

9J-5.0053 MONITORING AND EVALUATION PROCEDURES

**WASHINGTON COUNTY, CARYVILLE, EBRO, VERNON, AND WAUSAU
COMPREHENSIVE PLAN**

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**9J-5.0053 MONITORING AND EVALUATION PROCEDURES ELEMENT
WASHINGTON COUNTY COMPREHENSIVE PLAN**

Section K

I. PURPOSE

The State of Florida's local government comprehensive planning law, Chapter 163, Part 2, Florida Statutes (F.S), requires that the Comprehensive Plan for the County and the municipalities of Caryville, Ebro, Vernon, and Wausau maintain long-range comprehensive planning programs. The purpose of comprehensive planning is to monitor and evaluate numerous community characteristics relating to development, provisions of services, environmental protection, and other governmental activities.

II. INTRODUCTION

In order to ensure that this plan reflects current County policy, the achievement of goals, objectives and policies, the most up-to-date baseline data and analysis, and that the appropriate resources are allocated to properly implement the plan, one agency should be responsible for ensuring that all portions of the Plan are being implemented. This shall be the responsibility of the Washington County Planning Commission for the Board of County Commissioners (BOCC). The extent and complexity of this ongoing task requires that procedures be identified for monitoring and evaluating the Plan over the years.

III. MONITORING IMPLEMENTATION

A. Annual Monitoring and Evaluation Procedures

In order to effectively monitor implementation of the Plan, changes in development and the adopted level of service standards serving existing and future development may need to be updated. Depending upon the data and its application, the data may be updated continuously for concurrency management, annually, or more often if determined necessary by the planning staff.

Technical support documents that support each element's Goals, Objectives, and Policies, may need to be updated in order to adequately evaluate the effectiveness of the Plan. The Planning Commission and the Washington County Planning Office shall be responsible for updating the support documents. Based upon new or changing conditions, the data may evidence a need to update or modify the adopted principles, goals, objectives or policies in order to ensure that they continue to provide effective guidance to decisions, programs and projects.

B. Established Procedures

Procedures for the monitoring, updating, and evaluation of the comprehensive plan will be in compliance with Ch. 9J-5.0053, F.A.C., and will be adopted as part of the Washington County's Comprehensive Plan. The following actions will serve to meet the requirements of 9J-5-0053 F.A.C:

1. Citizen participation in the planning process
2. Updating appropriate baseline and measurable objectives to be accomplished in the first increment period of the planning period, and for the long-term period
3. Accomplishments in the first increment of the planning period describing the degree to which the goals, objectives and policies have been successfully reached
4. Obstacles or problems which resulted in under achievement of goals, objectives, and policies
5. New or modified goals, objectives or policies needed to correct discovered problems
6. A means of ensuring continuous monitoring and evaluation of the plan

C. Updating Baseline Data

It is recommended that a process be established to monitor changed conditions necessary for maintaining the comprehensive plan data base. The data base may be used to monitor progress in achieving comprehensive plan objectives and should be used in the preparation of the evaluation and appraisal report. A list of specific areas to be monitored should be established based on comprehensive plan objectives. The following types of information should be included:

1. Demographic data
2. Land development approvals
3. Issuance of state permits
4. Program activities (housing, rehabilitation, transportation, improvements)
5. Changes in level of service for public facilities
6. Archaeological/historical resources
7. Changes in status of treated/endangered species
8. Changes in municipal boundaries

D. Preparation of the Annual Report

It is recommended that the Annual Report constitute a management tool suitable for monitoring the implementation of the Comprehensive Plan. The plan recommends specific programs and activities. The responsibility for implementation of programs and activities is assigned to the various departments in the County, as well as to each respective municipality. The Annual Report provides a format to monitor progress towards achieving plan objectives through specific programs and activities. The Annual Report has the following functions:

