College Parkway in Arnold, MD. Prepared full design plans for the trail, including 30%, 60%, 95%, and 100% submission. Plans included grading, layout, stormwater management and storm drainage plans, and profiles. Stormwater management included disconnect credits, bioswales, micro-bioretention areas, grass swales, and infiltration berms. Developed project manual and specifications for bidding purposes. Developed exhibits and presentation material for public meetings and facilitated discussion at multiple public meetings. Prepared construction documents, including tree preservation plans and road improvement plans. Assisted the County with a State Transportation Alternatives Program (TAP) grant application.

North Laurel Park and Community Center – Howard County, MD
Project Manager - Responsible for the construction documents phase of this Howard County Park and community center. Park included trails, ball fields, playgrounds, gathering areas, parking lots and a community center which is pursuing LEED Certification. Construction documents included the preparation of site plans, grading plans, mass grading plans, storm drain and stormwater management plans, sediment and erosion control plans, utility plans, road improvement plans, and construction specifications. Oversaw the preparation of a feasibility study for the construction of a 23,000-sf indoor pool expansion. Study included a preliminary SWM assessment, utility assessment, and concept site plan. Study also included a parking analysis to demonstrate that sufficient parking was available on site to accommodate the proposed expansion. Prepared construction documents for pool expansion.

Baltimore Ravens - Training Facility, Baltimore County, MD
Project Manager - Oversaw the preparation of concept and construction plans for the construction of a significant addition to this facility. The parking lot expansion included both permanent asphalt pavement, and a turf parking lot for use 2-3 weeks out of the year during training camp. Project involved assessment of the existing stormwater systems on site and the subsequent preparation of concept plans, the evaluation of on-site environmental resources, a zoning request to permit business parking in a residential zone, site surveys, and underground utility surveys. During the design and construction process prepared multiple site renderings and site visualizations to enable the owner to be able to understand the finished product.

Stoney Creek Trail at Walter Reed National Military Medical Center, Bethesda, MD
Project Manager – Prepared concept plans for campus trail network expansion/rehabilitation. Prepared RFP documents for NAVFAC and assisted NAVFAC during the construction process to manage the contractor and designer of record.

Guilford Water Storage - Improvements, Baltimore, MD
Senior landscape architect - Responsible for the site planning and landscape design for the Guilford Reservoir improvements. A very extensive community outreach program was undertaken by the project team during both the concept design phase and the final design phase. The selected option, the buried tanks, also included the regrading of the site to allow the project to fit within the neighborhood context. Final design plans included the layout of pedestrian trails, site features included the adaptive reuse of stone for retaining walls and fencing, and landscape design.

Soccer Association of Columbia – Site Development, Columbia, MD
Project Landscape Architect - Responsible for this project which involved the development of a soccer field complex on 115 acres. Responsible for preparing permit applications for road and utility stream crossings and wetland impacts. Coordinated with Army Corps of Engineers through permitting process. Conducted environmental field work to comply with the Maryland Forest Conservation Act. Coordination with client, consultants, and County agencies.

James A. Ruff, PE
Principal-in-Charge

EDUCATION
BS, Civil Engineering; North Carolina State University (1983)

PROFESSIONAL REGISTRATIONS
Professional Engineer: VA (#024875, exp. 2-28-22)

Professional Engineer: DC, (#PE906711, exp. 8-31-20)

Professional Engineer: MD (#21774, exp. 11-10-21)

PROFESSIONAL AFFILIATIONS
American Society of Civil Engineering

EXPERIENCE SUMMARY

Mr. Ruff is a Professional Engineer with 36 years of experience in a wide variety of civil engineering and land planning projects. Mr. Ruff handles multiple projects, which include federal, commercial, residential developments, churches, schools and institutional work. Mr. Ruff coordinates with clients, other engineers, architects, attorneys, sub consultants and surveyors on projects. Typical project tasks include water and sewer design, site detailing, site layout, grading, roadway design, storm drain design and stormwater management design. Projects are submitted, reviewed and ultimately approved by various Federal, State and Local authorities.

REPRESENTATIVE PROJECTS

Anne Arundel County Department of Public Works - Broadneck Peninsula Trail Phase III, Arnold, MD

Division Manager/Project Engineer – Reviewed and provided QA/QC for a concept trail alignment and feasibility study for a 2.5-mile asphalt trail parallel to College Parkway in Arnold, MD. Study and plans were prepared for Anne Arundel County Department of Public Works and Department of Recreation and Parks. Trail provides connection between local communities and parks and the 13+ mile Baltimore and Annapolis Trail. Study included boundary and topographic survey, field evaluation of trail alignment, environmental and cultural resource studies, and preliminary engineering. Plans included grading, layout, preliminary stormwater management and storm drainage plans, and profiles. Developed typical sections and evaluated alternatives for road crossings. Stormwater management included disconnect credits, bioswales, micro-bioretention areas, grass swales, and coastal plan outfall structures.

Baltimore County - Radebaugh Florists Park, Baltimore County, MD

Project Manager - Responsible for the design and permitting of a demolition and passive park project in Baltimore County. The County was deeded property located in the middle of Townson Maryland from a family run business. The project involves the design and permitting of a demolition process to remove existing greenhouses and develop the property as a passive community park. Review and permitting involved the Baltimore County Department of Environmental Protection and the Soil Conservation District. As part of the due diligence process Pennoni completed a Phase I Environmental study.

Baltimore County - Oregon Ridge Park Lake Pavilion, Baltimore County, MD

Project Manager - Responsible for the design and permitting to demolish a swimming beach area and construct a picnic pavilion at a quarry located in a County Park. The County decided to abandon a swimming beach and bathhouse facility in 2012 after it feel into a state of disrepair. The County then decided to convert the site into a picnic area. Pennoni developed a site plan that included a wetlands bench, playground and boat ramp. Review and permitting involved the Baltimore County Department of Environmental Protection, the Soil Conservation District, Maryland Department of the Environment and the Army Corp of Engineers.

Baltimore County - Lake Roland Fishing Pier, Baltimore County, MD

Project Manager - Assessment and repair for a concrete fishing pier located at Lake Roland Park in Baltimore County, MD. The pier has deteriorated over the years and requires structural repairs to the concrete structure. The plans required permitting approval by the Maryland Department of the Environment. Design assessment included the use of Ground Penetrating Radar to assess the voids and rebar within the concrete structure.

Baltimore County - Lake Roland Historic Bridge and Culvert, Baltimore County, MD
Project Manager - Responsible for developing a repair plan to restore two stone culverts listed on the Historic Inventory for the park. The project involved coordination with the Maryland Historic Trust and supporting the County's grant application for State funds. The designs involved stonework, volunteers form the community, structural repairs and drainage improvements to protect the culverts for years to come.

Baltimore County - Oregon Ridge Park Nature Pavilion, Baltimore County, MD
Project Manager - Responsible for the design and permitting of a new picnic pavilion at a Nature Center in Baltimore County. The design involved grading, sediment control design and utility service. The pavilion will double as a learning center for County field trips and camps.

Cavalier Development Group - Ballenger Creek, Frederick, MD
Project Manager – Responsible for the preparation of a Phase I plan for a 200-acre PUD containing 800 market rate dwelling units, park dedication, recreational facilities, walking trails, site amenities, etc. Design services included the preparation of a mass grading and sediment control plan in accordance with Frederick County design criteria and the Maryland Department of the Environment ESD practices. The process included public hearings and testimony.

Howard County - North Laurel Park and Community Center, Howard County, MD
Division Manager – Responsible for the construction phase of a Howard County park and community center. Park included trails, ball fields, playgrounds, gathering areas, parking lots and a community center which is pursuing LEED Certification. Construction documents included the preparation of site plans, grading plans, mass grading plans, storm drain and stormwater management plans, sediment and erosion control plans, utility plans, road improvement plans, and construction specifications. The project included extensive coordination with County agencies, architect, and related sub consultants. The project also included preparation and submittal of wetland permits for road and utility crossing of wetland and stream systems.

Carroll County - Leister Park, Carroll County, MD
Division Manager – Responsible for the construction phase of a 100-acre community park. Provided site plans including site grading plans, landscape plans, forest conservation plans, stormwater management plans, sediment and erosion control plans, construction details for park facilities, and utility plans.

Centex Homes - Clarksburg Highlands, DA2964C01, Germantown, MD
Project Manager/Engineer — Responsible for a 250-unit mixed use project including commercial, retail and residential, development, Clarksburg, Maryland developed by Centex Homes. The project included Maryland State Highway Administration permitting for work within the public right-of-way, MNCP&PC work area permits, public path networks, open space amenities, tot lots and other age appropriate parks.

Maryland Route 355/Rte. 27 MNCP&PC Park, Germantown, MD
Civil Engineering Project Manager/Engineer - Involved in the development of a MNCP&C park along Maryland Route 355 at Route 27. Amenities included a skate park, baseball/softball fields, a soccer field, picnic areas and playgrounds. The project included a tunneling operation under the State Highway and Maryland State Highway Administration permits to extend public water and sewer, a sewage pumping station, mass grading, street and parking design, SWM design and MSHA improvements.

Jonathan S. Norman, PLA
Project Landscape Architect

EDUCATION
BLA, Landscape Architect; University of Maryland (2002)

PROFESSIONAL REGISTRATIONS
Professional Landscape Architect: MD (#4114, exp. 5-9-21)

PROFESSIONAL AFFILIATIONS
American Society of Landscape Architects

EXPERIENCE SUMMARY

Mr. Norman serves as a Landscape Architect/Planner. He has 17 years of experience in various landscape architecture and land development related projects. Mr. Norman is typically involved in a project at the very preliminary stages and generally follows the project through final design and approval. Some examples of projects include environmental, commercial, and residential developments, churches, landscape architectural and streetscape design, and parks that involve planning, zoning research, feasibility study preparation, site detailing, site layout, streetscape design, grading, planting plans, 3D modeling, site investigations, construction documents, client meetings, and construction administration.

REPRESENTATIVE PROJECTS

Goucher College – GIS Utility Mapping, Towson, MD
Project Designer – Responsible for compiling existing utility GIS information for the entire Goucher College campus in Towson, MD. Project involves creating CAD drawings for each type of utility present on the campus to be converted into GIS mapping software when completed. Exhibits were created to show each utility, color coded, on campus maps.

Anne Arundel County – Broadneck Peninsula Trail, Phase III, Arnold, MD
Project Designer - Responsible for the design and construction document phases of a 2.6 mile long hiker/biker trail along College Parkway in Arnold, MD. Project includes trail layouts, trail grading, retaining wall design, stormwater management, sediment control, and field investigations. Construction documents includes the preparation of site plans, grading plans, site details, stormwater management plans and details, sediment control plans, and forest conservation plans. Project includes preparation and submittal of schematic design, design development, and construction document phases.

BTS BIOGAS – Maryland Food Center Authority Anaerobic Digestion Facility, Jessup, MD
Project Designer – Responsible for the design and construction document phases of an Anaerobic Digestion Facility that converts food waste to energy. Project included site layouts, grading, and parking lots for a redevelopment of the existing Elkridge Library. Construction documents included the preparation of site plans, grading plans, sediment control plans, site details, and forest conservation plans. Project included preparation and submittal of environmental concept plan, grading permit plan, and site development plans phases.

Baltimore Ravens - Training Facility, Owings Mills, MD
Project Designer - Responsible for the design and construction documents phases of the redevelopment of the Baltimore Ravens Training Facility. Project included site layouts, grading, walking trails, patio areas, storm water management, and parking lots, as well as preparation of site plans, grading plans, site details, and forest conservation plans. Project included preparation and submittal of wetland permits for road and utility crossing of stream systems.

Howard County, Maryland – Elkridge Library, Elkridge, MD
Project Designer – Responsible for the design and construction document phases of a Howard County Library and Senior Center. Project included site layouts, grading, walking trails, and parking lots for a redevelopment of the existing Elkridge Library. Construction documents included the preparation of site plans, grading plans, stormwater management, site details, and forest conservation plans. Project included preparation and submittal of variance plan, waiver petition plan, environmental concept plan, and site development plan phases. Project also required construction inspections with contractor and county representatives.

Amelia Campana
Project Planner

EDUCATION
BLA, Landscape Architecture;
University of Maryland (2002)

EXPERIENCE SUMMARY

Ms. Campana serves as a Project Landscape Architect. She has 15 years of experience in a variety of landscape architecture and land development related projects. Ms. Campana is typically involved in a project at the very preliminary stages and generally follows the project through final design and approval. The projects that she works on include commercial and residential developments, churches, landscape architectural and streetscape design, and parks. Ms. Campana coordinates with clients, review agencies, civil engineers, architects and surveyors on projects. These projects include planning, zoning research, feasibility study preparation, site detailing, site layout, streetscape design, site grading, planting plans, forest conservation plans, CAD drafting, 3D modeling in SketchUp and construction documents.

REPRESENTATIVE PROJECTS

Leister Park - Carroll County, MD
Project Designer – Responsible for this 100-acre park master plan and site plan. Assisted with preparation of site analysis maps to determine the best layout and use of the site which includes trails, pavilions, ball fields and playground. Tasks included preparation of site plans, grading plans, forest conservation plans and landscape plans. Forest Conservation plans included reforestation, forest retention, and stream buffer enhancement. Ms. Campana also assisted with wetland permitting application and exhibits. Prepared construction documents and specifications. Prepared Site Development Plans for County approval.

Anne Arundel County Department of Public Works – Indoor Sports Complex Feasibility, Various Sites, Anne Arundel County, MD
Project Planner - This project included the feasibility of eight sites throughout Anne Arundel County for construction of an indoor sports complex. Assisted with setting up base plans/exhibits and site research for the eight sites.

Anne Arundel County Department of Public Works – South Shore Trail, Phase 2, Gambrills, MD
Project Planner - This project included the design of a multi-use trail in Anne Arundel County. The 1.85 mile trail was designed in an old railroad right-of-way and designed to minimize environmental impacts while taking advantage of natural features all while being handicapped accessible. The trail was designed to accommodate a broad spectrum of users. Assisted with the design development plans, site details, and exhibits for community meetings.

Anne Arundel County Department of Recreation and Parks & Department of Public Works – Broadneck Peninsula Trail – Phase III, Arnold, MD
Project Planner - This project included the design of a multi-use trail in Anne Arundel County. The 2.5 mile trail was designed to minimize environmental impacts while taking advantage of natural features all while being handicapped accessible. The trail was designed to accommodate a broad spectrum of users. Assisted with the design development plans, site details, and exhibits for community meetings.

Howard County Department of Public Works Bureau of Engineering – North Laurel Community Center Pool Addition, Laurel, MD

Project Planner - This project included the addition of an indoor pool to the North Laurel Community Center. Assisted with the design development plans, construction documents and redline plans. This project is pursuing LEED Certification.

Tristar Development Ridge and Hanover Developer, LLC – Hanover Landing, Anne Arundel County, MD
Project Planner/Project Landscape Architect - This project included the development of a 67.5-acre site with approximately 900 proposed dwelling units in Anne Arundel County, MD. Dwelling units include townhouses, two over twos and apartments. Assisted with the sketch plan design and submission, concept forest conservation and landscaping.

NIST Campus Courtyard Planning - Gaithersburg, MD
Project Planner – Responsible for the development of courtyard plans for this government campus. This project included concept planning, and the preparation of color renderings and 3D models to illustrate the proposed concepts. Ms. Campana prepared detailed site model using Sketchup; the site included many specimen trees as well as a historic "Newton Apple" tree, a direct descendant of the tree that Isaac Newton supposedly sat under. Concepts examined pedestrian circulation, existing architectural features, tree preservation, and the use of the space throughout different periods of the year.

Liberty Property Trust – Liberty Ridge I, Hanover, MD
Project Planner - This project included the design of a 220,000-s.f. warehouse building in Anne Arundel County. Design included coordination with a future road extension. Assisted with the Preliminary Plans and Final Grading Plans which included site design, grading, landscaping, forest conservation. Also assisted with sight distance, offsite paving plans, street tree and lighting plans and LEED exhibits.

Musket Ridge Golf Course - Frederick County, MD
This project included an addition to the existing clubhouse and a revision to the Stormwater Management. This is an existing golf course. Worked on the preparation of revised site plans and landscape plans.

Howard Community College - Athletic Fields, Columbia, MD
This project included athletic field improvements on the college campus. Helped prepare a site development plan for the athletic field improvements. Worked on site design and grading, landscape design, and forest conservation design for this project. Ms. Campana also worked on the sight distance study for the proposed athletic field parking lot entrance.

King Memorial Park - Baltimore County, MD
This project included an addition to an existing mausoleum. The addition to the mausoleum includes restrooms which required private water and sewer design in the form of a well and septic system. Worked on the preparation of the percolation test plan, final grading plans and forest conservation plans.

Walter Reed National Military Medical Center - Stoney Creek Trail, Montgomery County, MD
Assisted with plan preparation for Installation Accessibility and Appearance project which includes the design of an accessible trail system throughout the campus, landscape improvements at sites around the campus, and the concept planning for a memorial grove on the campus.

Paragon at Gateway Overlook - Howard County, MD
Project Designer – Responsible for the preparation of this site development plan on an 18.5-acre site in Howard County, MD. Included in the design are five apartment buildings. Tasks included preparation of site development plans, grading plans and landscape plans. The site layout and landscaping were subject to the review and approval of General Growth.

Shoppes at Meadow Creek - Westminster, MD
This project included the development of a retail shopping center in Westminster. Assisted with construction plans for several of the pad sites.

Joshua T. Behun, PE, LEED AP

Project Engineer

EDUCATION
BAE, Architectural Engineering, Structural Concentration; The Pennsylvania State University (2008)

PROFESSIONAL REGISTRATIONS
Professional Engineer: MD (#0046788, exp. 6-7-21)

CERTIFICATIONS
LEED AP Building Design & Construction, GBCI (#10649287, exp. 5-5-21)

TRAINING
30-Hr. Outreach Training, OSHA (2014)

EXPERIENCE SUMMARY

Mr. Behun serves as a Project Engineer and he specializes in building site design, land development, and stormwater management analysis, in addition to project management, construction site supervision, and LEED documentation procedures.

REPRESENTATIVE PROJECTS

Maryland Food Center Authority – Jessup, MD
Project Engineer – Performing stormwater management design and analysis with micro-bioretention and bioswale facilities, and performed private utilities design for water, sewer, and storm drain systems at a previously undeveloped industrial complex site in Howard County, MD.

South Shore Trail Phase II – Arnold, MD
Project Engineer – Performing stormwater management and storm drain design, plus watershed and floodplain analysis for a 1.8+ mile trail improvements project in Anne Arundel County, MD.

Indoor Sports Center Complex – Anne Arundel County, MD
Project Engineer – Performing preliminary stormwater management design and watershed analysis for multiple sites within Anne Arundel County, MD to assess feasibility and best fit site for potential development.

Broadneck Peninsula Trail Phase III – Arnold, MD
Project Engineer – Performing stormwater management design, and storm drain and watershed analysis for a 3+ mile trail improvements project in Anne Arundel County, MD.

Hoffberger Science Building– Goucher College, Baltimore, MD
Project Engineer – Performing stormwater management design with micro-bioretention facilities and performed private utilities design for water, sewer, and storm drain systems for a large building addition to a classroom and laboratory building on the Goucher College campus in Baltimore, MD.

Oak Ridge Apartment Complex – Riverdale, MD
Project Engineer – Performing stormwater management design with micro-bioretention and rain garden facilities as well as erosion & sediment control design for a multi-location parking expansion project at an apartment complex in Prince George's County, MD.

Brunswick Crossing– Brunswick, MD
Project Engineer – Performing site development procedures to include: roadway design, site grading, storm drain design, and stormwater management design with micro-bioretention facilities as well as erosion & sediment control design for a road widening and infrastructure improvements project for two separate intersections along a highway near a newly developed suburban residential subdivision in Frederick County, MD.

Vernon Pumping Station - Various Services, Baltimore, MD
Project Engineer – Performing site design, to include grading and retaining walls. Performed watershed analysis, storm drain design, and stormwater management design with micro-bioretention facilities, as well as erosion & sediment control design for a pumping station facility serving the Druid Lake dam in Baltimore, MD.

Parkton Landfill - Solar Array, Parkton, MD
Project Engineer – Performed site design/stormwater management analysis for a 4+ acre solar array site atop an existing closed landfill site in Harford County, MD.

Sharon K. Cruz, PE
Project Engineer

EDUCATION
BS, Civil Engineering; University of Delaware (1996)

PROFESSIONAL REGISTRATIONS
Professional Engineer: DE (#12576, exp. 6-30-22)

Professional Engineer: MD (#36896, exp. 2-15-21)

CERTIFICATIONS
CPR/AED/First Aid, CPR Savers (#052454, exp. 3-8-21)

Class C Onsite Wastewater Treatment/Disposal, DNREC (#4328, exp. 12-31-21)

Sediment/Stormwater Management Certified Construction Reviewer Certification, DE (#20181025013, exp. 10-25-23)

PROFESSIONAL AFFILIATIONS
National Onsite Wastewater Recycling Association

Delaware Onsite Wastewater Recycling Association

Delaware Sediment and Stormwater Regulatory Advisory Committee/ Technical Subcommittee Member

American Society of Civil Engineers

American Council of Engineering Companies

Delaware Rural Water Association

EXPERIENCE SUMMARY

Ms. Cruz has over 20 years of experience in surveying, engineering, and land planning and serves in the capacity of Town Engineer for the Town of Milton, DE. Her vast experience includes stormwater management modeling, routing and watershed management and assessment as well as sediment control, water, wastewater, transportation, and civil site design for residential, medical, and commercial applications.

REPRESENTATIVE PROJECTS

Baltimore County – Marine Police Dock, Middle River, MD
Project Engineer - Responsible for FAA and MAA permitting for the repair for an existing marine police dock on the grounds of Martin State Airport. The dock has deteriorated over the years and requires structural repairs or replacement of the existing pilings.

Anne Arundel County, DPW - Broadneck Peninsula Trail Phase III, Arnold, MD
Project Engineer – Responsible for the design of stormwater management facilities and erosion and sediment control for the third phase of a multi-use public trail. Stormwater management design was prepared in accordance with the Maryland Environmental Site Design criteria and included the design of ESD grass swales, bioswales, infiltration berms, and micro bioretention facilities. Expected completion is early 2019.

Town of Milton – Town Engineer, Town of Milton, DE
Town Engineer – Responsible for general engineering services and consulting for the Town including engineering reviews of land development project submissions, construction inspections, technical specifications and bid services as well as attendance at public meetings.

Baltimore County - Oregon Ridge Park Lake Pavilion, Cockeysville, MD
Project Engineer - Responsible for the design of stormwater management facilities and erosion and sediment control for a new pavilion and renovated parking lot located in a county park. Stormwater management design was prepared in accordance with the Maryland Environmental Site Design criteria. Stormwater management included infiltration trenches and the installation of a wetlands bench in Oregon Ridge Park Lake.

Baltimore County - Oregon Ridge Park Lake Pavilion, Cockeysville, MD
Project Engineer - Responsible for the design of stormwater management facilities and erosion and sediment control for a new pavilion and renovated parking lot located in a county park. Stormwater management design was prepared in accordance with the Maryland Environmental Site Design criteria. Stormwater management included infiltration trenches and the installation of a wetlands bench in Oregon Ridge Park Lake.

DR Horton and Jansen Land Consulting– Furgang Farm (aka Cherry Tree Estates), Upper Marlboro, MD
Project Engineer – Responsible for the preparation of stormwater management and storm drain as-builts for Section 1 for approval by Prince George's County and permit approval for Section 2 for stormwater management, storm, sediment control, water and sanitary sewer from Prince George's County, Soil Conservation District, and WSSC for a previously approved 46 lot subdivision. Permit approval included separation of construction plans into 2 sections for permitting and construction and plan revisions to current standards. Water and sanitary

sewer permitting included preparation of as-built plans for approval by WSSC and release of bonds.

