

1. Call To Order
2. January 22, 2026 Agenda

Documents:

[PZC AGENDA 1-22-2026.DOCX](#)

3. New Business

- 3.I. Item A: Public Hearing For Adoption Of The City Of Westminster Chapter To The Water Resources Element

Documents:

[WRE 2024 PC SUMMARY - WESTMINSTER.PDF](#)  
[WESTMINSTER CHAPTER OF THE CARROLL COUNTY WRE.PDF](#)

- 3.II. Item B: Site Development Plan S-24-0031, William Winchester Elementary School Addition

Documents:

[ITEM B WILLIAM WINCHESTER ELEM SCHOOL ADDITION SR.DOCX](#)  
[ATTACH 1 S-24-0032 WILLIAM WINCHESTER ES SITE PLAN.PDF](#)  
[ATTACH 2 CCPS WILLIAM WINCHESTER ES BROCHURE.PDF](#)

- 3.III. Item C: Site Development Plan S-24-0032, Westminster Elementary School Addition

Documents:

[ITEM C WESTMINSTER ELEM SCHOOL ADDITION SR.DOCX](#)  
[ATTACH 1 S-24-0032 WESTMINSTER ES SITE PLAN.PDF](#)  
[ATTACH 2 CCPS WESTMINSTER ES BROCHURE.PDF](#)

4. Carroll County Liaison Report
5. Planning Commission Comments
6. Adjournment
7. Request For Decorum And Order

The Chair and Commissioners would like to thank you in advance for your respectful behavior and for your thoughtful consideration of the views of your neighbors, applicants, and the Commission. Members of the public attending meetings of the Planning and Zoning Commission are expected to maintain decorum and good order and to remain quiet when not recognized by the Chairperson. Any person who makes personal attacks or defamatory remarks, who makes loud comments when not recognized by the Chairperson, or who stamps his or her feet, whistles, yells, or engages in similarly disruptive conduct will be asked to leave. Persons who are asked to leave by the Chair and refuse to do so may be removed. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and other similar demonstrations will not be permitted by the presiding officer. Offending parties will be asked to remove themselves from the meeting room.





## **PLANNING AND ZONING COMMISSION AGENDA**

**Thursday, January 22, 2026, at 6:00 PM  
City Hall, 1838 Emerald Hill Lane  
Westminster, Maryland 21157**

<https://www.youtube.com/@CityofWestminsterMD>

### **I. CALL TO ORDER**

### **II. NEW BUSINESS**

**Item A: Public Hearing for Adoption of the City of Westminster Chapter to the Water Resources Element** (Andrea Gerhard, DCPD)

**Item B: Site Development Plan S-24-0031, William Winchester Elementary School Addition** (Andrea Gerhard, DCPD)

Applicant: Board of Education of Carroll County  
125 N Court Street  
Westminster, MD 21157

Owner: Board of Education of Carroll County  
125 N Court Street  
Westminster, MD 21157

Engineer: Mosley Architects  
1414 Key Highway, Second Floor  
Baltimore, MD 21230

Request: The Applicant is requesting Site Development Plan Approval to construct a 1,955 square foot Pre-Kindergarten classroom addition onto the existing elementary school at 60 and 70 Monroe Street, Westminster Maryland 21157.

**Item C: Site Development Plan S-24-0032, Westminster Elementary School Addition** (Andrea Gerhard, DCPD)

Applicant: Board of Education of Carroll County  
125 N Court Street  
Westminster, MD 21157

Owner: Board of Education of Carroll County  
125 N Court Street  
Westminster, MD 21157

Engineer: Mosley Architects  
1414 Key Highway, Second Floor  
Baltimore, MD 21230

Request: The Applicant is requesting Site Development Plan Approval to construct two additions for a Pre-Kindergarten and an Instrumental Music classroom addition onto the existing elementary school totaling 3,333 square feet at 811 Uniontown Road, Westminster Maryland 21158.

### **III. OLD BUSINESS**

### **IV. INFORMATION ITEM**

Carroll County Liaison Report

### **V. PLANNING COMMISSION COMMENTS**

### **VI. ADJORNMENT**

*Request for decorum and order*

*The Chair and Commissioners would like to thank you in advance for your respectful behavior and for your thoughtful consideration of the views of your neighbors, applicants, and the Commission. Members of the public attending meetings of the Planning and Zoning Commission are expected to maintain decorum and good order and to remain quiet when not recognized by the Chairperson. Any person who makes personal attacks or defamatory remarks, who makes loud comments when not recognized by the Chairperson, or who stamps his or her feet, whistles, yells, or engages in similarly disruptive conduct will be asked to leave. Persons who are asked to leave by the Chair and refuse to do so may be removed. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and other similar demonstrations will not be permitted by the presiding officer. Offending parties will be asked to remove themselves from the meeting room.*



# WRE 2024 Summary: Westminster Summary

## *Westminster Key Water Issues*

Indirect potable reuse – expansion needed to accommodate 2023 buildout demand... ultimately water supply can be made available to accommodate 2023 buildout demand

## *Westminster Key Wastewater Issues*

Design capacity just under 2023 buildout demand

I&I is significant, but program in place to make improvements and should “regain” enough capacity to accommodate 2023 buildout demand

## *Westminster Key Stormwater Issues*

Stormwater isn't expected to cause any limitations for land use decisions. Stormwater is addressed through regulations and permit requirements.

## *Key Action Items for Westminster*

### *Drinking Water Supply*

- Complete PUREWater treatment facility
- Expand Cranberry WTP to accommodate additional treatment from adding PUREWater facility

### *Wastewater*

- Expand WWTP to 6.5 mgd to accommodate additional flows from PUREWater and other additional demands/flows

### *Stormwater*

- County & municipalities = co-permittees on the NPDES MS4 stormwater permit
- Memorandum of Agreement for joint projects & cost sharing

- ↓
- Strategies & Actions Items are generally shared & are same for all

## Westminster Water Supply

2023 WSA Buildout	GPD
Buildout Demand	3,412,619
Permitted	3,824,000
Capacity Needed	662,619

**Additional Water ...** While it appears that the permitted amount should be adequate to serve the projected demand, MDE's method for calculating capacity available results in additional capacity needed. (See below) In addition, capacity needed will be reduced by 500,000 gpd once PUREWater is operational.

## Westminster Wastewater

2023 SSA Buildout	GPD
Buildout Demand	3,264,445
Permitted	5,000,000
Capacity Needed	7,445

**Capacity Needed ...** While the WWTP technically appears "yellow" due to not having enough capacity to accommodate 2023 buildout demand, the capacity needed is so low that the City's existing I&I improvement program should be able to "regain" the needed capacity.

Buildout Demand Status	Municipal System	Additional Capacity Needed / Available (gpd)	Potential Actions to ↑ Capacity or Meet Buildout Demand
	Westminster	<b>-662,619</b>	<ul style="list-style-type: none"> <li>.5 mgd water reuse plant online 2027 → capacity needed ↓162,619 gpd</li> <li>Plant can expand to 1 mgd</li> </ul>

### Why is this number higher than expected?

MDE's methodology was used to calculate capacity & demand. The capacity needed comes out higher due to a couple of factors...

1. For planning purposes, 250 gpd per household is used to calculate projected water demand. However, most of Carroll's municipalities actually use less than that. Westminster generally uses 235 gpd per household, which would result in a lower number.
2. An additional 10% was added for drought demand.
3. Using MDE's method, the WTP capacity of 2.75 mgd is the limiting factor. Capacity available was calculated based on this limitation, but PUREWater will add capacity.

**Buildout Demand** is based on the **2023 Water Service Area (WSA) or Sewer Service Area (SSA)**, including the Long-Range area, and using the **zoning** in place in **2022**.

Buildout Demand Status	Municipal System	Additional Capacity Needed / Available (gpd)	Potential Actions to ↑ Capacity or Meet Buildout Demand
	Westminster	<b>-7,445</b>	<ul style="list-style-type: none"> <li>I&amp;I improvements</li> </ul>

**Capacity Needed ...** I&I represents a significant percentage of flows. The City's existing program to reduce I&I should be able to "regain" enough capacity to accommodate this need. The WWTP can be expanded if needed.

**Keep in Mind ...** These numbers are meant for planning purposes; it is not possible to be exact. Consider the magnitude of the need rather than the specific amount.

# W W R E

# 2024

## Comprehensive Plan Element for:

**Carroll County/Freedom  
Hampstead  
Manchester  
Mount Airy  
New Windsor**

**Sykesville  
Taneytown  
Union Bridge  
Westminster**

*60-Day Review*  
*DRAFT*

**Review Period ending 15 January 2026**



### 46.0 Westminster

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#### 46.1 Water Supply

The City is divided into two watersheds by the northeast-to-southwest running Parr's Ridge. The western portion of the City falls into the Double Pipe Creek watershed, part of the Potomac Tributary basin area. The City's Wakefield Valley water system is located in this watershed. Also, in this watershed are nine of the City's supply wells, the Medford Quarry emergency water supply, and the wastewater treatment plant (WWTP), which discharges into Little Pipe Creek. A future project in this watershed includes PUREWater Westminster (operational by 2027).

The eastern part of the City falls into the Liberty Reservoir watershed and the North Branch Patapsco River 6-digit watersheds, which are part of the Patapsco/Back River Tributary basin. The City withdraws water from surface intakes on Cranberry Branch and Hull Creek in this watershed. Both creeks are tributaries of the West Branch of the Potomac. Water withdrawn from Cranberry Branch is stored in the raw water reservoir north of Lucabaugh Mill Road. Also, in this watershed are three supply wells and one streamflow augmentation well. Portions of the Hampstead and Freedom water and sewer systems are located within this watershed.

##### 46.1.1 Source Water Assessment

The City of Westminster relies upon both ground and surface water for its potable supply. The unconfined fractured rock aquifer within the Wakefield Marble, Sam's Creek Formation, Marburg Formation, Ijamsville Phyllite, and Wissahickon Formation (with some of these formation names since reclassified and incorporated into the Sam's Creek, Marburg, and Prettyboy Groups) provide the source of water supply for 15 groundwater wells. Of the 15 wells, only 12 were routinely relied upon for potable supply in 2024. Two wells are unused, and another is used for stream augmentation purposes only. Four of the City's wells are completed in the Wakefield Marble, though at least one other well is completed within a carbonate rock unit classified as part of the Sam's Creek Formation. The remaining wells are within the other various crystalline bedrock formations.

The City also withdraws water from the Cranberry Run Reservoir. The Source Water Assessment (SWA) was delineated by a consultant in accordance with the 1999 MDE SWAP guidance document. A January 2004 SWA completed by the MDE for the City's surface water source indicated that nutrient enrichment, sedimentation, and contamination by pathogenic organisms were the major concerns at that time. Cranberry Branch was determined to be susceptible to nitrate contamination, and the MDE indicated that the surface supply was "particularly susceptible to contamination by protozoa, as demonstrated by the high fecal concentration." While the surface water source wasn't susceptible to synthetic organic compounds (SOCs) based on a review of water quality, the MDE indicated that intakes were susceptible to spills of such compounds. The water system was determined to be susceptible to disinfection byproducts (DBPs), which are formed by the chlorination of organic matter.

In October 2013, S.S. Papadopoulos & Associates Inc., completed a Source Water Protection Plan (a step beyond a SWA) for the City of Westminster's groundwater supply sources. The October 2013 report referenced a 2005 SWA completed by Advanced Land and Water, Inc. (ALWI) for the groundwater supply sources; that report found that most of the City's wells were susceptible to



nitrate. The October 2013 report concluded that the City’s “groundwater and surface water sources are potentially susceptible to surface contamination, including volatile organic compounds (VOCs), IOCs and SOCs”.

### 46.1.2 Water Supply Demand

The total future water demand assumes that everything within the 2023 Water Service Area (WSA) builds out according to the zoning in place in 2022. If this were to occur, the total future water supply demand for the Westminster system would be 3,176,489 gallons per day (gpd).

The numbers in the “2023 Westminster Future Water Supply Demand” table are based strictly on BLI calculations. They do not reflect factors unique to the municipal system that may have been considered in the Capacity & Demand (C&D) Workbook calculations and figures presented in the next table, “2023 Westminster Water Supply Capacity Available for Existing and Future Growth.”

**Westminster Future Water Supply Demand at Buildout of 2023 Water Service Area (Gallons per Day)**

Municipal System	2023 Existing Demand <sup>1</sup>	Planned Future Demand <sup>2</sup>		Long-Range Demand <sup>3</sup>	Total Buildout Demand
		Infill Demand	Future Demand		
Westminster	2,361,296	524,832	290,362	0	3,176,489
Municipal System	2023 Existing Demand <sup>1</sup>	Additional Demand by Land Use <sup>4</sup>		Total Buildout Demand	
		Residential	Non-Residential		
Westminster	2,361,296	400,250	414,943	3,176,489	

<sup>1</sup> These data are the greatest annual average daily demand for the 5-year period from 2018 through 2022.

<sup>2</sup> These data relate to areas located within the designated planned water service area. Infill demand is calculated for areas classified in the “Existing/Final Planning” service category; Future demand is calculated for the combined area classified in the “Priority” or “Future” service category.

<sup>3</sup> These data relate to areas designated in the “Long-Range Service Area” but located within the DGA.

<sup>4</sup> Additional Demand is based on estimated demand from land not yet served in the planned water service areas: Existing/Final, Priority, Future, and Long-Range.

Source: WRE Capacity & Demand Workbook: CC PLM + City of Westminster, 2023

Calculations for future water demand used the C&D data. This demand is reflected under “Infill” and “Future” (Priority + Future WSAs), as well as the Long-Range WSA. However, the C&D data do not account for additional demand that might occur within the area that is designated in the “No Planned Water Service Area” within the DGA. The Long-Range Demand reflects areas designated as a Long-Range WSA, which are areas anticipated to be served in the future, but beyond the 10-year Water & Sewer Master Plan horizon.

The table – **Westminster Future Water Supply Demand at Buildout of 2023 Water Service Area** – provides the total estimated buildout demand including the Long-Range Demand. It should be noted that the Long-Range Service Area serves as a planning tool for Carroll County jurisdictions/systems but is not a service area required by MDE, and it is not included in Table 15 of the *Water & Sewer Master Plan*. Only the total demand for Infill + Future should be considered for purposes of evaluating consistency of the *Water & Sewer Master Plan* with this document.

### 46.1.3 Water Supply Capacity

If Westminster were to build out according to the zoning in place in 2022 within the 2023 WSA, the City would need to expand the system beyond its current capacity to make available another



662,619 gpd to accommodate unserved demand based on the daily most limiting water supply system factor under drought conditions.

The Average Day Capacity Limitation represents the most limiting factor of the following: treatment capacity, pump capacity, largest well out of service, and safe yield. Average Day Drought Demand is based on MDE’s planning formula of adding 10% to account for drought conditions. Therefore, Remaining Capacity is the amount that would be available for Unserved Demand after subtracting the Average Day Drought Demand from the Average Day Capacity Limitation. The Net Average Day Capacity Available at Buildout figure indicates whether additional capacity is needed.

**Westminster Water Supply Capacity Available  
for Existing and Future Growth at Buildout of 2023 Water Service Area  
(in Gallons per Day)**

Municipal System	Current			Remaining Capacity <sup>2</sup>	Unserved Demand <sup>3</sup>	Net Avg Day Capacity Available at Buildout
	2023 Permitted	Avg Day Capacity Limitation	Avg Day Drought Demand <sup>1</sup>			
Westminster	3,824,000	2,750,000	2,597,426	152,574	815,193	<b>(662,619)</b>

<sup>1</sup> Average Day Drought Demand here includes an additional 10% for drought demand

<sup>2</sup> Remaining Capacity equals the Avg Day Capacity Limitation minus the Avg Day Drought Demand.

<sup>3</sup> These data relate to areas located within the planned water service area. This includes infill (unserved in “Existing/Final Planning” service category), as well as projected demand in the Priority, Future, and Long-Range Water Service Areas.

Note: For purposes of evaluating consistency of the Water & Sewer Master Plan with this document (as part of the Master Plan/comprehensive plan), the permitted withdrawal from all sources from this table should be compared to the Infill + Future demand in the table – Westminster Future Water Demand at Buildout of 2023 Water Service Area – as the method for determining capacity vs. demand is more comparable.

Source: WRE Capacity & Demand Workbook: CC PLM + City of Westminster, 2023

MDE typically requires a Wastewater Capacity Management Plan (CMP) when operating capacity reaches 80%. Capacity needs would be addressed at that time based on the existing and planned growth.

The table below indicates the comparative available capacity at 2023 buildout of the WSA using the permitted withdrawal minus the demand, which is more representative of the method used to determine capacity in the *Water & Sewer Master Plan*.

**Comparison for Consistency with Water & Sewer Master Plan**

MDE WRE: Additional Capacity Needed / Available (gpd)	W&S Plan w/ Long-Range: Additional Capacity Needed / Available (gpd) (Permitted Withdrawal - Demand)	W&S Plan w/o Long-Range: Additional Capacity Needed / Available (gpd) (Permitted Withdrawal - Demand)
<b>-662,619</b>	<b>~ -647,500</b>	<b>~ -647,500</b>

### 46.1.4 Water Supply Limitations

While the demand estimates were calculated based on MDE’s standard 250 gpd per household, the City calculates the average water usage per residential connection at 235 gpd per connection based on the existing connections and associated water usage. The buildout development for residential connections in the service area is projected to be complete in the year 2042; however, approximately 62% of the development is anticipated by 2027.



A linear growth rate has been used to estimate available industrial and commercial development (421 acres) between 2010 and 2027. An assumed 800 gpd per acre for commercial and industrial development was used to estimate the future water demand.

The water allocation to residential, industrial, and commercial users is controlled by the City's Department of Community Planning and Development through the Water and Sewer Allocation Policy. Additional growth beyond the allocated water will be dependent upon new water sources.

Westminster is currently not pursuing additional groundwater wells and has recently begun designing and construction of a new indirect potable reuse system. This system is the first of its kind in Maryland and will purify wastewater effluent and discharge water into Cranberry Reservoir. The reuse system is currently permitted for 0.5 million gallons per day (mgd) and will be built as a 1 mgd facility. Design of the facility accommodates for an expansion if additional supply needs arise. Westminster anticipates being able to meet future supply needs through indirect potable reuse.

Summary of 2023 Buildout Capacity and Limitations for Westminster Water Supply System							
Buildout Demand Status	2022 Appropriated Capacity (gpd)	Average Day Capacity Limitation (gpd)	2022 Existing <sup>1</sup> (gpd)	Buildout Demand (gpd)	Additional Capacity Needed (gpd)	Critical Limiting Factor (mgd)	Actions to Consider for Increasing Capacity as Needed
●	3,824,000	2,750,000	2,597,426	3,412,619	662,619 162,619 <sup>2</sup>	System Capacity	<ul style="list-style-type: none"> <li>.5 mgd permitted via PUREWater indirect potable reuse system (online 2027)</li> <li>1 mgd design → / permitted</li> </ul>

● *Water supply system does not have enough capacity to serve projected demand in 2023 Water Service Area, but limitations can more easily be overcome.*

<sup>1</sup> 2022 Existing = existing pumped and unserved demand in the Existing Water Service Area. Includes drought demand.

<sup>2</sup> Additional capacity needed once the PUREWater plant comes online

*\*This table does not include cost in the limitations, but funding is always a consideration and a possible limiting factor.*

### 46.1.5 Water Demand Management

Westminster uses reservoir levels (not groundwater levels) to make decisions about low-flow operations and water use reductions because reservoir levels fluctuate more than groundwater levels.

The City's [Drought Management Plan](#) identifies what the water restrictions are, when they are imposed, and why. Check the City's [website](#), social media, drought hotline, etc. for restrictions.

Additional water conservation and demand management measures in place are listed under that strategy in this system's section.



## 46.2 Wastewater

The wastewater treatment plant (WWTP) serving the Westminster area is owned and operated by the City of Westminster. The 5.0-mgd plant is an activated sludge facility consisting of bar screens, grit and grease removal facility, aeration tanks with anaerobic, aerobic, and switch zones, secondary clarifiers, denitrification, and liquid chlorination/dechlorination. Phosphorus is also removed by chemical addition. The plant discharges to Little Pipe Creek, a Use IV-P stream, which flowed into Double Pipe Creek at an average rate of 4.066 mgd between 2021-2023.



The upgrade from biological nutrient removal (BNR) to enhanced nutrient removal (ENR) technology does not include plant expansion. There are, however, future plans to expand the plant from 5.0 mgd to 6.5 mgd, if needed. Analysis in this section assumes that the plant capacity expansion to 6.5 mgd will not be implemented within the next 10 years.

### 46.2.1 Wastewater Demand

The total future wastewater demand assumes that everything within the 2023 Water & Sewer Master Plan Sewer Service Area (SSA), including the Long-Range Service Area, builds out according to the zoning in place in 2022. If this were to occur, the total future wastewater demand for the Westminster WWTP would be 3,628,445 gpd. The numbers in the “2023 Westminster Future Wastewater Demand” table are based strictly on BLI calculations. They do not reflect factors unique to this municipal system that may have been considered in the C&D Workbook calculations and figures presented in the next table, “2023 Westminster Wastewater Capacity Available for Existing and Future Growth.”

**Westminster Future Wastewater Demand at Buildout of 2023 Sewer Service Area  
(in Gallons per Day)**

Municipal System	2023 Existing Demand <sup>1</sup>	Planned Future Demand <sup>2</sup>		Long-Range Demand <sup>3</sup>	Total Buildout Demand
		Infill Demand	Future Demand		
Westminster	2,323,000	663,923	277,522	0	3,264,445
Municipal System	2023 Existing Demand <sup>1</sup>	Additional Demand by Land Use <sup>2</sup>		Total Buildout Demand	
		Residential	Non-Residential		
Westminster	2,323,000	499,500	441,945	3,264,445	

<sup>1</sup> These data represent, in general, the annual average daily demand over the 3-year period 2020-2022 minus I&I.

<sup>2</sup> Planned Future Demand and Additional Demand by Land Use are based on estimated demand from land not yet served in the planned sewer service areas. Infill demand is calculated for areas classified in the “Existing/Final Planning” service category; Future demand is calculated for the combined area classified in the “Priority” or “Future” service category.

<sup>3</sup> Long-Range Demand is based on estimated demand from land not yet served in the Long-Range Planned Sewer Service Area.

Source: WRE Capacity & Demand Workbook: CC PLM + City of Westminster, 2023

The table – **Westminster Future Wastewater Demand at Buildout of 2023 Sewer Service Area** – provides the total estimated buildout demand including the Long-Range Demand. It should be



noted that the Long-Range Service Area serves as a planning tool for Carroll County jurisdictions/systems but is not a service area required by MDE, and it is not included in Table 32 of the *Water & Sewer Master Plan*. Only the total demand for Infill + Future should be considered for purposes of evaluating consistency of the *Water & Sewer Master Plan* with this document.

### 46.2.2 Wastewater Capacity

If Westminster were to build out according to the zoning in place in 2022 within the 2023 SSA, the Town would need to expand the system beyond its current capacity to make available an additional 371,445 gpd in wastewater flows.

**Westminster Wastewater Capacity Available  
for Existing and Future Growth at Buildout of 2023 Sewer Service Area  
(in Gallons per Day)**

Municipal System	Current			Existing Flows	Capacity Needed <sup>1</sup>			Capacity Available at Buildout
	2023 Permitted	I&I	Remaining Capacity		Infill	Priority + Future	Long-Range	
Westminster	5,000,000	1,743,000	3,257,000	2,323,000	663,923	277,522	0	<b>(-7,445)</b>

<sup>1</sup> These data represent unserved areas located within the planned sewer service area. This includes infill (unserved in "Existing/Final Planning" service category), as well as projected demand in the Priority, Future, and Long-Range Sewer Service Areas.

Note: For purposes of evaluating consistency of the *Water & Sewer Master Plan* with this document (as part of the Master Plan/comprehensive plan), the permitted capacity from all sources from this table should be compared to the Infill + Future demand in the table – Westminster Future Sewer Demand at Buildout of 2023 Sewer Service Area – as the method for determining capacity vs. demand is more comparable.

Source: WRE Capacity & Demand Workbook: CC PLM + City of Westminster, 2023

MDE typically requires a Wastewater Capacity Management Plan (CMP) when operating capacity reaches 80%. Capacity needs would be addressed at that time based on the existing and planned growth.

The table below indicates the comparative available capacity at 2023 buildout of the SSA using the permitted withdrawal minus the demand, which is more representative of the method used to determine capacity in the *Water & Sewer Master Plan*.

#### Comparison for Consistency with Water & Sewer Master Plan

MDE WRE: Additional Capacity Needed / Available (gpd)	W&S Plan w/ Long-Range: Additional Capacity Needed / Available (gpd) (Design Capacity - Demand)	W&S Plan w/o Long-Range: Additional Capacity Needed / Available (gpd) (Design Capacity - Demand)
<b>-7,445</b>	<b>- +1,735,600</b>	<b>- +1,735,600</b>

### 46.2.3 Limitations Based on Design Capacity

The 5.0-mgd facility will be capable of accommodating all projected wastewater flows under Priority + Future conditions without requiring a Wastewater Capacity Management Plan (WWCMP). The estimated total flow for Priority + Future capacity of 3.63 mgd (including inflow & infiltration, or I&I), as calculated in the C&D Workbook, is projected to leave an excess treatment capacity of about 1.37 mgd. Despite projected excess capacity, the plant lacks raw water supply to use the full capacity due to limitations in appropriations.



According to the C&D Workbook, I&I flows average about 1.7 mgd, which represents an average of 52% of plant influent. The City has an ongoing program to identify locations of high I&I and to reduce I&I by pipe joint injections, replacement, or pipe-lining. As I&I is reduced over time, it is possible that future usable capacity will increase. However, the Westminster plant is within the FEMA floodplain, making it more susceptible to increased influent flow from runoff and I&I related to extreme precipitation events. In addition to the potential to exceed design capacity, the plant could experience damage or malfunctions to treatment equipment that reduce nutrient and other contaminant loads. Quantifying hydraulic impacts is a challenge because historical conditions may not represent future flows.

#### **46.2.4 Limitations Based on Local Water Quality**

The Westminster WWTP NPDES permit includes limits for conventional pollutants and parameters such as five-day biological oxygen demand (BOD<sub>5</sub>), fecal coliform, pH, total suspended solids, and dissolved oxygen. These limits are standard limits for secondary treatment facilities and the most recent NPDES permit fact sheet for the facility states that they are fully protective of receiving waters. Limits for parameters such as ammonia and total Kjeldahl nitrogen (TKN) were derived for local water quality protection and are expected to remain achievable even under projected buildout flows.

The plant performance concentrations (averaged by quarter) in the most recent NPDES permit fact sheet show the facility operates well below the proposed limits (monthly average) for fecal coliform and TSS (total suspended solids). It is reasonable to assume the Westminster WWTP can readily comply with fecal coliform and TSS limits, thus the total maximum daily loads (TMDLs) for Double Pipe Creek for fecal coliform and TSS will not represent the controlling limitations to discharge.

The phosphorus TMDL for Double Pipe Creek does not impose phosphorus limits that are more stringent than the Bay-related nutrient caps. The Westminster WWTP is not upstream of a Tier II stream segment, nor does it discharge into a Use Class III stream. Therefore, temperature is not a limiting factor.

#### **46.2.5 Limitations Based on Bay Nutrient Caps**

The WWTP is considered a “major” facility under the 2010 Chesapeake Bay TMDL and has been assigned nutrient loading caps for both total nitrogen and total phosphorus. The nutrient caps were based on a design capacity of 5.0 mgd, a total nitrogen concentration of 4.0 mg/L, and a total phosphorus concentration of 0.3 mg/L. As with other major facilities, these nutrient caps are enforceable NPDES permit limits.

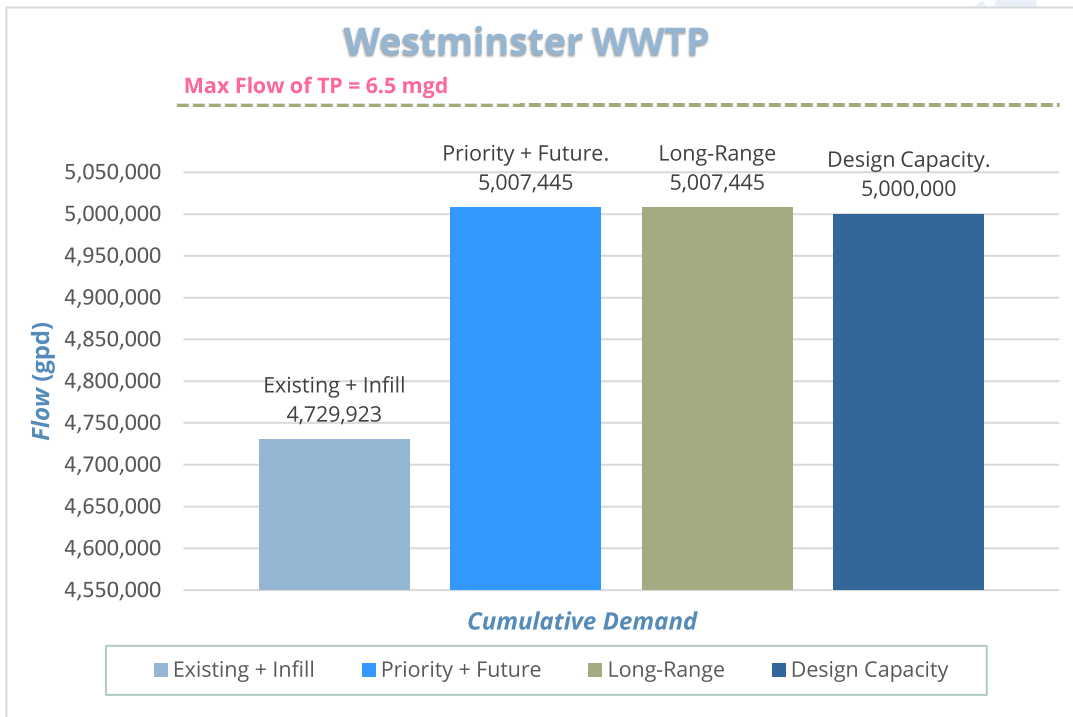
Completion of the City’s planned ENR upgrade project was expected in 2024. The ENR upgrade will be designed to achieve 3.0 mg/L total nitrogen and at least 0.3 mg/L total phosphorus. The maximum average daily flow at which this facility can operate without exceeding the phosphorus ENR caps is 5.0 mgd. City staff have indicated that addition of alum makes phosphorus less of a limiting condition than the nitrogen cap. The maximum daily flow to remain below the ENR nitrogen cap is 6.66 mgd. Through ENR, it is expected that the plant will be able to achieve lower effluent phosphorus concentrations, which may afford the facility flexibility to operate up to 6.66 mgd without violating ENR caps. The projected Priority + Future flow (3.63 mgd) is lower than the maximum flows above which nutrient caps would be exceeded. Therefore, nutrient caps are not



anticipated to be a primary limitation for the WWTP. However, if expansion to 6.5 mgd is considered, it will require further investigation into limitations imposed by nutrient effluent concentrations.

### 46.2.6 Summary of Wastewater Limitations

The design capacity is the limitation as of 2023. If the plant is expanded to 6.5 mgd, the additional design capacity would accommodate the projected demand. Operations need to be evaluated and modified to address any projected exceedance of the phosphorus cap if the plant is expanded. It should be noted that climate change may lead to reduced capacity due to flooding and excess I&I. Climate change impacts should be further evaluated to assess capacity impacts from hydrologic extremes.



*Note: The Existing + Infill appears to exceed the Design Capacity. This is only due to the standard estimate of I&I used in the estimates, which is likely much less than the default calculation for I&I.*



## Summary of 2023 Buildout Capacity and Limitations for Westminster Wastewater System

Watershed	Buildout Demand Status	2023 Design Capacity (gpd)	2023 Existing <sup>1</sup> (gpd)	Buildout Demand (gpd)	Additional Capacity Needed (gpd)	Limiting Factor*					Limitation (mgd)	Actions Under Consideration to Increase Capacity
						Design Capacity	Site Limitatio	TN Cap	TP Cap	Other		
Double Pipe Creek	⚠	5,000,000	4,729,923	5,007,445	7,445	✓			✓		5.000	I&I improvements

⚠ WWTP does not have enough capacity to serve projected demand in 2023 Sewer Service Area, but limitations can more easily be overcome.

<sup>1</sup> 2023 Existing = existing flows and unserved demand in the Existing Sewer Service Area.

\*This table does not include cost in the limitations, but funding is always a consideration and a possible limiting factor.

TP = Total Phosphorus; TN = Total Nitrogen

### 46.3 System-Specific Strategies: Westminster

Note: Action items included below are those that apply specifically and uniquely to this system. Action item for these strategies that apply to the County and all of the municipal systems are included in the Countywide Strategies section of this plan.

#### 46.3.1 System-Specific Action Items Already in Place: Current Protections, Practices, and Polices

##### ✓ Services to Areas Outside City Boundaries

The City's WSA currently extends outside the corporate limits to serve approximately 3,600 of the total 10,350 connections. In other words, 38% of the City's treated water serves unincorporated properties. In August 2002, the Mayor and Common Council adopted Good Cause Waiver Criteria for the extension of public water and sewerage service beyond the corporate limits of Westminster. That legislation requires new or redevelopment projects to comply with the City/County Agreement, which stipulates that if the property is contiguous to the corporate limits, the project must initiate annexation into the City of Westminster if it is to be served with public water and sewer service. If the property does not meet the legal test for annexation, its owner must file a Good Cause Waiver with the Mayor and Common Council. If approved, the applicant must execute an "Intent to Annex" agreement with the City of Westminster which is recorded in the Carroll County Land Records. This procedure provides control over the extension of City utilities outside of its corporate limits.

##### ✓ Water Allocation Policy

In April 2007, the City entered into a Consent Order with MDE to allow the City to meet existing water needs while remedial measures are developed and put on-line, accommodate a limited amount of interim growth, and establish an effective system for managing future capacity in accordance with MDE guidelines and regulatory capacities of the City's water sources by MDE. Regulatory capacities are critically important in providing adequate resources in times of drought emergencies as well as for everyday use. Subsequently in 2007, the City adopted a Water and Sewer Allocation Policy regulating water and sewer allocation by creating a prioritized "waiting list" for available water and sewer supplies for properties inside and outside the City that are or may be



## Water Resources Element

served by City utilities. The City continues to evaluate options for more efficient use of existing resources, as well as development of new water sources to accommodate projected growth.

The Policy has been amended several times, with the most recent amendment to the Policy occurring in January 2025. The Policy has maintained its primary purpose of water and sewer allocation which allows the City control over new connections and additional allocations on a project-by-project and location-by-location basis to ensure regulatory capacities are not exceeded by monitoring City recognized established, daily, and anticipated consumption. The Policy contains three sections: I. Water Allocations, II. Sewer Allocations, and III. Allocation Process. Sections I. and II. highlights the unique aspects of each water and sewer resource and addresses current conditions and desired approaches for the allocation these resources. Section III. addresses the overall allocation process and establishes the Master Distribution Chart, the guiding factor of the allocation process. The Master Distribution Chart apportions remaining allocatable resources to City allocation categories (Food and Beverage; Commercial and Industrial; Public Projects; Not-for-Public Projects; Single Family Residential; Multiple-Family Residential; Emergency Reserve; General Water Fund; and General Sewer Fund) and County allocation categories (Commercial, Industrial, Food and Beverage; Public Projects; Not-for-Public Projects; Infill Single Family Residential).

### ✓ Drought Management Plan

During the summer of 2002, the State of Maryland experienced a severe drought, which required the City to take extensive emergency measures to ensure adequate water was in the system to serve the entire service area. In response to the drought, the Mayor and Common Council adopted a "Drought Management Plan," which provides for a series of water restrictions once drought conditions have been met. By the adoption of this plan, it is not necessary to seek legislative approval to impose water restrictions on all users of the system. This plan also authorizes all police personnel and Westminster Code Officials to issue citations against any person who violates water restrictions. As a result of the drought, The Mayor and Common Council made it a priority to find alternative sources of water.

### ✓ Cranberry Water Treatment Plant

The US EPA has taken an aggressive approach to ensure that surface water treatment plants (WTPs) serving over 10,000 persons comply with the *Disinfection By-Product Rule* and the *Long Term 2 Enhanced Surface Water Rule*. The City constructed a water treatment plant utilizing membrane filtration. The Cranberry Water Treatment Plant opened in April 2009. By incorporating the membrane filtration technology into the City's water treatment system, the City is able to handle current regulations.





### ✓ Union Mills Area Wells

In 2012, Golder Associates, Inc. was engaged to perform geophysical services across the Union Mills property and adjacent properties for which an access agreement was established. The purpose of the geophysical investigation was to identify and optimize potential exploratory test well sites within three designated groundwater development areas. A total of 23 potential exploratory test well sites were identified and ranked in descending order of favorability by Golder Associates, Inc.

