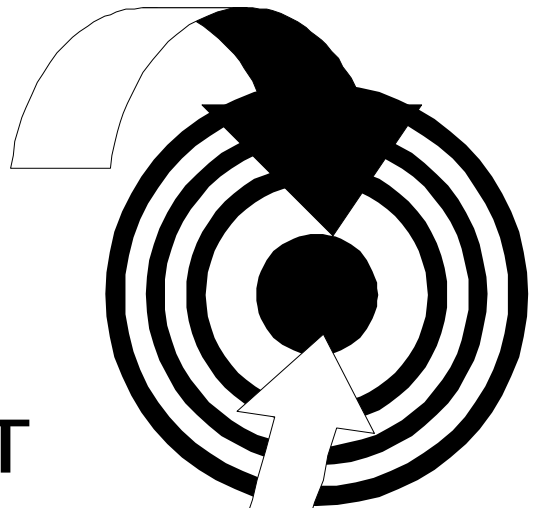


**A GUIDE TO
PREPARING AN
EVALUATION AND
APPRAISAL REPORT**



**Florida Department of Community Affairs
Division of Community Planning
Bureau of Local Planning
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100**

March 2004

**A GUIDE
TO PREPARING AN
EVALUATION AND APPRAISAL
REPORT**

**Florida Department of Community Affairs
Division of Community Planning
Bureau of Local Planning
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100**

**First Published May 2001
Revised August 2003 and March 2004**

ACKNOWLEDGEMENTS

GUIDE BOOK PREPARED BY:

V. Gail Easley, FAI CP
The Gail Easley Company
P. O. Box 1436
Crystal River, FL 34423
352-795-4920
easleyg@aol.com

PEER REVIEW COMMITTEE:

The assistance of the Peer Review Committee in preparing the May 2001 edition of this Guide is gratefully acknowledged. They gave their time to provide insight into the needs of local governments, to review drafts of the Guide, and to provide comments and suggestions.

Walker Banning
Community Program Administrator
Department of Community Affairs
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100

Ralph Hilliard, Planning Manager
City of Gainesville
P. O. Box 490
Mail Station #12
Gainesville, FL 32602-0490

Les Solin, AI CP
Solin & Associates
901 Douglas Avenue, Suite 207
Altamonte Springs, FL 32714

Roberta "Robbie" Roe, County Planner
Sumter County Planning Department
209 North Florida Street
Bushnell, FL 33513

James La Rue, AI CP
LaRue Planning & Mgmt. Services, Inc.
1375 Jackson Street
Tidewater Building, Suite 206
Fort Myers, FL 33901

Tim Brown, AI CP
Principal Planner
St. Johns County Planning Department
P. O. Drawer 349
St. Augustine, FL 32085

Scott Koons, Director
Local Government Assistance
North Central Florida RPC
2009 W. 67th Place, Suite A
Gainesville, FL 32665-1603

Larry S. Pflueger
Pinellas Planning Council
600 Cleveland Street, Suite 850
Clearwater, FL 33755-4160

David L. Smith, AI CP
Comprehensive Planning Supervisor
Charlotte Co. Community Development
18500 Murdock Circle
Port Charlotte, FL 33948-1094

TABLE OF CONTENTS

Title Page	
Acknowledgements	
Table of Contents	i
What to Expect From This Guide	iii

PART I - THE PROCESS

1. Overview of the EAR process	I-1
a. Purpose of the EAR	I-1
b. Who should be involved	I-2
c. How much information is needed	I-3
d. What are sources of information	I-3
e. How long the EAR should be	I-3
2. Limiting the EAR to local subject matter (local issues)	I-4
a. What is an issue	I-5
b. Who identifies the issues	I-5
c. Letter of Understanding with DCA	I-6
3. Gathering information from state agencies and other sources	I-6
4. Public participation in the EAR process	I-7
5. Adopting the EAR	I-7
6. Submittal requirements	I-8
7. Flow chart for the work program	I-9
8. Timeline for preparing the EAR	I-11
9. Due dates for local governments	I-12
10. How the EAR is reviewed	I-12
11. When an EAR and plan amendments are not adopted	I-12

