

BOARD OF ZONING APPEALS

AGENDA

Tuesday, March 3, 2026, at 6 PM

City Hall, 1838 Emerald Hill Lane, Westminster, MD 21157

www.WestminsterMD.gov

1. Agenda - 03.03.26

Documents:

[BZA AGENDA 2026-3-3.PDF](#)

2. Call To Order

3. Introductions

4. Approval Of Meeting Summary

5. Public Hearings

5.I. BZA CASE NO: 26-01 Special Exception At 110 Airport Drive, Westminster

An application by Carroll Community College, the Applicant and Tevis Real Estate the property owner, requesting approval of a Special Exception "Trade School" as permitted by Article VIII B, Section 164-54 P of Zoning Ordinance.

Documents:

[EXHIBIT 1_BZA 26-01 110 AIRPORT DRIVE SPEX SR.PDF](#)

[EXHIBIT 2_SIGNED BZA APP 01.16.2026.PDF](#)

[EXHIBIT 3_PRE-HEARING STATEMENT.PDF](#)

[EXHIBIT 4_PROOF OF ADVERTISEMENT.PDF](#)

6. Other Business

7. Adjournment



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- I. Call to Order**
- II. Introductions**
- III. Approval of Meeting Summary**

- IV. Public Hearings**

BZA CASE NO: 26-01 Special Exception at 110 Airport Drive, Westminster

An application by Carroll Community College, the Applicant and Tevis Real Estate the property owner, requesting approval of a Special Exception "Trade School" as permitted by Article VIII B, Section 164-54 P of Zoning Ordinance.

- V. Other Business**
- VI. Adjournment**



BOARD OF ZONING APPEALS

March 3, 2026

TITLE: Board of Zoning Appeals Special Exception Case No. 26-01

REQUEST: **Special Exception at 110 Airport Drive, Westminster**
An application by Carroll Community College (the “Applicant”) and Tevis Real Estate (the “Property Owner”) requesting approval of a Special Exception “Trade School use, pursuant to City of Westminster Zoning Ordinance Section 164-54P. and associated signage pursuant to Zoning Ordinance Section 164-121D.

PROJECT INFORMATION:

LOCATION: 110 Airport Drive, Westminster, Maryland (the “Property”)
SDAT #: 07-094094
ZONE: I-R Restricted Industrial Zone

APPLICANT/REPRESENTATIVES:

APPLICANT: Carroll Community College
1601 Washington Road
Westminster, MD 21157

OWNER: Tevis Real Estate, Inc.
P.O. Box 26
Westminster, MD 21158

ATTORNEY: David K. Bowersox, Esquire
Hoffman, Comfort, Offutt, Scott & Halstad, LLP
24 North Court Street
Westminster, MD 21157

STAFF: Price Wagoner, City Planner II
Mark A. Depo, Director, Community Planning and Development

EXHIBITS:

1. Board of Zoning Appeals Special Exception Case No. 26-01 Staff Report
2. Board of Zoning Appeals Special Exception Petition

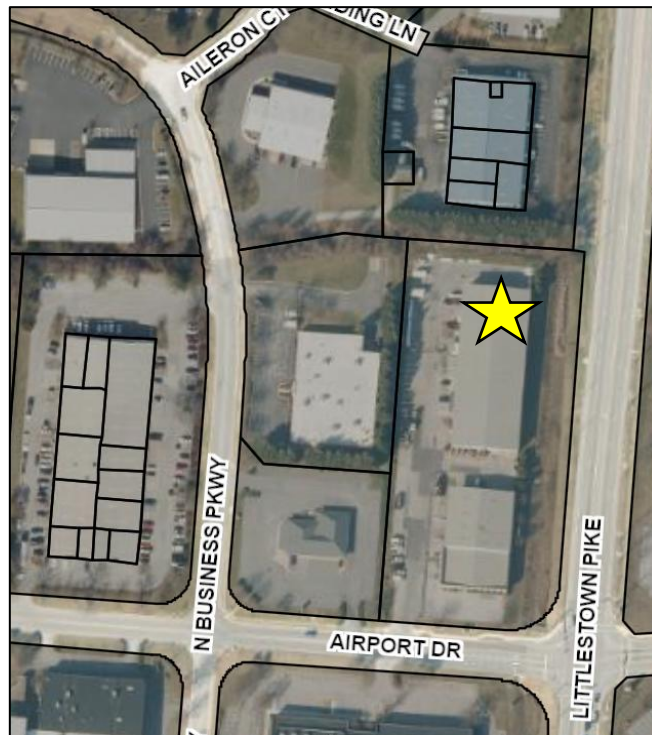
3. Prehearing Statement with Exhibits
4. Proof of advertisements newspaper & posted sign affidavit.

STAFF REPORT

Article XXII of the City Zoning Ordinance (Zoning Ordinance) requires the City of Westminster Board of Zoning Appeals (the “Board”) to hear and decide special exceptions authorized by the Zoning Ordinance. The Board is empowered to add the specific provisions that it may deem necessary to protect adjacent properties, the general neighborhood and the residents and workers therein, including provisions such as special setbacks, landscaping, parking, lighting restrictions, limited business hours and other restrictions. The Board may also specify a time limit for the implementation of a special exception. [Zoning Ordinance Section 164-171. A.]

I. PROPERTY INFORMATION

The Property is within the limits of the City and is located at the intersection of MD 97 (Littlestown Pike) and Airport Drive. The Property is developed with two commercial buildings. The Maryland State Department of Assessments and Taxation (SDAT) records indicate the Property is owned by “Tevis Real Estate Inc”.



Adjacent properties are zoned as follows:

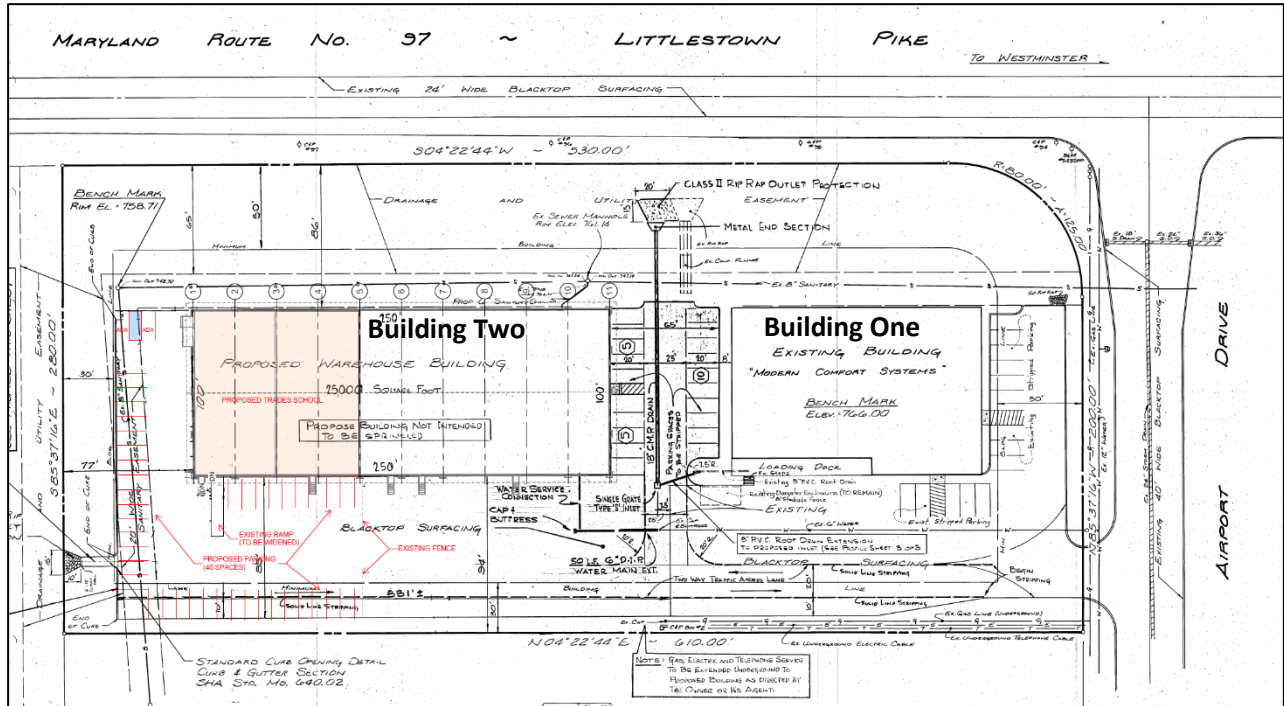
North = I-R Restricted Industrial Zone (City)

South = I-R Restricted Industrial Zone (City)
 East = P-I Planned Industrial Zone (City)
 West = I-R Restricted Industrial Zone (City)

II. SPECIAL EXCEPTION PETITION

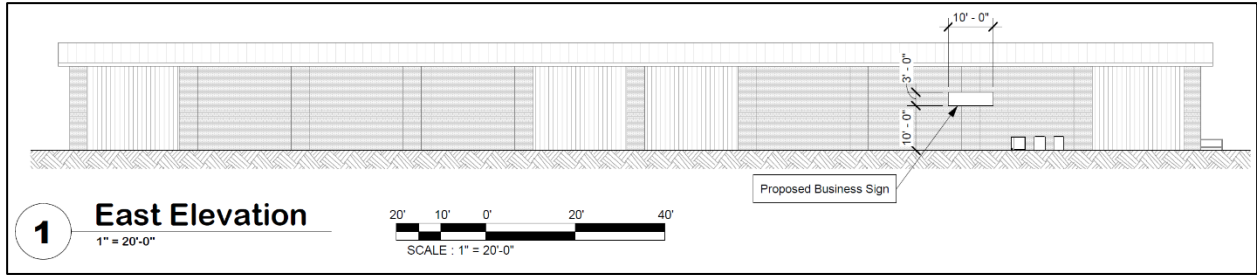
On January 16, 2026, the Applicant filed a special exception petition to the Board for a trade school to be located at 110 Airport Drive, Westminster, Maryland (SDAT#07- 094094), hereinafter the “Property”. [Exhibit 2] The Property is in the I-R Restricted Industrial Zone and is subject to the Zoning Ordinance. Pursuant to Zoning Ordinance Article X I-R Restricted Industrial Zone, Section 164-54P., “Trade schools” is a special exception use.

The Property is currently developed with two buildings and associated parking facilities, see image below. Building One is approximately 14,100 square feet and Building Two is 25,000 square feet. The proposed trade school is to be located in Building Two and will occupy 10,000 square feet of the 25,000 square feet building, as outline in the image below.



In association with the proposed trade school special exception use, the Applicant is proposing one 30 (3’ H x 10’ W) square feet building mounted sign, see image below. Pursuant to Zoning Ordinance Article XVII Signs, Section 164-121D. “Signs for special exception uses shall be in accordance with the pertinent provisions of this article and approved by the Board of Appeals upon the granting of a special exception. Such signs may be freestanding or attached to a building but shall not exceed 32 square feet in size, except as to signs provided by § [164-120C](#). Lighting for such signs shall not cause glare onto neighboring residential properties or uses and shall be approved upon consideration of the character of the neighborhood in which

the special exemption is located. Signs for tourist homes, boardinghouses and home occupations shall not exceed two square feet in size on any one side.”



Required Notice

The Notice of Public Hearing for Case No. 26-01 was advertised on February 10, 2026, and February 17, 2026, in the Carroll County Times, as required by Zoning Ordinance Section 164-166B. [Exhibit 4] The Property was posted on February 13, 2026, with notice stating the time, date, place, and purpose of the Case No. 26-01 hearing in accordance with Zoning Ordinance Section 164-166C. Certified mail was sent to the adjacent properties stating, the time, date, place, and purpose of the Case No. 26-01 hearing as required by Zoning Ordinance Section 164-166D. The photograph to the right shows that the Property posted as required on February 13, 2026. The March 3, 2026 Board Agenda and Board Special Exception Case No. 26-02 application and exhibits were forwarded to the Board and posted on the City of Westminster website for public view on February 25, 2026.



As of the date of this staff report, no written requests to the Board by any interested party requiring the Board to visit the Property have been submitted as permitted by Zoning Ordinance Section 164-166E.

III. SPECIAL EXCEPTION ANALYSIS AND COMMENTS

Article X I-R Restricted Industrial Zone

“Trade schools” is a special exception use in the I-R Restricted Industrial Zone, pursuant to Zoning Ordinance Section 164-54P.

Special Exception Criteria

Pursuant to Zoning Ordinance Section 164-169, Criteria for determination, “In the exercise of its responsibilities under this chapter, the Board shall study the specific property involved, as well as the neighborhood, shall consider all testimony and data submitted and shall hear any person desiring to speak for or against the appeal or petition.”

The Applicant has addressed Section 164-169 criteria for determination in its Prehearing Statement, **Exhibit 3**.

- A. In making its determination, the Board may consider whether the appeal or petition would adversely affect the public health, safety, security, morals, or general welfare, would result in dangerous traffic conditions, or would jeopardize the lives or property of people living in the neighborhood.
- B. In deciding such matters, the Board may consider the following factors, together with other relevant factors:
 - (1) The number of people residing or working in the immediate area concerned.

Applicant

The Applicant states that “As the site is situated within a "business/industrial park” there are no persons residing in the immediate surrounding area. Establishment of the requested trade school would have no adverse effect on anyone residing in the greater area around the developed park.”

Zoning Administrator Response

The Zoning Administrator notes that there are commercial and/or industrial uses to the north, south, east and west of the Property. As outlined in the traffic study provided by the Applicant, the Zoning Administrator believes that the 50 students and 4 teachers for the proposed trade school use is an insignificant increase in the number of persons working in the immediate area.

- (2) The orderly growth of a community.

Applicant

The Applicant states that “The development within which the site is located is an established area of business and industrial uses. The trade school would be the inclusion of a use contemplated by the Comprehensive Plan and specifically allowed in the I-R zone by the City Code”.

Zoning Administrator Response

The Zoning Administrator notes that the property is already developed with two buildings. The proposed trade school is not proposing any additional development with the exception of interior fit-out work within one of the existing buildings. In

addition, the Property is surrounded by industrial zoned properties with similarly developed structures and industrial uses.

- (3) Traffic conditions and facilities.

Applicant

The Applicant states that “The trade school use should have no adverse impact on traffic conditions and facilities in the general area.” The Applicant provided traffic impact study states “the proposed development has a de minimis impact on the surrounding road network and will neither adversely affect the health and safety of residents or workers in the area, nor overburden the existing public road facilities.”

Zoning Administrator Response

Zoning Administration notes that Littlestown Pike (MD 97) is classified by SHA as a Principal Arterial and Airport Drive is classified as a Local Roadway in the City’s Comprehensive Plan, approved by the Mayor and Common Council on January 28, 2019.

- (4) The effect of such use upon the peaceful enjoyment of people in their homes.

Applicant

The Applicant states that “The trade school will have no adverse effect on peaceful enjoyment of people in their homes”.

Zoning Administrator Response

Zoning Administration notes that the Property is surrounded by industrial zoned properties with similarly developed structures and industrial uses. The closest residential structure is approximately 1,615 feet north of the Property. There are no residential properties that use Airport Drive.

- (5) The conservation of property values.

Applicant

The Applicant states that “The trade school use will have no adverse effect on property values and should have a positive effect on preserving the property values of other neighbors in business/industrial park.”

Zoning Administrator Response

Zoning Administration notes that the activities of the proposed trade school are to be contained within an existing building at the Property.

- (6) The effect of odors, dust, gas, smoke, fumes, vibrations, glare and noise upon the use of surrounding property values.

Applicant

The Applicant states that “No adverse effects are anticipated.”

Zoning Administrator Response

Zoning Administration notes that the activities of the proposed trade school are to be contained within an existing building at the Property.

- (7) The most appropriate use of land and structure.

Applicant

The Applicant states that “No adverse effects are anticipated. The trade school use is expressly allowed as a special exception in the I-R zone and is an entirely appropriate use in the business/industrial park”.

Zoning Administrator Response

Zoning Administration notes that the Property is surrounded by industrial zoned properties with similarly developed structures and industrial uses.

- (8) Prior decisions of the courts regarding such matters.

Applicant

The Applicant states that “presentation will show that approval of the proposed use is entirely consistent with prior decisions of the Courts and is appropriate at this location”.

Zoning Administrator Response

Zoning Administration has no comments.

- (9) The purpose of the regulations as set forth in this chapter.

Applicant

The Applicant states that “the requested trade school is consistent with the Comprehensive Plan, allowed by the City Code and the purpose of all applicable regulations”.

Zoning Administrator Response

Zoning Administration notes that regulations related to trade schools at the Property can be found in the Zoning Ordinance, as referenced in this report.

- (10) The type and kind of structures in the vicinity where public gatherings may be held, such as schools, places of worship and the like.

Applicant

The Applicant states that “No adverse impacts anticipated”.

Zoning Administrator Response

Zoning Administration notes that the closest public park, Westminster Community Pond, is over one mile from the Property, the closest place of worship, Kriders United Church-Christ, is approximately 3,865 feet from the Property, and the closest school, Celebree, is approximately 2,190 feet from the Property.

- (11) Facilities for sewers, water, schools, transportation and other services and the ability of the City to supply such services.

Applicant

The Applicant states that “The site is already served by existing services and no adverse impacts are anticipated”.

Zoning Administrator Response

Zoning Administration notes that the Property is currently served by City water and sewer service. A Water and Sewer Allocation (26-01) request was submitted, and it is determined an additional 681 GPD is needed and is available.

- (12) Limitations of fire-fighting equipment and the means of access for fire, police, and health services.

Applicant

The Applicant states that “No adverse impacts are anticipated”.

Zoning Administrator Response

Zoning Administration notes that the Property is currently developed and received site development plan, “An Addition to Modern Comfort Systems”, approval in and around September 1987 and the proposed trade school is not proposing to alter the means of access for the Property previously approved.

- (13) The preservation of cultural and historical landmarks.

Applicant

The Applicant states that “No adverse impacts are anticipated”.

Zoning Administrator Response

Zoning Administration is not aware of any cultural and historical landmarks that would be impacted. Zoning Administration notes that according to Maryland’s Cultural Resource Information System, there are no cultural and historical landmarks with the immediate vicinity of the Property. has no comments.

- (14) Traffic conditions, including facilities for pedestrians, such as sidewalks, safety zones, parking facilities available and the safe access of cars to highways or roads.

Applicant

The Applicant states that “No adverse impacts are anticipated”.

Zoning Administrator Response

Zoning Administration notes that it appears that the parking spaces existing at the rear of the Property are sufficient to meet the parking requirements for the proposed trade school. The required number of spaces for this special exception use are shown on the site plan provided as part of this report.

- (15) The contribution, if any, that such proposed use, building or addition would make toward the deterioration of areas and neighborhoods.

Applicant

The Applicant states that “Establishment of the trade school will serve an identified need for technical training in the community and will enhance and conserve the vitality of the established business/industrial park in which the site is located. No adverse impacts are anticipated”.

Zoning Administrator Response

Zoning Administration has no comments.

The Applicant should address each of the above factors (Section 164-169) at the Board of Zoning Appeals hearing for Case 26-01.

Conditions for Grant of Special Exceptions

Pursuant to Section 164-161A. (2), the Board of Zoning Appeals is empowered “to hear and decide special exceptions as such exceptions are authorized by this chapter.” Pursuant to Section 164-170A., “The Board may grant a special exception when it finds from a preponderance of the evidence of record that:”

- (1) The proposed use does not adversely affect the general plan for the physical development of the district, as may be embodied in this chapter and in any Master Plan or portion thereof adopted by the Commission.

Applicant

The Applicant states that, “The site is located within a "business/industrial park" situated in the 1-R Zoning District in which it is specifically allowed, is a use contemplated by the comprehensive plan and will occupy an existing structure served by public water and sewer services. The use will not adversely affect the general plan for physical development of the district.”

Zoning Administrator Response

The Applicant should address this Condition for Grant of Special Exceptions at the public hearing.

The 2009 Comprehensive Plan sets goals that may be applicable to the proposed trade schools’ use that includes:

- Goal F1 to: “Partner with Carroll County Public Schools to ensure that all Westminster area students are provided a safe and orderly learning environment where they can succeed as responsible citizens.”
 - Objective 1: Coordinate with various County agencies to plan for adequate school facilities and appropriate school locations.

(2) The proposed use at the selected location will not:

- (a) Adversely affect the health and safety of residents or workers in the area;

Applicant

The Applicant states that, “The nature of the proposed use will have no adverse effects on the health and safety of residents or workers in the area.”

Zoning Administrator Response

The Applicant should address this Condition for Grant of Special Exceptions at the public hearing.

- (b) Overburden existing public services, including water, sanitary sewer, public roads, storm drainage and other public improvements; or

Applicant

The Applicant states that, “The nature of the proposed use is such that it will not overburden any public services. Establishment of the proposed use following an approval of the special exception requested will be subject to review by the Planning Commission at which point any impact on public services will be addressed.”

Zoning Administrator Response

Zoning Administration notes that the Property is currently served by City water and sewer service. A Water and Sewer Allocation (26-01) request was submitted, and it is determined an additional 681 GPD is needed and is available.

