

THIRTY FIRST ANNUAL REPORT  
JEFFERSON COUNTY PLANNING AND ZONING COMMISSION  
JANUARY 1, 1998 THROUGH DECEMBER 31, 1998

Thirty First Annual Report  
Jefferson County Planning and Zoning Commission  
January 1, 1998 through December 31, 1998

I. OPERATION OF THE PLANNING AND ZONING COMMISSION

A. Planning and Zoning Commission Membership

1. Scott Coyle, President (Elected 4/97)
2. Ernie Benner, Vice President
3. Cam Tabb, Secretary/Treasurer
4. Ginger Burcker\*\*
5. Arnold W. Dailey, Jr.
6. Samuel J. Donley, Jr.
7. Dean Hockensmith\*
8. A. G. Hooper, Jr.
9. Rosella Kern
10. Pete Smith\*\*
11. Stacy Wright\*\*

\* (designated member from the County Commission)

\*\*Dick Flaherty resigned in March after twenty-four years of loyal service to the County on the Planning Commission. He was replaced by Ginger Burcker. Pete Smith was appointed to serve in place of Paul Griger. Peter Morgens resigned in June to serve on the School Board and Stacy Wright was appointed in his stead.

B. Planning and Zoning Commission Staff

Paul J. Raco, Director of Planning and Zoning\*  
Paula Coomler Markstrom, Permit Officer/Assistant  
Rebecca F. Burns, Executive Secretary  
Shirley F. Utz, Secretary  
John C. Laughland, County Engineer (employee of the County Commission)

\*Paul Raco is also the designated Zoning Administrator

Schedule of Regular Meetings

Regular meetings are held on the second and fourth Tuesday of each month at 7:30 p.m., in the Planning Commission meeting room located on the first floor at 108 East Washington Street, Charles Town, West Virginia 25414.

The Planning and Zoning Commission held twenty-one (21) Regular Meetings. The Planning Commission held a public hearing on February 10, 1998 on the proposed Zoning Ordinance amendment which would place a moratorium on wireless telecommunications towers. The amendment was accepted by the Planning Commission on February 10, 1998 and recommended for adoption by the County Commission.

The Planning Commission also held a public hearing on April 7, 1998 regarding proposed amendments to the Improvement Location Permit, Subdivision and Zoning Ordinance for wireless telecommunications towers. The amendments were accepted by the Planning Commission on May 26, 1998 and recommended for adoption by the County Commission. The

County Commission asked the Planning Commission to make some adjustments to the amendments which they did at the June 23, 1998 meeting. With the adoption of these amendments it nullified the wireless telecommunications tower moratorium.

On August 11, 1998 the Planning Commission held another public hearing on a proposed amendment to the Zoning Ordinance which would preclude the erection of wireless telecommunications towers above the ridge line on the Blue Ridge. This amendment was accepted by the Planning Commission at the same meeting and recommended for adoption by the County Commission.

The last public hearing held by the Planning Commission for the year was for amendments to the Flood Plain Management Ordinance which were requested by the Federal Emergency Management Agency (FEMA) to bring the Ordinance into compliance with federal standards. This hearing was held on December 8, 1998 and the amendment accepted and recommended for adoption by the County Commission.

The Planning Commission held a number of work sessions open to the public on the following dates: February 24, 1998; March 3, 1998; March 10, 1998; April 28, 1998; July 14, 1998; and, December 2, 1998. The work sessions were regarding proposed amendments to the Zoning & Development Review, Subdivision and Improvement Location Permit Ordinances and pertained to wireless telecommunications towers; preclude the erection of wireless telecommunications towers above the ridge line on the Blue Ridge; and, amendments which would add definitions where needed and give clarification to various articles throughout the Zoning Ordinance.

Three (3) Neighborhood Compatibility Hearings were held on three (3) different projects (see Page Six for list). A public hearing was held before the Planning Commission as a result of the Neighborhood Compatibility Hearing held for the Shannondale, Inc. Self Storage project on the unresolved issues. All items were resolved between the public and the developer at the other two Neighborhood Compatibility Hearings.

Minutes and tapes of all meetings and work sessions 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, Monday through Friday, 9:00 a.m. to 5:00 p.m.

