

JEFFERSON COUNTY, WEST VIRGINIA

THIRTY-SEVENTH ANNUAL REPORT

JEFFERSON COUNTY PLANNING AND
ZONING COMMISSION
JANUARY 1 TO DECEMBER 31, 2004

I. OPERATION OF THE PLANNING AND ZONING COMMISSION

A. Planning and Zoning Commission Membership (as of December 31, 2004):

1. Arnold Dailey
2. Renny Smith
3. Bill Lewandowski
4. Russell Roper
5. Dan Marken
6. John Sims
7. Tom Kane
8. Rosella Kern
9. Rusty Morgan, County Commission Representative

Municipal Representatives-these positions were eliminated in 2004.

B. Department of Planning, Zoning and Engineering Staff (as of December 31, 2004):

1. Paul J Raco, Executive Director (also serves as zoning administrator)
2. Rebecca F Burns, Administrative Assistant (recording secretary to the Planning and Zoning Commission)
3. Sherry Cole, Secretary
4. Jennilee DePottie, Secretary
5. Holly Ruth, Office and Information Technology Assistant
6. Roger L Goodwin, Chief County Engineer
7. Kim Shrader, County Engineer
8. Sherry Kelly, Planner
9. Mason Carter, Code Enforcement Officer
10. Michael Heaton, Construction Plans Examiner
11. Kimberly Sisk, Permits Technician
12. Thomas Pritt, Building Inspector
13. Mike Monaghan, Building Inspector
14. Jason Garmoe, Building Inspector

C. Schedule of Regular Meetings and Hearings

Regular meetings are held on the 2nd and 4th Tuesday of each month in the Planning Commission meeting room located on the first floor at 108 East Washington Street, Charles Town, West Virginia.

D. Special Meetings and Committees: There were 12 special meetings held in 2004.

E. Total Meetings –

Total regularly scheduled meetings and hearings conducted in 2004: 20

Total special meetings and hearings conducted in 2004: 12

Total meetings and hearings conducted in 2004: 32

F. Records

Minutes and tapes of all meetings are on record in the Planning commission office and information on how to obtain a tape of any meeting can be addressed by the Planning Commission Staff during normal business hours.

G. Subdivision Review Panel

The Staff conducted subdivision review work sessions, as necessary, on the 1st and 3rd of each month beginning at 10:00 a.m. in the Planning Commission meeting room. Projects that were reviewed during these meetings are reflected elsewhere in this report.

II. BUILDING CONSTRUCTION ACTIVITY IN 2004

- A. Improvement Location Permit/Building Permit Activity. Grand totals from the previous year are provided for comparison.

Jefferson County Planning and Zoning Commission
 Thirty-Seventh Annual Report-2004

