



Jefferson County, West Virginia  
 Department of Engineering, Planning and Zoning  
**Office of Planning and Zoning**  
 116 E. Washington Street, 2<sup>nd</sup> Floor, P.O. Box 716  
 Charles Town, West Virginia 25414

Email: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)

Phone: 304-728-3228

**2024 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<sup>^</sup>**

Tuesday, December 19, 2023	Wednesday, November 22, 2023	Tuesday, January 9, 2024
Tuesday, January 23, 2024	Friday, December 29, 2023	Tuesday, February 13, 2024
Tuesday, February 20, 2024	Friday, January 26, 2024	Tuesday, March 12, 2024
Tuesday, March 19, 2024	Friday, February 23, 2024	Tuesday, April 9, 2024
Tuesday, April 16, 2024	Friday, March 22, 2024	Tuesday, May 7, 2024
Tuesday, May 21, 2024	Friday, April 26, 2024	Tuesday, June 11, 2024
Tuesday, June 18, 2024	Friday, May 24, 2024	Tuesday, July 9, 2024
Tuesday, July 23, 2024	Friday, June 28, 2024	Tuesday, August 13, 2024
Tuesday, August 20, 2024	Friday, July 26, 2024	Tuesday, September 10, 2024
Tuesday, September 17, 2024	Friday, August 23, 2024	Tuesday, October 8, 2024
Tuesday, October 22, 2024	Friday, September 27, 2024	Tuesday, November 12, 2024
Tuesday, November 19, 2024	Friday, October 25, 2024	Tuesday, December 10, 2024

<sup>^</sup>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 4<sup>th</sup> 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](http://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.