AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	LEGISLATIVE INTENT AND PERMISSION TO ADVERTISE RE: CODE REVISIONS TO CHAPTER 62, ARTICLE VII – SUBDIVISIONS
DEPT/OFFICE:	PLANNING & DEVELOPMENT DEPARTMENT

Requested Action:

It is requested that the Board of County Commissioners consider legislative intent and grant permission to advertise revisions to Chapter 62, Article VII, Subdivisions

Summary Explanation & Background:

It is requested that the Board of County Commissioners consider legislative intent and grant permission to advertise revisions to Chapter 62, Article VII, Subdivisions. The proposed revisions will streamline the subdivision process. The changes include eliminating Board approval of preliminary plat and final engineering, as proposed to the Board during public comment at the October 18, 2016 meeting, and incorporate Lean Six Sigma process improvements into the Code.

Currently, the Code provides for Board of County Commissioners approval of preliminary plats and the associated final engineering plans. Staff presents these requests on the Board's consent agenda. There are other jurisdictions in Florida that do not require Board approval of the preliminary plat. Staff's analysis reveals that the Board has historically approved such request without discussion as part of the consent agenda. Removal of this requirement may reduce the approval time line on average by two weeks.

The Lean Six Sigma is a technique to maximize production efficiency and maintain control over each step in the managerial process. The process utilizes five phases of improvement for a structured problem-solving methodology: Define, Measure, Analyze, Improve, and Control (DMAIC). The Development Application Process team is nearing completion of the DMAIC process and establishing best practices to make sure the solutions identified for improvements to the development application process will stay in place. The goal of these improvements is to reduce the time for developers to obtain approval of site plan and subdivision construction plans.

The Lean Six Sigma analysis of the Development Application Process has recommended some minor code changes to fully implement the streamlining the approval timeline from an average of 117 days to 74 days. The introduction of the requirement for a complete submittal package along with a Development Review Meeting (DRM) after first formal review is one of the foundations of the success of the new process. Additional minor changes relate recommendations of the Lean Six Sigma DAP team related to review time frames, document requirements, and general clarification of the process.

Clerk to the Board instruction:

Exhibits Attached:

Contract /Agreement (If attached): Reviewed by County Attorney	Yes ☐	No ☐	PR ☐

County Manager Stockton Whitten	*[signature]*	Department Director / Extension Robin M. DiFabio , AICP Planning & Development Department Ext. 5-2069 *[signature]*

BCC-149 (Rev.1-25-13) / Electronic Form

BREVARD County

BOARD OF COUNTY COMMISSIONERS

FLORIDA'S SPACE COAST

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January 25, 2017

MEMORANDUM

TO: Robin DiFabio, Planning and Development Director   Attn: Tad Calkins

RE: Item VI.A.2., Legislative Intent and Permission to Advertise for Code Revisions to Chapter 62, Article VII – Subdivisions

The Board of County Commissioners, in regular session on January 24, 2017, approved legislative intent and granted permission to advertise revisions to Chapter 62, Article VII – Subdivisions

Your continued cooperation is greatly appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

/kp

cc: County Manager