PART II - CHECKLISTS

1. Checklist for preparing and adopting the EAR	II-1
2. Checklist for identifying local issues	II-6
a. When should the checklist be completed?	II-6
b. Is the entire checklist necessary for every jurisdiction?	II-7
3. Checklist for EAR contents	II-12
4. Checklist for adoption procedures	II-16

PART III - WRITING THE EAR

1. Writing the introduction	III-1
a. Profile	III-1
b. Purpose	III-2
c. Public participation process	III-3
d. Visioning	III-4
2. Analyzing the issues	III-5
a. Change in population	III-5
b. Changes in land area	III-6
c. Vacant land for future development	III-6
d. Demands of growth on infrastructure	III-8
e. Location of development	III-11
f. Coordination of school locations	III-11
g. Consider the plans of the water management district	III-14
h. Evaluation of Redevelopment Feasibility and Property Rights in Coastal High-Hazard Areas	III-16
i. Analyzing other local issues	III-20
3. Developing recommendations	III-23

PART IV - SAMPLES

1. Agenda and list of questions for first local workshop to identify local issues for the EAR	IV-1
2. Sample letter to invite representatives of adjacent local governments and state and regional agencies to a meeting to discuss and agree on local issues	IV-3
3. Sample agenda for meeting with agencies	IV-4
4. Sample lists of issues	IV-5
a. City of Gainesville	IV-5
b. Sumter County	IV-6
5. Sample notice for public hearings for adoption	IV-8
6. Sample resolution for adoption of the EAR	IV-9
7. Sample letter of transmittal	IV-11

PART V - APPENDICES

1. What the Florida Statutes require for the EAR	V-1
2. Where to get information for the EAR	V-9
3. Who to contact at regional and state agencies	V-10
4. Scheduled due dates for EAR adoption	V-10

WHAT TO EXPECT FROM THIS GUIDE

Planning is a good idea for every local government. But planning – or writing and adopting a plan – wouldn't be very helpful with a plan that is out of date. The way to keep it up to date is to look it over periodically, to evaluate how well it is meeting the needs of the local jurisdiction. The Florida Legislature recognizes the importance of evaluating the plan as well. Therefore, part of state law for planning and growth management is a requirement that local government comprehensive plans be evaluated every seven years. This guide is designed to help local governments, in particular smaller jurisdictions, in conducting an evaluation and producing a report, called the Evaluation and Appraisal Report (EAR).

This guide provides that help in several ways.

- Explaining the process – what to do, when to do it, and how the process works. This is Part I of the guide.
- Providing checklists to make it easier to follow the process and to make sure everything is included. Part II has checklists for preparing the EAR, identifying issues, writing the EAR, and adopting the EAR.
- Providing an outline of the report and guiding the user step-by-step to writing each section. Part II has a checklist for the contents of the EAR and Part III is devoted to writing the EAR.
- Providing samples of some of the documents a local government will need, found in Part IV.
- Suggesting sources of information and contacts in state and regional agencies in Part V.

PART I

THE PROCESS

1. OVERVIEW OF THE PROCESS

The process for preparing an evaluation and appraisal of the local government comprehensive plan is the same basic planning process used for many local government programs and projects. First, identify the expected result, in this case an assessment of the local government comprehensive plan. Next, collect the information necessary to conduct an evaluation, and analyze the data. Finally, prepare a report to document findings and recommendations. This guide is designed to assist smaller municipalities and counties in preparing the evaluation and appraisal report (EAR), so that staff or volunteers not specifically trained in planning may nevertheless conduct the evaluation and prepare the report. However, when a volunteer, staff of the regional planning council, or a consultant prepares the EAR, a member of the elected body, the planning commission, or the staff should be responsible for overseeing the work. This will ensure that all steps are taken and that all required information is included.

a. Purpose of the EAR

A local government comprehensive plan is a living document. While it is designed to provide certainty in the development of a city or county, in part through limitations on amendments and requirements for financial feasibility, it is also designed to respond to changes in a local jurisdiction. Response to changes comes in part through amendments to the plan, through revisions to methods of implementation, and in large part through a periodic evaluation of the plan.

