

# PROCEDURES FOR MONITORING AND EVALUATION OF THE PLAN

## OF THE COMPREHENSIVE PLAN

### CITY OF DELRAY BEACH

This portion of the Comprehensive Plan provides ~~"procedures for monitoring and evaluation of the local plan"~~"procedures for monitoring, evaluating, and appraising implementation of the plan" as required by ~~9J5-005(1)(c)~~3163.3177(1)(d) F.S., and qualified by ~~9J5-005(6) & (7)~~163.3174(4)(b) F.S. and 163.3191 F.S. It is presented in the following framework:

- ☐ *Implementation of Goals, Objectives, and Policies of the Elements of the Plan*
- ☐ *The Annual Review Process*
- ☐ *The Evaluation and Appraisal Report*
- ☐ *Continuing Citizen Participation*

## **IMPLEMENTATION OF GOALS, OBJECTIVES, AND POLICIES OF THE ELEMENTS OF THE PLAN**

Following is a list of programs, activities, and studies which are to be undertaken pursuant to individual policies within the Plan Elements. The list is by fiscal year with the Element and policy reference identified at the end of each item. (Please refer to the specific policy in order to determine the extent of the activity).

This list shall be used by the City Administration in the preparation of work plans and budget requests commencing with preparation of the FY 97/98 budget. Upon preparation and review of the resulting work plans and resource availability, individual tasks may be deferred to a subsequent year. However, no activities shall be completely eliminated or deferred longer than one year without first processing an amendment to the Plan. This amendment shall be a local amendment and shall be accommodated through the annual review process.

### **ANNUAL ACTIVITIES**

- ☐ Report to the City Commission on potable water quality and consumption trends. [PF B-4.1]
- ☐ Adjust water distribution system computer model calibration. [PF C-1.1]
- ☐ Adjust wastewater collection and transmission system computer model calibration. [PF C-1.2]
- ☐ Determine the most significant accident areas. [TR A-5.1]
- ☐ Inventory congested intersections. [TR B-2.1]
- ☐ Review pedestrian and bicycle accidents. [TR D-1.3 and D-2.3]
- ☐ Report status of coastal programs. [CM A-1]
- ☐ Review Emergency Operations Guide. [CM D-1.2]
- ☐ Prepare Five Year CIP. [CI A-3.4]
- ☐ Conduct a Town Hall meeting. [HO A-1.4]
- ☐ Acquire five lots to be used for infill housing. [HO B-1.2]
- ☐ Monitor development in the TCEA. [FL C-4.5]

### **FISCAL YEAR 97/98**

- ☐ Develop a program for Hurricane Pines (preservation or mitigation of development). [CO B-1.2]
- ☐ Complete an inventory of obstructions in street travelways. [TR C-2.2]
- ☐ Perform TDM surveys. [TR D-3.1]
- ☐ Modify LDR to require TDM activities. [TR D-3.3]
- ☐ Develop a program to establish small parks in neighborhoods. [OS A-2.7]
- ☐ Develop a program for the reuse of Sarah Gleason Park. [OS A-2.9]
- ☐ Develop a program for field lighting at the Full Service Center and Carver Middle School. [OS A-2.10]

- ☐ Develop a program to establish an information exchange for recreational activities. [OS A-3.5]
- ☐ Develop a program to diversify recreational programs. [OS A-3.7]
- ☐ Complete Osceola Park Redevelopment Plan. [HO A-7.2] [FL C-2.6]
- ☐ Perform feasibility study for rental rehabilitation program. [HO A-8.4]
- ☐ Mitigate the impacts of the “mansionization” trend. [HO A-12.4]
- ☐ Revise LDR regarding group homes and foster care facilities. [HO B-3.3]
- ☐ Reassess CBD regulations. [HO B-3.4]
- ☐ Resolve issue of transferring control of FIND parcels 645 and 650 to City. [CM C-4.1]
- ☐ Update seawall ordinance and regulations. [CM D-4.1]
- ☐ Complete Seacrest/Del Ida Neighborhood Plan. [HO A-5.5]
- ☐ Assist CRA in the preparation of the North Federal Highway Improvement Program. [FL C-1.4]
- ☐ Assist CRA in the West Atlantic Economic Development Strategy. [FL C-1.5]
- ☐ Evaluate the need for specific redevelopment plans. [FL C-2]
- ☐ Prepare a redevelopment plan for the vicinity of Lindell Boulevard and Federal Highway. [FL C-2.4]

### **FISCAL YEAR 98/99**

- ☐ Through SCRWWTB, evaluate alternative methods of sludge disposal. [CO A-1.4] [PF C-6.3]
- ☐ Complete a study to determine program to correct I/I problems. [PF C-2.1]
- ☐ Complete a study to determine program to correct deficiencies in existing water mains. [PF C-2.2]
- ☐ Determine feasibility of TMA. [TR D-3.2]
- ☐ Install bicycle facilities in TCEA. [TR D-3.5]

