



Jefferson County, West Virginia  
Department of Engineering, Planning and Zoning  
**Office of Planning and Zoning**  
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**2026 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) 393 N. Lawrence Street in Charles Town, West Virginia at 7:00 p.m.

<b><u>Submission Deadlines</u></b>		<b><u>Regularly Scheduled Meeting</u></b> <sup>^</sup>
<b><u>Waiver/Variance</u></b> *	<b><u>Concept Plan</u></b> **	
Tuesday, December 23, 2025	Wednesday, November 26, 2025	Tuesday, January 13, 2026
Tuesday, January 20, 2026	Friday, December 26, 2025	Tuesday, February 10, 2026
Tuesday, February 17, 2026	Friday, January 23, 2026	Tuesday, March 10, 2026
Tuesday, March 24, 2026	Friday, February 27, 2026	Tuesday, April 14, 2026
Tuesday, April 14, 2026	Friday, March 20, 2026	Tuesday, May 5, 2026
Tuesday, May 19, 2026	Friday, April 24, 2026	Tuesday, June 9, 2026
Tuesday, June 23, 2026	Friday, May 29, 2026	Tuesday, July 14, 2026
Tuesday, July 21, 2026	Friday, June 26, 2026	Tuesday, August 11, 2026
Tuesday, August 18, 2026	Friday, July 24, 2026	Tuesday, September 8, 2026
Tuesday, September 22, 2026	Friday, August 28, 2026	Tuesday, October 13, 2026
Tuesday, October 20, 2026	Friday, September 25, 2026	Tuesday, November 10, 2026
Tuesday, November 17, 2026	Friday, October 23, 2026	Tuesday, December 8, 2026

<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 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](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 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.