

**WORK PLAN FOR
EVALUATION & APPRAISAL AND UPDATE
OF ALACHUA COUNTY COMPREHENSIVE PLAN: 2011-2030**

Approved by Alachua County Commission: May 9, 2017

Over the next two years, Alachua County will be engaged in a process of Evaluation and Appraisal of its Comprehensive Plan culminating in an update of the Plan. The Evaluation and Appraisal process is the opportunity for Alachua County to identify areas of the Alachua County Comprehensive Plan: 2011–2030 that need updating in order to reflect changes in State Statute as well as changes in local conditions. The following information on this process and the work plan is attached.

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I. Evaluation of Statutory Changes Affecting Plan

As required by Section 163.3191(1) of the Florida Statutes, at least every seven years each local government is required to evaluate its comprehensive plan to determine whether the need exists to amend the plan to reflect changes in the state's Community Planning Act since the last update. The state land planning agency (Florida Department of Economic Opportunity, "FDEO") has established a schedule that requires Alachua County to do this evaluation of the [Alachua County Comprehensive Plan: 2011-2030](#) (consisting of the fifteen interrelated Elements identified in Attachment D, pg. 9) and notify the State of the County's determination of whether the Plan needs to be amended by April 1, 2018. The County is then required to prepare and submit any necessary amendments for review by state and regional agencies within one year of that notification. (See Attachment A, pg. 5, for excerpts from Florida Statutes and FDEO summary of the evaluation and appraisal process.)

II. Evaluation Based on Local Conditions

Local governments are also "encouraged to comprehensively evaluate and, as necessary, update their comprehensive plans to reflect changes in local conditions" (per Section 163.3191(3), F.S.). This comprehensive evaluation includes updating the data and analysis on which the Plan is based, including things such as population projections, inventories of land use, economic data and trends, public facility capacity and needs, natural resources, and housing conditions. It also assesses how well the Plan is accomplishing its goals and objectives, confirming and updating the community's vision for the future, and identifying major issues and strategies for updating the Plan. This process sets the foundation for developing amendments to update the Plan.

III. Evaluation & Appraisal and Plan Update Process

The State-mandated review of statutory changes impacting the Plan, and the assessment of local conditions and needs, leading to identification of strategies for updating the Plan and the amendments to the Plan, must be integrated to ensure internal consistency of the Plan as a guide for decisions affecting the future of the community. The interrelationships of the analytical tasks and the associated public engagement throughout the process (addressed in more depth below), and the two major decision points – the letter from the County Commission notifying FDEO of needed changes to the Plan by April 1, 2018, and the transmittal of the Plan amendments updating the Plan for state review within a year – are illustrated in the attached process diagram, "Alachua County Comprehensive Plan: 2011-2030 Evaluation and Appraisal and Plan Update Process" (Attachment B, pg. 7). A chronological illustration of the major components of this process is shown in Attachment C, pg. 8, "Evaluation and Appraisal and Plan Update Timeline". As has been the case with previous evaluations and updates of Alachua County's Plan, the Growth Management Department will coordinate with various other County

departments having expertise and operational responsibilities in areas covered by the fifteen Elements of the Plan, as shown in Attachment E, pg. 10.

IV. Public Participation

Public participation in the evaluation and appraisal and plan update process is a requirement of the Alachua County Comprehensive Plan. Policies 7.1.25 and 7.1.26 of the Future Land Use Element call for all plan amendments to meet State statutory requirements that “the public participate in the comprehensive planning process to the fullest extent possible” including “broad dissemination of the proposals and alternatives, opportunity for written comments, public hearings..., provisions for open discussion, communications programs, information services, and consideration of and response to public comments” (Section 163.3181(2), F.S.).

Public participation is a key component of successful comprehensive planning. The American Planning Association (APA) states, “The goal is to involve... the community as a whole in defining the issues important to them, articulating a vision for a sustainable future, and setting priorities for implementation” (APA report, *Sustaining Places: The Role of the Comprehensive Plan*). The 2015 APA follow up report *Sustaining Places: Best Practices for Comprehensive Plans* states that “public participation in planning is a mainstay of democratic governance and decision making”; the APA report describes “Authentic Participation” as “ensuring that the planning process actively involves all segments of the community in analyzing issues, generating visions, developing plans, and monitoring outcomes”. Best Practices outlined in the report include engaging stakeholders, seeking diverse participation, engaging leadership in disadvantaged communities, considering alternative scenarios of the future, providing ongoing and understandable information for all participants, using a variety of communications channels to inform and involve the community, and continuing to engage the public after the comprehensive plan is adopted. As the community issues and systems addressed in comprehensive plans often transcend jurisdictional boundaries, the participation of adjoining local governments and entities such as the school board, water management districts, and regional planning council, is also an important part of this process.