The Staff and Subdivision Review Panel conducted subdivision review work sessions, as necessary, on the first and third Friday of the month at 10:00 a.m. in the Planning Commission meeting room. During the 1998 calendar year covered by this report sixteen (16) subdivision review work sessions were held for the purpose of reviewing eight (8) Community Impact Statements; eight (8) Preliminary subdivision plats; twelve (12) Site Plan reviews; and, three (3) Preliminary Plat/Site Plans.

II. BUILDING CONSTRUCTION ACTIVITY

A. Improvement Location Permit Activity

The total number of Improvement Location Permits issued during the calendar year 1998, as shown on the table below, decreased by 17 over the 1997 calendar year. A total of 1074 permits were issued in 1998 versus 1091 in 1997. The total value of construction decreased from \$68 million in 1997 to \$53 million in 1998.

IMPROVEMENT LOCATION PERMIT ACTIVITY  
 CALENDAR YEAR 1998 and CALENDAR YEAR 1998

	<u>No.</u>	<u>1997</u> <u>Value</u>	<u>No.</u>	<u>1998</u> <u>Value</u>
Apartment Buildings	8		0	
Units	58	3,142,000	0	
Single Family Homes				
Detached	309	\$35,397,229	372	\$43,435,486
Attached	4	328,500	2	385,000
Mobile Homes	58	948,652	58	892,500
Garages/Carports	75	673,195	93	991,463
Additions	182	1,654,757	250	1,912,889
Accessory Buildings	222	595,062	192	571,789
Farm Structures	27	738,800	19	170,495
Commercial/Industrial	74	23,224,301	56	3,218,855
Swimming Pools	28	526,490	20	353,500
Churches			4	1,010,000
Other	<u>54</u>	<u>\$ 423,302</u>	<u>8</u>	<u>\$ 165,000</u>
	1091	\$67,652,288	1074	\$53,106,977
Total dwelling units	429		432	
Average Construction Cost/ single family home (Excluding mobile homes and apartments)		\$114,140		\$117,167

The total number of new dwelling units created (apartment units, single family homes and mobile homes) increased from 429 units to 432 units. The average value of residential construction increased from \$114,140 per dwelling unit in 1997, to \$117,167 in 1998, or an increase of \$3,027.00 per unit.

The number of permits issued for commercial/industrial buildings decreased from 74 in 1997 to 56 in 1998. The value of the construction in this category decreased from \$23,224,301 in 1997 to \$3,218,855 in 1998. Overall, the number of permits decreased by 17 over the previous calendar year and the total construction value decreased by \$14,545,311. The decrease in construction value can be primarily attributed to the decrease in the number and value of the commercial/industrial permits issued in 1998 compared to 1997. This is reflected in the 1997 Annual Report which estimated the value of construction for the Eastern Management Development Center at over \$9,000,000; Wal-Mart was over \$5,000,000; Royal Vendors was over \$2,500,000; renovations to Charles Town Races was over \$1,500,000; Schonstedt Instrument was over \$750,000; and, Rite Aid at Maddex Square Shopping Center was over \$650,000.

B. Enforcement of Floodplain Management Ordinance

The Planning Commission staff issued ten (10) Improvement Location Permits for construction on lots within flood prone areas. Six permits were issued for construction within the flood plain since the value of the addition was less than 50% of the value of the existing structure. Permits were issued for a deck, shed and a garage with an engineer's certification that it would withstand the 100 year storm. One permit was issued for the construction of a home based on an elevation certificate which indicated the first floor was above the elevation of the 100 year flood plain. Based on the efficient enforcement of the Ordinance floods destroyed a very limited number of homes. Three permits were denied for construction within flood prone areas but were subsequently issued upon receipt of an engineer's certification for two of the structures and based on the 50% value rule for the other.

As in past years the Staff has received numerous inquiries pertaining to the location of flood prone areas, and has prepared a number of parcel maps indicating the regulated flood plain.

The Jefferson County Flood Plain Management Ordinance was amended on December 10, 1998 to reflect changes suggested by the Federal Emergency Management Agency for clarification to the Ordinance. The definitions of substantial damage and substantially improved were added. The section on elevation and flood proofing was revised to reflect the new definitions.

