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MONITORING AND EVALUATION PROCEDURES

The *Okaloosa County Year 2020 Comprehensive Plan* provides the basis for permitting and allocating development and providing public facilities concurrent with the impacts of development. In order to ensure that this plan reflects current County policy, the achievement of goals, objectives and policies, the most up-to-date baseline data and analysis, and that the appropriate resources are allocated to properly implement the plan, Rule 9J-5, Florida Administrative Code:

1. requires that the Five-year Capital Improvement Program (CIP) be reviewed and updated annually;
2. allows the plan to be amended as often as twice each year (including examining where appropriate the amendment exceptions as outlined in Chapter 163, F.S. and the annual adoption of the Five-Year CIP); and
3. requires that the plan be evaluated and updated at least every seven years.

In order to accomplish a meaningful evaluation of the plan, procedures must be established to monitor and evaluate the plan and its implementation and to amend the plan. This chapter describes the annual and seven-year monitoring and evaluation procedures that will be followed by Okaloosa County.

The Okaloosa Board of County Commissioners (BCC) serves as the local governing body and is responsible for adopting, amending and updating the Okaloosa County Year 2020 Comprehensive Plan and for its implementation, including:

1. adopting and amending the land development regulations;
2. adopting the Annual Operating Budget; and
3. adopting the Five-Year Capital Improvement Program on an annual basis.

The Okaloosa County Planning Commission serves as the local planning agency and is responsible for providing recommendations to the BCC.

PLAN FOR CONTINUOUS MONITORING AND EVALUATION

The plan for continuous monitoring and evaluation includes the preparation of an annual Concurrency Management Report to evaluate the implementation of the Comprehensive Plan. This annual report will serve as the basis for adopting the Annual Operating Budget and the Five Year Capital Improvement Program, as well as any amendments to the Comprehensive Plan or land development regulations. In addition to the yearly evaluation, the plan provides for the evaluation and updating of the Comprehensive Plan at least every seven years.

Annual Monitoring and Evaluation Procedures

The primary means of annual monitoring and evaluation will be the preparation of a Concurrency Management Report updated by the Concurrency Review Committee established in Section 2.13, Policy 3.7, on an annual basis following the adoption of the Comprehensive Plan, and any amendments to reflect the most recently adopted objectives and policies of the Comprehensive Plan. The Concurrency Management Report will be prepared annually pursuant to the Concurrency Management System described in Section 4. This report will document the development that occurred in the past year and the adequacy of public facilities as defined by the adopted level of service standards to serve existing and future development. Beginning in 2003 the Concurrency Management Report will be submitted to the Okaloosa County Planning Commission by April 1 each year. By July 1 each year the Planning Commission will report to the BCC its evaluation of the implementation of the Capital Improvements Element and the Comprehensive Plan. The Concurrency Management Report will be used by the BCC during the annual review and adoption of the Five-Year Capital Improvement Program. In addition, this report may serve as the basis for the BCC to amend the Comprehensive Plan or to adopt revisions to the Land Development Code.

Seven-Year Monitoring and Evaluation Procedures

Okaloosa County shall review and update the Comprehensive Plan every seven years. This will be accomplished through the preparation, review and adoption of an Evaluation and Appraisal Report (EAR) in the seventh year following plan adoption, or the most recent EAR. The EAR shall meet statutory requirements for evaluation, and serve as one basis for an update to the Comprehensive Plan. It is the intent of this evaluation to:

1. Assess progress in implementing the plan;
2. Assess both successes and shortcomings of the plan;
3. Respond to changing conditions and trends that affect Okaloosa County;
4. Assess the degree to which plan objectives have been achieved;
5. Respond to changes in statutes, rules, and the WFRPC Strategic Policy Plan; and
6. Identify ways the plan should be changed.

UPDATING BASELINE DATA AND MEASURABLE OBJECTIVES

Baseline data will be continuously updated through an ongoing data collection program and the Concurrency Management System. In addition, the Goals, Objectives and Policies identify special studies that will be carried out during the planning time frame. These special studies will provide data necessary for the BCC to evaluate and update the Comprehensive Plan. The accomplishment of measurable objectives will be recorded by the Concurrency Management Report and by the Evaluation and Appraisal Report, as required by Florida Statutes. Measurable objectives will be updated as needed at least every seven years based on the results and analysis contained in these reports.

PUBLIC PARTICIPATION PROCESS

It is the intent of this Comprehensive Plan that the public procedures described herein apply to the formal adoption process of the Comprehensive Plan, amendments to the Comprehensive Plan, and consideration of the Evaluation and Appraisal Report.

So as to notify property owners, interested citizens and affected parties, Okaloosa County will advertise twice in a newspaper that is published at least five (5) days per week that a public hearing will be held to consider any of the matters described above. The advertisement will include an identification of who is holding the hearing, as well as the date, time, place and general subject of the hearing and the location where copies of the proposed matter may be reviewed. To the extent possible the advertisement will appear in a section of the newspaper other than the classified or legal sections. The advertisement will encourage the public to provide written and/or verbal comments on the matters under consideration. Workshops may be held without advertising, provided a public announcement is made at a public meeting of the Board of County Commissioners.

The advertisements shall appear not less than fourteen (14) days prior to the hearing, and at least five (5) days prior to the hearing. All public hearings shall be held Monday through Thursday. Workshops may be held at other times deemed appropriate. The County will conform to the applicable notice requirements for adoption of the Comprehensive Plan as described in Chapter 163.3184 and 163.3187, Florida Statutes.

Prior to Board of County Commissioner approval, adoption, and/or enactment, the Okaloosa County Planning Commission shall hold at least one (1) public hearing in conformance with the notice requirements described herein. The hearing may be continued to an announced time certain upon a majority vote. The Planning Commission hearing shall afford members of the public reasonable opportunity to present their views either written or verbal on any matter under consideration. The Planning Commission shall transmit its recommendation on each matter to the Board of County Commissioners at the public hearing held for each matter.

County Visioning Process

Okaloosa County shall have the responsibility for conducting a county visioning process that will articulate a vision of the future physical appearance and qualities of its community as a component of the local Comprehensive Plan. The vision should be developed through a collaborative planning process with meaningful public participation and shall be adopted by the Board of County Commissioners. Neighboring communities, especially those sharing natural resources or physical or economic infrastructure, are encouraged to create collective visions for greater-than-local areas. When the county vision of the future has been created, the County should review its Comprehensive Plan, Land Development Code, and Capital Improvement Program to ensure that these instruments will help to move the county toward its vision in a manner consistent with the State Comprehensive Plan.