1. Report of activities of each department and each respective municipality during the past year
2. Establish a work program for upcoming year
3. Relate past year's activities to the implementation of the comprehensive plan
4. Relate the proposed work program to implementation of reasonable objectives in the comprehensive plan
5. Identify constraints, problems, or opportunities in implementation of the comprehensive plan

A standardized format will be developed for the Annual Report. The Annual Report is prepared by the County Planning Office, the governing body of each respective municipality, and is submitted to the County Commission. It may be considered advisory, or submitted to the County Commission for approval. The Washington County Planning Commission reviews the Annual Report to determine if problems or changed conditions warrant a comprehensive plan amendment. The Annual Report is also a useful tool for reviewing a department's and/or a municipality's operating budget based on the proposed work program.

IV. EVALUATION AND APPRAISAL REPORT (EAR)

The Washington County Planning Commission shall be responsible for the preparation of the Evaluation and Appraisal Report (EAR). The EAR shall be based upon the database and any additional data or analysis needed to identify changed conditions, or measure the extent to which goals or objectives have been achieved and policies implemented. The Annual Reports of the departments, the municipalities, and any comprehensive plan amendments shall also be considered.

A. The EAR Process and Procedures

The EAR process is required by Chapter 163.3191 (1-13), F. S., and provides procedures for completing the EAR requirement.

1. Establish Timeline. To ensure compliance with the requirements for completion and submission of the EAR, a timeline of required tasks should be established.

2. Identified Issues. Beginning no later than one year prior to the EAR due date established by the Department of Community Affairs (DCA), the Washington County Planning Office should initiate the assessment of the Comprehensive Plan. The assessment should include any recommendations of past growth management visioning, scoping meetings, review of the Plan by staff, the public, municipalities, other government agencies, and the Planning Commission that have occurred within the County since the last update of the Plan. Following approval by the Planning Commission and to the Board of County Commissioners and an issuance of a Letter of Understanding by DCA, the Planning Commission and planning staff shall co-jointly complete the evaluation of the Comp plan using the EAR process.
3. Information Required in the EAR Process. Up-to-date population information for both the County and the municipalities should be included in the EAR. Each Identified Issue as approved by DCA must be addressed with the necessary data and analysis to support the recommended changes to the Comprehensive Plan. Reports prepared by federal, state, and county agencies, universities, regional planning councils, water management districts, and others prepare studies and reports may be used in preparing the EAR to support recommended changes. Only those issues and shortcomings that pertain to and affect the County and the municipalities need to be addressed.

B. Public Participation for the Evaluation and Appraisal Report and Amendments

The general public's opinion is vital to the update process of the EAR and Comprehensive Plan amendments. Public workshops shall be held by the Washington County Planning Commission to consider the EAR. The public will be made aware of workshops, public hearings, and all procedures during the adopting of the EAR. These procedures are available for review in the Public Participation Element of the Plan and are the procedures that should be used in the preparation and adoption of the EAR as outlined in Chapter 163.3191 (6), F. S. The following procedures shall guide public participation in preparation of the Evaluation and Appraisal Report of the Comprehensive Plan.

1. Public Access to Documents. Any Comprehensive Plan executive summaries and supporting documents shall be accessible to the public for inspection during regular business hours at the Washington County Administrative Offices, Town or City Hall of each respective municipality, and other designated locations.
2. Public Notification. The Planning Commission shall ensure that adequate public notice is given concerning evaluation and appraisal process and proposed amendment of the comprehensive plan and all meetings where such matters are to be considered.
3. Public Comments. The public shall be encouraged to provide written and oral comments concerning the evaluation and appraisal process and proposed amendment of the comprehensive plan. Opportunity for public comment shall be provided at all public meetings considering such issues. All comments received shall be retained as part of the public record.

C. Adoption Of The EAR

The Planning Commission, as an oversight agency, may delegate the actual research and preparation of the EAR to the Planning Staff. The West Florida Regional Planning Council or a hired consultant may prepare the report, but is ultimately the responsibility of the Planning Commission to ensure the EAR is prepared and to recommend the EAR to the BOCC for adoption.

