



Jefferson County, West Virginia
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Office of Planning and Zoning
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2021 MEETING SCHEDULE

JEFFERSON COUNTY PLANNING COMMISSION

Unless otherwise posted, Planning Commission meetings are held in the Old Charles Town Library Meeting Room located at 200 East Washington Street, at the side entrance on Samuel Street at 7:00 p.m.

Submission Deadlines

<u>Waiver/Variance*</u>	<u>Concept Plan**</u>	<u>Scheduled Meeting</u>	<u>Tentative Meetings^</u>
December 22, 2020	November 25, 2020	January 12, 2021	January 26, 2021
January 19, 2021	December 23, 2020	February 9, 2021	February 23, 2021
February 16, 2021	January 22, 2021	March 9, 2021	March 23, 2021
March 23, 2021	February 26, 2021	April 13, 2021	April 27, 2021
April 20, 2021	March 26, 2021	May 11, 2021	May 25, 2021
May 18, 2021	April 23, 2021	June 8, 2021	June 22, 2021
June 22, 2021	May 28, 2021	July 13, 2021	July 27, 2021
July 20, 2021	June 25, 2021	August 10, 2021	August 24, 2021
August 24, 2021	July 30, 2021	September 14, 2021	September 28, 2021
September 21, 2021	August 27, 2021	October 12, 2021	October 26, 2021
October 19, 2021	September 24, 2021	November 9, 2021	November 23, 2021
November 23, 2021	October 29, 2021	December 14, 2021	December 28, 2021

^Regularly scheduled Planning Commission Meetings are held on the second Tuesday of each month. Tentative Meetings are only held (as needed) to conduct Commission business or to meet required deadlines that are in accordance with the Planning Commission's 4th Tuesday Meeting policy (approved 11/14/17).

The required application, supporting documentation and applicable fees must be submitted to the office by close of business on the Submission Deadline date.

*The Waiver and Variance deadline is 21 calendar days prior to the meeting to allow for Staff review the applications, and to accommodate the 14-day notice requirements for the placard/sign and mailings to adjacent property owners.

**The Concept Plan (subdivision or site plan) deadline is 45 calendar days prior to the meeting to allow for Staff review of the Plan, and to accommodate the 21-day legal advertisement requirement, and the 14-day notice requirements for the placard/sign and mailings to adjacent property owners.

Changes in the time or location of the meeting shall be noticed on the County's website at www.jeffersoncountywv.org.
Note: if the President of the County Commission or the Planning Commission determines that weather conditions make travel unsafe for the public, County offices may close and/or the meeting may be cancelled. Please check the County's website for possible meeting updates during inclement weather.

Agenda items that have been deferred due to a cancellation will be rescheduled. No additional public notice shall be given. All signs must remain posted on the respective properties until the rescheduled meeting date. Please call the office or check the County's website for the rescheduled meeting date.