- (c) Be detrimental to the use or development of adjacent properties or the general neighborhood or change the character of the general neighborhood in which the use is proposed, considering the service required, at the time of the application, the population, density, character and number of similar uses; and

Applicant

The Applicant states that, “The proposed trade school to be established pursuant to a grant of the special exception will be located in an existing building in a "business/industrial park" currently populated by other uses allowed in the 1-R zone and with few, if any, residential neighbors in the immediate or general neighborhood. The existing building is already served by public utilities and will have no affect on population, density, character and number of similar uses.”

Zoning Administrator Response

Zoning Administration believes that the additional vehicular trips will be nominal and will not adversely impact the surrounding area. The applicant will be completing minor interior and exterior renovations to this property. As such, there should be minimal to no visual change to the character of the neighborhood. The surrounding area consists of similar or greater commercial/industrial uses.

The special exception use is proposed at a property in the I-R Restricted Industrial Zone. For the purposes of the special exception review, the neighborhood would consist of the immediately surrounding properties. These properties are zoned as the following:

- North: I-R Restricted Industrial Zone.
- South: I-R Restricted Industrial Zone.
- East: P-I Planned Industrial Zone.
- West: I-R Restricted Industrial Zone.

- (3) The standards set forth for each particular use for which a special exception may be granted have been met.

Applicant

The Applicant states that, “Please see the discussion under, "Compliance," Section F in the previously submitted Prehearing Statement. Applicant submits that all standards for this particular special exception use will be met.”

Zoning Administrator Response

Zoning Administration comments related to the proposed trade school standards are provided within this report. To comply with the Zoning Ordinance requirements for the proposed trade school use, the Applicant must: 1) provide the required number of parking spaces on-site; 2) obtain necessary approvals from the City of Westminster and Carroll County regarding building permits.

Additional Zoning Ordinance Regulations

Parking Requirements:

Pursuant to Zoning Ordinance Section 164-171B., the proposal must meet the City’s parking space requirements, pursuant to Article XVI, Off-Street Parking and Loading. Trade Schools will have parking in accordance with the parking standard for Offices: business, professional or financial as provided in Section 164-111C.

Zoning Appeals Case No. 26-01 Parking Requirements:

1 for each 250 SF of floor area or 2 per office, whichever is greater. (10,000 SF of floor area)

TOTAL REQUIRED = 40 parking spaces

TOTAL PROVIDED = 40 parking spaces

IV. SIGNAGE FOR SPECIAL EXCEPTION ANALYSIS AND COMMENTS

Pursuant to Zoning Ordinance Article XVII Signs, Section 164-121D. “Signs for special exception uses shall be in accordance with the pertinent provisions of this article and approved by the Board of Appeals upon the granting of a special exception. Such signs may be freestanding or attached to a building but shall not exceed 32 square feet in size...”

Applicant

The Applicant did state the following, as outlined above under Special Exception Criteria, The Applicant “intends to lease a portion of the site to establish a trade school auxiliary to the Applicant’s main campus”, and further states that “all standards for this particular special exception use will be met, and the signage requested by Applicant is compliant with Code Section 164-121.”

The Applicant is proposing a 30 (3’ H x 10’ W) square feet building mounted sign for the requested trade school special exception use. The sign is to be located on the east elevation of the building the trade school special exception use is to be located.

Zoning Administrator Response

The proposed 30 square feet building mounted sign for the requested trade school special exception use is within the allowed square footage limits of Zoning Ordinance Section 164-121D. Zoning Administration requests that the Applicant state whether the sign is to be illuminated.

V. CONCLUSION AND ADDITIONAL CONSIDERATIONS

Pursuant to Zoning Ordinance Section 164-170 B., “The applicant for a special exception shall have the burden of proof, which shall include the burden of going forward with the evidence and the burden of persuasion on all questions of fact which are to be determined by the Board.”

Zoning Administration recommends that the Board of Zoning Appeals carefully review the Special Exception Case No. 26-01 request and make findings of fact, pursuant to Section 164-161A.(2) sufficient to either approve, approve with conditions, or disapprove the Applicants request.

Zoning Administration finds that, based on the findings, conclusions, and recommended conditions in this staff report [Exhibit 1], the requested special exception for a trade school, pursuant to Zoning Ordinance Article X I-R Restricted Industrial Zone Section 164-54P., complies with the Zoning Ordinance and has no objection to the approval of Board of Zoning Appeals Special Exception Case 26-01, subject to the following conditions and restrictions:

- 1) The grant of the requested Special Exception does not relieve the Applicant from meeting Zoning Ordinance requirements and obtaining necessary approvals from the City of Westminster; and
- 2) The Applicant must provide the required number of parking spaces on-site; and

- 3) The Applicant must obtain the necessary approvals from the City of Westminster and Carroll County regarding building permits.

Furthermore, Zoning Administration finds that, based on the findings, conclusions, and recommended conditions in this staff report [Exhibit 1], the requested 30 square foot building mounted sign for the trade school special exception, pursuant to Zoning Ordinance Article XVII Signs Section 164-121D. complies with the Zoning Ordinance and has no objection to the approval of Board of Zoning Appeals Special Exception Case 26-01.

Application Fees

See fees below, plus City legal fees and court reporter fees, payable to *City of Westminster*



CITY OF WESTMINSTER

45 WEST MAIN STREET
WESTMINSTER, MD 21157

For Office Use Only

Case No.: _____
Form Received: _____
Fee Paid: _____
DCPD Reviewed: _____
Appeal Received: _____
Court Review: _____

APPLICATION FOR PUBLIC HEARING BEFORE THE BOARD OF ZONING APPEALS

In accordance with the Charter and Code of the City of Westminster, an application is made to the Board as follows:

1. **Purpose of Hearing:**

<input checked="" type="checkbox"/> Request for special exception <input type="checkbox"/> Request for variance <input type="checkbox"/> Appeal of admin decision <input type="checkbox"/> Nonconforming uses	Applicable Fees: \$1,500, unless owner-occupied or day care \$300 \$1,000, unless owner occupied \$200 \$600 No fee
--	--

2. **Applicant Information:**
 Name: Carroll Community College Address: 1601 Washington Road, Westminster MD 21157
 Telephone: 410-386-8066 Fax: _____ E-Mail: PDavis@carrollcc.edu

3. **Property Owner Information: (if Different)**
 Name: Tevis Real Estate, Inc. Address: P.O. Box 26, Westminster MD 21158
 Telephone: 301-535-1573 Fax: _____ E-Mail: slarsen@tevisrealestate.com

4. **Attorney Information: (if Applicable)**
 Name: David K. Bowersox, Esq. Address: 24 North Court St., Westminster MD 21157
 Telephone: 410-848-4444 Fax: _____ E-Mail: dbowersox@hcolaw.com

5. **Address of Subject Property:** 110 Airport Drive, Westminster MD 21158

6. **Request Description:** Applicant requests Board of Zoning Appeals approval of a special exception for a "trade school" use at the subject site, pursuant to "Code of the City of Westminster"; Section 164-54 P, with signage as per Section 164-121. (See also Sections 164-160 and 164-170.)
See attached "Simplified Site Plan for Change of Use".

Please note that applications for public hearings must comply with the provisions and requirements in [Chapter 164](#), Zoning & Subdivision of Land, City of Westminster Code. All applicants are advised to review the [Rules of Order and Procedure](#) before applying.

Application for Public Hearing before the Board of Zoning Appeals (Continued - Page 2)

Subject Property - Owner's Address: P.O. Box 26, Westminster MD 21157

Using SDAT, provide names and addresses of owners of all adjacent properties – including names and addresses of owners of properties on opposite sides of streets or alleys.

Property 1: Birgerprop LLC, 596 Footpath Court, Westminster, MD 21158

Property 2: BLR Properties LLC, 1215 Business Parkway N., Westminster, MD 21157

Property 3: Rojen LP, 751 Frederick Street, Hanover, PA 17331

Property 4: Skyline Independence LLC, 11 Old Court Rd., Suite 1A, Pikesville, MD 21208

Property 5: SMO Incorporated, 102 Centennial St., Ste 100, LaPlata, MD 20645

Property 6: J & B Real Estate Ventures, LLC, 1106 Wild Goose Ct., Westminster, MD 21157

Property 7: 1280 Landing LLC, 6201 S. Hanover Rd., Elkridge, MD 21075

Property 8: Mayor & Common Council of Westminster, P.O. Box 010, Westminster, MD 21158

Property 9: _____

Property 10: _____

Property 11: _____

Property 12: _____

CERTIFICATION

I CERTIFY THAT THE FOREGOING INFORMATION AND THE LIST OF ADJOINING PROPERTY OWNERS IS TRUE AND ACCURATE. I AGREE TO ABIDE BY THE RULES OF ORDER AND PROCEDURE FOR THE BOARD OF ZONING APPEALS AND ALL APPLICABLE LAWS.

Patricia Davis 1/15/2026
APPLICANT'S SIGNATURE / DATE

[Signature] 1-15-26
PROPERTY OWNER'S SIGNATURE / DATE

Patricia Davis 1/15/2026
APPLICANT'S PRINTED NAME / DATE

[Signature] January, 2026
APPLICANT'S ATTORNEY SIGNATURE / DATE

Please email signed and dated applications with all required submittals to planning@westgov.com

LAW OFFICES
HOFFMAN, COMFORT, OFFUTT, SCOTT & HALSTAD, LLP

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WESTMINSTER, MARYLAND 21157

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RALPH G. HOFFMAN
(1910-1994)
E. RONALD COMFORT
(1947-2016)
JEFFREY D. SCOTT
(1948-2022)

*ADMITTED IN MD AND PA

dbowersox@hcolaw.com

January 16, 2026

VIA HAND DELIVERY

City of Westminster
45 West Main Street
Westminster, MD 21157

Attention: Mr. Price Wagoner

RE: Application for Special Exception for Carroll Community College

Dear Mr. Wagoner:

Enclosed please find an Application for Public Hearing before the Board of Zoning Appeals for a special exception request of my client, Carroll Community College. The Application is for a "trade school" use as a special exception in the I-R Restricted Industrial zone. Also attached please find the following documents:

1. Site Plan depicting premises
2. Pre-Hearing Statement
3. Resume of Nick Driban
4. Lenhart Traffic Consulting, Inc. Report
5. Resume of Dean Robert Camlin
6. Demolition/Renovation Plan for Leased Premises
7. Sign Elevation Drawing

It is my understanding from discussions with City staff that this matter will be scheduled for hearing on March 3, 2026. Please confirm that this date is accurate.



Mr. Price Wagoner
January 16, 2026
Page 2

Also attached is my client's check to cover the filing fee as stated on the Application.

Thank you for your attention. If you have any questions or comments, please contact me at this office.

Very truly yours,

HOFFMAN, COMFORT, OFFUTT,
SCOTT & HALSTAD, LLP



David K. Bowersox

DKB/kat
Enclosures

cc: Mr. Mark Depo (via email)
Ms. Patti Davis (via email)
Dr. Kelly Koermer (via email)
Mr. Nick Driban (via email)
Mr. Dean Camlin (via email)

**REQUEST FOR SPECIAL
EXCEPTION FOR A PROPOSED
TRADE SCHOOL
AT 110 AIRPORT DRIVE,
WESTMINSTER, MD 21158**

PREHEARING STATEMENT

Applicant Information

Applicant(s): Carroll Community College
1601 Washington Road
Westminster, MD 21157

Counsel: David K. Bowersox, Esquire
Hoffman, Comfort, Offutt,
Scott & Halstad, LLP
24 North Court Street
Westminster, MD 21157
410-848-4444

Property Information

Premises Address: 110 Airport Drive
Westminster, MD 21158

Property Owner: Tevis Real Estate, Inc.
P.O. Box 26
Westminster, MD 21158

Parcel Identification: Tax Map 113, Parcel 6804
Parcel Size: 3.8895 acres
(approx. 10,000 sq. ft. building plus
required parking for subject uses)

Zoning District: "I-R" Restricted Industrial Zone

Compliance - The proposed trade school will be located in accordance with the requirements of §164-54(P), §164-121 and §164-170, the provisions of Article X ("I-R" Restricted Industrial Zone), and all other requirements of Chapter 164, Zoning & Subdivision of Land, City of Westminster Code, and the Comprehensive Plan.

- A. Statement of purpose and justification: Applicant intends to lease a portion of the above-captioned site to establish a trade school auxiliary to Applicant's main campus property. The site is part of a larger business/industrial park development established adjacent to Carroll County Regional Airport on the west side of Rte. 97 with another similar development across Rte. 97. The specific grounds upon which the Application for this Special Exception is based are set forth in the application, previously filed herein. Applicant intends to show that there are no adverse effects from the proposed trade school at this location sufficient to overcome the presumption in favor of this use as a special exception as set forth in the City Code.

- B. Copies of reports, studies, photographs, and plans to be introduced at the hearing: Attached hereto is a copy of a report prepared by Nick Driban of Lenhart Traffic Consulting, Inc. At present, it is unknown which, if any, other reports, photos, studies, or plans, or other physical materials will be used as demonstrative evidence at the hearing. Applicant reserves the right to present such additional evidence at the hearing.

- C. Summary of expert testimony and credentials:

Applicant intends to present testimony of Nick Driban of Lenhart Traffic Consulting, Inc. to testify that there is adequate supporting traffic infrastructure and access to the site of the proposed trade school and adequate area surrounding the building to be leased for parking with sufficient room for safe and appropriate circulation and turning movements. He will also testify that the proposed use will not cause adverse effects on the adjacent public road and State highway.

Applicant also intends to present testimony of Dean Robert Camlin of Dean Robert Camlin & Associates, Inc., a Senior Architect, in support of the Application. Camlin's testimony will address a variety of issues relating to the ability of the leased building and parking area to more than adequately accommodate the proposed trade school, the need for minor renovations in order to adjust the existing facility for such use, the compatibility of the proposed use with the immediate environs and general neighborhood, and a variety of other matters. He will also testify that the proposed use will not cause adverse impacts on surrounding property uses and values and is appropriate for the physical location proposed. Mr. Camlin has been qualified as an expert architect before numerous zoning bodies, including the City of Westminster's Board of Zoning Appeals.

At this time, it is unknown whether Applicant may elect to call any additional expert witnesses(es) in support of their Application. Any such additional expert will be identified to the Board of Zoning Appeals immediately and other necessary requested information will be provided.

Applicant intends to introduce the testimony of one or more representatives of Carroll Community College knowledgeable about the proposed use at the subject site and the scope of its day-to-day operations and interaction with neighboring properties. A probable witness will be Dr. Kelly Koermer, Vice-President for Workforce and Community Employment.

- D. List of all witnesses who will testify: Please see discussion under Item C, above. At this time it is unknown who, if anyone else, will testify on behalf of the Applicant at the hearing on this matter before the City of Westminster's Board of Zoning Appeals; however, Applicant reserves the right to introduce additional witness testimony and evidence as is necessary or appropriate to support its Application.
- E. Estimated time for presentation: The Applicant submits that it is anticipated that presentation of the Applicant's case in this matter should take approximately 1½ hours.
- F. Consideration of Criteria of Code §164-169 B. (Whether the requested use “would adversely affect the public health, safety, security, morals or general welfare, would result in dangerous traffic conditions or would jeopardize the lives or property of people living in the neighborhood.”)

(1) The number of people residing or working in the immediate area concerned.

As the site is situated within a “business/industrial park” there are no persons residing in the immediately surrounding area. Establishment of the requested trade school would have no adverse effect on anyone residing in the greater area around the developed park.

(2) The orderly growth of a community.

The development within which the site is located is an established area of business and industrial uses. The trade school would be the inclusion of a use contemplated by the Comprehensive Plan and specifically allowed in the I-R zone by the City Code.

(3) Traffic conditions and facilities.

See report of Nick Driban. The trade school use should have no adverse impact on traffic conditions and facilities in the general area.

(4) The effect of such use upon the peaceful enjoyment of people in their homes.

The trade school will have no adverse effect on peaceful enjoyment of people in their homes.

(5) The conservation of property values.

The trade school use will have no adverse effect on property values and should have a positive effect on preserving the property values of other neighbors in business/industrial park.

(6) The effect of odors, dust, gas, smoke, fumes, vibrations, glare and noise upon the use

of surrounding property values.

No adverse effects are anticipated.

(7) The most appropriate use of land and structure.

No adverse effects are anticipated. The trade school use is expressly allowed as a special exception in the I-R zone and is an entirely appropriate use in the business/industrial park.

(8) Prior decisions of the courts regarding such matters.

Applicant's presentation will show that approval of the proposed use is entirely consistent with prior decisions of the Courts and is appropriate at this location.

(9) The purpose of the regulations as set forth in this chapter.

The requested trade school is consistent with the Comprehensive Plan, allowed by the City Code and the purpose of all applicable regulations.

(10) The type and kind of structures in the vicinity where public gatherings may be held, such as schools, places of worship and the like.

No adverse impacts anticipated.

(11) Facilities for sewers, water, schools, transportation and other services and the ability of the City to supply such services.

The site is already served by existing services and no adverse impacts are anticipated.

(12) Limitations of fire-fighting equipment and the means of access for fire, police and health services.

See Nick Driban report. No adverse impacts are anticipated.

(13) The preservation of cultural and historical landmarks.

No adverse impacts are anticipated.

(14) Traffic conditions, including facilities for pedestrians, such as sidewalks, safety zones, parking facilities available and safe access of cars to highways or roads.

See Nick Driban report. No adverse impacts are anticipated.

(15) The contribution, if any, that such proposed use, building or addition would make toward the deterioration of areas and neighborhoods.

Establishment of the trade school will serve an identified need for technical training in the community and will enhance and conserve the vitality of the established business/industrial park in which the site is located. No adverse impacts are anticipated.

Thank you for your kind attention. Please contact me at my office if you have any questions or comments pertaining to this matter.



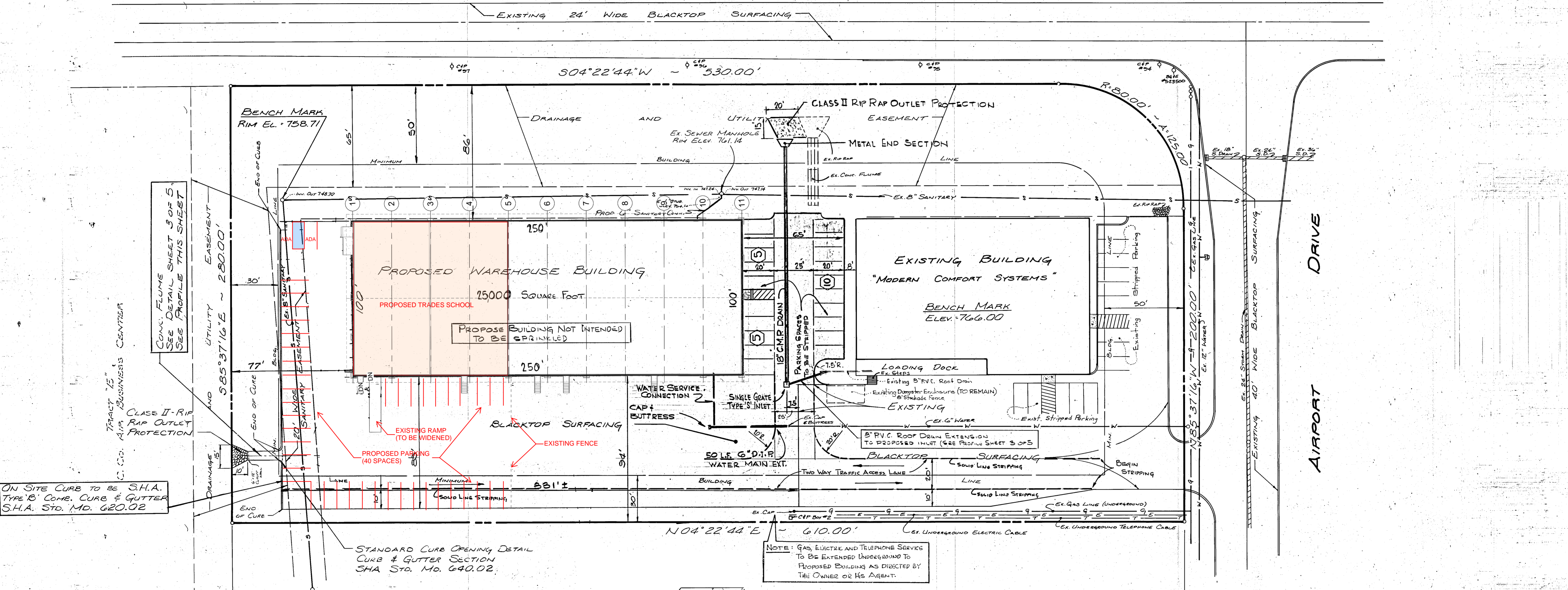
DAVID K. BOWERSOX,
Counsel for Applicant,
Carroll Community College

cc: (By electronic mail only)
Mr. Nick Driban
Ms. Patti Davis
Mr. Dean R. Camlin
Dr. Kelly Koermer