Page 4

<u>TYPE OF PERMIT</u>	<u>1ST QUARTER</u>	<u>NO</u>	<u>2ND QUARTER</u>	<u>NO</u>	<u>3RD QUARTER</u>	<u>NO</u>	<u>4TH QUARTER</u>	<u>NO</u>	<u>GRAND TOTAL</u>	<u>NO.</u>
ACCESSORY BLDGS	\$191,142.00	32	\$271,474.00	55	\$453,721.00	67	\$313,900.00	46	\$1,230,237.00	200
ADDITION	\$1,888,122.00	90	\$2,416,816.00	183	\$2,896,523.00	133	\$1,294,460.00	78	\$8,495,921.00	484
CHIMNEY	\$0.00	0	\$0.00	0	\$4,000.00	1	\$6,500.00	2	\$10,500.00	3
CHURCHES	\$1,970.00	1	\$2,500.00	1	\$40,000.00	1	\$300,000.00	1	\$344,470.00	4
COMMERCIAL	\$14,366,800.00	13	\$6,089,321.00	18	\$820,000.00	9	\$2,107,850.00	8	\$23,383,971.00	48
COMMERCIAL DEMOLITION	\$10,000.00	2	\$19,000.00	2	\$0.00	4	\$0.00	0	\$29,000.00	8
FARM STRUCTURES	\$242,075.00	9	\$241,800.00	4	\$334,152.00	9	\$94,000.00	5	\$912,027.00	27
FOUNDATION/SLAB ONLY	\$0.00	0	\$2,600.00	2	\$7,500.00	1	\$0.00	0	\$10,100.00	3
GARAGES/CARPORTS	\$115,500.00	10	\$313,631.00	23	\$417,245.00	24	\$699,051.00	25	\$1,545,427.00	82
MOBILE HOMES	\$478,900.00	24	\$126,800.00	8	\$435,394.00	11	\$236,800.00	7	\$1,277,894.00	50
SIGNS	\$13,500.00	3	\$27,332.00	6	\$56,880.00	10	\$4,150.00	4	\$101,862.00	23
SINGLE FAMILY HOMES	\$21,916,952.00	92	\$12,793,049.00	48	\$29,256,217.00	116	\$23,456,484.00	89	\$87,422,702.00	345
SINGLE FAMILY / DUPLEXES	\$2,330,000.00	13	\$0.00	0	\$0.00	0	\$1,000,000.00	4	\$3,330,000.00	17
SINGLE FAMILY / TOWNHOUSES	\$1,280,000.00	8	\$0.00	0	\$0.00	0	\$0.00	0	\$1,280,000.00	8
APT	\$20,000.00	1	\$0.00	0	\$0.00	0	\$0.00	0	\$20,000.00	1
SWIMMING POOLS	\$258,500.00	10	\$394,904.00	32	\$463,100.00	21	\$177,500.00	6	\$1,294,004.00	69
TEMPORARY TRAILER(S)	\$30,000.00	1	\$3,000.00	1	\$35,842.00	2	\$18,000.00	2	\$86,842.00	6
<u>2004 TOTAL</u>	<u>\$43,143,461.00</u>	<u>309</u>	<u>\$22,702,227.00</u>	<u>383</u>	<u>\$35,220,574.00</u>	<u>409</u>	<u>\$29,708,695.00</u>	<u>277</u>	<u>\$130,774,957.00</u>	<u>1378</u>
<u>2003 TOTAL</u>	<u>\$27,766,855.00</u>	<u>244</u>	<u>\$39,377,670.48</u>	<u>467</u>	<u>\$33,187,266.00</u>	<u>434</u>	<u>\$74,089,318.00</u>	<u>548</u>	<u>\$174,421,109.48</u>	<u>1693</u>

B. Enforcement of Floodplain Management Ordinance

Department of Planning, Zoning, Engineering staff issued 2 Improvement Location Permits/Building Permits for construction on a lot within a flood prone area in 2004.

III. LAND DEVELOPMENT ACTIVITY

- A. Subdivision Ordinance Activity- See Chart I for a list of subdivisions processed and/or approved in 2004. 57 Applications were in active status for 2004, 14 of which were carry-overs from previous years, and the remaining submitted in 2004.
- B. Site Plan Activity- See Chart II for a list of site plans processed and/or approved in 2004. 29 Applications were in active status for 2004, 7 of which were carry-overs from previous years, and the remaining submitted in 2004.
- C. Construction Inspections and Bonding-See Chart III for a list of outstanding inspections and bonds in 2004.
- D. Salvage Yard Ordinance Activity-The Jefferson County Salvage Yard Ordinance, adopted in August, 1984, established regulations for salvage yards not previously permitted by the State Department of Highways. The ordinance applies to the collection of three or more "junked" motor vehicles (unable to pass State inspection) or other certain accumulations of ferrous and non-ferrous material. Requirements include setbacks, fencing, and other site design standards intended to minimize adverse impacts of a salvage yard. In 2004 no permits were issued for salvage yards.

IV. ZONING REVIEW

- A. Zoning Map Amendments: There were no zoning map amendments in 2004.
- B. Zoning Ordinance Amendments: There were no zoning ordinance amendments in 2004.
- C. Conditional Use Permits-The following CUPs were submitted in 2004:
- a. Richard Crum-Art Gallery-Approved;
 - b. Jefferson Security Bank-bank facility in Shepherdstown-Approved;
 - c. Long John Silvers-demolish existing restaurant and replacement-Approved;
 - d. Faraway Farms-152 single family cluster lots-Pending/in Appeal;
 - e. Edgewood at Cress Creek-20 single family lots-Approved.

V. COMPREHENSIVE PLAN

The new Comprehensive Plan became effective on March 18, 2004. There were no amendments subsequent to this date in 2004.

