

Monitoring and Evaluating Procedures

I. PURPOSE

Subsequent to adoption of the Comprehensive Plan, it is essential that implementation of the Plan be monitored on a regular basis. Due to the breadth of 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 Local Planning Agency (LPA) for the Board of County Commissioners (BCC). The extent and complexity of this ongoing task requires that procedures be identified for monitoring and evaluating the Plan over the years. Described below are the procedures that will be utilized.

II. MONITORING

- A. In order to effectively monitor implementation of the Plan, the baseline data will need to be maintained. Depending upon the data and its application, the data may be updated continuously, if needed for concurrency management, annually, or at less frequent intervals. As the time following the date of Plan adoption or amendment increases, it may be necessary to obtain new baseline data in addition to updating the data that is currently included in the technical support documents of the Plan in order to adequately evaluate the effectiveness of the Plan. The LPA shall be responsible for updating and analyzing the baseline data. Based upon new or changing conditions, the data may evidence a need to update or modify the adopted principles, goals, and objectives or policies in order to ensure that they continue to provide effective guidance to County decisions, programs and projects.
- B. The LPA shall prepare and submit to the BCC a progress report every two years (biennially) on the implementation of the Comprehensive Plan.
- C. A biennial progress report will not be prepared during the time that staff to the LPA is working on the preparation and adoption of the required Evaluation and Appraisal Report (EAR) and the preparation and adoption of the subsequent EAR-based amendments to the Pinellas County Comprehensive Plan. The EAR shall meet the requirements of Chapter 163.3191, F.S., as amended.

III.EVALUATION AND APPRAISAL

- A. At least six months before the BCC is expected to receive the evaluation and appraisal report from the LPA, public notice shall be given that a notification list will be prepared of those persons and groups interested in reviewing the draft EAR prepared by the LPA. Any person or group desiring to be included in this list must contact the Planning Department.
- B. When the draft EAR is completed, those on the notification list will be notified prior to public hearings held by the LPA that the draft has been distributed to public libraries and that it will be posted online at the Planning Department website and available for review in the Planning Department office.
- C. The LPA shall present its findings and recommendations at two or more public hearings. The LPA shall receive citizen comment on the draft EAR and on what new or modified goals, objectives, and policies are needed to correct any identified problems or deficiencies.
- D. After the initial public hearing, the LPA shall develop recommendations for updating the comprehensive plan, including changes to the principles, goals, objectives, and policies. These recommendations shall be based in part on the citizen comment received at the public hearing and through other means. The revised draft of the EAR shall be distributed to public libraries prior to the second public hearing held by the LPA, and will be posted online at the Planning Department website.
- E. Following the second or any additional public hearings, the LPA shall refine the EAR based on citizen input and submit it to the BCC. Whereupon, the BCC shall adopt, or adopt with changes, the report. The BCC shall amend the comprehensive plan based on the recommendations contained in the adopted report.