



Jefferson County, West Virginia
Department of Engineering, Planning and Zoning
Office of Planning and Zoning
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2023 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 20, 2022	Wednesday, November 23, 2022	Tuesday, January 10, 2023
Tuesday, January 24, 2023	Friday, December 30, 2022	Tuesday, February 14, 2023
Tuesday, February 21, 2023	Friday, January 27, 2023	Tuesday, March 14, 2023
Tuesday, March 21, 2023	Friday, February 24, 2023	Tuesday, April 11, 2023
Tuesday, April 18, 2023	Friday, March 24, 2023	Tuesday, May 9, 2023
Tuesday, May 23, 2023	Friday, April 28, 2023	Tuesday, June 13, 2023
Monday, June 19, 2023	Friday, May 26, 2023	Tuesday, July 11, 2023
Tuesday, July 18, 2023	Friday, June 23, 2023	Tuesday, August 8, 2023
Tuesday, August 22, 2023	Friday, July 28, 2023	Tuesday, September 12, 2023
Tuesday, September 19, 2023	Friday, August 25, 2023	Tuesday, October 10, 2023
Tuesday, October 24, 2023	Friday, September 29, 2023	Tuesday, November 14, 2023
Tuesday, November 21, 2023	Friday, October 27, 2023	Tuesday, December 12, 2023

[^]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.