PARKING TABULATIONS

REQUIRED: 1 PARKING SPACE PER EVERY 1,500 SQ. FT. OF BUILDING
 PROPOSED: 25,000 SQ. FT. OF BUILDING ÷ 1,500 SQ. FT. = 17 SPACES
 PROVIDED: 28 (9'-0" x 20'-0") PARKING SPACES AND 1 (12'-0" x 20'-0")
 HANDICAPPED PARKING SPACE
 (H) - DENOTES HANDICAP PARKING SPACE

MARYLAND ROUTE No. 97 ~ LITTLESTOWN PIKE ~ TO WESTMINSTER

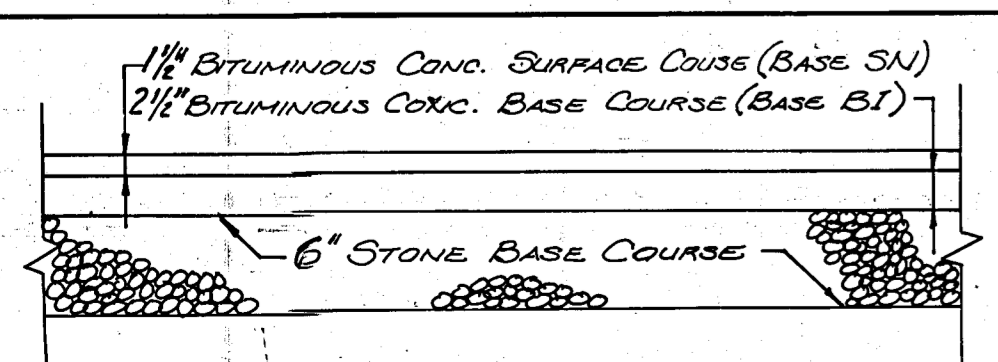


TRACT "E" AIR BUSINESS CENTER
 CLASS II- RIP RAP OUTLET PROTECTION
 CONCL. FLUME EASEMENT AND UTILITY EASEMENT ~ 280.00'
 SEE DETAIL SHEET 3 OF 5
 SEE PROFILE THIS SHEET

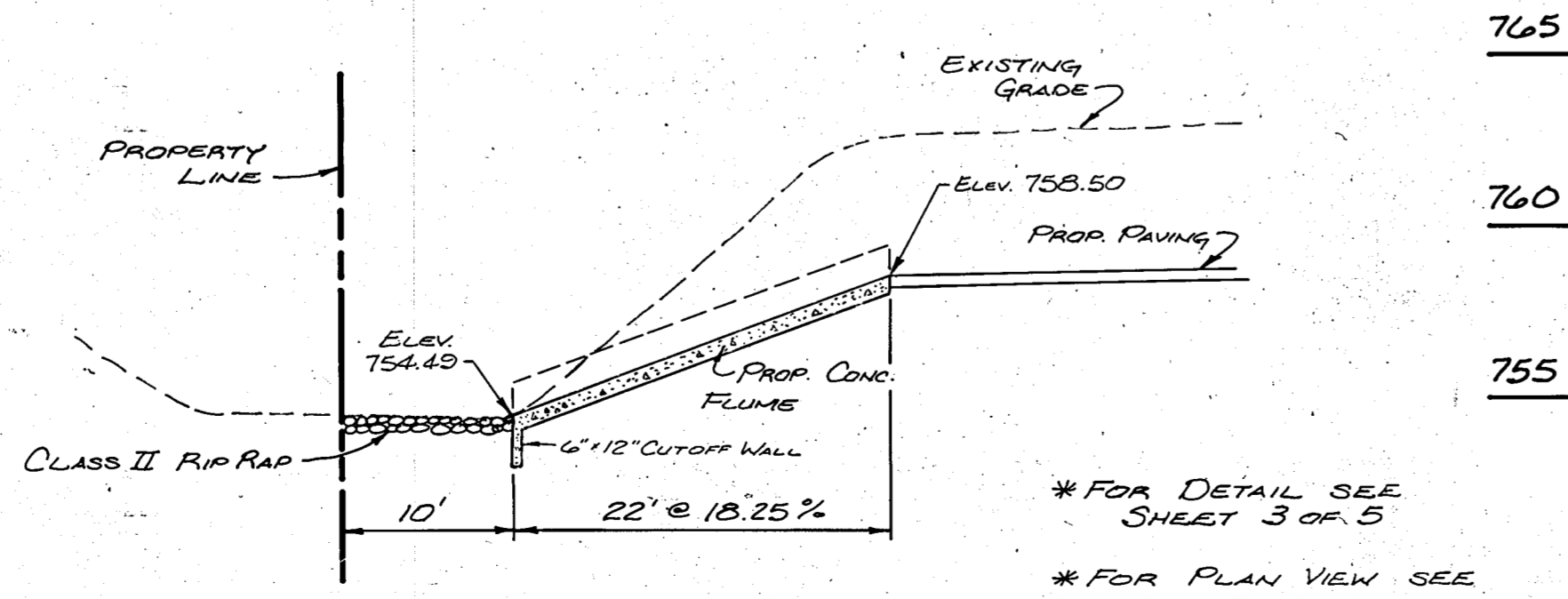
ON SITE CURB TO BE S.H.A. TYPE 'B' CONC. CURB & GUTTER S.H.A. STD. MD. 620.02

STANDARD CURB OPENING DETAIL CURB & GUTTER SECTION S.H.A. STD. MD. 640.02

NOTE: GAS, ELECTRIC AND TELEPHONE SERVICES TO BE EXTENDED UNDERGROUND TO PROPOSED BUILDING AS DIRECTED BY THE OWNER OR HIS AGENT.



ON SITE PAVING DETAIL
 SCALE: NONE



CONCRETE FLUME PROFILE
 SCALE: HORIZ. 1"=10', VERT. 1"=5'

* FOR DETAIL SEE SHEET 3 OF 5
 * FOR PLAN VIEW SEE THIS SHEET

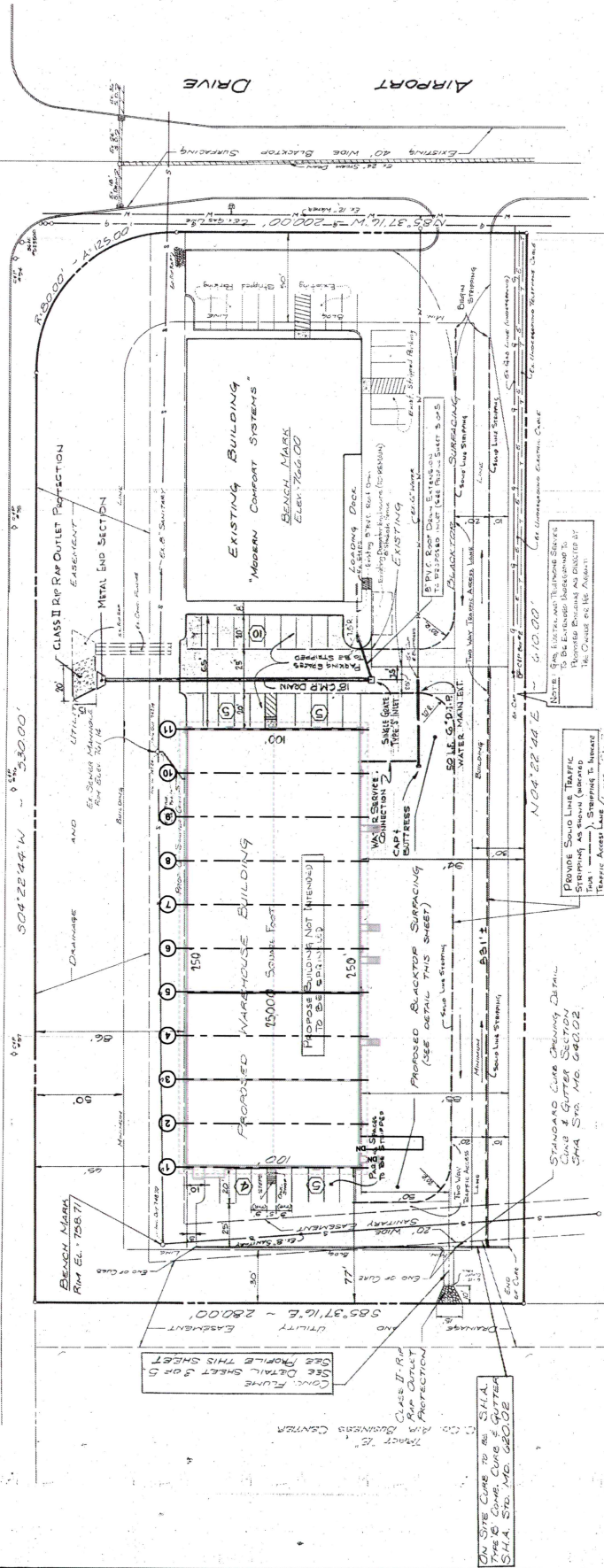
SIMPLIFIED SITE PLAN FOR CHANGE OF USE

"MODERN COMFORT SYSTEMS"
 LOT D-1
 CARROLL COUNTY
 AIR BUSINESS CENTER
 NORTHWEST CORNER OF MD. Rte. #97 (LITTLESTOWN Pk.) & AIRPORT DR.
 7TH ELECTION DISTRICT
 CARROLL COUNTY, MD.

DRAWING TITLE Simplified Site Plan	SCALE: 1" = 30'
DATE 11/13/2025	PROJ. NO. 25036
PROJECT NAME Ratcliffe Applied Technology & Trades Center	DRAWN BY DRC
CHECKED BY DRC	DRAWING NO. C-100
Dean Robert Camlin ARCHITECT & Assoc., Inc. 8 N. Court St. Suite 2 Westminister, Maryland 21157 410-876-8900 FAX: 410-876-9289 drcamlin@dcamlin.com www.drcamlin.com	

PARKING TABULATIONS
 REQUIRED: 1 PARKING SPACE PER EVERY 1500 SQ. FT. OF BUILDING
 PROVIDED: 15000 SQ. FT. OF BUILDING & 15000 SQ. FT. = 17 SPACES
 PROVIDED: 28 (5'0" x 20'0") PARKING SPACES AND 1 (12'0" x 20'0")
 HANDICAPPED PARKING SPACE
 (H) - DENOTES HANDICAPPED PARKING SPACE

MARYLAND ROUTE NO. 97 ~ LITTLESTOWN PIKE TO WESTMINSTER



** Please see electronic
 transmission copy sent
 Jan 16, 2016*

SITE DEVELOPMENT PLAN FOR
 ADDITION TO
 MODERN COMFORT SYSTEMS
 LOT D-1
 CARROLL COUNTY
 AIR BUSINESS CENTER
 APPROXIMATE CORNER ON MD. Rte. 457 (CRISTMAS AV.) & AVENUE D
 7th Education District
 CARROLL COUNTY, MD.

Scale: 1" = 50'

Sheet No. 5

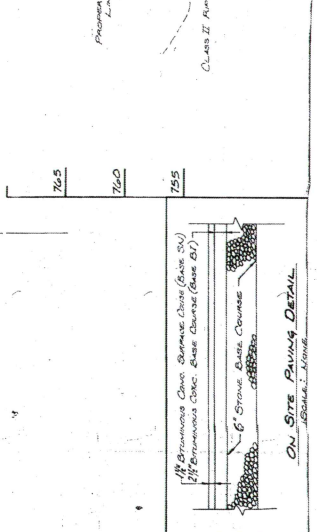
Redline Applied Technology & Traffic Control

Drawn by: [Signature]

Checked by: [Signature]

Project No. C-100

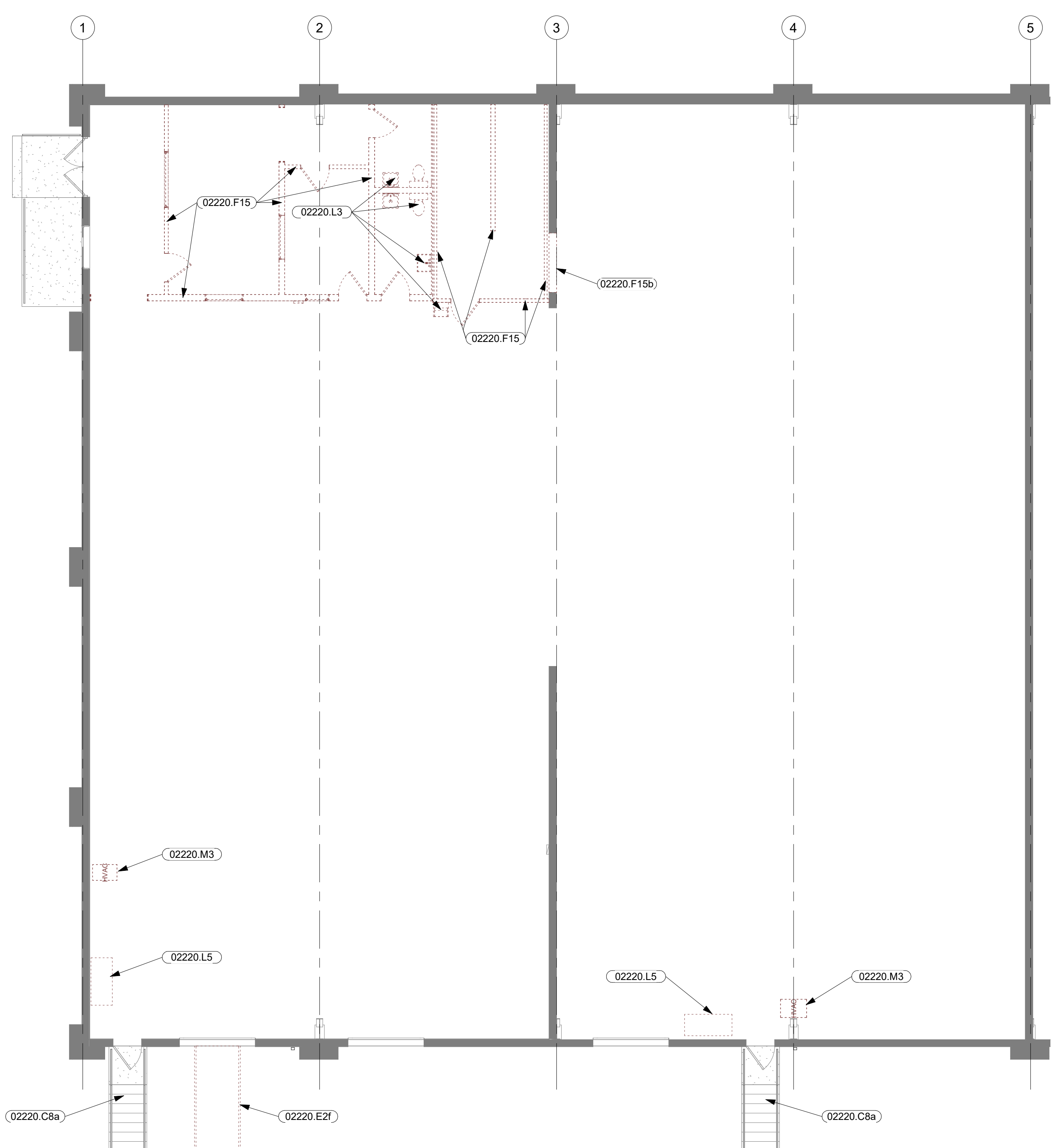
Revision: 1/16/16



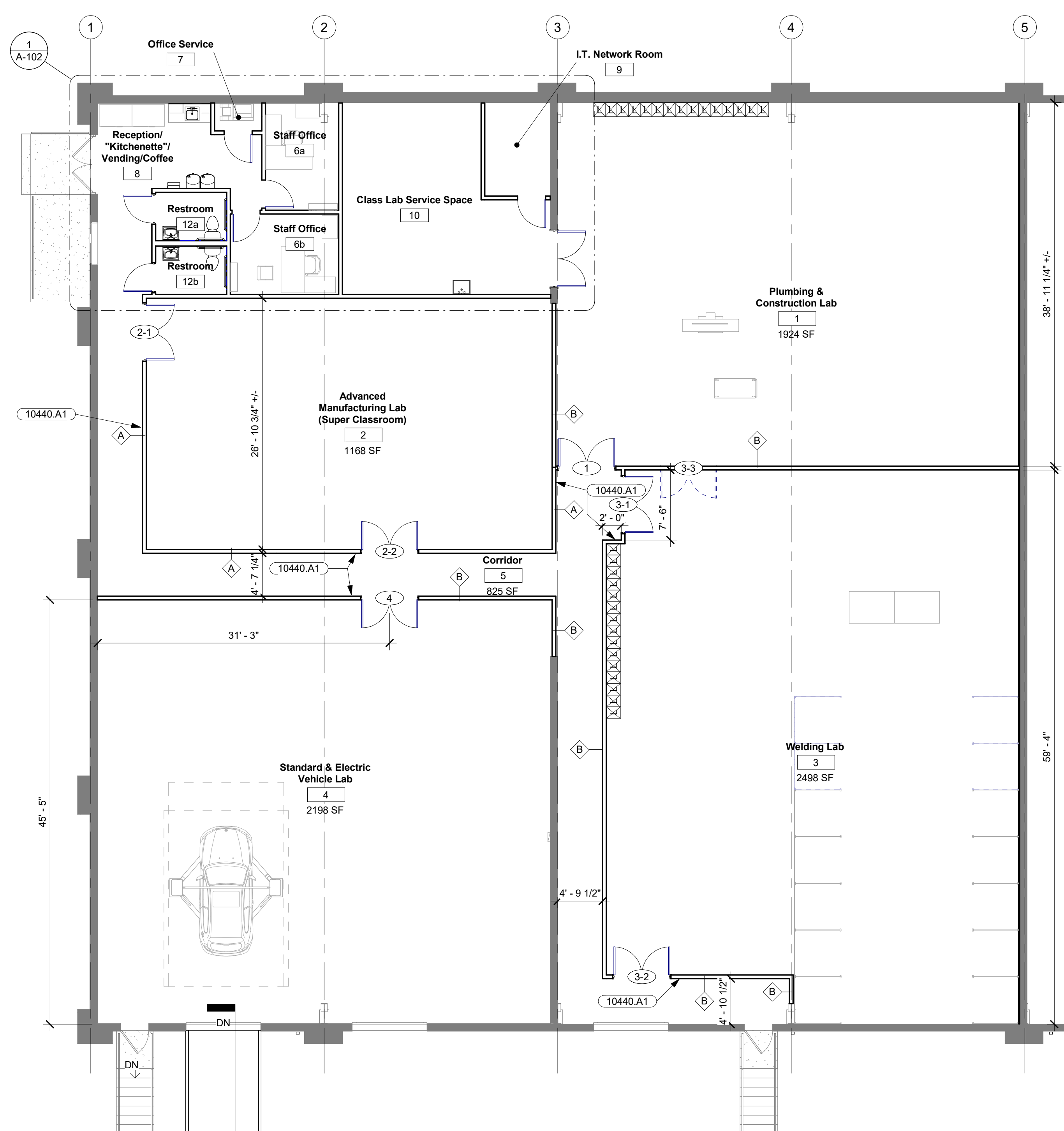
Rev. 9/28/11 Add Traffic Area Lane Striping
 Rev. 2/14/12 Add Utility, Meter, Note on Striping of Building
 Rev. 5/14/12 Add LOT D-1, Parking Striping, Elevation Feature
 Rev. 6/10/12 Enhance Bldg. Footing and Storm Drainage System (SEE
 DRAWING # 87-034-0002)

Keynotes

- 02220.C8a Concrete Stair To Remain
- 02220.E2f Steel Ramp To Be Salvaged
- 02220.F15 Wall To Be Removed
- 02220.F15b Wall To Be Removed for New Opening
- 02220.L3 Fixture(s) To Be Removed
- 02220.L5 Remove Oil Tank & assoc. Piping
- 02220.M3 HVAC Equipment to Be Removed
- 10440.A1 Room Name Sign



2 Demolition Plan
1/8" = 1'-0"

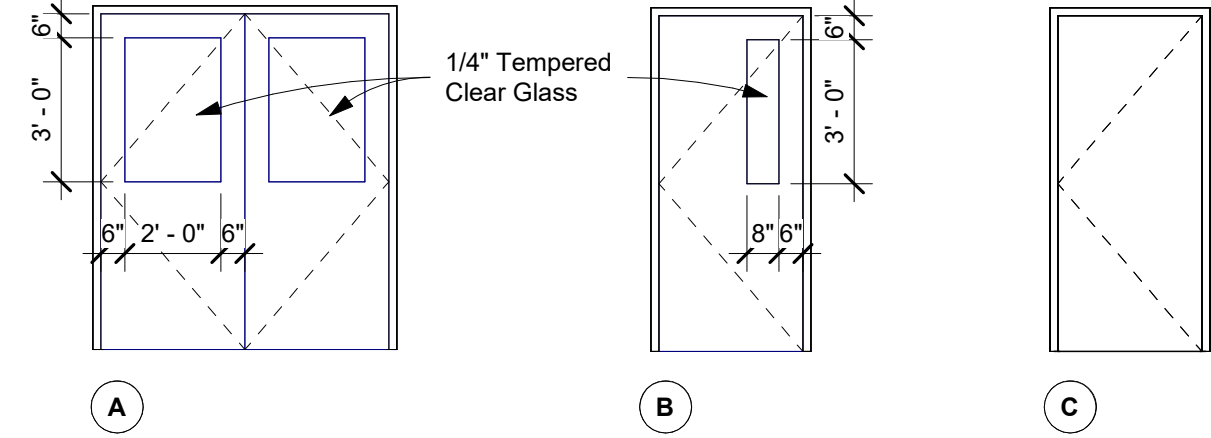


1 Renovation Plan
1/8" = 1'-0"

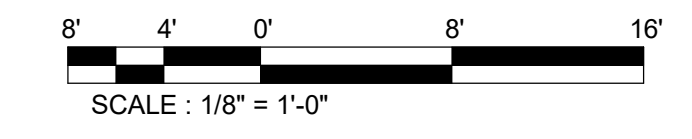
Room Schedule							Comments
Number	Name	Floor Finish	Base Finish	Wall Finish	Ceiling Finish	Clg. Ht.	
1	Plumbing & Construction Lab	Conc.	Res.	Pt.	Exg.		
2	Advanced Manufacturing Lab (Super Classroom)	LVT	Res.	Pt.	SAT	10'-0"	
3	Welding Lab	Conc.	Res.	Pt.	Exg.		
4	Standard & Electric Vehicle Lab	Conc.	Res.	Pt.	Exg.		
5	Corridor	LVT	Res.	Pt.*	SAT	9'-0"	* Acroyn wall protection up to 60" a.f.f.
6a	Staff Office	LVT	Res.	Pt.	SAT	8'-0"	
6b	Staff Office	LVT	Res.	Pt.	SAT	8'-0"	
7	Office Service	LVT	Res.	Pt.	SAT	8'-0"	
8	Reception/ "Kitchenette"/ Vending/Coffee	LVT	Res.	Pt.	SAT	9'-0"	
9	I.T. Network Room	LVT	Res.	Pt.	SAT	9'-0"	
10	Class Lab Service Space	Conc.	Res.	Pt.	Exg.		
12a	Restroom	LVT	Res.	Pt.*	SAT	8'-0"	* Acroyn wall protection up to 60" a.f.f.
12b	Restroom	LVT	Res.	Pt.*	SAT	8'-0"	* Acroyn wall protection up to 60" a.f.f.