We all know that Florida is changing and growing rapidly. Local communities are changing as well. Growth management is all about how local communities plan for that change. Because periodic evaluation of growth and change is part of good planning, state law includes a requirement for the preparation of an evaluation and appraisal report every seven years¹. The EAR is the first step in updating a plan, and is intended to accomplish several important purposes:

¹ 163.3191(1), F.S.

- Identify major issues for the community
- Review past actions of the local government in implementing the plan since the last EAR
- Assess the degree to which plan objectives have been achieved
- Assess both successes and shortcomings of the plan
- Identify ways that the plan should be changed
 - Respond to changing conditions and trends affecting the local community
 - Respond to the need for new data
 - Respond to changes in state requirements regarding growth management and development
 - Respond to changes in regional plans
- Ensure effective intergovernmental coordination

b. Who should be involved

The people who should be concerned with and involved in the preparation of the EAR are the people who are responsible for maintaining and implementing the plan, and the citizens of the jurisdiction. The first group includes elected officials, appointed officials, and staff of the local government. The second group includes those people who live or own property in the local jurisdiction. Generally, the following groups should be invited to participate, either through assisting in the preparation of the EAR, or in reviewing and commenting on the EAR. Your local jurisdiction may not have all of these groups.

- Elected body (City, Town, or Village Council, City Commission, or County Commission)
- Planning Commission or Planning Board and/or Local Planning Agency
- Development Review Board or Committee
- Local government staff, such as the manager or administrator, clerk, and those responsible for planning, zoning, engineering, utilities, public safety, affordable housing, and finance
- School Board
- Chamber of Commerce
- Homeowners' Associations
- Builders' Association
- Civic groups
- Representatives of adjacent local governments

c. How much information is needed

At a minimum, the local government will need up-to-date information on the population of the jurisdiction. The rest of the information (data) will be determined by the subject matter (list of issues) to be included in the EAR. For each issue, it will be necessary to collect enough information to explain the issue, discuss the effects on the jurisdiction, and support any recommendations. Often, there are reports or studies from state and regional agencies that meet this need. For cities, the county may have such reports or studies prepared for the entire county. In such cases, the only thing needed in the EAR itself is an identification of the report or study, and a summary of how it applies to the local community's issue.

When making reference to existing reports and studies, it is not necessary to copy information into the EAR, unless it is easier to refer to the information this way. It is sufficient to make reference to the reports and studies that contain the information and to write a summary statement within the EAR itself. For example, Crystal River needed to update conservation information in its EAR. Citrus County had prepared a thorough inventory and analysis of conservation issues on a county-wide basis. Crystal River adopted the county's inventory and analysis report (by reference) as city data and analysis, and wrote a brief explanation in the EAR on how the county data applied to Crystal River.

d. What are sources of information

State and county agencies, universities, regional planning councils, water management districts, and others prepare studies and reports that may be helpful in preparing the EAR. A list of potential sources of information is provided in Part V.

e. How long the EAR should be

There is no specific size requirement for an evaluation and appraisal report. If there are no local issues to address, and the issues identified and required in the Florida Statutes do not apply to the local jurisdiction, a complete evaluation may be only a few pages. Refer to the checklist contained in Part II for EAR contents. At a minimum, the report should have the following components:

- a table of contents,
- a brief description of the process used to ensure public participation,
- updated population estimates,

- changes in land area,
- a list of changes needed in the plan due to changes in state law, the regional plan, or the administrative rule, and
- a statement committing the local government to updating the comprehensive plan to address the changes in state law and rule.