In 2013, Hydro-Terra Group and Alexander's Well Drilling (as a sub-contractor of Hydro-Terra Group) were engaged by the County to complete drilling and logging of proposed test wells. At least seven test wells were attempted, though none exhibited yields sufficient to justify conversion to production well status or installation of the transmission main to the City of Westminster. Therefore, due to the cost, testing, and permitting involved, this source could be considered a Long-Term option.

### ✓ PureWater

Westminster, like other cities across the United States, is experiencing increased, recurring drought conditions. In response, the City has been proactive in its water supply planning to ensure local water reliability now and for the future. One forward-thinking approach the City is actively pursuing is the PUREWater Westminster project, which will use proven technology to purify reclaimed water to provide a safe, sustainable, and drought-resistant drinking water supply. This initiative will help Westminster keep local control of its water supply and costs and provide a pathway for economic growth, business and commercial development, and continued community vitality. It is anticipated that this project will be complete by 2027. The additional capacity added to the system through this project would be .500 mgd with the ability to expand to 1.0 mgd.

## **46.4 Additional Recommended Strategies: Westminster**

*Note: Action items included below are those that apply specifically and uniquely to this system. Action items for these strategies that apply to the County as well as all of the municipal systems are included in the Countywide Strategies section of this plan.*

### **46.4.1 Protect and sustain existing drinking water supplies serving existing development**

#### System-Specific Action Items Already in Place: ("Continue to...")

- ✓ Implemented programs educating water customers about the importance of, and methods to, conserve water [2010 WRE]
- ✓ Implemented a system to track water demand for all known and potential development projects by modifying the allocation plan to include allocation of wastewater capacity and to give priority allocation status to projects that demonstrate significantly reduced demand through the use of water conservation measures [2010 WRE]
- ✓ Gesell Well: Brought online in 2018 at .165 mgd and was approved in 2022 for an increased appropriation of .258 mgd [2024 WRE]
- ✓ Wells sampled, as required by Unregulated Contaminant Monitoring Rule 5 (UCMR5), for 30 chemical contaminants including PFAS and lithium. The EPA uses the UCMR to gather



## Water Resources Element

information for contaminants that are suspected to be present in drinking water and do not have health-based standards set under the Safe Drinking Water Act. [2024 WRE]

- ✓ Implemented ion exchange for PFAS treatment at the Vo-Tech well in 2022; the well is online again as of 2024 [2024 WRE]

### Ongoing Action Items:

- 🔄 Support the rezoning of areas outside the City's Designated Growth Area (DGA) to be consistent with other areas of the county that are not within a DGA to reflect the desired future buildout scenario for Westminster (2017) [2024 WRE]
- 🔄 Periodically review and update the Water Supply Capacity Management Plan (WSCMP) as a mechanism to continue to track, monitor, and evaluate available capacity [2010 WRE]
- 🔄 Identify potential industrial/manufacturing users for which water reuse in operations may be pursued [2010 WRE]
- 🔄 Provide development plans to the County to review and offer comments to the City regarding Water Resource Management [2010 WRE]
- 🔄 Evaluate existing wells and identify any measures needed to remain in compliance with maximum contaminant limits (MCLs) [2024 WRE]
- 🔄 Develop indirect potable water reuse facility (PUREWater Westminster) to mitigate impact of climate change on water availability; design and construction in progress in 2024; anticipated to be operational in 2027 [2024 WRE]
- 🔄 Site facilities using State funds outside of the 100-year floodplain to avoid flooding impacts [2024 WRE]

### System-Specific "To Do" Action Items:

#### Short-Term Action Items

- Investigate if the Greenvale Mews well is still a viable addition to the water system [2024 WRE]
- Evaluate improvements needed as a result of reclassification of Cranberry Reservoir from a significant hazard to high hazard dam [2024 WRE]
- Amend Water Service Area map to show the missing WTPs [2024 WRE]

#### Long-Term Action Items

- n/a

#### **46.4.2 Identify and develop, as needed, new drinking water supplies adequate to support planned future growth without over-allocating available sources**

MDE's goal is to ensure that the water quality and quantity at all public water systems meet the needs of the public and comply with federal and State regulations. The City of Westminster will adhere to the guidelines of its allocation policy for the foreseeable future. The inclusion of Action Items and/or projects here does not indicate a commitment or obligation to move with or implement the Action Item or project.

### System-Specific Action Items Already in Place:

- ✓ Roops Mill Well: permitted for .120 gpd, completed late summer 2009 [2010 WRE]
- ✓ Gesell Property Well: Permitted at .258 mgd (2022) [2024 WRE]
- ✓ Continue to implement and refine the Allocation Plan, which ensures the adequacy of water supplies for each project [2024 WRE]



## Water Resources Element

- ✓ **Groundwater Development:** With the Gesell well in place and operational, at this time, Westminster is not looking into new well development. The City will most likely look to other supply sources rather than develop new groundwater wells. [2024 WRE]
- ✓ **Cellular Water Meter:** In place to report back daily to indicate if there is significant use over normal or any indication of leaks [2024 WRE]
- ✓ **PUREWater Westminster:** Evaluated feasibility of indirect potable water reuse as pilot project with MDE, then designed and began construction of PUREWater Westminster potable water reuse treatment project, anticipated to be operational in 2027, initially set for 0.5 mgd with future expansion possibilities [2024 WRE]
- ✓ **Examined the feasibility of re-using water pumped from area quarries:** [2024 WRE]
  - ☑ **Hyde's Quarry:** Westminster completed a long-term aquifer test between fall 2014 and spring 2015. The quarry appears capable of sustaining a yield of 500,000 gpd.
  - ☑ **Medford Quarry – Emergency Supply:** In response to the severe drought from 2001 to 2002, the City, in cooperation with Medford Quarry and MDE, established an intake for an emergency water supply source from the quarry. As of 2024, the MDE permit allows for a withdrawal of 482,000 gpd (750,000 gpd MMU) under emergency conditions.
  - ☑ **Medford Quarry – Additional Daily Use:** In 2018, the County, in cooperation with the City, Medford Quarry, and MDE, completed an evaluation of the amount of additional water sustainably available for daily use. All parties agreed that 400,000 gpd were available for immediate use at that time, but a finalized agreement was never reached, and the original emergency permit is all that is active as of 2024.

### Ongoing Action Items:

- 🔄 Evaluate and adopt land use policies that promote higher densities and clustering [2010/2024 WRE]
- 🔄 Coordinate with efforts by the Carroll County Government to develop nearby water sources that are outside City limits [2010/2024 WRE]
- 🔄 Coordinate with Carroll County Government to obtain recharge credit for applicable wells [2010/2024 WRE]
- 🔄 Evaluate and implement measures to ensure adequate recharge for each existing and future water supply source, such as through easements, preservation programs, or purchase [2010/2024 WRE]
- 🔄 Continue to reduce unaccounted for water by continuing ongoing efforts to detect and repair leaks, resolve accounting errors, and reduce water that is unaccounted for to an acceptable range [2010 WRE]
- 🔄 Continue to replace existing meter with cellular meters; replacing at a rate of ~1,200/year as of 2024 [2024 WRE]
- 🔄 **Groundwater Wells:** Continue to monitor existing groundwater wells for additional capacity. [2024 WRE]

### System-Specific “To Do” Action Items:

#### Short-Term Action Items

- n/a

#### Long-Term Action Items

- n/a



### Short-Term Water Supply Solutions

- Cranberry Water Treatment Plant: Expand Cranberry WTP to accommodate additional treatment needed as a result of PUREWater facility [2024 WRE]
- Water Reuse – PUREWater Water Reuse Treatment Facility: Construct the PUREWater Westminster water reuse treatment facility with capacity of 0.5 mgd of indirect potable water. [2024 WRE]

### Long-Term Water Supply Options

*Note: These are options that will be considered for long-term supply. However, inclusion here does not imply that there is a definite plan to move forward with an option. Exploring additional sources, even for those systems that currently project enough capacity to meet demand, is included in order to be prepared for policy changes or other changes that would result in the need for additional available water capacity.*

***The long-term water supply options, beyond further groundwater exploration, may not be financially feasible and may be severely limited due to wastewater capacity.***

- Hyde's & Medford Quarries: Reinitiate conversations with applicable parties to finalize agreements and plans [2024 WRE]
- Surface Water Sources: Continue to evaluate and develop, as needed [2010 WRE]
- Union Mills Reservoir: Safe yield 3.76 mgd with normal pool elevation of 610 ft.; planned reservoir; to serve as regional source of supply for Westminster, Hampstead, Taneytown, and Manchester Service Areas [2010/2024 WRE]
- Water purchase from City of Baltimore: Baltimore City could supply water to Westminster using surplus supply from the Baltimore City water system. Conceptual plans for this alternative have not been developed because this is an undesirable, but technically feasible, alternative for Westminster. Piping water from the Baltimore City treatment plants would require a significant amount of infrastructure that would likely pass through private property. Piping of raw water could also be considered and may be a more feasible alternative. A contractual agreement would be needed between Baltimore and Westminster. [2010/2024 WRE]
- Water Reuse – PUREWater Water Reuse Treatment Facility: Expand the PUREWater Westminster water reuse treatment facility capacity as additional capacity is needed [2024 WRE]

### **46.4.3 Promote water conservation measures and manage demand for potable water to ensure adequate supplies are available for planned development**

#### System-Specific Action Items Already in Place:

- ✓ Public Education: Community conservation education and outreach activities; website; newsletter; door hangers; public outreach materials developed in cooperation with Carroll County Environmental Advisory Council
- ✓ Water Loss Management: Water Conservation Plan; testing and replacing, as needed, water meters, leak monitoring, and water use audits; City owns its own leak detection equipment. City replaced all meters ~10 years ago and is now starting to replace meter heads to cellular systems.
- ✓ Drought Management: Three-staged drought management plan adopted
- ✓ Water Use Rate Schedule: Progressive water-rate schedule
- ✓ Billing Cycle: Quarterly billing cycle
- ✓ Xeriscaping: Design Preference Manual, Section 164-131.2 of the City Code, adopted in May 2016, requires use of xeriscaping principles [2024 WRE]



### Ongoing Action Items:

- Coordinate with the County government to promote and educate about water conservation [2024 WRE]
- Seek grant funding to supplement City contributions to programs which promote conservation and implement demand management recommendations [2024 WRE]
- Evaluate and enforce the City's Drought Management Plan to require reductions in water use during times of drought; update as needed [2024 WRE]

### System-Specific "To Do" Action Items:

#### *Short-Term Action Items*

- Encourage water reuse, where feasible, such as Performance Food Group using WWTP effluent for refrigeration [2024 WRE]
- Develop a water loss prevention plan

#### *Long-Term Action Items*

- n/a

### **46.4.4 Sustain existing wastewater treatment capacity**

#### System-Specific Action Items Already in Place:

- Upgraded WWTP to ENR, completed in 2025, enabling the current facility to operate at the limits of technology in terms of nitrogen and phosphorus removal [2024 WRE]

### Ongoing Action Items:

- Evaluate I&I to determine current level of inflows and infiltration to potentially regain some capacity; make system improvements to reduce I&I; continue to televise lines as needed [2024 WRE]
- Adjust the capacity on the Wastewater Capacity Management Plan (WWCMP) worksheets to update available capacity, as needed [2024 WRE]

### System-Specific "To Do" Action Items:

#### *Short-Term Action Items*

- n/a

#### *Long-Term Action Items*

- n/a

#### *Short-Term Wastewater Solutions:*

- Further investigate climate change conditions to evaluate the potential for design capacity to be reached or exceeded due to extreme hydrologic conditions [2024 WRE]

#### *Long-Term Wastewater Solutions:*

- n/a



### **46.4.5 Develop new public wastewater treatment and disposal capacity**

#### **System-Specific Action Items Already in Place:**

- ✓ n/a

#### **Ongoing Action Items:**

- 🔄 Continue to plan for and implement the specific expansion projects described or included in the adopted 2023 Carroll County Water & Sewer Master Plan [2010/2024 WRE]

#### **System-Specific "To Do" Action Items:**

##### *Short-Term Action Items*

- n/a

##### *Long-Term Action Items*

- n/a

##### *Long-term Wastewater Solutions:*

- Expand WWTP to 6.5 mgd capacity to accommodate increase in flows from PUREWater and other additional demand/flows [2024 WRE]

### **46.4.6 Protect and restore water quality and make progress toward any applicable TMDLs**

For additional action items related to this strategy, please see this same strategy under the Countywide Strategies section, which lists action items for all nine jurisdictions in the county.

#### **System-Specific Action Items Already in Place:**

- ✓ Implemented recommendations from the December 2004 *Source Water Assessment and Wellhead Protection* report, prepared by Advanced Land and Water, Inc. [2010/2024 WRE]

#### **Ongoing Action Items:**

- 🔄 Reduce the amount of impervious surface that could result from new development [2024 WRE]

#### **System-Specific "To Do" Action Items:**

##### *Short-Term Action Items*

- n/a

##### *Long-Term Action Items*

- n/a



## PLANNING AND ZONING COMMISSION

January 22, 2026

**TITLE:** Site Development Plan, William Winchester Elementary School Addition

**REQUEST:** Site Development Plan S-24-0031  
The Applicant is requesting Site Development Plan Approval to construct a 1,955 square foot Pre-Kindergarten classroom addition onto the existing elementary school at 60 and 70 Monroe Street, Westminster Maryland 21157.

**PROJECT INFORMATION:**

**LOCATION:** 60 Monroe Street and 70 Monroe Street, Westminster Maryland 21157  
**ZONE:** Split Zone: City, C Conservation Zone/County, C Conservation District

**APPLICANT/REPRESENTATIVES:**

**APPLICANT:** Board of Education of Carroll County  
**OWNER:** Board of Education of Carroll County, 125 N Court Street, Westminster, MD 21157  
**ENGINEER:** Mosley Architects, 1414 Key Highway, Second Floor, Baltimore, MD 21230

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

**RECOMMENDATION:** Conditional Approval

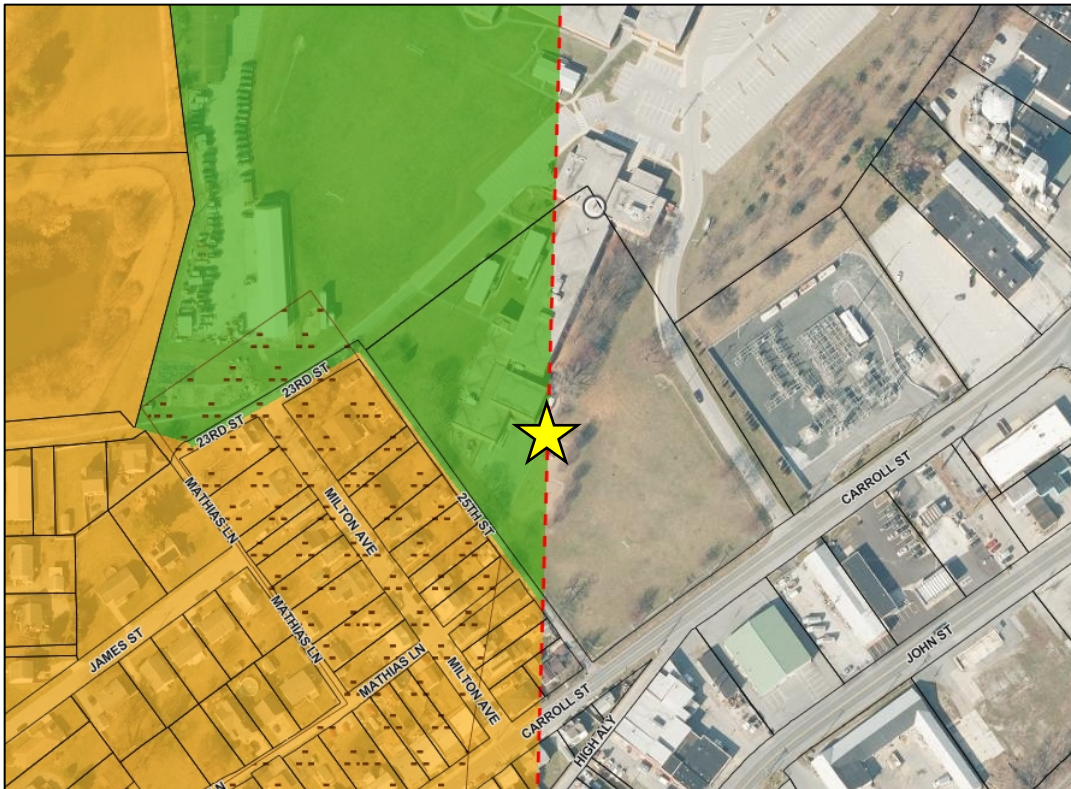
**ATTACHMENTS:**

1. Site Development Plan for S-24-0031 William Winchester Elementary School Addition
2. Construction Brochure provided by Board of Education of Carroll County

## STAFF REPORT

Article XXV, Site Plans, of the City of Westminster Zoning Ordinance (“Zoning Ordinance”) requires the Planning and Zoning Commission (“Commission”) and Planning Director to review and act on Site Development Plans, and amendments thereto, to ensure that proposed development is in conformity with the intent and provisions of the land use controls and the Comprehensive Plan for the City of Westminster and to avoid inequities and to guide the City in the issuance of building permits. The Commission shall approve, approve subject to conditions, or disapprove the Site Development Plan and amendments thereto.

### VICINITY MAP/ LOCATION:



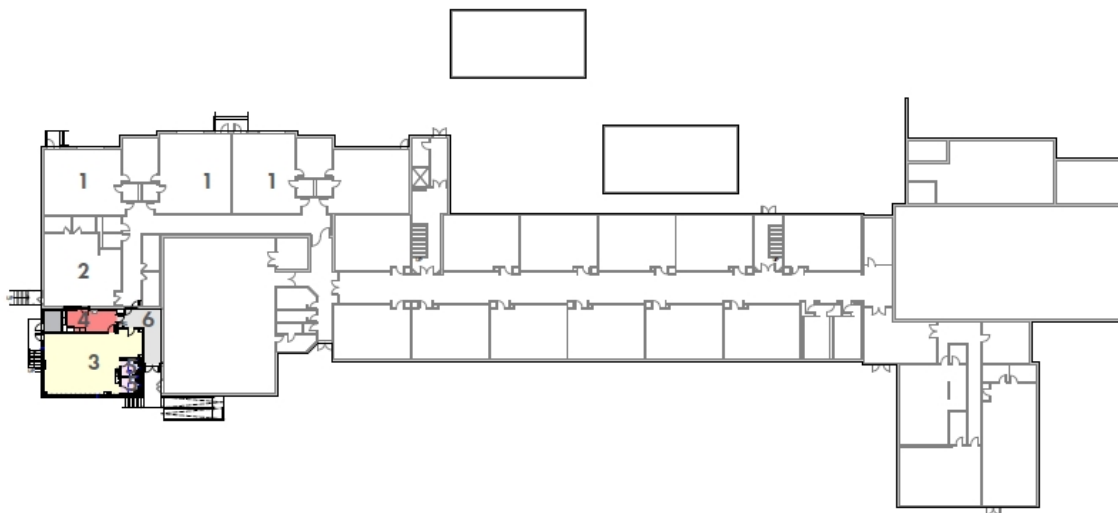
★ = Property

West Middle School (60 Monroe Street) and William Winchester Elementary School (70 Monroe Street) are located on the subject property, further identified as SDAT# 07-003420 and 07-003447 (the “Property”). The Property is 30.97 acres in area with a portion located in the City C Conservation Zone (Zoning Ordinance Article III), and a portion located in the Carroll County C Conservation District.

**DEVELOPMENT INFORMATION:**

The Board of Education of Carroll County (the “Applicant”), represented by Mosley Architects, filed Site Development Plan S-24-0031, Site Plan for William Winchester Elementary School Pre-Kindergarten Addition site plan which was first submitted on January 23, 2025. Revised plans were resubmitted to the City on June 23, 2025. [Attachment 1] S-24-0031 proposes to construct a 1,955 square foot Pre-Kindergarten classroom addition to the existing elementary school. The applicant has also submitted supplemental information through a construction brochure that will better explain the project further. [Attachment 2]





**OVERALL FLOOR PLAN**



**PROGRAM KEY**

- 1. Existing Classroom - Kindergarten
- 2. Existing Classroom - Pre-K
- 3. New Classroom - Pre-K
- 4. Storage / Workroom
- 5. Student Restrooms
- 6. New Corridor

**LEGEND**

-  Existing Building Program
-  New Pre-K Classroom
-  New Storage / Workroom
-  New Student Restrooms

Pursuant to Zoning Ordinance Article III, Section 164-12 G., “Schools and colleges, subject to approval of a site development plan by the Commission” is a permitted use in the C Conservation Zone. The purpose of this project is for a Pre-Kindergarten addition to the school to add capacity for more students to satisfy state’s new Blueprint requirements.

## **BACKGROUND**

On November 7, 2025, the County held a Pre-Submittal meeting for this project with representatives from the Board of Education, Carroll County and the City of Westminster. It was at this meeting that it was realized that this property was split zoned between the County and City and that the proposed addition is located in the City’s C Conservation Zone. As the addition requires additional water/sewer allocation, the Water and Sewer Allocation Policy requires that the County portion of the Property, which is annexation eligible, be annexed into the City. The Board of Education submitted an Annexation Petition (Annexation No. 86) for the Property. The Mayor and Common Council approved an Annexation Waiver AW-24-04 on January 13, 2025, to allow for the additional water/sewer allocation.

## **SITE DEVELOPMENT PLAN REVIEW COMMENTS:**

### **Landscape Review**

Pursuant to Zoning Ordinance Section 164-131.1., Compliance with Landscape Manual, S-24-0031 must comply with the adopted Landscape Manual, as amended. Department of Community Planning and Development (DCPD) staff reviewed S-24-0031 for compliance with the Landscape Manual and other applicable Zoning Ordinance landscape requirements.

No additional landscaping is required for these additions.

### **Development Design Preferences Manual**

Pursuant to Zoning Ordinance Section 164-131.2., Compliance with Development Design Preferences Manual, S-24-0031 must comply with the adopted Development Design Preferences Manual, as amended, in coordination with other provisions and requirements of the Zoning Ordinance. The addition is compatible with the existing building on site.



**Parking**

S-24-0031 must comply with Zoning Ordinance Article XVI, Off Street Parking and Loading. S-24-0031 does not require any additional parking spaces.

**Water**

Pursuant to the City of Westminster Water and Sewer Allocation Policy 2023-2025, for allocations related to any site development plan, the necessary tentative allocations will be noted on the site plan; however, allocations are granted at the building permit stage. Upon Site Development Plan approval and with the submission of a Water and Sewer Allocation application, tentative allocations are recognized for an additional six months to allow for the building permit review process. Water allocation for this use is based on Maryland Department of Environment multipliers for schools.

The Applicant submitted a Water and Sewer Allocation Application WSA-24-51 for a 1,948 square foot addition. This was based on preliminary drawings. There is no change in water allocation when the actual square footage of the addition, 1,955 square feet, are used. The multiplier for the water was based on the additional capacity for students created by this addition. It was calculated that 860 gpd would be needed to serve the 43 additional students. A note will need to be added to the front cover referencing the WSA information and the water allocated for the project.

**PROCESS:**

Pursuant to the City’s review process, the Site Development Plan was provided to the appropriate City and County agencies to determine readiness to present to the Westminster Planning and Zoning Commission. Plans were reviewed for compliance with City and County requirements. Carroll County reviewed the plans for grading, utilities, stormwater management, site traffic, and drainage. The City reviewed this project for compliance with applicable, zoning, landscaping, and items contained in the Development Design Preference Manual. The Planning and Zoning Commission shall approve, approve subject to conditions, or disapprove Site Development Plan S-24-0031.

**RECOMMENDATION:**

DCPD recommends that the Commission consider Conditional Approval of the proposed Site Development Plan S-24-0031, William Winchester Elementary School Addition, with the following conditions of approval:

1. Address all outstanding City and County comments prior to submission of signature set mylars. This includes but is not limited to adding the City notes, signature blocks and elevations.

**DRAFT MOTIONS FOR SITE DEVELOPMENT PLAN S-24-0031**

1. I move that the Planning and Zoning Commission conditionally approve Site Development Plan S-24-0031, pursuant to City of Westminster Zoning Ordinance Article XXV and based on the January 22, 2026, S-24-0031 Staff Report and conditions of approval.

OR

2. I move that the Planning and Zoning Commission deny Site Development Plan S-20-0031.

OR

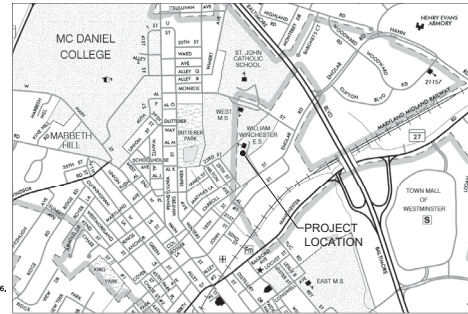
3. I move an alternate motion.

# WILLIAM WINCHESTER ELEMENTARY SCHOOL

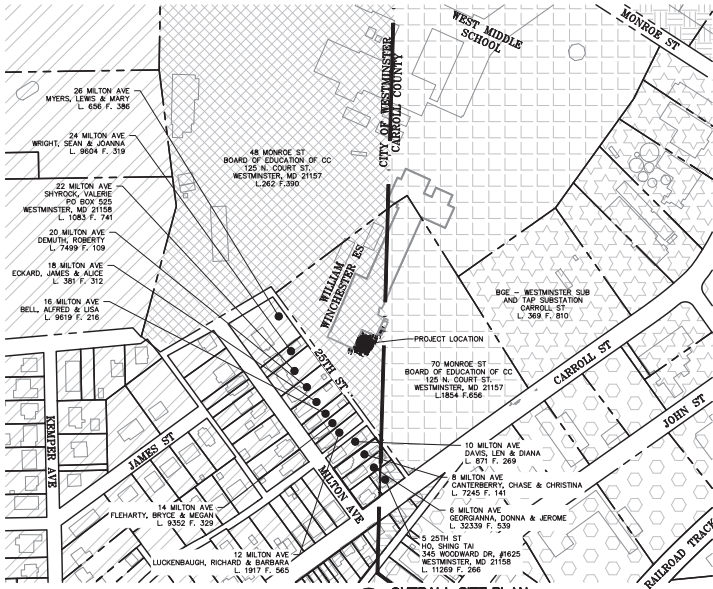
## PRE-KINDERGARTEN ADDITION CARROLL COUNTY PUBLIC SCHOOLS

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Germantown, MD, 20876  
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A Woman Owned Small Business

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PHONE (410) 534-4300 FAX (410) 534-4860  
MOSELEYARCHITECTS.COM



**1 VICINITY MAP**  
SCALE: 1"=1000'



**1 OVERALL SITE PLAN**  
SCALE: 1"=150'

- GENERAL NOTES**
- OWNER: BOARD OF EDUCATION OF CARROLL COUNTY  
125 N. COURT ST  
WESTMINSTER, MD 21157  
CARROLL COUNTY PUBLIC SCHOOLS  
125 N. COURT ST  
WESTMINSTER, MD 21157
  - ADDRESS: WILLIAM WINCHESTER ELEMENTARY SCHOOL  
70 MONROE ST  
WESTMINSTER, MD 21157
  - ELECTION DISTRICT: 3
  - ZONING: CONSERVATION
  - TOTAL SITE AREA: 5.243 AC
  - TOTAL DEVELOPMENT AREA: 0.714 AC
  - THE PROPERTY SHOWN HEREON IS OWNED BY BOARD OF EDUCATION OF CARROLL COUNTY BY DEED DATED 9/19/1996, RECORDED AMONG THE LAND RECORDS OF CARROLL COUNTY IN LIBER 1854, FOLIO 656
  - TAX MAP GRID: 39 BLOCK: 19 PARCEL: ---
  - TOPOGRAPHY SHOWN HEREON IS FIELD RUN, DATED OCTOBER 2024, AND PREPARED BY DETZ SURVEYING INC. THE HORIZONTAL DATUM OF THIS SURVEY IS MARYLAND STATE PLANE (NAD83-2011), AS ESTABLISHED BY GPS OBSERVATION. THE COMBINED FACTOR IS 0.98997899. -- THE VERTICAL DATUM OF THIS SURVEY IS NAVD 83.
  - TAX ACCOUNT ID: 003420
  - NEAREST FIRE PROTECTION SUPPLY: PROPOSED FIRE HYDRANT ON PROPERTY
  - THE LOCATION OF UNDERGROUND UTILITIES IS BASED ON UTILITY LOCATING PROVIDED BY A DAT DATED NOVEMBER 2024. ALL UTILITIES REPRESENT A PROFESSIONAL OPINION AND INTERPRETATION BASED ON RECORD INDICATIONS AND FIELD EVIDENCE INCLUDING THE USE OF ELECTRONIC UTILITY DETECTION EQUIPMENT. CONTRACTOR SHALL VERIFY THE EXISTENCE, LOCATION, AND DEPTH OF ANY EXISTING UTILITIES AND SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES PRIOR TO BEGINNING OF WORK AND LOCATING WORK.
  - THE CONTRACTOR SHALL NOTIFY "MISS UTILITY" AT 1-800-257-7777 THREE WORKING DAYS PRIOR TO BEGINNING ANY WORK IN THE VICINITY OF EXISTING UTILITIES.
  - THE CONTRACTOR SHALL NOTE THAT IN CASE OF A DISCREPANCY BETWEEN THE SCALED AND FIGURED DIMENSIONS SHOWN ON THESE PLANS AND THE FIGURED DIMENSIONS SHALL GOVERN.
  - ANY CHANGES TO THIS PLAN WILL REQUIRE AN AMENDED SITE DEVELOPMENT PLAN TO BE APPROVED BY THE CARROLL COUNTY PLANNING AND ZONING COMMISSION.
  - THIS SITE PLAN SHALL BECOME VOID EIGHTEEN MONTHS AFTER THE DATE OF APPROVAL, IF NO BUILDING PERMIT OR ZONING CERTIFICATE HAS BEEN ISSUED FOR THIS PROJECT, UNLESS AN EXTENSION OF THIS LIMIT IS ISSUED BY THE DIRECTOR OF THE DEPARTMENT OF PLANNING AND LAND MANAGEMENT.
  - NRCS WEB SOIL SURVEY IDENTIFIES SOILS AT THIS SITE AS URBAN LAND UPOBORNMENTS COMPLEX (HSG "U"), SLENECY-URBAN LAND COMPLEX (HSG "U") AND PHEAON-GLENDE COMPLEX (HSG "U").
  - THERE IS NO MAPPED FLOODPLAIN ASSOCIATED WITH THIS SITE PER FEMA FLOOD INSURANCE RATE MAP NUMBER 24013C0200D, DATED OCT. 2, 2015.
  - DETAIL DRAWINGS AND SCHEDULES DESCRIBE CONSTRUCTION AT GIVEN AREAS. THE CONTRACTOR AND ALL SUBCONTRACTORS SHALL UTILIZE EQUIVALENT CONSTRUCTION METHODS IN ALL AREAS NOT DETAILED.
  - ALL NOTES ON DRAWINGS SHALL BE ASSUMED AS TYPICAL UNLESS OTHERWISE SHOWN OR NOTED ON THE DRAWINGS.
  - IT SHALL BE THE DUTY OF THE CONTRACTOR TO VERIFY ALL DIMENSIONS AND CONDITIONS GIVEN ON THE DRAWINGS AND TO NOTIFY THE ENGINEER ANY ERROR OR INCONSISTENCY WITH THE ACTUAL CIRCUMSTANCES IN THE FIELD BEFORE COMMENCING WORK.
  - THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY AND ALL ITEMS REQUIRED TO PROVIDE A SITE CLEAR OF OBSTRUCTIONS (ABOVE & BELOW GRADE) GRANTED TO SPECIFIED ELEVATIONS.
  - ALL BIDDERS: THE CONTRACTOR SHALL VISIT THE SITE TO FAMILIARIZE HIM/HERSELF WITH THE EXISTING CONDITIONS UNDER WHICH THE WORK IS TO BE PERFORMED PRIOR TO SUBMITTING BID.
  - IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE ALL SUB-COONTRACTORS/BIDDERS WITH FULL AND COMPLETE SETS OF ALL CIVIL DRAWINGS AND SPECIFICATIONS FOR THEIR USE IN PREPARING BIDS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY AND ALL DELAYS AND COSTS ARISING DURING CONSTRUCTION FROM BIDS BASED UPON INCOMPLETE SETS OF BID DOCUMENTS.
  - ANY WORK WITHIN THE PUBLIC RIGHT-OF-WAY SHALL BE PERFORMED IN ACCORDANCE WITH THE LATEST CARROLL COUNTY STANDARDS AND SPECIFICATIONS. THIS WORK INCLUDES, BUT NOT LIMITED TO: REPAIRING, RESTORING, AND OBTAINING FINAL INSPECTION APPROVALS.
  - PRIOR TO VEGETATE STABILIZATION, ALL DISTURBED AREAS MUST BE TOPSOILED PER THE SPECIFICATIONS FOR TOPSOIL (SEE SHEET C-300) AND TECHNICAL SPECIFICATIONS. IF ON-SITE MATERIALS DO NOT MEET REQUIREMENTS OF TOPSOIL, COORDINATE WITH COPS REGARDING TELLING IN OF CERTIFIED COMPOST TO ON-SITE SOILS IN ORDER TO MEET SPECIFICATION.
  - ANY DISCREPANCIES, OMISSIONS, AMBIGUITIES, OR CONFLICTS IN AND AMONG THE CONSTRUCTION DOCUMENTS OR DOUBT ABOUT THEIR MEANING, SHALL BE BROUGHT TO THE ATTENTION OF THE OWNER FOR CLARIFICATION BEFORE PROCEEDING. WITH WORK. IF AMBIGUITIES EXIST, THE BETTER QUALITY AND GREATER QUANTITY OF WORK SHALL BE BID UPON AND INSTALLED BY THE CONTRACTOR UNLESS OTHERWISE INDICATED BY THE OWNER IN WRITING.
  - IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN ALL TRADE PERMITS AND PAY FEES ASSOCIATED WITH SAID PERMITS.
  - CLARK | AZAR & ASSOCIATES WILL RELEASE CAD BASE FILES OF THE SITE CIVIL DRAWINGS TO THE SUCCESSFUL CONTRACTOR WITHOUT FEE AFTER A RELEASE IS SIGNED. NO CAD FILES WILL BE RELEASED PRIOR TO AWARD OF CONTRACT.
  - BLOCK 19 AS SHOWN ON THESE PLANS CONTAIN PRIVATE STORMWATER MANAGEMENT FACILITIES. A "STORMWATER MANAGEMENT AND MAINTENANCE AGREEMENT FOR STORMWATER MANAGEMENT CONSERVATION EASMENT" HAS TO BE GRANTED TO THE COUNTY COMMISSIONERS OF CARROLL COUNTY AS EASMENTS OF ACCESS TO THE COUNTY COMMISSIONERS OR AUTHORIZED REPRESENTATIVES BY A DEED INTENDED TO BE RECORDED SIMULTANEOUSLY HERewith.