Verizon Maryland LLC – Dividing Creek Road (MD 364), Conduit Installation, Pocomoke City, MD
Project Engineer – Responsible for MDE tidal wetlands permitting for the installation of new conduit along Dividing Creek Road in Somerset and Worcester Counties.

Riverdale Village Limited Partnership – Oak Ridge Apts., Parking Lot Expansion, East Riverdale, MD
Project Engineer – Responsible for the design of stormwater management, storm drain, and sediment control for parking lot expansion to multiple existing apartment buildings. Hoffberger Hall. Stormwater management design was prepared in accordance with the Maryland Environmental Site Design criteria and included the design of ESD micro-bioretention facilities, pervious pavement, and rain gardens to treat the new parking areas.

Gaudreau Inc./Goucher College – Hoffberger Science Hall Expansion, Towson, MD
Project Engineer – Responsible for the design of stormwater management, storm drain, sediment control, and water/sewer for an expansion to the existing Hoffberger Hall. Stormwater management design was prepared in accordance with the Maryland Environmental Site Design criteria and included the design of ESD micro bioretention facilities to treat the building expansion. Water and sanitary sewer design included service to the building expansion while maintaining service to the existing building.

The Peterson Companies/ Tri Star Development Ridge, LLC – Hanover Landing, Hanover, MD
Project Engineer - Responsible for the preparation of site development plans for the development of mixed residential buildings including townhouses and apartments, parking areas and structures, and private streets and various amenities. Site development plans included stormwater management plans, public and private utility plans, phased sediment control plans, forest conservation and landscape plans, and road improvement plans. Stormwater management design was prepared in accordance with the Maryland Environmental Site Design criteria. Stormwater management included bioretention facilities, grass swales/bioswales, submerged gravel wetlands, and dry extended detention ponds to provide water quality treatment and groundwater recharge as well as larger storm rate control.

DCT Industrial – Terrapin Commerce Center Buildings A and B, Elkridge, MD
Project Engineer - Responsible for the preparation of site development plans for the development of two warehouse facilities 289,500 sf in size. Site development plans included stormwater management plans, utility plans, phased sediment control plans, forest conservation and landscape plans, and road improvement plans. Stormwater management design was prepared in accordance with the Maryland Environmental Site Design criteria. Stormwater management included bioretention facilities, grass swales, submerged gravel wetlands, underground system, and dry extended detention pond to provide water quality treatment and groundwater recharge as well as larger storm rate control.

City of Baltimore - Vernon Pump Station, Baltimore, MD
Project Engineer – Responsible for the design of stormwater management, storm drain, and sediment control for the rehabilitation of an existing water pumping station. Stormwater management design was prepared in accordance with the Maryland Environmental Site Design criteria and included the design of ESD micro bioretention facilities to treat the building expansion and new generator pad.

Finmarc Management, Inc. – Travilah Square Shopping Center, Rockville, MD
Project Engineer - Responsible for the design of stormwater management, storm drain, water/sewer, and sediment control design associated with the site planning and design for the redevelopment of a portion of the existing shopping center. Stormwater management design was prepared in accordance with the Maryland Environmental Site Design criteria. Stormwater management included bioretention facilities.

Darrin Kirk, PLS
Surveyor

EDUCATION
Coursework, Catonsville Community College

PROFESSIONAL REGISTRATIONS
Professional Land Surveyor: MD (#21543, exp. 12-21-21)

EXPERIENCE SUMMARY

Mr. Kirk serves as a Senior Surveyor. He has more than 30 years of experience in surveying and has extensive experience with all types of projects. He performed field duties as Instrument Operator and Crew Chief, progressing into an office position as Survey Technician, Field Coordinator and the Director of Surveying for the Columbia office.

While working as a Crew Chief, Mr. Kirk was responsible for two and three-man crews on a variety of land development and capital improvement projects. His technical skills include proficiency with current electronic equipment, including total stations and data collection, as well as GPS. As Field Coordinator, Mr. Kirk has many and varied responsibilities, including supervision and scheduling of crews, client interaction, preparation of computations for stakeout projects and preliminary boundary resolutions. He also handles all GPS data processing and quality control for static networks and RTK work. As Director of Surveying he is responsible for all aspects of the department including proposals, boundary surveys, ALTA/ACSM Land Title Survey, topographic surveys as well as the office personnel and field crews.

REPRESENTATIVE PROJECTS

Anne Arundel County Dept. of Public Works - Broadneck Trail, Anne Arundel County, MD
Surveyor - Responsible for the boundary and topographic survey of intersections of College Parkway in Broadneck, Maryland for a new hiker/biker trail. Responsible for deed mosaic, traverse, boundary determination and processing of the topographic survey of approximately 3 miles along College Parkway.

Anne Arundel County Dept. of Public Works - Millersville Tennis Center, Gambrills, MD
Surveyor - Coordinated the boundary and topographic survey for a new Tennis facility located in Millersville Maryland for Anne Arundel County. Responsible for the deed mosaic, traverse closure, boundary determination and processing the topographic survey of the site.

Anne Arundel County Dept. of Public Works - Winchester on the Severn, Anne Arundel County, MD
Responsible for the topographic survey along a water line replacement in Severna Park Maryland. Responsible for the field crew locating existing features along the water line replacement and processing the work.

Anne Arundel County Dept. of Public Works - Clean Line North Severna Park, Anne Arundel County, MD
Responsible for the topographic survey along a water line replacement in Severna Park Maryland. Responsible for the field crew locating existing features along the water line replacement and processing the work.

Baltimore County - Oregon Ridge Park Lake Pavilion, Cockeysville, MD
Surveyor - Coordinated the field work for topographic survey and office processing of the beach, parking and roadway for site improvement.

Carroll County - Leister Park Stormwater Facility, Hampstead, MD
Surveyor – Coordinated, computed construction stakeout of storm water management facility as well as coordinating the as-builts of the storm water management facility.

Little Patuxent Parallel Sewer Improvements, Howard County, MD
Processed field topographic data and performed computations for right of way determinations and easement plat preparation for Construction Contracts one and two. These contracts consisted of 16,000 feet of 48- and 42-inch polymer fiberglass sewer pipe and included two tunnels under major highways to be installed using a 66-inch two pass micro-tunnel.

Lower Bynum Run Interceptor Parallel Sewer, Harford County, MD
Processed field topographic data and performed computations for right of way determinations and easement plat preparation for the design and construction of approximately 4,600 linear feet of 42 and 48-inch interceptor sewer parallel to the existing Bynum Run Interceptor Sewer.

Anne Arundel County Dept. of Public Works - Central Sanitation Facility, Millersville, MD
Survey Field Coordinator - Oversaw the preparation of detailed topographic survey for approximately 2,400 linear feet of stream corridor and wetland restoration area prior to contractor's stream restoration work. Mr. Kirk provided an as-built survey of stream restoration activities, including the constructed elevations of weir structures throughout the restored stream corridor. Provided computational and CADD support to survey crews. Mr. Kirk prepared final topographic survey and as-built drawings.

Anne Arundel County - Commerce Bank Sites, Baltimore Howard Counties, MD
Supervised field crews for Boundary and Topographic surveys on nine different bank sites in Anne Arundel County, Baltimore County and Howard County.

NAVFAC Washington - Stoney Creek Trail, Walter Reed National Military Medical Center, Bethesda, MD
Survey Field Coordinator - Oversaw the preparation of detailed topographic survey along the proposed trail alignment for design purposes. Mr. Kirk prepared final survey drawings for designer and client use.

Carroll County Department of Public Works - Gillis Falls Trail Park, Carroll County, MD
Crew Supervisor - Supervised field crews in the preparation of topographic surveys for this site. Topographic surveys were prepared for initial phase of trail alignments and included a detailed survey of all stream crossings to show water elevation, top of banks, toe of banks, and significant site features.

U.S. Naval Academy – New Athletic Fields, Annapolis, MD
Crew Supervisor - Supervised field crews and prepared computations for layout of new athletic fields and running track at the Academy. Supervised field crews for topographic surveys related to various road improvement projects.

Howard County Government - North Laurel Community Center, Laurel, MD
Mr. Kirk prepared the survey for this Community Center and Park, including details survey of existing public roads for road improvement plans. Project included the preparation of the field surveys for the boundary and topographic information for use in the master plans, site plans, and construction documents. Mr. Kirk prepared the land record plats for the public road dedication, lot consolidation and easement recordation in the Howard County Land Records and provided construction stakeout for site improvements, including pedestrian bridge abutments, trails, parking areas, utilities, site grading, and site improvements.

U.S. Naval Academy – New Athletic Fields, Annapolis, MD
Supervised field crews and prepared computations for layout of new athletic fields and running track at the Academy.

Howard County - Parkway Overlook, Howard County, MD
Supervised field crews for Boundary and Topographic survey on a 12-acre site. Boundary determinations were made on four different parcels.

James Kyle Schmid, P.E., PTOE

Project Manager/Designer

PROJECT ROLE
Lead Transportation Engineer

Summary of Professional Skills:

Mr. Schmid has professional knowledge of traffic engineering principles and practices in both the public and private sectors. Thorough understanding of traffic signal design, roundabout design, signing/pavement marking design, lighting design, conceptual layout and cost estimate exhibits, traffic control, traffic simulation software and discussing/presenting these areas through both private meetings and public discussions.

Understanding and use of the following key programs/manuals: Microstation, Microsoft Office, Synchro and SimTraffic, AutoTURN, Adobe Acrobat, MUTCD, NCHRP Roundabout Design Manual, Bicycle Policy and Design Guidelines, Accessibility Policy and Guidelines for Pedestrian Facilities.

Education
B.S. Civil Engineering, University of Delaware, 2008

Professional Registrations

Professional Engineer:
Maryland, Pennsylvania, Delaware, and Virginia

Professional Traffic Operations Engineer

YEARS EMPLOYED AT TRAFFIC CONCEPTS
10

Professional Experience:

Traffic Concepts, Inc

7525 Connelley Drive, Suite B Hanover, Maryland 21076

Contact Number: 410-760-2911

Project Manager/Designer, January 2011 - Present

- Project Team Leader for traffic signal design services including design, cost estimates, signal phasing and operations, and review of other team members work;
- Address and resolve technical comments and inquiries received by reviewing agencies and provide solutions for clients;
- Represent clients at final review and public meetings at various stages of projects to assure proper engineering guidelines and standards are adhered to;
- Provide Roundabout design services including geometric design, signing, pavement marking, lighting, traffic control during construction, photometric lighting analysis, vehicle turning simulation, appropriate sight distances and most efficient path movements;
- Provide signal design services for both the private and public sector including Maryland State Highway Administration (MSHA) contract design work, joint ventures with other firms, and meeting various county/city design criteria;
- Utilize Synchro and Simtraffic simulation software and analyze results, including supervision of field data and condition calibration - design and analysis;
- Provide Traffic control and maintenance of traffic (MOT) stages for various projects including roadway widening/resurfacing, major and minor reconstruction projects, utility construction and detour plans;
- Implement AutoTURN truck turning simulation software for conceptual exhibits, roundabouts, traffic signals, and final intersection designs;

Traffic Engineer II/III, January 2008 - December 2010

- Perform vehicle turning movement counts, manage tube count program for vehicular classification, speed and volume;
- Initiate lighting design for roundabouts, traffic signals and intersections;
- Provide design for conceptual layouts and cost estimate exhibits using Microstation and similar design software;
- Perform signing and pavement marking design for roundabouts, intersections and roadways including guide sign layout and support design along highways, field work and direction of others.

Education:

UNIVERSITY OF DELAWARE

Newark, DE 19716

Bachelor of Civil Engineering Degree

Minor: Economics

Undergraduate GPA: 3.346/4.0 - Dean's List Honor

Graduated January 2008

Honors:

- University of Delaware Alumni Association Most Valuable Player Award: Men's Cross Country 2007-2008 & Men's Cross Country 2006-2007;
- University of Delaware Men's Cross Country Team Captain 2007 & 2006;
- Colonial Athletic Association Commissioner's Academic Honor Roll: Spring 2004 - Spring 2007 (7 times);

WILLIAM G. DOWNEY

DOWNEY & SCOTT, LLC

Project Role: Chief Estimator

Years of Experience: 38 years 28 years with D&S

Education: BS, Syracuse University, Construction Management, 1984

Registrations & Affiliations: AACE, CSI, Instructor for ESI of Northern VA, Instructor for AIA Washington DC Chapter, Former Board of Supervisor Member, and Former School Board Member of Fauquier County, VA

Experience: With 38 years of Construction Management experience, Mr. Downey has assisted local, state, and federal government agencies with projects ranging from master plans for multiphase regional parks to complex aquatic and recreational facilities. As Chief Estimator, Mr. Downey oversees the project team, ensuring an accurate estimate. With extensive background in public sector construction, his participation and leadership will greatly reduce an owner's risk. Risks that if not identified upfront, could negatively impact a project through costly change orders, claims, delays, and cost overruns.

Rappahannock River Heritage Trail

Hal & Berni Hanson Memorial Regional Park

Lee District Park

A trusted construction advisor within the industry, Mr. Downey deems a project successful only when a client's vision has been achieved. His unique perspective reflects a four-year term as an elected member of the Board of Supervisors and another as an elected member of the School Board in Fauquier County, allowing him to better understand the needs of both public and private sectors. Previous to becoming a principal, Mr. Downey worked with regionally recognized constructors, Chas. H. Tomkins Company, Sabre Construction Corporation, and Chamberlain Construction Corporation. His skills, derived from within the industry, add critical depth to the Downey & Scott team.

- Potomac River Habitat Study Complex: Accokeek, MD
- Gene Lynch Urban Park: Montgomery County, MD
- Facility Planning Kemp Mill Urban Park: Silver Spring, MD
- Phillip Bolen Memorial Park: Loudoun County, VA
- Northern VA Regional Park W&OD Trail: Prince William County, VA
- Rappahannock River Heritage Trail: Fredericksburg, VA
- VCR Trail Project: Fredericksburg, VA
- NOVA Regional Park Authority, Cost Study for 6 Parks: Brambleton, Cameron Run, Fairfax Park, Mt. Defiance, Sleeter Lake, and Springdale
- Elizabeth River Park: Chesapeake, VA
- Occoquan Park Master Plan: Fairfax County, VA
- Hal & Berni Hanson Memorial Regional Park: Loudoun County, VA
- Bow Creek Recreation Center: Virginia Beach, VA
- Chichester Park: Stafford County, VA
- Longbridge Recreational / Aquatic Center and Park: Arlington County, VA
- Balls Bluff Battlefield Regional Park: Leesburg, VA
- Lee District Park: Fairfax County, VA
- Ethan Allen Park: Arlington County, VA

SECTION 4

RELATED PROJECT EXPERIENCE

Related Project Experience

Pennoni has provided civil engineering and land planning services to clients throughout Central Maryland from our Columbia, MD office, becoming familiar with a number of local jurisdictional regulations in addition to the overarching state environmental, sediment control, and stormwater regulations. In addition, Pennoni is familiar with federal regulations that affect park development such as accessibility. Pennoni has also gained experience over the past decade or more with various sustainability metrics such as LEED and has incorporated sustainable measures on many of our projects. Pennoni's Land Development group in our Columbia, MD office focuses on all aspects of planning and engineering for site development projects from the initial master planning and feasibility efforts to final construction administration and punch list work required to complete a project.

Pennoni has provided services for a range of parks and recreation related projects, from new park and trail development to smaller facility upgrade projects. Pennoni currently holds an on-call contract with Anne Arundel County to provide countywide civil engineering, site development, and landscape architecture related services. To date, almost all of the tasks assigned under this contract have been parks and recreation related, including trails and other park facilities. Pennoni is currently completing a contract with Baltimore County to provide landscape architecture and civil engineering services for their Facility Management Department. Many of the task orders from this contract have been parks and recreation related. Pennoni has also provided engineering and planning services for park and trail projects in Howard and Montgomery Counties, as well as on federal campuses.

Pennoni has worked with Carroll County Recreation and Parks for over 15 years developing two new parks at Gillis Falls in south western Carroll County, and Leister Park in Hampstead, MD. Gillis Falls is still in the planning stages, and the first phase of Leister Park has been constructed and is open to the public. Both projects included a master planning process involving public input, similar to what will occur with Wakefield Valley. A summary of our parks and recreation experience, as well as master planning experience is noted below.

Project	Master Planning	Feasibility Study/Schematic Design	Construction Documents	Parks	Trails	Corporate Campuses	Surveying	Civil Engineering	Landscape Architecture
Leister Park	•	•	•	•	•		•	•	•
Gillis Falls Park	•	•	•		•		•	•	•
Broadneck Peninsula Trail Phase 3	•	•	•		•		•	•	•
South Shore Trail Phase 2			•		•		•	•	•
Indoor Sports Complex – Anne Arundel County	•	•					•	•	•
Walter Reed National Military Medical Center	•	•			•	•	•	•	•
NIEHS Walking Paths	•	•	•		•	•	•	•	•
North Laurel Park and Community Center	•	•	•	•	•		•	•	•
John's Hopkins Belward Farm	•	•				•	•	•	•
Historic London Town House and Gardens		•	•	•			•	•	•
Radebaugh Park		•	•	•	•		•	•	•
Oregon Ridge Lake		•	•	•			•	•	•
NIST Campus Courtyard Planning	•					•			•
Guilford Reservoir Walking Paths	•	•	•	•				•	•

Broadneck Peninsula Trail - Phase III

Arnold, MD

PENNONI IS PROVIDING CIVIL/SITE AND SURVEY SERVICES FOR A 2.5 MILE, 10-FT. WIDE ASPHALT TRAIL IN ARNOLD, MD.

Anne Arundel County, DPW
2662 Riva Road
Annapolis, MD 21401

Contact
Robert Fernandez, PE,
Sr. Engineer
410-222-7938
pwfern@aacounty.org

Dates of Service
Ongoing since 2017

Pennoni provided survey and site/civil engineering services for 2.5-mile asphalt trail that provides a connection between local communities and parks and the 13+ mile Baltimore and Annapolis Trail.

This 2.5 mile trail section is the third phase of a trail that will eventually connect Sandy Point State Park and the Baltimore and Annapolis Trail. Utilizing the approved master plan document, Pennoni prepared concept trail alignment and feasibility study for this 2.5-mile section. Pennoni reviewed the master plan for the trail to understand the overall project, and the project goals.

Pennoni walked the entire trail alignment to document existing conditions and site challenges and opportunities. Specific challenges along the trail included steep slopes, specimen trees and significant wooded areas, environmental features, and the at grade crossing of a county arterial road. The feasibility study included a boundary survey along the entire trail limits, limited topographic survey, field evaluation of trail alignment, environmental and cultural resource studies, and preliminary engineering.

Pennoni also prepared schematic designs for the trail. The plans included grading, layout, preliminary stormwater management and storm drainage plans, and profiles. Typical sections were developed, and we evaluated alternatives for road crossings. Stormwater management included disconnect credits, bioswales, microbioretention areas, grass swales, and coastal plain outfall structures.

Pennoni reviewed potential right-of-way needs based on the preliminary alignment, and identified property owners to contact in order to obtain easements. Pennoni also

Broadneck Peninsula Trail - Phase III
Arnold, MD

identified properties that were encroaching into the County right-of-way where the County would need to coordinate with property owners to have sheds, fences, and other improvements removed from the County right-of-way.

Pennoni developed exhibits and presented material for multiple public meetings and facilitated discussion at the meetings. Steep topography made it challenging to keep the project footprint small and made it challenging to achieve no more than a 4-5% slope along the trail, a requirement of the County based on potential state funding.

To overcome these conditions, retaining walls and boardwalks were employed to minimize the disturbance. During the public meetings Pennoni and the County discussed specific properties with nearby residents to understand concerns such as access to the trail, screening the trail from adjacent properties, and vehicular access across the trail for existing driveways. These discussions in turn involved further study and the development of design alternatives to address community concerns.

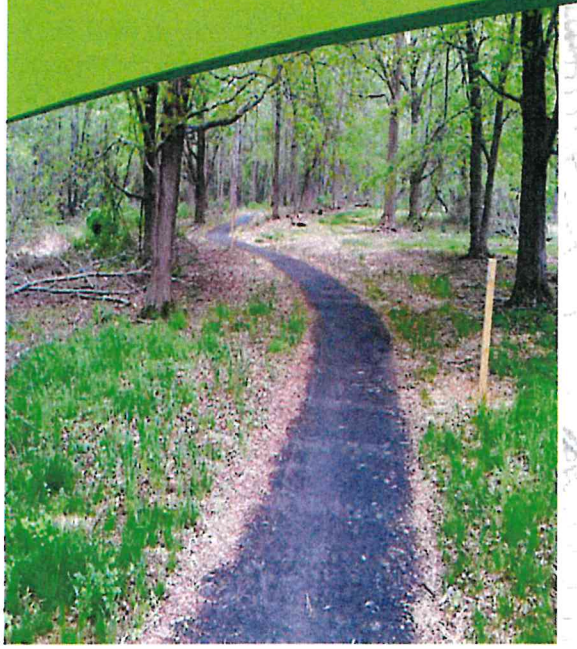
Pennoni developed stormwater management plans for the trail to provide linear stormwater treatment in accordance with the County's ESD guidelines. Stormwater features included non-rooftop disconnect areas, bioswales, microbioretention areas, grass swales, and infiltration berms. Pennoni prepared stormwater management details and specifications for each of these features.

Pennoni also provided detailed sediment control and storm drainage plans to sequence the construction so that clearing and grading were limited, at the direction of the County. Detailed tree protection plans were prepared to preserve a large number of significant specimen trees along the trail alignment. Tree protection plans included details and specifications, and detailed sequences of construction for work around each specimen tree. Out of a total of approximately 76 specimen trees along the alignment, only 4 were removed. The preservation of these trees resulted in the preservation of adjacent smaller trees. To supplement the tree preservation efforts and to mitigate views onto and from adjacent properties, Pennoni also provided planting plans for the entire trail alignment.

Pennoni developed structural design and construction plans for three timber pedestrian boardwalks/bridges of up to 400-feet-long. The pedestrian bridges consisted of timber decks supported by stringers spanning between timber pile caps. The bridges were provided to limit clearing and grading around large specimen trees, on steep side slopes, and around environmentally sensitive areas. Pennoni also provided geotechnical design of timber piles. As part of the construction document phase, Pennoni provided geotechnical analysis for the entrail trail alignment, including borings for stormwater management facilities, infiltration tests, retaining wall borings, and bridge borings.

Pennoni assisted the County with obtaining a grant from the Transportation Alternatives Program through the Maryland Department of Transportation. Tasks included assisting in the application, attending meetings with County and State officials and documenting items required for NEPA.

Leister Park
Hampstead, MD



THE PARK MASTER PLAN INCLUDED TWO MULTIPURPOSE FIELDS, FIVE MILES OF TRAILS, PLAYGROUND AREA, PAVILION AND SEATING AREAS, GYMNASIUM, CARETAKER/MAINTENANCE FACILITIES, AND THE EXPANSION OF AN EXISTING POND TO SERVE AS A WATER FEATURE.

Carroll County, Department of Recreation and Parks
303 South Center Street
Westminster, MD 21157

Contact
Jeff Degitz
Director of Recreation and Parks
410-386-2103

Completion Date
2014

Leister Park is a proposed active community park located on approximately 100-acres just outside of Hampstead, MD.

The site was most recently used as a farm and contained open, rolling topography as well as wooded areas. Pennoni was responsible for preparing the conceptual master plan for this park in coordination with the County's department of recreation and parks. The master plan process included site visits, site analysis, preliminary environmental evaluation, conceptual designs, the preparation of a final master plan and supporting documents as well as the construction of a site model, and attendance at a public meeting with the community to present the master plan and gather input.

The park master plan included two multipurpose fields, five miles of trails, a playground area, pavilion and seating areas, gymnasium, caretaker/maintenance facilities, and the expansion of an existing pond to serve as a water feature. The trail systems included pedestrian bridge stream crossings and crossings of the wetland areas with a boardwalk system.