### III. LAND DEVELOPMENT ACTIVITY

#### A. Subdivision Ordinance Activity

During the calendar year covered by this report 338 new lots, sites or units were approved by the Planning Commission under the Subdivision Ordinance. In addition, the number of lots created through the subdivision exemptions in this period is 14. The number of lots, sites or units pending completion of subdivision processing at the end of the 1998 calendar year is 237 single family/duplex/commercial. However, the number of pending lots has never been an accurate count of what actually is approved.

A listing of the specific subdivision proposals which have been approved, those currently pending further processing and approval, and Community Impact Statements (concept plans) submitted and accepted as of December 31, 1998, can be found in Appendix 1.

In addition to the subdivision activity described above, the Planning Commission received one (1) variance request to permit two or more principal buildings on a single lot. The request was granted.

In the 1998 calendar year covered by this report, whereas 338 lots were created, 374 permits were issued. Therefore, the surplus of lots went down by approximately 36.

#### B. Construction Inspections and Bonding

Once a project is approved by the Planning Commission, the Planning Commission Staff, and primarily, the County Engineer, inspect the subdivision improvements to insure that they conform with the approved plans.

In addition to the inspections, the Planning Commission Staff administers construction bonds provided by developers to insure completion of improvements. As of January 1, 1999, the total value of the bonds held by the County was \$3,659,202.25. The subdivisions currently bonded and the amount and form of security are listed in Appendix II.

#### C. 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.

Between January 1, 1998 and December 31, 1998, the Planning Commission Staff investigated over fifty complaints at various locations around the County. Some of the complaints were determined not to constitute a salvage yard by the definition of "junked" motor vehicles. Efforts have been made by a number of property owners who were investigated, to clean up their property and alleviate the cause for the complaints. Ten (10) locations were brought before the Planning Commission for declaration of violation. Six (6) of these properties were declared to be in violation of the Salvage Yard Ordinance. One (1) has been taken to Magistrate Court and five (5) to Circuit Court. All are still pending in the respective Court. One gentleman was found guilty in Circuit Court and was jailed for contempt. The property has yet to be cleaned up and is once again pending in Circuit Court.

#### IV. STATUS OF PLANNING

Four (4) projects were submitted to process through the zoning procedure and the Land Evaluation/Site Assessment (LESA) system.

The Epicenter, Inc.	Art Gallery/ Workshop	0.80 Acres	Shepherdstown
Shannondale, Inc. Self Storage	6 Mini Storage Units	17.00 Acres	Kabletown
Meadow Brook Farm Subdivision Lots 46-49	4 single family lots	3.74 Acres	Harpers Ferry
Meadow Brook Farm Subdivision Phase III	61 single family lots	82.60 Acres	Harpers Ferry

(This project failed the LESA point assessment. There was no appeal of the Zoning Administrator's assessment of the points.)

#### B. Site Plan Reviews

With the institution of zoning, a site plan review process was instituted for any projects other than single family residential. The following projects were submitted for site plan review:

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<u>Project</u>	<u>Type Development</u>	<u>District</u>	<u>Status</u>	<u>Acres</u>
Millville Quarry, Inc. (The site plan was approved in 1997 by the Planning Commission but as of December 31, 1998 it had not been bonded, therefore, the permit(s) are still pending).	Office/Fuel Tanks Lab Warehouse	Harpers Ferry	Approved	198.99 20.18
Millville Quarry, Inc. (The site plan was approved in 1997 by the Planning Commission but as of December 31, 1998 it had not been bonded, therefore, the permit(s) are still pending).	Ready Mix Concrete Plant	Harpers Ferry	Approved	119.56
Teletech Teleservices (The Staff was notified in August of 1998 that the project would not be located in Jefferson County).	Call Center	Charles Town	Withdrawn	7.71
Halltown Paperboard Co. (The site plan was approved in September 1997 by the Planning Commission but as of December 31, 1998 it had not been bonded, therefore, the permit(s) are still pending).	Manufacturing	Harpers Ferry	Approved	33.50
Jefferson Asphalt (The site plan was approved in 1998 by the Planning Commission but as of December 31, 1998 it had not been bonded, therefore, the permit(s) are still pending).	Asphalt Plant	Charles Town	Approved	34.27
Schwan's Sales Inc.	Warehouse	Charles Town	Approved	4.68
Auto Zone	Commercial Retail	Charles Town	Approved	1.417
Covenant Baptist Church	Church Modular Classrooms	Shepherdstown	Approved	15.00
KOA Kampground	Recreational 12 Rental Cabins	Harpers Ferry	Approved	42.85
Kubic Engineering & Construction	Office/Warehouse	Charles Town	Approved	1.741
Marrone's Interior Finishes	Warehouse Addition	Charles Town	Approved	2.994
BSR Range Complex	Shooting & Range House	Kabletown	Approved	211.937

