

Meeting Date
January 24, 2017



AGENDA	
Section	New Business
Item No.	VI.A.1

AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	LEGISLATIVE INTENT AND PERMISSION TO ADVERTISE RE: CODE REVISIONS TO CHAPTER 62, ARTICLE VIII – SITE PLANS
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 VIII Site Plans.

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 VIII, Site Plans. The proposed revisions will streamline the site plan process. The changes include minor amendments to the review and approval process, and the Lean Six Sigma improvements. Additionally, staff proposes modification to the parking requirements of the site plan code in order to allow for consideration of alternative parking standards.

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 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	<input type="checkbox"/>	No	<input type="checkbox"/>	PR	<input type="checkbox"/>
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County Manager Stockton Whitten 	Department Director / Extension Robin M. DiFabio , AICP Planning & Development Department Ext. 5-2069 
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January 25, 2017

M E M O R A N D U M

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

RE: Item VI.A.1., Legislative Intent and Permission to Advertise for Code Revisions to Chapter 62, Article VIII – Site Plans

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 VIII – Site Plans.

Your continued cooperation is greatly appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

/kp

cc: County Manager