

**Clay County Planning Commission and
Board of County Commissioners Meetings**

Process

Timeframe

School District Rep. requests a copy of all applications scheduled for Planning Commission.

4 weeks prior to the PC meeting

School District Rep. provides comments for Planning Commission to Planning & Zoning Dept.

Monday, 2 weeks prior to the PC meeting

Planning & Zoning Dept. mails out packets including School District comments to Planning Commission members.

2 weeks prior to the PC meeting

(BCC, County Manager, County Attorneys, Planning Dept. Staff, Newspapers & Interest Parties)

Planning Commission Meeting

(School District Rep. attends meeting as non-voting member per Interlocal Agreement)

1st Tuesday of each month at 7 PM

Planning & Zoning Dept. prepares & forwards packets including documents provided to Planning Commission and minutes of Planning Commission meeting to the BCC staff for distribution to the BCC.

2 weeks prior to the BCC meeting

(BCC, County Manager, County Attorneys, Planning Dept. Staff, Newspapers & Interest Parties)

Board of County Commissioners Meeting

4th Tuesday (2nd meeting) of each month at 7 PM