Public participation processes for previous Comprehensive Plan updates in 1998-2003 and 2008-2011 had a variety of components. These included a website dedicated to the evaluation and update with meeting schedules and related reports and documents, a 750-member email list for notifying people about upcoming meetings and information available on the website, an email address for the public to submit comments, public notices in various newspapers, and information through Channel 12. Various types of meetings included neighborhood and community workshops, town meetings, public forums, meetings with civic and stakeholder groups, County Advisory Committee meetings, and public workshops and hearings with the Local Planning Agency and Board of County Commissioners. The 1998-2003 evaluation and

update included 113 such meetings, and the 2008-2011 evaluation and update included 94 such meetings.

Public participation for the upcoming Evaluation and Appraisal process and Plan update will include similar components as outlined below:

Outreach via Electronic, Broadcast, and Print media

- Website for Evaluation and Appraisal and Plan Update information
- Email contact list for distribution of information
- Dedicated email address for submitting public comment
- County social media
- Channel 12 content
- Articles and notices in general and community newspapers
- County Community Update newsletter
- Informational material such as brochures, posters, flyers, etc.

Direct Engagement with Public

- Community workshops in locations around the County including opportunities for comments and responses
- Meetings / workshops with civic and professional organizations and stakeholder groups
- Community surveys

County Meetings and Public Hearings

- Meetings with County Advisory Committees, including but not limited to Alachua County Planning Commission/Local Planning Agency
- Workshops and public hearings with Board of County Commissioners

ATTACHMENT A

FLORIDA STATUTORY REQUIREMENTS FOR EVALUATION AND APPRAISAL OF COMPREHENSIVE PLAN

163.3191, Florida Statutes (2016) Evaluation and appraisal of comprehensive plan.—

- (1) At least once every 7 years, each local government shall evaluate its comprehensive plan to determine if plan amendments are necessary to reflect changes in state requirements in this part since the last update of the comprehensive plan, and notify the state land planning agency as to its determination.
- (2) If the local government determines amendments to its comprehensive plan are necessary to reflect changes in state requirements, the local government shall prepare and transmit within 1 year such plan amendment or amendments for review pursuant to s. 163.3184. [Process for adoption of comprehensive plan or plan amendment]
- (3) Local governments are encouraged to comprehensively evaluate and, as necessary, update comprehensive plans to reflect changes in local conditions. Plan amendments transmitted pursuant to this section shall be reviewed pursuant to s. 163.3184(4). [State Coordinated Review Process]
- (4) If a local government fails to submit its letter prescribed by subsection (1) or update its plan pursuant to subsection (2), it may not amend its comprehensive plan until such time as it complies with this section.
- (5) The state land planning agency may not adopt rules to implement this section, other than procedural rules or a schedule indicating when local governments must comply with the requirements of this section. [Chapter 73C-49.002, F.A.C.]

Florida Department of Economic Opportunity Summary Information on Evaluation and Appraisal of Comprehensive Plans

Effective June 2, 2011, local governments have more discretion in determining whether they need to update their local comprehensive plan. As such, local governments no longer need to submit evaluation and appraisal reports to the department for a sufficiency determination. Instead, local governments must follow these new provisions:

At least every seven years, pursuant to Rule Chapter 73C-49, Florida Administrative Code, 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 due date, established per the schedule in Rule Chapter 73C-49.002 Florida Administrative Code, for Alachua County to submit its required notification letter regarding its determination is **April 1, 2018.**)*

If the local government determines amendments to the comprehensive plan are necessary, the local government shall prepare and transmit the proposed amendments to the State Land Planning Agency within one year of such determination.

Any local government failing to timely submit a notification letter or proposed amendments within one year of notification may not amend its comprehensive plan until it complies with the requirements.

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.