Wall Schedule	
Type	Description
A	5/8" GPDW B.S. on 3-5/8" 20-ga. Met. Studs @ 16" o.c. up to Strct. above w/ Deflection Clips
B	5/8" GPDW B.S. on 3-5/8" 20-ga. Met. Studs @ 16" o.c. up to Strct. above w/ Deflection Clips - R-15 Thermal Insul. Full Ht.
C	5/8" M.R. GPDW B.S. on 6" 20-ga. Met. Studs @ 16" o.c. up to Strct. above w/ Deflection Clips
D	5/8" GPDW on 1/2" Resilient Furring Channels @ 24" o.c. (applied to exg. demising wall)

Door Schedule							
Mark	Width	Height	Material	Type	Frame Material	Hdwe.	Comments
1	6'-0"	7'-0"	H.M.	A	H.M.		
2-1	6'-0"	7'-0"	H.M.	A	H.M.		
2-2	6'-0"	7'-0"	H.M.	A	H.M.		
3-1	6'-0"	7'-0"	H.M.	A	H.M.		
3-2	6'-0"	7'-0"	H.M.	A	H.M.		
3-3	6'-0"	7'-0"	H.M.	A	H.M.		Provide alternate price for this opening.
4	6'-0"	7'-0"	H.M.	A	H.M.		
6a	3'-0"	7'-0"	H.M.	B	H.M.		
6b	3'-0"	7'-0"	H.M.	B	H.M.		
7	3'-0"	7'-0"	H.M.	B	H.M.		
9	3'-0"	7'-0"	H.M.	B	H.M.		
10	6'-0"	7'-0"	H.M.	A	H.M.		
12a	3'-0"	7'-0"	H.M.	C	H.M.		
12b	3'-0"	7'-0"	H.M.	C	H.M.		



Door Types
1/4" = 1'-0"



NOTE: THE OFFICE OF DEAN ROBERT CAMLIN & ASSOC., INC. certifies that these documents were prepared or approved by me, and that I am a duly licensed architect under the laws of the State of Maryland, License No. 7243-A, Expiration date: 8-21-2026.

FOR DESIGN REVIEW ONLY NOT FOR CONSTRUCTION

REV.	DESCRIPTION	DATE

DATE/TIME PLOTTED: 11/13/2025 10:18:52 AM

DRAWING TITLE: **Floor Plan**

PROJECT NAME: **Ratcliffe Applied Technology & Trades Center**

DRAWN BY: **DRC**

CHECKED BY: **DRC**

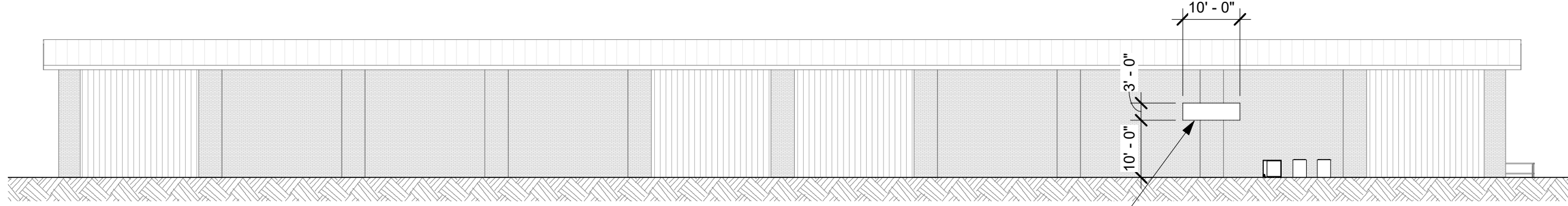
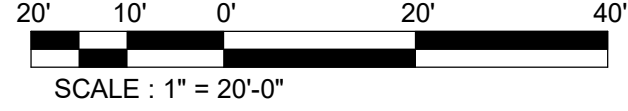
DRAWING NO.: **A-101**

Dean Robert Camlin ARCHITECT & Assoc., Inc.
8 N. Court St., Suite 2, Westminister, Maryland 21157
410-776-9500 FAX: 410-776-9528
drcamlin@rccamlin.com www.drcamlin.com

1

East Elevation

1" = 20'-0"



Proposed Business Sign

PROFESSIONAL CERTIFICATION:
 I certify that these documents were prepared or approved by me, and that I am a duly licensed architect under the laws of the State of Maryland, License No. 7243-A.
 Expiration date: 8-21-2026.

NOTE: Information shown on this drawing is proprietary and remains the property of Dean Robert Camlin & Associates, Inc. Use of this drawing is prohibited without written permission from the Architect.

**FOR DESIGN
 REVIEW ONLY
 NOT FOR
 CONSTRUCTION**

DRAWING TITLE
East Elevation - Proposed Signage

PROJECT NAME
Ratcliffe Applied Technology & Trades Center



**Dean Robert
 Camlin ARCHITECT
 & Assoc., Inc.**
 8 N. Court St. Suite 2 Westminster, Maryland 21157
 410-876-6900 FAX: 410-876-9268
 dcamlin@drccamlin.com www.drccamlin.com

SCALE: 1" = 20'-0"
 DATE: 01/14/26
 ©
 PROJ. NO. 25036
 DRAWN BY: DRC
 CHECKED BY: DRC
 DRAWING NO.

SK2

C. NICK DRIBAN, P.E., PTOE

SENIOR TRAFFIC ENGINEER

Mr. Driban has nearly 20 years of experience providing traffic engineering for transportation planning, traffic modeling/simulation, traffic operations and safety analysis, traffic impact study, and data collection projects. Mr. Driban has performed these services for clients around the country and throughout Maryland, including the Maryland State Highway Administration, Carroll County, and numerous other counties and municipalities. In addition, Mr. Driban has provided expert witness testimony on traffic/ transportation issues before the Carroll County Board of Zoning Appeals, Montgomery County Zoning Hearing Examiner, and others, and has also presented testimony on these issues before the Carroll County Planning & Zoning Commission, Montgomery County Planning Board, Prince George's County Planning Board, Charles County Planning Commission, and St. Mary's County Planning Commission, among others. His relevant projects and experience include:

SHA Access Management Division - Traffic Engineer

As an employee of the Maryland State Highway Administration's (SHA) Access Management Division, Mr. Driban was responsible for reviewing Traffic Impact Studies (TIS) and development plans throughout the State to determine compliance with the Maryland State Highway *Access Manual*. In this role Mr. Driban coordinated closely with local agency staff. Mr. Driban's primary responsibility was to review all Traffic Impact Studies to confirm that appropriate assumptions were used and provide guidance on required mitigation. Mr. Driban served as the primary point of contact in coordinating TIS reviews throughout SHA, and was responsible for providing comments to and coordinating with developer's engineers. Mr. Driban was also responsible for reviewing plans for new developments to provide recommendations related access management.

SHA Districts 3, 4, 5, and 7 Traffic Engineering Services - Project Engineer

Mr. Driban has been involved in hundreds of assignments to provide traffic engineering services for SHA on an as-needed basis throughout the state of Maryland, including within Carroll County. He has prepared traffic operations and safety studies, including numerous traffic impact studies, for rural, small-town, and urban areas throughout Maryland. Mr. Driban's assignments have included traffic impact studies, crash analysis and safety studies, pedestrian and bicycle facility evaluations, traffic signal warrant studies, and signal timing and phasing evaluations with Synchro and SimTraffic.

Montgomery County DOT Traffic Engineering and Operations Consulting Services - Task Manager

Mr. Driban managed traffic engineering tasks as part of back-to-back on-call contracts, including analyzing and recommending alternatives to improve pedestrian, bicycle, transit and vehicular operations and safety throughout Montgomery County, MD. Mr. Driban was responsible for overseeing traffic volume data collection, highway capacity analyses using an array of traffic software packages, conducting and reviewing traffic impact studies, corridor studies, safety studies, alternatives development, and/or conceptual design on nearly 50 tasks.

FIRM

Lenhart Traffic Consulting, Vice President

YEARS OF EXPERIENCE

19

EDUCATION

BS, Civil Engineering

REGISTRATIONS

Professional Engineer:
Maryland (#40793)

Professional Traffic Operations Engineer (PTOE);
Institute of Transportation Engineers (#3442)

SPECIFIC SKILLS

- ✓ Traffic Impact Studies
- ✓ Safety Studies
- ✓ Synchro/SimTraffic Analysis
- ✓ VISSIM Analysis
- ✓ SIDRA Analysis
- ✓ Roadway Safety Audits
- ✓ Bicycle Facility Design
- ✓ Alternatives Analysis
- ✓ Spot Safety/Capacity Improvements
- ✓ Traffic Signal Timing and Coordination
- ✓ Access Permit Coordination

Brief Résumé

Name: Dean R. Camlin, AIA, LEED AP BD+C

Title: Senior Architect

Years Experience with Firm: 43

With Other Firms: 4-1/2

Education: Bachelor of Science - Architecture - 1977
Kent State University, Kent, Ohio

Professional Registrations: Maryland #7243-A, 1986
Pennsylvania #RA-013145-B
Virginia #0401 008224
Delaware #S5-0005712



Experience and Qualifications:

Mr. Camlin is experienced in a wide range of architectural disciplines. Projects of note for which Mr. Camlin has been the project architect and/or project manager include the new Manchester Town Hall; the 15,000-sq.ft. Boys & Girls Club of Westminster; 40,000-sq.ft. Carroll Nonprofit Center; the Goddard School in Eldersburg; Carroll Vista and Plantation Lakes (Del.) Clubhouses; Union Street Community Center; Westminster Square (a four-story mixed-use building and attached 163-space parking garage); several additions and renovations totaling over 900,000 sq.ft. for the Penguin Random House distribution facility in Westminster (and more recently, Hampstead); the Mechanicsville, Piney Ridge, and Mt. Airy Elementary Schools; the Montessori School of Westminster; multipurpose buildings for St. John Catholic Church and Church of the Open Door; the North Carroll and South Carroll Library/Multipurpose Facilities, both over 20,000 square feet; an addition to the Carroll County Times newspaper publishing company (now home to FISO, a commercial door manufacturer); additions and renovations to Knorr Brake Corporation; a sanctuary addition to Church of the Open Door with seating capacity of over 1,500; Ridge Residences, an 80-unit HUD-funded apartment building for the elderly; and several additions/renovations for The Johns Hopkins Hospital, Carroll Hospital Center and Northwest Hospital Center, among many others. Each of these projects was taken from conception through completion of construction.

Mr. Camlin has performed planning and design for McDaniel (formerly Western Maryland) College, including renovations and additions to its President's House.

Mr. Camlin is a former member and past chairman of the Carroll County Historic District Commission. He was a founding member of the Westminster Historic District Commission (and was its chairman for 14 years), and was a member of the Renewal Standards Compliance Committee for the City of Westminster before that for more than ten years. He has been a non-voting Area Representative to the Board of the Maryland Historical Trust for more than 20 years, and was secretary and past president of the Rotary Club of Bonds Meadow. Mr. Camlin was also an adjunct instructor for computer-aided drafting and building information modeling at Carroll Community College for 20 years.

Mr. Camlin became President of Dean Robert Camlin & Associates, Inc. (formerly Melvin A. Arbaugh-Architect, Inc.) in February, 1991, after nine years with the firm. In October 2024, he sold the firm to his former employee Kevin Davis and pivoted to the role of Senior Architect, which he plans to continue for the next few years. He is a member of the American Institute of Architects and is a LEED Accredited Professional.

Mr. Camlin is a resident of Westminster, Carroll County, Maryland. He is an Eagle Scout; he enjoys reading, singing, drawing, building, and is an avid bicyclist.

**SUPPLEMENT TO PREHEARING STATEMENT
REGARDING REQUEST FOR SPECIAL EXCEPTION
FOR A PROPOSED TRADE SCHOOL
AT 110 AIRPORT DRIVE, WESTMINSTER, MARYLAND**

Applicant hereby provides the following information as a supplement their Prehearing Statement submitted on or about January 16, 2026 and states the following:

Compliance - The proposed trade school will be located in accordance with the requirements of §164-54(P), §164-121 and §164-170, the provisions of Article X ("I-R" Restricted Industrial Zone), and all other requirements of Chapter 164, Zoning & Subdivision of Land, City of Westminster Code, and the Comprehensive Plan.

G. Consideration of Criteria of Code §164-170 A. “The Board may grant a special exception when it finds from a preponderance of the evidence of record that;”

(1) The proposed use does not adversely affect the general plan for the physical development of the district, as may be embodied in this chapter and in any Master Plan or portion thereof adopted by the Commission;

The site is located within a “business/industrial park” situated in the I-R Zoning District in which it is specifically allowed, is a use contemplated by the comprehensive plan and will occupy an existing structure served by public water and sewer services. The use will not adversely affect the general plan for physical development of the district.

(2) The proposed use of the location selected will not:

(a) adversely affect the health and safety of residents or workers in the area;

The nature of the proposed use will have no adverse effects on the health and safety of residents or workers in the area.

(b) overburden existing public services, including water, sanitary sewer, public roads, storm drainage and other public improvements; or

The nature of the proposed use is such that it will not overburden any public services. Establishment of the proposed use following an approval of the special exception requested will be subject to review by the Planning Commission at which point any impact on public services will be addressed.

(c) be detrimental to the use or development of adjacent properties or the general neighborhood or change the character of the general neighborhood in which the use is proposed, considering the service required, at the time of the application, the population, density, character and number of similar uses; and

The proposed trade school to be established pursuant to a grant of the special exception will be located in an existing building in a “business/industrial park” currently populated by other uses allowed in the I-R zone and with few, if any, residential neighbors in the immediate or general neighborhood. The existing building is already served by public utilities and will have no affect on population, density, character and number of similar uses.

(3) The standard set forth for each particular use for which a special exception may be granted have been met.

Please see the discussion under, “Compliance,” Section F in the previously submitted Prehearing Statement. Applicant submits that all standards for this particular special exception use will be met.

Signage requested by Applicant is compliant with Code §164-21.

Thank you for your kind attention. Please contact me at my office if you have any questions or comments pertaining to this matter.



DAVID K. BOWERSOX,
Counsel for Applicant,
Carroll Community College

cc: (By electronic mail only)
Mr. Nick Driban
Ms. Patti Davis
Mr. Dean R. Camlin
Dr. Kelly Koermer

Lenhart Traffic Consulting, Inc.

Transportation Planning & Traffic Engineering

Memorandum:

Date: January 15, 2026

TO: City of Westminster
Board of Zoning Appeals
45 W Main Street
Westminster, MD 21157

From: Nick Driban, PE, PTOE

RE: Carroll Community College Trade School - Trip Generation and Operational Analysis

This Memorandum has been prepared to support the special exception application for the development of a trade school, an expansion of Carroll Community College, at 110 Airport Drive, in Westminster, Maryland. The subject property is located in the Restricted Industrial Zone (I-R), which allows for the proposed trade school use, subject to the approval of a special exception by the Board of Zoning Appeals (BZA). The location of the subject site is shown on the attached Exhibit 1.

The subject property is currently developed with 39,100 square feet of flex industrial space. The applicant proposes to replace 10,000 square feet of the existing flex space, currently occupied by a plumbing business, with a trade school providing small-group, evening classes. The remaining 29,100 square feet of industrial flex space will be retained under its current operation. The proposed trade school will not increase the overall square footage of the site - any modifications to the site will be internal to the existing structures.

In accordance with Section 164-170 of the City of Westminster Code, which provides the conditions in which the BZA may grant a special exception, this memorandum provides a trip generation analysis of the proposed use and an operational analysis of the site access and adjacent intersection to demonstrate the proposed use:

1. does not adversely affect the health and safety of residents or workers in the area; and
2. does not overburden existing public road facilities

Trip Generation Analysis

Exhibit 2 provides a trip generation analysis of the existing and proposed uses for the site. The trip generation evaluation is based on the Institute of Traffic Engineers (ITE) Trip Generation Manual, 12th Edition, and site-specific information provided by the applicant.

The existing conditions were analyzed using ITE Land Use Code 180, Specialty Trade Contractor, for the 10,000 square foot plumbing business (to be replaced by the trade school), and ITE Land Use Code 130, Industrial Park, for the remaining 29,100 square feet of industrial flex space that will be retained with this application. ITE-180, Specialty Trade Contractor, is defined as a business primarily involved in providing contract repairs, including plumbing, heating and cooling, machine repair, etc. ITE-130, Industrial Park, is defined as containing several industrial or related facilities, characterized by a mix of manufacturing, service, and warehousing facilities. As shown on Exhibit 2, the existing site generates a total of 23 morning peak hour trips and 26 evening peak hour trips.

Lenhart Traffic Consulting, Inc.

Transportation Planning & Traffic Engineering

The ITE Trip Generation Manual does not provide trip generation rates for the proposed trade school use. As such, site-specific information regarding the expected operation of the site, provided by the applicant, was used to determine the trip generation for the proposed trade school. The details of the expected operation are described below:

- The trade school will operate only in the evenings, with classes staggered to start every 30 minutes, beginning at 5:30 PM. The site will not generate trips during the morning or afternoon.
- The site will have no more than 50 students at any given time.
- The trade school will have 4 classrooms, each of which will accommodate no more than 12 students and a single teacher.

Based on the expected operations of the site, the maximum impact the site will have during the peak hour will be the arrival of 2 classes. For example, with the first class beginning at 5:30 PM, it can be expected that 12 students and 1 teacher will arrive at the site between 5:15-5:30 PM. With the next class starting at 6:00 PM, it can be expected that the next 12 students and 1 teacher will arrive at the site between 5:45-6:00 PM. The next group will not be arriving until the 6:30 class, expected between 6:15-6:30 PM, so those trips would not occur during the same hour as the 5:30 class. Additionally, the classes are expected to last longer than 1 hour, so no departure trips will occur until after the evening peak period. As such, the maximum impact the site will have during any given hour during the evening peak period is the arrival of 2 classes, which will result in the arrival of 24 students and 2 teachers for a total of 26 trips (all inbound to the site).

The evaluation of the proposed conditions also includes the trips associated with the 29,100 square feet of industrial flex space that will be retained under this application, evaluated using ITE-130 to be consistent with the evaluation of the existing conditions. As shown on Exhibit 2, the proposed conditions with the 10,000 square foot trade school and 29,100 square feet of industrial flex space will generate 6 morning peak hour trips and 33 evening peak hour trips.

Based on the existing and proposed trip generation evaluations, the proposed trade school will result in a net decrease (reduction) of 17 trips during the morning peak hour and a net increase of 7 trips during the evening peak hour.

Operational Analysis

The site access driveway and adjacent intersection of MD 97 & Airport Drive/Magna Way were evaluated to ensure the existing road facilities can safely accommodate the proposed use. The locations of the two intersections are shown on Exhibit 1. The operational analysis evaluates only the evening peak hour, as the proposed site will not be generating any traffic during the morning or midday peaks.