CARROLL COUNTY PLANNING AND ZONING COMMISSION  
BY \_\_\_\_\_ DATE \_\_\_\_\_

CARROLL COUNTY DEPARTMENT OF PUBLIC WORKS BUREAU OF UTILITIES  
BY \_\_\_\_\_ DATE \_\_\_\_\_

CARROLL COUNTY HEALTH DEPARTMENT  
BY \_\_\_\_\_ DATE \_\_\_\_\_

**OWNER'S CERTIFICATION**  
I/We hereby certify that all proposed work shown on these construction drawings has been reviewed by me/us and that I/we fully understand what is necessary to accomplish this work and that the work will be conducted in strict accordance with these plans. I/We also understand that any changes to these plans will require an amended plan to be reviewed and approved by the Carroll County Planning and Zoning Commission before any change to the work is made.  
Name(s) Printed/Date \_\_\_\_\_  
Signed/Date \_\_\_\_\_

CARROLL COUNTY HEALTH DEPARTMENT  
APPROVED: \_\_\_\_\_ DATE \_\_\_\_\_  
Community Water and/or sewerage systems are in conformance with the Carroll County Master Plan for Water and Sewer

CITY OF WESTMINSTER, PLANNING AND ZONING COMMISSION  
APPROVED: \_\_\_\_\_ DATE \_\_\_\_\_  
City of Westminister, Director of Community Planning and Development  
APPROVED: \_\_\_\_\_ DATE \_\_\_\_\_

CITY OF WESTMINSTER, DIRECTOR OF PUBLIC WORKS  
APPROVED: \_\_\_\_\_ DATE \_\_\_\_\_

- CITY OF WESTMINSTER STANDARD GENERAL NOTES**
- The Public Water and Sewer Portion of the Construction shown on these plans shall be in accordance with the current Standards and Specifications for the City of Westminister. This work is subject to inspection and acceptance by the City of Westminister.
  - The contractor shall have a current copy of the City of Westminister Standard Specifications for Construction of Public Utility Systems, Roads and Storm Drains available to him at all times during the construction.
  - The contractor shall notify the City of Westminister Department of Public Works at 410-848-2592 at least 5 days in advance of starting public water or sewer construction, and shall not interrupt existing water or sewer service without first obtaining permission from the Department.
  - The contractor shall notify his Engineer when proposing Field Adjustments to the Type, Size, or Location of the public water and sewer installations specifically shown on the plan. The contractor shall obtain final approval from the City Inspector prior to commencing work on all field changes involving public mains or services.
  - The contractor shall contact Miss Utility at 1-800-257-7777 in advance of his construction operations. It is the contractor's responsibility to ensure that all utility owners having existing lines in the area are properly notified.
  - The locations of existing utility lines shown in these plans is approximate only and the contractor must verify the locations to his own satisfaction. The contractor shall take the necessary precautions to protect against damage to existing lines, and shall be solely responsible for the cost of repairs incurred by his operations.
  - The Water and Sewer Construction Layout Datums used herein are:  
HORIZONTAL - Maryland State Grid System (NAD 83.)  
VERTICAL - U.S.G.S. Datum
  - For additional Construction Baseline Geometry and Stakeout information for Public Water/Sewer installation, refer to the plans entitled: ROAD AND STORM DRAIN PLANS FOR \_\_\_\_\_ (project) \_\_\_\_\_ Carroll County File # \_\_\_\_\_
  - Failure to mention specifically any work which would naturally be required to complete the public water and sewer construction shall not relieve the contractor of his responsibility to perform such work.

**OWNER/DEVELOPER CERTIFICATION**  
I/We hereby certify that all proposed work shown on these construction drawings has been reviewed by me/us and that I/we fully understand what is necessary to accomplish this work and that the work will be conducted in strict accordance with these plans. I/We also understand that any changes to these plans will require an amended plan to be reviewed and approved by the City of Westminister Planning and Zoning Commission before any change to the work is made.  
NAME(S) (PRINTED) \_\_\_\_\_ DATE \_\_\_\_\_  
SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**ENGINEER'S CERTIFICATION**  
I hereby certify that these construction drawings and associated computations were prepared by me or under my supervision and comply with all applicable standards and regulations of the City of Westminister. I have reviewed these documents with the Owner/Developer.  
NAME(S) (PRINTED) \_\_\_\_\_ DATE \_\_\_\_\_  
MARYLAND REGISTRATION NUMBER No. \_\_\_\_\_  
SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

PROFESSIONAL CERTIFICATION:  
I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME OR BY A QUALIFIED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND.  
LICENSE NO. 31168  
EXPIRATION DATE 04/22/2027

**ZONING LEGEND**

WESTMINSTER	CARROLL COUNTY
R-7500	CONSERVATION
C	C-2
B	C-3
I-R	I-1
	R-7500

EXISTING FACILITY AND STAFF: 93  
EXISTING STUDENTS: 587  
PROPOSED FACILITY AND STAFF: 95  
PROPOSED STUDENTS: 630

**ENGINEER'S DESIGN CERTIFICATION**  
I HEREBY CERTIFY THAT THESE PLANS HAVE BEEN DESIGNED ACCORDING TO CHAPTER 136 OF THE CHARTER AND CODES OF THE CITY OF WESTMINSTER AND I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND I AM A DULY LICENSED PROFESSIONAL ENGINEER OR PROFESSIONAL LAND SURVEYOR, AS APPROPRIATE, UNDER THE LAWS OF THE STATE OF MARYLAND.  
SIGNATURE \_\_\_\_\_ DATE 03/27/2025  
LICENSE NO. 31168 EXPIRATION DATE 07/12/2027

**DEVELOPER'S CERTIFICATION**  
I HEREBY CERTIFY THAT ALL PROPOSED WORK SHOWN ON THESE CONSTRUCTION DRAWINGS WILL BE CONDUCTED IN STRICT ACCORDANCE WITH THESE PLANS. I ALSO CERTIFY THAT IT IS MY RESPONSIBILITY TO HAVE THE CONSTRUCTION SUPERVISED AND CERTIFIED, INCLUDING THE SUBMITTAL OF "AS-BUILT" PLANS CERTIFIED BY A REGISTERED PROFESSIONAL ENGINEERING OR PROFESSIONAL LAND SURVEYOR, AS APPROPRIATE, WITHIN THIRTY (30) DAYS OF COMPLETION OF WORK ON THE STORMWATER MANAGEMENT FACILITIES. I ALSO CERTIFY THAT THESE STORMWATER MANAGEMENT FACILITIES WILL BE INSPECTED DURING CONSTRUCTION BY A REGISTERED PROFESSIONAL ENGINEER OR PROFESSIONAL LAND SURVEYOR, AS APPROPRIATE, IN ACCORDANCE WITH SECTIONS 8 136-22 AND 8 136-23 OF THE CHARTER AND CODES OF THE CITY OF WESTMINSTER.

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3	C-200	OVERALL SITE PLAN
4	C-201	SITE PLAN
5	C-205	SITE DETAILS
6	C-206	SITE DETAILS
7	C-220	GRADING PLAN
8	C-230	RETAINING WALL PLAN
9	C-350	SWM EXISTING CONDITIONS PLAN
10	C-351	SWM PROPOSED CONDITIONS PLAN
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15	C-400	EROSION AND SEDIMENT CONTROL PLAN
16	C-405	EROSION AND SEDIMENT CONTROL DETAILS
17	C-410	EROSION AND SEDIMENT CONTROL NOTES
18	C-500	UTILITY PLAN
19	C-505	UTILITY PROFILES
20	C-506	UTILITY PROFILES
21	L-10	STORMWATER MANAGEMENT PLANTING PLAN

**ENGINEER'S "AS-BUILT" CERTIFICATION**  
I HEREBY CERTIFY THAT THE FACILITY SHOWN ON THESE PLANS WERE CONSTRUCTED AS SHOWN ON THE "AS-BUILT" PLANS AND MEETS THE APPROVED PLANS AND SPECIFICATIONS. I ALSO CERTIFY THAT THIS FACILITY WAS INSPECTED IN ACCORDANCE WITH SECTIONS 8 136-22 AND 8 136-23 OF THE CHARTER AND CODES OF THE CITY OF WESTMINSTER AND I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND I AM A DULY LICENSED PROFESSIONAL ENGINEER OR PROFESSIONAL LAND SURVEYOR, AS APPROPRIATE, UNDER THE LAWS OF THE STATE OF MARYLAND.  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
LICENSE NO. \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

**SITE DEVELOPMENT PLAN INSPECTION SEQUENCE NOTES:**

- CONTRACTOR SHALL NOTIFY THE CARROLL COUNTY BUREAU OF PERMITS AND INSPECTIONS AT 410-396-2874, AT LEAST ONE DAY PRIOR TO BEGINNING ANY OF THE CONSTRUCTION STAGES DURING CONSTRUCTION.
  - PROPOSED STRUCTURES STAKED OUT IN PROPER LOCATIONS AS SHOWN ON THESE APPROVED PLANS.
  - PROPOSED FOUNDATIONS INSTALLED FOR ALL BUILDINGS SHOWN ON THESE APPROVED PLANS.
  - SHRUBS ESTABLISHED FOR ALL DRIVES, PARKING LOTS, AND SURROUNDING GRADING.
  - COMPLETION OF ALL DRIVES, PARKING LOTS, AND SURROUNDING GRADING.
  - COMPLETION OF ALL WORK SHOWN ON PLANS.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE CARROLL COUNTY BUREAU OF PERMITS AND INSPECTIONS AT 410-396-2874 UPON COMPLETION OF EACH PHASE OF CONSTRUCTION.
- CONTRACTOR SHALL NOTIFY CARROLL COUNTY BUREAU OF RESOURCE MANAGEMENT, ENVIRONMENTAL INSPECTION SERVICES DIVISION AT 410-396-2210 PRIOR TO BEGINNING ANY WORK. ALL FOREST CONSERVATION PLAN SERVICES MUST BE IN PLACE PRIOR TO ANY FINAL LANDSCAPING INSPECTION SHALL BE ARRANGED THROUGH BUREAU OF RESOURCE MANAGEMENT, ENVIRONMENTAL INSPECTION SERVICES DIVISION AT 410-396-2210 BY THE CONTRACTOR/DEVELOPER OR AGENT. WRITTEN APPROVAL FROM THE LANDSCAPE REVIEWER (BUREAU OF RESOURCE MANAGEMENT) MUST BE OBTAINED FOR ANY DEVIATIONS FROM THE LANDSCAPING OR FOREST CONSERVATION PLANS OR MODIFICATIONS IN THE PLANT MATERIALS.
- THE CONTRACTOR SHALL NOT PROCEED TO THE NEXT PHASE OF CONSTRUCTION UNTIL GIVEN APPROVAL OF PRIOR PHASES.



PSC# 06.025



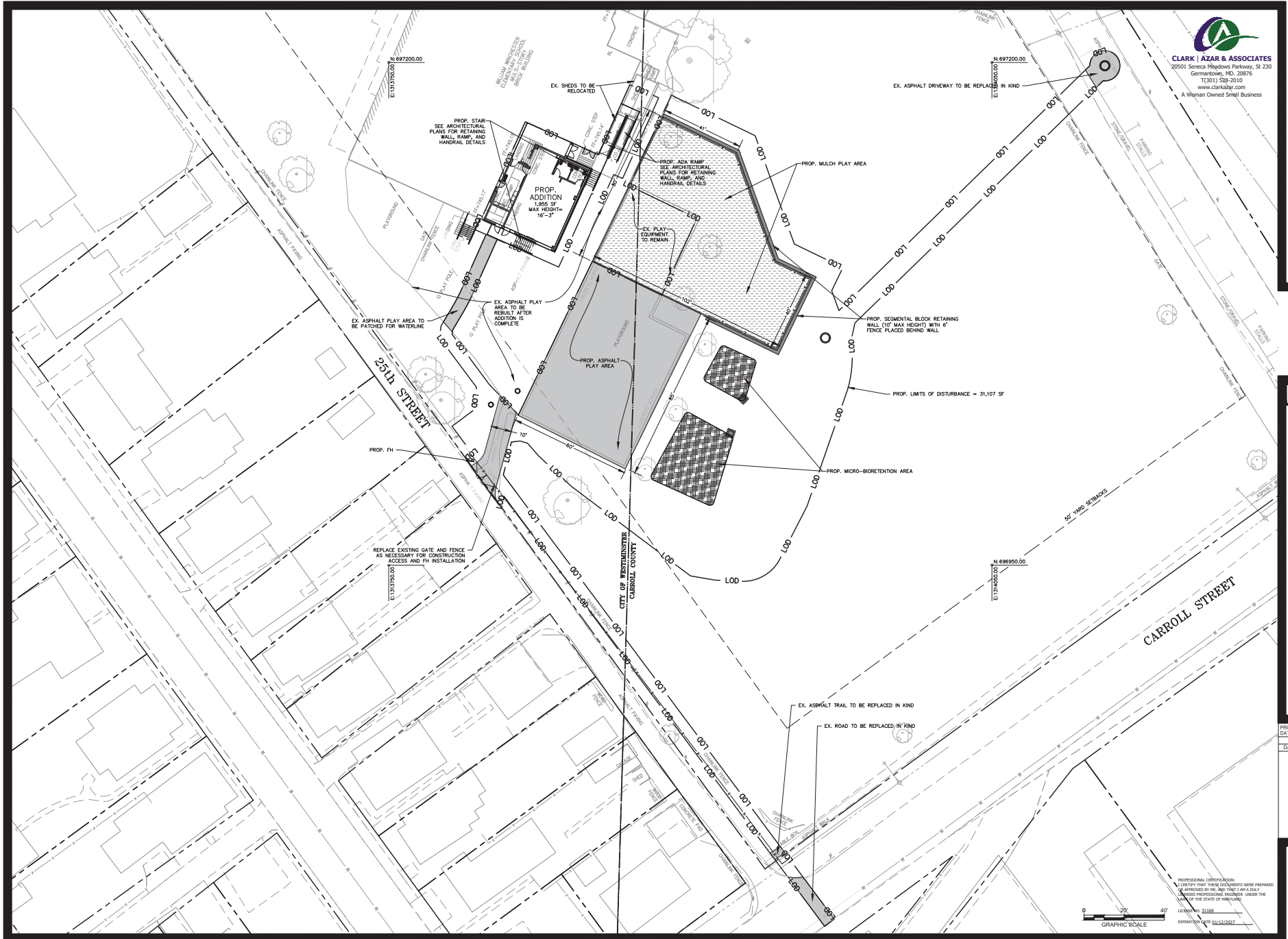
**WILLIAM WINCHESTER ELEMENTARY SCHOOL - PRE-K ADDITION**  
70 MONROE STREET, WESTMINSTER, MD 21157  
ELECTION DISTRICT 07  
EXISTING/PROPOSED USE: ELEMENTARY SCHOOL

PROJECT NO. 64146  
DATE: OCTOBER 3, 2025

DATE	REVISIONS DESCRIPTION

**CIVIL COVER SHEET**

COUNTY FILE: S-24-0031  
SHEET 1 OF 23  
**C-001**



**CLARK | AZAR & ASSOCIATES**  
 20501 Seneca Ridge Drive Parkway, St. 230  
 Germantown, MD, 20876  
 (301) 528-2010  
 www.clarkazar.com  
 A Woman Owned Small Business

**MOSELEY ARCHITECTS**  
 1414 45th MCMANAY SECOND FLOOR BALTIMORE, MD 21202  
 PHONE (410) 539-4300 FAX (410) 539-4860  
 MOSELEYARCHITECTS.COM



**PSC# 06.025**



**WILLIAM WINCHESTER ELEMENTARY SCHOOL - PRE-K ADDITION**  
 70 MONROE STREET, WESTMINSTER, MD 21157  
 ELECTION DISTRICT 07  
 EXISTING/PROPOSED USE: ELEMENTARY SCHOOL

DATE	REVISIONS
PROJECT NO: 641449	DATE: OCTOBER 3, 2025
DATE	DESCRIPTION

**SITE PLAN**

COUNTY FILE: S-24-0031  
 SHEET 1 OF 23

**C-201**

PROFESSIONAL CERTIFICATION  
 I CERTIFY THAT THESE DOCUMENTS WERE PREPARED  
 BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND  
 I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE  
 LAWS OF THE STATE OF MARYLAND.  
 LICENSE NO. 31189  
 EXPIRES 10/31/2027



**Agenda Item #:**

**ITEM TYPE: Action**

**BOARD AGENDA ITEM**

**TITLE:** Approval of the Construction Documents for the William Winchester Elementary School Prekindergarten Project

**DATE:** October 8, 2025

**OVERVIEW:**

The Construction Document submission is consistent with the previously approved Design Development, Schematic Design, and Educational Specifications for this project, all of which were developed with the guidance of the Construction Planning Committee.

This Construction Document submission includes a project summary, design discipline analysis along with available plans and specifications to bid-level detail. Upon approval by the Board of Education, this submission will be sent to the State Department of General Services and Carroll County Bureau of Permits for review. The construction estimate from these documents is in line with the current project budget.

**LINK TO STRATEGIC PLAN:**

Pillar IV – Establish safe, secure, healthy, and modern learning environments.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION/FUTURE DIRECTION:**

For Board of Education approval.

**Submitted by:**

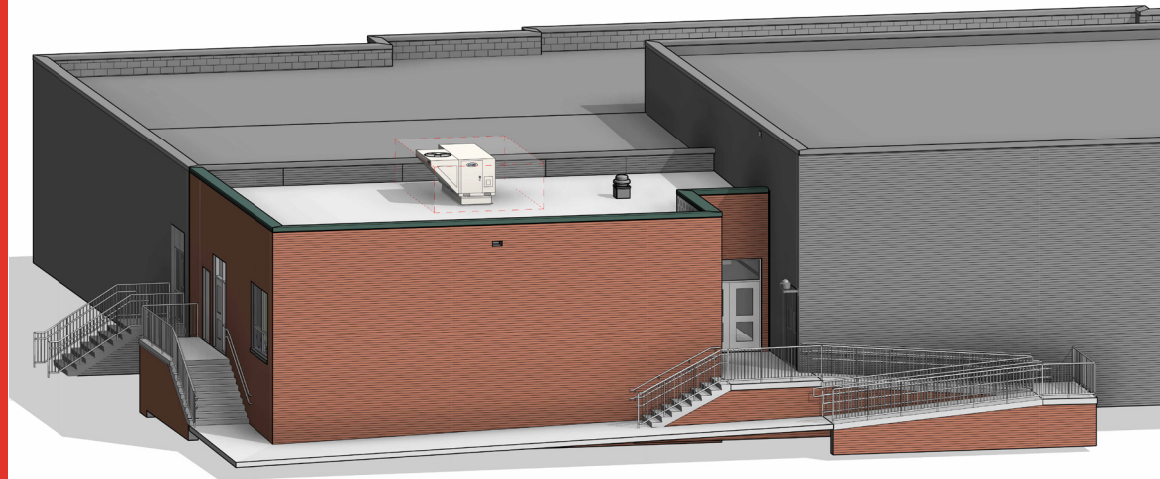
James Marks, Supervisor of Construction  
Raymond Prokop, Director of Facilities Management

**Approve/Concur:**

Jonathan D. O’Neal, Assistant Superintendent of Operations  
Cynthia McCabe, Ed.D., Superintendent of Schools

# WILLIAM WINCHESTER ELEMENTARY SCHOOL

PRE-KINDERGARTEN CLASSROOM ADDITION DESIGN  
CONSTRUCTION DOCUMENTS SUBMISSION



MOSELEYARCHITECTS

Construction Documents Submission

October 8, 2025

## PROJECT TEAM

**CLIENT** | **Carroll County Public Schools**  
125 North Court Street  
Westminster, Maryland 21157  
(410) 751-3000

**SCHOOL** | **William Winchester Elementary School**  
70 Monroe Street  
Westminster, Maryland 21157  
(410) 751-3230  
  
Lauren Wilder-Schaeffer - *Principal*

**ARCHITECT & INTERIOR DESIGN** | **Moseley Architects**  
1414 Key Highway, 2nd Floor  
Baltimore, Maryland 21230  
(410) 539-4300  
  
Jennifer Lyon - *AIA, Principal in Charge*  
Ani Mencke - *Project Manager*  
Nathan Robey - *Assoc. AIA, WELL AP, LEED AP® BD+C, Project Designer*

**CIVIL ENGINEER & LANDSCAPE ARCHITECT** | **Clark Azar & Associates, Inc.**  
10451 Mill Run Circle, Suite 630  
Owings Mills, MD 21117  
(301) 528-2010  
  
Sean Lindaman - *P.E., Project Manager*  
Morganne Durham - *E.I.T., Project Engineer*

**STRUCTURAL ENGINEER** | **Columbia Engineering, Inc.**  
6210 Old Dobbin Lane, Suite 150  
Columbia, Maryland 21045  
(410) 992-9970  
  
Cheryl Zaron - *P.E., Principal*  
Ella McBeath - *E.I.T., Project Engineer*

## PROJECT TEAM

(cont.)

### **PLUMBING, MECHANICAL, ELECTRICAL & FIRE PROTECTION ENGINEER**

**Moseley Architects**  
1414 Key Highway, 2nd Floor  
Baltimore, Maryland 21230  
(410) 539-4300

Shawn Ruehl - P.E., *Vice President*  
Morrison Cabonilas - *Mechanical Engineer*  
Bryan Taylor - *Electrical Engineer*

### **COST ESTIMATING**

**Downey & Scott**  
6799 Kennedy Road, Unit F  
Warrenton, VA 20187  
(540) 347-5001

Joseph M. Adams - *Cost Estimator*

### **CARROLL COUNTY PUBLIC SCHOOLS BOARD OF EDUCATION MEMBERS**

Tara A. Battaglia - *President*  
Stephen Whisler - *Vice President*  
Dr. Patricia S. Dorsey - *Board Member*  
Dr. Greg Malveaux - *Board Member*  
Kristen Zihmer - *Board Member*  
Jasmina Musaeva - *Student Representative*  
Dr. Cynthia McCabe - *Superintendent of Schools*

### **CARROLL COUNTY PUBLIC SCHOOLS FACILITIES MANAGEMENT TEAM MEMBERS**

Raymond Prokop - *Director of Facilities*  
William Caine - *Facilities Planner*  
Jim Marks - *Supervisor of Construction*  
Dave Norman - *School Construction Project Manager*

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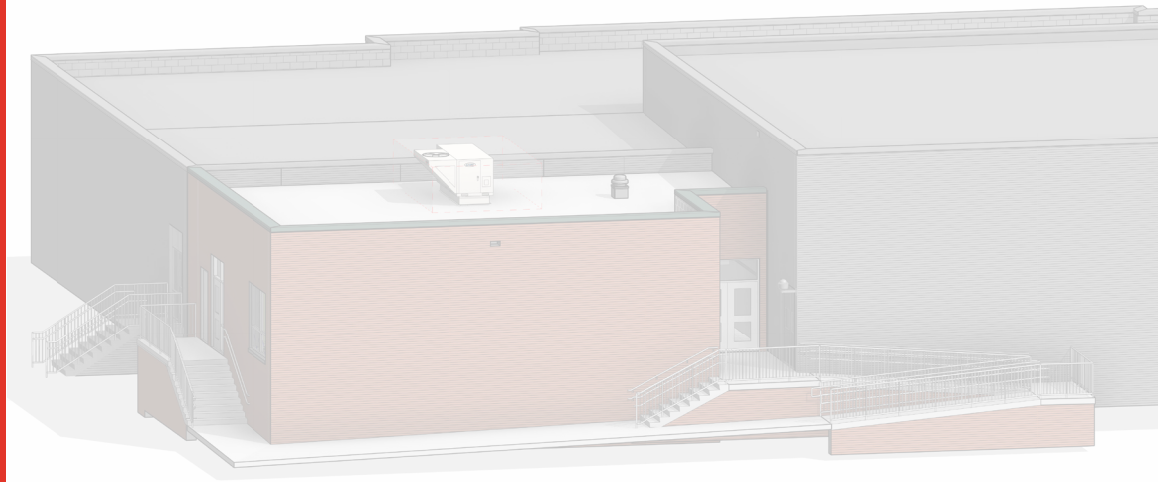
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# NARRATIVE DESCRIPTIONS



MOSELEYARCHITECTS

WILLIAM WINCHESTER ELEMENTARY SCHOOL  
PRE-KINDERGARTEN ADDITION  
CONSTRUCTION DOCUMENTS SUBMISSION

**PROJECT  
BACKGROUND**

William Winchester Elementary School is located at 70 Monroe Street in Westminster, Maryland. The school provides education for grades pre-kindergarten through fifth grade and currently has a state rated capacity (SRC) of 568 students. The existing building was originally constructed in 1962. The school has had recent upgrades to the building including additions done to the school in 1980, 1986, 1990, 2010, and an air conditioning replacement in 2005.

The existing school is a two-story building with the main entrance on the upper level, at the north end of the building. The existing kindergarten and pre-kindergarten classrooms are located on the lower level, at the south end of the building, and were added as part of the 8,761 SF addition completed in 2010. The existing pre-kindergarten/kindergarten play area is located outside the 2010 addition and existing gymnasium, at the south-east corner of the building. The play area is accessed from the school via an exterior stair and exterior ramp.

Per the approved educational specifications for this project, an additional one (1) pre-kindergarten classroom, as well as various support spaces are to be provided to increase the state rated capacity of the school to 588 students. The addition will conform to the educational specification approved by the Carroll County Board of Education and local building and life safety codes. The pre-kindergarten classroom addition and supporting spaces will add approximately 1,958 gross square feet to the existing building for an overall building size of 68,320 gross square feet.

The location of the proposed addition is at the south-east corner of the building, adjacent to the existing kindergarten classrooms. The existing corridor would extend east and exit to a new ramp and stair. The proposed construction would require the removal/infill of an existing window to an existing pre-kindergarten classroom. However, the existing classroom would still receive some daylight from its exterior door that has a sidelight and a transom.

Upon presenting several design options to the Carroll County Public Schools for this school, the proposed project will provide one (1) pre-kindergarten classroom addition, one (1) workroom, and two (2) toilet rooms off the south-east side of the building, and (1) Fire Sprinkler room. The existing kindergarten classrooms and the existing gymnasium at the school are currently located at the end of the wing where the proposed addition will connect into. A small area at the end of the existing interior corridor will be demolished to create a connection to the new corridor of the addition.

The existing building's exterior walls are comprised of non-load bearing 4" brick veneer on concrete masonry unit (CMU) backup. The proposed addition coordinates with the existing structural features of the building. There shall be a new one hour rated fire wall with rated openings (doors, frames, glazing) between existing and new addition. The addition shall have sprinklering, valve assembly, sprinkler room, new water line & service utility from street to building to serve sprinklers for addition. The existing building is not sprinklered.

**DESIGN GOALS**

- Design and construct a new pre-kindergarten classroom for use by elementary students. Classroom spaces will comply with the latest CCPS educational specifications and design standards, life safety, accessibility and building codes.
- Address projected enrollment at this school with an addition that will meet

**DESIGN GOALS**

(CONTINUED)

the approved educational specifications as well as provide adequate learning spaces more efficiently through a building addition rather than renovating existing inefficient spaces.

- Provide visual and physical continuity and connection to the existing building with the placement of the addition and the alignment of the corridor in the addition to the corridor in the existing building.
- Expansion joints will be provided between the addition areas and the existing building construction, which will allow the building areas to be independent of each other.
- Provide new mechanical, plumbing, electrical, lighting, low voltage, and fire alarm systems to serve the addition. Connect the systems to serve the addition to the existing building systems where feasible while not disrupting the use and occupancy of the existing building spaces and minimizing impact on the existing building infrastructure.
- Propose complementary exterior building materials at the addition including masonry veneer and exterior window systems.

**ARCHITECTURAL DESIGN**

PROPOSED FLOOR PLAN

Architectural Design:

The proposed pre-kindergarten classroom addition will be located off the south-east end of the building and will connect to an existing classroom wing via an extended new corridor. The addition will be steel frame construction with exterior masonry bearing with brick veneer exterior walls, with CFSF metal stud and gypsum board interior partitions.

The design of the exterior wall brick pattern and window openings will be compatible and complimentary with the original building. The existing roof is a built-up roof over concrete and metal deck. The Base Bid for the roofing system will be a thermoplastic polyolefin (TPO) membrane roof system on a metal deck. An add-alternate built-up roof system (BUR) with flexible flashings will be priced with the project. The roof slope will be a minimum of 1/4 inch per foot and will be drained via internal roof drains with overflow scuppers. Access to the roof of the addition will be through an existing internal access point within the existing building.

The new interior corridors will connect to and align with the corridor of the existing building. New exterior exit doors will be provided at the end of the new extended corridor of the addition.

The new classroom and support spaces will be designed per the latest Carroll County Public Schools educational specifications and design standards. The new pre-kindergarten classroom will have two (2) student toilet rooms. A single convenience sink with built-in cabinetry and a countertop will be provided in the classroom for storage. Toilet rooms and classroom sink will be located between the new corridor and the classroom spaces. This arrangement will provide efficiency in the installation of new plumbing and sanitary lines and will minimize cost. Additional support spaces that will be included in the project include a storage/workroom directly accessed from the pre-kindergarten classroom and the existing adjacent pre-kindergarten classroom. Based on the existing floor elevation of the building the addition will also include an exterior ramp and stairs on the south-east side and stairs on the south side.

## ARCHITECTURAL DESIGN

(CONTINUED)

Several existing building and site components will be affected by the addition project:

- Existing roof drainage and roof coping will be impacted.
- The existing exterior ramp and stairs will be impacted.
- The existing sheds that are located at the south-east side of the building will be relocated.

### Building Materials:

Exterior building materials will be complimentary to materials used on the adjacent existing building facades. Exterior walls will be of brick veneer on concrete masonry unit backup. New window openings will be aluminum framed to match the existing units and glazing will be double-paned insulated glass with low-E coating. The new exterior doors will be insulated steel, painted to match similar doors at the school. Egress hardware will be provided on the new exterior doors to ensure security and ease of exiting in an emergency.

Interior finish materials will be selected to comply with current CCPS design standards. The pre-kindergarten classroom and student accessed spaces will be provided with vinyl composition tile floors with a rubber base, painted gypsum board walls, and suspended acoustical tile ceilings with recessed light fixtures. Toilet rooms will have porcelain tile floors, painted gypsum drywall ceilings, and a combination of porcelain tile and painted walls. Utilitarian type rooms will be provided with sealed concrete floors, painted walls and no finished ceiling. New corridor floors will have vinyl composition tile floors with a tile base, which will be similar and complimentary to the flooring throughout the existing building's corridors. The new corridor walls will include large format ceramic tile to 4'-0" above the finished floor and tile base, both to provide additional durability. The interior of the new classrooms will be furnished with a mixture of built-in features and movable furniture. Built-in items under the construction contract will include marker and tack boards, tack strips, and various built-in storage cabinets, wall and base cabinets with a student-use convenience sink at the classroom, student belongings cubbies at the entries to the classroom, and various storage cabinets in the workroom. A wall mounted projector will be installed to face the teaching wall. New windows will be provided with horizontal shades. The interior classroom doors will be a flush panel and will include a partial side lite with a roller-shade window treatment. All furniture and movable furnishings will be provided as an add alternate in the construction contract and are indicated on the enclosed drawings for reference.

The sustainability requirements for this project will be to comply with the current requirements of the International Green Building Code – 2021 Edition, as adopted by Carroll County, Maryland. Due to the size of the proposed addition at this school, compliance with the Maryland High Performance Green Building Program will not be required.

### Building Codes:

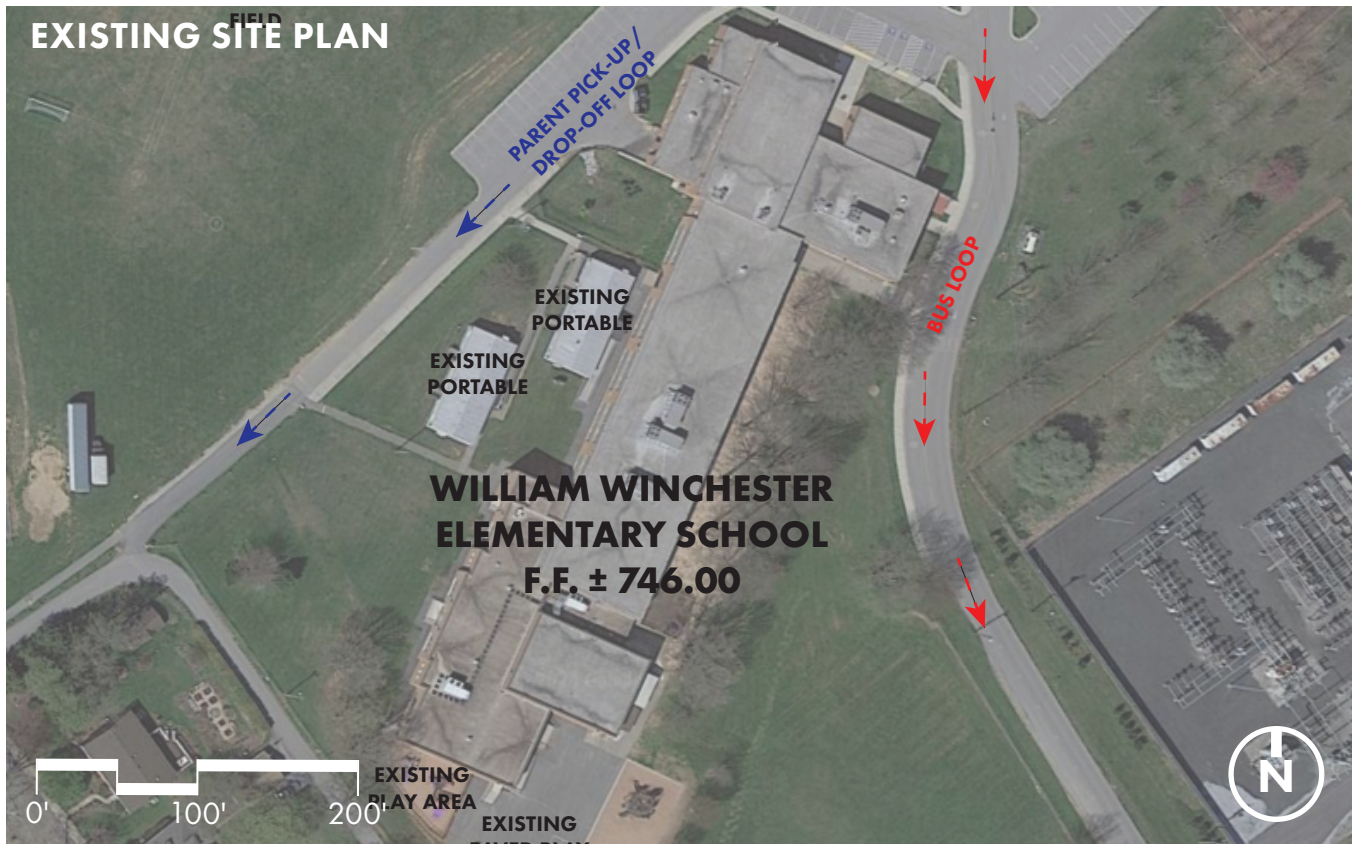
Ch. 170 of the Code of Public Local Laws and Ordinances of Carroll County – contains applicable amendments to the county's adopted building, electrical, plumbing, mechanical, accessibility and fire codes.

The Code of Public Local Laws and Ordinances of Carroll County, Title XVII, Buildings and Construction, Chapter 170, Construction Codes, Section 170.01, Adoption of Standards by Reference:

**ARCHITECTURAL DESIGN**

(CONTINUED)

- International Building Code (IBC), as amended by the Maryland Building Performance Standards - 2021
- International Existing Building Code (IEBC), as amended by the Maryland Building Performance Standards - 2021
- International Energy Conservation Code (IECC), as amended by the Maryland Building Performance Standard - 2021
- International Mechanical Code (IMC) - 2021
- National Electric Code (NFPA 70), Replaces ICC, International Electric Code - 2023
- International Plumbing Code (IPC) - 2021
- International Fuel Gas Code (IFGC) - 2021
- NFPA 58 - Standard for the Installation of Liquefied Petroleum Gas (As Referenced by IBC) - 2017
- International Green Construction Code (IGCC), as amended by the Maryland Building Performance Standards - 2021
- NFPA 101 Life Safety Code, As Adopted by the Maryland State Fire Code - 2024
- NFPA 1 - Fire Code (Fire Prevention Code), As Adopted by the Maryland State Fire Code - 2024
- NFPA 13 - Standard for the Installation of Sprinkler Systems (As Referenced by IBC)
- NFPA 72 - National Fire Alarm and Signaling Code
- NFPA 70 - National Electrical Code - 2023
- NFPA 90A - Standard for the Installation of Air Conditioning and Ventilation Systems
- ASHRAE Standard 62.1-2010 - Ventilation for Acceptable Indoor Air Quality
- ASHRAE 90.1-2013 - Energy Standard for Buildings
- A117.1 - 2009
- ADA Standards for Accessible Design - 2010
- Maryland Accessibility Code (COMAR 09.12.53) - 2019
- Maryland Building Performance Standards (MBPS) - 2015
- Refer to Other Contract Documents (Disciplines) and Specifications for Additional Code Summary Information not Included in this Code Summary (Generally related to Chapters 13 Through 33)
- All Listed Codes Shall Include Amendments by the County and AHJ



**CIVIL DESIGN**

EXISTING CONDITIONS

SITE DESCRIPTION

The subject site for William Winchester Elementary school is located at 70 Monroe Street, Westminster, MD 21157. The site is approximately 30.97 acres and currently contains the existing Elementary School along with West Middle School and associated amenities. The property is shown on tax map 39, grid 19 and parcel 0000. The tax account number for the property is 003420. The site is owned by the Board of Education of Carroll County.

SITE CIRCULATION AND PARKING

The site has five curb cuts. Three of them are on Monroe Street which serve both the middle school and elementary school. The eastern most curb cut serves as an entrance for William Winchester ES. All traffic passes through the middle school parking lot before reaching the elementary school. Buses continue to the south of the school to drop off before exiting onto Carroll street. Parents continue to the north of the school before exiting onto 25th Street.