CHART I: SUBDIVISION ACTIVITY IN 2004

FILE NO.	SUBDIVISION	STATUS	APPROVAL DATE	NO. OF LOTS
02-12	Burch Manor	Approved	07/13/04	5
02-36	Beallair	Approved	09/14/04	40
02-37	Beacon Hill Estates	Approved	03/23/04	20
02-44	Eastland Section V	Approved	04/13/06	8
03-03	Mission Ridge	Approved	07/27/04	35
03-09	Woodbury Farms CHANGED TO Merry Field Farm Est.	Approved	07/27/04	7
		replaces CIS 03-05 denied by PC PP - submitted again on 11/5/03 -		
03-11	Chapel View S/D	APPROVED	07/27/04	64
03-15	Deerfield Village S/D	Approved	04/13/04	1-48
03-19	Willow Spring Commercial S/D Lots 1,2,3 and Residue	Approved	04/13/04	4
03-26	Keron Psillas MSD lots 1,2 Residue	Approved	03/09/04	2
		APPROVED w/ conditions (Replaces File #03-20 which closed 6/24/03)		
03-30	McMurrin Farm S/D		02/24/04	10
03-42	Howard and Charlotte Demory MSD Lots 1,2 and Residue	Approved	01/13/04	3
03-43	Ray and Elfrieda Trussell MSD lots 2,3,4 R	Approved	02/10/04	3
03-44	Seidera Est. MSD	Approved	1/13/04	2
04-01	Skyline Farm - Demory Farms	closed with s/d 04-17		
04-02	John W. and Christine Shetter MSD Lots 1,2 R	approved	03/09/04	2
04-03	James and Clara J Pearson MSD	approved	05/25/04	2
04-04	Cambridge Manufactured Home	approved	03/09/04	20

Jefferson County Planning and Zoning Commission
 Thirty-Seventh Annual Report-2004

Page 7

FILE NO.	SUBDIVISION	STATUS	APPROVAL DATE	NO. OF LOTS
	Dev. Sec 1 Phase 3, Sec 4 Phase 1 Lots 74,75, 87-90, 111-114, 134-143, PP03-03, 96-332PP, 96-32PP, 01-04PP			
04-05	Locust Hill S/D lots 61-94 Duplexes	null and void refer to 04-19		34 duplex lots
04-06	Jefferson Crossing II Commercial S/D lots 1,2,3,4,5,6,7,8	Pending		8
04-07	Sunnyside Commercial S/D Lots 1,2-Residue	approved	04/13/04	2
04-08	Cave Quarter Estates - Replaces #01-22	approved	12/14/04	5
04-09	John J Walker et al MSD	approved	05/25/04	2
04-10	Jeffrey and Robin Smith MSD Lots 1,2,3 R	approved	05/25/04	3
04-11	The Village at Samuel Station	pending		6 sf lots, 20 villa lots 1-office bldg
04-12	Benview S/D	Pending		42
04-13	Maddex Farm Lots 53-74, 113-119, 161-183, 185-186, lot A residue - P/O Pp # 02-04	approved	06/08/04	54
04-14	The Springs at Shepherdstown	approved (bonding)	12/14/04	36
04-15	Quail Ridge, Section II, Phase II, Lot 82-128	Pending		48
04-16	The Preserve at Barleywood,	Pending		56
04-17	Demory Farm Subdivision - (Previous Demory Farm File #04-01 closed)	Pending		73
04-18	Premier Bank & Commercial Property at Maddex Square	pending		1
04-19	Locust Hill Townhouses, Phase III, Lots 56-95 (Replaces duplex file #04-05 which is null & void with this submission)	approved	12/14/04	40
04-20	Rock Ferry Station (Formerly known as Shenandoah Heights Subdivision)	Pending		42
04-21	Tollhouse Woods A Residential S/D	PENDING		69
04-22	Billy Owens MSD	approved	08/24/04	2
04-23	Franzen MSD	PENDING		1
04-24	Scott A Evans MSD	approved	09/14/04	2
04-25	Hessenauer Two Lot S/D	approved	09/14/04	2