The following exhibits are provided as part of the operational analysis for this project:

- **Exhibit 3: Existing Peak Hour Volumes** – Exhibit 3 provides the existing evening peak hour volumes at the intersection of MD 97 & Airport Drive/Magna Way and Airport Drive & Site Access. The traffic volumes for the intersection of MD 97 & Airport Drive/Magna Way were obtained from a traffic count conducted by MDOT SHA on February 14, 2023. The turning movement volumes in and out of the site access are obtained from the trip generation volumes on Exhibit 2 for the existing site, and the volumes along Airport Drive are balanced with the volumes to/from the adjacent intersection.

It should be noted that the peak hour of existing traffic at the intersection of MD 97 & Airport Drive/Magna Way occurs between 3:30-4:30 PM. The proposed site does not generate any traffic until approximately 5:15 PM, well outside of the peak hour of adjacent street traffic, and a time when volumes are approximately 25% lower than during the 3:30-4:30 peak hour. However, to provide a conservative analysis of the impacts of the site, the peak hour trips associated with the proposed development were evaluated with the peak hour of adjacent street volumes, even though these do not occur at the same time.

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- **Exhibit 4: Assignment of Net Change in Trips with Proposed Development** – Exhibit 4 provides trip assignment for the net change in trips due to the proposed trade school replacing the existing plumbing business. As shown on Exhibit 2, the proposed development results in a net increase of 20 inbound trips and a net *decrease* of 13 outbound trips during the evening peak hour, a total increase of 7 trips during the evening peak hour. The net trips are assigned to the road network based on existing traffic patterns at the intersection of MD 97 & Airport Drive/Magna Way.
- **Exhibit 5: Future Peak Hour Volumes with Proposed Site** – The traffic volumes on Exhibit 5 combine the existing peak hour volumes on Exhibit 3 with the net trip assignment on Exhibit 4 to project the future peak hour volumes with the proposed trade school.
- **Exhibit 6: Results of Level of Service Analyses** – Exhibit 6 presents the results of the Highway Capacity Manual (HCM) and SimTraffic queuing analyses. As shown, the proposed site has minimal impact on level of service and queues within the study area. These analyses and results are discussed in more detail below.

The intersections of MD 97 & Airport Drive/Magna Way and Airport Drive & Site Access were evaluated using the Highway Capacity Manual (HCM) methodology. As shown on Exhibit 6, the proposed development has minimal impact on the site access driveway and the adjacent intersection of MD 97 & Airport Drive/Magna Way. The results of the analyses indicate that although the proposed development results in a net increase of 7 vehicles during the evening peak hour, the average vehicle delay decreases by 0.4 seconds/vehicle at the site access intersection and 0.2 seconds/vehicle at the intersection of MD 97 & Airport Drive/Magna Way. This is a result of the inbound/outbound directional change of traffic patterns associated with the change in use from a plumbing business to a trade school. Based on these results, the proposed development will have minimal impact on the surrounding road network, and both the site access intersection and adjacent intersection of MD 97 & Airport Drive/Magna Way operate at LOS “C” or better during the evening peak hour, which is considered an adequate/acceptable level of service.

The intersections were also evaluated using SimTraffic traffic simulation software to determine the 95th percentile queues in the study area. As shown, the proposed development has minimal impact on queues at the study intersections. The 95th percentile queues at the intersection of MD 97 & Airport Drive/Magna Way increase by less than 1 vehicle-length with the proposed development, and all queues are contained within the dedicated storage spaces for these movements. No queues were found to exceed the available storage space under existing or future traffic conditions.

As discussed above, the operational analyses conducted in this report provide a conservative analysis of the impact of the site on the surrounding road network. The peak hour of site impact was evaluated with the peak hour of adjacent street volume even though these peaks will not actually overlap. The peak hour of adjacent street volume occurs between 3:30-4:30 PM, and the proposed trade school will not generate any traffic until approximately 5:15 PM. The traffic count conducted by MDOT SHA indicates that the traffic volumes at the intersection of MD 97 & Airport Drive/Magna Way from 5:15-6:15 PM are approximately 75% of the volumes during peak hour of 3:30-4:30 PM.

Based on the above, the operational analyses contained in this memorandum show that the proposed development has minimal impact on the surrounding road network, and the existing facilities are currently operating at adequate levels of service.

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Conclusions

This Memorandum has been prepared to support the special exception application for the development of a trade school to be located in the I-R, Restricted Industrial, Zone, at 110 Airport Way. This use requires the approval of a special exception from the City of Westminster Board of Zoning Appeals. Based on the results and findings contained in this report, the proposed development will neither:

1. Adversely affect the health and safety of residents or workers in the area; nor
2. Overburden existing public road facilities.

The trip generation analysis shows that the proposed development results in a net *decrease* of 17 trips during the morning peak hour and a net increase of only 7 trips during the evening peak hour. For perspective, the increase in trips during the evening peak hour results in only 1 additional vehicle through the study area every ~8.5 minutes, on average. This increase in trips is well below the threshold wherein a full traffic impact study would be required, and is, therefore, considered to be *de minimis*.

The operational analysis shows that the surrounding road network currently operates at adequate/acceptable levels of service and will continue to do so with the proposed development. In fact, due to the change in inbound/outbound trip distributions associated with the proposed change in use, the average vehicular delay decreases slightly under future traffic conditions with the proposed development, compared to existing conditions, though the decrease is negligible. Further, the proposed development will be generating traffic well outside of the peak hour of the adjacent streets, at a time when volumes are approximately 75% of those during the peak hour.

In summary, the proposed development has a *de minimis* impact on the surrounding road network, and will neither adversely affect the health and safety of residents or workers in the area, nor overburden the existing public road facilities. As such, it is recommended that the special exception for a trade school use is approved.



Traffic Impact Analysis

Site Location
Map

**Exhibit
1**

Lenhart Traffic Consulting, Inc.
Traffic Engineering & Transportation Planning

Trip Generation Rates

Industrial Park (ksf, ITE-130)	Trip Distribution (In/Out)
Morning Trips = 0.22 x ksf	77/23
Evening Trips = 0.23 x ksf	28/72
Specialty Trade Contractor (ksf, ITE-180)	Trip Distribution (In/Out)
Morning Trips = 1.66 x ksf	74/26
Evening Trips = 1.93 x ksf	32/68

Existing Trip Generation Totals

			AM Peak			PM Peak		
			In	Out	Total	In	Out	Total
Existing	Specialty Trade Contractor (ksf, ITE-180)	10,000 sq. ft.	13	4	17	6	13	19
	Industrial Park (ksf, ITE-130)	29,100 sq.ft.	5	1	6	2	5	7
Total:			18	5	23	8	18	26

Proposed Trip Generation Totals

			AM Peak			PM Peak		
			In	Out	Total	In	Out	Total
Proposed	Trade School (trip generation based on proposed site operation - see Note 2)		0	0	0	26	0	26
	Industrial Park (ksf, ITE-130)	29,100 sq.ft.	5	1	6	2	5	7
Total:			5	1	6	28	5	33

Net Trip Generation Totals

	AM Peak			PM Peak		
	In	Out	Total	In	Out	Total
Existing Trip Generation Totals:	18	5	23	8	18	26
Proposed Trip Generation Totals:	5	1	6	28	5	33
Net New Trips:	-13	-4	-17	20	-13	7

NOTES:

1. Trip Generation Rates for the existing uses obtained from the ITE Trip Generation Manual, 12th Edition.
2. Trip generation for the proposed use is based on the expected operation of the site, the details of which have been provided by the applicant and are summarized below:
 - The trade school will only operate during the evenings. Class start times will be staggered to begin every 30 minutes, starting at 5:30 PM.
 - There are 4 classrooms in the school, each of which is expected to accommodate 12 students and a single teacher.
 - Classes are expected to last longer than 1 hour, so during the evening peak period, the site will only be generating inbound trips. Outbound trips will occur outside of the peak hour.
 - During the evening peak, the site will only be generating 2 classes of inbound trips due to the staggered start times.
 - As such, the site will generate 26 inbound trips (2 classes of 13 trips each) and 0 outbound trips (no students or teachers leaving the site) during the evening peak hour.
3. The peak of the adjacent intersection of MD 97 & Airport Drive/Magna Way occurs between 3:30-4:30 PM. The proposed trade school will not be generating any trips during the actual peak hour of the adjacent roadways.

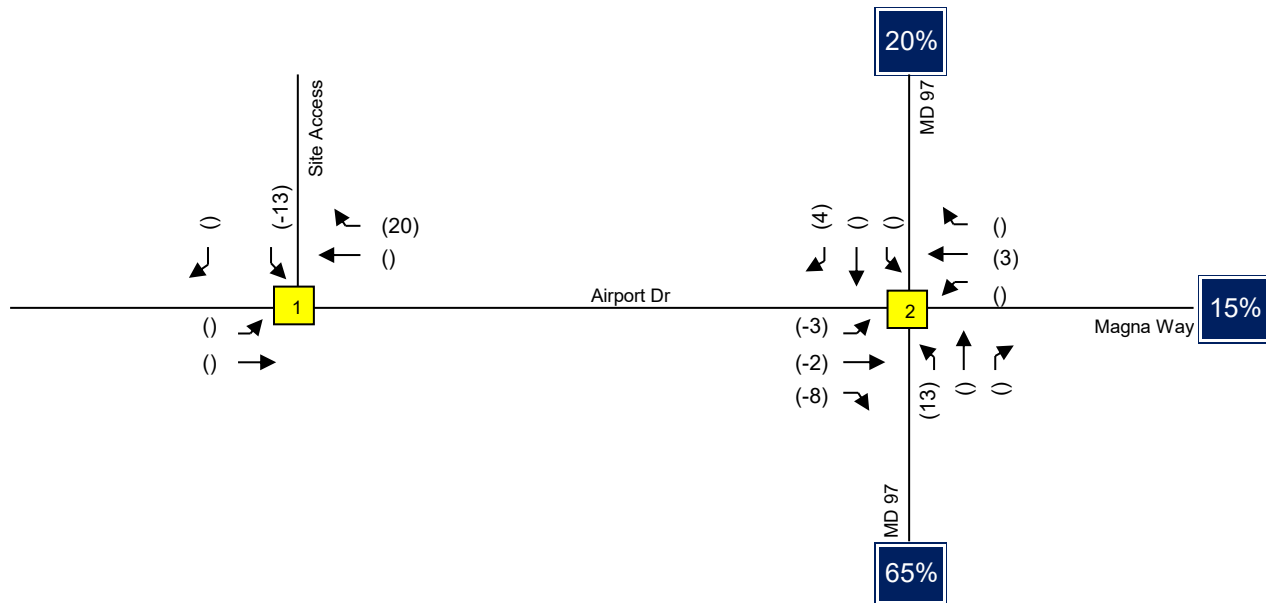
Traffic Impact Analysis	Trip Generation for Site	Exhibit 2
Lenhart Traffic Consulting, Inc. Traffic Engineering & Transportation Planning		



Note: Traffic volumes at Intersection 1, Airport Drive & Site Access, were determined using the traffic count at the adjacent intersection of MD 97 & Airport Drive and the trip generation for the site shown on Exhibit 2.



Traffic Impact Analysis	Existing Peak Hour Volumes Without Proposed Site	Exhibit 3
Lenhart Traffic Consulting, Inc. Traffic Engineering & Transportation Planning		



Traffic Impact Analysis

Lenhart Traffic Consulting, Inc.
Traffic Engineering & Transportation Planning

Assignment of Net Change
in Trips with Proposed Dev.

Key: (xx) = PM Peak Vol's

Exhibit

4



Note: Traffic volumes at Intersection 1, Airport Drive & Site Access, were determined using the traffic count at the adjacent intersection of MD 97 & Airport Drive and the trip generation for the site shown on Exhibit 2.



Traffic Impact Analysis
 Lenhart Traffic Consulting, Inc.
 Traffic Engineering & Transportation Planning

Future Peak Hour Volumes
 With Proposed Site
 Key: (xx) = PM Peak Vol's

Exhibit
 5

Highway Capacity Manual (HCM) Level-of-Service Results

Evening Peak Hour	Existing LOS	Future LOS
1). Airport Drive & Site Access Southbound Approach	A / 0.5 B / 11.1	A / 0.1 B / 11.0
2). MD 97 & Airport Drive/Magna Way	C / 21.3	C / 21.1

SimTraffic 95th Percentile Queuing Results

Evening Peak Hour	Available Storage	Existing Queue (feet)	Future Queue (feet)
1). Airport Drive & Site Access Southbound Left/Right	N/A	42 feet	20 feet
2). MD 97 & Airport Drive/Magna Way Eastbound Left	140 feet	96 feet	99 feet
Eastbound Right	140 feet	82 feet	82 feet
Westbound Left	210 feet	102 feet	120 feet
Northbound Left	190 feet	107 feet	111 feet
Southbound Left	725 feet	74 feet	76 feet

Traffic Impact Analysis	Results of Level-of-Service Analyses	Exhibit 6
Lenhart Traffic Consulting, Inc. Traffic Engineering & Transportation Planning		

Appendix A

Concept Site Plan

PARKING TABULATIONS

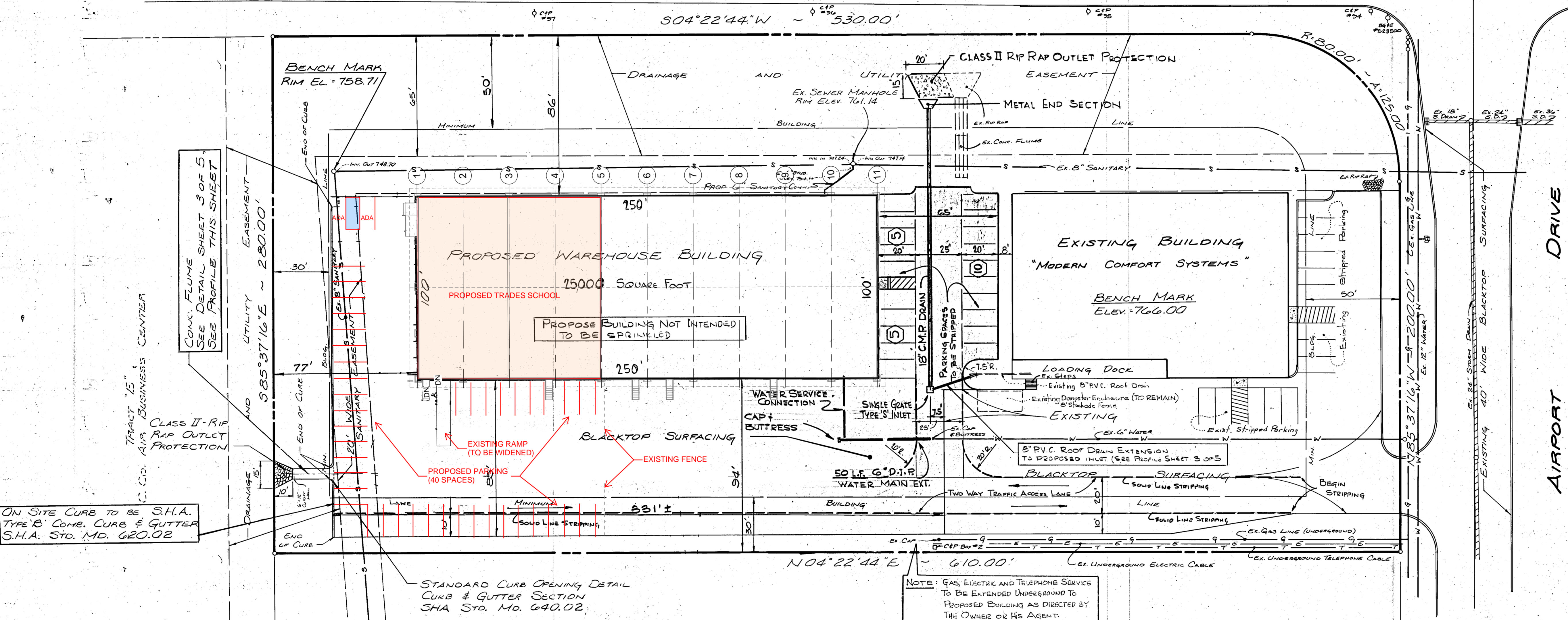
REQUIRED: 1 PARKING SPACE PER EVERY 1,500 SQ. FT. OF BUILDING
 PROPOSED: 25,000 SQ. FT. OF BUILDING ÷ 1,500 SQ. FT. = 17 SPACES
 PROVIDED: 28 (9'-0" x 20'-0") PARKING SPACES AND 1 (12'-0" x 20'-0")
 HANDICAPPED PARKING SPACE
 (H) - DENOTES HANDICAP PARKING SPACE

MARYLAND ROUTE No. 97 ~ LITTLESTOWN PIKE

TO LITTLESTOWN

TO WESTMINSTER

EXISTING 24' WIDE BLACKTOP SURFACING

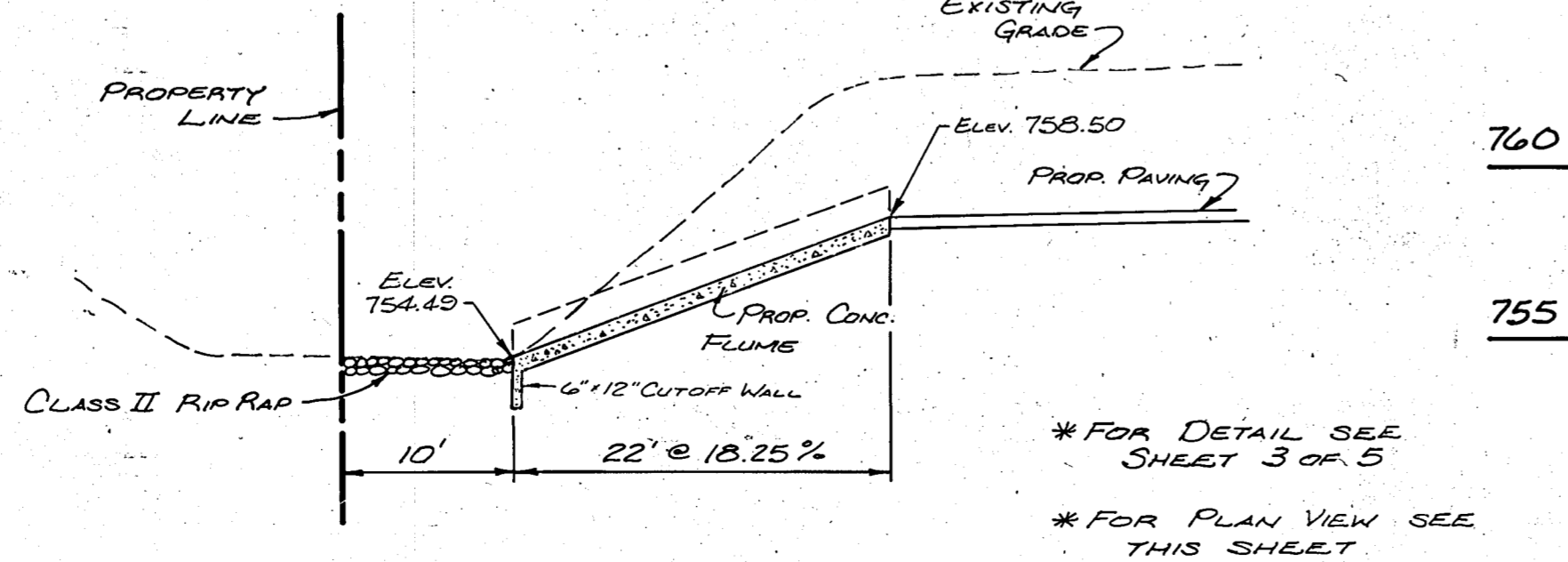
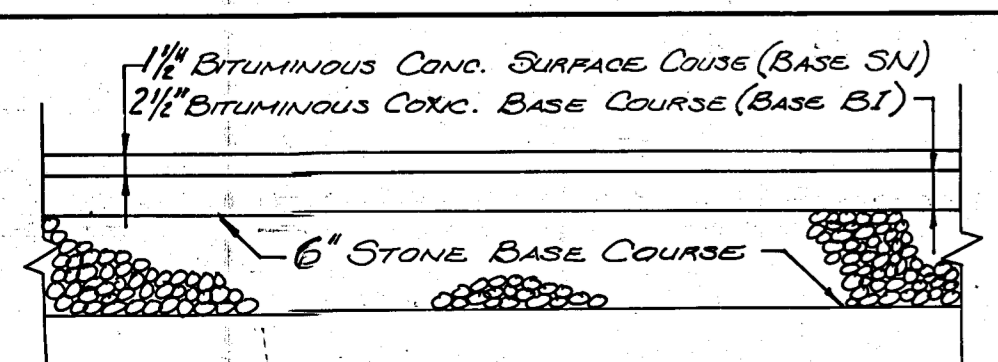


CONC. FLUME SEE DETAIL SHEET 3 OF 5 SEE PROFILE THIS SHEET

ON SITE CURB TO BE S.H.A. TYPE 'B' CONC. CURB & GUTTER S.H.A. STD. MD. 620.02

STANDARD CURB OPENING DETAIL CURB & GUTTER SECTION S.H.A. STD. MD. 640.02

NOTE: GAS, ELECTRIC AND TELEPHONE SERVICES TO BE EXTENDED UNDERGROUND TO PROPOSED BUILDING AS DIRECTED BY THE OWNER OR HIS AGENT.



