



**PROCEDURES FOR MONITORING  
AND  
EVALUATION OF THE CITY PLAN**

## PROCEDURES FOR MONITORING AND EVALUATION OF THE CITY PLAN

This section describes the City of Casselberry's procedures for implementing, monitoring, updating and evaluation of the City's Comprehensive Plan every seven years pursuant to the requirements established in Chapter 163.3191, Florida Statutes, and Rule 9J-5.005(6), Florida Administrative Code.

The Planning and Zoning Commission/ Local Planning Agency is the designated Local Planning Agency pursuant to Chapter 163.3174, Florida Statutes, and shall monitor and oversee the effectiveness and status of the Comprehensive Plan, and recommend to the City Commission such changes in the Comprehensive Plan as may from time to time be required.

**General Procedures.** The monitoring and evaluation of the Comprehensive Plan shall be a continuous and ongoing process. The Planning and Zoning Commission/ Local Planning Agency shall prepare or cause to be prepared periodic reports on the Comprehensive Plan. The Planning Division of the Community Development Department shall prepare a yearly report for the P&Z/LPA, listing the policies, which have been implemented to date and other pertinent information indicating implementation of the Comprehensive Plan. These reports shall be used as a basis upon which to formulate an Evaluation and Appraisal Report to be sent to the City Commission at least once every seven (7) years after the adoption of the Comprehensive Plan or element or portion thereof. The preparation of the Evaluation and Appraisal Report shall comply with the procedures and contents set forth in Chapter 163.3191, Florida Statutes, and Rule 9J-5.005(7), Florida Administrative Code.

**Citizen Participation.** The City of Casselberry's Citizen Participation Plan is included as part of the Comprehensive Plan. City Staff and the Planning and Zoning Commission will contribute in the development of these reports. The process of formulating the Comprehensive Plan evaluation and update shall culminate with a public hearing to be held first before The Planning and Zoning Commission/ Local Planning Agency and next before the City Commission, respectively, prior to adopting the final report. The public hearings shall be advertised in accordance with Chapter 163.3184(15)(c), Florida Statutes and citizen input shall be encouraged.

**General Review Criteria.** The Population and Economic Data Report will be reviewed, and data projections updated and corrected for any new trends which become apparent. The City of Casselberry computerized data bases relevant to the provision of public services described within the Comprehensive Plan shall be used to update the information upon which the Plan will be evaluated. Each Element of the Comprehensive Plan will be reviewed and appraised. In evaluating the Elements, the following general criteria shall be used as well as any more specific criteria referred to in respective elements of the Plan.

- **Impact of Changing Conditions.** Update appropriate baseline data as necessary to evaluate the *attainment* of objectives and evaluate evolving issues, including major shifts in the magnitude, distribution, and/or characteristics of: housing supply and demand; land use; natural resources; public facilities; transportation system; parks, recreation and open space system; fiscal management resources.

These changing issues and shifts in conditions may serve as indicators of needed change in public policy. The policy implications of such changes shall be evaluated on a continuing basis. The baseline data update shall be predicated on the decennial U.S. Census and/or other special census or significant new data which is recommended as professionally acceptable and appropriate by Community Development staff for inclusion in the Comprehensive Plan.

- **Major Planning and Development Problems.** The Evaluation and Appraisal Report shall identify major planning and development problems such as the location and distribution of land uses and related adverse physical, economic, social, or environmental impacts.

- **Accomplishments.** The Evaluation and Appraisal Report shall describe the progress of the City in achieving the goals, objectives, and policies established within the Plan since its adoption or since the last Evaluation and Appraisal report, whichever is most recent.
- **Unanticipated Problems and Opportunities.** The Evaluation and Appraisal Report shall describe the nature and extent of unanticipated and previously unforeseen problems and opportunities occurring since the Plan adoption or since the preparation of the latest evaluation and appraisal report, whichever is most recent.
- **Recommendations:** The Evaluation and Appraisal Report shall make recommendations concerning new or modified goals, objectives, or policies needed to resolve problems or issues identified during the Comprehensive Plan evaluation process or address any other issue(s) appropriate to achieve ongoing modification and updating of the Comprehensive Plan.