FILE NO.	SUBDIVISION	STATUS	APPROVAL DATE	NO. OF LOTS
04-26	The Crofts at Shepherdstown	Pending		16
04-27	Eastland S/D Lots 110-122 Section V-B and 123-Residue	Pending		14
04-28	Michael F Simons MSD	Approved	09/28/04	3
04-29	Mark W. Simons MSD	approved	10/12/04	3
04-30	June B Mason MSD - Lots 1,2 and Residue	Approved	10/12/04	2
04-31	June B Mason MSD - Lots 1,2 and Residue	Approved	10/12/04	2
04-32	Briar Run Estates, Ph 3 MSD One lot S/D	approved	10/12/04	1
04-33	Colonial Hills Phase II	Pending		60
04-34	Old Route 340 Business Center (Comm.)	pending		3
04-35	Blue Ridge Cabins	Pending		12
04-36	Shepherdstown VFD	approved	11/09/04	2
04-37	BB&T	approved	12/14/04	2
04-38	Burr Business Park	pending		44
04-39	Sunnyside Industrial Park	Pending		13
04-40	Potomac Crossing	pending		
04-41	Thomas M. Weller MSD	Pending		2
04-42	The Point	Pending		58
04-43	Michael W. Strider MSD	Pending		2

CHART II: SITE PLAN ACTIVITY FOR 2004:

File No.	Project Name	Use	District	Status/Approval Date

Jefferson County Planning and Zoning Commission
 Thirty-Seventh Annual Report-2004

Page 9

File No.	Project Name	Use	District	Status/Approval Date
S03-02	Charles Town Races and Slots Phase II	addition to parking deck and building 40.758	Charles Town	Approved 2/10/04
S03-05	River Riders	parking lot addition - porch covered out door storage	Harpers Ferry	Approved 2/10/04
S03-06	Country Roads Market	2400 sq ft addition to existing store	Middleway	Approved 3/23/04
S03-11	Charles Town Self Storage Phase I Bldg 3	30' x 200' mini storage building	Charles Town	Approved 5/24/04
S03-13	Hardings Service Center	2 bay garage	Middleway	Approved 1/13/04
S03-16	Childs Road Church of God Addition	750 sq ft addition	Middleway	Approved 2/10/04
S03-19	Willow Springs Car Wash	Car wash	Charles Town	Approved 4/13/04
S04-01	Deer Field Village - Maintenance Bldg and Water Treatment Plat	Wastewater collection conveyances and treatment facility. Maintenance Building	Shepherdstown	Approved 4/13/04
S04-02	Perkins Enterprises	Warehouse office building	Middleway	Approved 5/24/04
S04-03	Millville Quarry Mobile Lab Trailer	Mobile lab trailer	Harpers Ferry	Approved 5/26/04
S04-04	Millville Quarry Mobile - Heavy Equipment Maint Area	Mobile office trailer for employees	Harpers Ferry	Approved 5/26/04
S04-05	Chafford Industries. Lot 37 Burr Ind Park	Industrial / Business Accessory Storage	Charles Town	
S04-06	Eackles - Spencer Funeral Home	Funeral Home	Harpers Ferry	Approved 6/8/04
S04-07	Priest Field Pastoral Church Addition - Diocese of Wheeling - Charleston, WV	Addition	Middleway	Approved 8/10/04
S04-08	Blue Ridge Mountain Country Club	Pool bathhouse	Harpers Ferry	pending
S04-09	Chafford Industries. Lot 43A Burr Ind Park	32,400 sq. ft. industrial/business/ accessory storage	Charles Town	Approved 8/9/04
S04-10	Charles Town Races	New entrance for employee parking lot	Charles Town	Pending
S04-11	Charles Town Races	Furlong chute additions	Charles Town	Approved 9/14/04
S04-12	SPARC Summit Point Raceway	Vehicle Maintenance Facility	Kabletown	pending

File No.	Project Name	Use	District	Status/Approval Date
S04-13	Burr Industrial Park	Proposed office for commercial and industrial	Charles Town	pending
S04-14	Bradstone - Shenandoah Casting Plant	Renovation and demolition of existing building and put a mobile home	Harpers Ferry	Approved 12/22/04
S04-15	Burr Industrial Park Lot 44	DMV Regional Office Project	Charles Town	Pending
S04-16	Walls Nursery	New Construction of business - one story, building	Middleway	Approved 12/14/04
S04-17	Charles Town Races - Entrance Road	Addition of a new entrance road to service the facility.	Charles Town	Pending
S04-18	A&W / Long John Silvers	6 additional parking spaces	Charles Town	Pending
S04-19	Miller Station Lot 5 Tire Center	Develop a tire Center	Charles Town	
S04-20	Fellowship Bible Church	Building a church	Charles Town	Pending
S04-21	Sam Michael's Park Recreation Center	Recreation Center	Shepherdstown	pending
S04-22	Jefferson Security Bank	Bank	Shepherdstown	pending

