



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

New Business - County Manager

I.4.

12/5/2023

Subject:

Approval of the 2024 Board of County Commissioners' Meeting Schedule

Fiscal Impact:

N/A

Dept/Office:

County Manager's Office

Requested Action:

It is requested the Board of County Commissioners review the attached Option 1 and Option 2 Board Meeting Schedules and approve a 2024 Board Meeting Schedule.

Summary Explanation and Background:

Option 1: Draft Meeting Schedule combines Regular Evening Board and Zoning Meetings.

Option 2: Draft Meeting Schedule utilizes the current meeting structure.

The following dates and/or requirements were considered in establishing the attached proposed 2024 Board Meeting Schedules:

- Religious Holidays
- Scheduled Holidays
- School Board Budget Hearing Dates
- Board of County Commissioners Budget Approval Requirements
 - The tentative millage must be certified within 35 days from July 1, 2024.
 - The tentative Budget Hearing must occur between 65 and 80 days after July 1, 2024.
 - The final Budget Hearing must occur within 15 days of the tentative Budget Hearing and within 5 days of its advertisement.
- The Charter requires an Organizational Meeting of the Board of County Commissioners to occur the third Tuesday after the first Monday in November.

Clerk to the Board Instructions:



Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Kimberly.Powell@brevardclerk.us

December 6, 2023

MEMORANDUM

TO: Frank Abbate, County Manager

RE: Item I.4., Approval of the 2024 Board of County Commissioner's Meeting Schedule

The Board of County Commissioners, in regular session on December 5, 2023, reviewed option 1 and option 2 Board Meeting Schedules; and approved Option 2, to utilize the current meeting structure for the 2024 Board Meeting Schedule.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK


Kimberly Powell, Clerk to the Board

/ns

January 2024

OPTION 1
DRAFT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 New Year's Day BOARD HOLIDAY	2	3	4	5	6
7	8	9 5:00 PM Regular Meeting	10	11	12	13
14	15 Martin Luther King Jr. Day BOARD HOLIDAY	16	17	18	19	20
21	22	23 9:00 AM Regular Meeting	24	25	26	27
28	29	30	31	1	2	3
4	5	Notes	No Zoning Meeting in January.			

February 2024

UT 110011
DRAFT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
28	29	30	31	1	2	3	
4	5	6 5:00 PM Regular & Zoning Meeting	7	8 1:30 PM SCTPO Tentative	9	10	
11	12	13	14	15	16	17	
18	19	20 9:00 AM Regular Meeting	21	22	23	24	
25	26	27	28	29 * 1:00 PM Budget Workshop Tentative	1	2	
3	4	Notes					* Tentative Budget Workshop

March 2024

UNIVERSITY
DRAFT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
25	26	27	28	29	1	2	
3	4	5	6	7	8	9	
10	11	12 5:00 PM Regular & Zoning Meeting	13	14 1:30 PM SCTPO Meeting Tentative	15	16	
17	18	19 Presidential Preference Primary Election	20	21	22	23	
24	25	26	27	28	29	30	
31	Easter	SPRING BREAK FOR BREVARD PUBLIC SCHOOLS					
			Notes				

April 2024

OF 11001V 4
DRAFT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9 5:00 PM Regular & Zoning Meeting	10	11 1:30 PM SCTPO Meeting Tentative	12	13
14	15	16	17	18	19	20
21	22	23 9:00 AM Regular Meeting	24	25	26	27
28	29	30	1	2	3	4
5	6	Notes				

May 2024

OF 110114 L
DRAFT

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28		29	30	1	2	3	4
5		6	7 5:00 PM Regular & Zoning Meeting	8	9 1:30 PM SCTPO Meeting Tentative	10	11
12		13	14	15	16	17	18
19		20	21 9:00 AM Regular Meeting	22	23	24	25
26		27 Memorial Day BOARD HOLIDAY	28	29	30	31	
2			Notes				