Even where there are issues that the local government wishes to address or that apply to the local community, the document still may be fairly short. The contents of the EAR could include only an identification of the issue, an explanation of the information (data and analysis) used to evaluate the issue, and recommendations on changes to the plan to address the findings on the issue. As an example, Sumter County identified flooding as an important countywide issue, and relied on data and analysis from the water management district to explain the issue. The discussion in the EAR on the flooding issue is three pages, enough to describe the problem, the current status, and recommendations.

Even where there are many issues included in the local government EAR, the report itself should be concise and make reference to other supporting documents. A local government should not feel that an EAR must be bulky in order to be adequate for local purposes or to be found sufficient by the Department of Community Affairs (DCA).

2. LIMITING THE EAR TO LOCAL SUBJECT MATTER (LOCAL ISSUES)

Prior to 1998, the requirements for the EAR were uniform. That meant that every local government, regardless of size or circumstance, had similar reports in terms of the type of contents. The effect of the legislation adopted in 1998 is to allow the local government to evaluate only those issues that pertain to and affect the local jurisdiction². This means that not every portion of your comprehensive plan needs to be thoroughly evaluated in the EAR, but only those major issues that affect your community's ability to achieve its goals. However, each element as a whole must be briefly evaluated as to its successes or shortcomings in addition to any evaluation related to the local issues.

² 163.3191(1)(c), F.S.

a. What is an issue

Throughout this guide the terms “subject matter” and “issue” are used interchangeably. With only a few exceptions, the local government chooses the subject matter of the evaluation report. In the legislation, this subject matter is called an issue. An issue is usually a very narrow matter of concern to the existing and future growth and development of the local community.

For example, “transportation” is not an issue. The term “transportation” includes all the roads, sidewalks, bike routes, and the like in the jurisdiction. However, within the broad area of “transportation”, a local community may have a particular concern for the impacts of a road project, or congestion on a road segment, sidewalks in bad repair, or some other specific concern. This specific concern is the issue.

Another example is the environment. “Environment” or “environmentally sensitive lands” is not the issue. For a local community, the specific concern may be one particular source of pollution, or one particular land area that should be preserved, or shoreline development, to name a few examples. It is more likely that even “shoreline development” is not the specific issue, but that the issue is something more specific and of direct concern in the local community. Examples might include lack of public access, or development that could be damaged by coastal flooding.

The local government should take great care at this step in the process to identify as clearly and specifically as possible the subject matter that is important locally. (Two examples of local issues are shown in Part IV, Section 4). This will make the EAR a useful document and not an exercise in compliance with a checklist of minimum criteria. The EAR becomes customized for the local community.

b. Who identifies the issues

As explained in the checklist of steps in the process (see Part II), the local government determines the subject matter of its EAR in two ways. It is important to note that it is the local government that identifies the issues, not a state or regional agency. However, the state and regional agencies have input as do adjacent local governments, and the public. It is not intended that the local government overlook any real issues, nor is it intended that other agencies force the local government to consider issues that do not affect or pertain to the jurisdiction.

One step in deciding the subject matter for the EAR is to hold a meeting with adjacent local governments and representatives of state and regional agencies. When cities are holding this meeting, the county should be invited. The Florida Statutes refers to this as a “scoping” meeting³. This means that the purpose of the meeting is to establish the scope or extent of the EAR through determining what subject matter, or issues, will be included. This is also the time to determine the extent of the effort required to adequately address the issues and meet the minimum requirements of the statutes. The schedule for adopting an EAR provides that a county’s deadline is 18 months prior to the municipalities within the county. Therefore, it is especially helpful if the scoping meeting held by the county includes all municipalities so that there is plenty of communication on issues of common interest and on shared needs for data and analysis.

As shown in the checklist for preparing an EAR (Part II), first the local government develops a list of issues. Next, a meeting with the agencies is held to agree on those issues, or modify the list of issues. The local government then prepares a final list of issues to be included in the EAR.

c. Letter of Understanding with DCA

The list of major issues should be summarized and sent to DCA with a request for a letter expressing DCA’s agreement with the topics selected. Receiving this Letter of Understanding from the Department will help avoid any misunderstandings when the Department reviews the adopted EAR for sufficiency.