Upon approval of the Master Plan, Pennoni prepared construction documents for county approval and for construction of the initial phases of the park. The initial phase of the park included mass graded field areas for future fields, park roads and parking areas, a trail system, playground areas, pavilions, reforestation and landscaping. The plans included stormwater management design, sediment control design, grading, layout, lighting, landscape and forest conservation plans, water and sewer design for future water and sewer system, and construction details. Pennoni prepared a 100-year floodplain study to accurately reflect the

Leister Park
Hampstead, MD

FEMA floodplain that had been shown on the property. Pennoni phased the project to allow construction over a longer period of time to address budget concerns. Pennoni prepared and processed a wetland permit through MDE for the reconstruction of the existing farm pond. Pennoni processed Site Development Plans through Carroll County for the approval of the site related aspects of the project, and worked with various state and county agencies to obtain approvals, including wetland permits. Pennoni prepared detailed grading plans of athletic field areas in order to allow the fields to fit on the site with the existing landforms. Pennoni prepared preliminary earthwork analyses and provided areas for fill on site in order to create a balanced project.

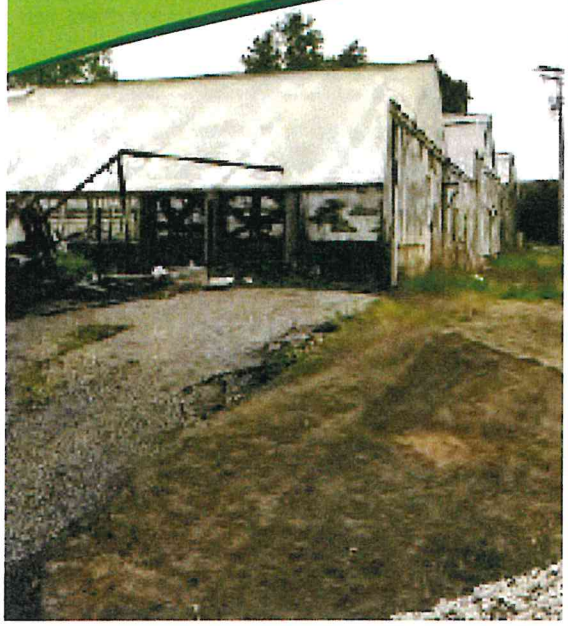
Trail design was provided to allow the site to be experienced from many perspectives and elevations. While the trails cover long distances and a wide range of elevations, they were designed to be accessible throughout and were set into the site to minimize disturbance and tree clearing. The project also included the enhancement of the existing stream and wetland systems on site through re-vegetation plans.

Pennoni specified native plant material suited to these environments in order to allow the buffers to be reestablished.

Subsequent to the approval of the initial phase of development, the park project was further reduced in scope due to continuing budget concerns. Pennoni prepared an interim phasing plan to allow the construction of the park access road and an initial parking area, trail system, and picnic pavilions. Pennoni prepared and processed revised sediment control plans for this interim phase, and revised the sequence of construction to incorporate this initial work into the approved sequence.

Pennoni provided support to the County during the bidding process and prepared bid documents including specifications, approved plans, and supplemental plans. In addition, Pennoni provided input to the County to respond to bidder questions throughout the bidding process.

Radebaugh Park
Towson, MD



PENNONI PROVIDED DESIGN AND PERMITTING SERVICES TO DEMOLISH A FLORIST AND GREENHOUSE BUSINESS AND TRANSFORM IT INTO A PASSIVE PARK FOR RESIDENTS IN TOWSON, MD.

Baltimore County
Historic Courthouse
400 Washington Avenue
Towson, MD 212047

Contact
Derrick Guilbault
Project Manager,
Capital Construction
410-887-6237

Dates of Service
Ongoing since 2016
(Expected Completion Fall 2022)

Pennoni was responsible for the design and permitting of a demolition and passive park project in downtown Towson, MD.

The 3.76-acre park is named for the 4th-generation of the Radebaugh family who ran the their Florist and Greenhouses business on the site. The family sold the land to the county in 2016 to build the park. This is the first new public park in eastern Towson in over two decades, and it will provide green space in one of the most densely-populated areas of Towson.

The project involved the design and permitting of a demolition process to remove existing greenhouses and develop the property as a passive community park. Review and permitting involved the Baltimore County Department of Environmental Protection and the Soil Conservation District. Pennoni prepared forest stand delineation plans and a site survey to assess and describe the existing conditions. Specimen trees and stream buffers were identified.

As part of the due diligence process, Pennoni completed a Phase I Environmental study. Stormwater management for the project was satisfied through the removal of extensive on-site impervious areas. The removal of the impervious areas was documented through the County so the credits could be used for future developments in the park.

Pennoni prepared grading plans to create level, wide-open green spaces for passive recreation for neighborhood residents. Included in the site design was handicap access, on-street handicap parking, a park style access gate, and traffic bollards around the perimeter. Pennoni provided construction phase services to support the County throughout the construction phase, including

Radebaugh Park
Towson, MD

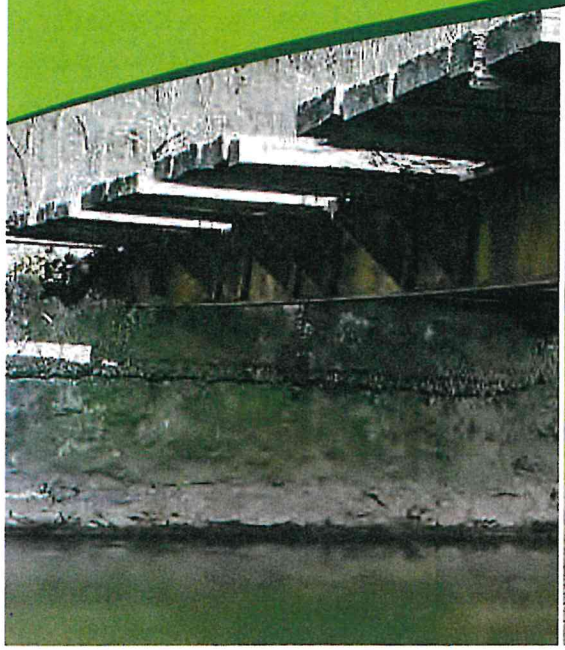
survey and observation of the contractor's progress. Grading work at Radebaugh Park is complete with two tiers. The path has been laid from the sidewalk on Maryland Avenue to the interior of the park, but stops at the entrance. The asphalt trail will be 5-ft. wide and ADA compliant.

Phase 2 is underway and will include planting and hardscape design, seating areas and additional amenities. The final phase (3) is set to begin in the fall of 2021 with project completion expected in fall of 2022.

Throughout the project, Pennoni met regularly with County agencies and stakeholders from the neighborhood to develop the plans and incorporate feedback from the end users of the park.

Gillis Falls Trail Park

Carroll County, MD



PENNONI PROVIDED A MASTER PLAN AND DESIGN SERVICES FOR THE GILLIS FALLS TRAIL PARK IN CARROLL COUNTY, MD.

Carroll County, Department of Recreation and Parks
303 South Center Street
Westminster, MD 21157

Contact
Jeff Degitz
Director of Recreation and Parks
410-386-2103

Completion Date
Ongoing

Pennoni provided master planning and design services for the Gillis Falls Trail Park in Carroll County, MD. The 1,200 acres site is a mix of open fields, wooded valleys and bisected by three major stream systems. The focus of the project was the development of a multi-use trail system to accommodate bikes, pedestrians, horses and cross-country skiers.

Pennoni prepared the Master Plan, design guidelines and development plans as well as construction documents for about 18 miles of trails, parking areas, stream crossings and recreation areas. Pennoni prepared site analysis plans to examine the existing characteristics of the site which included slopes, elevations, streams and floodplains, view sheds, land use, environmental features, and potential land acquisitions.

Pennoni analyzed topographic information to determine locations of trails that would minimize impacts and use existing path systems. Pennoni assessed the site to determine stream crossing locations. Pennoni met with various County agencies to determine the most suitable trail alignment and the location of various park features.

Our team walked the site with County representatives to determine suitable points of connection and different activity areas. We worked with County staff to coordinate public meetings and presented the draft master plan to stakeholders and nearby property owners. Input from the meetings provided additional information to address community questions.

Subsequent to the Master Plan completion, we prepared a design guideline document and preliminary cost estimates. This included a detailed phasing plan for the trails and associated improvements. The phasing plan was structured to allow the main north-south and east-west trails

to be constructed in the early phases and smaller loop trails and other park amenities would follow in later phases. The primary access points would be constructed in early phases as well, providing a network that could be expanded in the future.

Pennoni is currently preparing permitting documents for the first phase of construction which includes one mile of stone dust trail from Salt Box Park to the Carroll County Equestrian Center trails, as well as two stream crossings

Indoor Sports Complex - Site Selection Study

Anne Arundel County, MD

PENNONI PREPARED A SITE SELECTION STUDY FOR ANNE ARUNDEL COUNTY FOR A PROPOSED INDOOR SPORTS COMPLEX.

Anne Arundel County
Department of Public Works
2662 Riva Road
Annapolis, MD 21401

Contact
Robert Fernandez, PE
Sr. Engineer
410-222-7938
pwfern83@aacounty.org

Dates of Service
2019 - 2020

Pennoni prepared a site selection study for Anne Arundel County for a future indoor sports complex for track and field sports, ball sports, and court sports. Anne Arundel County has an extensive network of parks, sports fields, and trail facilities both in County parks and in the public school system.

The County has two indoor aquatic facilities, but no other public indoor sports complexes that can be utilized by athletic groups or the general public. County public school track athletes routinely travel out of the county to practice or participate in meets. The demand for indoor courts for basketball and volleyball would help to be met by this facility. In addition to providing a venue for track competitions, an indoor track could also be utilized by the public for general recreation.

The study included the evaluation of nine possible sites throughout the County. Pennoni and our consultant team reviewed existing site conditions, zoning, environmental constraints, site size, future development potential, utility capacity, and site access constraints, as well as the location of the site relative to potential user groups, and other County facilities.

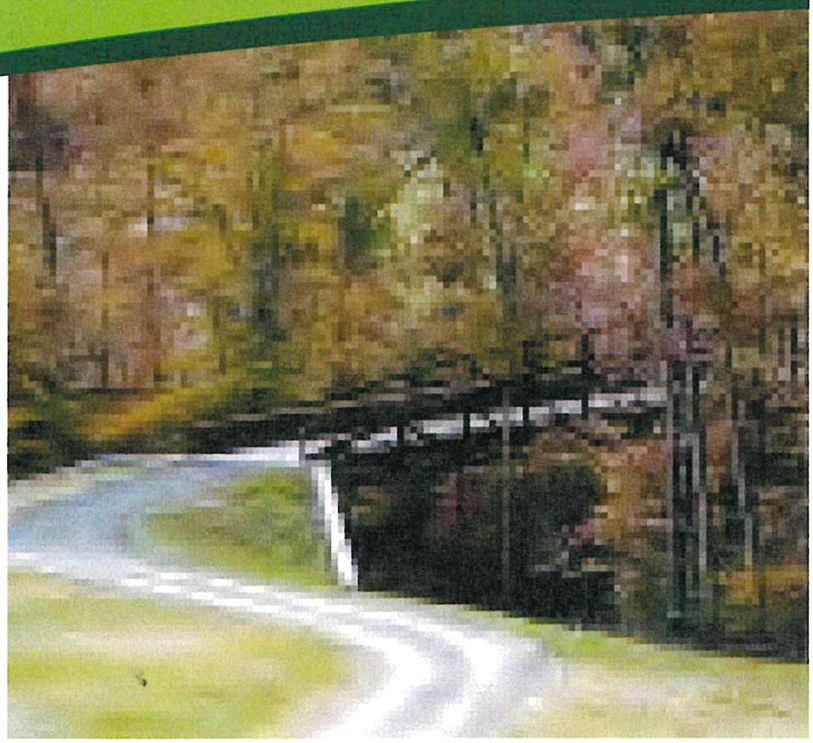
Pennoni's architectural consultant refined a building program in coordination with the County, and prepared concept building footprints for a range of building options including 200m tracks, turf fields and sport courts.

Pennoni prepared concept site plans for six of the sites. We then evaluated and ranked each site according to criteria identified by the County to arrive at a preferred site. Concept plans included preliminary layouts, parking evaluation, access studies, a preliminary stormwater evaluation, and a review of zoning code requirements.

Pennoni

North Laurel Park and Community Center

Howard County, MD



THE 64,000-SF COMMUNITY CENTER AND RECREATION PARK INCLUDES TRAILS, A PEDESTRIAN BRIDGE, BALL FIELDS, A SKATE PARK, PICNIC PAVILIONS, A CHILDREN'S PLAYGROUND, AND TENNIS AND BASKETBALL COURTS. THE COMMUNITY CENTER WAS CERTIFIED LEED SILVER.

Howard County DPW
9200 Berger Road
Columbia, MD 21046

Contact
Sharon Walsh
Division Chief, Bureau of Facilities
410-313-5386

Completion Date
2020

Pennoni provided civil/site, environmental, structural, and geotechnical engineering, as well as LEED consultation for a proposed 64,000-SF community center and recreation park within North Laurel Park in Howard County, MD.

The project included trails, a pedestrian bridge, ball fields, a skate park, picnic pavilions, a children's playground, and tennis and basketball courts. The site for the new community center is within North Laurel Park, between Whiskey Bottom Road, North Laurel Road, and U.S. Route 1 in Southern Howard County.

Pennoni assisted in the master plan, prepared schematic design plans and final engineering drawings, and processed plans and permits through Howard County. The pedestrian bridge portion of the project included a number of tasks, from concept planning and design to construction phase services. Pennoni designed a 162-ft. span to connect the two sides of the park. The bridge width was 13'-8" to accommodate pedestrian, bicycle, and maintenance vehicle traffic, as well as emergency vehicles.

During the final design stage, the alignment of the bridge was finalized to eliminate impacts to wetlands, streams, and floodplains. The bridge abutments were located outside of the floodplain, and the bridge was raised well above the 100-year floodplain. One primary consideration from the client was that the trail throughout the park be designed at a 5% or less gradient. To accommodate this requirement, the location horizontally and vertically of the trail and bridge had to be carefully considered. This resulted in abutments that were somewhat higher than normal, but also resulted in a unique experience for park visitors, where the bridge is among the upper levels of the trees on either side, well above the level of the stream below.

Pennoni

North Laurel Park and Community Center
Howard County, MD

Also, during the final design stage, Pennoni worked with the client to determine the final bridge characteristics from materials, colors, and style, to loading and width requirements. The client determined that the bridge should be able to accommodate an emergency vehicle with a weight limit of 10,000-lbs., as well as smaller maintenance vehicles. Removable bollards and timber guardrails were also included in the design to limit vehicular access. Pennoni prepared geotechnical analysis for the bridge abutments, and prepared full structural plans for the abutments, which were designed as cast in place concrete. Site plans including grading and sediment control plans were also prepared.

The initial phase of the overall project was comprised of the site engineering for the community center, the main parking area and entrance road, and associated utility improvements. The final design plans included extensive entrance road improvements, public road improvements, sediment and erosion control plans, grading plans, utility design, construction specifications, forest conservation plans, and the full stormwater management quantity and quality control for all of the impervious areas. The final design plans included a 100-year floodplain study to analyze the existing site conditions, and to assess the impact of the proposed development and the required on-site management that would be needed to minimize downstream impacts.

The second phase of the project included the preparation of site plans for the park amenities and for the ball field areas. The final plans included storm drain, stormwater management, water, road improvement, sediment/erosion control and final grading plans. It also included construction details, forest conservation plans, the design of the pedestrian bridge and trail system, and construction specifications. Pennoni prepared and processed a wetland permit for the entrance road, and utility crossings. Pennoni prepared and submitted a Joint Permit Application for the wetland and stream impacts.

Pennoni provided construction phase services throughout construction, including review of shop drawings, coordination with the contractor, attendance at regular progress meetings, stakeout of site improvements, including the pedestrian bridge abutments, and inspection of completed work including the pedestrian bridge and stormwater management facilities. The Community Center was certified as a LEED Silver building in 2012.

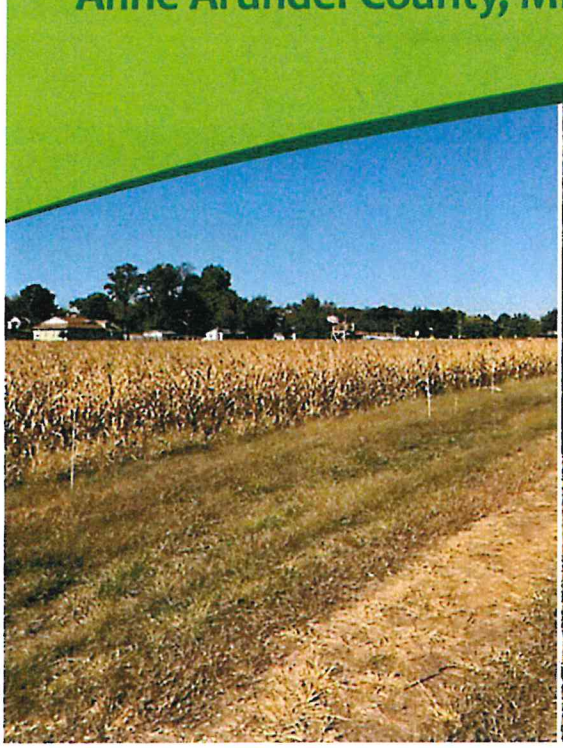
The original design included a future indoor pool expansion as part of the community center. Pennoni recently completed a study and construction documents with a consultant team to program and develop plans for the pool expansion. Pennoni reviewed existing utility connections, site conditions,

and probable costs for the expansion. Pennoni evaluated the existing stormwater management design to determine the impact that the proposed expansion would have on stormwater management.

Pennoni also evaluated the existing parking provided on site and the parking required for the expansion to determine the adequacy of parking.

South Shore Trail - Phase 2

Anne Arundel County, MD



PENNONI PROVIDED CIVIL DESIGN, LANDSCAPE ARCHITECTURE, SURVEY SERVICES AND ENVIRONMENTAL PERMITTING FOR THE SECOND PHASE OF THE SOUTH SHORE TRAIL IN WESTERN ANNE ARUNDEL COUNTY, MD.

Anne Arundel County
Department of Public Works
2662 Riva Road
Annapolis, MD 21401

Contact
Robert Fernandez, PE
Sr. Engineer
410-222-7938
pwfern83@aacounty.org

Dates of Service
2019 - 2020

Pennoni was engaged by Anne Arundel County to complete construction documents for the second phase of the South Shore Trail in Anne Arundel County, MD.

This 1.9 mile asphalt trail in western Anne Arundel County runs along an abandoned railroad right-of-way, and is part of a larger trail network that will eventually connect the western part of Anne Arundel County to Baltimore and Annapolis.

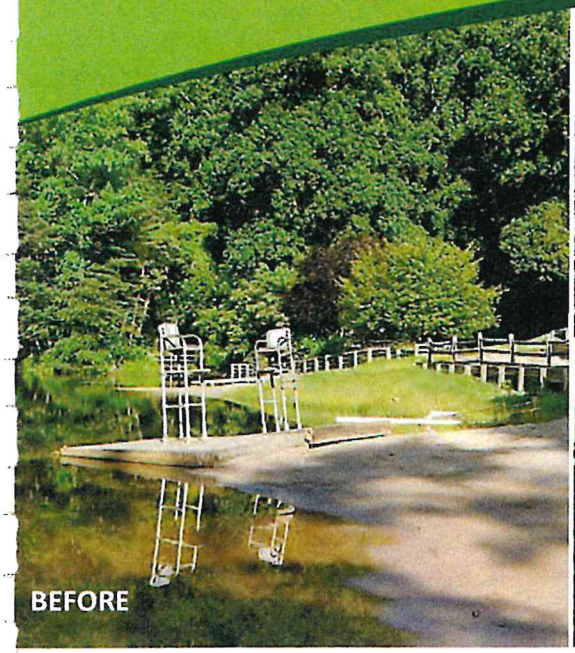
Pennoni's services included civil design, landscape architecture, survey services, and environmental permitting. Pennoni conducted site surveys, as well as researching property deeds and plats to confirm historic boundaries along the railroad and determine limitations for trail development. Pennoni designed linear stormwater management features to meet current Environmental Site Design requirements. The features included grass swales, bioswales, and a submerged gravel wetlands facility. Site grading was carefully analyzed to minimize off-site impacts and to follow the existing topography wherever possible. Three road crossings were evaluated and designed to maximize pedestrian safety.

Pennoni facilitated the presentation of the project at a public meeting, to present an overview of the project. We presented the specific design details, outlining the potential project time-line and participating in an extensive question and answer period with meeting attendees. Pennoni prepared and processed permits for various state and county approvals and assisted the County with a Transportation Alternatives Program (TAP) grant application.

Pennoni

Oregon Ridge Lake Park - New Pavilion and Lake Improvements

Baltimore County, MD



PENNONI BUILDS A NEW PAVILION AND DESIGNS LAKE IMPROVEMENTS AT OREGON RIDGE LAKE PARK IN BALTIMORE COUNTY, MD.

Baltimore County Facilities
12200-A Long Green Pike
Glen Arm, MD 21057

Contact
Michael Goodyear
410-887-6595

Completion Date: 2017

Fee: $97,000.00

Construction Cost: $550,000.00

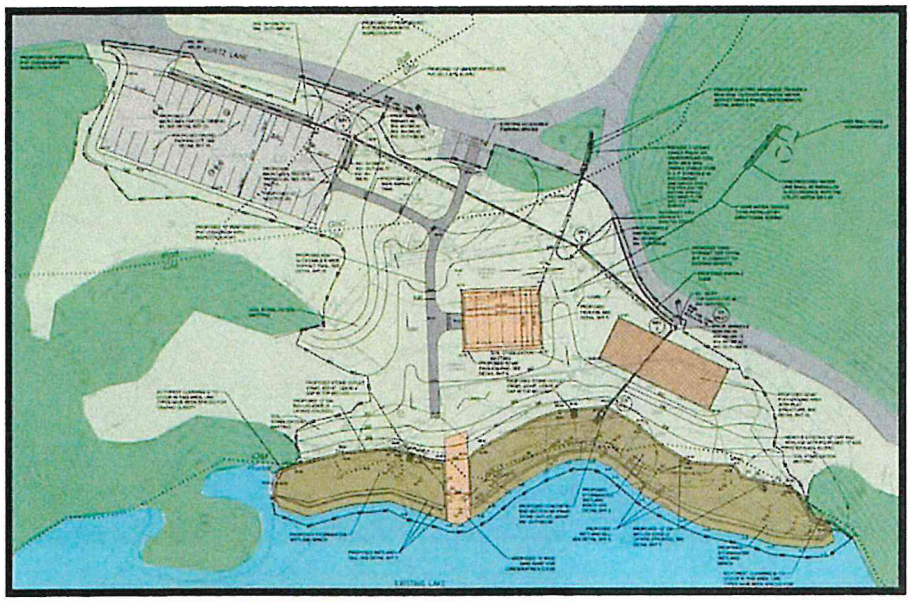
Team Members
Peter Stone - Senior LA & QA/QC
James Ruff - Project Manager
Sharon Cruz -Civil Engineer
Darrin Kirk - Survey
Steven Donahue- Geotechnical Engineer
Colin MacLachlan - Environmental

Oregon Ridge Park has been owned and operated by the Baltimore County Department of Recreation and Parks since the late 1960's. It is a unique park containing historic structures and ruins, hiking trails and even a ski slope at one time. An abandoned quarry is located on the property that was converted to a swimming facility in the early 70's. It included a bath house, concession stand and a sand beach. The swimming facility was shut down in 2012 and partially demolished.