<u>Project</u>	<u>Type Development</u>	<u>District</u>	<u>Status</u>	<u>Acres</u>
DALB, Inc.	Manufacturing Addition	Charles Town	Approved	1.056
Jefferson Welding	Shop/Office	Harpers Ferry	Approved	2.19
Southland Corporation	Convenience Store Canopy & New Fuel Dispensers	Charles Town	Approved	0.55
Peace Plantation Animal Sanctuary	Training Pavilion Maintenance Building and Shed	Kabletown	Approved	29.21
Morgan Grove Park	Kitchen/Restroom/Utility Building	Shepherdstown	Approved	25.90
Bavarian Inn Restaurant	Addition to Restaurant	Shepherdstown	Pending	5.65

C. Intergovernmental Cooperation

The Planning Commission has established an open working relationship with other governmental agencies to ensure cooperation and coordination of programs and planning activities affecting Jefferson County. Examples of agencies the Planning Commission communicates with on a regular basis include: the Jefferson County Commission, Board of Education, Health Department, Development Authority, Solid Waste Authority, Emergency Services, Public Service District and the offices of the Assessor, County Clerk and Prosecuting Attorney; the State Departments of Health, Highways, and Natural Resources; and the U. S. Departments of Agriculture and Interior.

D. Miscellaneous Meetings and Activities

In addition to the regular and special meetings of the Planning Commission, the Zoning Board of Appeals, Staff Review meetings, and individual project Neighborhood Compatibility Meetings, the Planning Commission Staff has attended numerous meetings, conferences and work sessions on such topics as groundwater protection, environment, crime, zoning, subdivision ordinance, stormwater management, water resources, education, natural resources and regional concerns.

Neighborhood Compatibility Meetings were held as follows:

<u>Date</u>	<u>Project</u>
January 28, 1998	Atrium Banquet Hall & Catering Center
July 8, 1998	The Epicenter, Inc.
August 26, 1998	Shannondale, Inc. Self Storage
August 26, 1998	Meadow Brook Farm Subdivision, Lots 46-49

The Planning Commission held a public hearing on a moratorium for communications towers. The County Commission adopted the amendment to the Zoning Ordinance for the moratorium. However, in doing so they directed the Planning Commission to conduct work sessions, informational meetings and subsequently public hearing(s) on proposed amendments to all County Ordinances that would address wireless telecommunications towers. The Planning Commission acted accordingly and held numerous work sessions on proposed amendments to the Ordinances regarding wireless telecommunications towers and subsequently held public hearings on the same. As a result of the work sessions and public hearings amendments were adopted regulating wireless telecommunications towers in the Improvement Location Permit, Subdivision and Zoning Ordinances.

A Planning Commission subcommittee consisting of five members and the Staff held a work session late in the year to begin discussing proposed amendments to the Zoning Ordinance which would add definitions where needed and give clarification to various articles throughout the Ordinance. Additional work sessions will be scheduled in the upcoming year.

As in previous years the Planning Commission defended several lawsuits, concerning zoning and subdivision decisions. All of these files can be found in the Planning Commission offices.

E. Miscellaneous Information Requests

As with previous years, a large portion of Staff time is devoted to responding to inquiries received in person and by telephone. A large portion of these inquiries are directly related to building and subdivision activity. However, the Planning Commission also receives numerous requests for census information, demographic and building permit data, aerial photographs, floodplain information, and general information related to appraisals and marketing studies. In addition, since the zoning effort has been under way and is now effective, numerous inquiries are directed along this line. The Staff keeps a daily log of in-coming and out-going telephone calls and visits in person.

