



Jefferson County, West Virginia
Department of Engineering, Planning and Zoning
Office of Planning and Zoning
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2025 MEETING SCHEDULE
JEFFERSON COUNTY PLANNING COMMISSION

Unless otherwise posted, Planning Commission meetings are held in the County Commission Meeting Room located in the main level of the Jefferson County Government Complex (entrance on east side of the building)

New Address: 393 N. Lawrence Street in Charles Town, West Virginia at 7:00 p.m.

<u>Submission Deadlines</u>		<u>Regularly Scheduled Meeting[^]</u>
<u>Waiver/Variance*</u>	<u>Concept Plan**</u>	
Monday, December 23, 2024	Wednesday, November 27, 2024	Tuesday, January 14, 2025
Tuesday, January 21, 2025	Friday, December 27, 2024	Tuesday, February 11, 2025
Tuesday, February 18, 2025	Friday, January 24, 2025	Tuesday, March 11, 2025
Tuesday, March 18, 2025	Friday, February 21, 2025	Tuesday, April 8, 2025
Tuesday, April 22, 2025	Friday, March 28, 2025	Tuesday, May 13, 2025
Tuesday, May 20, 2025	Friday, April 25, 2025	Tuesday, June 10, 2025
Tuesday, June 17, 2025	Friday, May 23, 2025	Tuesday, July 8, 2025
Tuesday, July 22, 2025	Friday, June 27, 2025	Tuesday, August 12, 2025
Tuesday, August 19, 2025	Friday, July 25, 2025	Tuesday, September 9, 2025
Tuesday, September 23, 2025	Friday, August 29, 2025	Tuesday, October 14, 2025
Tuesday, October 14, 2025	Friday, September 19, 2025	Tuesday, November 4, 2025
Tuesday, November 18, 2025	Friday, October 24, 2025	Tuesday, December 9, 2025

⁺Meeting dates have been modified in observance of the Veterans Day.

[^]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 in accordance the Application Submission Deadline Policy, which establishes a 4:00 pm deadline for any application submitted on a Friday.

*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 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. All documents & fees must be submitted no later than 4:00 pm.

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 meeting 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.