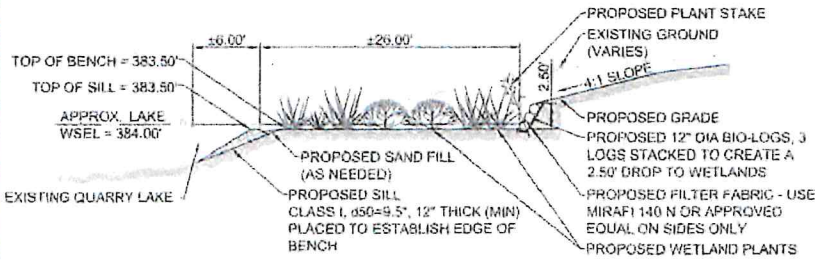
Utilizing an existing an open-end design services contract with Baltimore County, Pennoni was retained to develop a passive facility that eliminates the swimming component and incorporates a pavilion and play area. A new parking lot, interactive playground and pavilion were included in the design. New electrical service and restoration of an existing water supply well was also

Oregon Ridge Lake Park - New Pavilion and Lake Improvements

Baltimore County, MD

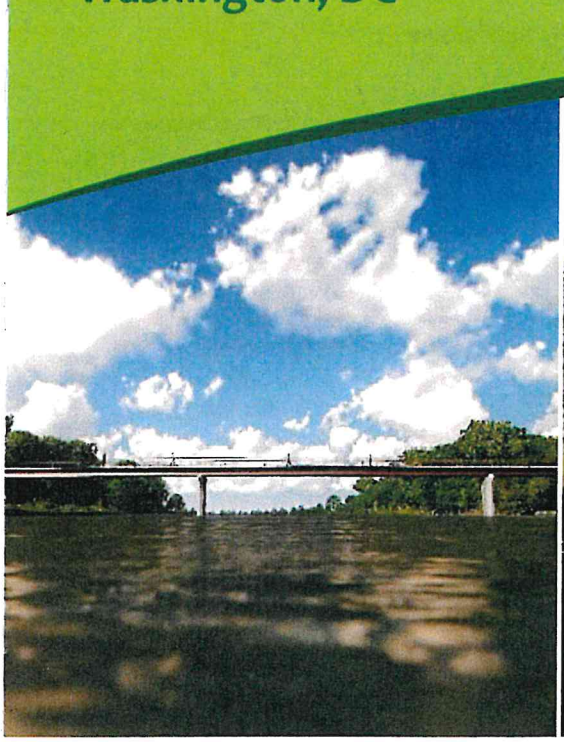


necessary. The final design expanded parking, allows for boating access while improving view sheds and security. A wetlands bench was constructed to discourage access to the quarry and provide for water quality improvements. Storm Water management was addressed by removal of existing impervious surfaces, micro infiltration practices and credits for the wetlands bench. Together the multifaceted SWM approached complied with Environmental Site Design Criteria, reduced the potential for erosion, increased ground water recharge and improved water quality in the quarry. Permits from the Maryland Department of the Environment, the Soil Conservation Service and Baltimore County were required. The permitting process took approximately one year to complete. Ground breaking took place in the fall of 2016 and construction was completed in 2017. As part of the park improvements, a second pavilion was designed and constructed adjacent to the Nature center. This pavilion is used for the park's outdoor educational program.



PROPOSED TYPICAL STORMWATER WETLANDS BENCH SECTION

Anacostia Arboretum Bridge & Trail
Washington, DC



PENNONI SERVED AS THE PRIME CONSULTANT FOR THE REDEVELOPMENT OF THE ANACOSTIA RIVERWALK TRAIL IN WASHINGTON, DC.

District Department of Transportation
55 M Street, SE, Suite 400
Washington, DC 20003

Contact
Kyle Ohlson, PE
Project Manager
202-671-2284
kyle.ohlson@dc.gov

Dates of Service
Ongoing since 2018

The National Park Service (NPS), in conjunction with the District Department of Transportation (DDOT) determined that the previously developed alignment for a proposed segment of the Anacostia Riverwalk Trail (ART) in Washington, DC needed to be redeveloped to provide a more natural visitor experience.

The Arboretum Bridge and Trail is part of the new alignment, linking the ART to the US National Arboretum on the opposite side of the Anacostia River. The project is the crown jewel of the ART, a shining example of multi-modal transportation design providing not only pedestrian and bicycle access, but a new launch ramp for kayak enthusiasts.

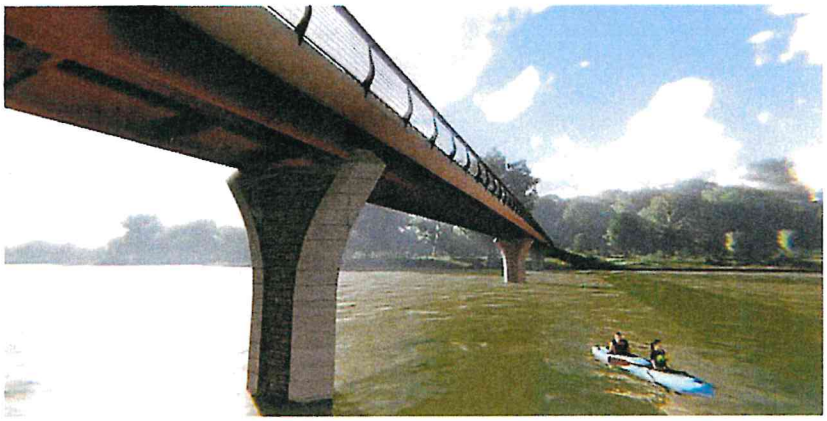
Pennoni is leading a team of experienced consultants to successfully deliver this project. With a thorough knowledge of and expertise navigating the local and federal permitting and approval process, as well as a depth of experience designing trails and pedestrian bridges in environmentally sensitive areas, Pennoni is working closely with DDOT to design the 390-ft. pedestrian bridge connecting the Arboretum to the Kenilworth Park North and adjacent neighborhoods.

The 4-span bridge is 14-ft-wide and accommodates two-way bicycle traffic with a buffer for pedestrians and bystanders. The design of the bridge spans over the existing seawall and is being completed in consultation with the DC Historic Preservation Office. The design is also subject to reviews by the Commission for Fine Arts and the National Capital Planning Commission, so visualizations to show the impact and environmental setting of the bridge are paramount. The design is being completed entirely through the use of 3-D bridge analysis models in OpenBridge Modeler and uses InRoads to develop the

Anacostia Arboretum Bridge & Trail
Washington, DC

3-D geometry of the trail system. The result is fully immersive 3-D renderings that are directly influencing stakeholder favor for the project. Trail amenities include bicycle repair stations and lay by areas at intersections for safe off-trail decision making and viewing areas. Additionally, natural stone seating areas and amphitheaters will be integrated with managed meadows and native shade tree landscape architecture.

The DDOT team will collaborate with residents, ANC Commissioners, civic organization leaders and businesses to provide periodic updates on the status of the project.



SECTION 5

PROJECT APPROACH

Project Approach

Pennoni understands that the City desires to develop a long-term plan for this site as a part of the City's park system. We understand that the City has the following overall goals for the project:

- Improved vehicular, bicycle and pedestrian access to the site, including addressing safety concerns with the entrance road
- Preservation and enhancement of existing environmental features
- Increased connectivity to existing park infrastructure and surrounding residential neighborhoods
- Enhancement of educational opportunities which focus on the environmental and historical features of the site
- Compliance with ADA requirements for improved access to the site

We understand that a large part of the planning process for this site will be to gather information and solicit input from both the public and the City staff that are currently managing this site. Information gathered will shed light on the City's needs that could be accommodated at this site and provide direction for the master plan and the components that will be incorporated into the final plan. Questions that may be addressed could include the following:

- Should this be a passive park dedicated to walking paths, bike trails, and environmental restoration?
- What, if any, active recreation components such as ball fields, should be incorporated into the plan?
- Are there ongoing maintenance or environmental restoration issues that need to be addressed through the plan?
- Should water access to the existing ponds be considered?
- How might the existing buildings be incorporated into the plan?
- What seasonal opportunities for different types of recreation should be considered (e.g., cross country skiing in winter)?
- What opportunities exist for using this space for various events (weddings, fairs, farmer's markets, 5k, etc.)?

As these questions are addressed, and a map of existing conditions is developed, the plan will evolve. Pennoni understands that the plan will allow for a phased development of the park with both immediate and long-term goals. Pennoni will also develop a cost estimate for the phased development.

Pennoni visited the site as part of the preparation for the RFP response. This is an amazing space that has the potential to become a significant attraction for Westminster and the surrounding County. The existing site appears to already be widely used by the community as walking trails. This site is a uniquely placed open space, with nearby access to existing parks and communities. The water features and stream valley provide opportunities to interact with nature and restore the site to improve downstream water quality and provide wildlife habitat. There are a number of large specimen trees on the site that can be preserved, and opportunities to enhance forest cover on the site, also improving wildlife habitat. The topographic relief of the site provides far reaching views to the surrounding landscape, and will provide the opportunity to create more challenging walking and biking paths. The current open character of the site should be maintained where possible.

Understanding of Project

This project has four distinct components: information gathering, public outreach, plan preparation, and plan finalization and presentation. Our approach for each component is outlined below.

Information Gathering. During this stage of the project, Pennoni staff will develop base maps using available City, County, and State GIS information and mapping. Maps will consist of CADD files and aerial photographs. Maps will depict site topography; hydrology; environmental features such as wetlands, streams, and specimen trees; existing site features such as buildings, roads, and trails;

adjacent recreational facilities such as parks and trails; surrounding road and utility infrastructure; and surrounding development. The use of aerial photographs will be a key component of the base maps, as outlined below.

After beginning to develop base maps and gather information, Pennoni will conduct site visits with project staff to better understand the site. This may occur over multiple days. Pennoni will document the site visits through photographs and plan notes. Pennoni would highly recommend that pertinent City staff be present during at least a portion of the site visits to provide background on the site and on future goals for the site.

During this phase, Pennoni will also meet with City staff to gain additional information about the site, and to assess the City's needs regarding Parks and Recreation infrastructure. While not doing a comprehensive assessment of the City's park infrastructure, we will attempt to determine if this site has the ability to fill some gaping hole in the City's park system. We will also look at connections to the existing trail network.

Public Outreach. The specifics of the public meeting portion of this phase are outlined below in the Communication section. We envision that the advertisement for this meeting will occur through existing City channels such as the City website, and other City communication. Mailings to the surrounding community are a possibility as well. At a minimum, mailings should be done to the surrounding homeowner's associations. Due to the current use of the site by the public, posting a sign at the site would be one way to notify the current active users of the site of the upcoming plan. One other strategy to solicit input into the master plan may be a survey that could be accessed through the City website. Pennoni would help to develop this survey. The survey would seek to gather input into the possible program elements of the park, the concerns that public may have about developing this site, and other public comment. It may be more useful to circulate the survey after the public meetings, when people have started to think more about the project and have ideas percolate.

Master Plan Development - Once the information gathering and public outreach phases have been completed, the concept master plan can be developed in conjunction with the stakeholders. The plan can either be developed as a draft by the design team then presented to the stakeholders for input so that the plan can be refined, or Pennoni can work with stakeholders in a charette type format to develop the plan. A combination of both would also be possible, where Pennoni would do some initial work to establish a framework, and then work intensively with the City to develop the plan further. Pennoni has experience developing plans both ways, but generally values client input during the planning process to help keep the overall goals in focus and meet client needs and expectations. Pennoni would expect to meet with the City at least once during the planning process, and would make a formal presentation to City staff at the completion of the 60% Plan.

Plan Finalization and Preparation – Upon completion of the initial master plan, Pennoni will prepare a presentation and facilitate the presentation of the plan to project stakeholders. From the scope, we understand that this will be to a small group of critical personnel, not a public meeting. Pennoni will compile input and discussion on the plan for project records and lead the stakeholders to develop final decisions and recommendations on the plan. The final master plan will be prepared based on the input from the stakeholders. This will include the graphic plan, supporting exhibits, and a written document that outlines the site program, the master plan process, the site constraints that had to be accommodated, as well as project phasing. The final master plan will also include a preliminary cost estimate and phasing plan for capital planning purposes. The Final Plan will be presented to the Mayor and Council at a Public Meeting. Subsequent to this presentation, Pennoni will attend a final meeting with staff to review the findings and recommendations to the plan, and to discuss next steps on the project.

Deliverables

Pennoni anticipates delivering a graphic plan, supporting exhibits, and a written document which will include cost estimates. Pennoni will deliver a 60% submission to the City per the scope in a hard copy and PDF format. At the conclusion of the process

Pennoni will deliver the required number of hard copies and a PDF format for the City's use. Additional deliverables will include summaries of the public meetings.

Pennoni has the ability through our PFX group to develop high quality visualization exhibits that can illustrate a proposed design solution. These include still renderings and animations for a project. We have used this tool for the Arboretum Bridge and Trail linking the Anacostia Riverwalk Trail to the US National Arboretum, as well as on other projects. We have not included this service in our current scope, but can provide this if requested to help illustrate the final plan. These visualization exhibits can be especially helpful in communicating design intent to the public and to non-technical decision makers, and in applying for grants and other funding opportunities.

Communication Tools, Methods, and Approaches

Communication for this project consists of both the public communication in meetings and presentation, and the day to day communication between Pennoni and the City. Pennoni will assist the City in presenting the master plan to the public at a series of public open-house type meetings. Pennoni will develop a flyer for advertising the meetings, as well as a list of frequently asked questions regarding the trail. These items will be developed in coordination with the City staff. Pennoni will develop detailed scale graphic exhibits using aerial photographs and other plan information. In other projects, Pennoni has found the use of detailed scale aerial photography (1"=50') to be extremely successful in allowing user groups to orient themselves in a project and understand what is being proposed. The exhibits can end up being quite large, but really allow the public to engage the plan and see how it might benefit or impact various stakeholders. Pennoni will develop a brief presentation of the project in coordination with the City to ensure that the overall project goals are conveyed and that the essential public input is received during the meeting. The presentation will highlight the project goals, address conformance with current plans, orient the public to the site and the proposed development, and provide some preliminary information on materials and features proposed for the trail.

The presentation will end with a question and answer session, the purpose of which will be to provide the community with further information and to gather comments from the community. Pennoni will provide several staff at this meeting to ensure that the public's comments are documented, and also to be available as the public views the large-scale exhibits and asks questions regarding specific concerns. At similar meetings on other projects, Pennoni has found that while people will ask questions in a large group setting, more fruitful discussions often happen in a one-on-one setting after the formal presentation and Q&A has ended, and the attendees are milling around reviewing the project plans.

We also envision having presentation documents made available to the public via an online platform so that members of the community who may not be able to attend the public presentations may have an opportunity to review the presentation and provide comments. Comments would be provided in an online format, either through a website or via email to the City's project manager, and/or Pennoni.

Due to the current conditions we find ourselves in with COVID-19, Pennoni can also provide and facilitate a virtual meeting format, through ZOOM, Microsoft Teams, Skype, or some other platform. Virtual meetings can be recorded for later viewing, and virtual meetings do allow some input from the audience either in the form of audio/video questions, or via a chat function. Pennoni is familiar with online meetings and has participated and facilitated a number of virtual meetings during the past six months. While we are comfortable in this format, there is no substitute for face to face meetings.

The Project Team shares a common commitment and philosophy to our respective disciplines that will result in providing the City with the design and support services that are essential for the project to succeed. The professionals that compromise the Project

Team are recognized problem solvers and will use their experience from past projects to make the process as smooth and efficient as possible. Our team approach has the following goals to make sure of quality control and timely deliverables from the outset:

- **Establish direct and regular lines of communication between the Project Manager and City** through telephone and email in conjunction with regular project meetings. Within the team, we will also establish clear, direct, and regular lines of communication between each of the team members. Pennoni management staff understand that there are times when one form of communication may be more appropriate than others; there are times when a phone call is more efficient or more effective than an email.

- **Perform regular status updates**. Pennoni will provide a project status memorandum that will be issued to the client every other week as long as the project is active. The memorandum will outline the current progress of the team, the status of deliverables, a listing of past, present, and upcoming project meetings, any items that may be required from the client in order to keep the project moving forward, an overview of the project schedule, a two week look-ahead, and the contract status, including any change orders that have been requested. Pennoni utilizes this type of project status memo on a number of local government projects, and has found that this type of regular update is much appreciated by clients.

- **Document communications and decisions made through the course of the project**, then communicate the results to confirm accuracy by preparing meeting minutes and action item lists. The minutes will be delivered to the City within five business days of the meeting being held. The individual team members are experienced personnel who will focus on their areas of expertise, set strategies and direction, quickly identify critical issues, and establish a schedule and framework for decision making.

- **PFX Design Visualization.** As noted above, Pennoni offers design visualization services which can be a valuable communication tool.

Timeframe

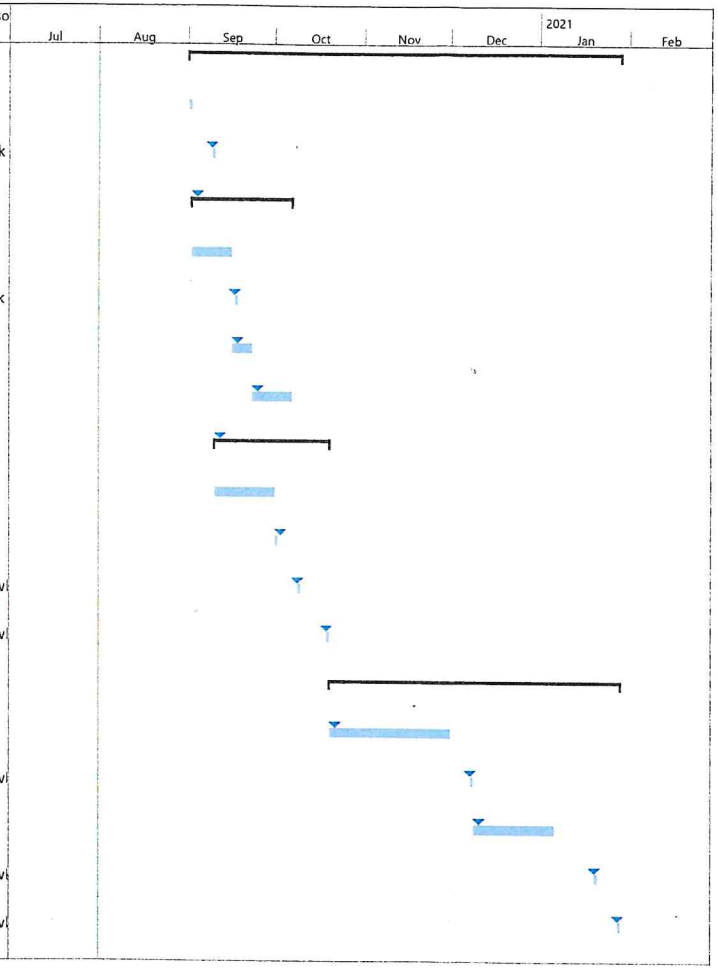
Pennoni envisions this project as five to six months in duration. The project will include four phases, some of which will overlap: information gathering, public outreach, plan preparation, and plan finalization and presentation. A detailed schedule has been included.

Wakefield Valley Master Plan- Opportunities Map

Pennoni

Wakefield Valley Master Plan - Project Schedule

Task Name	Duration	Start	Finish	Predecesso
Wakefield Valley Park Master Plan	**108 days**	**Tue 9/1/20**	**Thu 1/28/21**	
Notice to Proceed	1 day	Tue 9/1/20	Tue 9/1/20	
Kickoff Meeting with City	1 day	Wed 9/9/20	Wed 9/9/20	2FS+1 wk
Site inventory/information gathering/Site Visits	**25 days**	**Wed 9/2/20**	**Tue 10/6/20**	**2**
Develop Base Maps	2 wks	Wed 9/2/20	Tue 9/15/20	
City Informational Input Meeting	1 day	Thu 9/17/20	Thu 9/17/20	3FS+1 wk
Site Visits	1 wk	Wed 9/16/2(	Tue 9/22/20	5
Additional Research and Finalize Maps	2 wks	Wed 9/23/2(	Tue 10/6/20	7
Public Outreach	**28 days**	**Thu 9/10/20**	**Mon 10/19/20**	**3**
Meeting Notification	3 wks	Thu 9/10/20	Wed 9/30/20	
Public Meeting #1	1 day	Thu 10/1/20	Thu 10/1/20	10
Public Meeting #2	1 day	Fri 10/9/20	Fri 10/9/20	11FS+1 w
Public Meeting #3	1 day	Mon 10/19/2	Mon 10/19/20	12FS+1 w
Master Plan Development	**73 days**	**Tue 10/20/2**	**Thu 1/28/21**	
Prepare Concept Plans	6 wks	Tue 10/20/2(	Mon 11/30/20	13
Present 60% plans to City	1 day	Tue 12/8/20	Tue 12/8/20	15FS+1 w
Finalize Plans	4 wks	Wed 12/9/2(	Tue 1/5/21	16
Present Final Plans to Mayor and Common Council	1 day	Wed 1/20/21	Wed 1/20/21	17FS+2 w
Final Meeting with City Staff	1 day	Thu 1/28/21	Thu 1/28/21	18FS+1 w



Pennoni

SECTION 6

REFERENCES

References

References can be found in the Required Certification & Documentation section, as per RFP instructions. Contact information for additional projects can also be found in the Related Project Experience section.

SECTION 7

COST PROPOSAL

Bid Form

The bid form can be found in the Required Certification & Documentation section, as per RFP instructions.

SECTION 8

REQUIRED CERTIFICATIONS & DOCUMENTATION

BID FORM
Master Plan Development Services
Wakefield Valley Park

Name of Bidder: Pennoni Associates Inc.

Address: 8890 McGaw Road, Suite 100, Columbia, MD 21045

443-537-2746 — Telephone

By: [signature] — Signature

jruff@Pennoni.com — Email

Edward P. Guetens, Vice President — Typed Name and Title

Fee Schedule:

Project Kickoff Meeting	$ 1,300.00
Informational/Input Meeting with City Staff	$ 1,300.00
Development/Execution of Public Outreach Plan, including Associated Three Community Meetings	$ 10,200.00
Inspection/Inventory of Existing Park Amenities	$ 10,000.00
Development of Conceptual Layout and Cost Estimates for Phased Plan Implementation, including Associated Meetings with Staff	$ 33,885.00
Master Plan Presentation at Mayor and Common Council Meeting	$ 7,100.00
Total Lump Sum	$ 62,985.00
Cost Per Additional Community Meeting	$ 1,600.00

Clearly describe any additional services that are available but not included in the fee above:

Pennoni can also provide design visualization services in the form of renderings and animations of the finished design. 3D scanning of buildings and structures, particularly historic structures can also be provided.

Comments:

EXPERIENCE RECORD

Complete the following Experience Record and attach the same to the Proposal, covering work performed during the past 5 years.

Name of Project	Date Started	Date Finished	Amount of Contract
North Laurel Park	2006	2020	$611,743.00
Gillis Falls Park	2003	ongoing	$279,500.00
Leister Park	2005	2017	$303,400.00
Indoor Sports Complex Study	2019	2020	$103,721.00
South Shore Trail Phase 2	2019	ongoing	$183,164.00
Broadneck Peninsula Trail Phase 3	2017	ongoing	$782,455.00
Oregon Ridge Park	2015	2018	$85,900.00
Radebaugh Florist's Park	2015	ongoing	$175,000.00

(We are) (I am) presently working on the following projects:

See above

Have you ever defaulted on project? Yes_____ No ✓

If yes, give Name of Owner, Name of Bonding Company and circumstance:

CITY OF WESTMINSTER, MARYLAND
VENDOR RESPONSIBILITY FORM

1. Summarize briefly your experience in providing the commodities or services outlined in the attached specifications:

Pennoni is a multidisciplinary engineering and design consulting firm that has been providing engineering consulting services to federal, state, and local government agencies, as well as to private developers for more than 50 years. Services include construction materials testing and inspection; fabrication inspection; environmental engineering; geotechnical engineering; mechanical/electrical/plumbing engineering; transportation engineering; water and wastewater management; energy and sustainability; land development; landscape architecture; as well as municipal engineering and planning.

2. List the name and address of one bank or other institution that can provide the City with an adequate credit reference:

PNC Bank, 1000 Westlakes Drive, Berwyn, PA 19312

Firm Federal I.D. #

23-1683429

Name of Bidder: Pennoni Associates Inc.