APPENDIX I  
 Subdivisions Approved Between January 1, 1998  
 and December 31, 1998  
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APPENDIX I  
Subdivisions Approved Between January 1, 1998 and December 31, 1998

<u>Subdivision</u>	<u>District</u>	<u>Acres</u>	<u>No. of Lots</u>
Cambridge S/D	Charles Town	11.9887	51
Crest View Acres S/D	Middleway	* 183.0000	16
Fernbank at Cress Creek, Phase III	Shepherdstown	165.54	36
Crosswinds S/D, Sect. II, Lots 1-14	Charles Town	14.269	14
Dearl Grove Jr. S/D	Harpers Ferry	25.0058	3
Cranes Meadow II Apartments	Charles Town	6.00	Apt. 50
Engle Crossing S/D	Harpers Ferry	101.969	10
Crosswinds S/D, Sect. I, Lots 21-39	Charles Town	10.69	19
Shannondale Recreational Area S/D	Kabletown	5.28	3
Cameron Run Farm S/D	Middleway	63.00	6
Charles W. Barton Estate MSD	Kabletown	* 323.031	2
Fairview Place S/D Lots 11-18	Charles Town	24.132	8
Briar Run S/D, Phase II, Lots 38-77	Charles Town	* 120.254	40
Tracy & Lowell Crim One Lot S/D	Kabletown	6.00	1
Ronnie Hope MSD Lots 1 & 2	Kabletown	* 89.820	2
Robert E. & Martha K. Putz MSD	Shepherdstown	7.694	2
Glendwell Lloyd MSD	Charles Town	164.2636	2
Crosswinds S/D, Sect. I, Lots 39-66	Charles Town	7.421	28
William P. Henderson MSD	Shepherdstown	* 164.00	3
Jefferson Security Bank MSD	Shepherdstown	26.9930	3
Ian & Susan Brownsmith MSD	Harpers Ferry	4.94	2
Fernbank at Cress Creek, Lots 14-25	Shepherdstown	17.231	12
Ray Edward & Nora Lee Walls MSD	Middleway	6.7344	2
Jefferson Cottage	Charles Town	0.771	1
Paul B. Clendening MSD	Kabletown	11.9623	2
Ronald L. Smoot et al MSD	Harpers Ferry	16.771	2
Christine W. Knott MSD	Shepherdstown	* 112.08	3
Estate of Elva F. Jackson MSD	Harpers Ferry	4.619	2
Janeen D. & Gary Watson S/D	Charles Town	* 81.67	2
Dennis & Anne Small MSD	Shepherdstown	* 141.99	2
Ray E. Walls et al MSD	Shepherdstown	15.4813	3
Judy A. York MSD	Middleway	2.9972	2
Nancy Lou Grams MSD	Kabletown	12.34	2
David G. Trail MSD	Harpers Ferry	* 85.33	2
		2035.2683	338

NOTE: \* The acreage shown on the denoted subdivisions above are distorted because they include a large residue of property, which at a later day may be further subdivided. The total residue acreage on these denoted subdivisions is 1511.59 acres. Therefore, the total acreage actually subdivided into lots is 536.6783 acres.

APPENDIX I  
 Subdivisions Pending Between January 1, 1998  
 and December 31, 1998  
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Subdivisions Pending At The End of 1998

<u>Subdivision</u>	<u>District</u>	<u>Acres</u>	<u>No. of Lots</u>
Locust Hill Villa, Lots 9-60	Charles Town	10.50	52 d.u.
Maddex Farm, Phase 6, Lots 1-23	Shepherdstown	83.381	23 s.f.
Breckenridge North	Charles Town & Harpers Ferry	464.00	50 s.f.
Millers Station S/D	Charles Town	9.00	8 Comm.
Harvest Hills S/D (Cluster)	Shepherdstown	377.772	27 s.f.
Fernbank at Cress Creek, Lots 49-66 Lots 64-75 & 85-101	Shepherdstown	158.723	41 s.f.
Outlook Pointe Commons at Charles Town	Charles Town	32.20	1 Comm.
Gap View Village S/D	Harpers Ferry	171.8065	26 s.f.
Meadow Brook Farm S/D, Lots 46-49	Harpers Ferry	4.8	4 s.f.
Hawthorn Associates LP MSD	Kabletown	234.36	2 s.f.
Daniel Duncan MSD	Kabletown	8.736	3 s.f.
	<b>TOTAL</b>	<b>1555.2785</b>	<b>176 s.f. 0 t.h. 52 d.u. 0 apts. 9 Comm.</b>