July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
30	1	2	3	4 Independence Day BOARD HOLIDAY	5	6	
7	8	9 5:00 PM Regular & Zoning Meeting	10	11 1:30 PM SCTPO Tentative	12	13	
14	15	16	17	18	19	20	
21	22	23 9:00 AM Regular / Tentative Millage Meeting	24	25	26	27	
28	29	30	31	1	2	3	
4	5	Notes					
Statutory Requirements for Tentative Millage							

August 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
28	29	30	31	1	2	3	
4	5	6 5:00 PM Regular & Zoning Meeting	7	8	9	10	
11	12	13	14	15 5:30 PM Melbourne/ Tillman *	16	17	
18	19	20 Primary Election	21	22	23	24	
25	26	27 9:00 AM Regular Meeting	28	29	30	31	
1	2	Notes					

*Melbourne/Tillman - Location is TBD. Time and Date may change.
Statutory requirements for Melbourne-Tillman Hearing

September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day BOARD HOLIDAY	3	4	5	6	7
8	9	10 **5:30 PM 1st Budget Hearing	11	12 1:30 PM SCTPO Meeting Tentative	13	14
15	16	17 5:00 PM Regular & Zoning Meeting	18	19	20	21
22	23	24 **5:30 PM Final Budget Hearing	25	26	27	28
29	30	1	2	3	4	5
6	7	Notes ** Pending School Board Meeting date. Statutory requirements for Budget Hearings.				

October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
6	7	8 5:00 PM Regular & Zoning Meeting	9	10 1:30 PM SCTPO Meeting Tentative	11	12
13	14	15	16	17	18	19
20	21	22 9:00 AM Regular Meeting	23	24	25	26
27	28	29	30	31	1	2
3	4	Notes				

November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
27	28	29	30	31	1	2	
3	4	5 General Election	6	7	8	9	
10	11 Veterans Day BOARD HOLIDAY	12 * 5:00 PM Regular & Zoning Meeting	13	14	15	16	
17	18	19 ** 5:00 PM Organizational Meeting	20	21	22	23	
24	25	26	27	28 Thanksgiving Day BOARD HOLIDAY	29 Day after Thanksgiving BOARD HOLIDAY	30	
1	2	Notes					

* Board meeting adjacent to Holiday.

** Organizational Meeting shall be held on the 3rd Tuesday after the 1st Monday in November.

December 2024

UT 110011 +
DRAFT

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		2	3 5:00 PM Regular & Zoning Meeting	4	5	6	7
8		9	10	11	12	13	14
15		16	17 9:00 AM Regular Meeting	18	19	20	21
22		23	24 Christmas Eve BOARD HOLIDAY	25 Christmas Day BOARD HOLIDAY	26	27	28
29		30	31 New Year's Day BOARD HOLIDAY	1	2	3	4
5		6	Notes				

January 2024

OPTION 2
DRAFT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 New Year's Day BOARD HOLIDAY	2	3	4	5	6
7	8	9 5:00 PM Regular Meeting	10	11	12	13
14	15 Martin Luther King Jr. Day BOARD HOLIDAY	16	17	18	19	20
21	22	23 9:00 AM Regular Meeting	24	25	26	27
28	29	30	31	1	2	3
4	5	Notes	No Zoning Meeting in January.			

February 2024

OF TOWN
DRAFT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	
		5:00 PM Regular Meeting		1:30 PM SCTPO Tentative			
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
		9:00 AM Regular Meeting					
25	26	27	28	29	1	2	
				* 1:00 PM Budget Workshop Tentative			
3	4	Notes * Tentative Budget Workshop					

March 2024

UNION

DRAFT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
25	26	27	28	29	1	2	
3	4	5	6	7 5:00 PM Zoning Meeting	8	9	
10	11	12 5:00 PM Regular Meeting	13	14 1:30 PM SCTPO Meeting Tentative	15	16	
17	18	19 Presidential Preference Primary Election	20	21	22	23	
24	25	26	27	28	29	30	
31	Easter	Notes					

SPRING BREAK FOR BREVARD PUBLIC SCHOOLS

April 2024

OPTION 2

DRAFT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4 5:00 PM Zoning Meeting	5	6
7	8	9 5:00 PM Regular Meeting	10	11 1:30 PM SCTPO Meeting Tentative	12	13
14	15	16	17	18	19	20
21	22	23 9:00 AM Regular Meeting	24	25	26	27
28	29	30	1	2	3	4
5	6	Notes				