Address: 8890 McGaw Road, Suite 100, Columbia MD 21045

Firm Telephone #:

410-997-8900

By: _____
Signature

James A. Ruff, PE, Associate Vice President
Typed Name and Title

CITY OF WESTMINSTER, MARYLAND
EQUAL OPPORTUNITY EMPLOYER CERTIFICATION

I hereby affirm that this company does not discriminate in any manner against any employee or applicant for employment because of race, national origin or ethnicity, pregnancy, gender, gender identity, sexual orientation, family status, religion, disability, genetic information, political affiliation, or status in any other group protected by federal/state/local law.

Bidder: Pennoni Associates Inc.
Type/Print Name of Firm

Address: 8890 McGaw Road, Suite 100

City/State: Columbia, MD 21045
Zip Code

By: _____
Signature of Person Authorized to Sign Bid

James A. Ruff, PE, Associate Vice President
Print Name/Title of Person Authorized to Sign Bid

CITY OF WESTMINSTER, MARYLAND
AFFADAVIT OF NON-COLLUSION AND NON-CONVICTION

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price. The bidder also represents that none of its officers, directors, partners, or employees who are directly involved in obtaining or performing contracts with any public bodies has:

(1) been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state or of the federal government;

(2) been convicted under a State or federal law or statute of any offense enumerated in Md. Code Ann., State Fin. and Proc. §16-203; or

(3) been found civilly liable under a State or federal antitrust statute as provided in Md. Code Ann., State Fin. and Proc., §16-203.

The Contractor warrants that it has not been debarred or suspended under Md. Code Ann., State Fin., and Proc., Title 16 Subtitle 3 and that it shall not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Md. Code Ann., State Fin., and Proc., Title 16, Subtitle 3 will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

The Bidder/Offeror and/or any person signing on its behalf acknowledges that all documents, information and data submitted in its Bid/Proposal shall be treated as public information unless otherwise indicated.

ATTEST/WITNESS

Barbara Myers

By:

Pennoni Associates Inc.

Name of Bidder-Type/Print

Signature of Person Authorized to Sign

James A. Ruff, PE, Associate Vice President

Name and Title of Signatory (Type or Print)

STATE OF MARYLAND
COUNTY OF CARROLL, TO WIT:

On this 29 day of July 20 20, before the undersigned officer, personally appeared James A Ruff, known to me or satisfactorily proven to be the person whose name is subscribed on the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year aforesaid.

David James
Notary Public

My Commission Expires: 01.28.2024

REFERENCES

The Firm shall furnish a representative list of three (3) references involving work as specified herein. Failure to submit the required information with the Proposal may be cause for rejection of the Proposal.

The City may make such investigation, as it deems necessary to determine the ability of the Firm to furnish the services, and the Firm shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any proposal if the evidence submitted by or investigation of such Firm fails to satisfy the City that such Firm is properly qualified to carry out the obligations of the contract and deliver the service herein.

Client Name: Anne Arundel County

Address: 2662 Riva Road, MS-7301, Annapolis, MD 21401

Contact Person: Robert M. Fernandez, P. E., Senior Engineer Phone: 410-222-7938

Email: pwfern83@aacounty.org Contract Value: Ongoing, currently $1.14 million

Dates of Service: 2017 - current

Client Name: Carroll County Department of Recreation and Parks

Address: 300 South Center Street, Westminster, MD 21157

Contact Person: Jeff R. Degitz, CPRP, Director Phone: 410-386-2103

Email: jdegitz@carrollcountymd.gov Contract Value: Ongoing, currently $580,000

Dates of Service: 2003 - current

Client Name: Baltimore County

Address: 12200 A Long Green Pike, Glen Arm, MD 21057

Contact Person: Derrick Guilbault, Project Management Specialist Phone: 410-887-6237

Email: dguilbault@baltimorecountymd.gov Contract Value: Ongoing, currently $934,000

Dates of Service: 2014 - current

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Pennoni Engineering and Surveying of New York, P.C.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

130 West 29th Street, Suite 5F

6 City, state, and ZIP code

New York, NY 10001

Requester's name and address (optional)

Remit To Address:
PO Box 827328
Philadelphia, PA 19182-7328

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

2	2	–	3	6	5	9	2	8	9

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Bridget J. Shane Date ▶ May 1, 2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

To: Mayor and Common Council

From: Jeffery D. Glass, Director of Public Works

Date: August 31, 2020

Re: Award of Contract – Annual Paving Project

Background

The FY 2021 Capital Projects Fund budget includes funding for the continuation of the City's annual paving project. The project was advertised on July 16, 2020 on eMaryland Marketplace. City staff held a pre-bid meeting on August 4, 2020. Bids were due on August 13, 2020.

Bidders were asked to provide unit pricing for twelve items based on estimated quantities for each item. Below is a summary of the four bids received:

Firm	Total Price
C.J. Miller LLC	$1,022,761
Gray and Son, Inc.	$1,067,600
MT Laney Company	$1,138,620
ECM Corporation	$1,284,000

City staff reviewed and evaluated the proposal from C.J. Miller LLC, as well as the firm's references. Staff determined that the firm's proposal was acceptable with regard to the City's needs.

Project Funding

The FY 2021 budget for this project is $722,950. Work will need be completed in the spring of 2021 to meet the fiscal year end date of June 30.

Recommendation

Staff recommends that the Mayor and Common Council accept the unit prices bid by C.J. Miller LLC of Hampstead, Maryland and execute a contract in the not-to-exceed amount of $722,950 for milling, grinding, and all other work necessary to complete the annual repaving project as further described in the bid documents, and authorize the Mayor's execution of the associated contract.

Attachment

- Bid submitted by C.J. Miller LLC

cc: Barbara B. Matthews, City Administrator
Tammy Palmer, Director of Finance & Administrative Services

BID FORM
RFB #21-02
FY 2021 ANNUAL ROADWAY PAVING CONTRACT

The Bidder declares that it has carefully examined and understands the specifications, form of Contract, and the Contract drawings; that it has made such careful examination as is necessary to become informed as to the character and extent of the work required; and that it agrees, if the proposal is accepted, to Contract with the City of Westminster, in the form of Contract hereto attached, to do the required work in the manner set forth in the specifications and as shown by the Contract drawings.

The Bidder proposes to furnish all materials and labor, requisite and proper, and to provide all necessary machinery, tools, apparatus, and means for performing the work, and the doing of all the above-mentioned work, in the manner set forth, described, and shown in the specifications and on the Contract drawings and within the time shown on the proposal for the following lump sums and/or unit prices: See Attached Schedule of Prices Sheets 1 - 2.

All work shown on the Contract drawings and included in the specifications to make a complete and workable installation is to be paid for under the total prices Bid for the various items of work AND THAT THE ABSENCE FROM THE PROPOSAL FORM OF SPECIFIC BID ITEMS FOR ANY WORK SHOWN ON THE CONTRACT DRAWINGS OR INCLUDED IN THE SPECIFICATIONS, HAS BEEN INTERPRETED AS MEANING THAT THE COST OF ANY SUCH WORK CONTEMPLATED BY THE CONTRACT DRAWINGS AND THE SPECIFICATIONS MUST BE AND HAS BEEN INCLUDED IN THE TOTAL PRICES BID.

The Bidder must sign here, and the Bidder's address must be given. In the case of firms, the firm's name must be signed and subscribed to by at least one member. In the case of corporations, the corporate name must be signed by some authorized officer or agent thereof, who shall also subscribe its name and office. The seal of the corporation shall be affixed and duly attested by its secretary or other authorized officer.

CJ Miller, LLC
Bidder, Firm, or Corporate Name

3514 Basler Rd., Hampstead, MD 21074
Address

By Charles J. Miller, III (SEAL)
Bidder, Firm Member President

Charles J Miller III
Signature

ATTEST:

Title COO

8/13/2020
Date

SCHEDULE OF VALUES

Item Numbers	Approximate Quantities	Description of Items	Unit Price Dollars.Cents	Amounts Dollars.Cents
1*	130	Tons of Bituminous Concrete for Maintenance of Traffic	$64.30	$8,359.00
2	12,000	Tons of Milling, Grinding and Removal of Existing Pavement 1.5" to 5" of depth	$13.50	$162,000.00
3*	5,000	Tons of Bituminous Concrete Surface, 9.5 mm	$67.10	$335,500.00
4*	7,000	Tons of Bituminous Concrete Base, 19 mm	$63.30	$443,100.00
5	5,000	Temporary Traffic Control Tape	$0.93	$4,650.00
6	40	Each of Adjust Storm Inlet, Single Grate	$12.00	$480.00
7	40	Each of Adjust Storm Inlet, Double Grate	$12.00	$480.00
8	40	Each of Utility Adjustment 4" Diameter /Square to 18" Diameter/Square	$59.00	$2,360.00
9	40	Each of Utility Adjustment 18" Diameter and Up	$94.00	$3,760.00
10	6,000	Linear Foot of Joint Filler	$2.00	$12,000.00
11	400	Contingent Unclassified Excavation Below Subgrade & Select Backfill CR-1 at the Unit Price of CY	$125.00	$50,000.00
12	600	Placement of geotextile material at the unit price of Sq. F.(Square Foot)	$.12	$72.00
		TOTAL FOR BID ITEMS # 1-12 One million twenty two thousand seven ~~hundred sixty one dollars and~~ no cents	**TOTAL**	$1,022,761.00

All quantities are for bid purposes only

TOTAL PROJECT BID PRICE $ one million twenty two thousand seven hundred sixty one dollars and no cents

Written in words

Bidder CJ miller, LLC

Address 3514 Baster Road, Hampstead, MD 21074

Phone 410-239-8006 Fax 410-239-8732

Signature Charles J Miller III Date 8/13/20

Printed Name CHARLES J. Miller III

ATTACHMENT TO SCHEDULE OF VALUES

1. (*) Unit prices for the Items 1, 3, and 4 will be used for bid purpose only.

2. There is a possibility that the Liquid Asphalt Index would change. The change could create a disadvantage to either the Contractor or to the City. Therefore, the unit price for Bituminous Concrete Hot Mix Base and Bituminous Concrete Hot Mix Surface will be tied to the Prevailing Monthly Price for Asphalt as determined by the Maryland State Highway Administration (Maryland Asphalt Index).

3. As a part of the Schedule of Values, all Bidders shall fill in the Chart below

Asphalt Index ($)	Unit Price of Hot Mix Base (TN)	Unit Price of Hot Mix Top (TN)
400	63.22	67.20
450	65.72	70.00
500	68.22	73.00
515	68.97	73.90
550	70.72	76.00
600	73.22	79.00
650	75.72	82.00
Average of the above	69.40	74.44

(*) Unit Prices for Items 1, 3, and 4 Schedule of Values will be determined based on the average unit price submitted by Bidders in the chart. Unit Prices for these line items in the Contractor's monthly Pay Requests will be determined based on the chart above.

For the purpose of the estimate, quantities of tons of milling and tons of hot mix are considered the same.

The City expects to stop all construction activities on the project if the Maryland Asphalt Index exceeds the limit of 650 (until further notice).

City of Westminster
Roadway Paving Services

Project No. 21-02

ADDENDUM NO. 1

August 10, 2020

To Registered Bidders:

This Addendum No. __1__ is hereby made a part of the Request for Bids documents on which the contract will be based, and is issued to modify, explain and/or correct the original Request for Bids documents. Please attach this Addendum to your contract documents and submit bids and be otherwise governed accordingly.

CHANGES TO REQUEST FOR BIDS SPECIFICATIONS:

1.) Section 01 Instructions to Bidders
1. BIDS:

ADD: A bid security in the amount of Ten Percent (10%) of the bid amount in the form of a bid bond, bank cashier's check, or certified check made payable to the Mayor and Common Council of Westminster, Maryland shall accompany this bid.

08/13/2020 Charles S. Miller III

Charles S. Miller, III
President

Questions for Paving Bid

1. What is the approximate start date for this contract?

   Will be discussed with the contractor awarded the contract at the pre-construction meeting

2. Who will be responsible for Asphalt Testing?

   Asphalt shall be manufactured according to approved by MDOT SHA mix designs and will be tested in the asphalt supplier plant lab.

3. Who will be responsible for final striping?

   City Street Department will be responsible for the final striping

4. For item no. 5, what size tape will be used for temp. traffic control tape?

   Tape should be 4 inch wide

5. Is there a preference of sweeper to be utilized for the project?

   Sweeper should be equipped with dust water control and container for vacuum dust.

EXPERIENCE RECORD

Complete the following Experience Record and attach the same to the Bid, covering work performed similar in size and scope to that which is the subject of the request for bids during the past 5 years.

Name of Project	Date Started	Date Finished	Amount of Contract
See Attached Report			

(We are) (I am) presently working on the following projects:

See Attached Report

EXPERIENCE RECORD (Cont.)

Have you ever defaulted on a construction project? Yes_____ No X

If yes, give Name of Owner, Name of Bonding Company and circumstance:

N/A

CJ Miller, LLC
Contractor

By: Charles J Miller III

Title: President

Date: 08/13/2020

CJ Miller, LLC
Current Job List
July 31, 2020

Job Number	Project Name	Owner	Contract Amount	% Complete
2775-	SHANNON'S GLEN	TOTTENHAM 2, LLC	$7,566,079	99.41%
2870-	TALLYN RIDGE	MILLER & SMITH LAND, INC.	$16,334,118	96.04%
2889-	SHANNON'S GLEN - SHA WORK - C	TOTTENHAM 2, LLC	$1,178,766	92.58%
2902-	SPENCER WOODS	ABEL CONSTRUCTION CO.- INC.	$115,770	62.30%
2950-	BA7295270 - F.A.P.STATE - MD 140 NORTH of PAINTERS MILL	STATE HIGHWAY ADMINISTRATION	$2,465,915	64.67%
2970-	CL3415184R - HAMPSTEAD STREETSCAPE	STATE HIGHWAY ADMINISTRATION	$22,464,717	87.34%
2977-	RUSTIC RISING - C	RUSTIC RISING DEVELOPMENT, LLC	$2,580,792	99.93%
2980-	SPRING BANK PAVING	DAVID H. MARTIN EXCAVATING, INC.	$347,163	83.27%
2988-	CAVEY DRIVE - C	ROXANN CAVEY	$26,919	0.26%
2992-	WAVERLEY VIEW - PHASE 1	WAVERLEY VIEW INVESTORS, LLC	$3,809,737	78.71%
3016-	PINE GROVE - PATCHING	MUSSELMAN EXCAVATING, INC.	$44,740	72.86%
3017-	HATTERY FARM - PAVING	MUSSELMAN EXCAVATING, INC.	$102,567	67.98%
3043-	KELLERTON - PH 1 PAVING	LAND BAY A, LLC	$358,554	80.59%
3052-	AVALON TOWSON	AVALONBAY COMMUNITIES, INC.	$2,276,331	79.33%
3055-	AC/HP-NHPP-G-7816-(1)N FR3885171 - MD85 (PH 1) @ I-270	JOSEPH B FAY CO.	$1,536,941	18.90%
3066-	MILL STATION - C	GLEN ARM BUILDING COMPANY	$14,323,411	99.46%
3079-	BRINK ROAD	BEAZER HOMES MARYLAND	$1,342,561	99.68%
3080-	WEXLEY 100	LOCUST THICKET BUILDERS, LLC	$8,388,031	97.70%
3090-	YARD 56	CHESAPEAKE CONTRACTING GROUP	$7,441,917	99.65%
3098-	BALLENGER RUN 2B PAVING	W. F. DELAUTER & SON INC	$76,063	0.51%
3102-	BALLENGER RUN 2A	W. F. DELAUTER & SON INC	$344,995	80.63%
3104-	XY2295377 MICROSURFACE/CRACK SEAL MO/PG COUNTIES - C	ASPHALT PAVING SYSTEMS	$1,148,817	68.27%
3112-	BA5385177 MD45 (CIVIL)	CIVIL CONSTRUCTION, LLC	$800,491	40.22%
3118-	KELLERTON KNOLLS - PH 2	LAND BAY A, LLC	$130,547	78.71%
3121-	RANDOLPH FARMS	WINCHESTER HOMES- INC.	$3,460,024	91.57%
3126-	FR1335180 - CORMAN - C	Corman Construction, Inc.	$102,836	93.84%
3139-	AVALON TWINBROOK	AVALONBAY COMMUNITIES, INC.	$3,661,242	94.89%
3143-	BALLENGER RUN 2D SOIL CEMENT - C	WASTLER & SON, INC.	$80,000	1.52%
3145-	BRADSHAW RD - KH-3012-0000	THE SIX M COMPANY, INC.	$142,979	75.48%
3147-	1121 SOUTH ROLLING ROAD	WHALEN PROPERTIES, LLC	$1,726,574	71.11%
3151-	VICTORY HAVEN - C	HAMEL BUILDERS- INC.	$2,424,005	99.95%
3157-	XY7025177 NORTHERN AA PAVING	STATE HIGHWAY ADMINISTRATION	$4,344,590	39.18%
3158-	AC-NHPP-118-1(69) N HO7565370 MD32 LINDEN CHURCH RD TO	G. A. & F. C. WAGMAN, INC.	$273,908	2.09%
3159-	BRITTANY MANOR	K HOVNANIAN HOMES	$4,383,576	83.26%
3162-	OLIVE BRANCH COMM. CHURCH	GILFORD CORPORATION	$295,539	33.89%
3166-	CARROLL HOSPITAL CENTER	DPR CONSTRUCTION	$2,450,721	76.87%
3167-	CL1625130 MD32 WIDENING	STATE HIGHWAY ADMINISTRATION	$2,328,215	55.51%
3179-	MONTGOMERY VILLAGE	TRINITY GROUP CONSTRUCTION INC.	$3,523,465	65.78%
3183-	AVALON FOUNDRY ROW	AVALONBAY COMMUNITIES, INC.	$2,041,892	85.22%
3185-	POINT BREEZE CREDIT UNION	BUCH CONSTRUCTION, INC.	$942,676	87.62%
3187-	LEN STOLER LEXUS	MORGAN-KELLER CONSTRUCTION	$67,858	36.39%
3194-	BOWERSOX IMP. LOTS 1-49	DAVID H. MARTIN EXCAVATING, INC.	$177,000	68.63%
3195-	BALLENGER RUN 3A SOIL CEMENT	WASTLER & SON, INC.	$113,750	0.00%
3198-	SAGAMORE AGING BARN #2	PLANO-COUDON, LLC	$540,907	50.28%
3199-	WESTMINSTER GATEWAY E&S CTRLS - C	CONTINENTAL REALTY CORP	$138,732	98.09%
3204-	BRIGHTVIEW - COLUMBIA	HARKINS BUILDERS, INC.	$2,864,685	81.14%
3211-	XY7105177 FRED CO RDS - AC-STBG-NHPP-0008 (339) E	STATE HIGHWAY ADMINISTRATION	$4,268,006	25.77%
3216-	HOLIDAY INN EXPRESS WHITE MARSH	BOULEVARD CONTRACTORS CORP	$1,551,359	50.45%
3218-	CUBESMART, LLC	CENTURION CONSTRUCTION GROUP, INC.	$1,870,910	41.51%
3219-	DEER WOOD MANOR PAVING	MUSSELMAN EXCAVATING, INC.	$151,929	84.26%
3220-	BALLENGER RUN CLUB HOUSE SOIL CEMENT - C	WASTLER & SON, INC.	$19,280	0.65%
3222-	HOFFMASTER PROPERTY	RUSTIC RISING DEVELOPMENT, LLC	$2,309,090	41.84%
3223-	PATRIOT WINDSOR STORAGE PH 4	GLEN ARM BUILDING COMPANY	$2,056,583	89.12%
3228-	JPM CHASE BANK - BOWIE, MD	BUCH CONSTRUCTION, INC.	$392,162	88.56%
3229-	KP BOWIE MEDICAL CENTER	DPR CONSTRUCTION	$1,263,609	65.18%
3230-	WESTMINSTER STATION CENTER	CHESAPEAKE CONTRACTING GROUP	$3,393,041	58.60%
3231-	PATUXENT GREENS	ADC BUILDERS, INC.	$6,210,858	56.03%
3232-	XY7065177 - VARIOUS CC RDS	STATE HIGHWAY ADMINISTRATION	$3,252,516	22.88%
3238-	BIG TRUCK BREWERY	BIG TRUCK FARM	$399,212	92.88%
3239-	TOWNS @ PADONIA	COMMERCIAL CONSTRUCTION, LLC	$2,973,585	69.65%
3244-	LOVE MY CAR WASH	ANDUJAR CONSTRUCTION, INC.	$265,880	78.82%
3253-	SYNARGO	SYNAGRO	$1,598,518	78.61%
3256-	ENCLAVES @ GLENELG	MUSSELMAN EXCAVATING, INC.	$145,908	0.00%
3257-	CHASE BANK WATER & SEWER LINE	GREENSPRING MALL LLLP	$142,247	48.76%
3259-	20-R-1 2020 HMA PAVING-1	CARROLL COUNTY PUBLIC WORKS	$2,424,387	54.22%
3261-	SEARS AUTO CENTER DEMO	CHESAPEAKE CONTRACTING GROUP	$169,447	97.27%
3262-	350 KENWOOD AVE PUBLIC SEWER	WHALEN PROPERTIES, LLC	$54,600	17.50%
3265-	ROBERT MOTON ES PARKING LOT IMP	CARROLL COUNTY PUBLIC SCHOOLS	$1,083,376	1.78%
3266-	AMAZON DBA8 HANOVER, MD - C	ARA CONSTRUCTION CORPORATION	$361,440	92.76%
3267-	VILLAGES OF SAVANNAH PH5A & 5B SOIL CEMENT	Mid-Atlantic Builders	$256,370	26.53%
3269-	MIDDLETOWN BOILEAU CT	TOWN OF MIDDLETOWN	$224,329	68.15%
3270-	BRUNSWICK PUBLIC WORKS YARD PAVING - C	CITY OF BRUNSWICK	$28,203	91.84%
3271-	CC CAREER & TECH CENTER	GILBANE BUILDING COMPANY	$3,582,800	1.58%
3272-	POOLESVILLE ROADWAY REPAIRS & REPAVING	TOWN OF POOLESVILLE	$264,961	61.13%
3274-	BOHRER DRIVEWAY - C	CHRIS BOHRER	$52,700	98.68%

3275-	VANSANT DRIVEWAY - C	MIKE VANSANT	$19,292	93.12%
3276-	TIMOTHY BRANCH MASS GRADING (BRANDYWINE)	TIMOTHY BRANCH, INC.	$825,778	34.70%
3277-	WINFIELD PARK SEDIMENT TRAP REMOVAL	CC DEPARTMENT OF PARKS & RECREATION	$25,950	17.11%
3278-	CASTLE FARMS	RIDGEWALL, LLC	$87,466	0.00%
3279-	MASONVILLE MMT-B 075 POND RETROFIT	MARYLAND ENVIRONMENTAL SERVICE	$657,151	0.09%
3280-	HERITAGE HONDA PRE-OWNED	CHESAPEAKE CONTRACTING GROUP	$125,200	0.13%
3281-	MISSION BBQ	PALMAR CONSTRUCTION, LLC	$299,500	0.24%
3282-	AMAZON MTN9 WHITE MARSH	ARA CONSTRUCTION CORPORATION	$930,000	0.02%