NOTE: The number of lots in subdivisions pending at the end of Calendar Year 1997 was 606. (See Planning Commission 30th Annual Report.) However, 338 lots were actually approved during the calendar year covered by this report (See Appendix I, Page 11).

Community Impact Statements Accepted by the  
Planning Commission Between January 1, 1998 and December 31, 1998  
 (Concept Plans)

<u>Subdivision</u>	<u>District</u>	<u>Acres</u>	<u>No. of Lots</u>
Cameron Run Farm S/D	Middleway	63.00	6 s.f.
Breckenridge North S/D	Charles Town & Harpers Ferry	464.00	50 s.f.
Millers Station S/D	Charles Town	9.00	9 Comm.
Harvest Hills S/D (Cluster Plan)	Shepherdstown	377.772	27 s.f.
Outlook Pointe Commons at Charles Town	Charles Town	32.20	1 Comm.
Gap View Village S/D	Harpers Ferry	171.8065	26 s.f.
Meadow Brook Farm S/D, Lots 46-49	Harpers Ferry	4.8	4 s.f.
	TOTAL	1122.5785	113 s.f. 0 t.h. 0 apts. 10 comm. lots

## APPENDIX II

Outstanding Construction Bonds as of December 31, 1998

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## APPENDIX II

Outstanding Construction Bonds As Of December 31, 1998

<u>Subdivision</u>	<u>Security</u>	<u>Amount</u>
Patrick Henry Estates, Section B	Cash in Escrow	1,500.00
Images Night Club	Cash in Escrow	2,910.00
Bon Aire Village	Letter of Credit	13,000.00
Lowe Products, Inc.	Letter of Credit	8,305.00
Fellowship Baptist Church	Letter of Credit	7,130.00
Encore Catering	Letter of Credit	4,978.00
Locust Hill, Lots 65-95, 127-148 & A	Letter of Credit	338,647.00
Jefferson Crossing Shopping Center	Letter of Credit	40,000.00
Marrone's Interior Finishes	Letter of Credit	1,500.00
C/R TV Cable Microwave Tower	Cash in Escrow	828.00
First Baptist Church of Ranson	Cash in Escrow	15,312.25
Pizza Hut Carry Out, Maddex Farm	Cash in Escrow	5,000.00
The Hillbrook Inn	Letter of Credit	4,075.00
Taco Bell	Cash in Escrow	21,280.00
Eastern Management Development Center	Surety Bond	1,443,676.00
Sheetz, Inc.	Letter of Credit	2,300.00
Meadow Brook Farm	Letter of Credit	132,100.00
Crosswinds, Section I, Lots 1-17	Letter of Commit.	117,733.00
Briar Run, Phase I, Lots 1-37	Letter of Commit.	33,925.00
PNGI Charles Town Gaming LLC	Cash in Escrow	34,340.00
Cranes Meadow Apts. I	Letter of Credit	3,200.00
Breckenridge, Section I, Lots 1-30	Letter of Credit	35,800.00
Breckenridge Office Trailer	Cash in Escrow	1,370.00
Robelei, Lots 1-34	Letter of Commit.	5,000.00
Royal Vendors, Inc.	Cash in Escrow	1,500.00
Sam Michael Farm	Cash in Escrow	10,060.00
Locust Hill, Lots 149-167 & 217-238	Letter of Credit	50,686.00
Cool Spring Estates, Lots 1-12	Letter of Credit	3,900.00
Rockwell's Moving & Mini Storage	Letter of Credit	34,500.00
Norm Thompson Outfitters, Inc.	Cash in Escrow	1,351.00
Mark J. Kramer S/D Lot 2 site plan	Letter of Commit.	10,000.00
Wildwood Subdivision	Cash in Escrow	9,440.00
Yorkville Subdivision	Letter of Commit.	9,665.00
Ledge Lowe Subdivision, Lots 1-4	Letter of Credit	53,281.00
Jack & Jill Child Development Center	Letter of Credit	15,300.00
Wood End Subdivision	Letter of Credit	37,881.00
84 Lumber	Cash in Escrow	500.00
Schonstedt Instrument Company	Letter of Credit	7,470.00
Hardy Cellular Phone Company	Letter of Credit	18,640.00
Crest View Acres Subdivision	Letter of Credit	47,300.00
Church of Jesus Christ of Latter Saints	Letter of Credit	74,051.00
Crosswinds, Section I, Lots 17-21	Letter of Commit.	24,830.00
Crosswinds, Section I, Lots 21-39	Letter of Credit	74,937.00
Breckenridge, Lots 31-100	Letter of Credit	82,202.00
Schwan's Sales Enterprises, Inc.	Cash in Escrow	19,740.00
Fairview Place, Section II, Lots 11-19	Cash in Escrow	37,600.00
Fernbank at Cress Creek Phase III	Letter of Credit	62,500.00