* FOR DETAIL SEE SHEET 3 OF 5
 * FOR PLAN VIEW SEE THIS SHEET

SIMPLIFIED SITE PLAN FOR CHANGE OF USE

"MODERN COMFORT SYSTEMS"
 LOT D-1
 CARROLL COUNTY
 AIR BUSINESS CENTER
 NORTHWEST CORNER OF MD. Rte. #97 (LITTLESTOWN Pk.) & AIRPORT DR.
 7TH ELECTION DISTRICT
 CARROLL COUNTY, MD.

DRAWING TITLE Simplified Site Plan	SCALE: 1" = 30'
DATE 11/13/2005	PROJ. NO. 25036
PROJECT NAME Ratcliffe Applied Technology & Trades Center	DRAWN BY DRC
	CHECKED BY DRC
Dean Robert Camlin ARCHITECT & Assoc., Inc. 8 N. Court St., Suite 2, Westminster, Maryland 21157 410-876-8900 FAX: 410-876-9289 dcamlin@dcamlin.com www.dcamlin.com	
DRAWING NO. C-100	

Appendix B

Supplemental ITE Information

Land Use: 180

Specialty Trade Contractor

Description

A specialty trade contractor is a business primarily involved in providing contract repairs and services to meet industrial or residential needs. This land use includes businesses that provide the following services: plumbing, heating and cooling, machine repair, electrical and mechanical repair, industrial supply, roofing, locksmithing, weed and pest control, and cleaning. Small office building (Land Use 712) is a related land use.

Additional Data

The sites were surveyed in the 2010s in Texas.

Source Numbers

886, 889, 890

Land Use: 130 Industrial Park

Description

An industrial park contains several individual industrial or related facilities. It is characterized by a mix of manufacturing, service, and warehouse facilities with a wide variation in the proportion of each type of use from one location to another. Many industrial parks contain highly diversified facilities. Some parks in the database have a large number of small businesses and others have one or two dominant industries. Business park (Land Use 770) is a related use.

Additional Data

The sites were surveyed in the 2000s, 2010s, and the 2020s in Georgia, Massachusetts, Ontario (CAN), and Pennsylvania.

Source Numbers

706, 747, 753, 937, 1032, 1070, 1228

Industrial Park (130)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

**On a: Weekday,
Peak Hour of Adjacent Street Traffic,
One Hour Between 7 and 9 a.m.**

Setting/Location: General Urban/Suburban

Number of Studies: 28

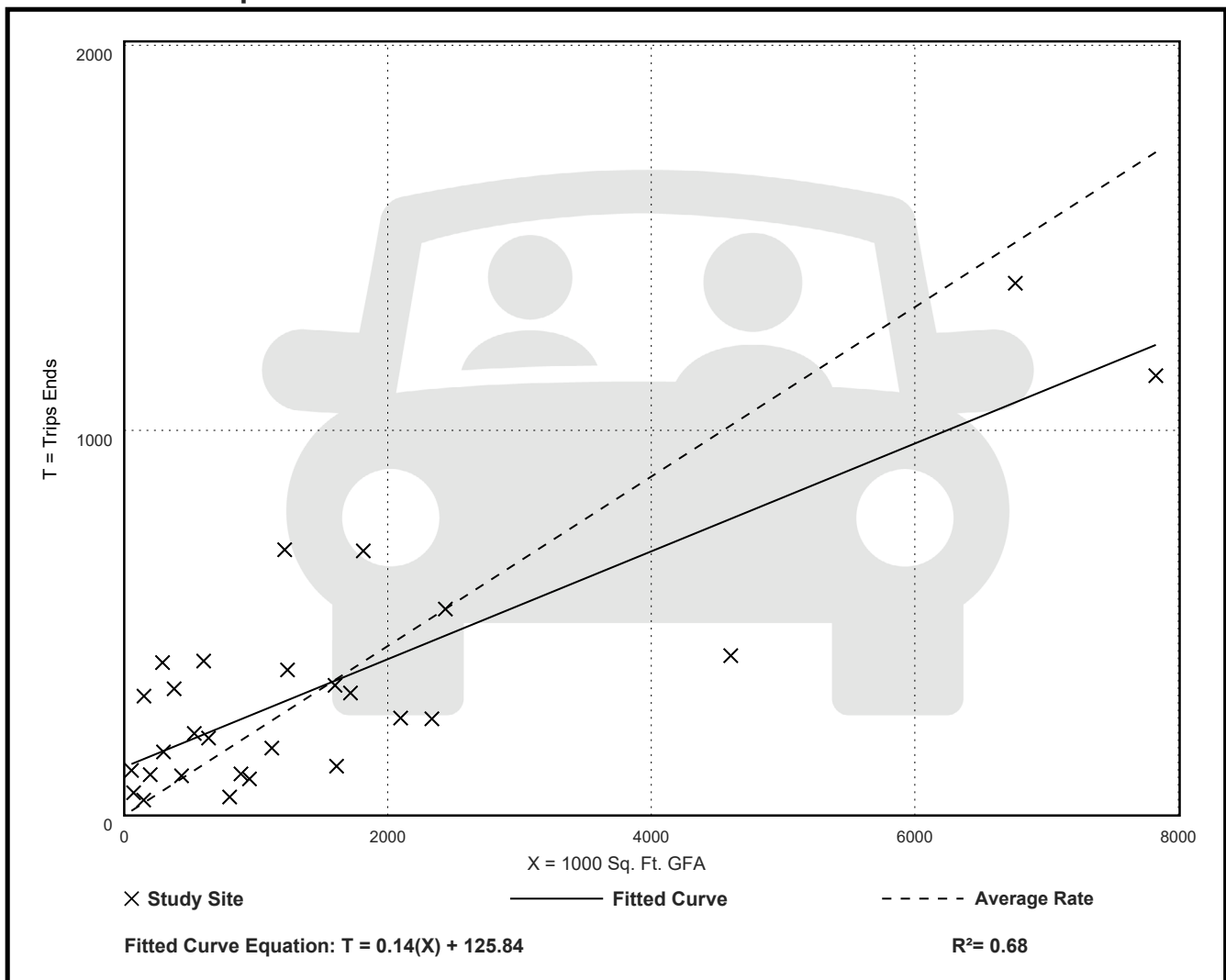
Avg. 1000 Sq. Ft. GFA: 1529

Directional Distribution: 77% entering, 23% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
0.22	0.06 - 2.13	0.22

Data Plot and Equation



Industrial Park (130)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

**On a: Weekday,
Peak Hour of Adjacent Street Traffic,
One Hour Between 4 and 6 p.m.**

Setting/Location: General Urban/Suburban

Number of Studies: 27

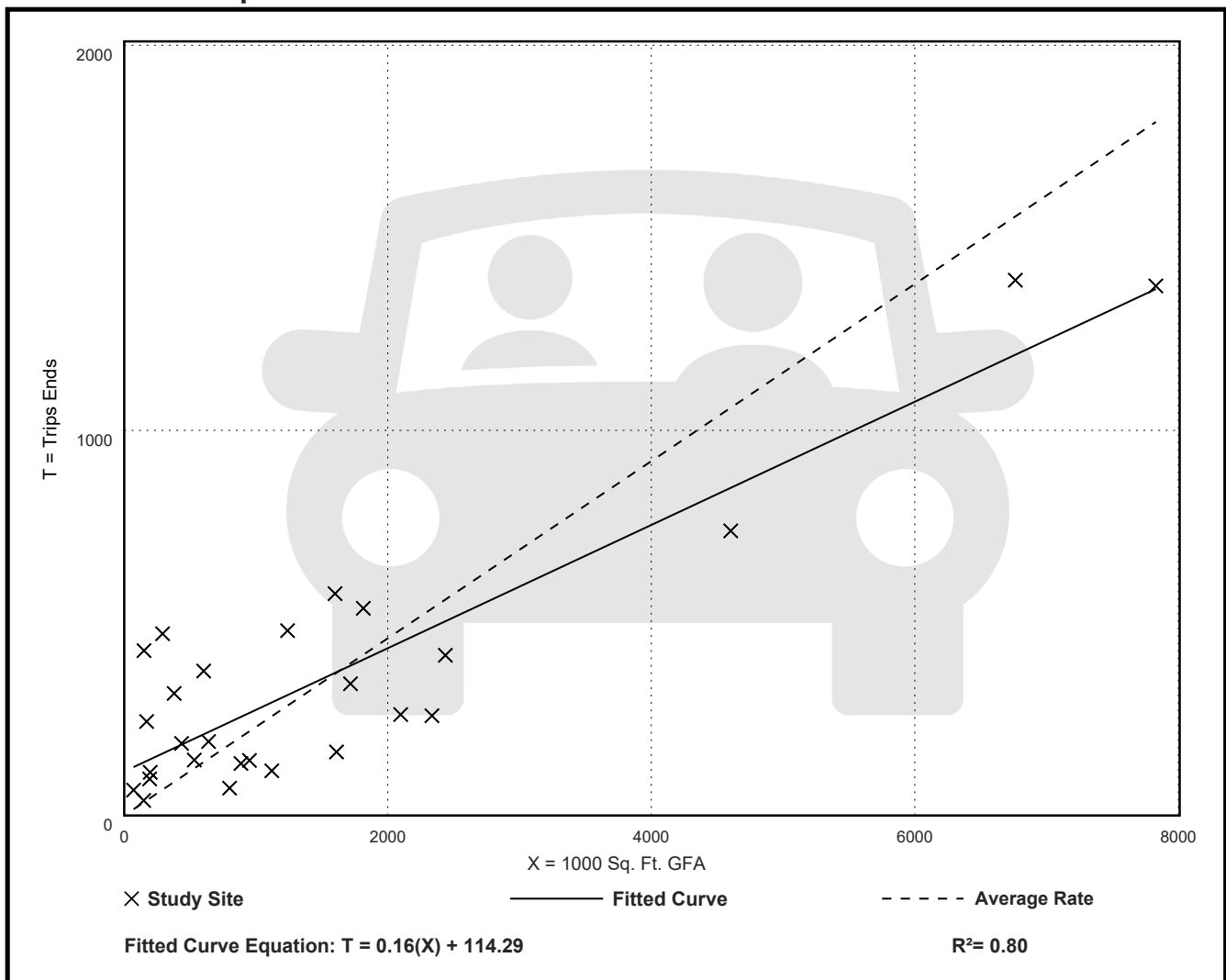
Avg. 1000 Sq. Ft. GFA: 1541

Directional Distribution: 28% entering, 72% exiting

Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
0.23	0.09 - 2.85	0.25

Data Plot and Equation



Appendix C

MDOT SHA Traffic Count at MD 97 & Airport Drive/Magna Way



Maryland Department of Transportation
 State Highway Administration
 Data Services Division
 Turning Movement Summary Report

Station ID: S2000060066 County: Carroll Comments:
 Date: 2/14/2023 12:00:00 AM Town: none
 Location: MD 97 at Airport Dr/Magna Way Weather: CLEAR 45
 Interval: 60 Min

PEAK	AM PERIOD	Start	End	Volume	LOS	V/C	PM PERIOD	Start	End	Volume	LOS	V/C
Hours	6:00AM-12:00PM	07:15	08:00	2312	A	0.59	12:00PM-19:00PM	15:30	16:15	2551	A	0.57

MD 97 MD 97 MAGNA WAY AIRPORT DR
 From North From South From East From West

Begin Hour	U.Turn	Left	Through	Right	TOTAL	U.Turn	Left	Through	Right	TOTAL	U.Turn	Left	Through	Right	TOTAL	U.Turn	Left	Through	Right	TOTAL	GrandTotal
00:00:00	0	1	4	0	5	0	0	18	0	18	0	4	0	1	5	0	0	1	1	2	30
00:15:00	0	0	8	0	8	0	0	6	0	6	0	5	0	2	7	0	0	0	1	1	22
00:30:00	0	0	3	0	3	0	0	8	1	9	0	6	0	0	6	0	0	0	0	0	18
00:45:00	0	0	7	0	7	0	0	10	0	10	0	3	0	1	4	0	0	1	0	1	22
01:00:00	0	2	4	0	6	0	0	13	3	16	0	1	1	0	2	0	0	0	0	0	24
01:15:00	0	0	4	0	4	0	0	4	0	4	0	2	0	1	3	0	0	0	0	0	11
01:30:00	0	1	8	0	9	0	0	5	2	7	0	0	0	1	1	0	1	0	0	1	18
01:45:00	0	0	3	0	3	0	0	5	0	5	0	0	0	0	0	0	0	0	0	0	8
02:00:00	0	0	3	0	3	0	0	4	0	4	0	1	0	2	3	0	0	0	0	0	10
02:15:00	0	0	9	0	9	0	1	3	0	4	0	1	0	0	1	0	0	0	1	1	15
02:30:00	0	0	3	0	3	0	0	4	1	5	0	0	0	1	1	0	0	0	0	0	9
02:45:00	0	2	17	0	19	0	0	1	1	2	0	0	0	0	0	0	0	0	0	0	21
03:00:00	0	2	5	0	7	0	1	6	2	9	0	2	0	1	3	0	0	1	0	1	20
03:15:00	0	3	12	0	15	0	1	3	0	4	0	4	0	1	5	0	0	0	0	0	24
03:30:00	0	2	29	1	32	0	2	8	2	12	0	2	2	0	4	0	1	0	0	1	49
03:45:00	0	1	35	0	36	0	1	1	1	3	0	3	0	1	4	0	0	0	2	2	45
04:00:00	0	1	47	0	48	0	1	4	1	6	0	3	0	0	3	0	0	0	0	0	57
04:15:00	0	6	56	0	62	0	3	12	1	16	0	1	0	0	1	0	0	1	0	1	80
04:30:00	0	4	73	4	81	0	5	16	0	21	0	5	1	0	6	0	1	0	0	1	109
04:45:00	0	12	104	1	117	0	6	16	5	27	0	11	1	1	13	0	0	0	1	1	158
05:00:00	0	7	121	4	132	0	4	21	7	32	0	14	2	1	17	0	1	1	5	7	188
05:15:00	0	8	131	2	141	0	5	18	14	37	0	14	1	6	21	0	0	2	1	3	202
05:30:00	0	8	171	4	183	0	9	33	8	50	0	8	3	5	16	0	2	0	1	3	252
05:45:00	0	13	171	10	194	0	15	71	34	120	0	21	7	4	32	0	1	1	5	7	353
06:00:00	0	24	243	10	277	0	15	45	18	78	0	18	5	10	33	0	0	0	7	7	395
06:15:00	0	21	236	12	269	0	11	47	20	78	0	26	9	10	45	0	1	0	8	9	401
06:30:00	0	25	217	6	248	0	15	63	23	101	0	15	2	12	29	0	0	0	2	2	380
06:45:00	0	23	236	17	276	0	31	69	41	141	0	37	13	11	61	0	1	1	7	9	487
07:00:00	0	18	291	16	325	0	24	93	26	143	0	28	6	8	42	0	2	2	14	18	528
07:15:00	0	19	296	22	337	0	30	70	34	134	0	32	9	7	48	0	3	2	9	14	533
07:30:00	0	20	277	34	331	0	30	105	43	178	0	35	9	10	54	0	2	2	21	25	588
07:45:00	0	18	253	24	295	0	66	96	63	225	0	50	21	15	86	0	2	4	25	31	637
08:00:00	0	22	233	15	270	0	41	99	40	180	0	41	13	15	69	0	3	6	26	35	554
08:15:00	0	15	225	9	249	0	42	92	33	167	0	35	9	10	54	0	2	3	18	23	493
08:30:00	0	21	211	6	238	0	37	84	38	159	0	27	7	11	45	0	4	4	24	32	474
08:45:00	0	14	192	10	216	0	36	86	21	143	0	37	15	13	65	0	7	8	31	46	470
09:00:00	0	9	155	8	172	0	28	84	23	135	0	20	9	12	41	0	0	3	33	36	384
09:15:00	0	4	115	6	125	0	38	108	18	164	0	25	12	5	42	0	2	7	27	36	367



Maryland Department of Transportation
State Highway Administration
Data Services Division
Turning Movement Summary Report

Station ID: S2000060066 County: Carroll Comments:
Date: 2/14/2023 12:00:00 AM Town: none
Location: MD 97 at Airport Dr/Magna Way Weather: CLEAR 45
Interval: 60 Min

PEAK	AM PERIOD	Start	End	Volume	LOS	V/C	PM PERIOD	Start	End	Volume	LOS	V/C
Hours	6:00AM-12:00PM	07:15	08:00	2312	A	0.59	12:00PM-19:00PM	15:30	16:15	2551	A	0.57

MD 97

MD 97

MAGNA WAY

AIRPORT DR

From North

From South

From East

From West

09:30:00	0	15	130	9	154	0	26	78	17	121	0	25	8	12	45	0	0	5	29	34	354
09:45:00	0	10	119	4	133	0	28	89	25	142	0	23	4	9	36	0	2	7	33	42	353
10:00:00	0	21	111	3	135	0	25	83	15	123	0	26	4	11	41	0	5	6	22	33	332
10:15:00	0	14	113	5	132	0	24	94	18	136	0	17	10	13	40	0	4	5	24	33	341
10:30:00	0	13	122	1	136	0	24	81	13	118	0	19	7	12	38	0	0	7	22	29	321
10:45:00	0	7	114	4	125	0	30	90	21	141	0	23	7	14	44	0	2	8	35	45	355
11:00:00	0	22	98	4	124	0	23	107	19	149	0	31	9	16	56	0	5	9	24	38	367
11:15:00	0	27	134	5	166	0	17	97	14	128	0	36	13	17	66	0	6	9	26	41	401
11:30:00	0	9	99	5	113	0	21	112	15	148	0	38	7	9	54	0	2	9	28	39	354
11:45:00	0	9	105	7	121	0	36	93	21	150	0	30	6	18	54	0	4	5	41	50	375
12:00:00	0	11	125	3	139	0	38	92	33	163	0	36	9	17	62	0	5	10	48	63	427
12:15:00	0	12	87	1	100	0	45	133	13	191	0	33	6	14	53	0	5	5	40	50	394
12:30:00	0	11	103	2	116	0	45	111	29	185	0	27	4	15	46	0	4	5	38	47	394
12:45:00	0	16	105	6	127	0	38	117	18	173	0	30	11	17	58	0	5	7	31	43	401
13:00:00	0	18	115	3	136	0	27	127	25	179	0	26	10	17	53	0	5	8	24	37	405
13:15:00	0	8	85	2	95	0	30	105	33	168	0	21	3	24	48	0	2	6	37	45	356
13:30:00	0	13	94	4	111	0	33	129	21	183	0	23	10	13	46	0	7	6	21	34	374
13:45:00	0	16	119	4	139	0	29	122	24	175	0	25	6	16	47	0	5	7	25	37	398
14:00:00	0	16	96	11	123	0	31	147	21	199	0	29	5	12	46	0	4	11	30	45	413
14:15:00	0	16	121	8	145	0	34	150	22	206	0	19	13	22	54	0	8	12	30	50	455
14:30:00	0	17	113	5	135	0	31	194	16	241	0	35	7	21	63	0	11	6	44	61	500
14:45:00	0	10	120	3	133	0	33	184	22	239	0	37	7	16	60	0	5	8	27	40	472
15:00:00	0	12	114	4	130	0	23	204	31	258	0	42	2	40	84	0	17	14	57	88	560
15:15:00	0	16	120	4	140	0	27	268	24	319	0	26	8	44	78	0	10	10	23	43	580
15:30:00	0	21	210	7	238	0	15	230	31	276	0	62	3	42	107	0	21	11	45	77	698
15:45:00	0	22	137	10	169	0	31	275	26	332	0	28	4	38	70	0	11	6	31	48	619
16:00:00	0	16	116	2	134	0	15	258	31	304	0	41	3	50	94	0	19	16	64	99	631
16:15:00	0	17	125	2	144	0	14	283	26	323	0	34	10	46	90	0	11	6	29	46	603
16:30:00	0	15	172	6	193	0	14	230	19	263	0	77	5	40	122	0	20	16	54	90	668
16:45:00	0	15	118	0	133	0	11	250	31	292	0	64	4	36	104	0	9	14	19	42	571
17:00:00	0	9	148	5	162	0	15	274	35	324	0	49	2	36	87	0	22	14	60	96	669
17:15:00	0	5	126	7	138	0	22	286	20	328	0	42	9	38	89	0	4	8	30	42	597
17:30:00	0	8	115	3	126	0	20	262	22	304	0	39	4	23	66	0	8	5	20	33	529
17:45:00	0	9	108	4	121	0	8	212	23	243	0	28	3	27	58	0	4	3	23	30	452
18:00:00	0	9	88	3	100	0	1	198	14	213	0	22	3	21	46	0	6	9	26	41	400
18:15:00	0	10	102	5	117	0	9	172	22	203	0	16	3	14	33	0	5	3	16	24	377
18:30:00	0	3	97	1	101	0	5	137	12	154	0	27	7	20	54	0	1	7	13	21	330
18:45:00	0	14	60	1	75	0	6	127	8	141	0	12	1	12	25	0	1	2	4	7	248
19:00:00	0	5	63	1	69	0	9	126	10	145	0	19	1	25	45	0	5	0	12	17	276
19:15:00	0	5	65	3	73	0	11	117	6	134	0	9	2	9	20	0	3	2	9	14	241