ZONING INFORMATION

Zone: C – Conservation (within both the City of Westminster and Carroll County)

SITE SOILS

According to information obtained from the United States Department of Agriculture Natural Resources Conservation Service, the project area where work will take place is underlain with only three soil groups:

**CIVIL DESIGN**  
(CONTINUED)

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
GfB	Glenleg-Urban land complex, 0 to 8 percent slopes	0.6	24.4%
GfC	Glenleg-Urban land complex, 8 to 15 percent slopes	0.8	32.3%
UrB	Urban land-Udorthents complex, 0 to 8 percent slopes	1.1	43.3%
Total		2.5	100.00%

**SITE TOPOGRAPHY**

The site slopes from northwest to southeast. The site all drains to Carroll Street.

**SITE UTILITIES**

Water:

The water for the site comes from the West towards West MS.

Sanitary Sewer:

The site is served by an existing 8" sanitary sewer that connects to the sanitary sewer main in 25th Street.

Storm Drains:

There are two storm drain outfalls for the site. One drains the back of the building towards the south side of the building. The other drains around the east side of the building. Both outfall into the grass on site.

Gas & Electric:

There are overhead electric lines running on the north side of Carroll Street. There was no visual evidence of gas service. It is assumed the existing service is adequate for the addition project.

Utility Easement:

There are no known utility easements on the school property.

**STORMWATER MANAGEMENT**

The classroom portables are served by dry wells. There is also a micro-bioretenion located on the northwest side of the building. There are no other known SWM facilities on the elementary school site.

**FLOODPLAINS, WETLANDS, AND WATERWAYS**

There are no records of any floodplains or wetlands on the site.

**LANDSCAPE, TREES AND FOREST CONSERVATION**

There are no records of a forest conservation area on-site.

**ATHLETIC FIELDS, ATHLETIC COURTS, PLAY AREAS**

There is one asphalt play area and two mulch play areas on the southwest

**CIVIL DESIGN**

(CONTINUED)

side of the elementary school building. The grass play field is located to the southeast of the building. There are various other play spaces located on the middle school side of the property.

PROPOSED SITE REVITALIZATION

SITE DESCRIPTION

The proposed site work includes constructing a Pre-Kindergarten addition and associated site improvements. The site improvements will require the rebuilding of an ADA ramp and stairs down from the addition. The asphalt and mulch play areas will need to be modified for the addition.

SITE CIRCULATION AND PARKING

There are no anticipated changes to site circulation and parking.

ZONING INFORMATION

The construction of the new building will be following the Carroll County Zoning Code and the City of Westminster Zoning.

SITE TOPOGRAPHY

Site construction will require minor grading for the building addition as well as a new ADA ramp and stair. The modifications to the asphalt and mulch play spaces will require grading and may require retaining walls.

SITE UTILITIES

Water:

Due to the new addition being required to be sprinklered, a new waterline will be added for the school. The nearest watermain with capacity to serve the sprinkler system is located in Carroll Avenue. A 4" service connection will be extended under the grass play field out to the roadway.

Sanitary Sewer:

It is currently assumed that the existing sanitary service from the building has sufficient capacity for the new additions. It's preferable to connect to the existing sanitary service through the building in lieu of connection outside the building.

Storm Drains:

There are no known modifications necessary to the existing storm drain system.

Gas, Electric, Cable & Telephone:

It is assumed that all necessary connections will be made through the existing building.

STORMWATER MANAGEMENT

Stormwater management will be provided to meet MDE and Carroll County requirements.

LANDSCAPE, TREES AND FOREST CONSERVATION

Carroll County and Maryland State forestry regulations and City of Westminster landscaping requirements will be followed.

**CIVIL DESIGN**

(CONTINUED)

ATHLETIC FIELDS, ATHLETIC COURTS, PLAY AREAS

The existing asphalt and mulch play spaces will need to be modified for the construction of the addition. The proposed addition conflicts with the existing asphalt play area. The construction access and staging will take up the remainder of the asphalt play space. A portion of asphalt play space will need to be replaced for the interim condition and may stay as a permanent expansion to the asphalt play area. The mulch play may be modified along with the asphalt play space to leave the new asphalt play space congruous to the existing asphalt play space.

## STRUCTURAL DESIGN

### STRUCTURAL DESIGN

#### PROJECT OVERVIEW

Existing drawings for the building are available and were prepared by Van Rennselaer P. Saxe and are dated January 27, 1961. The existing building is a two-story building consisting of open web steel joists spanning between concrete masonry bearing walls. The interior and exterior walls consist of concrete masonry backup walls with a brick facade at the exterior. The existing masonry walls are supported on continuous concrete strip footings. The proposed addition will be a single-story steel and masonry structure. The new addition will be designed to be structurally independent from the existing building. The following section outlines the structural systems and components proposed for the new classroom addition. All new construction will be designed and built using conventional engineering and construction practices.

#### STRUCTURAL SYSTEMS

##### FOUNDATIONS

A geotechnical analysis has been performed on site of the proposed addition which has provided recommendations for the foundations for the addition. Foundation recommendations are dependent on local site conditions and must be established via subgrade investigation and geotechnical analysis prior to design. The geotechnical engineer has recommended traditional continuous footings. All structural elements for the proposed addition will be supported on reinforced concrete footings. Masonry exterior walls will be supported on continuous strip footings. The elevations of new footings abutting the existing structure will be coordinated to match the existing and doveled to the existing to minimize the potential for differential settlement. All exterior foundations will bear at least 2'-6" below the finished grade to provide the necessary frost protection and will be coordinated with underground utilities. The following preliminary foundation sizes for the proposed addition are based on the recommended allowable capacity of 2,500 psf allowable bearing pressure.

##### Non-Bearing Walls:

- Interior 8" CMU partitions: 2'-0" x 1'-0" continuous
- Exterior wall footings: 2'-6" x 1'-0" continuous

##### Column Spread Footings:

- Typical column: 4'-0" x 4'-0" x 1'-0"

The typical slab on grade will be 5" thick, normal weight concrete, reinforced with 6"x6", W2.1xW2.1 W.W.F placed over a 15-mil. vapor barrier and a 6" thick washed gravel base. The slab will also be thickened under masonry partitions and other anticipated heavy loads. Control joints will be provided at +/- 20' on center to reduce the potential for shrinkage cracks.

##### ROOF

Typical roof construction will consist of 1½" deep, type 'B' wide rib, 20 gage, a galvanized metal deck supported by open web steel joists at maximum 6'-0" on center. These roof joists will be supported on concrete masonry bearing walls. New roof framing will slope to drainage as needed.

## STRUCTURAL DESIGN

(CONTINUED)

### WALLS

Exterior walls will consist of brick veneer on 8" CMU back up. Interior walls will be constructed with cold-formed structural steel studs and gypsum boards. The top of all CMU walls will be braced at the roof structure. Lintels will be required for all openings in the masonry walls. Precast masonry or concrete lintels may be used for openings in interior partition walls. For the exterior walls, lintels will consist of wide flange steel beams with hung plates sized to support the CMU and masonry veneer. All steel lintels will be galvanized.

### NEW - EXISTING INTERFACE

The new addition will be structurally independent from the existing one. Where required, the new steel framing will be designed for snow drift where the roof elevation of the addition is lower than the existing.

### LATERAL RESISTING SYSTEM

The new addition will be a standalone structure supported on intermediate reinforced masonry shear walls. All shear walls will be reinforced to resist the applicable lateral forces. To control thermal movement and avoid introducing new loads into the existing building frame, a 2" expansion joint will be provided to separate the addition from the existing building. This joint will be installed between the existing exterior wall and the new roof structure.

### CODE AND STANDARDS

#### PRIMARY REFERENCES:

- International Building Code 2021 with Local Amendments
- American Society of Civil Engineers: Minimum Design Loads for Buildings and Other Structures (ASCE/SEI 7-16)
- American Concrete Institute: Building Code Requirements for Reinforced Concrete (ACI 318-14)
- Building Code Requirements and Specification for Masonry Structures (TMS 402-16)
- American Institute for Steel Construction: Steel Construction Manual 14th ed. (AISC 360 16)

#### OTHER REFERENCED ORGANIZATIONS

- American National Standards Institute (ANSI)
- American Iron and Steel Institute (AISI)
- American Society for Testing and Materials (ASTM)
- Portland Cement Association (PCA)
- Concrete Reinforcing Steel Institute (CRSI)
- American Welding Society (AWS)
- National Concrete Masonry Association (NCMA)
- Brick Institute of America (BIA)

### DESIGN CRITERIA

#### Superimposed Dead Loads:

- Suspended Ceiling: 2 psf
- Sprinkler System: 3 psf
- Mechanical and Electrical Systems: 3 psf (Typical); 5 psf (Corridors)
  - ◇ In areas above mechanical rooms, the mechanical and electrical

**STRUCTURAL DESIGN**

(CONTINUED)

superimposed dead load will be increased to 15 psf.

- ◇ Additional mechanical and electrical superimposed loads will be used to account for major concentrations of pipe runs, major duct runs, and hung equipment.

Live Loads:

- First Floor Slab on Grade: 100 psf
- Roof: 30 psf
  - ◇ Consideration of drifting, sliding, and unbalanced snow loads as required by the local building code.

Snow Loads:

Applicable ground, flat, and drifting snow loads based on section 1608 of the 2021 International Building Code and Chapter 7 of ASCE 7-16.

- Importance Factor,  $I_s$ : 1.10
- Ground Snow load,  $p_g$ : 40 psf (per local building code amendments)
- Snow Density: 19.2 pcf
- Exposure Factor,  $C_e$ : 1.0
- Thermal Factor,  $C_t$ : 1.0
- Flat Roof Snow Load,  $p_f$ : 30 psf
- Minimum Load for Low-Slope Roof,  $p_m$ : 22 psf

Wind Loads:

Applicable wind pressure coefficients established using section 1609 of the 2021 International Building Code and Chapters 26-30 of ASCE 7-16. Components and cladding at walls and roof to be calculated separately with the appropriate Code required factors.

- Ultimate Wind Speed,  $V_{ult}$ : 120 MPH (3 second gust, Risk Category 3)
- Nominal Wind Speed,  $V_{asd}$ : 93 MPH (3 second gust)
- Exposure: C
- Internal Pressure Coefficient,  $G C_{pi}$ : +/-0.18

Seismic Design Criteria:

Applicable seismic loads based on section 1613 of the 2021 International Building Code and Chapters 11-12 of ASCE 7-16.

- Seismic Occupancy Category: III
- Seismic Importance Factor: 1.25
- Spectral Response Coefficients:
  - ◇  $S_s = 0.142$
  - ◇  $S_1 = 0.043$
  - ◇  $S_{ds} = 0.1123$
  - ◇  $S_{d1} = 0.043$
- Site Class: C
- Seismic Design Category: B
- Seismic Force Resisting System:
  - ◇ Ordinary Reinforced Masonry Shear Walls

Concentrated Loads:

Floor slabs will be designed for the indicated uniform live loads or a minimum concentrated load of 1,000 pounds, whichever produces the greater stress.

**STRUCTURAL DESIGN**

(CONTINUED)

Deflection Criteria:

- Total drift will not exceed  $H/400$  for lateral loads, where “H” is the story or building height.
- Live load deflection of roof members will not exceed the  $L/240$ .
- Live load deflection of spandrel members that support glass will not exceed  $L/480$  with a maximum of  $1/2''$ .
- Live load deflection of spandrel members and structural elements that support masonry will not exceed  $L/600$  with a maximum of  $3/8''$ .

**MECHANICAL &  
PLUMBING DESIGN**

EXISTING BUILDING SYSTEMS

HVAC

The existing building includes a 2-pipe heating water central plant. Heating water is generated by two fuel oil fired boilers located in the mechanical room. The heating water system has three constant speed primary end suction pumps circulating hot water through two distribution piping, a 4-inch line serving the unit ventilators and air handling units (AHUs), and a 3-inch line serving the unit heaters and perimeter baseboards. Associated central plant pumps, water treatment, and air management systems are located within the mechanical room.

Roof mounted air handling units (AHUs) provide cooled, preheated, and required outdoor air throughout the building. Classrooms are served by variable air volume (VAV) terminal units. Distributed roof mounted exhaust fans serve each shared classroom's toilet rooms. The building utilizes controls by Johnson Control's Metasys system.

PLUMBING

The existing building has an incoming 3-inch domestic water with a backflow preventer. Domestic hot water is generated by a shell & tube hot water generator located in the mechanical room. There are multiple 4-inch sanitary pipes exiting the west south portion of the building at a 2% slope and connect to a 6-inch main sanitary piping outside. The building includes an interior primary storm drain that routes above the ceiling, continues below grade which connects to the main perimeter storm drain outside the building and emergency overflow scupper along the building parapet.

PROPOSED SYSTEMS

APPLICABLE CODES AND STANDARDS

- 2021 International Building Code (IBC)
- 2021 International Energy Conservation Code (IECC)
- 2021 International Mechanical Code (IMC)
- 2021 International Plumbing Code (IPC)
- 2021 International Fuel Gas Code
- ASHRAE Standard 62.1 – Ventilation for Acceptable Indoor Air Quality
- ASHRAE Standard 90.1 – Energy Standard for Buildings
- NFPA 90A – Standard for the Installation of Air Conditioning and Ventilating Systems

HVAC

Through discussions with the CCPS team, the preference for the new addition would be to tie-in to the existing hot water loop at the school. Moseley has completed an initial assessment of the existing equipment and system at the school as part of the schematic design phase, which included preliminary load calculations to determine the likely capacity of the existing system and the anticipated load of the addition. Upon further investigation and in discussion with CCPS, it was confirmed that the new HVAC unit will be able to connect to the existing 2-pipe system. Supplemental testing will be conducted to determine the existing 2-pipe system's pressure, heating hot water flow rates, and operating temperatures. This information will be used for the selection of the new HVAC unit.

**MECHANICAL &  
PLUMBING DESIGN**

(CONTINUED)

Based on initial field investigations and a review of the as-built information for the school, existing AHUs are connected to the hot water loop. Moseley's initial calculation indicates that a total connected load of the existing HVAC equipment would have an approximate total connected load lower than the hot water plant capacity with diversity. The new HVAC unit will be a roof mounted DX packaged-type VAV air-source heat pump roof top unit (HPRTU) with a reheat coil for humidity control. The new unit will tie-in to the existing chilled and hot water piping above the ceiling with isolation valves. A 5.5 to 6.5-ton unit will be necessary for the size of the base bid design of this project. Each classroom and any support spaces associated with the classroom will be an individual zone. Each zone will have a thermostatically controlled variable air volume (VAV) with a hot water coil. New exhaust fans will be provided for the new toilet rooms.

**PLUMBING**

The existing domestic cold, hot water, and hot water recirculation piping shall be extended with shut-off and balancing valves to serve the toilet rooms and classroom in the addition. The existing hot water recirculation pump will be evaluated and replaced as necessary to ensure it has the capacity to serve the addition. The existing water heater appears to be able to accommodate the addition's toilet rooms and classroom domestic hot water requirements.

The addition's roof will be sloped at 2% and shall have an internal primary piping routed above the ceiling and shall extend below grade and connect to the main storm water outside of the building. Overflow storm drain scuppers shall be added to the addition roof parapet.

The addition's toilet rooms sanitary piping will be routed and sloped at 2% below the new slab. The design intent is to connect to the nearest existing sanitary main within the building. Vent piping will be routed above the ceiling and through the roof.

**FIRE SUPPRESSION SYSTEM**

Addition shall be provided for a complete NFPA compliant automatic wet pipe sprinkler system coverage with sprinkler layout to conform to space requirements. The system shall be specified as follows:

- All sprinkler piping shall be black steel per NFPA 13.
- Piping 2-1/2" and larger will be Schedule 10 per NFPA 13 and piping 2" and smaller shall be threaded piping, minimum schedule 40, per NFPA 13.
- Sprinkler piping shall be specified to be concealed in all finished ceiling areas and exposed in exposed construction areas.
- Sprinklers in areas where heads subjected to being damaged shall be provided with sprinkler guards.

**ELECTRICAL DESIGN**

APPLICABLE CODES AND STANDARDS

- 2021 Maryland Building Code (IBC 2021 amended)
- 2021 Maryland Existing Building Code (IEBC 2021 amended)
- 2021 Maryland Energy Code (IECC 2021 amended)
- 2020 Maryland Electrical Code (NFPA 70, 2020 amended)
- 2019 Maryland Fire Alarm Code (NFPA 72, 2019)
- 2018 Maryland Life Safety Code (NFPA 101, 2018 amended)
- Carroll County Public Schools Design Standards

MAIN SERVICE EQUIPMENT AND LOAD CALCULATIONS

The existing electrical utility service is provided by Baltimore Gas and Electric (BGE), which enters the building's main electrical room into an existing 1200A, 208Y/120V, 3-Phase, 4-Wire panelboard manufactured by Square D, with a 1200A main circuit breaker. The existing electrical load on this service was calculated based on the monthly utility bill date provided by CCPS for the period between July 2023 through July 2024. During this period, the maximum demand for the electric service was 214kW and occurred during the month of September 2023. The existing load is calculated per NEC 220.87 as follows:

Peak Demand:	214kW (September 2023)
	0.8 power factor
	267.5kVA
	<u>743A at 208V, 3-PH</u>
Demand factor (NEC 220.87)	x1.25
Maximum Existing Load	<u>929A</u>
Existing Service:	1,200A
Spare Capacity:	271A

Based on the information above, Moseley assumes that the existing electrical utility service will have sufficient capacity to support the new proposed electrical loads for this project.

DISTRIBUTION EQUIPMENT

EXISTING CONDITIONS

The panelboard contains circuit breakers for panelboards, mechanical equipment, portable classrooms, elevator, and old electric service panelboard. Electrical rooms are located throughout the building, which contain 208V panelboards. These panelboards provide power to lighting, mechanical equipment & receptacles in the classrooms and offices.

The existing area of the building where the proposed addition will be located is served by panelboard RP1. Panel RP1 powers the interior lighting, the receptacles, general power equipment, mechanical equipment, and classroom appliances.

NEW WORK

The existing panelboard RP1 appears to have sufficient capacity however does not have physical space to support the new electrical loads required for this addition. A new subpanel will need to be provided to support the additional electrical loads needed for the new addition.

**ELECTRICAL DESIGN**

(CONTINUED)

LIGHTING

EXISTING CONDITIONS

The existing interior lighting is provided by 2'x4' linear fluorescent troffers with flat acrylic lens and recessed downlights. The existing exit signs have red letters. One emergency light fixture is provided in each classroom. This light fixture is near the interior classroom door and is unswitched. The existing exterior lighting is provided by surface mounted LED fixtures. The existing lighting controls consist of wall mounted light switches and ceiling mounted occupancy sensors.

NEW WORK

New 2'x4' linear LED light fixtures will be provided at 4000K CCT with integral dimming drivers and flat acrylic lens. The light fixtures will be located throughout each space to provide uniform illumination and an average illumination of 65 fc at the work plane per CCPS standards. New LED exit signs will be provided with white thermoplastic housings and red letters. Emergency lighting with integral battery backup shall be provided in each space to provide minimum emergency egress lighting. The existing exterior surface mounted LED fixture will be removed and reinstalled at the new exterior doorway. Low voltage lighting controls will be provided in each space, to allow for multiple lighting levels and flexible lighting zones. The final lighting control design will be coordinated with CCPS during the design process. Exterior lighting will connect to the existing lighting controls.

RECEPTACLES

EXISTING CONDITIONS

Existing receptacles are ivory in finish color with stainless steel wall plates.

NEW WORK

New tamper-resistant receptacles shall be provided in ivory finish with stainless steel wall plates. The exact quantity and layout of the receptacles shall be coordinated with CCPS during the design process. At the main teaching wall, a high and low receptacle shall also be provided for connection to a wall mounted short-throw projector.

FIRE ALARM SYSTEM

The existing fire alarm system is a digital addressable system by GE model EST3. The existing fire alarm annunciator panel is located at the front entrance lobby.

NEW WORK

The existing fire alarm system shall be modified and extended to provide new fire alarm notification devices for the new addition. If required, a fire alarm extender panel shall be provided and located in a nearby room to power up the additional devices. The existing fire alarm annunciator panel will need to be removed and replaced to reflect the new building footprint.

**ELECTRICAL DESIGN**

(CONTINUED)

TELECOMMUNICATIONS AND SPECIAL SYSTEMS

EXISTING CONDITIONS

The incoming telephone and data service enters the building within the gym storage room. Telephone 110 punch down blocks and a telecom floor mounted equipment rack are located within this room. Within the rack are patch panels for the distribution of the telephone system via CAT5 cables. There are network switches for distribution of the data system via CAT6 cables. Each classroom has a wall mounted telephone near the front door.

The existing PA system head end equipment is located within the administrative area. The PA system serves ceiling mounted speakers located throughout the building. There is an existing call switch near the front door.

NEW WORK

The design approach for the addition will be coordinated with CCPS. New telecom outlets will also be provided at the teaching wall and the proposed teacher desk/workstation. High and low outlets will be provided at the teaching wall for a wall mounted short throw projector. Additional outlets will be provided around the perimeter of each classroom. Empty double-gang back boxes with a 1" empty conduit will be installed in the wall for each telecom outlet. The existing cable tray system shall be extended down the new corridors. Telecom cables homeruns will be routed back to the Gym Storage room and connected to the existing equipment racks and system.

New ceiling mounted PA speakers shall be provided in the new addition and connected to the existing PA system. New clocks will be provided in the classrooms in coordination with CCPS. The specific equipment, cable types and devices will be coordinated with CCPS during design.

SECURITY & ACCESS CONTROL SYSTEM

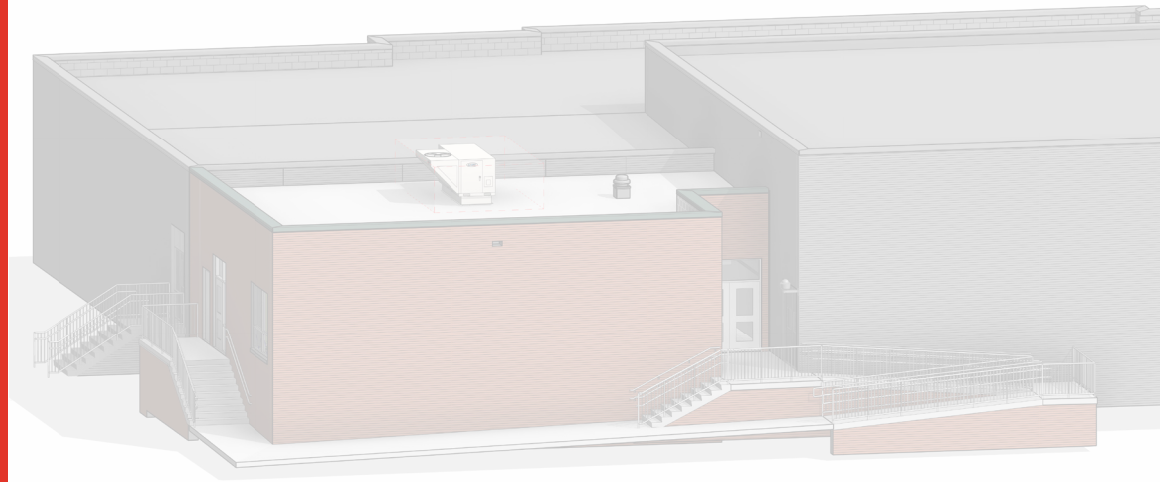
EXISTING CONDITIONS

An exterior rated card reader is located at the egress door at the end of the corridor. Security cameras are located within the corridors and outside along the exterior walls of the school.

NEW WORK

Empty backboxes and conduit shall be provided for the installation of new card readers at the exterior doors and security cameras. The exact location and quantity of devices shall be coordinated with CCPS during design. CCPS's security system vendor will provide security and access control devices and cables for the addition.

## PROJECT INFORMATION



MOSELEYARCHITECTS

WILLIAM WINCHESTER ELEMENTARY SCHOOL  
PRE-KINDERGARTEN ADDITION  
CONSTRUCTION DOCUMENTS SUBMISSION

## Project Information

### PROJECT SUMMARY

Current State Rated Capacity	<b>568</b>
State Rated Capacity with Proposed Addition	<b>588</b>
Building Height	<b>One Story</b>
Occupancy Use Group	<b>E - Educational</b>
Construction Classification	<b>Type IIB</b>
Existing Building Square Footage	<b>66,362 GSF</b>
Area of Proposed PK Addition	<b>1,958 GSF</b>
Total Building SF After Proposed Addition	<b>68,320 GSF</b>

### PROJECT SCHEDULE

Education Specifications	<b>June 2023</b>
Schematic Design	<b>November 2024</b>
Design Development	<b>April 2025</b>
Construction Documents	<b>October 2025</b>
Permitting	<b>October 2025 - December 2025</b>
Advertise/Bid/Award	<b>December 2025 - March 2026</b>
Construction Start	<b>June 2026</b>
Occupancy	<b>August 2027</b>

### PROJECT CONSTRUCTION BUDGET

BUILDING CONSTRUCTION BUDGET	\$ 1,356,939.00
SITE CONSTRUCTION BUDGET	\$ 627,019.00
<b>CONSTRUCTION DOCUMENTS TOTAL CONSTRUCTION COST BUDGET</b>	<b>\$ 1,983,958.00</b>

### PROJECT CONSTRUCTION ESTIMATE

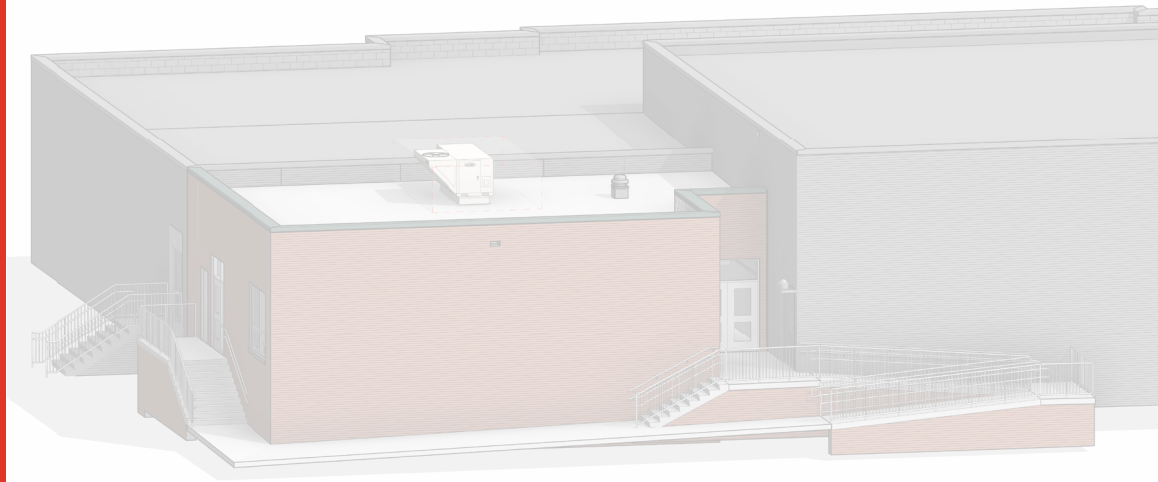
BUILDING CONSTRUCTION ESTIMATE	\$ 978,019.87
SITE CONSTRUCTION ESTIMATE	\$ 634,850.52
ESCALATION	\$ 98,704.71
<b>TOTAL WITH ESCALATION</b>	<b>\$ 1,711,575.10</b>
GENERAL CONDITIONS, INSURANCE & CM FEE	\$ 609,373.90
<b>CONSTRUCTION DOCUMENTS TOTAL CONSTRUCTION COST ESTIMATE</b>	<b>\$ 2,320,949.00</b>

**SPACE ANALYSIS**

\*Areas indicated in net square feet unless otherwise noted.

WILLIAM WINCHESTER ELEMENTARY SCHOOL PK CLASSROOM ADDITION - IAC CD SUBMISSION																
PROGRAM SPACE	EDUCATIONAL SPECIFICATION				SCHEMATIC DESIGN				DESIGN DEVELOPMENT				CONSTRUCTION DOCUMENTS			
	# of rooms	# of teaching stations	square footage	component subtotal	# of rooms	# of teaching stations	square footage	component subtotal	# of rooms	# of teaching stations	square footage	component subtotal	# of rooms	# of teaching stations	square footage	component subtotal
<b>CORE INSTRUCTIONAL PROGRAMS</b>				<b>1,400</b>				<b>1,414</b>				<b>1,456</b>				<b>1,376</b>
Pre-Kindergarten																
Classrooms	1	1	1000	1000	1	1	1009.45	1009	1	1	1030.91	1031	1	1	1028	1028
Storage/ Workroom	1	0	300	300	1	0	299.4	299	1	0	305.13	305	1	0	228.21	228
Student Toilets	2	0	50	100	2	0	52.5	105	2	0	60.03	120	2	0	60.03	120
Fire Sprinkler Room	0	0	0	0	1	0	72.08	72	1	0	72.08	72	1	0	72.08	72
Net square footage subtotal all programs				<b>1,400</b>				<b>1,414</b>				<b>1,456</b>				<b>1,376</b>
Efficiency adjustment (Walls & Circulation)				602				534				502				582
NSF/GSF Efficiency % (calculated NSF/GSF)				70%				73%				74%				70%
<b>GROSS SQUARE FOOTAGE</b>	Ed Spec Total GSF:			<b>2,002</b>	Calculated GSF:			<b>1,948</b>	Calculated GSF:			<b>1,958</b>	Calculated GSF:			<b>1,958</b>
<b>DRAFTED FLOOR PLAN GSF (ADDITION)</b>					GSF:			<b>1,948</b>	GSF:			<b>1,958</b>	GSF:			<b>1,958</b>
<b>INTERIOR RENOVATION/ ALTERATION SPACE</b>					NSF:			<b>0</b>	NSF:			<b>0</b>	NSF:			<b>0</b>
<b>OVERALL PROJECT AREA</b>	Ed Spec Total GSF:			<b>2,002</b>	Project Total GSF:			<b>1,948</b>	Project Total GSF:			<b>1,958</b>	Project Total GSF:			<b>1,958</b>

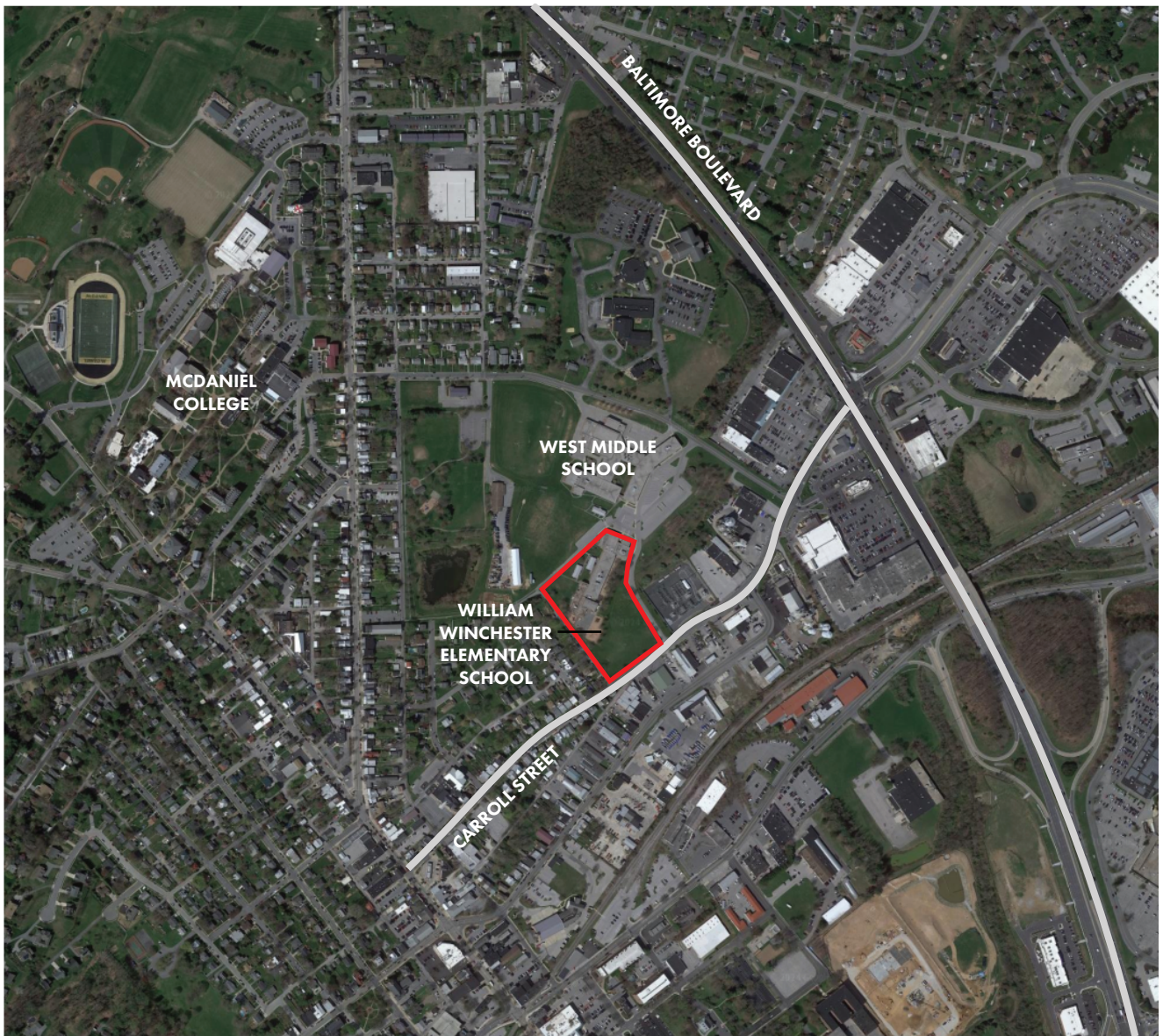
## DESIGN DRAWINGS



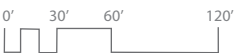
MOSELEYARCHITECTS

WILLIAM WINCHESTER ELEMENTARY SCHOOL  
PRE-KINDERGARTEN ADDITION  
CONSTRUCTION DOCUMENTS SUBMISSION

VICINITY MAP



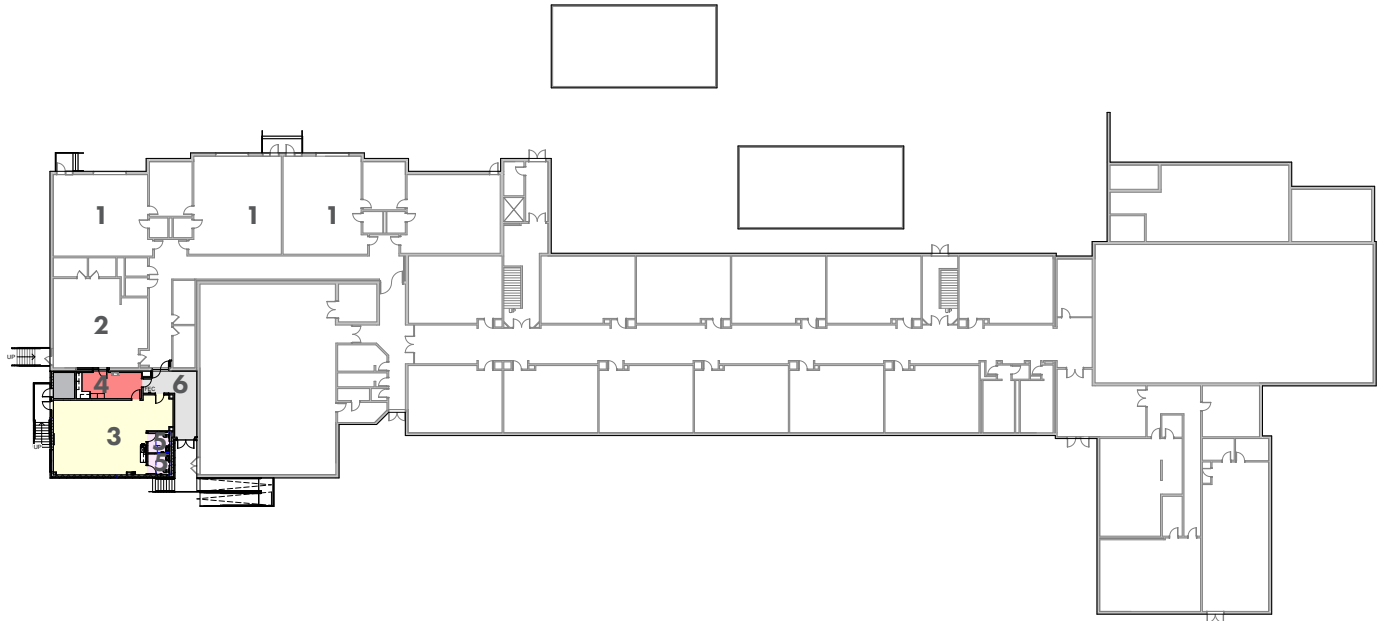
EXISTING SITE PLAN









**PROPOSED SITE PLAN**



### OVERALL FLOOR PLAN



### LEGEND

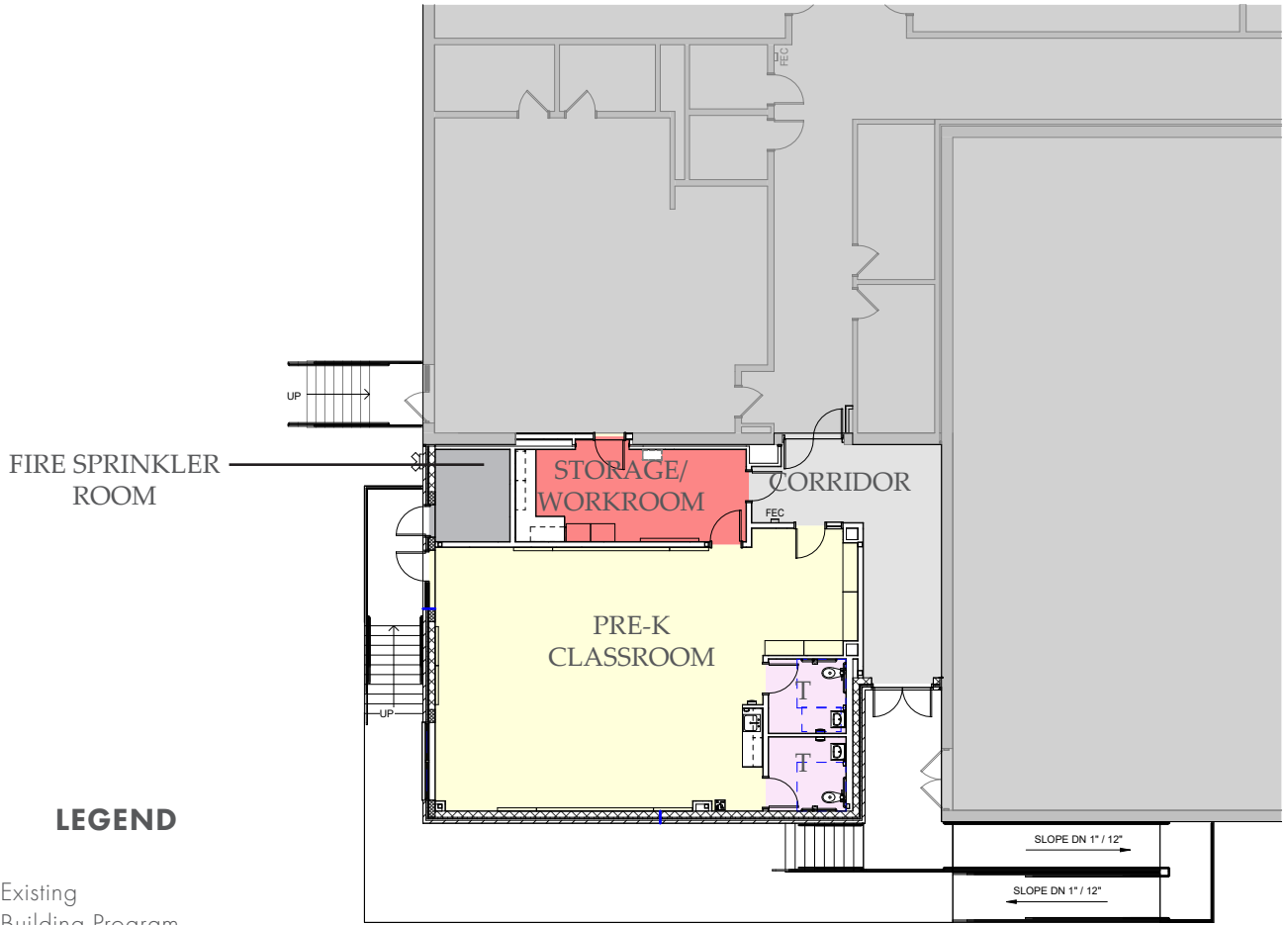
-  Existing Building Program
-  New Pre-K Classroom
-  New Storage / Workroom
-  New Student Restrooms
-  New Corridor
-  Fire Sprinkler Room