APPENDIX II  
Outstanding Construction Bonds as of December 31, 1998  
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<u>Subdivision</u>	<u>Security</u>	<u>Amount</u>
Briar Run Estates, Phase II, Lots 38-77	Letter of Commit.	328,825.00
Autozone, Inc.	Letter of Credit	21,520.00
Mid Atlantic Group	Letter of Credit	102,000.00
Crosswinds, Section I, Lots 39-66	Letter of Credit	82,900.00
DALB, Inc.	Cash in Escrow	25,140.00
Engle Crossing Subdivision, Lots 10-10	Letter of Commit.	38,480.00
BSR Range Complex	Cash in Escrow	9,402.00
Covenant Baptist Church	Cash in Escrow	2,950.00
Crosswinds II Subdivision	Letter of Commit.	71,014.00
Marrone's Interior Finishes	Letter of Credit	10,068.00
Shepherdstown Men's Club	Letter of Credit	5,660.00
	TOTAL	\$3,659,202.25

TABLE I  
Proposed vs. Approved Lots  
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TABLE 1

Calendar Year <u>Initiated</u>	<u>Proposed Lots</u>	<u>Approved Lots</u> ****	<u>Accumulative</u>	
			<u>Proposed</u>	<u>Approved</u>
1972	806	594	808	594
1973	1135	415	1941	1009
1974	523	313	2464	1322
1975	491	277	2955	1599
1976	815	191	3770	1790
1977	193	127	3963	1917
1978	367	267	4330	2184
1979	459	87	4789	2271
1980	102	46	4891	2317
1981	53	22	4944	2339
1982	94 (88 Apts)	93	5038	2432
1983	232	216	5270	2648
1984	115	102	5385	2750
1985	295	216	5680	2966
1986	134	133	5814	3099
1987	1275	430	7089	3529
1988	1705	723	8794	4252
1989	5457	648	14251	4900
1990	2353	404	16604	5304
1991	88 (+132 Apts)	90	16692	5394
1992 thru 10/27/92	-86*	97	16606	5491
10/28/92 thru 1993	298**	98 (+40 Apts)	16904	5589
1994	241***	128*	17145	5717
1995	521***	138	17666	5855
1996	682*** (64 Apts)	129	18348	5984
1997	90 (50 Apts)	237 (+64 Apts)	18438	6221
1998	113	288 (+50 Apts) 41****	18552	6550

\*This reflects the difference between 548 new proposed lots and 634 proposed lots on projects that were closed out before final plat approval.

\*\* 332 proposed - 34 closed = 298

\*\*\*Between the years denoted 320 single family lots, 406 townhouse lots and 192 apartment lots/unit files were closed.

\*\*\*\*41 approved in previous year but never picked up by this report (File #94-8).

\*\*\*\*\* These figures do not include lots created by parent to child exemptions or lots created for commercial purposes.