Maryland Department of Transportation
 State Highway Administration
 Data Services Division
 Turning Movement Summary Report

Station ID: S2000060066 County: Carroll Comments:
 Date: 2/14/2023 12:00:00 AM Town: none
 Location: MD 97 at Airport Dr/Magna Way Weather: CLEAR 45
 Interval: 60 Min

PEAK	AM PERIOD	Start	End	Volume	LOS	V/C	PM PERIOD	Start	End	Volume	LOS	V/C
Hours	6:00AM-12:00PM	07:15	08:00	2312	A	0.59	12:00PM-19:00PM	15:30	16:15	2551	A	0.57

	MD 97					MD 97					MAGNA WAY					AIRPORT DR					
	From North					From South					From East					From West					
19:30:00	0	3	49	0	52	0	3	105	11	119	0	10	1	18	29	0	3	1	8	12	212
19:45:00	0	6	44	2	52	0	10	84	15	109	0	11	4	10	25	0	1	8	7	16	202
20:00:00	0	4	32	1	37	0	6	71	6	83	0	9	0	15	24	0	8	5	21	34	178
20:15:00	0	4	40	0	44	0	3	105	7	115	0	8	0	9	17	0	0	0	4	4	180
20:30:00	0	5	38	0	43	0	3	73	5	81	0	5	0	11	16	0	2	0	9	11	151
20:45:00	0	8	43	2	53	0	2	66	6	74	0	8	1	8	17	0	3	2	8	13	157
21:00:00	0	5	35	2	42	0	3	59	10	72	0	9	1	5	15	0	0	2	6	8	137
21:15:00	0	6	26	0	32	0	3	60	5	68	0	9	0	7	16	0	3	2	2	7	123
21:30:00	0	3	35	0	38	0	1	59	5	65	0	7	0	10	17	0	1	0	2	3	123
21:45:00	0	3	19	0	22	0	1	50	2	53	0	6	0	5	11	0	1	0	0	1	87
22:00:00	0	2	26	0	28	0	1	33	6	40	0	7	0	2	9	0	0	1	0	1	78
22:15:00	0	4	14	0	18	0	0	33	5	38	0	2	0	6	8	0	0	0	1	1	65
22:30:00	0	1	24	0	25	0	0	38	7	45	0	2	0	1	3	0	0	0	1	1	74
22:45:00	0	2	13	0	15	0	0	23	4	27	0	2	1	5	8	0	0	0	1	1	51
23:00:00	0	5	15	1	21	0	1	27	2	30	0	10	0	3	13	0	1	0	1	2	66
23:15:00	0	1	9	0	10	0	0	37	1	38	0	3	0	4	7	0	0	1	0	1	56
23:30:00	0	1	12	0	13	0	0	24	3	27	0	1	0	5	6	0	1	1	1	3	49
23:45:00	0	1	6	0	7	0	0	18	1	19	0	3	0	0	3	0	0	0	0	0	29
TOTAL	0	912	9200	396	10508	0	1459	8840	1471	11770	0	1895	405	1198	3498	0	333	380	1556	2269	28045
AMPEAK	0	79	1059	95	1233	0	167	370	180	717	0	158	52	47	257	0	10	14	81	105	2312
PMPEAK	0	76	588	21	685	0	75	1046	114	1235	0	165	20	176	361	0	62	39	169	270	2551
DAYPEAK	0	76	588	21	685	0	75	1046	114	1235	0	165	20	176	361	0	62	39	169	270	2551



Maryland Department of Transportation
 State Highway Administration
 Data Services Division
 Turning Movement Summary Report

Station ID: S2000060066 County: Carroll Comments:
 Date: 2/14/2023 12:00:00 AM Town: none
 Location: MD 97 at Airport Dr/Magna Way Weather: CLEAR 45
 Interval: 60 Min

PEAK	AM PERIOD	Start	End	Volume	LOS	V/C	PM PERIOD	Start	End	Volume	LOS	V/C
Hours	6:00AM-12:00PM	07:15	08:00	2312	A	0.59	12:00PM-19:00PM	15:30	16:15	2551	A	0.57

MD 97 MD 97 MAGNA WAY AIRPORT DR
 From North From South From East From West

Begin Hour	School Children	Pedestrians	Bicycles	School Children	Pedestrians	Bicycles	School Children	Pedestrians	Bicycles	School Children	Pedestrians	Bicycles
00:00:00	0	0	0	0	0	0	0	0	0	0	0	0
00:15:00	0	0	0	0	0	0	0	0	0	0	0	0
00:30:00	0	0	0	0	0	0	0	0	0	0	0	0
00:45:00	0	0	0	0	0	0	0	0	0	0	0	0
01:00:00	0	0	0	0	0	0	0	0	0	0	0	0
01:15:00	0	0	0	0	0	0	0	0	0	0	0	0
01:30:00	0	0	0	0	0	0	0	0	0	0	0	0
01:45:00	0	0	0	0	0	0	0	0	0	0	0	0
02:00:00	0	0	0	0	0	0	0	0	0	0	0	0
02:15:00	0	0	0	0	0	0	0	0	0	0	0	0
02:30:00	0	0	0	0	0	0	0	0	0	0	0	0
02:45:00	0	0	0	0	0	0	0	0	0	0	0	0
03:00:00	0	0	0	0	0	0	0	0	0	0	0	0
03:15:00	0	0	0	0	0	0	0	0	0	0	0	0
03:30:00	0	0	0	0	0	0	0	0	0	0	0	0
03:45:00	0	0	0	0	0	0	0	0	0	0	0	0
04:00:00	0	0	0	0	0	0	0	0	0	0	0	0
04:15:00	0	0	0	0	0	0	0	0	0	0	0	0
04:30:00	0	0	0	0	0	0	0	0	0	0	0	0
04:45:00	0	0	0	0	0	0	0	0	0	0	0	0
05:00:00	0	0	0	0	0	0	0	0	0	0	0	0
05:15:00	0	0	0	0	0	0	0	0	0	0	0	0
05:30:00	0	0	0	0	0	0	0	0	0	0	0	0
05:45:00	0	0	0	0	0	0	0	0	0	0	0	0
06:00:00	0	0	0	0	0	0	0	0	0	0	0	0
06:15:00	0	0	0	0	0	0	0	0	0	0	0	0
06:30:00	0	0	0	0	0	0	0	0	0	0	0	0
06:45:00	0	0	0	0	0	0	0	0	0	0	0	0
07:00:00	0	0	0	0	0	0	0	0	0	0	0	0
07:15:00	0	0	0	0	0	0	0	0	0	0	0	0
07:30:00	0	0	0	0	0	0	0	0	0	0	0	0
07:45:00	0	0	0	0	0	0	0	0	0	0	0	0
08:00:00	0	0	0	0	0	0	0	0	0	0	0	0
08:15:00	0	0	0	0	0	0	0	0	0	0	0	0
08:30:00	0	0	0	0	0	0	0	0	0	0	0	0
08:45:00	0	0	0	0	0	0	0	0	0	0	0	0
09:00:00	0	0	0	0	0	0	0	0	0	0	0	0
09:15:00	0	0	0	0	0	0	0	0	0	0	0	0



Maryland Department of Transportation
 State Highway Administration
 Data Services Division
 Turning Movement Summary Report

Station ID: S2000060066 County: Carroll Comments:
 Date: 2/14/2023 12:00:00 AM Town: none
 Location: MD 97 at Airport Dr/Magna Way Weather: CLEAR 45
 Interval: 60 Min

PEAK	AM PERIOD	Start	End	Volume	LOS	V/C	PM PERIOD	Start	End	Volume	LOS	V/C
Hours	6:00AM-12:00PM	07:15	08:00	2312	A	0.59	12:00PM-19:00PM	15:30	16:15	2551	A	0.57

MD 97

MD 97

MAGNA WAY

AIRPORT DR

From North

From South

From East

From West

Begin Hour	School Children	Pedestrians	Bicycles	School Children	Pedestrians	Bicycles	School Children	Pedestrians	Bicycles	School Children	Pedestrians	Bicycles
09:30:00	0	0	0	0	0	0	0	0	0	0	0	0
09:45:00	0	0	0	0	0	0	0	0	0	0	0	0
10:00:00	0	0	0	0	0	0	0	0	0	0	0	0
10:15:00	0	0	0	0	0	0	0	0	0	0	0	1
10:30:00	0	0	0	0	0	0	0	0	0	0	0	0
10:45:00	0	0	0	0	0	0	0	0	0	0	0	0
11:00:00	0	0	0	0	0	0	0	0	0	0	0	0
11:15:00	0	0	0	0	0	0	0	0	0	0	0	0
11:30:00	0	0	0	0	0	0	0	0	0	0	0	0
11:45:00	0	0	0	0	0	0	0	0	0	0	0	0
12:00:00	0	0	0	0	0	0	0	0	0	0	0	0
12:15:00	0	0	0	0	0	0	0	0	0	0	0	0
12:30:00	0	0	0	0	0	0	0	0	0	0	0	0
12:45:00	0	0	0	0	0	0	0	0	0	0	0	0
13:00:00	0	0	0	0	0	0	0	0	0	0	0	0
13:15:00	0	0	0	0	0	0	0	0	0	0	0	0
13:30:00	0	0	0	0	0	0	0	0	0	0	0	0
13:45:00	0	0	0	0	0	0	0	0	0	0	0	0
14:00:00	0	0	0	0	0	0	0	0	0	0	0	0
14:15:00	0	0	0	0	0	0	0	0	0	0	0	0
14:30:00	0	0	0	0	0	0	0	0	0	0	0	0
14:45:00	0	0	0	0	0	0	0	0	0	0	0	0
15:00:00	0	0	0	0	0	0	0	0	0	0	0	1
15:15:00	0	0	0	0	0	0	0	0	0	0	0	0
15:30:00	0	0	0	0	0	0	0	0	0	0	0	0
15:45:00	0	0	0	0	0	0	0	0	0	0	0	0
16:00:00	0	0	0	0	0	0	0	0	0	0	0	0
16:15:00	0	0	0	0	0	0	0	0	0	0	0	0
16:30:00	0	0	0	0	0	0	0	0	0	0	0	0
16:45:00	0	0	0	0	0	0	0	0	0	0	0	0
17:00:00	0	0	0	0	0	0	0	0	0	0	0	0
17:15:00	0	0	0	0	0	0	0	0	0	0	0	0
17:30:00	0	0	0	0	0	0	0	0	0	0	0	0
17:45:00	0	0	0	0	0	0	0	0	0	0	0	0
18:00:00	0	0	0	0	0	0	0	0	0	0	0	0
18:15:00	0	0	0	0	0	0	0	0	0	0	0	0
18:30:00	0	0	0	0	0	0	0	0	0	0	0	0
18:45:00	0	0	0	0	0	0	0	0	0	0	0	0



Maryland Department of Transportation
 State Highway Administration
 Data Services Division
 Turning Movement Summary Report

Station ID: S2000060066 County: Carroll Comments:
 Date: 2/14/2023 12:00:00 AM Town: none
 Location: MD 97 at Airport Dr/Magna Way Weather: CLEAR 45
 Interval: 60 Min

PEAK	AM PERIOD	Start	End	Volume	LOS	V/C	PM PERIOD	Start	End	Volume	LOS	V/C
Hours	6:00AM-12:00PM	07:15	08:00	2312	A	0.59	12:00PM-19:00PM	15:30	16:15	2551	A	0.57

MD 97

MD 97

MAGNA WAY

AIRPORT DR

From North

From South

From East

From West

Begin Hour	From North			From South			From East			From West		
	School Children	Pedestrians	Bicycles	School Children	Pedestrians	Bicycles	School Children	Pedestrians	Bicycles	School Children	Pedestrians	Bicycles
19:00:00	0	0	0	0	0	0	0	0	0	0	0	0
19:15:00	0	0	0	0	0	0	0	0	0	0	0	0
19:30:00	0	0	0	0	0	0	0	0	0	0	0	0
19:45:00	0	0	0	0	0	0	0	0	0	0	0	0
20:00:00	0	0	0	0	0	0	0	0	0	0	0	0
20:15:00	0	0	0	0	0	0	0	0	0	0	0	0
20:30:00	0	0	0	0	0	0	0	0	0	0	0	0
20:45:00	0	0	0	0	0	0	0	0	0	0	0	0
21:00:00	0	0	0	0	0	0	0	0	0	0	0	0
21:15:00	0	0	0	0	0	0	0	0	0	0	0	0
21:30:00	0	0	0	0	0	0	0	0	0	0	0	0
21:45:00	0	0	0	0	0	0	0	0	0	0	0	0
22:00:00	0	0	0	0	0	0	0	0	0	0	0	0
22:15:00	0	0	0	0	0	0	0	0	0	0	0	0
22:30:00	0	0	0	0	0	0	0	0	0	0	0	0
22:45:00	0	0	0	0	0	0	0	0	0	0	0	0
23:00:00	0	0	0	0	0	0	0	0	0	0	0	0
23:15:00	0	0	0	0	0	0	0	0	0	0	0	0
23:30:00	0	0	0	0	0	0	0	0	0	0	0	0
23:45:00	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	2
AMPEAK	0	0	0	0	0	0	0	0	0	0	0	0
PMPEAK	0	0	0	0	0	0	0	0	0	0	0	0
DAYPEAK	0	0	0	0	0	0	0	0	0	0	0	0



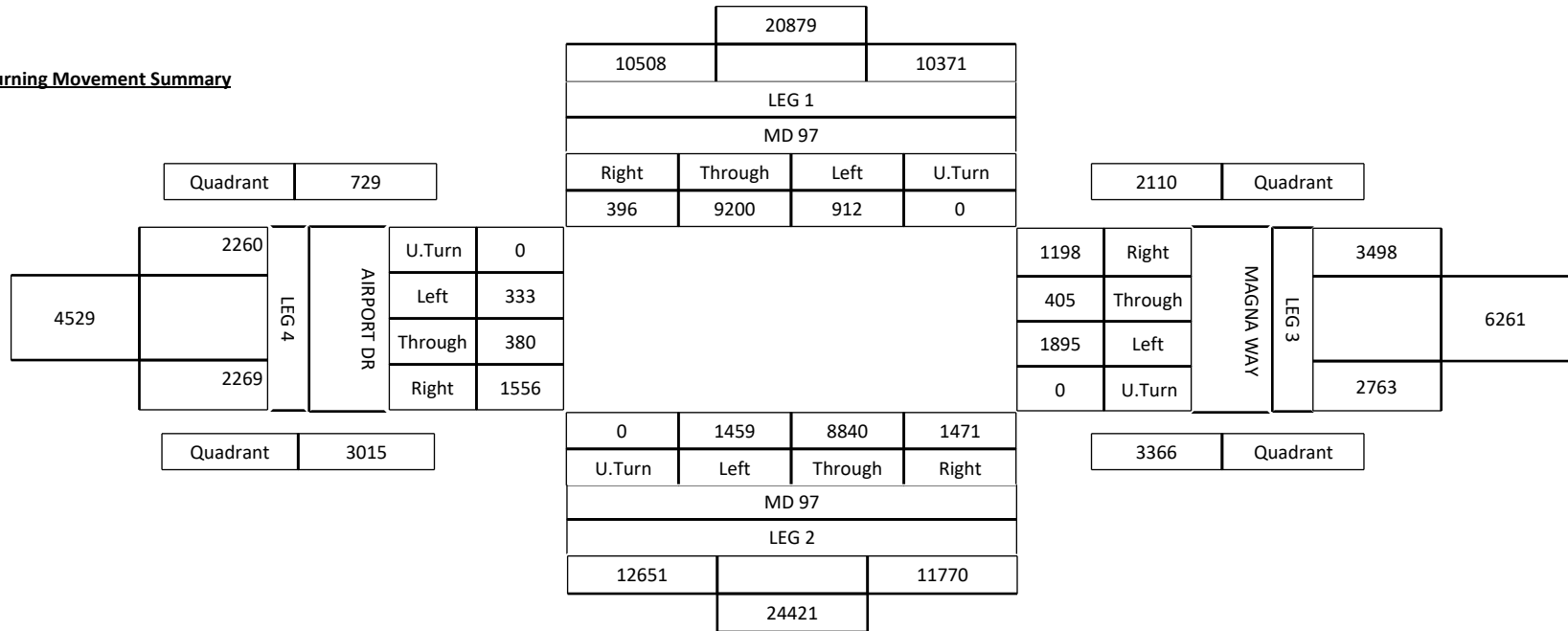
Maryland Department of Transportation
 State Highway Administration
 Data Services Division
 Turning Movement Summary Report

Station ID: S2000060066 County: Carroll Comments:
 Date: 2/14/2023 12:00:00 AM Town: none
 Location: MD 97 at Airport Dr/Magna Way Weather: CLEAR 45
 Interval: 60 Min

PEAK	AM PERIOD	Start	End	Volume	LOS	V/C	PM PERIOD	Start	End	Volume	LOS	V/C
Hours	6:00AM-12:00PM	07:15	08:00	2312	A	0.59	12:00PM-19:00PM	15:30	16:15	2551	A	0.57



Turning Movement Summary





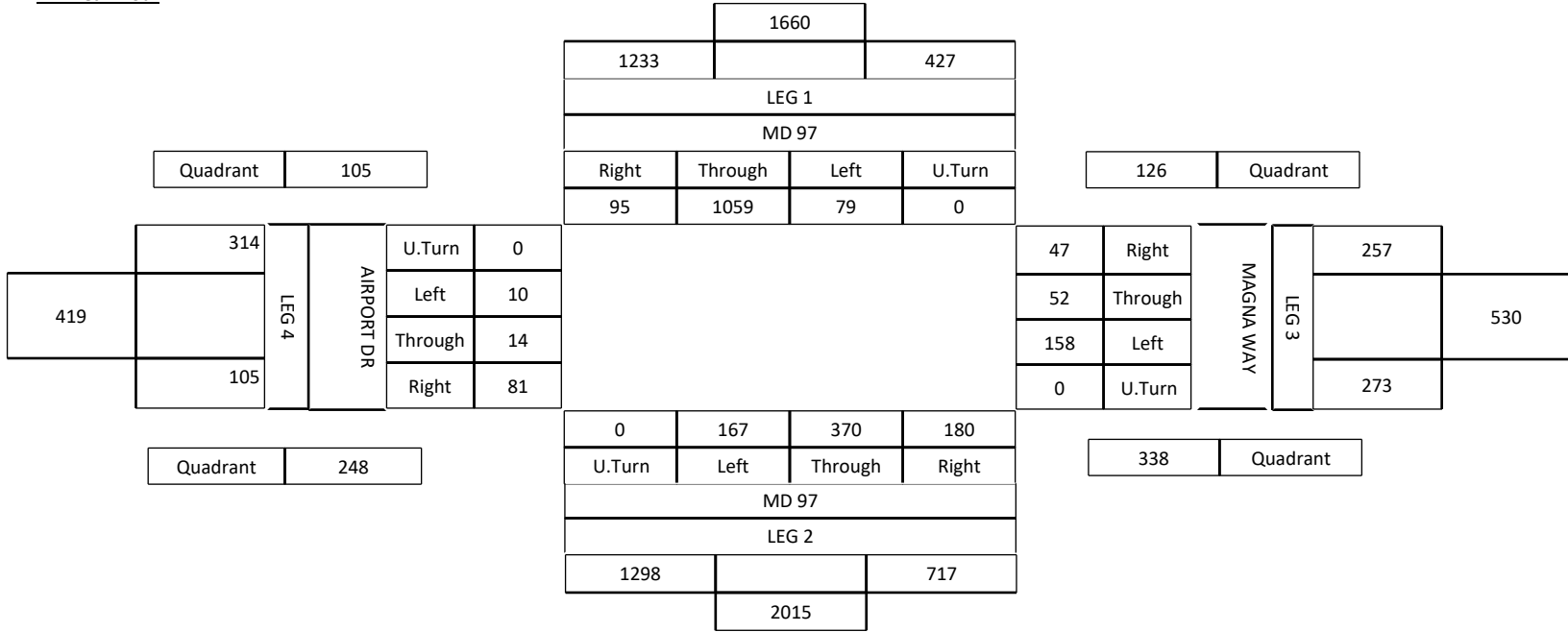
Maryland Department of Transportation
 State Highway Administration
 Data Services Division
 Turning Movement Summary Report

Station ID: S2000060066 County: Carroll Comments:
 Date: 2/14/2023 12:00:00 AM Town: none
 Location: MD 97 at Airport Dr/Magna Way Weather: CLEAR 45
 Interval: 60 Min