### PROGRAM KEY

1. Existing Classroom - Kindergarten
2. Existing Classroom - Pre-K
3. New Classroom - Pre-K
4. Storage / Workroom
5. Student Restrooms
6. New Corridor

### ENLARGED FLOOR PLAN

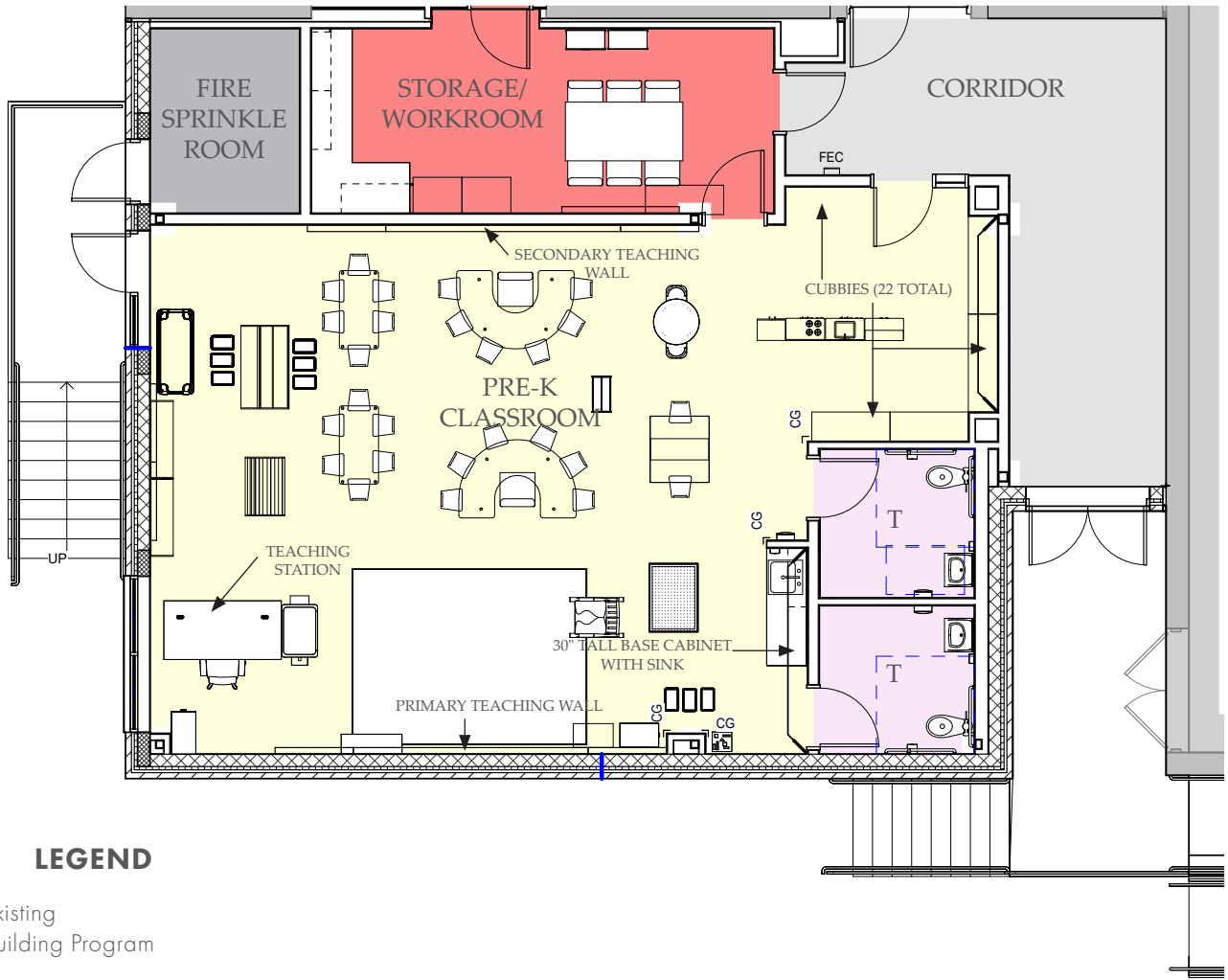


#### LEGEND

- Existing Building Program
- New Pre-K Classroom
- New Storage / Workroom
- New Student Restrooms
- New Corridor
- Fire Sprinkler Room



**CLASSROOM FLOOR PLAN**

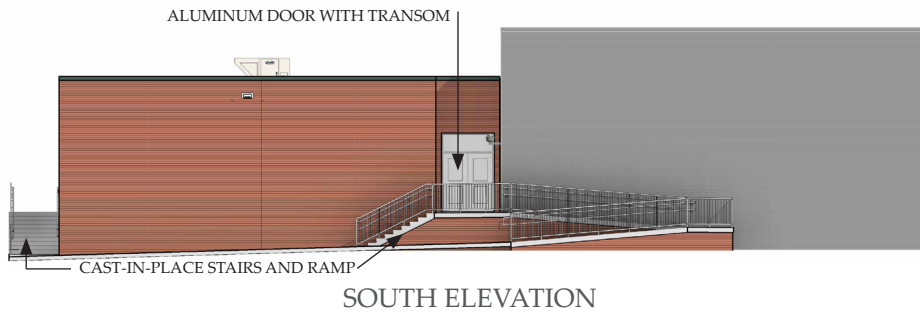


**LEGEND**

- Existing Building Program
- New Pre-K Classroom
- New Storage / Workroom
- New Student Restrooms
- New Corridor
- Fire Sprinkler Room



**BUILDING ELEVATIONS**





## PLANNING AND ZONING COMMISSION

January 22, 2026

**TITLE:** Site Development Plan, Westminster Elementary School Addition

**REQUEST:** Site Development Plan S-24-0032

The Applicant is requesting Site Development Plan Approval to construct two additions for a Pre-Kindergarten and an Instrumental Music classroom addition onto the existing elementary school totaling 3,333 square feet at 811 Uniontown Road, Westminster Maryland 21158.

**PROJECT INFORMATION:**

**LOCATION:** 811 Uniontown Road, Westminster Maryland 21158

**ZONE:** C Conservation Zone

**APPLICANT/REPRESENTATIVES:**

**APPLICANT:** Board of Education of Carroll County

**OWNER:** Board of Education of Carroll County, 125 N Court Street, Westminster, MD 21157

**ENGINEER:** Mosley Architects, 1414 Key Highway, Second Floor, Baltimore, MD 21230

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

**RECOMMENDATION:** Conditional Approval

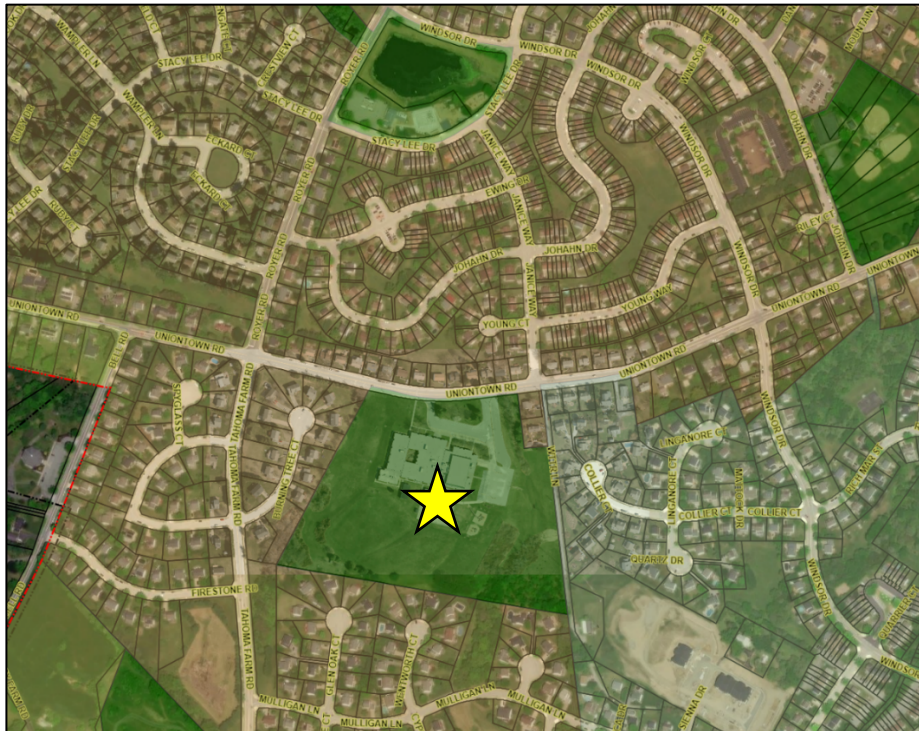
**ATTACHMENTS:**

1. Site Development Plan for S-24-0032 Westminster Elementary School Addition
2. Construction Brochure provided by Board of Education of Carroll County

## STAFF REPORT

Article XXV, Site Plans, of the City of Westminster Zoning Ordinance (“Zoning Ordinance”) requires the Planning and Zoning Commission (“Commission”) and Planning Director to review and act on Site Development Plans, and amendments thereto, to ensure that proposed development is in conformity with the intent and provisions of the land use controls and the Comprehensive Plan for the City of Westminster and to avoid inequities and to guide the City in the issuance of building permits. The Commission shall approve, approve subject to conditions, or disapprove the Site Development Plan and amendments thereto.

### VICINITY MAP/ LOCATION:



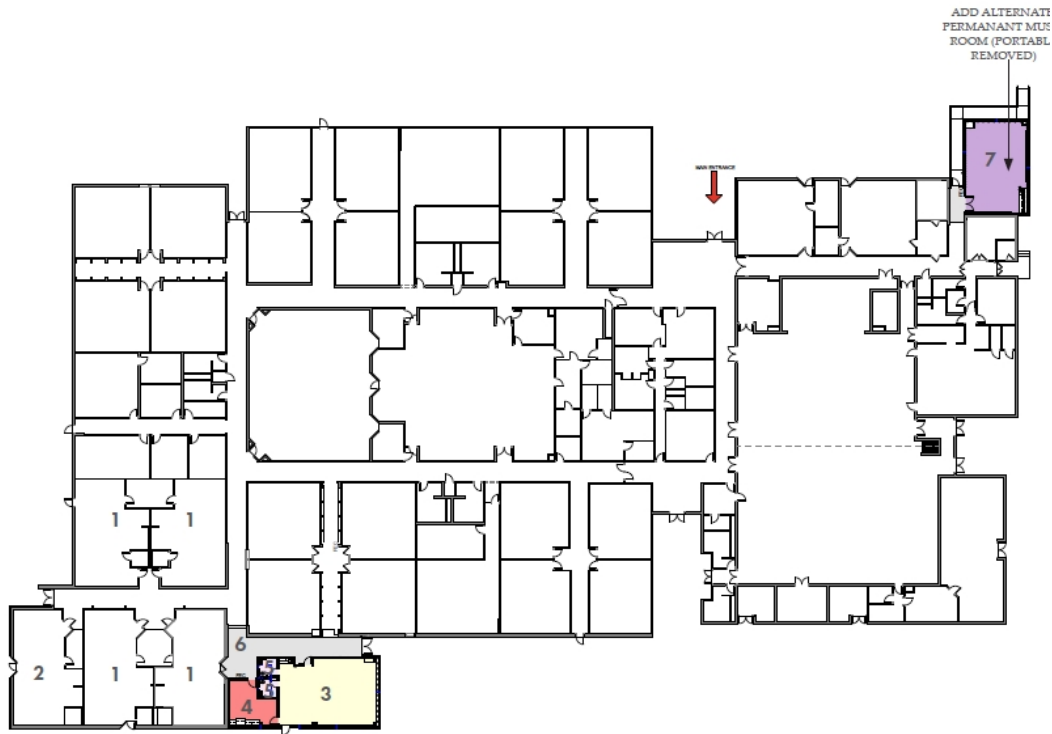
★ = Property

The subject property is located at 811 Uniontown Road, Westminster Maryland, further identified as SDAT# 07-003544 (the “Property”), hereinafter referred to as the “Property”. The Property is 19.59 acres in area and is zoned C Conservation Zone (Zoning Ordinance Article III), and subject to the Zoning Ordinance.

**DEVELOPMENT INFORMATION:**

The Board of Education of Carroll County (the “Applicant”), represented by Mosley Architects, filed Site Development Plan S-24-0032, Site Plan for Westminster Elementary School Pre-Kindergarten Addition site plan which was first submitted on January 23, 2025. The revised plans were resubmitted to the City on June 23, 2025. [Attachment 1] S-24-0032 proposes to construct two additions, one for a Pre-Kindergarten and another for an Instrumental Music classroom addition totaling 3,333 square feet. The applicant has also submitted supplemental information through a construction brochure that will better explain the project further [Attachment 2]

**OVERALL FLOOR PLAN**



**PROGRAM KEY**

- 1. Existing Classroom - Kindergarten
- 2. Existing Classroom - Pre-K
- 3. New Classroom - Pre-K
- 4. Storage / Workroom
- 5. Student Restrooms
- 6. New Corridor
- 7. Music Classroom - Add Alternate

**LEGEND**

- Music Classroom - Add Alt.
- New Pre-K Classroom
- New Storage / Workroom
- New Student Restrooms
- New Corridor

Pursuant to Zoning Ordinance Article III, Section 164-12 G., “Schools and colleges, subject to approval of a site development plan by the Commission” is a permitted use in the C Conservation Zone. The purpose of this project is for a Pre-Kindergarten addition to the school to add capacity for more students to satisfy state’s new Blueprint requirements.

**SITE DEVELOPMENT PLAN REVIEW COMMENTS:**

**Landscape Review**

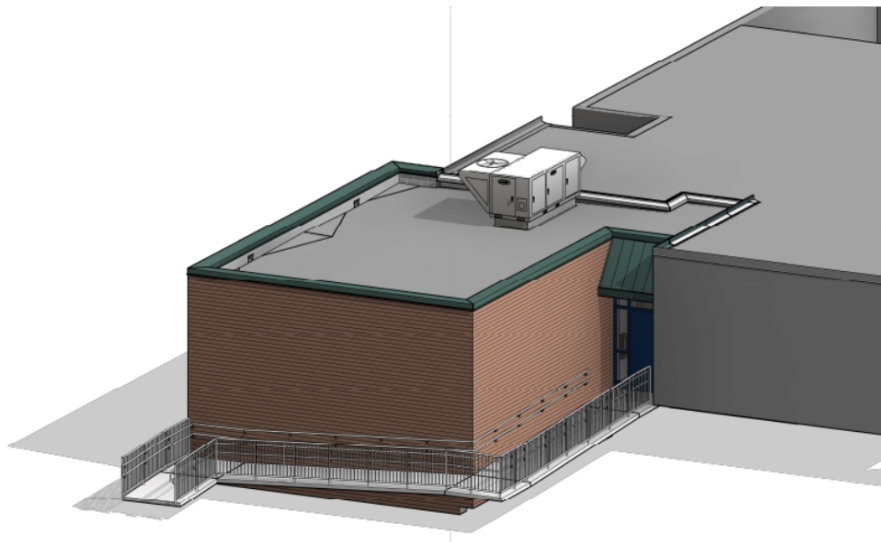
Pursuant to Zoning Ordinance Section 164-131.1., Compliance with Landscape Manual, S-24-0032 must comply with the adopted Landscape Manual, as amended. Department of Community Planning and Development (DCPD) staff reviewed S-24-0032 for compliance with the Landscape Manual and other applicable Zoning Ordinance landscape requirements.

No additional landscaping is required for these additions.

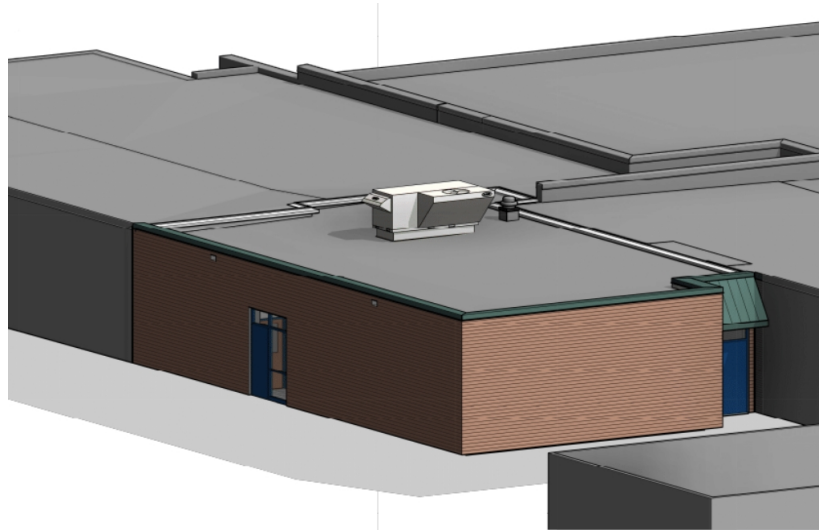
**Development Design Preferences Manual**

Pursuant to Zoning Ordinance Section 164-131.2., Compliance with Development Design Preferences Manual, S-24-0032 must comply with the adopted Development Design Preferences Manual, as amended, in coordination with other provisions and requirements of the Zoning Ordinance. The addition is compatible with the existing building on site.

Elevations for the Pre-School Addition



## Elevations for the Music School Addition



### **Parking**

S-24-0032 must comply with Zoning Ordinance Article XVI, Off Street Parking and Loading. S-24-0032 does not require any additional parking spaces.

### **Water**

Pursuant to the City of Westminster Water and Sewer Allocation Policy 2023-2025, for allocations related to any site development plan, the necessary tentative allocations will be noted on the site plan; however, allocations are granted at the building permit stage. Upon Site Development Plan approval and with the submission of a Water and Sewer Allocation application, tentative allocations are recognized for an additional six months to allow for the building permit review process. Water allocation for this use is based on Maryland Department of Environment multipliers for schools.

The Applicant submitted a Water and Sewer Allocation Application WSA-24-51 for a 1,948 square foot addition. This was based on preliminary drawings. There is no change in water allocation when the actual square footage of the addition, 1,955 square feet, are used. The multiplier for the water was based on the additional capacity for students created by this addition. It was calculated that 400 gpd would be needed to serve the 20 additional students. A note will need to be added to the front cover referencing the WSA information and the water allocated for the project.

**PROCESS:**

Pursuant to the City’s review process, the Site Development Plan was provided to the appropriate City and County agencies to determine readiness to present to the Westminster Planning and Zoning Commission. Plans were reviewed for compliance with City and County requirements. Carroll County reviewed the plans for grading, utilities, stormwater management, site traffic, and drainage. The City reviewed this project for compliance with applicable, zoning, landscaping, and items contained in the Development Design Preference Manual. The Planning and Zoning Commission shall approve, approve subject to conditions, or disapprove Site Development Plan S-24-0032.

**RECOMMENDATION:**

DCPD recommends that the Commission consider Conditional Approval of the proposed Site Development Plan S-24-0032, Westminster Elementary School Additions, with the following conditions of approval:

1. Address all outstanding City and County comments prior to submission of signature set mylars. This includes but is not limited to adding the City notes, signature blocks and elevations.

**DRAFT MOTIONS FOR SITE DEVELOPMENT PLAN S-24-0032**

1. I move that the Planning and Zoning Commission conditionally approve Site Development Plan S-24-0032, pursuant to City of Westminster Zoning Ordinance Article XXV and based on the January 22, 2026, S-24-0032 Staff Report and conditions of approval.

OR

2. I move that the Planning and Zoning Commission deny Site Development Plan S-20-0032.

OR

3. I move an alternate motion.

# WESTMINSTER ELEMENTARY SCHOOL

## PRE-KINDERGARDEN ADDITION

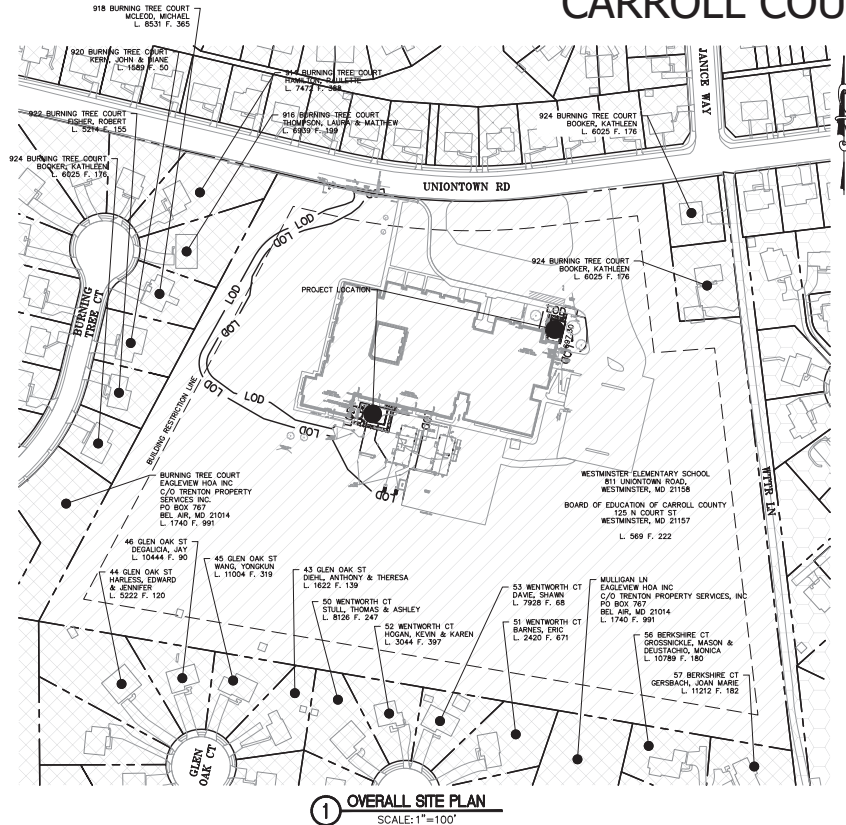
### CARROLL COUNTY PUBLIC SCHOOLS



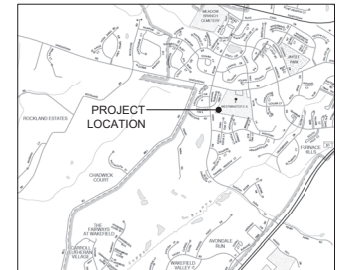
CLARK | AZAR & ASSOCIATES  
20501 Seneca Meadows Parkway, St. 230  
Germantown, MD, 20876  
(301) 528-2010  
www.clarkazar.com  
A Woman Owned Small Business

**MOSELEY ARCHITECTS**  
1414 KEYHAWKWAY, SECOND FLOOR, BALTIMORE, MD 21202  
PHONE (410) 534-4300 FAX (410) 534-0600  
MOSELEYARCHITECTS.COM

SHEET INDEX		
SHEET NUMBER	DRAWING NUMBER	SHEET TITLE
1	C-001	CIVIL COVER SHEET
2	C-100	EXISTING CONDITIONS & DEMOLITION PLAN
3	C-200	OVERALL SITE PLAN
4	C-201	SITE PLAN
5	C-205	SITE DETAILS
6	C-220	GRADING PLAN
7	C-350	SWM EXISTING CONDITIONS PLAN
8	C-351	SWM PROPOSED CONDITIONS PLAN
9	C-352	STORMWATER MANAGEMENT PLAN
10	C-355	DOWNSTREAM ANALYSIS
11	C-360	STORMWATER MANAGEMENT DETAILS
12	C-400	EROSION AND SEDIMENT CONTROL PLAN
13	C-401	EROSION AND SEDIMENT CONTROL DETAILS
14	C-405	EROSION AND SEDIMENT CONTROL NOTES
15	C-410	EROSION AND SEDIMENT CONTROL DETAILS
16	L-10	STORMWATER PLANTING PLAN
17	B-001	BUILDING ELEVATIONS
18	X-002	EXTERIOR LIGHTING PLAN AND DETAILS



- GENERAL NOTES**
- OWNER: BOARD OF EDUCATION OF CARROLL COUNTY  
125 N. COURT ST.  
WESTMINSTER, MD 21157  
CARROLL COUNTY PUBLIC SCHOOLS  
125 N. COURT ST.  
WESTMINSTER, MD 21157
  - ADDRESS: WESTMINSTER ELEMENTARY SCHOOL  
811 UNIONTOWN RD.  
WESTMINSTER, MD 21158
  - ELECTION DISTRICT: 07
  - ZONING: C
  - TOTAL SITE AREA: 19,772 AC
  - TOTAL DEVELOPMENT AREA: 34,885 SF
  - THE PROPERTY SHOWN HEREON IS OWNED BY BOARD OF EDUCATION OF CARROLL COUNTY BY DEED DATED 5/9/1974, RECORDED AMONG THE LAND RECORDS OF CARROLL COUNTY IN LIBER 569, FOLIO 222
  - MAP GRID: 109-3 PARCEL: 1151
  - TOPOGRAPHY SHOWN HEREON IS FIELD RUN, DATED OCTOBER 2024, AND PREPARED BY DIETZ SURVEYING INC. THE HORIZONTAL DATUM OF THIS SURVEY IS MARYLAND STATE PLANE (NAD83-2011), AS ESTABLISHED BY GPS OBSERVATION. THE COMBINED FACTOR IS 0.99997899.
  - THE VERTICAL DATUM OF THIS SURVEY IS NAV 83.
  - TAX ACCOUNT ID: 003544
  - NEAREST FIRE PROTECTION: EXISTING FIRE HYDRANT ON PROPERTY
  - THE LOCATION OF UNDERGROUND UTILITIES IS BASED ON UTILITY LOCATING PROVIDED BY AI DATA DATED NOVEMBER 2024. ALL UTILITIES REPRESENT A PROFESSIONAL OPINION AND INTERPRETATION BASED ON RECORD INDICATIONS AND FIELD EVIDENCE INCLUDING THE USE OF ELECTRONIC UTILITY DETECTION EQUIPMENT. CONTRACTOR SHALL VERIFY THE EXISTENCE, LOCATION, AND DEPTH OF ANY EXISTING UTILITIES AND SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES PRIOR TO THE BEGINNING OF WORK AND EXCAVATION.
  - THE CONTRACTOR SHALL NOTIFY "MISS UTILITY" AT 1-800-257-7777 THREE WORKING DAYS PRIOR TO BEGINNING ANY WORK IN THE VICINITY OF EXISTING UTILITIES.
  - THE CONTRACTOR SHALL NOTE THAT IN CASE OF A DISCREPANCY BETWEEN THE SCALED AND FIGURED DIMENSIONS SHOWN ON THESE PLANS, THE FIGURED DIMENSIONS SHALL GOVERN.
  - ANY CHANGES TO THIS PLAN WILL REQUIRE AN AMENDED SITE DEVELOPMENT PLAN TO BE APPROVED BY THE CARROLL COUNTY PLANNING COMMISSION.
  - THIS SITE PLAN SHALL BECOME VOID EIGHTEEN MONTHS AFTER THE DATE OF APPROVAL IF NO BUILDING PERMIT OR ZONING CERTIFICATE HAS BEEN ISSUED FOR THIS PROJECT, UNLESS AN EXTENSION OF THIS TIME LIMIT IS ISSUED BY THE DIRECTOR OF THE DEPARTMENT OF PLANNING AND LAND MANAGEMENT.
  - NRCS WEB SOIL SURVEY IDENTIFIES SOILS AT THIS SITE AS SPOOLSVILLE URBAN LAND COMPLEX (HSO "B"), AND ROMERSVILLE SALT LOAM (HSO "C/D").
  - THERE IS NO MAPPED FLOORPLAN ASSOCIATED WITH THIS SITE PER FEMA FLOOD INSURANCE RATE MAP NUMBER 240130D184D, DATED OCT. 3, 2015.
  - DETAIL DRAWINGS AND SCHEDULES DESCRIBE CONSTRUCTION AT GIVEN AREAS. THE CONTRACTOR AND ALL SUBCONTRACTORS SHALL UTILIZE EQUIVALENT CONSTRUCTION METHODS IN ALL AREAS NOT DETAILD.
  - ALL NOTES ON DRAWINGS SHALL BE ATTENDED AS TYPICAL, UNLESS OTHERWISE SHOWN OR NOTED ON THE DRAWINGS.
  - IT SHALL BE THE DUTY OF THE CONTRACTOR TO VERIFY ALL DIMENSIONS AND CONDITIONS GIVEN ON THE DRAWINGS AND TO REPORT TO THE ENGINEER ANY ERROR OR INCONSISTENCY WITH THE ACTUAL CIRCUMSTANCES IN THE FIELD BEFORE COMMENCING WORK.
  - THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY AND ALL ITEMS REQUIRED TO PROVIDE A SITE CLEAR OF OBSTRUCTIONS (ABOVE & BELOW GRADE) AND GRADED TO SPECIFIED ELEVATIONS.
  - ALL BIDDERS: THE CONTRACTOR SHALL VISIT THE SITE TO FAMILIARIZE HIM/HERSELF WITH THE EXISTING CONDITIONS UNDER WHICH THE WORK IS TO BE PERFORMED PRIOR TO SUBMITTING BIDS.
  - IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE ALL SITE SUB-CRACKERS/BIDDERS WITH FULL AND COMPLETE SETS OF ALL CIVIL DRAWINGS AND SPECIFICATIONS FOR THEIR USE IN PREPARING BIDS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY AND ALL DELAYS AND COSTS ARISING DURING CONSTRUCTION FROM BIDS BASED ON INCOMPLETE SETS OF SITE BID DOCUMENTS.
  - ANY WORK WITHIN THE PUBLIC RIGHT-OF-WAY, SHALL BE PERFORMED IN ACCORDANCE WITH THE LATEST CARROLL COUNTY STANDARDS AND SPECIFICATIONS. THIS WORK INCLUDES, BUT NOT LIMITED TO: REPAIRING; RESTORING; AND OBTAINING FINAL INSPECTION APPROVALS.
  - PRIOR TO VEGETATIVE STABILIZATION, ALL DISTURBED AREAS MUST BE TOPSOILED PER THE SPECIFICATION FOR TOPSOIL (SEE SHEET C-300) AND TECHNICAL SPECIFICATIONS. IF ON-SITE MATERIALS DO NOT MEET REQUIREMENTS OF TOPSOIL, COORDINATE WITH CCPS REGARDING TILLING-IN OF CERTIFIED COMPOST TO ON-SITE SOILS IN ORDER TO MEET SPECIFICATION.
  - ANY DISCREPANCIES, OMISSIONS, AMBIGUITIES, OR CONFLICTS IN AND AMONG THE CONSTRUCTION DOCUMENTS OR DOUBT ABOUT THEIR MEANING, SHALL BE BROUGHT TO THE ATTENTION OF THE OWNER BEFORE PROCEEDING WITH WORK. IF AMBIGUITIES EXIST, THE BETTER QUALITY AND GREATER QUANTITY OF WORK SHALL BE BID UPON AND INSTALLED BY THE CONTRACTOR UNLESS OTHERWISE INDICATED BY THE OWNER IN WRITING.
  - IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN ALL TRADE PERMITS AND PAY FEES ASSOCIATED WITH SAID PERMITS.
  - CLARK | AZAR & ASSOCIATES WILL RELEASE CAD BASE FILES OF THE SITE CIVIL DRAWINGS TO THE SUCCESSFUL CONTRACTOR WITHOUT FEE AFTER A RELEASE IS SIGNED. NO CAD FILES WILL BE RELEASED PRIOR TO AWARD OF CONTRACT.
  - PARCEL 1151 AS SHOWN ON THESE PLANS CONTACT PRIVATE STORMWATER MANAGEMENT FACILITIES. A "STORMWATER MANAGEMENT AND MAINTENANCE AGREEMENT AND OF "STORMWATER MANAGEMENT (EASMENT) USE TO BE GRANTED TO THE COUNTY COMMISSIONERS OF CARROLL COUNTY AS EXEMPTIONS OF ACCESS TO THE COUNTY COMMISSIONERS OR AUTHORIZED REPRESENTATIVES BY A DEED INTENDED TO RECORD "SHALL APPLY" HEREWIT.



**VICINITY MAP**  
SCALE: 1"=2000'

CARROLL COUNTY HEALTH DEPARTMENT  
APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Community Water and sewerage systems are in conformance with the Carroll County Master Plan for Water and Sewer

CITY OF WESTMINSTER, PLANNING AND ZONING COMMISSION  
APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
City of Westminister, Director of Community Planning and Development

CITY OF WESTMINSTER, DIRECTOR OF PUBLIC WORKS  
APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
City of Westminister, Director of Public Works

OWNER/DEVELOPER CERTIFICATION  
I/We hereby certify that all proposed work shown on these construction drawings has been reviewed by me/us and that I/We fully understand what is necessary to accomplish this work and that this work will be conducted in strict accordance with these plans. I/We have approved that any changes to these plans will require an amended plan to be reviewed and approved by the City of Westminister Planning and Zoning Commission before any change in the work is made.

