

## **MONITORING AND EVALUATION PROCEDURES**

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The Local Government Comprehensive Planning and Land Development Regulation Act requires that the Comprehensive Plan be evaluated and updated every five years through the preparation and adoption of an Evaluation and Appraisal Report (Ch. 163.3191, F.S.). It is the intent of the Act that the evaluation and appraisal process be continuous throughout the period of plan implementation.

Procedures to be followed in the monitoring, updating, and evaluation of the Comprehensive Plan, in compliance with Ch. 9J-5.005 (7), F.A.C. are adopted as part of the City of Bonifay Comprehensive Plan address:

- (a) citizen participation in the process;
- (b) updating appropriate baseline data and measurable objectives to be accomplished in the first five-year period of the plan, and for the long-term period;
- (c) accomplishments in the first five-year period, describing the degree to which the goals, objectives and policies have been successfully reached;
- (d) obstacles or problems which resulted in underachievement of goals, objectives, or policies;
- (e) new or modified goals, objectives, or policies needed to correct discovered problems, and;
- (f) a means of ensuring continuous monitoring and evaluation of the Plan during the five-year period.

### **MONITORING IMPLEMENTATION OF THE COMPREHENSIVE PLAN**

The following procedures are adopted for monitoring and evaluation of the Comprehensive Plan.

#### **Updating Baseline Data**

A process shall be established to monitor changed conditions necessary for maintaining the Comprehensive Plan database. The database may be used to monitor progress in achieving Comprehensive Plan objectives and in the to prepare the Evaluation and Appraisal Report.

A list of specific areas to be monitored shall be established based on Comprehensive Plan objectives. The following types of information should be included;

- demographic data
- land development approvals
- issuance of state permits
- program activities (housing rehabilitation, transportation improvements)
- (changes in) level of service for public facilities
- archaeological/historical resources
- changes in status of threatened/endangered species

### **Preparation of the Annual Report**

The Annual Report will be prepared as a management tool suitable for monitoring the implementation of the Comprehensive Plan. The plan calls for specific programs and activities. 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:

- Report on the activities of the department during the past year
- Establish a work program for the upcoming year
- Report on the Comprehensive Plan
  - relate past year's activities to the implementation of the Comprehensive Plan
  - relate the proposed work program to implementation of measurable objectives in the Comprehensive Plan
  - identifying constraints, problems, or opportunities in implementation of the Comprehensive Plan

Each local government shall designate an individual or department head to prepare an annual report. The report may be considered advisory or submitted to the elected officials for approval. The Annual Report will be reviewed to identify if problems or changed conditions warrant a Comprehensive Plan amendment. The Annual Report is also a useful tool for reviewing a department's operating budget based on the proposed work program.

### **PREPARATION OF THE EVALUATION AND APPRAISAL REPORT**

The Local Planning Agency 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, objectives have been achieved and policies implemented. Four areas are required to be addressed as shown in Exhibit 5.1 "Evaluation and Appraisal Report Statutory

Requirement" and shall be contained within the body of the Report. The annual reports of the departments and any Comprehensive Plan amendments shall also be considered. Public workshops shall be held by the Local Planning Agency to consider the Evaluation and Appraisal Report. Public participation in this process shall be encouraged. The Local Planning Agency may establish a Comprehensive Plan review committee to make recommendations concerning the evaluation of the Comprehensive Plan.

### **Procedures for Adoption of the Evaluation and Appraisal Report**

A minimum of two public hearings shall be held for the consideration of the Evaluation and Appraisal Report. One shall be held by the Local Planning Agency to recommend the Report and any Comprehensive Plan amendments. The second shall be held by the Local Governing Body to adopt or adopt with change the Report within 90 days after receiving it from the Local Planning Agency. The hearings shall be advertised according to state law.

Comprehensive Plan amendments based upon the Evaluation and Appraisal Report shall be adopted pursuant to the procedures in ss. 163.3184 and 163.3187. If the Plan is amended at the time the Report is adopted, the Report shall be transmitted with any amendments and a complete copy of the Plan as it will be amended to the Department of Community Affairs (DCA) for review.

When amendments to the Comprehensive Plan do not occur simultaneously with the adoption of the Report, the Report shall contain a schedule for adoption of proposed amendments within one year after the Report is adopted. The Evaluation and Appraisal Report shall be transmitted to the Department of Community Affairs when the amendments are sent for review. Exhibit 4.1 (page 4.6) lists the statutory requirements.

### **Public Participation**

Public participation in the evaluation and amendment of the Plan should be consistent with and further the public participation procedures adopted by the Local Governing Body and the Local Planning Agency pursuant to Ch. 9J-5.004, and Ch. 163.3181, 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 - The Comprehensive Plan, executive summaries, and supporting documents shall be accessible to the public for inspection during regular business hours at designated locations.
2. Public notification - Adequate public notice shall be 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 comment - 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. Written comment forms shall be made available. All comments received shall be retained as part of the public record.

## **COMPREHENSIVE PLAN AMENDMENTS**

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 (1) (c), F.S.)
- Amendments related to Developments of Regional Impact
- Emergency amendments

A summary of Comprehensive Plan amendments shall be reported annually by the Local Planning Agency. The Department of Community Affairs also requires that the local government provide a semi-annual report summarizing the type and frequency of use of the small scale amendment process. The cumulative impact of the Comprehensive Plan amendments should be considered in the preparation of the five-year Evaluation and Appraisal Report.

Comprehensive Plan amendments should be formulated based on the findings and recommendations of the Evaluation and Appraisal Report. The Comprehensive Plan amendments may be adopted at the time of the Report, or within a year according to a schedule adopted as part of the Report.

## **COMPREHENSIVE PLAN IMPLEMENTATION ISSUES**

The following issues should be considered in the design of procedures for monitoring the implementation of the Comprehensive Plan:

1. 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.
2. Legal Status of the Comprehensive Plan: The legal status of the Comprehensive Plan as defined by Florida Statute (Ch. 163.3194, 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.

3. **Concurrency Requirement:** The concurrency requirement mandates that the local government cannot issue a development order or permit that results in a reduction in 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 database will ensure that adequate information is available to implement the concurrency requirement.

### **THE CAPITAL IMPROVEMENTS PROGRAM AND BUDGET**

All public facilities must be consistent with the capital improvements element (Ch. 163.3177, (3) (b), F.S.). The Capital Improvements Element must be updated annually. The five year capital improvements element becomes the capital improvements program for the Local Governing Body, the first year of which is the capital budget for the fiscal year. The annual update of this element provides a means of monitoring the implementation of the Comprehensive Plan.

The local government operating budget is a tool for allocating resources to the appropriate departments for implementation of the Comprehensive Plan. When the departments submit their budgetary requests for the fiscal year, the work program shall identify that portion of the department's budget which is related to the implementation of specific Comprehensive Plan objectives.

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**EXHIBIT 4.I**  
**EVALUATION AND APPRAISAL REPORT STATUTORY REQUIREMENTS**

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(2) The Report shall present an assessment and evaluation of the success or failure of the Comprehensive Plan, or element or portion thereof, and shall contain appropriate statements related to:

- (a) The major problems of development, physical deterioration, and the location of land uses and the social and economic effects of such uses in the area.
- (b) The condition of each element in the Comprehensive Plan at the time of adoption and at date of Report.
- (c) The Comprehensive Plan objectives as compared with the actual results at date of Report.
- (d) The extent to which unanticipated problems and opportunities occurred between the date of adoption and date of Report.

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Source: Excerpts from Chapter 163.3191, Florida Statutes, Evaluation and appraisal of Comprehensive Plan

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