PEAK	AM PERIOD	Start	End	Volume	LOS	V/C	PM PERIOD	Start	End	Volume	LOS	V/C
Hours	6:00AM-12:00PM	07:15	08:00	2312	A	0.59	12:00PM-19:00PM	15:30	16:15	2551	A	0.57



AM Peak Hour

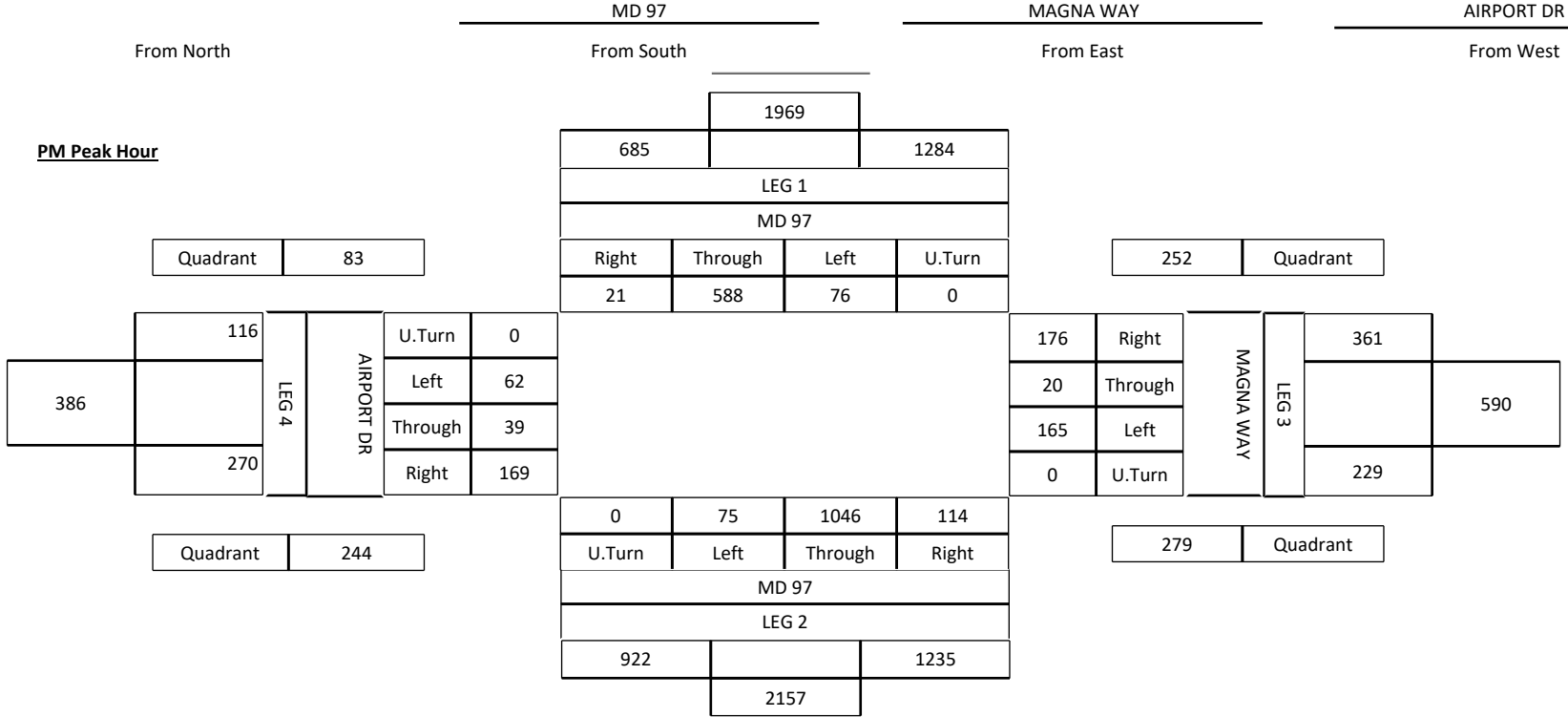




Maryland Department of Transportation
 State Highway Administration
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 Turning Movement Summary Report

Station ID: S2000060066 County: Carroll Comments:
 Date: 2/14/2023 12:00:00 AM Town: none
 Location: MD 97 at Airport Dr/Magna Way Weather: CLEAR 45
 Interval: 60 Min

PEAK	AM PERIOD	Start	End	Volume	LOS	V/C	PM PERIOD	Start	End	Volume	LOS	V/C
Hours	6:00AM-12:00PM	07:15	08:00	2312	A	0.59	12:00PM-19:00PM	15:30	16:15	2551	A	0.57

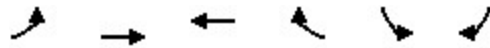


Appendix D

Results of HCM and SimTraffic Queuing Analyses

HCM Unsignalized Intersection Capacity Analysis
 1: Airport Dr & Site Access

























Carroll Community College SE
 PM Existing



Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↗	↖		↘	↙
Traffic Volume (veh/h)	0	252	108	8	18	0
Future Volume (Veh/h)	0	252	108	8	18	0
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	0	274	117	9	20	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type		None	None			
Median storage (veh)						
Upstream signal (ft)	293					
pX, platoon unblocked	1.00				1.00	1.00
vC, conflicting volume	126				396	122
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	123				393	119
tC, single (s)	4.1				6.4	6.2
tC, 2 stage (s)						
tF (s)	2.2				3.5	3.3
p0 queue free %	100				97	100
cM capacity (veh/h)	1461				610	931
Direction, Lane #	EB 1	WB 1	SB 1			
Volume Total	274	126	20			
Volume Left	0	0	20			
Volume Right	0	9	0			
cSH	1461	1700	610			
Volume to Capacity	0.00	0.07	0.03			
Queue Length 95th (ft)	0	0	3			
Control Delay (s/veh)	0.0	0.0	11.1			
Lane LOS			B			
Approach Delay (s/veh)	0.0	0.0	11.1			
Approach LOS			B			
Intersection Summary						
Average Delay			0.5			
Intersection Capacity Utilization			23.3%	ICU Level of Service	A	
Analysis Period (min)			15			

HCM Signalized Intersection Capacity Analysis
2: MD 97 & Airport Dr/Magna Way

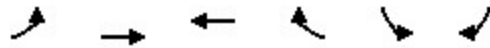
Carroll Community College SE
PM Existing

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	62	39	169	165	20	176	75	1046	114	76	588	21
Future Volume (vph)	62	39	169	165	20	176	75	1046	114	76	588	21
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5		4.5	4.5	
Lane Util. Factor	1.00	1.00	1.00	0.95	0.95	1.00	1.00	0.95		1.00	0.95	
Frt	1.00	1.00	0.85	1.00	1.00	0.85	1.00	0.99		1.00	0.99	
Flt Protected	0.95	1.00	1.00	0.95	0.96	1.00	0.95	1.00		0.95	1.00	
Satd. Flow (prot)	1770	1863	1583	1681	1703	1583	1770	3487		1770	3521	
Flt Permitted	0.95	1.00	1.00	0.95	0.96	1.00	0.35	1.00		0.15	1.00	
Satd. Flow (perm)	1770	1863	1583	1681	1703	1583	648	3487		271	3521	
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	67	42	184	179	22	191	82	1137	124	83	639	23
RTOR Reduction (vph)	0	0	157	0	0	169	0	6	0	0	2	0
Lane Group Flow (vph)	67	42	27	100	101	22	82	1255	0	83	660	0
Turn Type	Split	NA	pm+ov	Split	NA	Perm	pm+pt	NA		pm+pt	NA	
Protected Phases	4	4	5	8	8		5	2		1	6	
Permitted Phases			4			8	2			6		
Actuated Green, G (s)	7.8	7.8	15.2	11.7	11.7	11.7	66.1	58.7		63.3	57.3	
Effective Green, g (s)	7.8	7.8	15.2	11.7	11.7	11.7	66.1	58.7		63.3	57.3	
Actuated g/C Ratio	0.08	0.08	0.15	0.11	0.11	0.11	0.65	0.57		0.62	0.56	
Clearance Time (s)	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5		4.5	4.5	
Vehicle Extension (s)	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0		3.0	3.0	
Lane Grp Cap (vph)	135	142	235	192	194	181	500	2002		255	1974	
v/s Ratio Prot	c0.04	0.02	0.01	c0.06	0.06		0.01	c0.36		c0.02	0.19	
v/s Ratio Perm			0.01			0.01	0.09			0.18		
v/c Ratio	0.50	0.30	0.12	0.52	0.52	0.12	0.16	0.63		0.33	0.33	
Uniform Delay, d1	45.3	44.6	37.7	42.6	42.6	40.6	7.0	14.5		10.1	12.1	
Progression Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00		1.00	1.00	
Incremental Delay, d2	2.9	1.2	0.2	2.5	2.5	0.3	0.2	1.5		0.7	0.5	
Delay (s)	48.2	45.8	37.9	45.1	45.1	40.9	7.2	16.0		10.8	12.6	
Level of Service	D	D	D	D	D	D	A	B		B	B	
Approach Delay (s/veh)		41.4			43.1			15.4			12.4	
Approach LOS		D			D			B			B	
Intersection Summary												
HCM 2000 Control Delay (s/veh)			21.3			HCM 2000 Level of Service			C			
HCM 2000 Volume to Capacity ratio			0.58									
Actuated Cycle Length (s)			102.2			Sum of lost time (s)			18.0			
Intersection Capacity Utilization			59.8%			ICU Level of Service			B			
Analysis Period (min)			15									

c Critical Lane Group

HCM Unsignalized Intersection Capacity Analysis
 1: Airport Dr & Site Access

Carroll Community College SE
 PM Future



Movement	EBL	EBT	WBT	WBR	SBL	SBR
Lane Configurations		↖	↗		↘	
Traffic Volume (veh/h)	0	252	108	28	5	0
Future Volume (Veh/h)	0	252	108	28	5	0
Sign Control		Free	Free		Stop	
Grade		0%	0%		0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	0	274	117	30	5	0
Pedestrians						
Lane Width (ft)						
Walking Speed (ft/s)						
Percent Blockage						
Right turn flare (veh)						
Median type		None	None			
Median storage (veh)						
Upstream signal (ft)	293					
pX, platoon unblocked	0.99				0.99	0.99
vC, conflicting volume	147				406	132
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	136				397	121
tC, single (s)	4.1				6.4	6.2
tC, 2 stage (s)						
tF (s)	2.2				3.5	3.3
p0 queue free %	100				99	100
cM capacity (veh/h)	1436				603	923
Direction, Lane #	EB 1	WB 1	SB 1			
Volume Total	274	147	5			
Volume Left	0	0	5			
Volume Right	0	30	0			
cSH	1436	1700	603			
Volume to Capacity	0.00	0.09	0.00*			
Queue Length 95th (ft)	0	0	1			
Control Delay (s/veh)	0.0	0.0	11.0			
Lane LOS			B			
Approach Delay (s/veh)	0.0	0.0	11.0			
Approach LOS			B			
Intersection Summary						
Average Delay			0.1			
Intersection Capacity Utilization			23.3%	ICU Level of Service	A	
Analysis Period (min)			15			

* Value less than 0.01.

HCM Signalized Intersection Capacity Analysis
2: MD 97 & Airport Dr/Magna Way

Carroll Community College SE
PM Future

Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (vph)	59	37	161	165	23	176	88	1046	114	76	588	25
Future Volume (vph)	59	37	161	165	23	176	88	1046	114	76	588	25
Ideal Flow (vphpl)	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Total Lost time (s)	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5		4.5	4.5	
Lane Util. Factor	1.00	1.00	1.00	0.95	0.95	1.00	1.00	0.95		1.00	0.95	
Frt	1.00	1.00	0.85	1.00	1.00	0.85	1.00	0.99		1.00	0.99	
Flt Protected	0.95	1.00	1.00	0.95	0.96	1.00	0.95	1.00		0.95	1.00	
Satd. Flow (prot)	1770	1863	1583	1681	1705	1583	1770	3487		1770	3518	
Flt Permitted	0.95	1.00	1.00	0.95	0.96	1.00	0.34	1.00		0.15	1.00	
Satd. Flow (perm)	1770	1863	1583	1681	1705	1583	639	3487		274	3518	
Peak-hour factor, PHF	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Adj. Flow (vph)	64	40	175	179	25	191	96	1137	124	83	639	27
RTOR Reduction (vph)	0	0	149	0	0	169	0	6	0	0	2	0
Lane Group Flow (vph)	64	40	26	102	102	22	96	1255	0	83	664	0
Turn Type	Split	NA	pm+ov	Split	NA	Perm	pm+pt	NA		pm+pt	NA	
Protected Phases	4	4	5	8	8		5	2		1	6	
Permitted Phases			4			8	2			6		
Actuated Green, G (s)	7.7	7.7	15.4	11.9	11.9	11.9	66.8	59.1		63.2	57.3	
Effective Green, g (s)	7.7	7.7	15.4	11.9	11.9	11.9	66.8	59.1		63.2	57.3	
Actuated g/C Ratio	0.08	0.08	0.15	0.12	0.12	0.12	0.65	0.58		0.62	0.56	
Clearance Time (s)	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5		4.5	4.5	
Vehicle Extension (s)	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0		3.0	3.0	
Lane Grp Cap (vph)	132	139	237	194	197	183	500	2008		254	1964	
v/s Ratio Prot	c0.04	0.02	0.01	c0.06	0.06		0.01	c0.36		c0.02	0.19	
v/s Ratio Perm			0.01			0.01	0.11			0.18		
v/c Ratio	0.48	0.29	0.11	0.53	0.52	0.12	0.19	0.63		0.33	0.34	
Uniform Delay, d1	45.5	44.9	37.7	42.7	42.7	40.7	7.0	14.4		10.2	12.3	
Progression Factor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00		1.00	1.00	
Incremental Delay, d2	2.8	1.1	0.2	2.6	2.3	0.3	0.2	1.5		0.8	0.5	
Delay (s)	48.3	46.0	37.9	45.3	44.9	41.0	7.2	15.9		10.9	12.8	
Level of Service	D	D	D	D	D	D	A	B		B	B	
Approach Delay (s/veh)		41.5			43.1			15.3			12.6	
Approach LOS		D			D			B			B	
Intersection Summary												
HCM 2000 Control Delay (s/veh)			21.1			HCM 2000 Level of Service			C			
HCM 2000 Volume to Capacity ratio			0.58									
Actuated Cycle Length (s)			102.6			Sum of lost time (s)			18.0			
Intersection Capacity Utilization			59.8%			ICU Level of Service			B			
Analysis Period (min)			15									

c Critical Lane Group

Intersection: 1: Airport Dr & Site Access

Movement	SB
Directions Served	LR
Maximum Queue (ft)	36
Average Queue (ft)	16
95th Queue (ft)	42
Link Distance (ft)	322
Upstream Blk Time (%)	
Queuing Penalty (veh)	
Storage Bay Dist (ft)	
Storage Blk Time (%)	
Queuing Penalty (veh)	

Intersection: 2: MD 97 & Airport Dr/Magna Way

Movement	EB	EB	EB	WB	WB	WB	NB	NB	NB	SB	SB	SB
Directions Served	L	T	R	L	LT	R	L	T	TR	L	T	TR
Maximum Queue (ft)	117	92	100	142	172	115	150	327	260	99	206	174
Average Queue (ft)	50	32	49	33	94	58	37	167	120	36	110	54
95th Queue (ft)	96	74	82	102	155	99	107	276	222	74	184	125
Link Distance (ft)		213			899			818	818		761	761
Upstream Blk Time (%)												
Queuing Penalty (veh)												
Storage Bay Dist (ft)	140		140	210		360	190			725		
Storage Blk Time (%)	1		0		0			5				
Queuing Penalty (veh)	1		0		0			3				

Network Summary

Network wide Queuing Penalty: 5

Intersection: 1: Airport Dr & Site Access

Movement	SB
Directions Served	LR
Maximum Queue (ft)	25
Average Queue (ft)	4
95th Queue (ft)	20
Link Distance (ft)	322
Upstream Blk Time (%)	
Queuing Penalty (veh)	
Storage Bay Dist (ft)	
Storage Blk Time (%)	
Queuing Penalty (veh)	

Intersection: 2: MD 97 & Airport Dr/Magna Way

Movement	EB	EB	EB	WB	WB	WB	NB	NB	NB	SB	SB	SB
Directions Served	L	T	R	L	LT	R	L	T	TR	L	T	TR
Maximum Queue (ft)	117	107	100	139	172	134	160	305	241	103	215	158
Average Queue (ft)	49	32	50	40	101	60	41	166	113	37	107	53
95th Queue (ft)	99	76	82	120	162	107	111	270	211	76	185	124
Link Distance (ft)		213			899			818	818		761	761
Upstream Blk Time (%)		0										
Queuing Penalty (veh)		0										
Storage Bay Dist (ft)	140		140	210		360	190			725		
Storage Blk Time (%)	0				0			5				
Queuing Penalty (veh)	0				0			4				

Network Summary

Network wide Queuing Penalty: 5

CITY OF WESTMINSTER EXHIBIT 4
NOTICE OF PUBLIC HEARING BZA Case 26-01

The Board of Zoning Appeals will conduct a public hearing on Tuesday, March 3, 2026, starting at 6 pm, at City Hall, 1838 Emerald Hill Lane, Westminster, MD, to review the following case:

BZA CASE NO. 26-01

An application by Carroll Community College, the Applicant, and Tevis Real Estate, Inc. the property owner, requesting approval of a Special Exception for a "Trade Schools" use pursuant to Section 164-54 P. and associated signage pursuant to Section 164-121 D. of the Code of the City of Westminster at 110 Airport Drive, Westminster, MD.

Copies of the application and related materials are available for public inspection at City Administration Building, 45 W. Main Street, Westminster, MD or online at www.WestminsterMD.gov. Please contact Price Wagoner at 410-871-4359 or planning@westminstermd.gov if you have any questions in advance of the public hearing and/or if you are having issues viewing materials online.

Board of Zoning Appeals meetings are also live streamed through the City's YouTube page at <https://www.youtube.com/@CityofWestminsterMD>. Check the City website and the applicable meeting agenda for further information.

Members of the public wishing to provide evidence or testimony during the public hearing should send an email, including your full name, address, contact number and email address, requesting meeting access information to planning@westminstermd.gov prior to or during the public hearing. After your request has been received, you will receive an e-mail with instructions on how you can access and participate in the Board of Zoning Appeals meeting.

Scott Graf, Chair

Westminster Board of Zoning Appeals

ATTEST: Mark A. Depo, Department of Community Planning and
Development Director

CCT 8-015

Feb 10 & 17

7927988



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**NOTICE OF PUBLIC HEARING
FOR
CITY OF WESTMINSTER**


The Westminster Board of Zoning Appeals will hold a Public Hearing on

Date March 3, 2026 Time 6pm Location www.publicworks.com/CarrollCommunityCollege
www.westminsterMD.gov

BZA CASE NO: 26-01

An application by Carroll Community College, the Applicant, and Tevis Real Estate, Inc. the property owner, requesting approval of a Special Exception for a "Trade Schools" use pursuant to Section 164-54(P) and associated signage pursuant to Section 164-121(D) of the Code of the City of Westminster at 110 Airport Drive Westminster, MD.

For more information, please contact Price Wagoner at **410-848-9002**
Property of the Mayor and Common Council of Westminster. Destruction or removal of this sign is illegal.



CITY OF WESTMINSTER, MARYLAND

www.westminstermd.gov

Community Planning and Development

45 West Main Street, Suite
Westminster, Maryland 21157
planning@westminstermd.gov

SIGN POSTING AFFIDAVIT
Board of Zoning Appeals 26-01
March 3, 2026, PUBLIC HEARING

As part of the Board of Zoning Appeals process, a sign detailing the Zoning Appeal request and the location and time of the Board of Zoning Appeals public hearing must be posted at the subject property in a location that can be viewed by the public.

I, Dorge Solis Fraire, hereby certify the receipt of the Board of Zoning Appeals 25-04 sign
(print or type name)

on 12 Feb 2026 hereby certify that the sign shall be posted on the subject property in or around the
(date)

location identified in the image below and shall remain in this location up to and including the date of the Board of Zoning Appeals 24-01 public hearing and the sign shall be maintained. I further certify that the sign shall be returned to the Department of Community Planning and Development within one week following the public hearing or I will incur a payment of \$150.00, to be paid prior to issuance of Board of Zoning Appeals decision.

Signature: _____

BZA CASE NO: 26-01

An application by Carroll Community College, the Applicant, and Tevis Real Estate, Inc. the property owner, requesting approval of a Special Exception for a "Trade Schools" use pursuant to Section 164-54(P) and associated signage pursuant to Section 164-121(D) of the Code of the City of Westminster at 110 Airport Drive Westminster, MD.

As the applicant you are responsible for posting the sign, for ensuring the sign is maintained in place, and for returning the sign to City of Westminster following the public hearing. You will need to provide a photograph of the sign being posted at the property (within the highlighted area) to the Department of Community Planning and Development by Tuesday February 17, 2026.