(NAME(S) (PRINTED)) \_\_\_\_\_ DATE \_\_\_\_\_  
SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**ENGINEER'S DESIGN CERTIFICATION**  
I HEREBY CERTIFY THAT THESE PLANS HAVE BEEN DESIGNED ACCORDING TO CHAPTER 136 OF THE CHARTER AND CODE OF THE CITY OF WESTMINSTER AND I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND I AM A DULY LICENSED PROFESSIONAL ENGINEER OR PROFESSIONAL LAND SURVEYOR, AS APPROPRIATE, UNDER THE LAWS OF THE STATE OF MARYLAND.

SIGNATURE: [Signature] DATE: 03/27/2025  
LICENSE NO.: 31168 EXPIRATION DATE: 01/15/2027

**ZONING LEGEND**

- CONSERVATION
- R-10,000
- PLANNED DEVELOPMENT - 4 ZONE

EXISTING FACILITY AND STAFF: 95  
PROPOSED FACILITY AND STAFF: 561  
PROPOSED STUDENTS: 97

**ENGINEER'S "AS-BUILT" CERTIFICATION**  
I HEREBY CERTIFY THAT THE FACILITY SHOWN ON THESE PLANS WERE CONSTRUCTED AS SHOWN ON THE "AS-BUILT" PLANS AND MEETS THE APPROVED PLANS AND SPECIFICATIONS. I ALSO CERTIFY THAT THIS FACILITY WAS INSPECTED IN ACCORDANCE WITH SECTIONS § 136-22 AND § 136-23 OF THE CHARTER AND CODE OF THE CITY OF WESTMINSTER AND I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED BY ME, AND I AM A DULY LICENSED PROFESSIONAL ENGINEER OR PROFESSIONAL LAND SURVEYOR, AS APPROPRIATE, UNDER THE LAWS OF THE STATE OF MARYLAND.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
LICENSE NO.: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

- SITE DEVELOPMENT PLAN INSPECTION SEQUENCE NOTES:**
- CONTRACTOR SHALL NOTIFY THE CARROLL COUNTY BUREAU OF PERMITS AND INSPECTIONS AT 410-386-2074, AT LEAST ONE DAY PRIOR TO BEGINNING ANY WORK.
  - SITE COMPLETION INSPECTIONS ARE REQUIRED AT THE FOLLOWING STAGES DURING CONSTRUCTION:  
(A) PROPOSED STRUCTURES STAKED OUT IN PROPER LOCATIONS AS SHOWN ON THESE APPROVED PLANS.  
(B) PROPOSED FOUNDATIONS INSTALLED FOR ALL BUILDINGS SHOWN ON THESE APPROVED PLANS.  
(C) SUB-GRADES ESTABLISHED FOR ALL DRIVES, PARKING LOTS, AND SURROUNDING GRADING.  
(D) COMPLETION OF ALL DRIVES, PARKING LOTS, AND SURROUNDING GRADING.  
(E) COMPLETION OF ALL WORK SHOWN ON PLANS.
  - IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE CARROLL COUNTY BUREAU OF PERMITS AND INSPECTIONS AT 410-386-2074 UPON COMPLETION OF EACH PHASE OF CONSTRUCTION.
  - CONTRACTOR SHALL NOTIFY CARROLL COUNTY BUREAU OF RESOURCE MANAGEMENT/ENVIRONMENTAL INSPECTION SERVICES DIVISION AT 410-386-2210 PRIOR TO BEGINNING ANY WORK. ALL FOREST CONSERVATION PLAN DEVICES MUST BE IN PLACE PRIOR TO ANY CONSTRUCTION.  
FINAL LANDSCAPING INSPECTION SHALL BE ARRANGED THROUGH BUREAU OF RESOURCE MANAGEMENT/ENVIRONMENTAL INSPECTION SERVICES DIVISION AT 410-386-2210 BY THE CONTRACTOR/DEVELOPER OR AGENT. WRITTEN APPROVAL FROM THE LANDSCAPING REVIEW SPECIALIST SERVICES DIVISION MUST BE OBTAINED FOR ANY DEVIATIONS FROM THE LANDSCAPING OR FOREST CONSERVATION PLANS OR MODIFICATIONS IN THE PLAN MATERIAL DURING.
  - THE CONTRACTOR SHALL NOT PROCEED TO THE NEXT PHASE OF CONSTRUCTION UNTIL GIVEN APPROVAL OF PRIOR PHASES.

- The construction shown on these plans shall be in accordance with the current standards and specifications for the City of Westminister. This work is subject to inspection and acceptance by the City of Westminister.
- The contractor shall have a current copy of the City of Westminister Standard Specifications for Construction of Public Utility Systems, Roads and Storm Drains available to him at all times during his operations.
- The contractor shall notify the City of Westminister Department of Public Works at 410-648-2592 at least 5 days in advance of starting construction unless that city utility carries have existing lines in the area without first obtaining permission from the Department.
- The contractor shall notify his Engineer when proposing Field Adjustments to the Type, Size, or Location of the installations specifically shown on the plan. The contractor shall obtain final approval from the City Inspector prior to commencing work on all field changes.
- The contractor shall provide a Certified Soils Collection Technician on site at all times during filling and back-filling operations to continuously monitor soil compaction. Test results shall be provided to the City Inspector upon request.
- The contractor shall contact Miss Utility at 1-800-257-7777 in advance of his construction operations. It is the contractor's responsibility to ensure that all utility carriers have existing lines in the area properly notified.
- The locations of existing utility lines shown in these plans is approximate only, and the contractor must verify the locations to his own satisfaction. The contractor shall use the necessary precautions to protect against damage to existing lines, and shall be solely responsible for the cost of repairs incurred by his operations.
- The Construction Layout Datums used herein are:  
HORIZONTAL - Maryland State Grid System (NAD 83)  
VERTICAL - U.S. Mean Sea Level
- Failure to mention specifically any work which would naturally be required to complete the project shall not relieve the contractor of his responsibility to perform such work.

**ENGINEER'S CERTIFICATION**  
I hereby certify that these construction drawings and associated computations were prepared by me or under my supervision and comply with all applicable standards and regulations of the City of Westminister. I have reviewed these documents with the Owner/Developer.

(NAME(S) (PRINTED)) \_\_\_\_\_ DATE \_\_\_\_\_  
MARYLAND REGISTRATION NUMBER No. \_\_\_\_\_  
SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

PROFESSIONAL CERTIFICATION:  
I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND.

LICENSE NO. 31168  
EXPIRATION DATE: 01/15/2027



PSC# 06.003



**WESTMINSTER ELEMENTARY SCHOOL**  
**PRE-K ADDITION**  
811 UNIONTOWN ROAD  
WESTMINSTER, MD 21158  
ELECTION DISTRICT 07  
EXISTING/PROPOSED USE: ELEMENTARY SCHOOL

REVISIONS	DATE	DESCRIPTION

PROJECT NO: 841448  
OCTOBER 3, 2025

**CIVIL COVER SHEET**

COUNTY FILE: S-24-0032  
SHEET 1 OF 18  
**C-001**



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 20501 Ardenia Road  
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PSC# 06.003



**WESTMINSTER ELEMENTARY SCHOOL**  
**PRE-K ADDITION**  
 811 UNIONTOWN ROAD,  
 WESTMINSTER, MD 21158  
 ELECTION DISTRICT 07  
 EXISTING/PROPOSED USE: ELEMENTARY SCHOOL

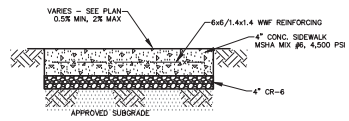
DATE	REVISIONS	DESCRIPTION

PROJECT NO: 641449  
 DATE: OCTOBER 3, 2025

**OVERALL SITE PLAN**

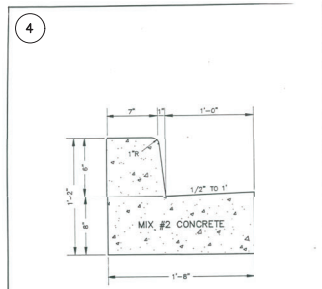
COUNTY FILE: S-24-0032  
 SHEET 3 OF 18  
**C-200**

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 LICENSE NO. 31188  
 EXPIRATION DATE: 6/12/2027



- REFER TO MARYLAND STATE HIGHWAY ADMINISTRATION SPECIFICATIONS FOR MATERIALS AND METHODS.
- EXPANSION JOINT MATERIAL SHALL BE PLACED AROUND POLES, HYDRANTS, ETC. AND ALONG THE PROPERTY LINE WHEN THE SIDEWALK ABUTS ANY RIGID PAVEMENT, SIDEWALK OR STRUCTURE.
- EXPANSION JOINT MATERIAL SHALL HAVE A MAXIMUM LONGITUDINAL SPACING OF 100 FEET. THE MATERIAL SHALL BE 1/2"-HIGH PREFORMED CONK, TRIMMED AND SEALED WITH NON-STAINING, TWO-COMPONENT POLYSULFIDE OR POLYURETHANE ELASTOMERIC TYPE SEALANT COMPLYING WITH FS TT-5-102227.
- SCORE THE CONCRETE TO A DEPTH OF 1/3 THE SLAB THICKNESS TO PROVIDE WEAKENED PLANE TRAVERSE JOINTS AT 5'-0" INTERVALS, PARALLEL WITH AND PERPENDICULAR TO THE CURBING OR AS INDICATED ON THE SCORING PLAN.

1 TYPICAL CONCRETE SIDEWALK SECTION  
NOT TO SCALE

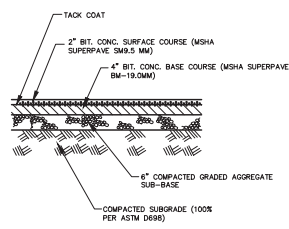


NOTE:  
OUTTER FAN SLOPE TO BE REVERSED TO MATCH ADJACENT PAVING SLOPE WHERE NOTED ON PLANS.

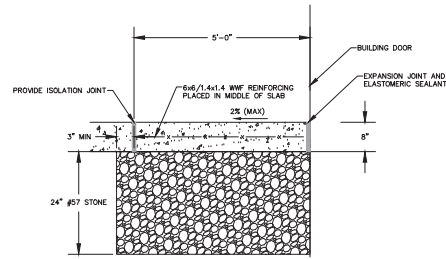
REVISED		DATE	BY

CARROLL COUNTY, MARYLAND SUPERVISOR OF PUBLIC WORKS	MULTI-FAMILY DEVELOPMENT 6" COMBINATION CURB AND GUTTER PARKING BAY LOCATION	PLANS 5
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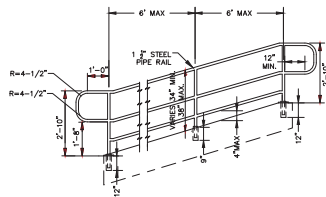


2 STANDARD ASPHALT PAVING SECTION



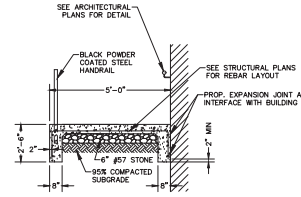
- NOTE:
- THIS DETAIL TYPICAL FOR 5' CLEAR OUTSIDE ALL DOORWAYS
  - INSTALL 1/2" EXPANSION JOINT WHERE SUPPORT MEETS ADJACENT SURFACE AND BUILDING. EXPANSION JOINT MATERIAL SHALL BE 1/2" PREFORMED CONK, TRIMMED AND SEALED WITH NON-STAINING POLY-URETHANE ELASTOMERIC TYPE SEALANT COMPLYING WITH ASTM C 820 (NON-EXTRUSING).
  - THE SLOPE OF THE SIDEWALK AT THE DOOR SHALL NOT EXCEED 2% IN ANY DIRECTION.

3 DOORWAY LANDING DETAIL  
NOT TO SCALE



- NOTES:
- ALL MATERIALS AND METHODS SHALL COMPLY WITH MSHA SPECIFICATIONS
  - THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS FOR APPROVAL PRIOR TO FABRICATION OF THE HANDRAILS
  - THE COLOR OF THE HANDRAILS SHALL BE BLACK
  - POWDER COAT FINISH SHALL BE SHOP APPLIED.
  - SEE RAILING POST DETAIL FOR FASTENING METHODS.
  - A HANDRAIL SHALL BE PROVIDED ON BOTH SIDES OF THE RAMP WHERE INDICATED ON THE SITE PLAN

5 RAMP DETAIL  
NOT TO SCALE



6 RAMP CROSS SECTION  
NOT TO SCALE

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PHONE (410) 539-4300 FAX (410) 539-4860  
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PSC# 06.003



**WESTMINSTER ELEMENTARY SCHOOL**  
PRE-K ADDITION  
811 UNIONTOWN ROAD,  
WESTMINSTER, MD 21158  
ELECTION DISTRICT 07  
EXISTING/PROPOSED USE: ELEMENTARY SCHOOL

DATE	REVISIONS	DESCRIPTION

SITE DETAILS

PROFESSIONAL CERTIFICATION:  
I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A QUALIFIED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND.  
LICENSE NO. 11188  
EXPIRATION DATE: 04/22/2027

COUNTY FILE: S-24-0032  
SHEET 5 OF 18

**C-205**

**Agenda Item #:**

**ITEM TYPE: Action**

**BOARD AGENDA ITEM**

**TITLE:** Approval of the Construction Documents for the Westminster Elementary School Prekindergarten Project

**DATE:** October 8, 2025

**OVERVIEW:**

The Construction Document submission is consistent with the previously approved Design Development, Schematic Design, and Educational Specifications for this project, all of which were developed with the guidance of the Construction Planning Committee.

This Construction Document submission includes a project summary, design discipline analysis along with available plans and specifications to bid-level detail. Upon approval by the Board of Education, this submission will be sent to the State Department of General Services and Carroll County Bureau of Permits for review. The construction estimate from these documents is in line with the current project budget.

**LINK TO STRATEGIC PLAN:**

Pillar IV – Establish safe, secure, healthy, and modern learning environments.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION/FUTURE DIRECTION:**

For Board of Education approval.

**Submitted by:**

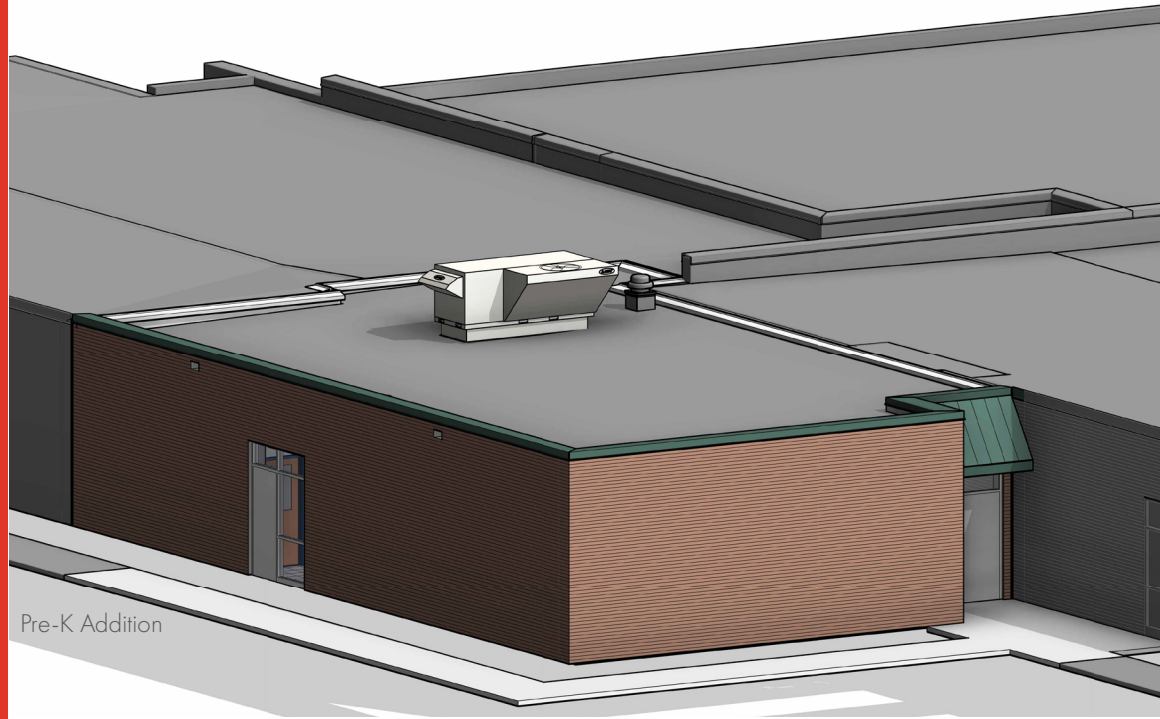
James Marks, Supervisor of Construction  
Raymond Prokop, Director of Facilities Management

**Approve/Concur:**

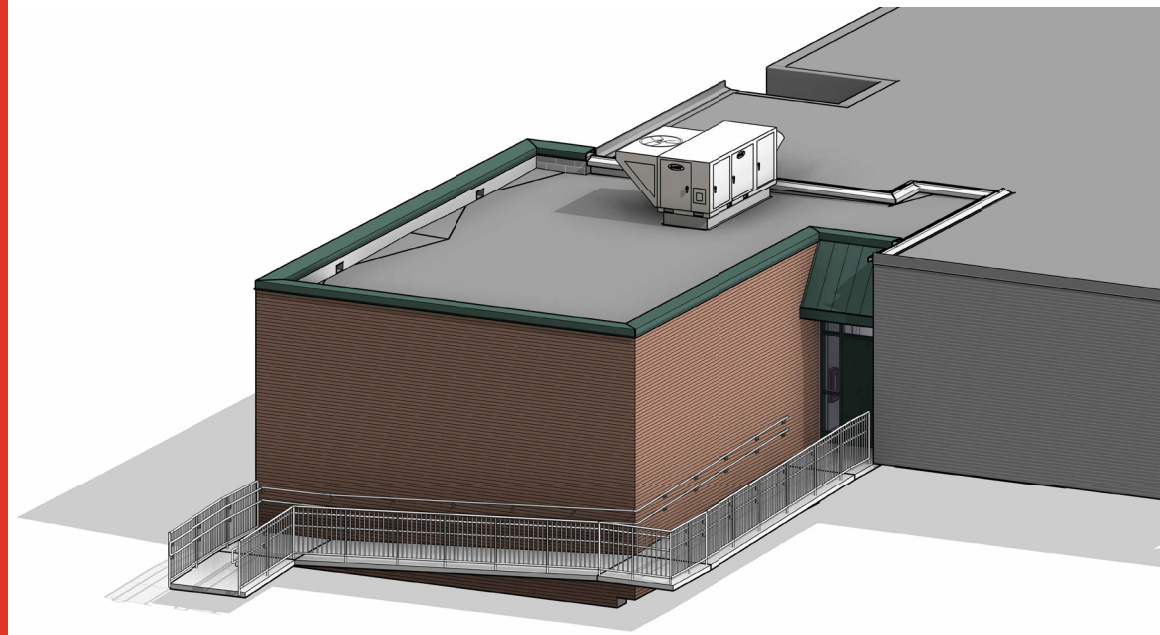
Jonathan D. O’Neal, Assistant Superintendent of Operations  
Cynthia McCabe, Ed.D., Superintendent of Schools

# WESTMINSTER ELEMENTARY SCHOOL

PRE-KINDERGARTEN CLASSROOM ADDITION DESIGN  
CONSTRUCTION DOCUMENTS SUBMISSION



Pre-K Addition



Music Add Alternate Addition



MOSELEYARCHITECTS

Construction Documents Submission

October 8, 2025

## PROJECT TEAM

**CLIENT** | **Carroll County Public Schools**  
125 North Court Street  
Westminster, Maryland 21157  
(410) 751-3000

**SCHOOL** | **Westminster Elementary School**  
811 Uniontown Road  
Westminster, Maryland 21158  
(410) 751-3222  
Debbie Winson - *Principal*

**ARCHITECT & INTERIOR DESIGN** | **Moseley Architects**  
1414 Key Highway, 2nd Floor  
Baltimore, Maryland 21230  
(410) 539-4300  
  
Jennifer Lyon - *AIA, Principal in Charge*  
Ani Mencke - *Project Manager*  
Nathan Robey - *Assoc. AIA, WELL AP, LEED AP® BD+C, Project Designer*

**CIVIL ENGINEER & LANDSCAPE ARCHITECT** | **Clark Azar & Associates, Inc.**  
10451 Mill Run Circle, Suite 630  
Owings Mills, MD 21117  
(301) 528-2010  
  
Sean Lindaman - *P.E., Project Manager*  
Morganne Durham - *E.I.T., Project Engineer*

**STRUCTURAL ENGINEER** | **Columbia Engineering, Inc.**  
6210 Old Dobbin Lane, Suite 150  
Columbia, Maryland 21045  
(410) 992-9970  
  
Cheryl Zaron - *P.E., Principal*  
Ella McBeath - *E.I.T., Project Engineer*

## PROJECT TEAM

(cont.)

### **PLUMBING, MECHANICAL, ELECTRICAL & FIRE PROTECTION ENGINEER**

**Moseley Architects**  
1414 Key Highway, 2nd Floor  
Baltimore, Maryland 21230  
(410) 539-4300

Shawn Ruehl - P.E., *Vice President*  
Morrison Cabonilas - *Mechanical Engineer*  
Bryan Taylor - *Electrical Engineer*

### **COST ESTIMATING**

**Downey & Scott**  
6799 Kennedy Road, Unit F  
Warrenton, VA 20187  
(540) 347-5001

Joseph M. Adams - *Cost Estimator*

### **CARROLL COUNTY PUBLIC SCHOOLS BOARD OF EDUCATION MEMBERS**

Tara A. Battaglia - *President*  
Stephen Whisler - *Vice President*  
Dr. Patricia S. Dorsey - *Board Member*  
Dr. Greg Malveaux - *Board Member*  
Kristen Zihmer - *Board Member*  
Jasmina Musaeva - *Student Representative*  
Dr. Cynthia McCabe - *Superintendent of Schools*

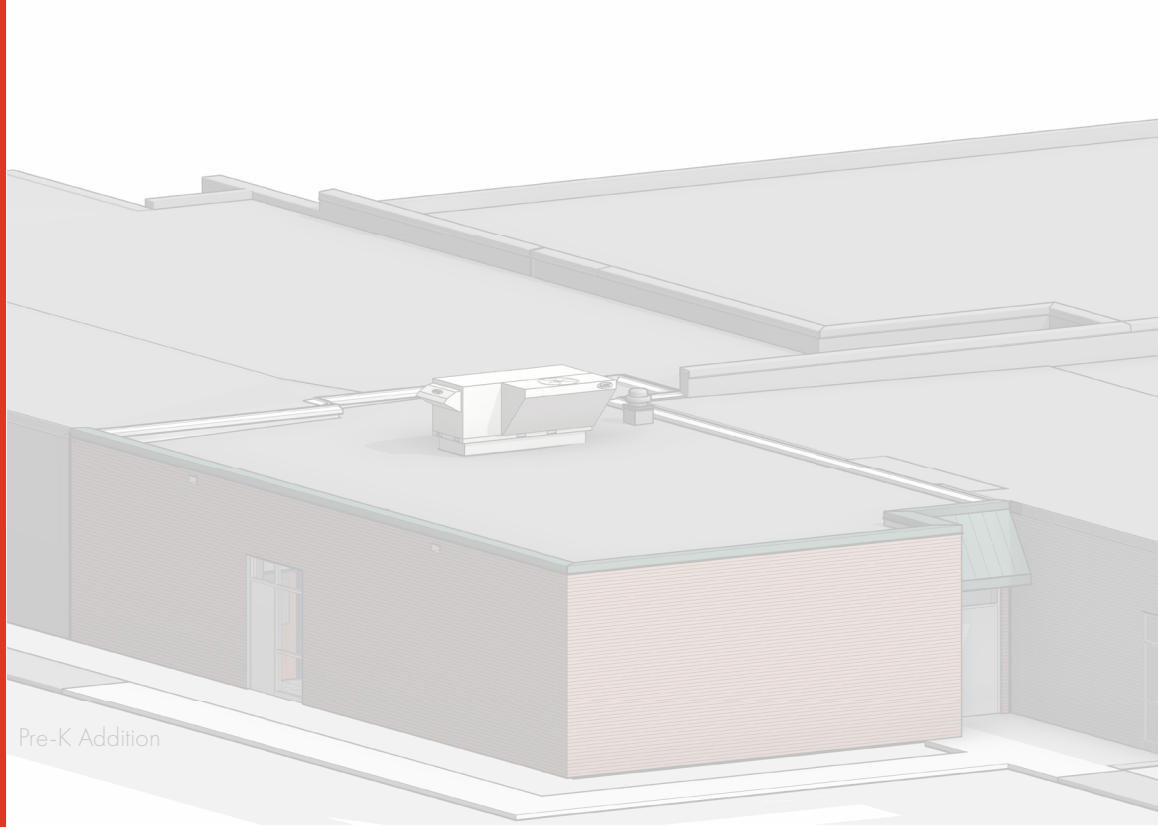
### **CARROLL COUNTY PUBLIC SCHOOLS FACILITIES MANAGEMENT TEAM MEMBERS**

Raymond Prokop - *Director of Facilities*  
William Caine - *Facilities Planner*  
Jim Marks - *Supervisor of Construction*  
Dave Norman - *School Construction Project Manager*

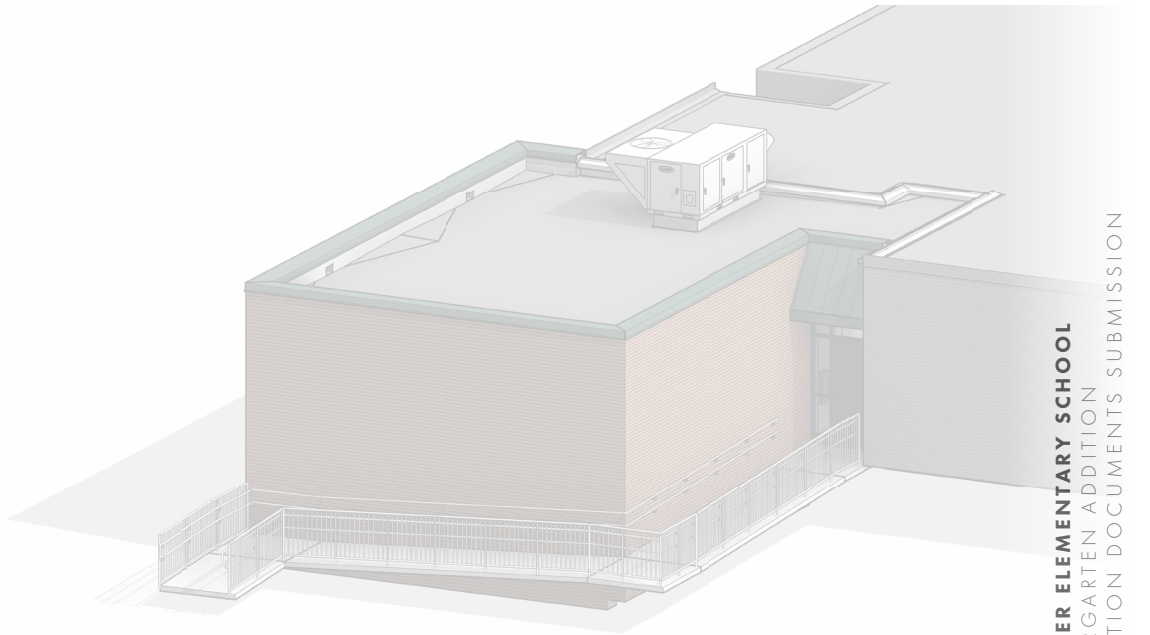
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# NARRATIVE DESCRIPTIONS



Pre-K Addition



Music Add Alternate Addition

WESTMINSTER ELEMENTARY SCHOOL  
PRE-KINDERGARTEN ADDITION  
CONSTRUCTION DOCUMENTS SUBMISSION



**PROJECT  
BACKGROUND**

Westminster Elementary School is located at 811 Uniontown in Westminster, Maryland. The school provides education for grades pre-kindergarten through fifth grade and currently has a state rated capacity (SRC) of 568 students. The existing building was originally constructed in 1976 and has had recent upgrades to the building including an HVAC replacement in 2003, a kindergarten addition in 2011, and an open space enclosure renovation in 2013. The existing kindergarten wing is located at the south-west corner of the building as part of the 4,848 SF addition completed in 2011. The existing pre-kindergarten classroom is across the corridor from the existing kindergarten classrooms. There is an existing portable classroom directly east of the 2011 kindergarten addition.

Per the approved educational specifications for this project, an additional one (1) pre-kindergarten classroom as well as various support spaces are to be provided to increase the state rated capacity of the school to 588 students. The addition will conform to the educational specification approved by the Carroll County Board of Education and local building and life safety codes.

The pre-kindergarten classroom addition and supporting spaces will add approximately 2,235 gross square feet to the existing building for an overall building size of 71,283 gross square feet.

A proposed add-alternate is included with the project, which allows a music room to be constructed at approximately 1,098 gross square feet. If accepted, the add-alternate design for the project will yield an overall building size of 72,381 gross square feet, and is located on the north-east side of the existing building

Upon presenting several design options to the Carroll County Public Schools for this school, the proposed project for the Base Bid will provide one (1) pre-kindergarten classroom addition, one (1) workroom, and two (2) toilet rooms off the south-west side of the building. None of the existing classrooms within the existing building will be altered by this addition. The existing kindergarten classrooms at the school are currently located at the end of the wing where the proposed addition will connect into. A small area at the end of the two existing interior corridors will be demolished to create a connection to the new corridor of the addition. The proposed add-alt will include one (1) music room that shall be located next to the existing vocal and storage rooms. The existing music classroom portable will be removed from the site if the add alternate is constructed.

The proposed addition location is off the existing corridor, just east of the 2011 kindergarten addition. The extended corridor would continue east along the exterior wall of the existing classroom pod and connect to the next interior corridor. The new corridor of the addition would include an exterior door that exits to the east.

The new corridor would prevent daylight from reaching the adjacent existing classroom; however, there is potential for the classrooms to receive borrowed light from the new corridor. The existing new classroom portable added during summer 2025 would be removed at the completion of the Pre-K classroom addition.

The existing building's exterior walls are comprised of non-load bearing 4" brick veneer on concrete masonry unit (CMU) backup. The proposed addition coordinates with the existing structural features of the building. The project will

## DESIGN GOALS

not require a new fire wall to be constructed with the proposed addition as the existing building includes existing fire separation areas. Including the proposed addition into the adjacent fire area is within the maximum area factor requirements allowed per the building code.

- Design and construct a new pre-kindergarten classroom and music room for use by elementary students. Classroom spaces will comply with the latest CCPS educational specifications and design standards, life safety, accessibility and building codes.
- Address projected enrollment at this school with an addition that will meet the approved educational specifications as well as provide adequate learning spaces more efficiently through a building addition rather than renovating existing inefficient spaces.
- Tie into the existing automatic sprinkler system to provide fire suppression coverage for the new addition area.
- Provide visual and physical continuity and connection to the existing building with the placement of the addition and the alignment of the corridor in the addition to the corridor in the existing building.
- Expansion joints will be provided between the addition areas and the existing building construction, which will allow the building areas to be independent of each other.
- Provide new mechanical, plumbing, electrical, lighting, low voltage, and fire alarm systems to serve the addition. Connect the systems to serve the addition to the existing building systems where feasible while not disrupting the use and occupancy of the existing building spaces and minimizing impact on the existing building infrastructure.
- Propose complementary exterior building materials at the addition including masonry veneer and exterior window systems.

## ARCHITECTURAL DESIGN

### PROPOSED FLOOR PLAN

#### Architectural Design:

The proposed Base Bid classroom addition will be located off the south-west end of the existing building and will connect to an existing classroom wing via an extended new corridor. The proposed add-alternate will be located on north-east side of the building and both additions will be steel frame construction with exterior masonry bearing with brick veneer exterior walls, with CFSF metal stud and gypsum board interior partitions.

The design of the exterior wall brick pattern and window openings will be compatible and complimentary with the original building. The existing roof is a built-up roof and standing seam metal. The Base Bid for the roofing system will be a thermoplastic polyolefin (TPO) membrane roof system on a metal deck. An add-alternate built-up roof system (BUR) with flexible flashings will be priced with the project. The roof slope will be a minimum of 1/4 inch per foot and will be drained via internal roof drains with overflow scuppers. Access to the roof of the addition will be through an existing internal access point within the existing building.

The new interior corridors will connect to and align with the corridor of the existing building. New exterior exit doors will be provided at the end of the new extended corridors of the additions.

## ARCHITECTURAL DESIGN

(CONTINUED)

The new classroom and support spaces will be designed per the latest Carroll County Public Schools educational specifications and design standards. The new pre-kindergarten classroom will have two (2) student toilet rooms. A single convenience sink with built-in cabinetry and countertop will be provided in the classroom for storage. Toilet rooms and classroom sink will be located between the workroom and the classroom spaces. This arrangement will provide efficiency in the installation of new plumbing and sanitary lines and will minimize cost. Additional support spaces that will be included in the project include a storage/workroom directly accessed from the classroom. Several existing building and site components will be affected by the addition project:

- Existing roof drainage and roof coping will be impacted.
- The existing sidewalks around the building perimeter will need reconfiguration to account for the footprint of the addition and new exterior doors from the pre-kindergarten classroom and music room. There shall be a need for an exterior ramp at the music addition.

### Building Materials:

Exterior building materials will be complimentary to materials used on the adjacent existing building facades. Exterior walls will be of brick veneer on concrete masonry unit backup. New window openings will be aluminum framed to match the existing units and glazing will be double-paned insulated glass with low-E coating. The new exterior doors will be insulated steel, painted to match similar doors at the school. Egress hardware will be provided on the new exterior doors to ensure security and ease of exiting in an emergency. At the exterior doors of the main corridors of the additions there shall be a new metal soffit and canopy.

Interior finish materials will be selected to comply with current CCPS design standards. Classrooms and student accessed spaces will be provided with vinyl composition tile floors with rubber base, painted gypsum board walls, and suspended acoustical tile ceilings with recessed light fixtures. Toilet rooms will have porcelain tile floors, painted gypsum drywall ceilings, and a combination of porcelain tile and painted walls. Utilitarian type rooms will be provided with sealed concrete floors, painted walls and no finished ceiling. New corridor floors will have vinyl composition tile floors with tile base, which will be similar and complimentary to the flooring throughout the existing building's corridors. The new corridor walls will include large format ceramic tile to 4'-0" above the finished floor and tile base, both to provide additional durability. The interior of the new classrooms will be furnished with a mixture of built-in features and movable furniture. Built-in items under the construction contract will include marker and tack boards, tack strips, and various built-in storage cabinets, wall and base cabinets with a student-use convenience sink at the classroom, student belongings cubbies at the entries to the classroom, and various storage cabinets in the workroom. A wall mounted projector will be installed to face the teaching wall. New windows will be provided with horizontal shades. The interior classroom door will be a flush panel and will include a partial side lite with roller-shade window treatment. All furniture and movable furnishings will be provided as an add alternate in the construction contract and are indicated on the enclosed drawings for reference.