CJ Miller, LLC
Completed Job List
July 31, 2020

Job Number	Project Name	Owner	Contract Amount	% Complete
2664-	LINTON DEVELOPMENT - C	LINTON GREEN, LLC	$817,875	100.00%
2676-	GLENSTONE II - EXC/UTLY/CISTERNS - C	HITT CONTRACTING INC.	$20,591,262	100.00%
2678-	MAPLE GLENN - C	STEEL HOUSE, LLC	$646,009	100.00%
2698-	HC RD RESURFACING H2014 - C	HOWARD COUNTY DIRECTOR OF FINA	$12,017,467	100.00%
2700-	LINTON SEC 3 CURBS & PAVING - C	LINTON GREEN, LLC	$1,316,582	100.00%
2705-	XY4065177 - FAP #AC-NHPP-STP-000B(95)E - VARIOUS CC RDS - C	STATE HIGHWAY ADMIN.	$17,009,647	100.00%
2742-	OAKVIEW LANDING - C	ELM STREET DEVELOPMENT	$1,916,092	100.00%
2744-	SPARKS OBRECHT PROPERTY - C	OBRECHT REALTY SERVICES, INC.	$3,335,467	100.00%
2758-	XY4135177 - FAP #AC-NHPP-STP-000B(113)E - HOW CO VAR RD - C	STATE HIGHWAY ADMINISTRATION	$16,114,262	100.00%
2786-	PRESTON SEC 2 - FREDERICK - C	PRESTON DEVELOPMENT, LLP	$4,240,602	100.00%
2792-	FAP No. AC-NHPP-G-83-2(226)E - BA0535177 - I-83 SOUTHBO - C	STATE HIGHWAY ADMINISTRATION	$4,945,123	100.00%
2802-	FAP#AC-STP-G-1131(16)E-BA6435130 CORBETT RD - C	STATE HIGHWAY ADMINISTRATION	$2,179,970	100.00%
2807-	FR6505187 - US40 @ BAUGHMANS LN/LINDEN AVE - C	CONCRETE GENERAL, INC.	$92,959	100.00%
2831-	LINTON SEC 4 - C	LINTON GREEN, LLC	$1,860,430	100.00%
2835-	COBLENTZ PROPERTY - C	MIDDLETOWN COMMONS HOLDINGS, LLC	$3,674,946	100.00%
2846-	BOLTON HILLS - LOTS 48-62 & 10-14 - C	Woodhaven Bldg. & Development	$980,290	100.00%
2866-	XY5065177 - CARROLL COUNTY - FAP AC-STBG-NHPP-000B(146) - C	STATE HIGHWAY ADMINISTRATION	$15,078,842	100.00%
2878-	XY2495B77 - ULTRA THIN PAVING - C	STATE HIGHWAY ADMINISTRATION	$2,569,920	100.00%
2881-	CASTLE FARMS - C	ABEL CONSTRUCTION CO.- INC.	$195,514	100.00%
2883-	BOLTON HILLS - W&S FINAL/34 LOTS - C	Woodhaven Bldg. & Development	$1,962,002	100.00%
2884-	IJAMSVILLE RD IMPROVEMENTS - 16-084-CP - C	FREDERICK CO FINANCE DIVISION	$5,114,760	100.00%
2893-	THE VINE APARTMENTS - C	BUCH CONSTRUCTION, INC.	$4,599,733	100.00%
2896-	XY5135177 - VARIOUS HOWARD CO RDS - C	STATE HIGHWAY ADMINISTRATION	$12,036,342	100.00%
2903-	MEADOWBROOK SEC 4A & 4B - C	WHITE PINE CONSTRUCTION COMPAN	$195,945	100.00%
2905-	EDEN TERRACE - C	K HOVNANIAN HOMES	$1,500,016	100.00%
2931-	FR1305180 - US15 NB OVER MD26 BRIDGE #1009701 - C	FLIPPO CONSTRUCTION CO., INC.	$648,544	100.00%
2934-	COLUMBIA JUNCTION - C	COLUMBIA JUNCTION, LLC	$2,113,147	100.00%
2945-	WEST BALTIMORE PROJECT (BRAWNER) - C	SOUTHERN IMPROVEMENT COMPANY	$169,063	100.00%
2947-	CL2435130R - MD31 WIDENING/MILL & OVERLAY - C	STATE HIGHWAY ADMINISTRATION	$1,352,651	100.00%
2955-	AC-NHPP-G-234-1(47) E - CL2255187 - MD 26 - C	STATE HIGHWAY ADMINISTRATION	$4,862,888	100.00%
2956-	BA1285177 - I-83 NORTHBOUND - C	STATE HIGHWAY ADMINISTRATION	$3,674,930	100.00%
2963-	HOUSE OF PRAISE - C	RCCG HOUSE OF PRAISE	$545,862	100.00%
2965-	BOLTON HILLS - FINAL PHASE - C	Woodhaven Bldg. & Development	$2,515,153	100.00%
2966-	FR1625177 - MD26 LIBERTYTOWN - FAP AC-STBG-G-234-1(49)E - C	STATE HIGHWAY ADMINISTRATION	$1,113,050	100.00%
2967-	FR1945177 - US 340 SAFETY & RESURFACING - C	STATE HIGHWAY ADMINISTRATION	$1,917,048	100.00%
2968-	FR6735177 - MD26 FROM US15 TO MD194 - C	STATE HIGHWAY ADMINISTRATION	$1,915,799	100.00%
2979-	BA0805180 - MD137 OVER I-83 - BRIDGE RPLMNT - C	THE SIX M COMPANY, INC.	$509,372	100.00%
2981-	TERRAPIN A - ARCO - C	ARCO DESIGN/BUILD MID-ATLANTIC, INC.	$3,278,589	100.00%
2982-	TERRAPIN B - ARCO - C	ARCO DESIGN/BUILD MID-ATLANTIC, INC.	$1,794,839	100.00%
2984-	STEEPLECHASE BUILDING H - C	CHESAPEAKE CONTRACTING GROUP	$1,711,864	100.00%
2985-	STEEPLECHASE PARCEL I SWM - C	CHESAPEAKE CONTRACTING GROUP	$1,131,249	100.00%
2986-	MO1685187 - NORBECK RD - C	CONGRESSIONAL CONTRACTING, INC.	$159,099	100.00%
2987-	CL4035180 - BACHMAN VALLEY RD BRIDGE - C	THE SIX M COMPANY, INC.	$86,432	100.00%
2990-	CL4515130 - MD 482 @ GORSUCH RD - C	STATE HIGHWAY ADMINISTRATION	$2,193,862	100.00%
2997-	BURGESS MILL II - C	HAMEL BUILDERS- INC.	$2,369,475	100.00%
3002-	CL2145187 - RT.97	STATE HIGHWAY ADMINISTRATION	$3,357,840	100.00%
3011-	AVENUE @ WHITE MARSH PH 2 PAVING - C	CHESAPEAKE CONTRACTING GROUP	$376,848	100.00%
3013-	17-476-CP FREDERICK CO PATCHING - FY 2017 - C	FREDERICK CO FINANCE DIVISION	$2,219,580	100.00%
3019-	WOODSPRING SUITES - LARGO - C	FORTNEY & WEYGANDT, INC.	$1,871,474	100.00%
3022-	CL4355187 - MD 140/ROYER RD - C	L.W. WOLFE ENTERPRISES, INC.	$371,818	100.00%
3026-	ESFCU - GERMANTOWN - C	MORGAN-KELLER CONSTRUCTION	$723,296	100.00%
3031-	CC PARKS PAVING 36-F-1-17/18 - C	CC DEPARTMENT OF PARKS & RECREATION	$241,488	100.00%
3036-	BRIGHTON MILL II - C	HIGHLAND DEVELOPMENT CORP	$484,541	100.00%
3040-	SHA ANTI-ICING 2017-2018 - C	STATE HIGHWAY ADMINISTRATION	$83,500	100.00%
3041-	SPRING ARBOR - WELLINGTON II PAVING - C	MUSSELMAN EXCAVATING, INC.	$164,222	100.00%
3042-	VILLAGES OF SAVANNAH 17/18 - C	MID ATLANTIC BUILDERS	$340,000	100.00%
3044-	XY6065177 - VARIOUS CC RDS - C	STATE HIGHWAY ADMINISTRATION	$11,145,583	100.00%
3046-	L on LIBERTY - C	HAMEL BUILDERS- INC.	$538,219	100.00%
3062-	AX7665C82 FAP#AC-STBG-000B(216)E TMDL SWM RETROFITS DST - C	STATE HIGHWAY ADMINISTRATION	$2,142,545	100.00%
3064-	LITTLESTOWN ALPHA FIRE DEPT - C	HANOVER BUILDING SYSTEMS	$757,929	100.00%
3065-	DASH-IN #464 - C	MID ATLANTIC CONSTRUCTION GROUP	$727,417	100.00%
3067-	STONEGATE - PH 3 - C	NAGANWEST, LLC	$1,164,981	100.00%
3069-	18-R-1 CARROLL CO HMA 1 - C	CARROLL COUNTY PUBLIC WORKS	$5,032,238	100.00%
3073-	HARDESTY LOT 4 PAVING - C	SIERRA CONSTRUCTION, LLC	$81,327	100.00%
3077-	18-R-2 CARROLL CO HMA 2 - C	CARROLL COUNTY PUBLIC WORKS	$3,954,603	100.00%
3081-	BWI -- MARC TRAIN - C	KIMBALL CONSTRUCTION CO., INC.	$462,525	100.00%
3083-	FR1715184 - EMMITTSBURG MD140 MAIN ST - C	A.J. ROMANO CONSTRUCTION, INC.	$42,527	100.00%
3084-	NEW WINDSOR PATCHING - C	TOWN OF NEW WINDSOR	$73,134	100.00%
3086-	HO1375177 - I-70 ULTRA THIN - C	STATE HIGHWAY ADMINISTRATION	$4,527,643	100.00%
3087-	FT. DETRICK - PERIMETER SECURITY RD - C	CHESAPEAKE LANDSCAPE GROUP	$93,852	100.00%
3088-	LUCY V BARNSLEY ES CURBS - C	CANYON CONTRACTING, INC.	$57,498	100.00%
3095-	BA1425277 - MD140 FROM MILL RD TO BALT CO LINE - C	MANUEL LUIS CONSTRUCTION CO., INC	$325,774	100.00%
3099-	WINDY HILLS 4A - LOTS 101-111 - C	LIGHTHOUSE HOMES, LLC	$826,745	100.00%
3100-	STANLEY BLACK & DECKER LOT G - C	BARTLETT BRAINARD EACOTT	$2,236,638	100.00%
3106-	KLEES MILL ROAD SD - CARROLL CO. - C	CARROLL COUNTY GOVERNMENT	$84,103	100.00%

3110-	FREDERICK COUNTY OVERLAY FY18 - C	FREDERICK CO FINANCE DIVISION	$5,888,953	100.00%
3111-	KNORR BRAKE - C	KNORR BRAKE COMPANY	$645,427	100.00%
3113-	BC410011 PARK CIRCLE (CIVIL) - C	CIVIL CONSTRUCTION, LLC	$261,059	100.00%
3116-	ROYAL FARMS #8 - C	MACKENZIE CONTRACTING CO., LLC	$508,028	100.00%
3119-	BALLENGER RUN 2C - C	WASTLER & SON, INC.	$35,068	100.00%
3120-	18-R-3 CARROLL CO HMA 3 - C	CARROLL COUNTY PUBLIC WORKS	$1,188,023	100.00%
3123-	WESTMINSTER ANNUAL PAVING 18-19 - C	CITY OF WESTMINSTER	$1,598,196	100.00%
3125-	GREENBELT PAVING - C	FORTNEY & WEYGANDT, INC.	$139,887	100.00%
3127-	ALBAN CAT - ELKRIDGE - C	ALBAN CAT POWER	$80,768	100.00%
3128-	MARKET SQUARE @ FREDERICK - C	DAVID H. MARTIN EXCAVATING, INC.	$60,377	100.00%
3130-	WAWA 8511 - BOSTON STREET - C	DMS PONCA, LLC	$1,094,091	100.00%
3131-	WATERSIDE PAVING 2018 - C	MUSSELMAN EXCAVATING, INC.	$57,528	100.00%
3132-	ESFCU - FORESTVILLE - C	MORGAN-KELLER CONSTRUCTION	$124,227	100.00%
3134-	CABIN BRANCH - C	WINCHESTER HOMES- INC.	$334,935	100.00%
3135-	NORTH TRUCK TURNAROUND - C	FREDERICK CO FINANCE DIVISION	$150,672	100.00%
3137-	STONEY RUN - C	GLEN ARM BUILDING COMPANY	$1,470,495	100.00%
3138-	COURTHOUSE SQUARE APARTMENTS - C	CONTINENTAL REALTY CORP	$637,601	100.00%
3140-	SHA ANTI-ICING 2018/2019 - C	STATE HIGHWAY ADMINISTRATION	$102,250	100.00%
3144-	DULLES 2018/2019 - C	TD SNOW REMOVAL CORP	$148,747	100.00%
3146-	GEO IMPROVEMENTS - TR13310 - C	CIVIL CONSTRUCTION, LLC	$50,780	100.00%
3148-	CARTER RD - SOIL CEMENT - C	DAVID A. BRAMBLE, INC.	$139,818	100.00%
3149-	TILDEN MIDDLE SCHOOL SOIL CEMENT - C	KELLER CONSTRUCTION MANAGEMENT	$228,540	100.00%
3152-	MILL STATION GIANT - C	CHESAPEAKE CONTRACTING GROUP	$105,590	100.00%
3154-	PRECISION CONCRETE SHC - C	PRECISION CONCRETE CONSTR CO	$6,270	100.00%
3155-	STEEPLECHASE BLDG I - C	CHESAPEAKE CONTRACTING GROUP	$854,522	100.00%
3156-	19-350 FREDERICK CO POND - C	FREDERICK COUNTY DIV. PUBLIC W	$1,408,170	100.00%
3160-	FR PAINTERS MILL ENTRANCE - C	CHESAPEAKE CONTRACTING GROUP	$63,825	100.00%
3161-	MEDFORD QUARRY PAVING - C	MARTIN MARIETTA	$72,065	100.00%
3163-	NICODEMUS ROAD - C	CARROLL COUNTY ROADS	$201,319	100.00%
3165-	7-11 GAMBRILLS SOIL CEMENT - C	HOPKINS & WAYSON, INC.	$22,190	100.00%
3168-	19-R-1 CARROLL CO HMA 1 - C	CARROLL COUNTY PUBLIC WORKS	$3,351,686	100.00%
3169-	DUNLIN STREET SOIL CEMENT - C	PLEASANTS CONSTRUCTION INC.	$30,815	100.00%
3170-	MD121 SOIL CEMENT - C	PLEASANTS CONSTRUCTION INC.	$37,814	100.00%
3171-	MT. AIRY PAVING - 2019 - C	TOWN OF MT AIRY	$760,240	100.00%
3172-	ALBAN CAT - C	ALBAN CAT POWER	$181,555	100.00%
3173-	GARRISON FOREST SCHOOL - C	GARRISON FOREST SCHOOL	$79,611	100.00%
3174-	SHOPS @ KENILWORTH PH. 4 - C	CHESAPEAKE CONTRACTING GROUP	$528,892	100.00%
3175-	BRUNSWICK PAVING 2019 - C	CITY OF BRUNSWICK	$338,047	100.00%
3176-	TANEYTOWN RT140@ PARK PATCH - C	CITY OF TANEYTOWN	$15,375	100.00%
3180-	MEDFORD QUARRY - PH 3 - C	MARTIN MARIETTA	$43,168	100.00%
3181-	GLADE VILLAGE WATER LINE PATCHING - C	WASTLER & SON, INC.	$103,032	100.00%
3182-	HCGH PSYCH ADDITION & RENOVATION - C	DPR CONSTRUCTION	$213,314	100.00%
3186-	LOYOLA UNIVERSITY APRONS - C	LOYOLA UNIVERSITY MARYLAND, INC.	$33,264	100.00%
3188-	DTF SKIDPAD WATERLINE - C	MD DEPT OF PUBLIC SAFETY & CORRECTIONAL SERVICES	$27,692	100.00%
3189-	SNOWDEN RIVER PARKWAY - C	HTI CONTRACTORS	$74,320	100.00%
3190-	BEAR DEN FARM - C	MUSSELMAN EXCAVATING, INC.	$36,252	100.00%
3191-	CANAM STEEL CORP PAVING - C	CANAM STEEL CORPORATION	$99,021	100.00%
3192-	4 RESEARCH SELF STORAGE - C	HARKINS BUILDERS, INC.	$920,085	100.00%
3193-	SLURRY PAVERS - FREDERICK CO - C	SLURRY PAVERS, INC.	$1,598,667	100.00%
3196-	VALO PAVING - C	WHITE PINE CONSTRUCTION COMPAN	$45,876	100.00%
3197-	BTR CHANNEL IMPROVEMENTS - C	CC BUREAU OF UTILITIES	$56,920	100.00%
3200-	JOS A BANK PAVING - C	CONWAY CONSTRUCTION, LLC	$171,720	100.00%
3201-	NEWSOME FARM POND - C	EDWARD NEWSOME	$91,402	100.00%
3202-	TILDEN M.S. SOIL CEMENT - C	KELLER CONSTRUCTION MANAGEMENT	$277,022	100.00%
3203-	MEDFORD QUARRY - EMPLOYEE LOT - C	MARTIN MARIETTA	$30,000	100.00%
3205-	PLEASANT VALLEY FD POND - C	Pleasant Valley Fire Co.	$25,236	100.00%
3206-	CC 3 RDS SOIL CEMENT - C	CARROLL COUNTY ROADS	$49,227	100.00%
3207-	BRILHART MILL RD CULVERT EXTENSION	CARROLL COUNTY PUBLIC WORKS	$41,246	100.00%
3208-	EMMITSBURG 2019 - CREAMERY WAY - C	TOWN OF EMMITSBURG	$37,956	100.00%
3209-	BRUNSWICK FALL 2019 - C	CITY OF BRUNSWICK	$281,990	100.00%
3210-	GLADE VILLAGE WALKERSVILLE - C	TOWN OF WALKERSVILLE	$141,913	100.00%
3212-	RISK PROPERTY PAVING - C	FOUR STAR CONTRACTING LLC	$39,400	100.00%
3213-	350 KENWOOD AVENUE - C	CHESAPEAKE CONTRACTING GROUP	$467,461	100.00%
3214-	OLIVE GROVE PAVING - C	MICHAEL STAVLAS	$126,400	100.00%
3215-	BOWMAN PLAINS SELF STORAGE PARKING - C	DAVID H. MARTIN EXCAVATING, INC.	$195,777	100.00%
3217-	CYNTHIA HALLE DRIVEWAY - C	CYNTHIA HALLE	$100,000	100.00%
3221-	HAMMEN-WESSELL PROPERTY RD IMP - C	ASIA JENG & ELIZABETH FORD	$21,218	100.00%
3224-	HERITAGE HONDA - C	CHESAPEAKE CONTRACTING GROUP	$202,775	100.00%
3225-	9201 OLD GUILFORD RD D/W - C	PERMIRA CONSTRUCTION, LLC	$199,182	100.00%
3226-	CAPLE RIDGE - C	WHITE PINE CONSTRUCTION COMPAN	$326,808	100.00%
3227-	XX365177 INTERSTATE PATCHING - C	GRAY & SON- INC.	$48,846	100.00%
3233-	SHA ANTI-ICING 2019/2020 - C	STATE HIGHWAY ADMINISTRATION	$45,688	100.00%
3234-	TROPICAL SMOOTHIE CAFE @ INGLESIDE - C	KIMCO REALTY	$21,600	100.00%
3235-	BRUNSWICK BURGER KING - C	MUSSELMAN EXCAVATING, INC.	$94,641	100.00%
3236-	COPPER OAKS II - SEC 3 - C	LANCASTER CRAFTSMEN BUILDERS	$22,893	100.00%
3237-	WESTMINSTER ANNUAL PAVING 19-20 - C	CITY OF WESTMINSTER	$1,246,341	100.00%
3240-	CAPITAL FENCE DRIVEWAY - C	CAPITAL FENCE	$49,608	100.00%
3243-	P.E. TANEYTOWN PATCHING - C	STEPHENS EXCAVATING	$21,920	100.00%
3245-	AMAZON DMD2 FACILITY - EDGEWOOD - C	ARA CONSTRUCTION CORPORATION	$2,483,515	100.00%
3246-	FULLERTON FITNESS SOIL CEMENT - C	GLEN ARM BUILDING COMPANY	$41,489	100.00%
3247-	BROADMEAD SOIL CEMENT - C	B.R. KREIDER & SON, INC.	$71,653	100.00%

3248-	BGE 144 MILL & OVERLAY - C	DELAINE CONTRACTORS, INC.	$85,232	100.00%
3249-	PARK CT - WALKERSVILLE - C	TOWN OF WALKERSVILLE	$49,380	100.00%
3251-	FAIRMOUNT RD CULVERT - C	CARROLL COUNTY PUBLIC WORKS	$179,500	100.00%
3252-	LINENS & LACE WATER SERVICE - C	ACCORD RESTORATION	$37,500	100.00%
3254-	SYNAGRO - MO	SYNAGRO	$9,839	100.00%
3255-	MEDFORD QUARRY FRONT SCALE HOUSE - C	MARTIN MARIETTA	$45,354	100.00%
3260-	LOCH RAVEN EZ STORAGE SOIL CEMENT - C	CHESAPEAKE CONTRACTING GROUP	$20,800	100.00%
3263-	TOWN OF HAMPSTEAD - C	TOWN OF HAMPSTEAD	$200,815	100.00%
3264-	DELIGHT @ FAIRWOOD SOIL CEMENT	MID ATLANTIC CONSTRUCTION GROUP	$22,725	100.00%

REFERENCES

The Firm shall furnish a representative list of three (3) references involving work as specified herein. Failure to submit the required information with the Proposal may be cause for rejection of the Proposal.

The City may make such investigation, as it deems necessary to determine the ability of the Firm to furnish the services, and the Firm shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any proposal if the evidence submitted by or investigation of such Firm fails to satisfy the City that such Firm is properly qualified to carry out the obligations of the contract and deliver the service herein.

Client Name: See Attached Firm References

Address: _____

Contact Person: _____ Phone: _____

Email: _____ Contract Value: _____

Dates of Service: _____

Client Name: _____

Address: _____

Contact Person: _____ Phone: _____

Email: _____ Contract Value: _____

Dates of Service: _____

Client Name: _____

Address: _____

Contact Person: _____ Phone: _____

Email: _____ Contract Value: _____

Dates of Service: _____

C J MILLER, LLC

Excavating • Paving • Utilities

MAIN OFFICE

3514 Basler Road • Hampstead, Maryland 21074-1299

Phone (410) 239-8006 FAX (410) 239-4204

FIRM REFERENCES:

Chesapeake Contracting Group, Inc.
25 Main Street, Ste 300
P.O. Box 1055
Reisterstown, MD 21136
Frank Settleman – fsettleman@ccgmd.com
410-526-7797
410-526-0793 fax

AvalonBay Communities, Inc.
Ballston Tower
671 N. Glebe Rd, Ste 800
Arlington, VA 22203
Brian Packard – Brian_Packard@avalonbay.com
703-317-4619
703-329-9130 fax

Glen Arm Building Co., LLC
658 Kenilworth Drive, Ste 101
Towson, MD 21204
Gary Nesbitt – gnesbitt@glenarmbuilding.com
(410) 296-7930 ext. 227

Woodhaven Building & Development, Inc.
4175 Hanover Pike
Manchester, MD 21102
Glenn Monroe – gmonroe@hdgllc.net
410-239-0353
410-239-0356 fax

Miller & Smith
8401 Greensboro Drive, Ste 400
McLean, VA 22102
Bob Spalding – bspalding@millerandsmith.com
703-821-2500
703-821-2040 fax

CITY OF WESTMINSTER, MARYLAND

VENDOR RESPONSIBILITY FORM

1. Summarize briefly your experience in providing the commodities or service outlined in the attached specifications:

CJ Miller has been in business for over 60 years. We have done extensive work on numerous projects for MDOT/SHA, all counties and municipalities across Maryland. This includes the last several years for City of Westminster on their annual paving contracts.