May 2024

OPTION 2

DRAFT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
2	3	Notes				

July 2024



DRAFT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4 Independence Day	5	6
7	8	9 5:00 PM Regular Meeting	10	11 1:30 PM SCTPO - Tentative 5:00 PM Zoning Meeting	12	13
14	15	16	17	18	19	20
21	22	23 9:00 AM Regular / Tentative Millage Meeting	24	25	26	27
28	29	30	31	1	2	3
4	5	Notes Statutory Requirements for Tentative Millage				

August 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
28	29	30	31	1 5:00 PM Zoning Meeting	2	3	
4	5	6 5:00 PM Regular Meeting	7	8	9	10	
11	12	13	14	15 5:30 PM Melbourne/ Tillman *	16	17	
18	19	20 Primary Election	21	22	23	24	
25	26	27 9:00 AM Regular Meeting	28	29	30	31	
1	2	Notes					

*Melbourne/Tillman - Location is TBD. Time and Date may change.
Statutory requirements for Melbourne-Tillman Hearing

September 2024



DRAFT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day BOARD HOLIDAY	3	4	5 5:00 PM Zoning Meeting	6	7
8	9	10 **5:30 PM 1st Budget Hearing	11	12 1:30 PM SCTPO Meeting Tentative	13	14
15	16	17 9:00 AM Regular Meeting	18	19	20	21
22	23	24 **5:30 PM Final Budget Hearing	25	26	27	28
29	30	1	2	3	4	5
6	7	Notes ** Pending School Board Meeting date. Statutory requirements for Budget Hearings.				

October 2024

UNION
DRAFT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3 5:00 PM Zoning Meeting	4	5
6	7	8 5:00 PM Regular Meeting	9	10 1:30 PM SCTPO Meeting Tentative	11	12
13	14	15	16	17	18	19
20	21	22 9:00 AM Regular Meeting	23	24	25	26
27	28	29	30	31	1	2
3	4	Notes				

November 2024

WILLIAMS
DRAFT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
27	28	29	30	31	1	2	
3	4	5 General Election	6	7 5:00 PM Zoning Meeting	8	9	
10	11 Veterans Day BOARD HOLIDAY	12 *9:00 AM Regular Meeting	13	14	15	16	
17	18	19 **5:00 PM Organizational Meeting	20	21	22	23	
24	25	26	27	28 Thanksgiving Day BOARD HOLIDAY	29 Day after Thanksgiving BOARD HOLIDAY	30	
1	2	Notes					

* Board meeting adjacent to Holiday.

** Organizational Meeting shall be held on the 3rd Tuesday after the 1st Monday in November.

December 2024

UNIVERSITY
DRAFT

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		2	3	4	5	6	7
8		9	10	11	12	13	14
15		16	17	18	19	20	21
22		23	24	25	26	27	28
29		30	31				
5		6					

5:00 PM Regular Meeting

5:00 PM Regular Meeting

5:00 PM Regular Meeting

5:00 PM Zoning Meeting

9:00 AM Regular Meeting

Christmas Eve

Christmas Day

BOARD HOLIDAY

BOARD HOLIDAY

BOARD HOLIDAY


New Year's Day

BOARD HOLIDAY

Notes



BOARD OF COUNTY COMMISSIONERS

TO: Brevard County Board of County Commissioners
FROM: Frank Abbate, County Manager 
DATE: May 5, 2023
SUBJECT: Scheduling of Zoning Meetings

INTRODUCTION

At its April 18, 2023, Board Meeting, the Board directed the County Manager to investigate combining the Zoning Meetings with the Regular 5:00 p.m. Board Meetings. Taking into consideration the legal requirements regarding certain zoning matters, discussed in more detail below, the Board has the option to consolidate these meetings and start the consolidated meeting at an earlier time.