The sustainability requirements for this project will be to comply with the current requirements of the International Green Building Code – 2021 Edition, as adopted

**ARCHITECTURAL DESIGN**

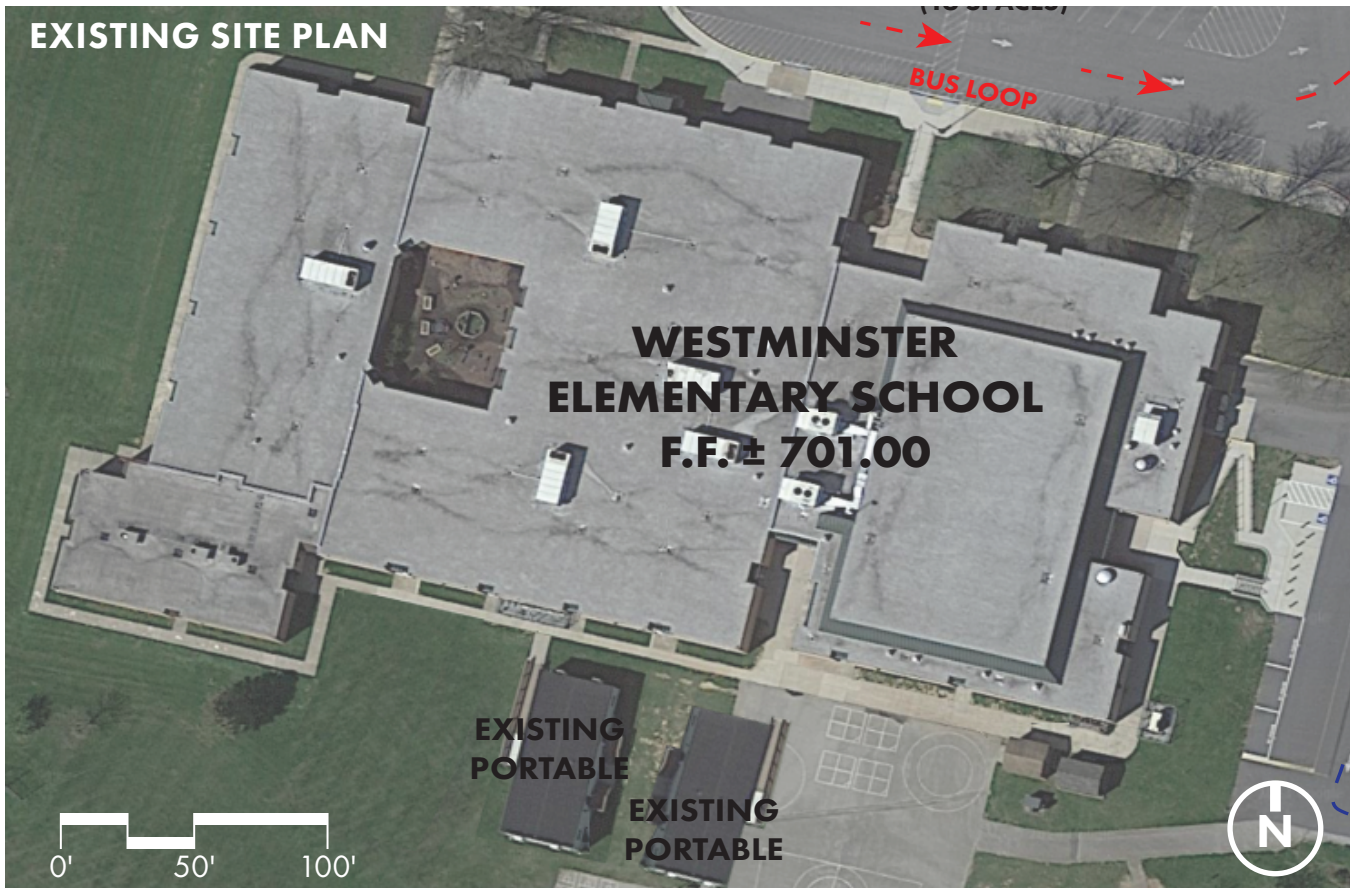
(CONTINUED)

by Carroll County, Maryland. Due to the size of the proposed addition at this school, compliance with the Maryland High Performance Green Building Program will not be required.

Building Codes:

Ch. 170 of the Code of Public Local Laws and Ordinances of Carroll County – contains applicable amendments to the county’s adopted building, electrical, plumbing, mechanical, accessibility and fire codes.

- International Building Code (IBC), as amended by the Maryland Building Performance Standards - 2021
- International Existing Building Code (IEBC), as amended by the Maryland Building Performance Standards - 2021
- International Energy Conservation Code (IECC), as amended by the Maryland Building Performance Standard - 2021
- International Mechanical Code (IMC) - 2021
- National Electric Code (NFPA 70), Replaces ICC, International Electric Code - 2023
- International Plumbing Code (IPC) - 2021
- International Fuel Gas Code (IFGC) - 2021
- NFPA 58 - Standard for the Installation of Liquefied Petroleum Gas (As Referenced by IBC) - 2017
- International Green Construction Code (IGCC), as amended by the Maryland Building Performance Standards - 2021
- NFPA 101 Life Safety Code, As Adopted by the Maryland State Fire Code - 2024
- NFPA 1 - Fire Code (Fire Prevention Code), As Adopted by the Maryland State Fire Code - 2024
- NFPA 13 - Standard for the Installation of Sprinkler Systems (As Referenced by IBC)
- NFPA 72 - National Fire Alarm and Signaling Code
- NFPA 70 - National Electrical Code - 2023
- NFPA 90A - Standard for the Installation of Air Conditioning and Ventilation Systems
- ASHRAE Standard 62.1-2010 - Ventilation for Acceptable Indoor Air Quality
- ASHRAE 90.1-2013 - Energy Standard for Buildings
- A117.1 - 2009
- ADA Standards for Accessible Design - 2010
- Maryland Accessibility Code (COMAR 09.12.53) - 2019
- Maryland Building Performance Standards (MBPS) - 2015
- Refer to Other Contract Documents (Disciplines) and Specifications for Additional Code Summary Information not Included in this Code Summary (Generally related to Chapters 13 Through 33)
- All Listed Codes Shall Include Amendments by the County and AHJ



**CIVIL DESIGN**

EXISTING CONDITIONS

SITE DESCRIPTION

The subject site for Westminster Elementary school is located at 811 Union Town Road, Westminster, MD 21158. The site is approximately 19.6 acres and currently contains the existing Elementary School and associated amenities. The property is shown on tax map 0109, grid 03 and parcel 1151. The tax account number for the property is 003544. The site is owned by the Board of Education of Carroll County.

SITE CIRCULATION AND PARKING

The site is accessed by two curb cuts on Uniontown Road. There is an entrance only for the bus loop to the west. The buses then leave through the entrance/exit to the east. The parents and staff enter through the eastern curb cut and circle around the parking lot east of the building and exit through the same curb cut.

ZONING INFORMATION

Zone: C – Conservation Area (City of Westminster)

SITE SOILS

According to information obtained from the United States Department of Agriculture Natural Resources Conservation Service, the project area where work will take place is underlain with only two soil groups:

**CIVIL DESIGN**

(CONTINUED)

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
SpB	Spoolsville-Urban land complex, 0 to 8 percent slopes	1.2	92.31%
SpC	Spoolsville-Urban land complex, 8 to 15 percent slopes	0.1	7.69%
Total		1.3	100.00%

**SITE TOPOGRAPHY**

The site is located at the high pint of the site. The site drains from the building to the east and then south or west and then south. Both run to an unnamed tributary of Copps Branch.

**SITE UTILITIES**

Water:

The site is served by a 6" water line from the 8" water main in Uniontown Road.

Sanitary Sewer:

The site is served by an 8" sanitary sewer that drains to the southwest of the building towards WTTR Lane.

Storm Drains:

There are two storm drain outfalls for the site. One runs to the east of the building towards WTR Lane and the other drains towards the west and daylights down the slope to the east of the building.

Gas & Electric:

There are overhead powerlines that run along Uniontown Road. There was no visual evidence of gas. It is assumed the existing services are adequate for the proposed addition.

Utility Easement:

There are no known utility easements on the property.

**STORMWATER MANAGEMENT**

The classroom portable installations were all served by dry wells. There are no other known stormwater management facilities on site.

**FLOODPLAINS, WETLANDS, AND WATERWAYS**

There are no records of any floodplains or wetlands on the site.

**LANDSCAPE, TREES AND FOREST CONSERVATION**

There are no records of a forest conservation area on-site.

**ATHLETIC FIELDS, ATHLETIC COURTS, PLAY AREAS**

There is one asphalt play area and one mulch play area, both located south of the school building. There are grass play fields also located south of the building.

**CIVIL DESIGN**  
(CONTINUED)

PROPOSED SITE REVITALIZATION

SITE DESCRIPTION

The proposed site work includes constructing a pre-kindergarten addition and associated site improvements. The base bid will require the relocation of an existing classroom portable pod.

SITE CIRCULATION AND PARKING

There are no anticipated changes to site circulation and parking.

ZONING INFORMATION

The construction of the new building will be following the Carroll County Zoning Code and the City of Westminster Zoning.

SITE TOPOGRAPHY

Site construction requires minor grading for the building addition and will require grading of a construction access path.

SITE UTILITIES

Water:

It is currently assumed that the existing water service to the building has sufficient capacity for the new additions. It's preferable to connect to the existing water service through the building instead of a new exterior connection.

Sanitary Sewer:

It is currently assumed that the existing sanitary service from the building has sufficient capacity for the new additions. It's preferable to connect to the existing sanitary service through the building in lieu of connection outside the building.

Storm Drains:

There are no known modifications necessary to the existing storm drain system.

Gas, Electric, Cable & Telephone:

An existing gas service line for the school is required to be relocated to avoid conflict with the proposed building addition and the proposed SWM facility.

STORMWATER MANAGEMENT

Stormwater management will be provided to meet MDE and Carroll County requirements. There are existing storm drain pipes that will be rerouted for the classroom addition.

LANDSCAPE, TREES AND FOREST CONSERVATION

Carroll County and Maryland state forestry regulations and City of Westminster landscaping requirements will be followed.

ATHLETIC FIELDS, ATHLETIC COURTS, PLAY AREAS

There are no modifications necessary to the athletic fields, courts, or play areas.

## STRUCTURAL DESIGN

### STRUCTURAL DESIGN

#### PROJECT OVERVIEW

Existing drawings for the building are available and were prepared by Smeallie, Orrick and Janka, Ltd. and are dated September 26, 1974. The existing building is a single story consisting of open web steel joists spanning between steel beams and girders that are supported by steel columns in the interior bays. At the exterior bays, the steel joists span between steel beams and concrete masonry bearing walls. The interior and exterior walls consist of concrete masonry backup walls with a brick facade at the exterior. The existing steel columns are supported on reinforced concrete spread footings and existing masonry walls are supported on continuous reinforced concrete strip footings. The proposed addition will be a single-story steel and masonry structure. The new addition will be designed to be structurally independent from the existing building. The following section outlines the structural systems and components proposed for the new classroom addition. All new construction will be designed and built using conventional engineering and construction practices.

#### STRUCTURAL SYSTEMS

##### FOUNDATIONS

A geotechnical analysis has been performed on site of the proposed addition which has provided recommendations for the foundations for the addition. Foundation recommendations are dependent on local site conditions and must be established via subgrade investigation and geotechnical analysis prior to design. The geotechnical engineer has recommended traditional continuous footings. All structural elements for the proposed addition will be supported on reinforced concrete footings. Masonry exterior walls will be supported on continuous strip footings. The elevations of new footings abutting the existing structure will be coordinated to match the existing and doveled to the existing to minimize the potential for differential settlement. All exterior foundations will bear at least 2'-6" below the finished grade to provide the necessary frost protection and will be coordinated with underground utilities. The following preliminary foundation sizes for the proposed addition are based on the recommended allowable capacity of 2,500 psf allowable bearing pressure.

##### Non-Bearing Walls:

- Interior 8" CMU partitions: 2'-0" x 1'-0" continuous
- Exterior wall footings: 2'-6" x 1'-0" continuous

##### Column Spread Footings:

- Typical column: 4'-0" x 4'-0" x 1'-0"

The typical slab on grade will be 5" thick, normal weight concrete, reinforced with 6"x6", W2.1xW2.1 W.W.F placed over a 15-mil. vapor barrier and a 6" thick washed gravel base. The slab will also be thickened under masonry partitions and other anticipated heavy loads. Control joints will be provided at +/- 20' on center to reduce the potential for shrinkage cracks.

##### ROOF

Typical roof construction will consist of 1½" deep, type 'B' wide rib, 20 gage, a galvanized metal deck supported by open web steel joists at a maximum of 6'-0" on

**STRUCTURAL DESIGN**  
(CONTINUED)

center. These roof joists will be supported on concrete masonry bearing walls. New roof framing will slope to drainage as needed.

**WALLS**

Exterior walls will consist of brick veneer on 8" CMU back up. Interior walls will be constructed with cold-formed structural steel studs and gypsum boards. The top of all CMU walls will be braced at the roof structure. Lintels will be required for all openings in the masonry walls. Precast masonry or concrete lintels may be used for openings in interior partition walls. For the exterior walls, lintels will consist of wide flange steel beams with hung plates sized to support the CMU and masonry veneer. All steel lintels will be galvanized.

**NEW - EXISTING INTERFACE**

The new addition will be structurally independent from the existing. Where required, the new steel framing will be designed for snow drift where the roof elevation of the addition is lower than the existing.

**LATERAL RESISTING SYSTEM**

The new addition will be a standalone structure supported on intermediate reinforced masonry shear walls. All shear walls will be reinforced to resist the applicable lateral forces. To control thermal movement and avoid introducing new loads into the existing building frame, a 2" expansion joint will be provided to separate the addition from the existing building. This joint will be installed between the existing exterior wall and the new roof structure.

**CODE AND STANDARDS**

**PRIMARY REFERENCES:**

- International Building Code 2021 with Local Amendments
- American Society of Civil Engineers: Minimum Design Loads for Buildings and Other Structures (ASCE/SEI 7-16)
- American Concrete Institute: Building Code Requirements for Reinforced Concrete (ACI 318-14)
- Building Code Requirements and Specification for Masonry Structures (TMS 402-16)
- American Institute for Steel Construction: Steel Construction Manual 15th ed. (AISC 360 16)

**OTHER REFERENCED ORGANIZATIONS**

- American National Standards Institute (ANSI)
- American Iron and Steel Institute (AISI)
- American Society for Testing and Materials (ASTM)
- Portland Cement Association (PCA)
- Concrete Reinforcing Steel Institute (CRSI)
- American Welding Society (AWS)
- National Concrete Masonry Association (NCMA)
- Brick Institute of America (BIA)

**DESIGN CRITERIA**

Superimposed Dead Loads:

- Suspended Ceiling: 2 psf

**STRUCTURAL DESIGN**

(CONTINUED)

- Sprinkler System: 3 psf
- Mechanical and Electrical Systems: 3 psf (Typical); 5 psf (Corridors)
  - ◊ In areas above mechanical rooms, the mechanical and electrical superimposed dead load will be increased to 15 psf.
  - ◊ Additional mechanical and electrical superimposed loads will be used to account for major concentrations of pipe runs, major duct runs, and hung equipment.

Live Loads:

- First Floor Slab on Grade: 100 psf
- Roof: 30 psf
  - ◊ Consideration of drifting, sliding, and unbalanced snow loads as required by the local building code.

Snow Loads:

Applicable ground, flat, and drifting snow loads based on section 1608 of the 2021 International Building Code and Chapter 7 of ASCE 7-16.

- Importance Factor,  $I_s$ : 1.10
- Ground Snow load,  $p_g$ : 40 psf (per local building code amendments)
- Snow Density: 19.2 pcf
- Exposure Factor,  $C_e$ : 1.0
- Thermal Factor,  $C_t$ : 1.0
- Flat Roof Snow Load,  $p_f$ : 30 psf
- Minimum Load for Low-Slope Roof,  $p_m$ : 22 psf

Wind Loads:

Applicable wind pressure coefficients established using section 1609 of the 2021 International Building Code and Chapters 26-30 of ASCE 7-16. Components and cladding at walls and roof will be calculated separately with the appropriate Code required factors.

- Ultimate Wind Speed,  $V_{ult}$ : 120 MPH (3 second gust, Risk Category 3)
- Nominal Wind Speed,  $V_{asd}$ : 93 MPH (3 second gust)
- Exposure: C
- Internal Pressure Coefficient,  $G C_{pi}$ : +/-0.18

Seismic Design Criteria:

Applicable seismic loads based on section 1613 of the 2021 International Building Code and Chapters 11-12 of ASCE 7-16.

- Seismic Occupancy Category: III
- Seismic Importance Factor: 1.25
- Spectral Response Coefficients:
  - ◊  $S_s = 0.141$
  - ◊  $S_1 = 0.043$
  - ◊  $SDS = 0.122$
  - ◊  $SD1 = 0.043$
- Site Class: C
- Seismic Design Category: B
- Seismic Force Resisting System:
  - ◊ Ordinary Reinforced Masonry Shear Walls

Concentrated Loads:

Floor slabs will be designed for the indicated uniform live loads or a minimum

**STRUCTURAL DESIGN**

(CONTINUED)

concentrated load of 1,000 pounds, whichever produces the greater stress.

Deflection Criteria:

- Total drift will not exceed  $H/400$  for lateral loads, where “H” is the story or building height.
- Live load deflection of roof members will not exceed the  $L/240$ .
- Live load deflection of spandrel members that support glass will not exceed  $L/480$  with a maximum of  $1/2''$ .
- Live load deflection of spandrel members and structural elements that support masonry will not exceed  $L/600$  with a maximum of  $3/8''$ .

**MECHANICAL &  
PLUMBING DESIGN**

EXISTING BUILDING SYSTEMS

HVAC

The existing building includes a two-pipe heating water central plant. Heating water is generated by three natural gas fired boilers located in the mechanical room. The heating water system has two constant speed primary end suction pumps circulating hot water through 6-inch main distribution piping. Associated central plant pumps, water treatment, and air management systems are located within the mechanical room.

Roof mounted air handling units (AHUs) provide cooled, preheated, and required outdoor air throughout the building. Classrooms are served by variable air volume (VAV) terminal units. Distributed roof mounted exhaust fans serve each shared classroom's toilet rooms. The building utilizes controls by Johnson Control's Metasys system.

PLUMBING

The existing building has an incoming 8-inch combined domestic water and fire service main that splits into two backflow preventers upon entering the building, one for 3-inch domestic water and one for 6-inch fire protection. Domestic hot water is generated by a shell & tube hot water generator located in the mechanical room. There are multiple 4-inch sanitary pipes exit the south portion of the building at a 2% slope and connect to a 6-inch main sanitary piping outside. The building includes an interior primary storm drain that routes above the ceiling, and continues below grade which connects to the main perimeter storm drain outside the building.

PROPOSED SYSTEMS

APPLICABLE CODES AND STANDARDS

- 2021 International Building Code (IBC)
- 2021 International Energy Conservation Code (IECC)
- 2021 International Mechanical Code (IMC)
- 2021 International Plumbing Code (IPC)
- 2021 International Fuel Gas Code
- ASHRAE Standard 62.1 – Ventilation for Acceptable Indoor Air Quality
- ASHRAE Standard 90.1 – Energy Standard for Buildings
- NFPA 90A – Standard for the Installation of Air Conditioning and Ventilating Systems

HVAC

Through discussions with the CCPS team, the preference for the new addition would be to tie in to the existing hot water loop at the school. Moseley has completed an initial assessment of the existing equipment and system at the school as part of the schematic design phase, which included preliminary load calculations to determine the likely capacity of the existing system and the anticipated load of the addition. Upon further investigation and in discussion with CCPS, it was confirmed that the new HVAC unit will be able to connect to the existing 2-pipe system. Supplemental testing will be conducted to determine the existing 2-pipe system's pressure, heating hot water flow rates, and operating temperatures. This information will be used for the selection of the new HVAC unit.

**MECHANICAL &  
PLUMBING DESIGN**

(CONTINUED)

Based on initial field investigations and a review of the as-built information for the school, existing AHUs are connected to the hot water loop. Moseley's initial calculation indicates that a total connected load of the existing HVAC equipment would have an approximate total connected load lower than the hot water plant capacity with diversity. The new HVAC unit will be a roof mounted DX packaged-type VAV air-source heat pump roof top unit (HPRTU) with a reheat coil for humidity control. The new units will tie-in to the existing chilled and hot water piping above the ceiling with isolation valves. A 6.5-ton unit will be necessary for the size of the base bid design and a 4-ton unit for the add alternate design of this project. An existing self-contained unit ventilator with wall louver that is currently serving a wellness room and occupational therapy room will be removed since it is located on a wall that will become an interior wall under the add alternate design. These two existing rooms will be served from the music room new unit as part of the add alternate design. Each classroom and any support spaces associated with the classroom will be an individual zone. Each zone will have a thermostatically controlled variable air volume (VAV) with a hot water coil. New exhaust fans will be provided for the new toilet rooms.

**PLUMBING**

The existing domestic cold, hot water, and hot water recirculation piping shall be extended with shut-off and balancing valves to serve the toilet rooms and classroom(s) in the addition. The existing hot water recirculation pump will be evaluated and replaced as necessary to ensure it has the capacity to serve the addition. The existing water heater appears to be able to accommodate the addition's toilet rooms and classroom(s) domestic hot water requirements.

The addition's roof will be sloped and will have primary roof drains with internal storm piping above the ceiling. The piping shall extend down below grade and connect to the exterior existing site storm water main. Secondary storm shall be provided by scuppers through the roof parapet.

The addition's toilet rooms sanitary piping will be routed and sloped at 2% below the new slab. The design intent is to connect to the nearest existing sanitary main within the building. Vent piping will be routed above the ceiling and through the roof.

**FIRE SUPPRESSION SYSTEM**

There is currently a water-based automatic fire suppression system that provides full sprinkler coverage throughout the existing building. The existing fire sprinkler system will be extended to the pre-kindergarten classroom addition. Any existing spaces affected due to the addition shall include modifications to the existing fire sprinkler layout to maintain and provide appropriate coverage in accordance with NFPA 13. The performance of the new fire suppression system shall be in accordance with all applicable codes and standards. The addition's occupancy hazard classification shall be based on Light Hazard areas in accordance with NFPA 13. The minimum density for automatic fire sprinkler design shall be 0.10 gallons per minute (gpm) per square feet (sqft) over 1,500 sqft of area. The fire sprinkler design and final sprinkler layout shall be delegated to a certified fire sprinkler contractor and will be reviewed by Moseley Architects. An additional fire department connection (FDC) will not be required since the school currently has an existing FDC. The system shall be specified as follows:

**MECHANICAL &  
PLUMBING DESIGN**

(CONTINUED)

- All sprinkler piping shall be black steel per NFPA 13.
- Piping 2-1/2" and larger will be Schedule 10 per NFPA 13 and piping 2" and smaller shall be threaded piping, minimum schedule 40, per NFPA 13.
- Sprinkler piping shall be specified to be concealed in all finished ceiling areas and exposed in exposed construction areas.
- Sprinklers in areas where heads subjected being damaged shall be provided with sprinkler guards.

**ELECTRICAL DESIGN**

APPLICABLE CODES AND STANDARDS

- 2021 Maryland Building Code (IBC 2021 amended)
- 2021 Maryland Existing Building Code (IEBC 2021 amended)
- 2021 Maryland Energy Code (IECC 2021 amended)
- 2020 Maryland Electrical Code (NFPA 70, 2020 amended)
- 2019 Maryland Fire Alarm Code (NFPA 72, 2019)
- 2024 Maryland Life Safety Code (NFPA 101, 2024 amended)
- Carroll County Public Schools Design Standards

MAIN SERVICE EQUIPMENT AND LOAD CALCULATIONS

The existing electrical utility service is provided by Baltimore Gas and Electric (BGE), which enters the building's main electrical room into an existing 1600A, 480Y/277V, 3-Phase, 4-Wire switchboard manufactured by Siemens, with a 1600A main circuit breaker. The existing electrical load on this service was calculated based on the monthly utility bill date provided by CCPS for the period between July 2023 through August 2024. During this period, the maximum demand for the electric service was 278kW and occurred during the month of September 2023. The existing load is calculated per NEC 220.87 as follows:

Peak Demand:	278kW (September 2023) 0.8 power factor 347.5kVA <u>418A at 480V, 3-PH</u>
Demand factor (NEC 220.87)	x1.25
Maximum Existing Load	<u>523A</u>
Existing Service:	1,600A
Spare Capacity:	1,077A

Based on the information above, Moseley assumes that the existing electrical utility service will have sufficient capacity to support the new proposed electrical loads for this project.

DISTRIBUTION EQUIPMENT

EXISTING CONDITIONS

The distribution section of the switchboard contains circuit breakers for panelboards, mechanical equipment, mechanical motor center, automatic transfer switches and water heater. Electrical rooms are located throughout the building, which contain 480V panelboards, transformers and 208V panelboards. These panelboards provide power to lighting, mechanical equipment & receptacles in the classrooms and offices.

Emergency power is provided via an existing 60kW/75kVA, 480V/277V generator. The generator provides emergency power for the fire pump, the fire alarm system, interior egress lighting, exterior egress lighting, kitchen refrigeration equipment, the boilers and associated pumps, cafetorium sound system, school sound system, gymnasium sound system and the telephone system.

The existing area of the building where the proposed addition will be located is served by panelboards CP-1, LPA, RPB, L, H, and EM1. Panel LPA powers the interior lighting in this area. Panels RPB and L power the receptacles, general

**ELECTRICAL DESIGN**

(CONTINUED)

power equipment, and classroom appliances. Panel H powers the interior lighting and mechanical equipment. Panel CP-1 powers the computer receptacles and teacher workstations in this area. Panel EM1 powers the emergency lighting and exit signs.

**NEW WORK**

Existing panelboards CP-1, LPA, RPB, L, H and EM1 appear to have sufficient capacity and physical space to support the new electrical loads required for this addition.

**LIGHTING**

**EXISTING CONDITIONS**

The existing interior lighting is provided by 2'x4' linear fluorescent troffers with flat acrylic lens and recessed downlights. The existing exit signs have red letters. One emergency light fixture is provided in each classroom. This light fixture is near the interior classroom door and is unswitched. The existing exterior lighting is provided by surface mounted LED fixtures. The existing lighting controls consist of wall mounted light switches and ceiling mounted occupancy sensors.

**NEW WORK**

New 2'x4' linear LED light fixtures will be provided at 4000K CCT with integral dimming drivers and flat acrylic lens. The light fixtures will be located throughout each space to provide uniform illumination and an average illumination of 65 fc at the work plane per CCPS standards. New LED exit signs will be provided with white thermoplastic housings and red letters. Emergency lighting shall be provided in each space to provide minimum emergency egress lighting. The existing exterior surface mounted LED fixture will be removed and reinstalled at the new exterior doorway. Low voltage lighting controls will be provided in each space, to allow for multiple lighting levels and flexible lighting zones. The final lighting control design will be coordinated with CCPS during the design process. Exterior lighting will connect to the existing lighting controls.

**RECEPTACLES**

**EXISTING CONDITIONS**

Existing receptacles are ivory in finish color with stainless steel wall plates.

**NEW WORK**

New tamper-resistant receptacles shall be provided in ivory finish with stainless steel wall plates. The exact quantity and layout of the receptacles shall be coordinated with CCPS during the design process. At the main teaching wall, a high and low receptacle shall also be provided for connection to a wall mounted short-throw projector.

**FIRE ALARM SYSTEM**

The existing fire alarm system is a digital addressable system by GE: model EST2. The panel is outdated and no longer supported by GE, but parts are available for modifications. The existing fire alarm annunciator panel is located at the front entrance lobby.

**NEW WORK**

**ELECTRICAL DESIGN**

(CONTINUED)

The existing fire alarm system shall be modified and extended to provide new fire alarm notification devices for the new addition. If required, a fire alarm extender panel shall be provided and located in a nearby room to power up the additional devices. The existing fire alarm annunciator panel will need to be removed and replaced to reflect the new building footprint.

**TELECOMMUNICATIONS AND SPECIAL SYSTEMS**

**EXISTING CONDITIONS**

The incoming telephone and data service enters the building within the storage room 2. Telephone 110 punch down blocks and a Panduit telecom floor mounted equipment rack are located within this room. Within the rack are Panduit patch panels for the distribution of the telephone system via CAT5 cables. There are Juniper and Avaya network switches for distribution of the data system via CAT6 cables. Each classroom has a wall mounted telephone near the front door.

The existing PA system head end equipment is located within the Media Center. The PA system serves ceiling mounted speakers located throughout the building. There is an existing call switch near the front door.

**NEW WORK**

The design approach for the addition will be coordinated with CCPS. New telecom outlets will also be provided at the teaching wall and the proposed teacher desk/workstation. High and low outlets will be provided at the teaching wall for a wall mounted short throw projector. Additional outlets will be provided around the perimeter of each classroom. Empty double-gang back boxes with a 1" empty conduit will be installed in the wall for each telecom outlet. The existing cable tray system shall be extended down the new corridors. Telecom cables homeruns will be routed back to Communications Room 116 and connected to the existing equipment racks and system.

New ceiling mounted PA speakers shall be provided in the new addition and connected to the existing PA system. New clocks will be provided in the classrooms in coordination with CCPS. The specific equipment, cable types and devices will be coordinated with CCPS during design.

**SECURITY & ACCESS CONTROL SYSTEM**

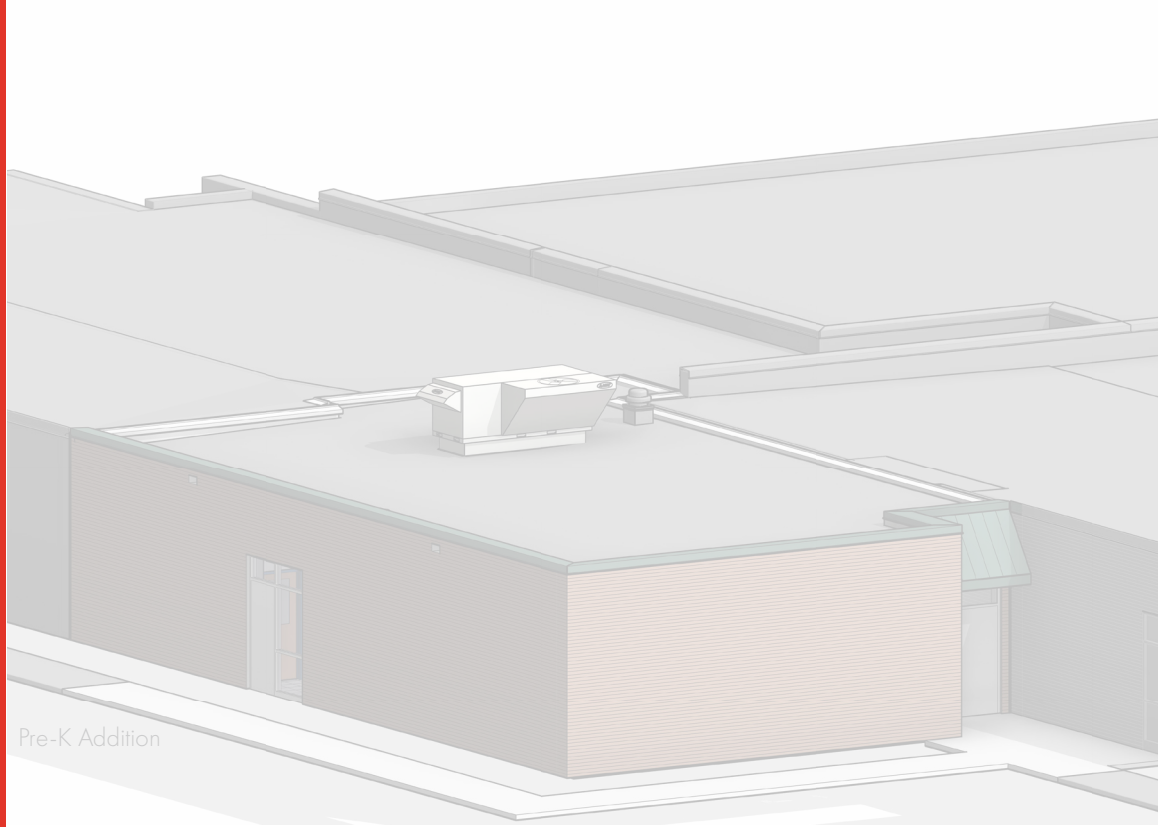
**EXISTING CONDITIONS**

An exterior rated card reader is located at the egress door at the end of the corridor. Security cameras are located within the corridors and outside along the exterior walls of the school.

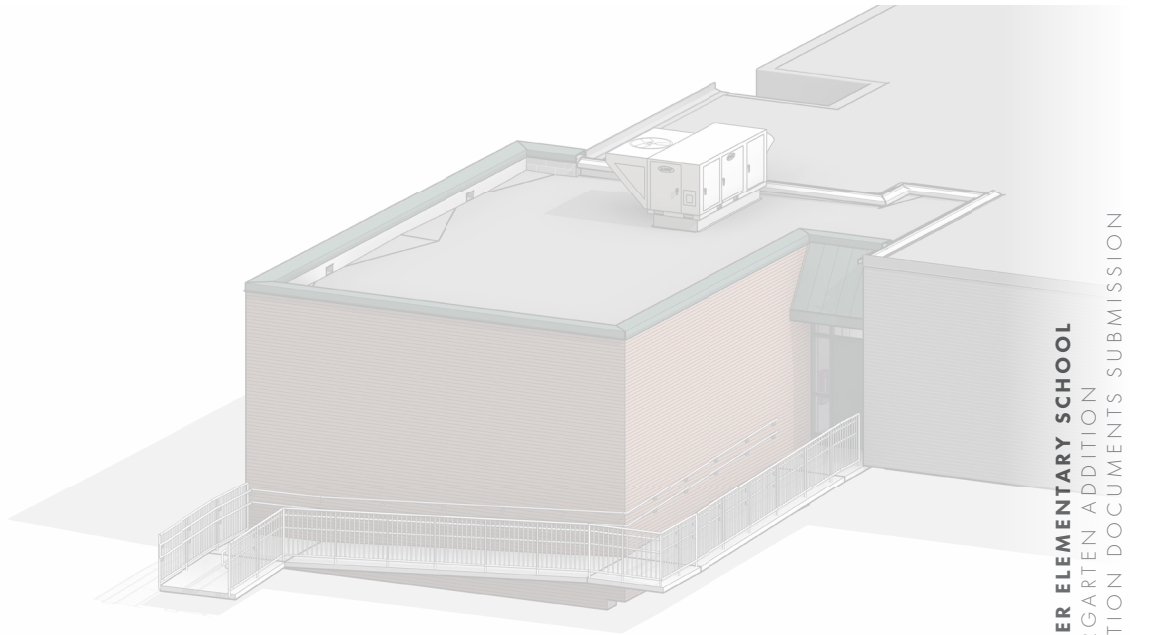
**NEW WORK**

Empty backboxes and conduit shall be provided for the installation of new card readers at the exterior doors and security cameras. The exact location and quantity of devices shall be coordinated with CCPS during design. CCPS's security system vendor will provide security and access control devices and cables for the addition.

# PROJECT INFORMATION



Pre-K Addition



Music Add Alternate Addition

WESTMINSTER ELEMENTARY SCHOOL  
PRE-KINDERGARTEN ADDITION  
CONSTRUCTION DOCUMENTS SUBMISSION



MOSELEYARCHITECTS

**PROJECT SUMMARY**

Current State Rated Capacity	<b>568</b>
State Rated Capacity with Proposed Addition	<b>588</b>
Building Height	<b>One Story</b>
Occupancy Use Group	<b>E - Educational</b>
Construction Classification	<b>Type IIB</b>
Existing Building Square Footage	<b>69,048 GSF</b>
Area of Proposed PK Addition	<b>2,235 GSF</b>
Area of Proposed Add Alternate	<b>1,098 GSF</b>
Total Building SF After Proposed Base Bid	<b>71,283 GSF</b>
Total Building SF After Proposed Add Alt	<b>71,381 GSF</b>

**PROJECT SCHEDULE**

Education Specifications	<b>June 2023</b>
Schematic Design	<b>November 2024</b>
Design Development	<b>April 2025</b>
Construction Documents	<b>October 2025</b>
Permitting	<b>October 2025 - December 2025</b>
Advertise/Bid/Award	<b>December 2025 - March 2026</b>
Construction Start	<b>June 2026</b>
Occupancy	<b>August 2027</b>

**PROJECT CONSTRUCTION BUDGET**

BUILDING CONSTRUCTION BUDGET	\$ 2,229,565.00
SITE CONSTRUCTION BUDGET	\$ 292,032.00
CONSTRUCTION DOCUMENTS TOTAL CONSTRUCTION COST BUDGET	\$ 2,521,597.00

**PROJECT CONSTRUCTION ESTIMATE**

BUILDING CONSTRUCTION ESTIMATE	\$ 937,394.18
SITE CONSTRUCTION ESTIMATE	\$ 187,227.09
ESCALATION	\$ 75,382.67
<b>TOTAL WITH ESCALATION</b>	<b>\$ 1,200,003.94</b>
GENERAL CONDITIONS, INSURANCE & CM FEE	\$ 572,550.06
<b>CONSTRUCTION DOCUMENTS TOTAL CONSTRUCTION COST ESTIMATE</b>	<b>\$ 1,772,554.00</b>

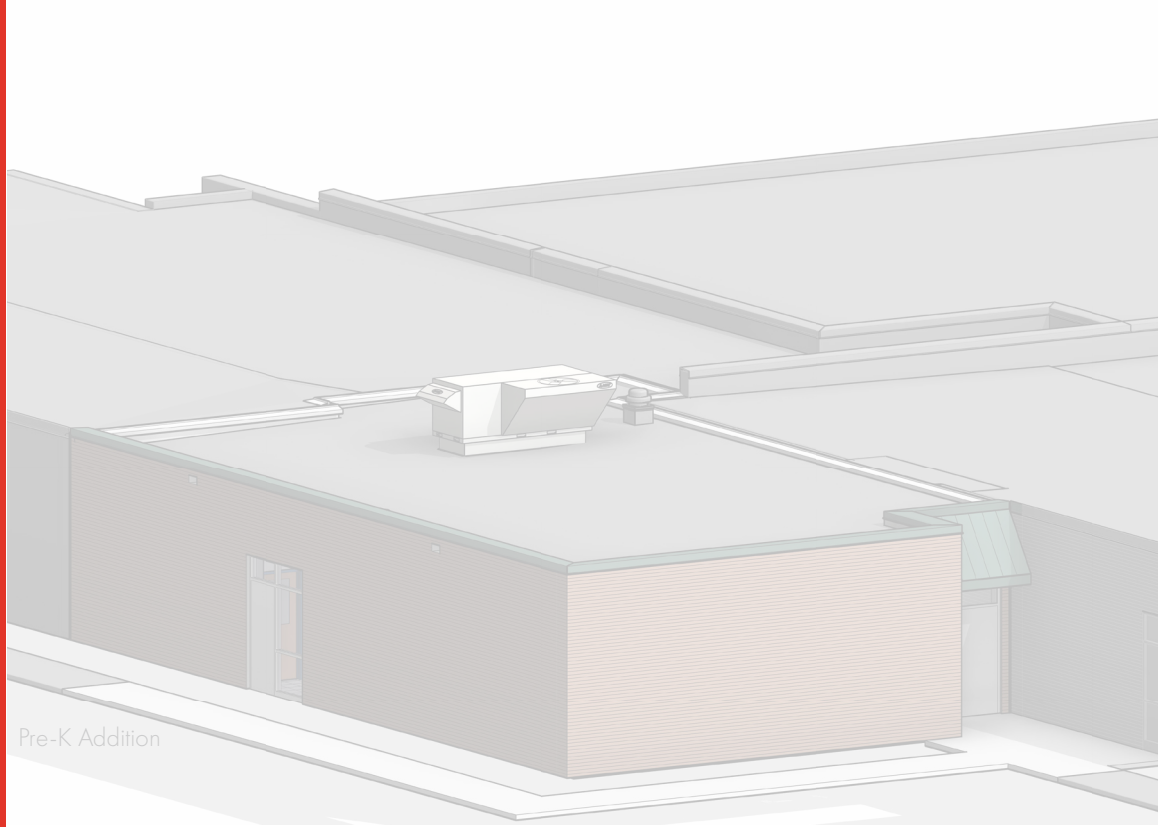
**SPACE ANALYSIS**

\*Areas indicated in net square feet unless otherwise noted.