2. List the name and address of one bank or other institution that can provide the City with an adequate credit reference:

Howard Bank - 3301 Boston Street, Baltimore, MD 21224

Steve Widner (443) 573-8637 email: swidner@howardbank.com

3. State of Maryland General Contractor License No.: 123731

4. Have you ever refused to sign a contract at your original bid price? Yes _____ No X

5. Have you ever defaulted on a contract? Yes _____ No X

Federal I.D. #

20-1201962

Name of Bidder: CJ Miller, LLC

Address: 3514 Basler Road

Hampstead, MD 21074

Telephone #:

410-239-8006

By: Charles J Miller III

Signature

Charles J. Miller, III - President

Typed Name and Title

BIDDER: CJ Miller, LLC

CITY OF WESTMINSTER, MARYLAND

Equal Opportunity Employer

I HEREBY AFFIRM THAT THIS COMPANY DOES NOT DISCRIMINATE IN ANY MANNER AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF AGE, RACE, NATIONAL ORIGIN OR ETHNICITY, SEX, PREGNANCY, GENDER IDENTITY, FAMILY STATUS, CREED OR RELIGION.

Bidder: CJ Miller, LLC
Type/Print Name of Firm

Address: 3514 Basler Road

City/State: Hampstead, MD 21074
Zip Code

By: Charles J Miller III
Signature of Person Authorized to Sign Bid

Charles J. Miller, III - President
Type/Print Name and Title of Person Authorized to Sign Bid

CITY OF WESTMINSTER, MARYLAND
AFFIDVAVIT OF NON-COLLUSION AND NON-CONVICTION

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price or to manipulate the outcome of the competitive bidding process in any way. The bidder also represents that none of its officers, directors, partners, or employees who are directly involved in obtaining or performing contracts with any public bodies has:

(1) been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state or of the federal government;

(2) been convicted under a State or federal law or statute of any offense enumerated in Md. Code Ann., State Fin. and Proc. §16-203; or

(3) been found civilly liable under a State or federal antitrust statute as provided in Md. Code Ann., State Fin. and Proc., §16-203.

The Contractor warrants that it has not been debarred or suspended under Md. Code Ann., State Fin., and Proc., Title 16 Subtitle 3 and that it shall not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Md. Code Ann., State Fin., and Proc., Title 16, Subtitle 3 will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

The Bidder/Offeror and/or any person signing on its behalf acknowledges that all documents, information and data submitted in its Bid/Proposal shall be treated as public information unless otherwise indicated.

ATTEST/WITNESS

CCO

CJ Miller, LLC
Name of Bidder-Type/Print

By: Charles J Miller III
Signature of Person Authorized to Sign

Charles J. Miller, III - President
Name and Title of Signatory (Type or Print)

STATE OF Maryland

COUNTY OF Carroll, TO WIT:

On this 13 day of August 20 20, before the undersigned officer, personally appeared Charles J. Miller, III, known to me or satisfactorily proven to be the person whose name is subscribed on the foregoing instrument for the purposes therein contained.

SAMANTHA FOLLEY NOTARY PUBLIC MY COMMISSION EXPIRES MAR. 9, 2021 CARROLL COUNTY, MD

Notary Public

My Commission Expires: March 9, 2021

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
CJ Miller, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☑ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ P

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
3514 Basler Road

Requester's name and address (optional)

6 City, state, and ZIP code
Hampstead, MD 21074

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

or

Employer identification number
2 0 - 1 2 0 1 9 6 2

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ [signature] Date ▶ 8/5/2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

BID BOND

BOND NO.*****

BID REQUEST NO. 21-02

KNOW ALL PERSONS BY THESE PRESENTS, That we, CJ Miller, LLC hereinafter called the Principal, as Principal, and of Western Surety Company a Corporation duly organized and existing under the laws of the State of South Dakota and authorized to do business in the State of Maryland, hereinafter called the Surety, as Surety, are held and firmly bound unto, the Mayor and Common Council of Westminster, hereinafter called the Obligee, in the sum of 10% of Amount Bid Dollars ($----------.00), good and lawful money of the United States of America, to be paid upon demand of the Obligee, for payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH THAT,
Whereas, the Principal has submitted to the Obligee a Bid for furnishing all labor, materials, equipment and incidentals thereto necessary for work generally described as:
RFB #21-02 City of Westminster Roadway Paving Services, Bid Date: 08/13/2020
This Bid Bond shall be governed by and construed in accordance with the laws of the State of Maryland and any reference herein to Principal or Surety in the singular shall include all entities in the plural who or which are signatories under the Principal or Surety heading below.

NOW, THEREFORE, if the Obligee shall accept the Bid of the Principal and the Principal shall enter into a written agreement with the Obligee in accordance with the terms, conditions and price(s) set forth therein, and furnish such insurance and give such bond or bonds as may be specified in the Bidding or Contract Documents with good and sufficient surety for the faithful performance of such Agreement and for the prompt payment of labor and materials furnished in the prosecution thereof, then this obligation shall become null and void; otherwise, it shall remain in full force and effect; and the Surety shall, upon failure of the Principal to comply with any or all of the foregoing requirements immediately pay to the Obligee, upon demand, the amount hereof in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

Provided, however, that the Surety shall not be liable to the Obligee on this bond for any amount in excess of the principal amount hereof.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its Bond shall in no way be impaired or affected by any extension of the time within which the owner may accept such proposal, and said Surety hereby waives notice of any such extension.

IN TESTIMONY WHEREOF, the Principal and Surety have caused these presents to be duly signed and sealed this 13th day of August, 2020.

Principal CJ Miller, LLC

By _____ (Seal)

_____
Official Title

Western Surety Company
Surety

By _____
Attorney-in-Fact Jamie Nicole Lawrence

By N/A
Maryland Agent

(Accompany this bond with Attorney-in-Fact's authority from Surety Company certified to include the date of the bond)

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Craig Bancroft, Robert F White, Gary L Berger, Joshua B Hauserman, William Francik, Stephen M Mutscheller, Matthew Rankin, Jonathan Kibler, Robert N Oster, Sarah Schroeder, George Campbell, Jamie Nicole Lawrence, Individually

of Hunt Valley, MD, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 30th day of March, 2020.

WESTERN SURETY COMPANY

Paul T. Bruflat, Vice President

State of South Dakota
County of Minnehaha } ss

On this 30th day of March, 2020, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires
June 23, 2021

J. MOHR
NOTARY PUBLIC
SOUTH DAKOTA

J. Mohr, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 13th day of August, 2020.

WESTERN SURETY COMPANY

L. Nelson, Assistant Secretary

Form F4280-7-2012

Go to www.cnasurety.com > Owner / Obligee Services > Validate Bond Coverage, if you want to verify bond authenticity.

To: Mayor and Common Council

From: Jeffery D. Glass, Director of Public Works

Date: August 27, 2020

Re: Approval – Purchase of Replacement Clarifier Gates

Background

The FY 2021 Sewer Fund budget allocates funding in the amount of $300,000 for the replacement and installation of four clarifier control gates and clarifier drive replacements for the Wastewater Treatment Plant. The existing clarifier control gates are over 20 years old, have deteriorated due to corrosion over time, and outlived their reliable usefulness.

This equipment is particular to the manufacturer, and the manufacturer's designated dealer representatives are assigned specific territories. Therefore, competitive bidding is not a viable option. Westminster's procurement code allows for a sole source procurement in such a circumstance.

The four stainless steel weir gates being purchased are 72" wide by 45" tall, and are manufactured by RW Gates. The units are available through RW Gates' dealer representative, Sherwood Logan and Associates of Annapolis, Maryland. Further information is provided in the attached quote. The cost of all four gates, including freight, is $36,915.00. There will be an additional cost for installation of the gates.

Recommendation

Staff recommends that the Mayor and Common Council approve the sole source procurement of four replacement stainless steel weir gates from Sherwood Logan and Associates, located at 2140 Renard Court in Annapolis, Maryland, in the total amount of $36,915.00.

Attachment

- Quote Sheet for four replacement Weir Control Gates

cc: Barbara B. Matthews, City Administrator
Tammy Palmer, Director of Finance & Administrative Services

RW GATE COMPANY
79 102nd Street – Suite 100
TROY, NEW YORK 12180
OFFICE: 518-874-4750
FAX: 518-274-0210
WEBSITE: www.rwgate.com

QUOTATION

August 19, 2020

To: Bidding Contractors **Quotation #QT01019751 rev 4**

Project: Westminster, MD WWTP – Weir Gate Replacement
Weir Gate Replacement Project

Dear Estimator:

Following is our quotation for the **four (4) Stainless Steel Weir Gates** on the referenced project. Our offering is as follows:

Item No. 01 – Secondary Clarifier Splitter Box
Qty - Size: Four (4) Model RW1000-S Weir Gates – 72" wide x 45" tall
Distance from the Invert of the Opening to the Operating Floor: 4.0'
Overall Depth of Tank: 8.0'
Design Seating Head / Design Unseating Head (invert to MWL): 2.5 / 2.5'
Dwg No.: N/A
Description: The AWWA C561 compliant, self-contained, downward-opening weir gates will be constructed of 304/304L stainless steel with self-adjusting UHMWPE side and invert seals. The slide will be provided with slide extensions as required for single stem operation. A single, rising, 1-1/2" diameter, 304 stainless steel operating stem and clear butyrate stem cover will be provided.
Operating Mechanism: pedestal mounted on yoke, manual handwheel-operated gearbox
Mounting Style: Gate frames to be in-channel mounted with 316 stainless steel adhesive anchors and non-shrink grout. Anchor studs, washers and nuts provided.

TOTAL SELLING PRICE: $ 36,915

GENERAL: Our quotation is based on the information provided and the description listed herein. Please review the quotation and advise our local representative, **Bob Fairweather of Sherwood Logan at 410-841-6810,** if there are any discrepancies between the details on this quotation and the actual requirements. The pricing and deliveries listed in the body of the quotation will be held for 60 days from the date on Page 1.

RW Gate is ISO 9001:2015 certified. RW Gate complies with AIS and Buy American requirements.

INCLUDED: Submittal drawings, installation instructions and O&M manuals. Installation instructions will be forwarded with the equipment. Information will be sent electronically unless otherwise indicated by the customer.

EXCLUDED: The following items are specifically excluded unless mentioned in the body of the quotation; demolition, installation, field measurements, concrete, grout, gaskets, mastic, grating, hand rail, epoxy for anchors and all taxes including local and state sales tax.

PAYMENT: Net 30 days. Please contact RW Gate prior to payment via credit card. An additional charge may be necessary when paying by credit card.

FREIGHT: Full freight to project site included. Unloading will be the responsibility of others.

STANDARD DELIVERY: Submittal drawings will ship within 3-4 weeks of receipt of a purchase order. The equipment will ship 10-14 weeks after receipt of approved submittal drawings. Please contact our local representative for expedited or extended delivery dates.

FIELD SERVICE: Field service is not included. If field service is required, please contact our local representative. Please provide a 3-week notice for field service.

Best Regards,

Evan Whipps

Evan Whipps
RW Gate Company
ewhipps@rwgate.com

www.RWGATE.com

To: Mayor and Common Council

From: Barbara B. Matthews, City Administrator

Date: September 9, 2020

Re: Resolution No. 20-07, Approving and Adopting the Revised Drug-Free Workplace Policy

Background
Attached for your information and review is Resolution No. 20-07, revising the City's Drug Free Workplace Policy.

The City's Drug-Free Workplace Policy was effective on April 1, 2020. After distribution of the policy, two issues came to staff's attention that require modification of the Policy. These issues are summarized below:

- The Policy did not provide an exception for authorized employees to purchase, transport, store, and/or serve alcohol in preparation of, or during, an official City event. A revision has been made to state that an authorized employee performing these tasks is not in violation of the Policy.

- A requirement has been added for re-collection of a urine specimen for any random drug test when the initial result is negative-dilute.

These modifications are highlighted in red in the attached, revised Drug-Free Workplace Policy.

Additionally, language relating to the effective date of the original Policy is proposed for deletion given that these dates have now passed. The language proposed for deletion is shown in strikethrough on page 1 of the Policy.

Recommendation
Staff recommends that the Common Council adopt Resolution No. 20-07, approving and adopting the revised Drug-Free Workplace Policy with an effective date of September 15, 2020.

Attachments
- Resolution No. 20-07
- Revised Drug-Free Workplace Policy

cc: Brian DeMay, Safety & Risk Coordinator

RESOLUTION NO. 20-07

OF THE MAYOR AND COMMON COUNCIL OF WESTMINSTER, APPROVING AND ADOPTING THE REVISED DRUG-FREE WORKPLACE POLICY

WHEREAS, the Mayor and Common Council is committed to maintaining a safe, and productive working environment, and a drug and alcohol free workplace for its employees; and

WHEREAS the City by Resolution No. 20-02, effective March 9, 2020, adopted a Drug-Free Workplace Policy, which replaced the previous drug and alcohol policy in the Employee Handbook; and

WHEREAS, the City wishes to revise the adopted Drug-Free Workplace Policy.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF WESTMINSTER that the policy attached hereto as Exhibit I, specifically the Drug-Free Workplace Policy, is approved and adopted.

AND BE IT FURTHER RESOLVED by The Mayor and Common Council of Westminster that the Human Resources Department is directed to distribute the revised Drug-Free Workplace Policy to employees, and to implement and manage the policies according to the parameters set forth in Exhibit I.

AND BE IT FURTHER RESOLVED by The Mayor and Common Council of Westminster that the effective date of the revised Drug-Free Workplace Policy shall be September 15, 2020, and that this Resolution shall take effect upon its passage and approval.

INTRODUCED this _____ day of September, 2020.

_____
Shannon Visocsky, City Clerk

ADOPTED this _____ day of September, 2020.

_____
Shannon Visocsky, City Clerk

APPROVED this _____ day of September, 2020.

_____
Joe Dominick, Mayor

APPROVED AS TO FORM AND SUFFICIENCY
this _____ day of September, 2020.

_____
Elissa D. Levan, City Attorney

Exhibit I

CITY OF WESTMINSTER
DRUG-FREE WORKPLACE POLICY

The City of Westminster (City) is committed to maintaining a safe and productive working environment. This Policy highlights the City's Maryland Drug-Free Workplace Policy. The City's Designated Employer Representative (DER) is the Director of Human Resources. The Alternative DER is the Safety/Risk Coordinator. The City does not tolerate the abuse of drugs or alcohol in the workplace. This Policy prohibits illegal drug use on or off the job. We encourage any employee suffering from a substance abuse problem to seek help. If you need help, we can direct you to the City's Employee Assistance Program (EAP) for a confidential evaluation and referral for substance abuse treatment if necessary.

While we do not wish to intrude into your private life, a personal problem like drug or alcohol abuse will affect work performance, workplace safety, and public safety. In Maryland, all information related to the testing is confidential and may be released only pursuant to a subpoena, court order, or release signed by the individual tested. The release of information to the employer regarding: (1) the use of a nonprescription drug, other than alcohol that is not prohibited under Maryland law; or (2) the use of a prescription drug that was prescribed in accordance with Maryland law, is prohibited. However, this information may be disclosed if necessary to comply with the Federal Commercial Motor Vehicle Safety Act and other federal motor carriers.

Notice of the City's Maryland Drug-Free Workplace testing will be provided on recruitment advertisements and is posted in conspicuous locations on City employee bulletin boards.

The City's program can help improve your health, help you avoid trouble with the law, and make our workplace safer. Compliance with this policy is a condition of your hire or continued employment. The City has developed its drug-free workplace policy in compliance with Maryland Law: Md. Health-Gen. Code Ann. §§ 17-214 to 17-217; Md. Regs. Code tit. 10, §§ 10.10.01- 10.10.09; Md. Lab. & Emp. Code Ann. § 9-506 and the Fourth Amendment to the United States Constitution as it covers employees of governmental entities. ~~This policy is effective on April 1, 2020. Applicant testing will be implemented under this policy as of the effective date. All employees are subject to the testing outlined in this policy as of the effective date, except for random testing which will be effective on July 1, 2020. The City's existing drug and alcohol testing program will remain in place until the effective date of this program. The Drug-Free Workplace Policy replaces the City's prior Drug and Alcohol policy.~~ Police Department General Order 15-06, Substance Use / Abuse Policy will supplement this policy regarding sworn police officers.

WHO WILL BE TESTED?

The City tests all employees performing safety-sensitive functions, all final applicants for positions where safety-sensitive functions are performed, and all employees where reasonable suspicion of drug or alcohol intoxication by the employee at work exists. Safety-sensitive positions are those held by employees who discharge duties (either in their normal job classification or in times of emergency re-assignment) that are so fraught with risks of personal injury to the employee or to others or property damage that even a momentary lapse of concentration or attention can have serious adverse consequences. Safety-sensitive positions also include those that require an employee to maintain a high level of cognitive function, sound judgment, and fiscal responsibility. It is an essential job function for every employee to be able to work in a constant state of

alertness and in a safe manner. Elected officials are not subject to testing under this policy.

SAFETY-SENSITIVE POSITIONS

Safety-sensitive positions are those that meet any of the following criteria:

- Duties that require:
    - the employee to possess a Commercial Driver's License (CDL);
    - the employee to drive a City vehicle in the course of duty at least once each week;
    - the operation of machinery, power tools, drones or other equipment;
    - wearing hardhats, safety glasses, hearing protection, tie offs, or any other personal protection equipment
    - work under a confined space permit.
- Positions that involve:
    - high levels of cognitive function and judgment;
    - the care of children;
    - responsibility for the safety of the public including, but not limited to, law enforcement, 911 dispatch, traffic control and lifeguarding;
    - safeguarding confidential information, securing data and preventing unauthorized access and data breaches.
    - safeguarding public monies

A Safety Sensitive Position list, as determined by the City of Westminster, is included as *Exhibit A* of the Policy. The Human Resources Director may revise the list as positions are added/removed from the City's grade structure or when the essential functions of a position change.

HOW ARE EMPLOYEES TESTED?

Drug and alcohol testing is done through chemical analysis, which determines without question whether a person has drugs or alcohol in his or her system. Specimens subject to testing include urine, hair, oral fluids, or blood for pre-employment and urine for all other drug tests and blood for alcohol testing. The testing facility will offer an employee the opportunity to have a preliminary <u>breath</u> alcohol test rather than a preliminary <u>blood</u> alcohol test. A decision to have a preliminary breath alcohol test is voluntary; if the breath alcohol test is negative a blood alcohol test will not be performed.

Observed urine collections will only be conducted with the consent of the donor, and the observer will be a person whose gender matches the donor's gender as identified by the donor at the beginning of the observed collection or by a medical professional, regardless of gender. Observed collections will be conducted in a professional manner that minimizes discomfort to the donor. The Medical Review Officer may recommend the collection of an alternate specimen (e.g., oral fluid) when a donor is unable to provide a sufficient amount of urine specimen at the collection site. Specimen collections, chain of custody and drug and alcohol tests will be in substantial compliance with the U.S. Department of Transportation (DOT) procedures and employees will be paid for their time during the collection process. To ensure accuracy, lab test procedures shall be done by a laboratory certified by the Maryland Department of Health and Mental Hygiene, SAMHSA, CAP, or HCFA, and include a preliminary drug screening, two highly sophisticated scientific tests including adulterant detection, and a review of non-negative results by an independent Medical Review Officer. All positive initial tests are

confirmed by GC/MS at established cut off levels or by the DOT under SAMHSA. An Alcohol Content of .002 or higher is classified as a positive test.

The drugs for which a sworn police officer applicant/employee or a police officer recruit applicant/employee are tested may include, at a minimum, the presence of the following controlled dangerous substances, narcotic drugs, or marijuana, or classes of controlled dangerous substances, or their metabolites, at the minimum levels measured in nanograms per milliliter specified for each controlled dangerous substance, narcotic drug, or marijuana: (1) Amphetamines; (2) Barbiturates: (3) Cannabis or cannabinoids; (4) Opiates; (5) Cocaine or cocaine metabolite; (6) Phencyclidine; and (7) Benzodiazepines.

The drugs for which all other applicants/employees are tested may include all or some of the following: (1) Amphetamines (including Ecstasy); (2) Cannabinoids; (3) Cocaine; (4) Phencyclidine (PCP); (5) Opioids, or a metabolite of any of the above substances and mind altering synthetic narcotics or designer drugs. The term "illegal use of drugs" includes any controlled or scheduled drug not used in accordance with a health care provider's lawful prescription for the user, or any substances banned by Federal or applicable State laws.

An employee who holds a Commercial Driver's License (CDL) as a requirement of his or her position, is also subject to the City's U. S. Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA) 49 CFR PART 382, Controlled Substances and Alcohol Use and Testing Policy.

WHAT IF I TEST POSITIVE?

The Medical Review Officer, following DOT procedures, will contact you to give you an opportunity to discuss your results before reporting them to the City as a verified positive. Any applicant or employee may request that his or her split specimen be tested at a second laboratory, and if positive, the employee will be responsible for the expense of that testing and must reimburse the City or pay the testing clinic directly. An employee or applicant who receives a positive confirmed test result may contest or explain in confidence the result with the MRO within five (5) days after written notification of a positive result and ask questions of the MRO about prescription and non- prescription medications.

If there is a positive result for a breath alcohol test for which an employee has voluntarily consented, a confirmatory blood alcohol test will be required.

Any employee who tests positive, or refuses to be tested, may be subject to appropriate disciplinary action, up to and including immediate termination, as well as disqualification from receiving unemployment compensation benefits for willful misconduct connected with their job and just cause for discharge, and if positive post-accident, possible disqualification from worker's compensation benefits. (MD. Lab. & Emp. Code Ann. § 90-506). Any applicant who tests positive, or refuses to be tested, will be denied employment or have his or her offer withdrawn.

The City shall require a re-collection of a urine specimen on any pre-employment, random, return-to-duty and follow-up drug test if the result is negative-dilute. The MRO has authority to direct that the re-collection be observed. If the second test result is also negative-dilute, the City shall accept the result as a negative test.

WHAT ABOUT IMPAIRING EFFECT MEDICATIONS OR SUBSTANCES?

Any employee working in a safety-sensitive position as defined by the City's Policy is required, as a safety rule, to disclose before beginning his or her shift that he or she is taking or using ANY prescription drug, and any over-the-counter medication or other substance that may have an impairing effect on the performance of safety-sensitive duties. This category includes marijuana, the use of which the City, for safety reasons, will not be able to accommodate for employees working in safety sensitive positions. The claimed use of products containing cannabidiol (CBD) will not be accepted by the City as a medical excuse for a positive THC (marijuana) test.

If the fact that the employee is taking or using a medication or substance that has impairing effects is not disclosed pre-duty by an employee in a safety-sensitive position and the employee tests positive, that employee will be subject to discipline, up to and including termination, for violation of this safety rule.

If disclosure is made, the City reserves the right to send the employee for a Fitness-for-Duty evaluation to evaluate the medication or substance and its effects on the performance of safety-sensitive duties.

In advance of testing, an employee is encouraged to have their own doctors make an individualized assessment of any safety related risks of the medications or substances that they are taking or using by providing the doctor a copy of his/her job description, and having the doctor to render an opinion on the safety related risks.

WHAT IF AN ADULTERANT IS FOUND OR DRUG TEST FALSIFIED?

The use of an adulterant (something added to a specimen to attempt to hide drug use) or an attempt to substitute a specimen is considered a refusal to test and a violation of the Policy. Any employee who is found to have violated this Policy by engaging in fraud or attempting to do so with respect to a drug or alcohol test may be subject to appropriate disciplinary action, up to and including termination, or withdrawal of a conditional job offer. Additionally, it is a crime under Maryland law to alter or substitute a bodily fluid sample, to possess or use an adulterant (including synthetic urine), or to sell, distribute, or transport bodily fluid or adulterants. A first violation is subject to imprisonment up to 1 year and a minimum fine of $1000 or both. (Md. Crim. Law Code Ann. §§ 10-111). The City will report to authorities any such criminal violation. The MRO may declare a urine specimen to be adulterated or substituted based on the laboratory report.

WHAT IF I REFUSE?

A refusal to provide a specimen for testing, unless the MRO agrees a medically valid reason exists for your inability, will be considered gross misconduct. Such conduct will cause an applicant's offer to be withdrawn and will subject an employee to immediate termination for cause. Under Maryland law, no unemployment compensation benefits are available in such a circumstance. Failure to report for specimen collection within a reasonable time, two (2) hours of being directed to do so, is also classified as a refusal. Refusal to provide a specimen following an on the job accident may also subject you to worker's compensation disqualification as gross misconduct.