As outlined below, under this meeting framework, there would be a single agenda, with a new section labeled "Development Public Hearings." This section, which would have a time certain of no-earlier-than 5 p.m., would be utilized only during the Board's evening meeting held once per month (the first regular BOCC meeting of the month). Items that would otherwise have been placed on the Public Hearings section of the Zoning Meeting agenda would be included under the Development Public Hearing section. Given the typical length of its Regular Meetings held at 5 p.m., discussed further below, under this option staff would recommend such consolidated meetings begin at 3 p.m.

STAFF OBSERVATIONS

Statutory Legal Requirements Regarding Setting Meeting Time

The Brevard County Board of County Commissioners has the general authority to "set the time and place of its official meetings."¹

However, where the Board is considering a proposed ordinance or resolution that amends "the actual list of permitted, conditional, or prohibited uses within a zoning category, or changes the actual zoning map designation of a parcel or parcels of land involving 10 contiguous acres or more," one of the two public hearings must be held after 5 p.m., unless voted otherwise by a majority-plus-one vote.²

As such, it is essential to ensure that such items are placed on the agenda for a time certain of no-earlier-than 5 p.m. This is the primary reason that Zoning Meetings are scheduled after 5 p.m. Should the Board wish to move the Zoning Meeting to the same day it holds its evening Regular Meeting, the

¹ Fla. Stat. § 125.01(1)(a)

² Fla. Stat. § 125.66(4)(b); see also Section 62-1152(b), requiring that, in cases in which a proposed rezoning involves five percent or more of the total land area of the County, two hearings shall be held after 5 p.m. on a weekday.

staff could structure the meeting so the Board would consider hearing zoning-related public hearings after the Board finishes its other business, with the potential exception of Board Reports.

Board Evening Meeting Length

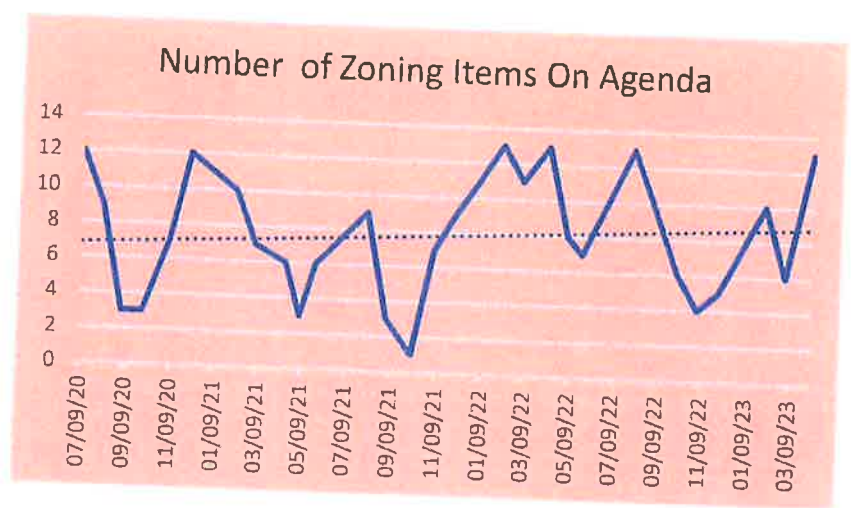
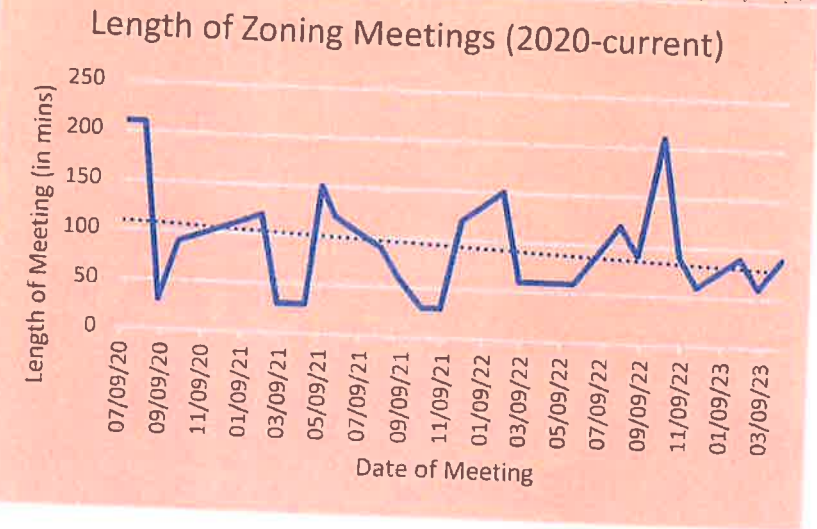
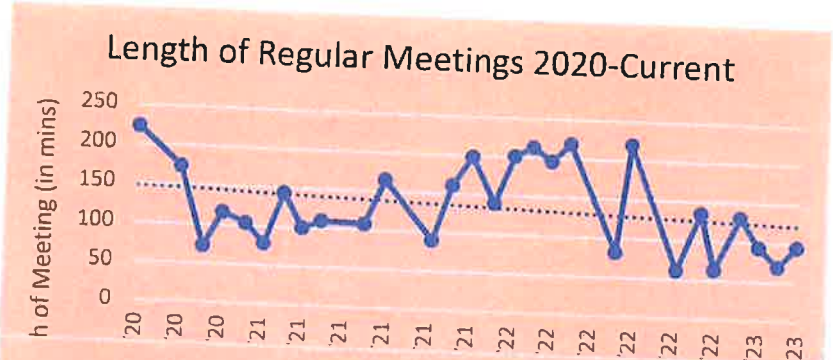
From August 2020 to present, the average length of regular meetings occurring at 5 p.m. has been 2 hours 14 minutes. Taking this information into account, if the Board desires to conclude its business at approximately the same time as it currently concludes its Zoning Meetings, staff would recommend to begin consolidated meetings at 3 p.m.