- ☐ Improve signing at municipal parking lots in the TCEA . [TR D-3.8]
- ☐ Develop a program to improve and upgrade recreation facilities at the Catherine Strong Center. [OS A-2.6]
- ☐ Prepare a redevelopment plan for the area on both sides of SW 4th Avenue, north of Linton Boulevard. [FL C-2.5] [HO A-7.2]
- ☐ Complete Allen/Eastview/Lake Avenue Neighborhood Plan. [HO A-5.5]
- ☐ Complete studies to develop FIND Parcel MSA 650. [CM B-1.5]
- ☐ Complete post-disaster redevelopment program. [CM D-3]
- ☐ Undertake an economic development study. [FL A-1.4]
- ☐ Evaluate LDR regarding nonconforming uses and structures. [FL A-2.4]
- ☐ Update LDR to implement Amendment 97-1. [FL A-5.1]
- ☐ Review the Mixed Use Category land use designation. [FL A-5.5]
- ☐ Undertake the annexation program. [FL B-3.5]

#### **FISCAL YEAR 99/00**

- ☐ Through recycling, reduce the waste stream to 43,500 tons. [PF A-2.2]
- ☐ Prepare a redevelopment plan for the Wallace Drive Industrial Area. [FL C-2.3] [HO A-7.2]
- ☐ Complete Osceola Park Neighborhood Plan. [HO A-5.5]
- ☐ Develop the southwest park. [CI A-2.1]
- ☐ Develop street system master plan. [PF E-3.2]

#### **FISCAL YEAR 00/01**

- ☐ Complete Delray Shores Neighborhood Plan. [HO A-5.5]
- ☐ Through SCRWTD Board, evaluate alternative methods of sludge disposal. [CO A-1.4] [PF C-6.3]

- ☐ Achieve per capita water consumption target of 176 gpd. [CO A-4]
- ☐ Complete a City-wide sidewalk system. [PF E-3.3]
- ☐ Establish plan for an in-town shuttle. [TR D-3.6]
- ☐ Update Residential Housing Categorization Map. [HO A-2.2]

### **FISCAL YEAR 01/02**

- ☐ Evaluation and Appraisal ~~Report (EAR)~~.

## ***The Annual Review Process***

Chapter ~~9J-5.005(7)~~163.9191(1) F.S. requires that the program for accommodating the required, ~~57~~-year evaluation and appraisal of the Plan be stated in the Plan. In addition, a means of ensuring continuous monitoring and evaluation (during the ~~five-year~~seven-year period) is required. The following constitutes the ongoing review and monitoring program:

### **THE FUTURE LAND USE ELEMENT AND FUTURE LAND USE MAP**

At the conclusion of the fiscal year, an annual report listing land use actions and analyzing their cumulative impact upon the growth projections and assumptions shall be prepared by the Planning and Zoning Department and publicly reviewed by the Local Planning Agency (LPA). That report shall be reviewed each year during the winter months. The LPA shall determine if alterations need to be made to the Plan and, if so, shall initiate a Plan Amendment. In Delray Beach, the Planning and Zoning Board is the LPA.

### **THE TRANSPORTATION ELEMENT**

At the conclusion of the fiscal year, an annual report listing significant automotive, pedestrian, and bicycle accident locations, and recommending mitigation shall be prepared by the City Engineer and publicly reviewed by the Local Planning Agency (LPA). The report shall be reviewed each year during the winter months. The LPA shall determine if the recommended mitigation(s) requires alterations to the Plan and, if so, shall initiate a Plan Amendment.

### **PROGRAMS AND ACTIVITIES**

At the conclusion of the fiscal year, an annual report listing progress made on programs and activities shall be prepared by the City Administration and publicly reviewed by the

LPA. That report shall be reviewed each year during the winter months. The LPA shall determine if alterations need to be made to the Plan and, if so, shall initiate a Plan Amendment.

## **CAPITAL BUDGET**

Prior to a proposed annual budget document being forwarded to the City Commission for formal hearings, the capital budget shall be reviewed by the LPA for its consistency with the five-year schedule of improvements. If there are any inconsistencies, the LPA shall determine whether or not a Plan Amendment is necessary and, if so, shall initiate it. When reviewing the proposed capital budget, the LPA shall first review progress on the preceding year's capital budget and the status of projects in the current five-year schedule of improvements.

## **COMPREHENSIVE PLAN AMENDMENTS**

There are ~~two~~three ways in which provisions of the Comprehensive Plan (adoption document) can be altered. These are:

- a. Pursuant to F.S. 163.3187 ~~and~~,
- b. Pursuant to F.S. 163.3177(3)(b)~~), and~~
- c. Pursuant to F.S. 163.3177 and F.S. 163.3184

The above procedures apply only to the document which is formally adopted by ordinance, by the City Commission ~~and certified by the Florida Department of Community Affairs~~Economic Opportunity. The full elements and background data are not formally adopted and thus can be updated without being processed as an amendment. A Plan Amendment shall be initiated only by formal action of the City Commission.