**CHART III: OUTSTANDING CONSTRUCTION BONDS AS OF
 DECEMBER 31, 2004**

File No.	Project Name	CASH (Y/N)	Current Amount
94-08	Locust Hills S/D	LOC	\$190,352.00
95-15	Meadow Brook Farm Lots 1-45	LOC	\$39,790.00
S97-02	PNGI Charles Town Gaming LLC clubhouse & barns	CASH	\$34,340.00
85-11	Patrick Henry Estates, Section B	Y	\$1,500.00
S91-06	Encore Catering	Y	\$288.00
S92-06	Images Night Club	CASH	\$12,910.00
93-33	Bon Aire Village	N	\$1,300.00
S99-03	Shannondale, Inc. Mini Storage	LOC	\$11,640.00
S98-10	Shepherdstown Men's Club	LOC	\$5,650.00

S99-11	PNGI Charles Town Gaming LLC Tent Facility	CASH	\$5,075.00
00-19	Sunset Ridge S/D Lots 1-8 residue	LOC	\$3,561.00
98-20	Gap View Village S/D Lots 1- 25 & 26R	LOC	\$65,649.00
S99-14	Covenant Baptist Church	LOC	\$44,226.00
S00-01	Summit Point Raceway	CASH	\$1,337.00
S00-04	Summit Point Raceway Shower/Bath Facility	CASH	\$1,100.00
S00-15	Pizza Hut Restaurant	CASH	\$18,672.00
S00-19	Potomac Farms	CASH	\$345.00
00-32	Clear Field S/D	LOC	\$11,492.00
01-14	Bridgeforth RC Cola	LOC	\$471,173.00
S01-07	Blue Ridge Storage	LOC	\$9,470.00
00-09	Gap View Village Subdivision, Lots 26-93 & 94-R	LOC	\$250,387.00
S01-11	Charles Town Races Parking Garage and Entertainment Center	LOC	\$312,921.00
00-07	Cambridge S/D Lots 51 & 52 (P/O PP 96-32)	CASH	\$1,000.00
01-02	H&W Office Bldg	CASH	\$26,146.00
S00-05	Country Day School	CASH	\$14,475.00
S01-06	Norm Thompson Fulfillment Center	CASH	\$1,464.00
S01-10	Summit Point Raceway Storage Building	CASH	\$477.00
01-19	Gap View Village S/D Phase III Lots 94-178	LOC	\$219,000.00
01-24	Amber Knolls S/D Lots 1-12	LOC	\$207,736.00
02-09	Rose Hill S/D Lots 1-8 & Residue	LOC	\$50,664.00
S01-04	Ruby Tuesday	LOC	\$5,750.00
00-40	Hay-Wood Acres S/D Lots 1-8 & 9-Residue	LOC	\$58,629.00
02-02	Spruce Hill S/D Sec 1, Lots 1- 37	LOC	\$127,725.00
S02-01	Summit Point Raceway	LOC	\$197,314.00
S01-04	Ruby Tuesday	CASH	\$1,246.00

01-37	Quail Ridge S/D Lots 44-48 and 51-81	LOC	\$95,000.00
00-33	Sheridan S/D Lots 1, 26, 38-78, 94, 109, 132, 159 & Residue Lots A-F	LOC	\$2,747,743.00
01-31	Miller Station Commerical S/D Lots 1-8	LOC	\$119,600.00
02-04	Maddex Farm Phase 1, Lots 75-112 184 &A-Residue	LOC	\$182,078.00
02-06	Smith Mountain Estates	LOC	\$120,795.00
03-13	Locust Hill Lots 366-390 & 392-447	LOC	\$148,668.00
S02-18	AT&T Wireless	LOC	\$18,639.00
S03-04	Shenandoah Professional Center	LOC	\$13,742.00
02-18	Cedar Meadow Airpark Lots 1-16	LOC	\$211,233.00
02-28	Spruce Hill Lots 38-98	LOC	\$235,071.00
S02-03	Charles Town Self Storage	LOC	\$17,820.00
S02-17	Blue Ridge Storage	LOC	\$35,182.00
02-08	Northstar Foundations	CASH	\$51,802.00
S02-10	Victory Freewill Baptist Church	CASH	\$55,366.00
02-44	Eastland S/D Sec V-A Lots 103-109 & Residue	LOC	\$34,320.00
03-09	Merryfield Estates	LOC	\$38,776.00
03-11	Chapel View S/D Section 2, lots 42-105	LOC	\$225,638.05
03-21	Summit View Estates S/D 1-26	LOC	\$442,225.00
04-04	Cambridge Lots 87-90, 111-114, 134-143, 74-75	LOC	\$36,496.00
04-13	Maddex Farm S/D Lots 53-74, 113-119, 161-183, 185-186 & A-residue	LOC	\$84,866.00
04-13	Widening Maddex Farm Drive to Butcher Court	LOC	\$4,583.00
S02-16	Uniwest Jefferson Inc Martins Refueling Station	LOC	\$151,072.00
S03-06	Country Roads General Store	LOC	\$3,735.00
00-03	Colonial Hills S/D Phase 1, Lots D1-D20 S1-S15	LOC	\$193,000.00