3. GATHERING INFORMATION FROM STATE AGENCIES AND OTHER SOURCES

Another purpose of the meeting with agencies is to determine what data the agencies can provide to the local government to explain and analyze each issue. At the meeting, agency representatives should be able to identify reports, studies, or other documents that can provide information to the local government. It is important to make a list of these documents and who will provide them. This way the person overseeing the preparation of the EAR can follow up to make sure the information is received.

³ 163.3191(3), F.S.

Agencies may have a bibliography of documents. This bibliography, or reference list, can be useful to the local government in identifying reports, studies, and other documents that contain data useful for the evaluation of the plan. More information on sources of data is contained in Part V.

4. PUBLIC PARTICIPATION IN THE EAR PROCESS

It is important that the general public have plenty of opportunity to be involved in evaluating the local plan since adoption or since the most recent EAR. Throughout this discussion of the process, there is mention of workshops, public hearings, and procedures for adopting the EAR. When the comprehensive plan was originally adopted, each local government should have adopted procedures for public participation. These same procedures should be used in the preparation and adoption of the EAR⁴, including at least the participation described in this guide. In particular, see Part II, Section I.

5. ADOPTING THE EAR

The Local Planning Agency (LPA) is often the planning commission or the elected body and is responsible for preparing the EAR and recommending it for adoption by the elected body⁵. As the responsible group, the LPA may delegate the actual research and preparation of the EAR. The report may be prepared by someone on the staff of the local government. It may be prepared by a volunteer, such as a member of the LPA. In some regions of the state, the regional planning council is active in providing this service to local governments. A local government may decide to hire a consultant to prepare the report. Whoever is chosen, it is the responsibility of the LPA to ensure that an EAR is prepared and to recommend the EAR to the elected body for adoption.

There are several important steps leading to adoption and subsequent review by DCA of the EAR for sufficiency (see Section 10 for an explanation of "sufficiency"):

⁴ 163.3191(6), F.S.

⁵ 163.3191(4), F.S.

- The LPA holds at least one public hearing on the proposed, or draft EAR, before making a recommendation to the elected body⁶.
- The elected body may submit a proposed EAR to DCA and other reviewing agencies for comments 90 days **before** the scheduled due date⁷. If this is done, DCA will send comments on the proposed report within 30 days after the report is received. This is not a required step, but it is very useful to have early comments from DCA. Therefore, it is recommended that the proposed EAR be submitted.
- The elected body holds a public hearing for adoption of the EAR by resolution or ordinance⁸. At this public hearing, the elected body will consider the proposed EAR, as revised, based on comments at the LPA hearing as well as comments received from DCA. (See Part II for a checklist on procedures for adoption.)
- The EAR may be adopted no earlier than 90 days prior to the scheduled adoption due date.⁹
- After adoption, the EAR is sent to DCA where it is reviewed to determine whether it is sufficient.

6. SUBMITTAL REQUIREMENTS

If the draft, or proposed, EAR is sent to DCA for review (90 days before the due date), one copy is sent to DCA, and one copy is sent to each state and regional agency that will review the EAR, as well as adjacent local governments, and any citizens that have requested a copy¹⁰. (Refer to Section 10 below for a list of review agencies.)

After adoption, the following are the requirements for submitting the EAR¹¹:

- Three copies of the EAR to DCA

⁶ 163.3191(4), F.S.

⁷ 163.3191(5), F.S.

⁸ 163.3191(6), F.S.

⁹ 163.3191(9), F.S.

¹⁰ 163.3191(5), F.S.

¹¹ 163.3191(6), F.S., and 9J-11, F.A.C.