From FL Department of Economic Opportunity website

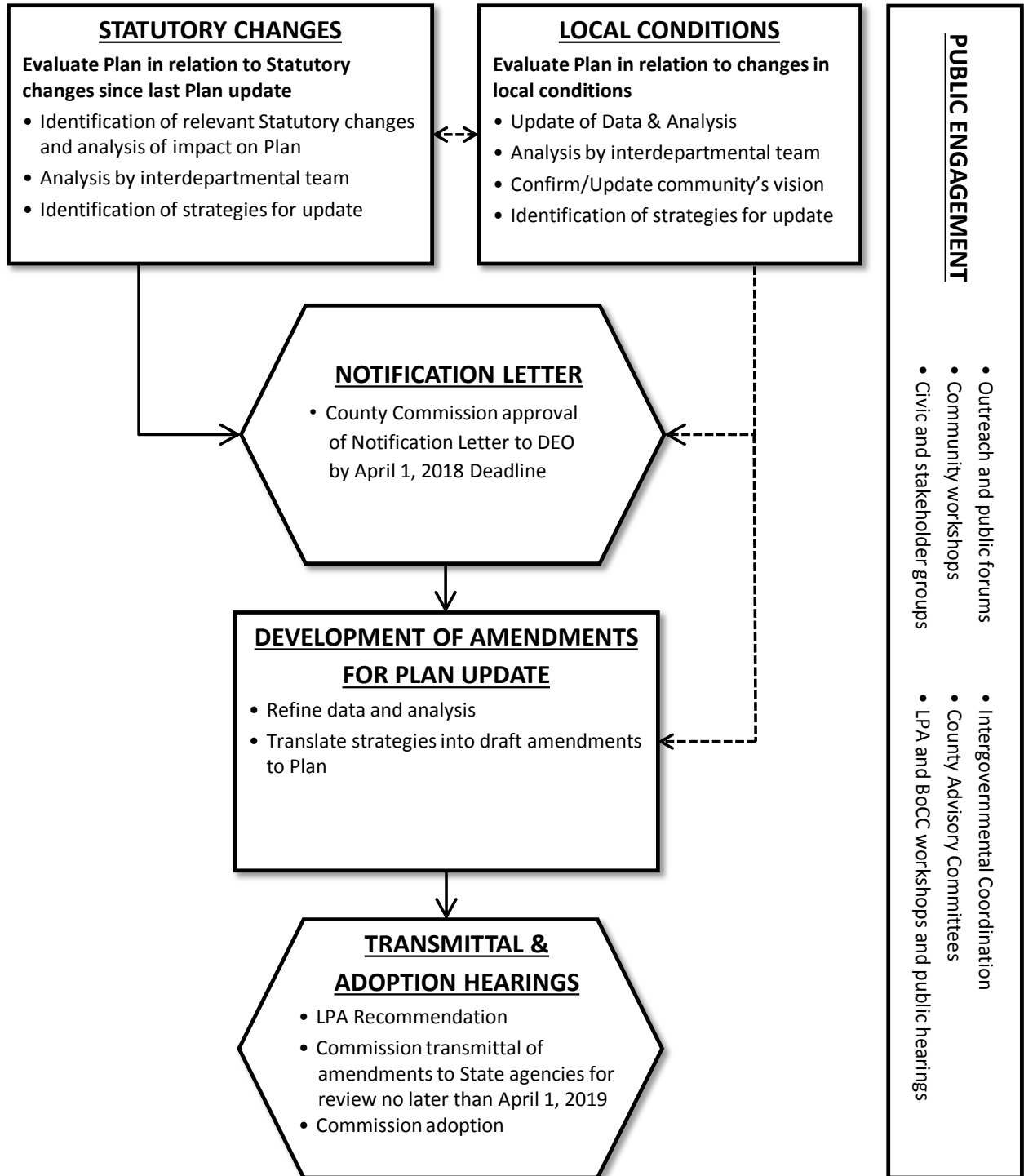
<http://www.floridajobs.org/community-planning-and-development/programs/community-planning-table-of-contents/evaluation-and-appraisal-of-comprehensive-plans>

Rule Chapter: 73C-49 Community Planning - Schedule For Local Governments Evaluation And Appraisal Notification Letter

