

## **PROCEDURES FOR ACCOMPLISHING MONITORING AND EVALUATION REQUIREMENTS**

### **Introduction**

Effective June 2, 2011, the City of Palm Beach Gardens no longer is required to submit an Evaluation and Appraisal Report (EAR) to the Department of Economic Opportunity for a sufficiency determination. Instead, the City must follow new requirements as follows:

1. At least every seven years, pursuant to Rule Chapter 73C-49, Florida Administrative Code, and the Evaluation and Appraisal Notification Schedule 2012-2018, the City must determine whether the need exists to amend the Comprehensive Plan to reflect changes in State requirements since the last time the Comprehensive Plan was updated. Notify the state land planning agency by letter of this determination. The evaluation and appraisal should address changes in state requirements since the last update of the Comprehensive Plan and update the plan based on changes to local conditions.
2. If the City determines amendments to the Comprehensive Plan are necessary, the City shall prepare and transmit the proposed amendments to the Department of Economic Opportunity within one year of such determination.

### **Data Update**

Baseline data used in the preparation and any updates of the Comprehensive Plan will be reviewed. The review of the Comprehensive Plan every seven-years will recommend which data should be changed, updated, added, or deleted. In addition, measurable objectives which were to be followed during the preceding seven years of the Comprehensive Plan will be reviewed. Those objectives which need to be revised will be identified.

### **Accomplishments**

All of the Comprehensive Plan's goals, objectives, and policies (GOPs) will be reviewed and the degree to which they have been successfully accomplished will be noted. This information may be presented in the form of a graph or matrix.

### **Negative Influences**

Obstacles or problems which negatively affected the degree to which some GOPs were implemented will be identified. These may be outside factors which the city cannot control, such as national economic trends or severe weather conditions. The potential for re-occurrence of these factors will be determined.

## **Monitoring and Evaluation**

The City's Comprehensive Plan is a dynamic document which needs to be continuously reviewed. As conditions and influences change, so should the plan.

At least once a year, the plan will be reviewed in several ways. First, the baseline data will be reviewed including economic assumptions and financial information. This will include a thorough review of the Capital Improvements Element and any infrastructure improvements which have been made.

Next, a cursory review of the GOPs will be made to identify any major deficiencies. If major deficiencies are found, the plan will be amended. Otherwise, any minor problems will be noted for inclusion in the seven-year evaluation.

Finally, the Future Land Use Element, including the Future Land Use Map, will be reviewed for consistency with the rest of the plan and any land development which may have occurred. This effort will include a review for consistency with the City's zoning ordinance and other land use regulations.