Over the same time period, Zoning Meetings were, on average, 1.5 hours long.

The sum of the Zoning Meeting average time and the Evening Regular Meeting average time has been 3.25 hours. The Board should, however, be aware that Zoning Meetings have been trending to have more zoning items per agenda. Therefore, Planning and Development staff projects that over time these meetings will become lengthier.

Other Considerations

Due to the technical and statutory requirements surrounding budget hearings being after 5 p.m., the Board does not schedule a regular 5 p.m. meeting in the month of September. As such, staff would seek Board direction on whether a Zoning Meeting should continue to be scheduled during the month of September, or instead whether to push zoning-related public hearings to the month of October.



BCC-97 currently states that "Zoning Board meetings shall commence no earlier than 5:00 p.m., unless altered by the Board."³ Since the Board may consider including zoning-related public hearings on the Board's Regular Meeting agenda, there would not be a conflict with this policy.

Due to software limitations in Legistar, we are currently unable to hold two Board meetings on the same day with separate agendas. Should the Board determine that this is required, staff would need to research and develop a software solution to this limitation.

Planning and Development staff have advised that another important factor that needs to also be accounted for is that a number of zoning applications have already been initiated and preliminarily scheduled for hearing. As a result, they believe they would need approximately three months to implement this change. Upon Board direction to initiate the consolidation of the Zoning Meetings with the Regular Meetings held at 5 p.m., Planning and Development staff would immediately begin scheduling future hearings accordingly.

CONCLUSION

Should the Board so direct, staff has identified no reason why the Board would be unable to conduct business currently placed on Zoning Meetings on the same day as its afternoon Regular Meeting. In order to best effectuate the purposes of such an action, the Board may consider amending its schedule so that its afternoon Regular Meetings begin at 3 p.m., with an additional section on the meeting agenda for "Development Public Hearings," which would have a time certain of no-earlier-than 5 p.m.

Options for Board Consideration and Direction

1. Maintain the current Board meeting schedule as stated in BCC-97 and continue to hold Zoning Meetings as currently scheduled.
2. Consolidate the Zoning Meetings with the afternoon Regular Meetings, which would be scheduled to begin at 3 p.m. A new section would be created for such meeting agendas which would be entitled "Development Public Hearings" and would have a time certain of no-earlier-than 5 p.m., within which items currently placed on the Public Hearing section of the Zoning Meeting will be considered.
3. Any other direction of the Board.

³ BCC-97(III)(B)(1)(a)