



Jefferson County, West Virginia
 Department of Engineering, Planning and Zoning
Office of Planning and Zoning
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FINAL

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2022 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

Waiver/Variance*

Concept Plan**

Regularly Scheduled Meeting[^]

Tuesday, December 21, 2021	Wednesday, November 24, 2021	Tuesday, January 11, 2022
Tuesday, January 18, 2022	Wednesday, December 22, 2021	Tuesday, February 8, 2022
Tuesday, February 15, 2022	Friday, January 21, 2022	Tuesday, March 8, 2022
Tuesday, March 22, 2022	Friday, February 25, 2022	Tuesday, April 12, 2022
Tuesday, April 26, 2022	Friday, April 1, 2022	Tuesday, May 17, 2022
Tuesday, May 24, 2022	Friday, April 29, 2022	Tuesday, June 14, 2022
Tuesday, June 21, 2022	Friday, May 27, 2022	Tuesday, July 12, 2022
Tuesday, July 19, 2022	Friday, June 24, 2022	Tuesday, August 9, 2022
Tuesday, August 23, 2022	Friday, July 29, 2022	Tuesday, September 13, 2022
Tuesday, September 20, 2022	Friday, August 26, 2022	Tuesday, October 11, 2022
Tuesday, October 25, 2022	Friday, September 30, 2022	Tuesday, November 15, 2022
Tuesday, November 22, 2022	Friday, October 28, 2022	Tuesday, December 13, 2022

[^]Regularly scheduled Planning Commission Meetings are held on the second Tuesday of each month. The Planning Commission may choose to schedule a Tentative Meeting (as needed) on the fourth Tuesday of every month 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). Please check with office Staff for a list of Tentative Meeting dates.

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.