ALCOHOL AND DRUG EDUCATIONAL INFORMATION

An Alcohol and Drug Educational Information section is included in this policy as *Exhibit B* to assist you in

recognizing the impairing effects of drug use. The City will provide employee education on substance abuse and awareness. Supervisor training will be provided on how to recognize signs of abuse, how to document and collaborate signs of employee substance abuse, and how to refer substance abusing employees to the EAP.

WHAT IF I HAVE A SUBSTANCE ABUSE PROBLEM?

An employee with a drug or alcohol problem is encouraged seek help voluntarily and confidentially through the City's EAP. Coming forward after you have been notified to report for testing is not considered a voluntary report. For confidential help with a substance abuse problem, contact the DER or the EAP.

Counseling and rehabilitation for alcohol or substance abuse is available through the health and welfare benefit program for employees, *only to the extent of the current benefits package*. The EAP is provided to employees at no cost. The City will assume no direct financial responsibility for counseling or rehabilitation costs of an employee, not covered by the EAP. Any costs in addition to or in excess of any available health benefits are the employee's responsibility.

A **Substance Abuse Resources** list of national, State of Maryland and local resources, and the City's EAP contact information is included as *Exhibit C* of this Policy.

WHAT ABOUT A LAST CHANCE OPPORTUNITY?

No last chance opportunity is available to a probationary, part time or temporary employee, or to a regular employee in the case of refusal, attempted adulteration, substitution, switching, tampering with, or diluting of a specimen or attempt to defraud a drug test. Other employees who receive an EAP/SAP evaluation favorable for rehabilitation may be offered a last chance agreement that will subject the employee to unannounced follow-up testing for up to 12 months, together with other educational and counseling requirements as recommend by the EAP/SAP. A negative return to duty test is required to be placed back on active duty. A positive test, refusal or failure to comply with any term of the last chance agreement during this follow-up period will subject the employee to immediate termination.

WHY AND WHEN DO YOU TEST?

- Follow-up: An employee who has voluntarily entered rehabilitation and has entered into a "last chance" agreement may be subject to unannounced drug and/or alcohol testing to determine whether he or she is under the influence of alcohol or drugs after successful completion of the rehabilitation program. The testing will be without notice at least once a year and may continue for at least twenty-four (24) months from the return-to-work date. Last chance opportunity following a positive drug/alcohol test when an employee is called for testing is within the sole discretion of the City and based upon a number of factors.

- Post-Accident/Incident Testing: Testing of safety-sensitive employees following an accident or safety-related incident may be conducted when:

    1) the employee has been involved in the incident/accident and was actively engaged in the activity which objectively could have caused or contributed to the injury or damage; or
    2) the employee was operating, controlling, or repairing any machinery, tool, device, equipment or vehicle that was involved in the incident/accident; or

3) the employee's action or inaction was likely a contributing factor to the incident/accident or cannot be completely discounted as a contributing factor based on current information; or
4) testing is being conducted as part of the City's Post Incident/Accident Investigation related to possible Workers' Compensation disqualification; or
5) testing is being conducted of non-injured employees whose actions, or inaction, could have contributed to the incident/accident as part of a root cause investigation; or

- Pre-employment: Drug testing will be performed on all final applicants in safety-sensitive positions, and employees who are to be transferred into a safety-sensitive position. A confirmed positive or refusal will result in denial of employment or the withdrawal of a job offer.

- Random: For employees in safety-sensitive positions, drug and/or alcohol testing is done without prior notice with equal probability of selection.

- Reasonable Suspicion: All employees will be required to submit to a drug and/or alcohol test if reasonable suspicion exists that the employee is under the influence of illegal drugs or alcohol, or exhibits behavior reflecting abuse. Reasonable suspicion means a basis for forming a belief based on specific, objective and articulable facts and rational inferences drawn from those facts. Supervisors will promptly detail in writing the basis for their suspicion.

- Routine Fitness for Duty: Safety-sensitive employees in safety-sensitive positions will be required to submit to a drug test as part of a Routine Fitness for Duty examination. Safety-sensitive employees may be tested upon transfer, return to duty, reassignment or promotion.

POLICY PROHIBITIONS

1. With respect to illegal drugs, employees and applicants violate this Policy by engaging in the following conduct, whether or not during work time or on City premises or property, and are subject to discipline up to and including discharge, or rejection of the application for employment:

   a. Testing positive in a confirmed drug or alcohol test, or refusing to be tested.

   b. Bringing and/or storing (including in a desk, locker, automobile, or other repository) illegal drugs or drug paraphernalia on City premises or property, including City-owned or leased vehicles, or vehicles used for City purposes.

   c. Having possession of, being under the influence of, testing positive for, being in close proximity to persons using illegal drugs, or otherwise having in one's system, illegal drugs.

   d. Using, consuming, transporting, distributing or attempting to distribute, manufacturing, selling, or dispensing illegal drugs.

   e. Taking illegal drugs in any vehicle during the work day, including the employee's personal vehicle.

   f. A conviction or plea of guilty relative to any criminal drug offense occurring in the workplace. All employees must notify the City in writing of any criminal drug conviction no later than five calendar days

after such conviction.

g. Abuse of prescription drugs, which includes exceeding the recommended prescribed dosage or using others' prescribed medications. Such prescriptions brought to work should remain in the original labeled container and show both the prescribing doctor's name and the prescription's expiration date.

h. Switching, tampering with, diluting, or adulterating any specimen or sample collected under this Policy, or attempting to do so.

i. Refusing to cooperate with the terms of this Policy, including a refusal to submit to questioning, drug testing, medical or physical tests or examinations when requested or conducted by the City is a violation of City Policy and may result in disciplinary action up to and including termination. A refusal to test includes conduct obstructing testing such as failure to sign necessary paperwork or failing to report to the collection site at the appointed time.

j. Failure to advise a supervisor or manager of the use of a prescription or over-the-counter drug which may alter the employee's ability to perform the essential functions of his or her job.

k. Failure of an employee to notify his or her supervisor before reporting to work if he or she believes that he or she is under the influence of drugs.

l. The use of hemp products that cause a positive marijuana test result. The City will not generally consider use of hemp products a valid medical explanation for a positive marijuana test result.

2. With respect to alcohol, employees violate this Policy by engaging in the following conduct during work time or on City premises or property:

a. Bringing and/or storing (including in a desk, locker, or other repository) alcohol on City premises or property, including City-owned or leased vehicles, or vehicles used for City purposes.

b. Having possession of, being under the influence of, testing positive for or having in one's system, alcohol.

c. Using, consuming, transporting, distributing or attempting to distribute, manufacturing, selling, or dispensing alcohol.

d. Drinking alcohol in any vehicle during the work day, including the employee's personal vehicle.

e. A conviction or plea of guilty relative to any criminal alcohol offense occurring in the workplace. All employees must notify City in writing of any criminal alcohol conviction not later than five calendar days after such conviction.

f. Switching, tampering with, or adulterating any specimen or sample collected under this Policy, or attempting to do so.

g. Refusing to cooperate with the terms of this Policy, including submitting to questioning, alcohol testing, medical or physical tests or examinations, when requested or conducted by the City or obstructing

testing, such as failing to sign necessary paperwork or to report to the collection site at the appointed time.

h. Failure of employee to notify his or her supervisor before reporting to work if he or she believes that he or she is under the influence of alcohol.

Exception: An employee who is authorized to purchase, transport, store, and/or serve alcohol in preparation for, or during, an official City event is not in violation of this Policy.

Exhibit A

SAFETY SENSITIVE POSITIONS LIST

DEPARTMENT	TITLE
FINANCE	ACCOUNTING SPECIALIST I
FINANCE	ACCOUNTING SPECIALIST II (Inactive)
FINANCE	ACCOUNTING CLERK (Inactive)
POLICE (OTHER)	ADMINISTRATIVE ASSISTANT
STREETS	ARBORIST
RECREATION (SEASONAL)	ASSISTANT CAMP DIRECTOR
RECREATION (SEASONAL)	ASSISTANT POOL MANAGER
RECREATION	ASST. DIRECTOR, REC & PARKS
POLICE (OTHER)	BACKGROUND INVESTIGATION
RECREATION (SEASONAL)	CAMP COUNSELOR
RECREATION (SEASONAL)	CAMP DIRECTOR
POLICE (SWORN)	CAPTAIN
WASTEWATER	CHEMIST
WASTEWATER	CHIEF WASTEWATER OPERATOR
RECREATION (TEMPORARY)	CHILD CARE ATTENDANT
RECREATION (TEMPORARY)	CHILD CARE/FITNESS CTR ATTENDANT
ADMINISTRATION	CITY ADMINISTRATOR
POLICE (OTHER)	COMMUNICATIONS SPECIALIST I
POLICE (OTHER)	COMMUNICATIONS SPECIALIST II
POLICE (OTHER)	COMMUNICATIONS SUPERVISOR
PUBLIC WORKS	CONSTRUCTION INSPECTOR
POLICE (SWORN)	CORPORAL
PUBLIC WORKS	DEPUTY DIRECTOR, PUBLIC WORKS
POLICE (SWORN)	DEPUTY POLICE CHIEF
PLANNING	DIRECTOR, COMM. PLANNING & DEV.
RECREATION	DIRECTOR, RECREATION & PARKS
FINANCE	DIRECTOR, FINANCE & ADMINISTRATIVE SERVICES
HOUSING SERVICES	DIRECTOR, HOUSING SERVICES
HUMAN RESOURCES	DIRECTOR, HUMAN RESOURCES
PUBLIC WORKS	DIRECTOR, PUBLIC WORKS
PUBLIC WORKS	ENGINEER
STREETS	EQUIPMENT OPERATOR (SEASONAL)
STREETS	EQUIPMENT OPERATOR I
UTILITIES	EQUIPMENT OPERATOR I
UTILITIES	EQUIPMENT OPERATOR I - FIBER
STREETS	EQUIPMENT OPERATOR II
UTILITIES	EQUIPMENT OPERATOR II
RECREATION (TEMPORARY)	FAMILY CENTER ATTENDANT
RECREATION	FAMILY CENTER MANAGER
STREETS	FLEET MAINTENANCE MECHANIC
HOUSING	HOUSING SPECIALIST
HUMAN RESOURCES	HUMAN RESOURCES ANALYST
HUMAN RESOURCES	HUMAN RESOURCES ASSOCIATE
HUMAN RESOURCES	HUMAN RESOURCES SPECIALIST (Inactive)
TECHNOLOGY	IT MANAGER
POLICE (SWORN)	LIEUTENANT
RECREATION (SEASONAL)	LIFEGUARD

DEPARTMENT	TITLE
STREETS	MAINTENANCE CREW LEADER
UTILITIES	METER READER
POLICE (OTHER)	PARKING ENFORCEMENT OFFICER
WASTEWATER	PLANT SHIFT SUPERVISOR
POLICE (SWORN)	POLICE CHIEF
POLICE (SWORN)	POLICE OFFICER RECRUIT
RECREATION (SEASONAL)	POOL MANAGER
POLICE (SWORN)	PRIVATE FIRST CLASS
POLICE (SWORN)	PROBATIONARY POLICE OFFICER
POLICE (OTHER)	PROPERTY & EVIDENCE SPECIALIST
HOUSING	PROPERTY MAINTENANCE INSPECTOR
RECREATION	RECREATION ASSISTANT I
RECREATION	RECREATION ASSISTANT II
RECREATUIB	RECREATION ASSISTANT III
RECREATION	RECREATION PROGRAM ASSISTANT
RECREATION	RECREATION PROGRAM COORDINATOR
HUMAN RESOURCES	SAFETY/RISK COORDINATOR
POLICE (SWORN)	SERGEANT
WASTEWATER	SHIFT SUPERVISOR
STREETS	SOLID WASTE CREW LEADER
STREETS	STREETS ASSISTANT SUPERINTENDENT
ADMINSTRATION	SPECIAL PROJECTS MANAGER
STREETS	STREETS CREW LEADER
STREETS	STREETS SUPERINTENDENT
TECHNOLOGY	TECHNICAL SUPPORT ANALYST
TECHNOLOGY	TECHNICAL SUPPORT SPECIALIST
UTILITIES	UTILITIES ASSISTANT SUPERINTENDENT
UTILITIES	UTILITIES CREW LEADER
UTILITIES	UTILITIES CREW LEADER - FIBER
UTILITIES	UTILITIES MAINTENANCE MECHANIC
UTILITIES	UTILITIES SUPERINTENDENT
WASTEWATER	WASTEWATER ASSISTANT SUPERINTENDENT
WASTEWATER	WASTEWATER OPERATOR I
WASTEWATER	WASTEWATER OPERATOR II
WASTEWATER	WASTEWATER SUPERINTENDENT
WATER	WATER ASSISTANT SUPERINTENDENT
WATER	WATER MAINTENANCE MECHANIC
WATER	WATER PLANT OPERATOR I
WATER	WATER PLANT OPERATOR II
WATER	WATER SUPERINTENDENT

Exhibit B

Alcohol and Drug Educational Information

Alcohol (Depressant)

Common Forms:	Beer, wine, hard liquor
How Used:	Oral ingestion, patterns of use vary.
Desired Effect:	People drink to relax, to socialize, as a part of a religious ceremony, for the control of physical and emotional pain, or for a variety of other reasons. Its depression of the central nervous system is progressive and continuous. It is a mood-modifying drug that usually provides a temporary feeling of mild euphoria and stimulation. This is a result of the initial depression of the higher centers of the brain which control inhibition. The more you drink, the more sedated you then become.
Time in Body:	Depends on many factors, such as body size, amount of alcohol consumed within an hour, and other individual factors. Performance is effected in relation to the amount consumed. Generally, a medium-sized person eliminates the equivalent of one drink per hour. However, "hangover" effects of alcohol have been documented for as long as 14 hours after consuming an intoxicating dose, well after the blood alcohol levels have returned to zero.
Observable Effects:	Staggering gait Slurred speech Odor of alcoholic beverage Shaky hands Poor eye-hand coordination Slowed reaction time Eyes react slowly to light - wears sun glasses
Work Behavior:	Arrive late, leave early, mis-outs Neglect of physical appearance Restlessness Tremors (hands, face, fingers, lips tongue) Slurred speech Uninhibited - makes inappropriate remarks
Material Indicators:	Empty liquor bottles, cans, often in paper bags Flasks, sometimes disguised as other things
Slang Terms:	Booze, juice, hooch, grape, eye-opener, hair-of-the-dog, brew, suds, etc.

Amphetamines (Amphetamine and Methamphetamine – Stimulant)

Common Forms:	Amphetamine - usually capsules or white, flat, double-scored pills. Methamphetamine - white or granular powder, often packaged in aluminum foil or plastic bags.
How Used:	Orally, sniffed up the nose, or injected.
Desired Effect:	Most commonly sought after effects include euphoria, postponement of fatigue, increased energy, alertness and feelings of personal power. Repeated or chronic use often causes a strong dependence reaction and a schizophrenic loss contact with reality. Users coming off the drug experience extreme fatigue-induced sleep ("crash"), often followed by continued fatigue and depression.
Time in Body:	Injection or sniffed up the nose; "rush" felt within 1 minute. Orally, effects felt within about ½ hour. Single doses detectable for about 48 hours.
Observable Effects:	Dilated pupils. Flushed face, rapid respiration, profuse sweating. Hyper-excitability, talkativeness, restlessness. "Stereotypic" behavior often seen: person engages in repetitive tasks or mannerisms for extended periods of time. In large doses, inability to concentrate, confusion, panic.
Work Behavior:	Try to do job beyond competence level. Impaired ability to operate equipment. Takes chances, risks.
Material Indicators:	Pills, capsules, white powder, granular crystals Foil wrapped tubes, baggies. Hypodermics and paraphernalia for injections
Slang Terms:	Defies, bennies, speed, crank, ice, crystal, white crosses, black beauties

Alcohol and Drug Educational Information (Continued)

Cocaine (Stimulant)

Common Forms:	Cocaine - White crystalline powder. Free-base cocaine (crack) - white granular "rocks"
How Used:	Cocaine--usually snorted up the nose through a straw or from a "coke spoon" after being chopped to a fine powder with a razor blade. "Crack" -- freebase cocaine--is a processed version which is vaporized in a pipe and inhaled. Either form may also be injected.
Desired Effect:	Most commonly sought after effects are euphoria, stimulation, postponement of fatigue and feelings of personal power. The "high" lasts approximately one hour, with a "down" follow-on period. Psychological and physical dependence to "crack" after one to two uses; dependency to snorted coke takes longer to develop.
Time in Body:	Single doses detectable for 12-24 hours
Observable Effects:	Dilated pupils. Talkativeness, restlessness. Sniffing, runny nose, irritated or bloody nose. Dramatic mood swings, from "down" to "up" in minutes. Sense of power sometimes manifested in aggressiveness
Work Behavior:	Frequent trips "to the restroom"—secluded place. Frequent sick-outs and unexplained absences. Hyper-excitability and over-reaction to stimulus. Isolation/withdrawal from friends and activities. Financial problems--borrows, steals and/or sells to support habit. Insomnia, restlessness, lack of sleep
Material Indicators:	Small folded paper envelopes (bindles), plastic bags, small vials used to store drug. Razor blades, mirrors, cut off straws, coke spoons. Small glass pipes, and heat sources used to volatilize crack.
Slang Terms:	Coke, snow, toot, crack, blow, happy dust, "C"

Marijuana

Common Forms:	Dried green-brown flowers and leaves of the hemp (cannabis) plant--also as compressed tar like lumps (hashish) and sometimes as an oil to be spread on cigarettes (hash oil).
How Used:	Generally smoked in hand-rolled cigarettes (joints) or a small pipe, sometimes eaten in baked goods or steeped to make a tea.
Desired Effect:	Effects are somewhat dependent on the user and potency of the plant. Low doses tend to produce a dreamy state of relaxation and euphoria with changes in sensory perceptions (usually intensified) and alteration in thought formation and expression. Higher doses intensify these reactions with fragmentation of thought, memory impairment, shortened attention span, and illusions of insight. Marijuana currently sold on the street is 10 times more potent today than in past years.
Time in Body:	Marijuana dissolves in body fat cells and is detectable for extended periods of time--up to seven (7) days for occasional users and four (4) weeks or longer for chronic users
Observable Effects:	Red bloodshot glassy eyes (users often wear dark glasses and use eye drops to combat). Poor muscular control. Rambling, disconnected speech patterns. Euphoria--as laughing out of context. Getting "hung up" - i.e. going into the bathroom to comb your hair and coming out two hours later. Distinctive odor in air and/or on clothing.
Work Behavior:	Lack of attention, vision and auditory changes, and poor muscular control. Inability to respond to emergencies and sudden situational changes. Frequent sick-outs and mis-outs. Lackadaisical "I don't care" attitude about person and work. Chronic health problems for frequent users--persistent cough, fatigue, frequent sickness.
Material Indicators:	Baggies of green-brown vegetable matter; rolling papers; small pipes (for marijuana) and very small pipes (for hashish); "roach clips" to hold the burned end of the marijuana cigarette; "roaches" discarded on the floor or in ash trays; distinctive odor of marijuana in the air.
Slang Terms:	Dope, grass, reefer, weed, ganja, pot, etc.

Alcohol and Drug Educational Information (Continued)

Opioids (Morphine and Codeine - Narcotic Depressants)

Common Forms:	Street forms are pills, liquids and powders. Morphine is derived from opium. Opium dissolved in alcohol, containing 10% morphine, is legally available in many states as "paregoric."
How Used:	Morphine and codeine are widely used medicinally. Morphine is a naturally occurring alkaloid, and is also found in products containing poppy seeds. Heroin is a semi-synthetic derivative of morphine. Opium is usually smoked. Codeine is most commonly taken orally. Heroin and morphine are injected; powders can be snorted; cigarettes dipped in paregoric and smoked.
Desired Effect:	Most commonly effects include euphoria, relief from pain, and a feeling of dissociated well-being. Low maintenance doses allow the addict to function on a daily basis. The heroin user experiences a "rush" described as a very pleasurable whole body reaction lasting 5-10 minutes, followed by several hours of mental and physical relaxation.
Time in Body:	Single doses are usually detectable for 48-72 hours.
Observable Effects:	Pinpoint pupils. Sweating, nausea, vomiting in novice users. "Nodding off"--the head drooping toward the chest, then bobbing up. Overly calm, detached facial expression. Confusion, mental dullness and slurred speech. Needle marks over veins.
Work Behavior:	Increased sick-outs, mis-outs. Lack of interest in work, no attention to detail. Sharing of needles brings a high risk of contracting hepatitis and/or AIDS. High cost of the addiction may lead to borrowing money, stealing and selling (on or off the premises).
Material Indicators:	Foil or paper "bindles" for holding the drug. Charred spoons or bottle caps, used to cook the drug. Multiple burned matches used to cook the drug. Needles, syringes, eye droppers used for injection. Balloons or prophylactics used to hold drug. Bloody tissue papers, blood on shirt sleeves.
Slang Terms:	Heroin, dope, smack, shit, hard stuff, "H", china, monkey dust, china white, etc.

Phencyclidine (PCP)

Common Forms:	Pills, liquid, powder, and PCP cigarettes
How Used:	Usually smoked with tobacco or marijuana, but may be injected, swallowed, eaten or snorted.
Desired Effect:	Users report desirable feelings of immobility, numbness, and detachment. Other sought-after effects include feelings of strength, power, and invulnerability, a dream-like detachment from reality (often coupled with lack of coordination).
Time in Body:	Usually detectable 1- 8 days, but chronic users may test positive for several weeks following the last dose.
Observable Effects:	Low doses: Sedated, euphoric, uncoordinated behavior. Wide mood swings. Sparse and purposeless speech. Muscle rigidity and jerky eye movements (nystagmus).
High Doses:	Coma-like states with muscle rigidity and staring, half-closed eyes. Sudden stimuli may send the user into a psychotic state, with extreme agitation, violent behavior, abnormal strength, and inability to speak or comprehend.
Work Behavior:	Wide mood swings, unpredictable behavior, aggressive. Tremendous liability in the work force.
Material Indicators:	Cigarettes that look as if they have been wet. Crystals, liquids or powders in small vials. Folded aluminum foil or paper packets.
Slang Terms:	PCP, angel dust, hog, dust, DOA, shermans, sherms, peace pills, dummy

Substance Abuse Resources

NATIONAL RESOURCES

A2Z Alcohol & Drug Abuse-Addiction	1-800-274-2042
Al-Anon/Alateen Family Group Headquarters	1-800-356-9996
Alcoholics Anonymous World Service	1-212-870-3400
American Council on Alcoholism Helpline	1-800-527-5344
800 Cocaine--An Information and Referral Hotline	1-800-262-2463
Nar-Anon Family Group Headquarters	1-310-547-5800
Narcotics Anonymous	1-818-773-9999
National Association of Alcoholism (NAADAC)	1-800-548-0497
www.naadac.org	
National Association of Addiction Treatment Professionals–	1-717-581-1901
www.naatp.org	
National Council on Alcoholism and Drug Dependence, Inc.	1-212-269-7797
www.ncadd.org	
Hope Line (24-hour affiliate referral)	1-800-NCA-CALL
Center for Substance Abuse Prevention's Workplace Hotline	1-800-WORKPLACE
National Clearinghouse for Alcohol & Drug Information	1-800-729-6686
Center for Substance Abuse Prevention's Drug Information, Treatment & referral Hotline	1-800-662-HELP
(Spanish-Espanol)	1-800-66-AYUDA

STATE RESOURCES

The Addiction Recovery Guide	
www.addictionrecoveryguide.org/resources/state/maryland	N/A

LOCAL RESOURCES

Carroll County Health Department - Behavioral Health-Substance Abuse Prevention Services	410-876-4449
cchd.maryland.gov/behavioral-health-alcohol-and-drug-use-prevention-services	

CITY EMPLOYEE ASSISTANCE PROGRAMS

Business Health Services Employee Assistance Program	800-327-2251
www.bhsonline.com	
Cigna Employee Assistance Program	877-622-4327
CignaBehavioral.com	