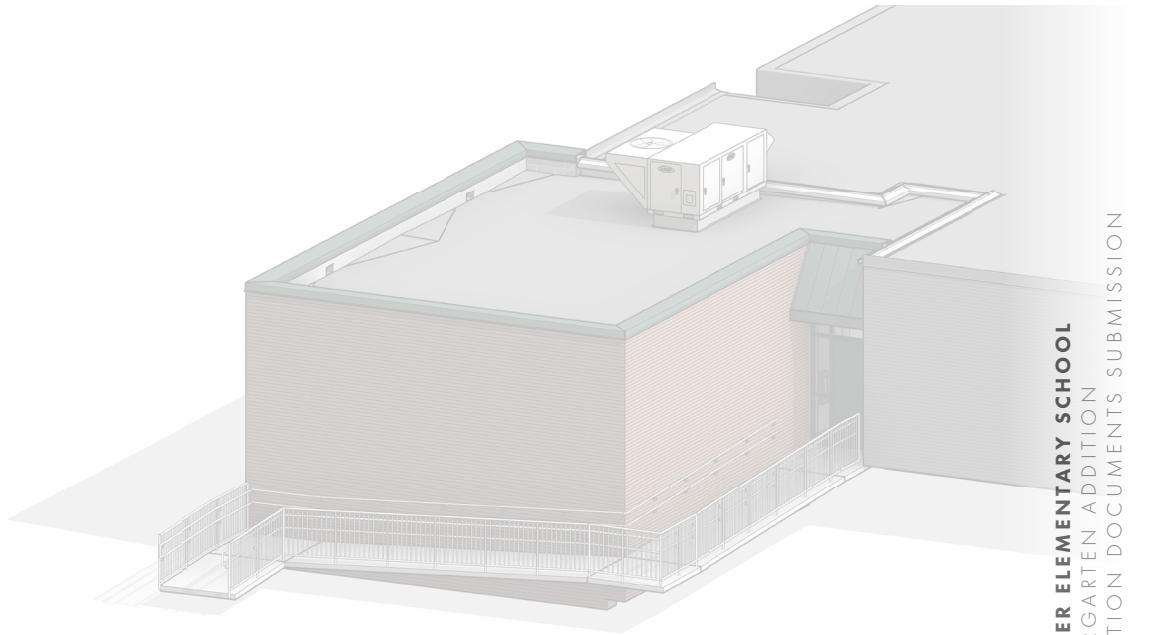
WESTMINSTER ELEMENTARY SCHOOL PK CLASSROOM ADDITION - IAC CD SUBMISSION - BASE BID DESIGN																
PROGRAM SPACE	EDUCATIONAL SPECIFICATION				SCHEMATIC DESIGN				DESIGN DEVELOPMENT				CONSTRUCTION DOCUMENTS			
	# of rooms	# of teaching stations	square footage	component subtotal	# of rooms	# of teaching stations	square footage	component subtotal	# of rooms	# of teaching stations	square footage	component subtotal	# of rooms	# of teaching stations	square footage	component subtotal
<b>CORE INSTRUCTIONAL PROGRAMS</b>				<b>1,400</b>				<b>1,406</b>				<b>1,423</b>				<b>1,421</b>
Pre-Kindergarten																
Classrooms	1	1	1000	1000	1	1	998.37	998	1	1	1022.14	1022	1	1	1021	1021
Storage/ Workroom	1	0	300	300	1	0	302.19	302	1	0	287.95	288	1	0	288	288
Student Toilets	2	0	50	100	2	0	52.5	105	2	0	56.25	113	2	0	56	112
Net square footage subtotal all programs				<b>1,400</b>				<b>1,406</b>				<b>1,423</b>				<b>1,421</b>
Efficiency adjustment (Walls & Circulation)	(1.43 Grossing Factor) =			602				839				812				814
NSF/GSF Efficiency % (calculated NSF/GSF)				70%				63%				64%				64%
<b>GROSS SQUARE FOOTAGE</b>	Ed Spec Total GSF:			<b>2,002</b>	Calculated GSF:			<b>2,245</b>	Calculated GSF:			<b>2,235</b>	Calculated GSF:			<b>2,235</b>
<b>DRAFTED FLOOR PLAN GSF (ADDITION)</b>					GSF:			<b>2,245</b>	GSF:			<b>2,235</b>	GSF:			<b>2,235</b>
<b>INTERIOR RENOVATION/ ALTERATION SPACE</b>					NSF:			<b>0</b>	NSF:			<b>0</b>	NSF:			<b>0</b>
<b>OVERALL PROJECT AREA</b>	Ed Spec Total GSF:			<b>2,002</b>	Project Total GSF:			<b>2,245</b>	Project Total GSF:			<b>2,235</b>	Project Total GSF:			<b>2,235</b>

WESTMINSTER ELEMENTARY SCHOOL PK CLASSROOM ADDITION - IAC CD SUBMISSION - ADD-ALTERNATE DESIGN																
PROGRAM SPACE	EDUCATIONAL SPECIFICATION				SCHEMATIC DESIGN				DESIGN DEVELOPMENT				CONSTRUCTION DOCUMENTS			
	# of rooms	# of teaching stations	square footage	component subtotal	# of rooms	# of teaching stations	square footage	component subtotal	# of rooms	# of teaching stations	square footage	component subtotal	# of rooms	# of teaching stations	square footage	component subtotal
<b>CORE INSTRUCTIONAL PROGRAMS</b>				<b>1,400</b>				<b>1,406</b>				<b>1,423</b>				<b>1,421</b>
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Classrooms	1	1	1000	1000	1	1	998.37	998	1	1	1022.14	1022	1	1	1021	1021
Storage/ Workroom	1	0	300	300	1	0	302.19	302	1	0	287.95	288	1	0	288	288
Student Toilets	2	0	50	100	2	0	52.5	105	2	0	56.25	113	2	0	56	112
<b>FINE ARTS PROGRAMS</b>				<b>0</b>				<b>929</b>				<b>860</b>				<b>852</b>
Music																
Music Classroom	0	0		0	1	0	928.87	929	1	0	859.78	860	1	0	852	852
Net square footage subtotal all programs				<b>1,400</b>				<b>2,334</b>				<b>2,282</b>				<b>2,273</b>
Efficiency adjustment (Walls & Circulation)	(1.43 Grossing Factor) =			602				1,258				1,055				1,060
NSF/GSF Efficiency % (calculated NSF/GSF)				70%				65%				68%				68%
<b>GROSS SQUARE FOOTAGE</b>	Ed Spec Total GSF:			<b>2,002</b>	Calculated GSF:			<b>3,592</b>	Calculated GSF:			<b>3,337</b>	Calculated GSF:			<b>3,333</b>
<b>DRAFTED FLOOR PLAN GSF (ADDITION)</b>					GSF:			<b>3,592</b>	GSF:			<b>3,337</b>	GSF:			<b>3,333</b>
<b>INTERIOR RENOVATION/ ALTERATION SPACE</b>					NSF:			<b>0</b>	NSF:			<b>0</b>	NSF:			<b>0</b>
<b>OVERALL PROJECT AREA</b>	Ed Spec Total GSF:			<b>2,002</b>	Project Total GSF:			<b>3,592</b>	Project Total GSF:			<b>3,337</b>	Project Total GSF:			<b>3,333</b>

# DESIGN DRAWINGS



Pre-K Addition



Music Add Alternate Addition

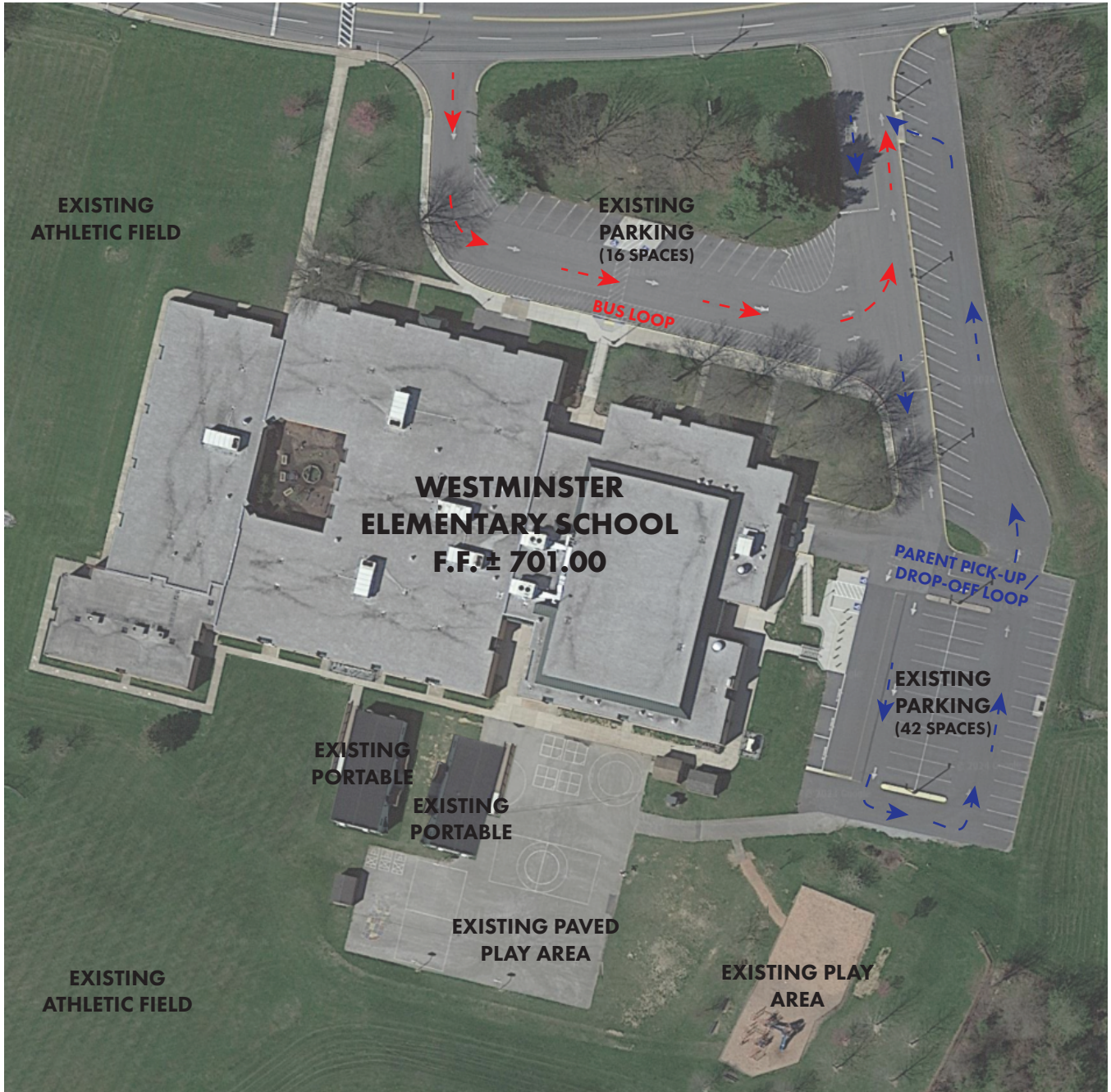
WESTMINSTER ELEMENTARY SCHOOL  
PRE-KINDERGARTEN ADDITION  
CONSTRUCTION DOCUMENTS SUBMISSION



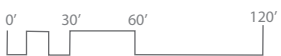
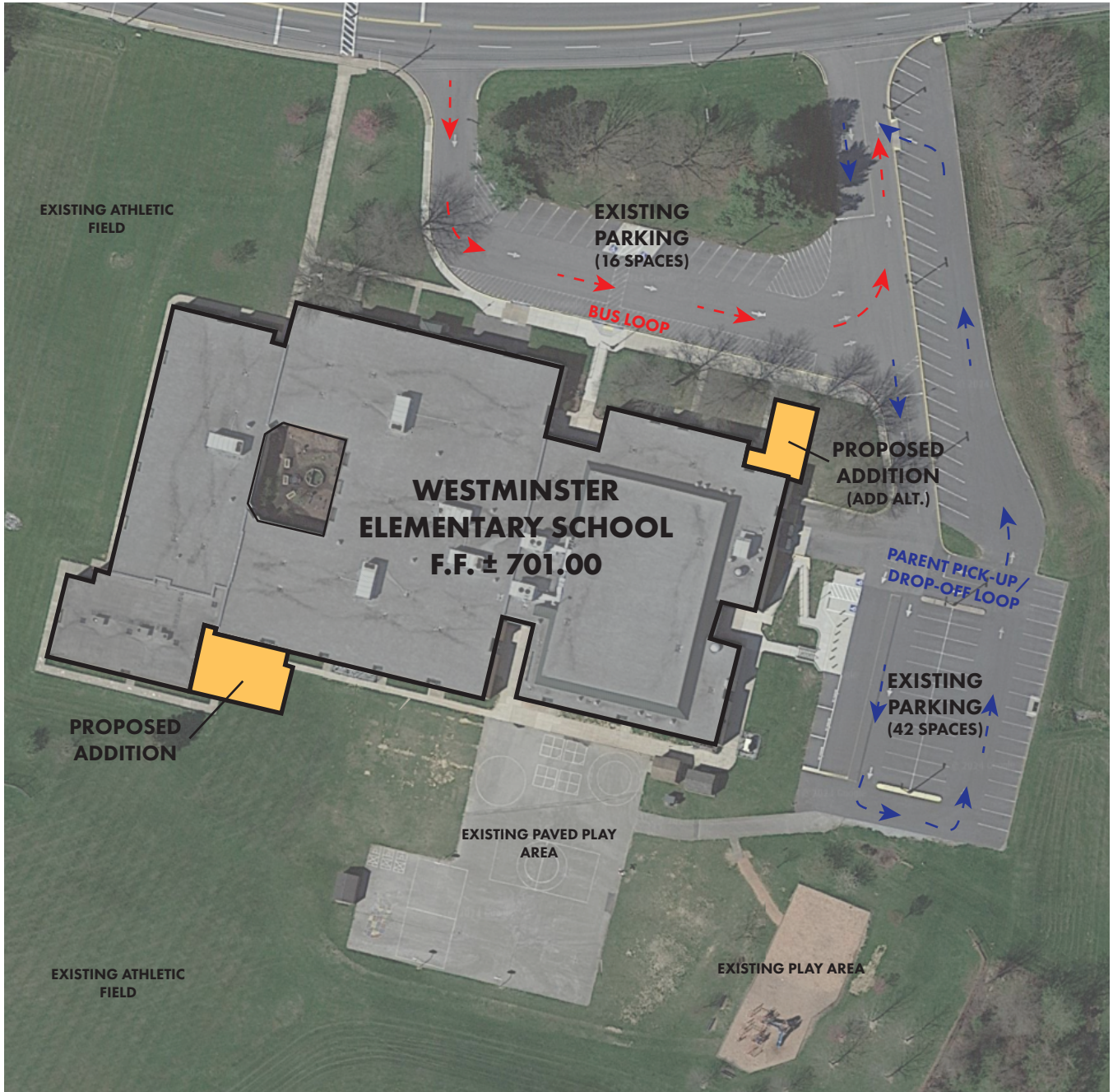
VICINITY MAP



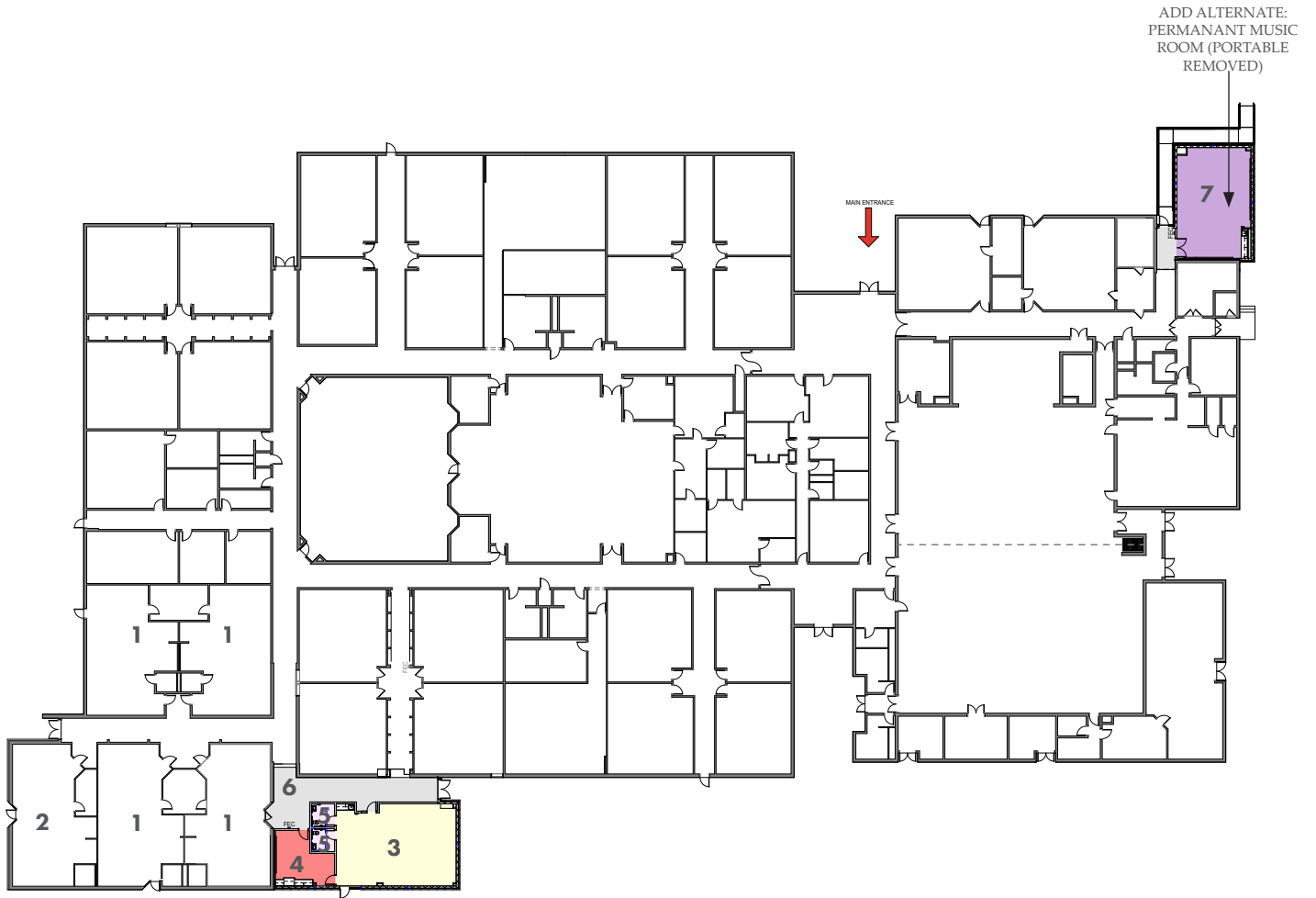
EXISTING SITE PLAN



**PROPOSED SITE PLAN**



**OVERALL FLOOR PLAN**



**LEGEND**

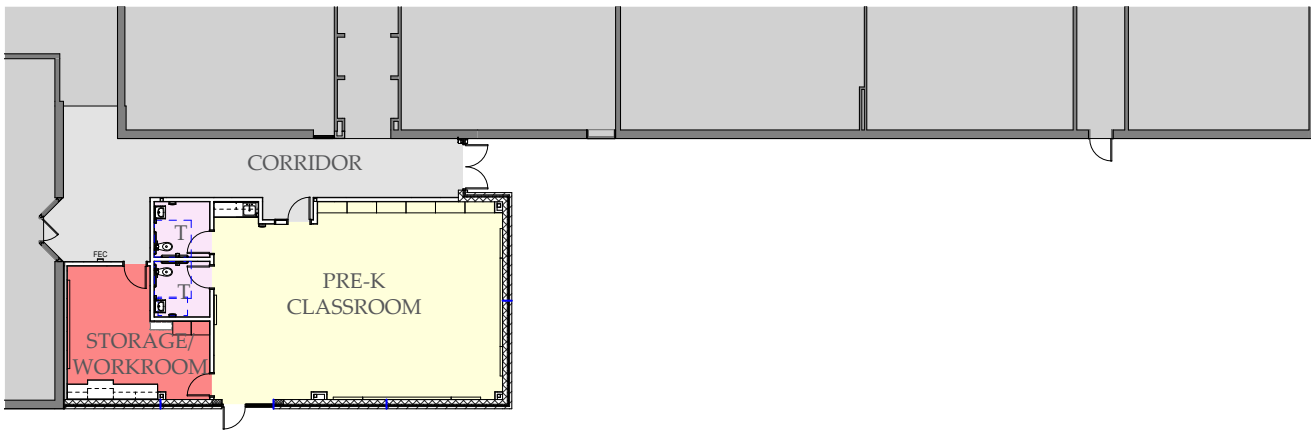
- Music Classroom - Add Alt.
- New Pre-K Classroom
- New Storage / Workroom
- New Student Restrooms
- New Corridor

**PROGRAM KEY**

1. Existing Classroom - Kindergarten
2. Existing Classroom - Pre-K
3. New Classroom - Pre-K
4. Storage / Workroom
5. Student Restrooms
6. New Corridor
7. Music Classroom - Add Alternate



**ENLARGED FLOOR  
PLAN - PRE-K**

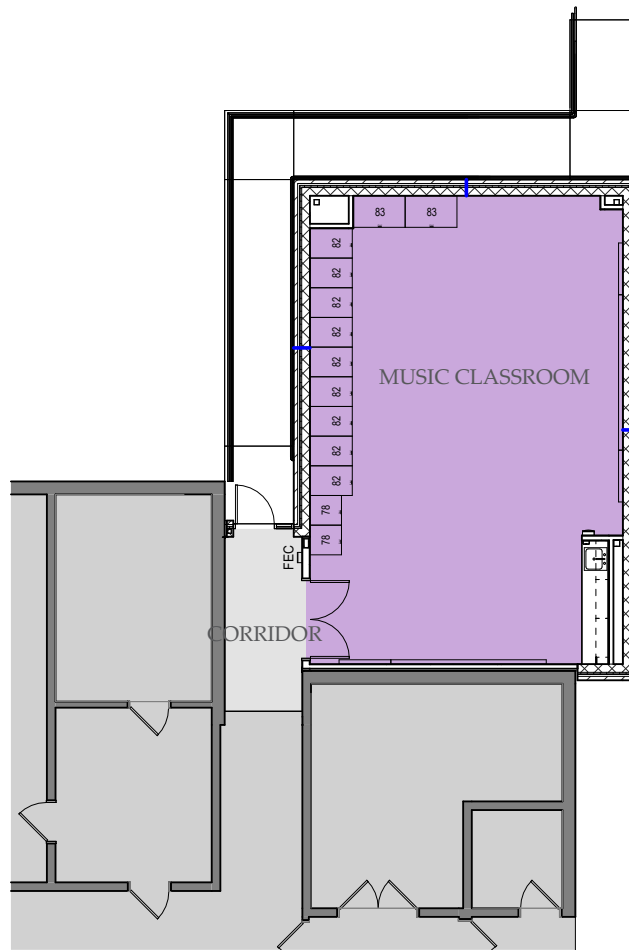


**LEGEND**

- Existing Building Program
- New Pre-K Classroom
- New Storage / Workroom
- New Student Restrooms
- New Corridor



**ENLARGED FLOOR  
PLAN - ADD ALT.**

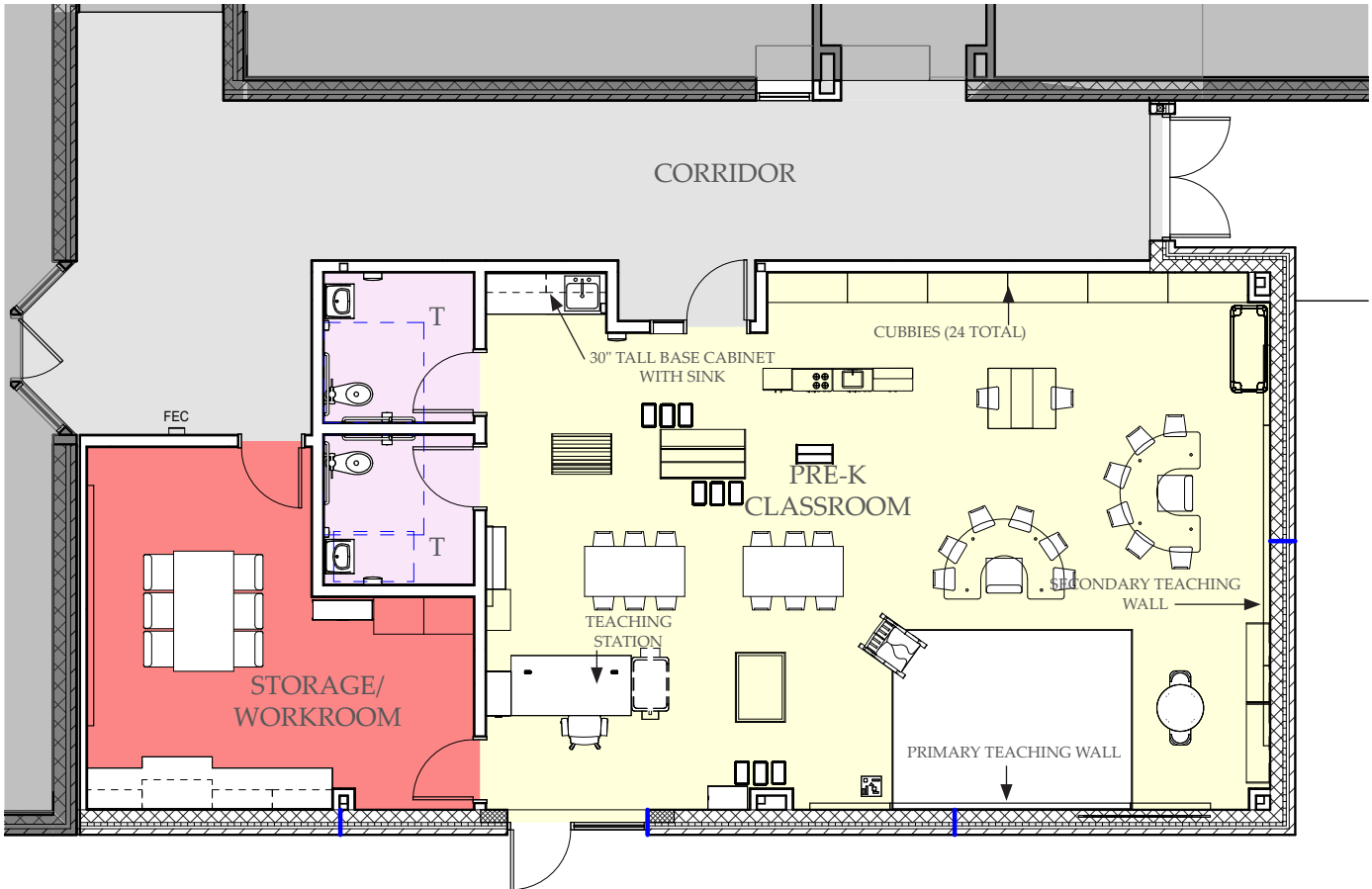


**LEGEND**

- Existing Building Program
- Music Classroom
- New Corridor



**CLASSROOM FLOOR PLAN - PRE-K**

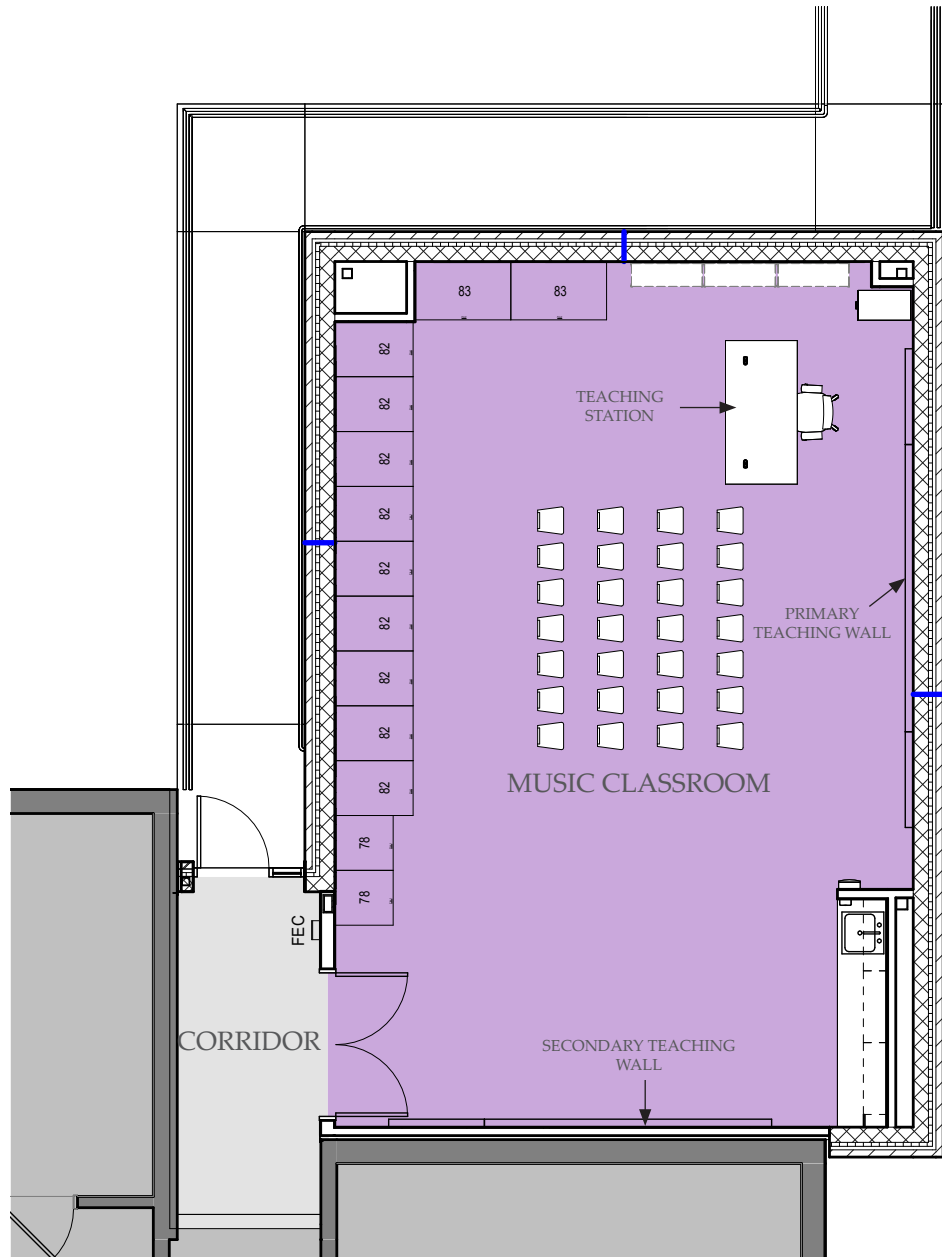


**LEGEND**

- Existing Building Program
- New Pre-K Classroom
- New Storage / Workroom
- New Student Restrooms
- New Corridor



### CLASSROOM FLOOR PLAN - ADD ALTERNATE



#### LEGEND

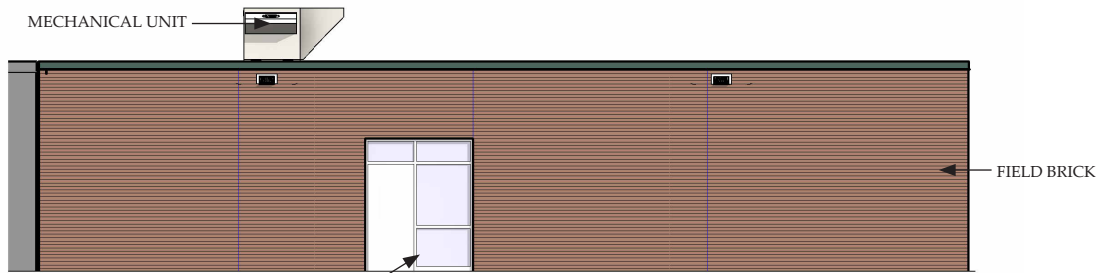
- Existing Building Program
- Music Classroom
- New Corridor



**BUILDING ELEVATIONS -  
PRE-K**



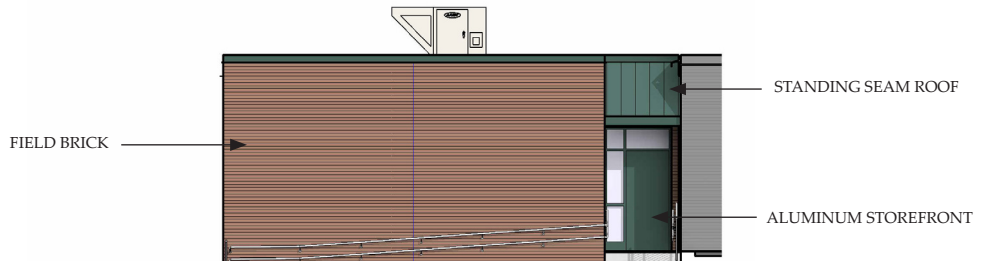
EAST ELEVATION



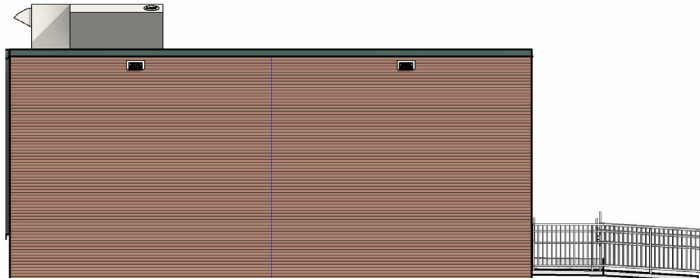
SOUTH ELEVATION



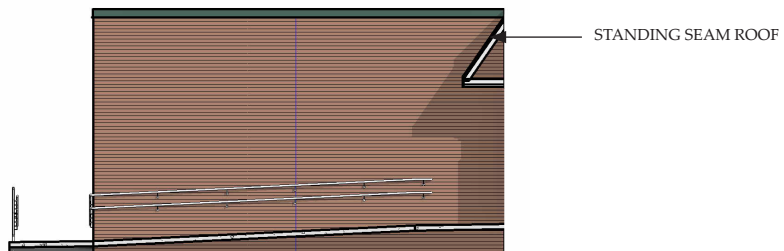
**BUILDING ELEVATIONS - ADD  
ALTERNATE**



NORTH ELEVATION



EAST ELEVATION



WEST ELEVATION