<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=73C-49>

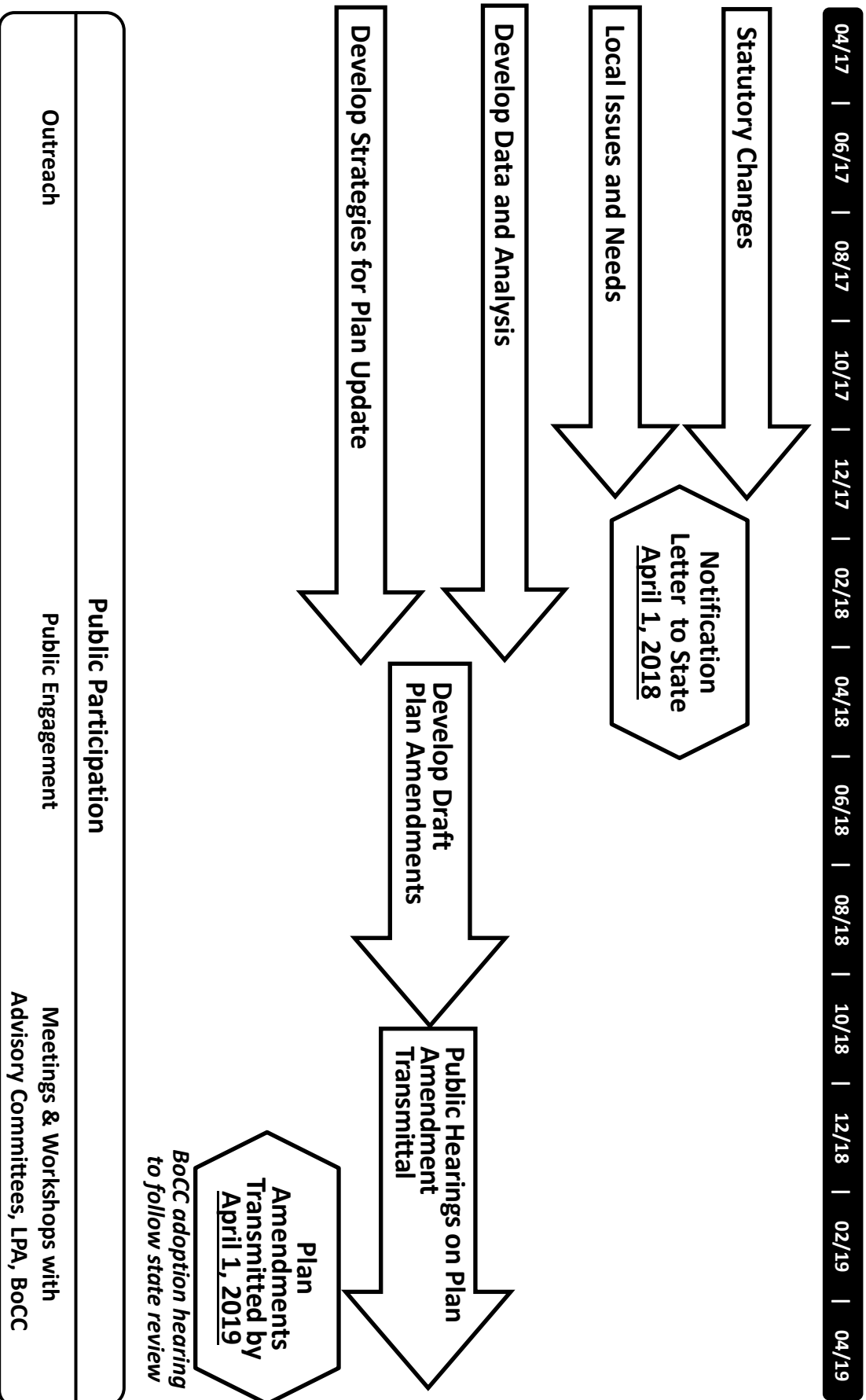
ATTACHMENT B

**ALACHUA COUNTY COMPREHENSIVE PLAN: 2011-2030
EVALUATION & APPRAISAL AND PLAN UPDATE PROCESS**



ATTACHMENT C

EVALUATION & APPRAISAL AND PLAN UPDATE TIMELINE



ATTACHMENT D

ELEMENTS OF THE ALACHUA COUNTY COMPREHENSIVE PLAN: 2011-2030

Future Land Use

Transportation Mobility

Housing

Potable Water & Sanitary Sewer

Solid Waste

Stormwater Management

Conservation & Open Space

Recreation

Intergovernmental Coordination

Capital Improvements

Economic

Historic Preservation

Public School Facilities

Community Health

Energy

ATTACHMENT E

INTERDEPARTMENTAL PARTICIPATION IN EVALUATION AND PLAN UPDATE

