

# MONITORING & EVALUATION ELEMENT

## I. INTRODUCTION

The City is encouraged to comprehensively evaluate and as necessary update the Plan to reflect changes in local conditions. Revisions may come in the form of amendments required to comply with new State law. This Monitoring & Evaluation Element identifies public participation processes, monitoring and evaluation procedures, and seven-year monitoring, updating and evaluation procedures for maintaining the Comprehensive Plan.

## II. PUBLIC PARTICIPATION IN THE MONITORING AND EVALUATION PROCESS

Public participation in the monitoring, updating and evaluation of this Comprehensive Plan (Plan) will consist of three parts:

- Opportunities for review and comment by the general public
- Review and comment by citizens groups and special interests
- Review by the Local Planning Agency and adoption by the City Commission

Procedures used for this three part public participation process will be generally similar to those described in the Administration and Implementation Element of this Plan; however, the Local Planning Agency shall review the procedures and recommend any modifications to them prior to the commencement of evaluation and update of the Plan.

The City will also maintain a process for public notification and consolidating and tracking information, which will include posting information to the City's website, recording and publishing amendment updates to the Plan, amendment tracking, and Future Land Use Map updates.

## III. CONTINUOUS MONITORING AND EVALUATION OF THE PLAN

The monitoring and evaluation of the Plan following its adoption does not occur just once during the evaluation period. Rather, it is a continuous process with many points at which individual goals, objectives and policies can be reevaluated and amended on a case-by-case basis, and at a minimum once every seven (7) years to determine if plan amendments are necessary to reflect changes in state requirements since the last update of the Plan. Three kinds of continuous monitoring and evaluation are particularly important.

First, amendment applications may be made either by the public in order to accommodate the needs of property owners, citizen groups or special interests, or by the City itself as a result of its on-going monitoring and evaluation of the Plan's effectiveness.

Second, the City is required to maintain a Concurrency Management System that will determine the availability of capacity and monitor the impact new development will have on the provision of service for the following public facilities: sanitary sewer, potable water, solid waste, and stormwater. The City may maintain a Concurrency Management System for transportation, recreation and schools. A concurrency determination is required for all final development approvals and prior to issuance of a development permit. Solid waste LOS standards will be reviewed for capacity availability and provision of service on an annual basis. A Concurrency Status Report will be prepared each year which addresses the City's ability to achieve and maintain adopted LOS standards for each public facility and the availability of capacity and provision of service for the upcoming year.

### **MONITORING AND EVALUATION PROCEDURES**

In order to ensure the successful long-term implementation of the City's Comprehensive Plan goals, objectives and policies, the City will monitor the plan on a continuous basis. In this regard, the City will, prior to taking final action, assess the individual and cumulative impacts of all proposed plan amendments to determine their degree of consistency with the City's Comprehensive Plan goals, objectives and policies. Furthermore, the City will prepare an annual report describing the cumulative impacts upon the City's public services and facilities of all land use plan amendments approved since the Plan's adoption or most recent amendment.

### **EVALUATION MEASURES**

The City's Plan contains policies to ensure compliance with the requirements of Section 163.3177 Florida Statute regarding procedures for monitoring, evaluating and appraising implementation of the Plan.

### **COORDINATION ON MONITORING AND EVALUATION**

The Planning and Community Development Department "Department" shall be responsible for coordination of the monitoring and evaluation of each element of the Comprehensive Plan. The Department shall periodically review the Plan to:

1. update as appropriate, baseline data

2. update as appropriate, goals, objectives and policies which were not achieved as a result of obstacles or problems

3. include new or modify existing goals, objectives or policies to correct discovered problems.

The update will occur as needed and in coordination with the City's annual budget process, which reflects capital expenditures for capital improvements as identified by the City's Capital Improvements Element. The Department shall work with staff of other City departments to assure that the adopted components of the plan are updated as necessary and are consistent with the supporting documentation of the Comprehensive Plan.

#### **IV. MONITORING, EVALUATION, AND UPDATING OF THE PLAN**

##### **UPDATING OF DATA & ANALYSIS AND GOALS, OBJECTIVES, & POLICIES**

The City of Alachua will begin its evaluation and appraisal process at least once every seven years to meet the required timeframe set by the State. The purpose of the monitoring, evaluation, and updating of the Plan will be to determine if plan amendments are necessary to reflect changes in state requirements since the last time the Plan was updated. Applicable new State and local laws and initiatives will be reviewed and evaluated to determine their impact upon the City's Plan, including the need to revise the plan's goals, objectives and policies. The City may periodically update baseline data and pursue amendments necessary to reflect changes in local conditions. All data and analyses activities will be conducted in accordance with the requirements of Section 163.3177 Florida Statute. The accuracy of the updated baseline data for the monitoring, evaluation, and updating of the Plan will be significantly improved through the use of current U.S. Census data. The City will crosscheck its' development data with Census figures, and any population projections released by the University of Florida's Bureau of Economic and Business Research (BEBR) and housing figures from the Shimberg Center for Affordable Housing, and any necessary corrections will be made. Twenty-year growth projections for population, seasonal population, housing and other land uses will then be updated. The major emphasis will be on updating the data and analysis sections directly supporting the goals, objectives and policies of the Plan such as the Plan's population projections, analysis of the availability of public services and facilities, and the analysis of vacant land within the City.

Periodic updating of the Plan may occur based on changed conditions, which may include an evaluation of: new available data and information; the ability to implement Plan policies based on staffing and available resources; and changes in agency roles and responsibilities.



## **NEW OR MODIFIED GOALS, OBJECTIVES AND POLICIES**

The end result of the monitoring, evaluation, and updating of the Plan will be the preparation of new or modified goals, objectives and policies needed to maintain compliance with new state requirements or to reflect changed local conditions.