- a. **F. S. 163.3187** - ~~Places a limitation on general amendments, except those related to small scale development activities, to the effect of only two amendments per year. Additional exceptions (to the number of permitted amendments) are allowed for emergencies (Subsection 1) and Developments of Regional Impact (Subsection 2). Each of the two general amendments may have more than one component and may address the Future Land Use Map and/or policies or objectives (i.e. text). Comprehensive plan updates may be made through small scale amendments. Small scale amendments are sites smaller than 10 acres; amendments do not exceed a 120 acres (cumulative) in a calendar year; and amendments that do not involve text changes to goals, objectives, and policies, and text changes that do not accompany a small scale future land use map change. Small scale plan amendments require only one public hearing.~~

Small scale amendments are subject to an abbreviated adoption process, and do not require review by the State Land Planning Agency. A small scale amendment is defined as a future land use map amendment that comprises up to 10 acres of land, and may include text amendments to goals, objectives and policies that relate directly to, and are adopted simultaneously with, the map amendment. The cumulative land area of small scale amendments adopted within any calendar year must not exceed 120 acres.

- b. **F.S. 163.3177(3)(b)** - allows for the ~~correction, updating, and modifications concerning costs; revenue sources; acceptance of facilities pursuant to dedications which are consistent with the Plan; or the date of construction of any facility~~annual updating of the 5-year capital improvement schedule enumerated in the Capital Improvement Element. ~~However, such changes shall be accomplished by ordinance, and does not constitute a plan amendment.~~
- c. ~~F.S. 163.3177 and F.S. 163.3184~~ - ~~provides the required and optional elements of a comprehensive plan, the required studies and surveys, and the process for adoption of a comprehensive plan amendments other than those pertaining to small scale amendments and annual updates to the schedule of capital improvements. The state coordinated review process is required for comprehensive plan updates based on an evaluation and appraisal report subject to F.S. 163.3191, whereas expedited review is permissible for comprehensive plan updates mentioned in F.S. 163.3184(2)(a) and (b) and not enumerated in 163.3184(2)(c).~~

## ***EVALUATION AND APPRAISAL ~~REPORT~~***

~~The information generated through the local annual review process shall be combined and shall be the basis for the preparation of a formal Evaluation and Appraisal Report (EAR) which shall be transmitted by the Local Planning Agency to the State Department of Community Affairs~~Economic Opportunity ~~through the City Commission. The~~ At a minimum, the EAR shall address the following requirements of 9J-5.005(7)~~163.3191, including:~~

- a. ~~The City shall evaluate its comprehensive plan at least once every seven (7) years, according to the schedule issued by the State Land Planning Agency, to determine if plan amendments are necessary to reflect changes in state statutes since the previous update. The City shall notify the State Land Planning Agency of the determination and transmit any such amendments within one (1) year following the determination.~~
- a. ~~An overall assessment of the progress made in achieving the Plan's initial goals, objectives, and policies;~~
- b. ~~The progress and condition of each element (and its subject matter), including results of each individual objective;~~

~~c. Identification of intervening events and their impact upon the goals of the Plan and the implementation program;~~

~~d. Recommended changes in goals, objectives, policies, standards, programs, and activities as initially set forth in the Plan.~~

~~The EAR shall be subject to the same hearing process as was followed for initial enactment of the Plan two public hearings of the local government.~~ It shall be identified as an element in the Planning and Zoning Department's FY 01/02 work program. It shall involve at least two components. One shall be an overall evaluation performed by professional planning staff i.e. an audit (this may be performed through the technical assistance program of a county, regional or state planning agency if such services exist). The other component shall involve citizen participation as described in the next section.

## **CONTINUING PUBLIC PARTICIPATION**

The City of Delray Beach utilized an extensive citizen participation program in the development and review of this Comprehensive Plan (see Adoption Documentation). This effort shall be continued through the implementation and review of the Plan as follows:

- ☐ The Local Planning Agency shall review progress reports dealing with the programs and activities of the Comprehensive Plan on an annual basis. This review shall be conducted during the winter months with announcement of the review advertised through a quarter page notice in a local newspaper.
- ☐ In FY 01/02, the evaluation and appraisal report preparation process shall include the formation of citizen task teams for the following elements: Housing, Open Space & Recreation, Public Facilities, Conservation, and Coastal Management. These citizens task teams shall provide the assessment of progress made in each of the elements and shall recommend changes in their respective elements. The remaining elements of the Plan, which are considered technical in nature, will be prepared by the Planning and Zoning Board.