

CONCEPT SITE PLAN REPORT
to the
Carroll County Planning and Zoning Commission
October 21, 2025

Prepared by
Amy Barcroft, Bureau of Development Review

SUBJECT: S-24-0031, William Winchester Elementary School Addition Site Plan

LOCATION: 70 Monroe Street, West of MD Route 140, C.D. 3

OWNER: Board of Education of Carroll County, 125 N. Court St., Westminster, MD 21157

DEVELOPER: Same as Owner

ENGINEER: Clark Azar & Associates Inc., 20501 Seneca Meadows Parkway, Suite 230 Germantown, MD 20876

ZONING: Conservation

ACREAGE: 5.37 acres

WATERSHED: Liberty Reservoir

FIRE DISTRICT: Westminster Fire Company

MASTER PLAN: Conservation, Carroll County Master Plan Amended 2019

PRIORITY

FUNDING AREA: Inside

DESIGNATED

GROWTH AREA: Inside

❖ **Action Required:**

The plan is before the Planning and Zoning Commission per Chapter 155 of the Code of Public Local Laws and Ordinances of Carroll County for consideration of a concept site plan. **No action is required.** The Planning Commission may consider delegating approval of the final site plan to the Planning Commission Chair.

❖ **Existing Conditions:**

The subject property is a 5.3 acre parcel split between the County and City of Westminster municipal boundary. The Zoning district is Conservation in both the City and the County. The split between the two jurisdictions runs through the entirety of the existing building. The property is located off Monroe Street on the west side of MD RT. 140. An existing public elementary school is operating on the site. The property is accessed by an entrance on Monroe

Street at the adjoining Middle School and with driveway exits to 25th Street and Carroll Street. The property and surrounding properties are served by public water and sewer served by the City of Westminster. Surrounding properties on all sides of the site are zoned with a mix of Commercial, Industrial and Residential. The property is inside of a Priority Funding Area and inside the Designated Growth Area of the City of Westminster. The school was constructed in 1962 and was renovated in 2009 with an addition and play area.

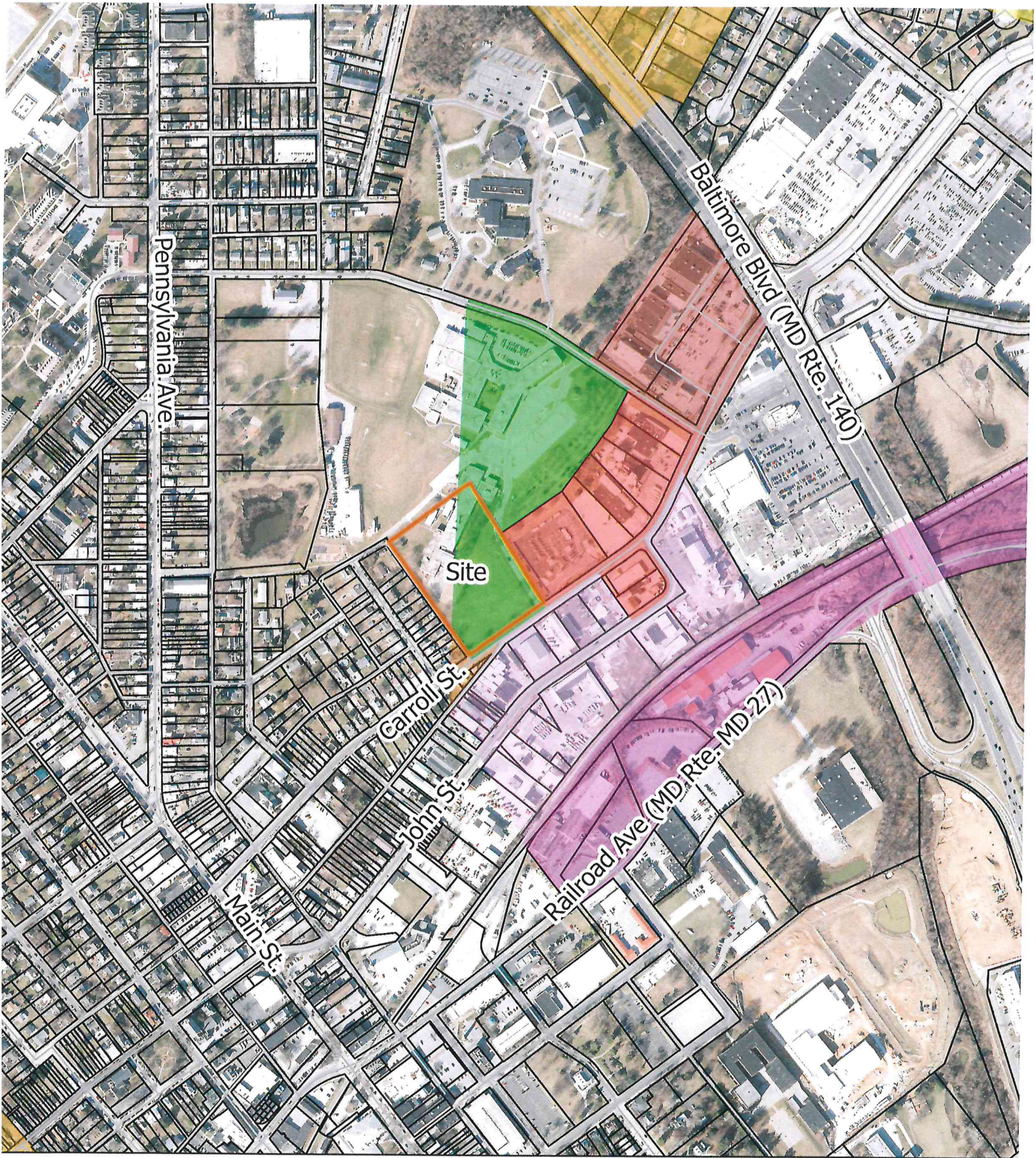
❖ **Site Plan Review:**

The plan proposes a building addition to accommodate new classrooms and improvements to the play areas. The addition is one-story and proposed to be added to the side of the building adjacent to the existing playground. The addition will be 1,955 square feet and will have capacity for 2 additional staff and 43 additional students. This will accommodate Pre-K students who attend as a requirement for the Maryland Blueprint Program. No additional bus trips are planned. Some of the existing play equipment, trees, and asphalt walkways will be removed or relocated for the addition. There is no new proposed site signage or lighting other than some building mounted fixtures. The building will be sprinklered and a new fire hydrant is proposed on site.

Stormwater Management will be addressed by proposed micro bioretention facilities. Concept Stormwater Management approval has been granted. Grading, Site Compliance, Fire Protection, and Soil Conservation have approved the plan. The site is outside the jurisdiction of the Bureau of Utilities but is being reviewed by City of Westminster for Utilities. The City of Westminster Planning and Zoning Commission will also be reviewing the plan since the boundary between the City and County divides the site. Forest Conservation and Water Resource Management do not apply to this project. This plan was found to be consistent with the Carroll County Master Plan by the Department of Planning.

The Concept Site Plan was initially submitted January 27, 2025. The plan was subject to citizen involvement at the March 24, 2025, Technical Review Committee. No citizens were present or submitted comments.

The final site plan will be tested and reviewed for adequacy of public facilities in accordance with Chapter 155 of the Code of Public Laws and Ordinances of Carroll County Maryland.



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- C-3
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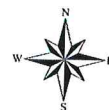
William Winchester Elementary School
Pre-K Addition
S-24-0031



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 are approximate and are shown
 for illustrative reference only.
 Photograph date: 2023



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