Jefferson County Planning and Zoning Commission
 Thirty-Seventh Annual Report-2004

Page 13

02-36	Beallair S/D Phase I, Lots 1-49 & Residues A-E	LOC	\$1,075,000.00
02-37	Beacon Hill S/D Lots 1-20	LOC	\$86,877.00
S03-17	Charles Town Races 300,000 sq. ft bldg & Parking Lot Expansion	LOC	\$217,061.33
04-19	Locust Hill s/d, Phase III, Townhouse Lots 56-95	LOC	\$145,348.00
00-33	Washington Homes of WV/ Sheridan Sales Office	CASH	\$4,538.00
02-12	Burch Manor	CASH	\$27,681.00
03-19	Willow Springs Commerical S/D & Car Wash	CASH	\$107,492.00
S04-02	Gene Perkins Anderson & Perkins	CASH	\$948.75
S04-07	Priest Field Pastoral Church	CASH	\$42,066.00
03-15	Deerfield Village SD	LOC	\$1,292,513.00
S03-11	Charles Town Self Storage	CASH	\$38,088.00
03-03	Mission Ridge, Lots 1-33 & Parcels 1 & 2 Residue	LOC	\$202,700.00
S04-06	Eackles & Spencer Funeral Home	LOC	\$45,448.46
S03-07	The Tetra Group One, LLC/Burr Industrial Park Lot 18B	LOC	\$544,993.00
S04-05	Lot 37 Burr Industrial Park	CASH	\$72,734.85
			\$10,500,743.44

LOTS PROPOSED AND APPROVED 1972-PRESENT

Calendar Year Initiated	Lots Proposed at CIS	Cumulative Proposed	Approved Lots	Cumulative Approved
1972	806	806	594	594
1973	1135	1941	415	1009
1974	523	2464	313	1322
1975	491	2955	277	1599
1976	815	3770	191	1790
1977	193	3963	127	1917
1978	367	4330	267	2184
1979	459	4789	87	2271
1980	102	4891	46	2317
1981	53	4944	22	2339
1982	94 (+88 apts)	5038	93	2432
1983	232	5270	216	2648
1984	115	5385	102	2750
1985	295	5680	216	2966
1986	134	5814	133	3099
1987	1275	7089	430	3529
1988	1705	8794	723	4252
1989	5457	14251	648	4900
1990	2353	16604	404	5304
1991	88 (+132 apts)	16694	90	5394
1992**	548	17240	97	5491
1993	332	17572	98 (40 apts)	5589
1994	241	17813	128	5717
1995	521	18334	138	5855
1996	682 (+64 apts)	19016	129	5984
1997	90 (+50 apts)	19106	278 (64 apts)	6262
1998	113	19219	288 (50 apts)	6550
1999	333	19552	145	6695
2000	399	19952	307	7002
2001***	443 (a)	20395	305	7307
2002	1434	21829	503	7810
2003	428	22257	469	8279
2004	706	22963	563	8842

**Reporting adjusted to calendar year basis during this period

*** Residue parcels no longer included in lot count. Minor Subdivisions do not process CISs, therefore those lots are not counted in the number proposed at CIS.

(a) Since it was annexed into the City of Charles Town, the approval of the CIS for Huntfield was not included in this tabulation.

Apts and Condos not included in cumulative lot counts.