1. Transmittal for Review. The Planning Commission must hold at least one public hearing on the draft EAR, before making a recommendation to the elected body(s) to transmit it to DCA and other reviewing agencies for the initial Objections, Comments, and Recommendations (ORC) no earlier than 90 days before the scheduled due date. Following approval by the Planning Commission to transmit for review, public hearings will be conducted in each participating municipality and the Board of County Commissioners.
2. Objections, Recommendations, and Comments (ORC). Following the submission of the EAR for review by DCA, the Department will review or amendment and issue a report providing any objections, recommendations and comments within 60 days of receipt of the report. The County will have 120 days from receipt of the ORC to adopt, adopt with changes, or not adopt.
3. Final Adoption. After addressing DCA's Objections, Comments, Recommendation (ORC), a final version of the EAR will be prepared and submitted each participating municipality and the BOCC for adoption by ~~either resolution or ordinance~~. A minimum of two public hearings shall be held for the consideration of the Evaluation and Appraisal Report. One shall be held by the Washington County Planning Commission to recommend the EAR and any comprehensive plan amendments to the Washington County Commission and the governing body of each respective municipality. The second shall be held by the Washington County Board of County Commissioners and the governing body of each respective municipality to adopt, or adopt with changes, the EAR within 90 days after receiving it from the Planning Commission. The hearings shall be advertised according to state law.
4. Sufficiency Review. Following adoption by the BOCC, the EAR is returned to DCA where it is reviewed for sufficiency.
5. EAR-based Amendments. Following a receipt of a successful sufficiency review by DCA, the Planning Commission and staff should schedule work tasks oriented toward incorporating changes to the EAR-based amendments. This process should be completed in its entirety within 18 months of receipt of the sufficiency review.

V. COMPREHENSIVE PLAN AMENDMENTS

A summary of comprehensive plan amendments should be reported annually by the Planning Commission. The Florida Department of Community Affairs also requires that the local government provide a semiannual report summarizing the type of frequency of use of the small scale amendments process. The cumulative impact of the comprehensive plan amendments should be considered in the preparation of the Evaluation and Appraisal Report (EAR). Comprehensive Plan amendments are a form of ongoing evaluation of the Comprehensive Plan. Types of plan amendments include:

- Twice yearly amendments to the plan
- Small scale development activity amendments (Ch. 163.3187) (l) (c),F.S)
Amendments related to Developments of Regional Impact -Emergency amendments

VI. PLAN IMPLEMENTATION ISSUES

The following issues should be considered in the design of procedures for monitoring the implementation of the comprehensive plan:

A. Plan Implementation Requirements

The section of the plan containing goals, objectives and policies must describe specific plans, programs, activities, and land development regulations that implement the plan. Comprehensive plan objectives must be specific and measurable. The need for monitoring these measurable objectives should be considered in the preparation of the comprehensive plan.

B. Legal Status of the Comprehensive Plan

The legal status of the comprehensive plan as defined by Florida Statue (Ch. 163 F.S.) requires that all development orders, land development regulations and all expenditures by the local government be consistent with the comprehensive plan. It is essential that the plan be continuously monitored to ensure that government actions are consistent with the plan.

C. Concurrency Requirements

The concurrency requirements mandate that the local government cannot issue a development order or permit the results in a reduction in the level of service for public facilities below the level of service for public facilities below the level of service provided in the Comprehensive Plan (Ch. 9J-5.0055, F.A.C.). The implications of the concurrency requirement indicate that the local government will be responsible for (1) monitoring existing levels of service and (2) monitoring the cumulative impact of development approvals on public facilities. These functions should become an integral part of comprehensive plan implementation. Establishing and maintaining a comprehensive plan data base will ensure the adequate information is available to implement the concurrency requirement.