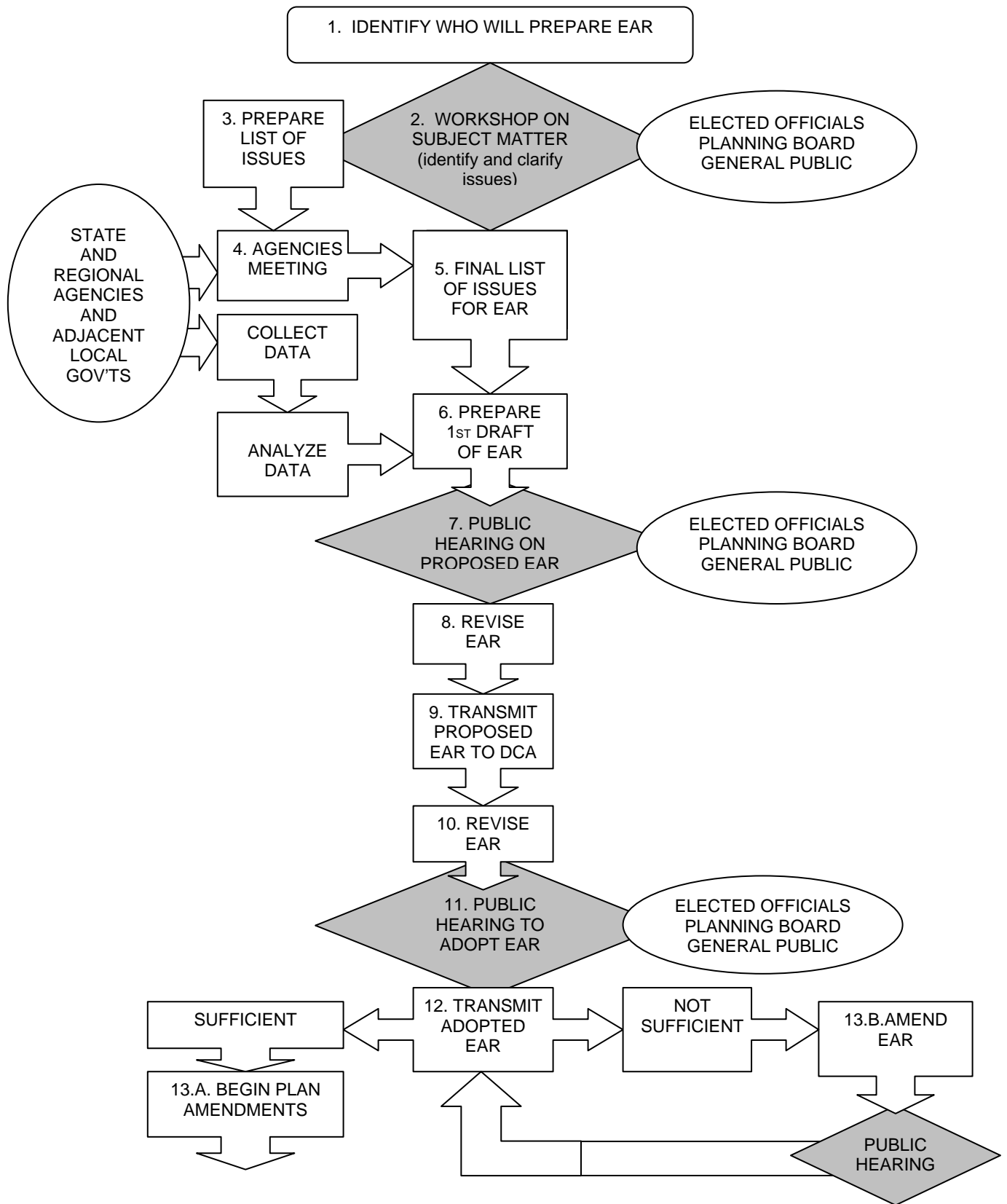
- A transmittal letter to DCA (a sample is provided in Part IV)
- A copy of the adoption resolution or ordinance to DCA (a sample is provided in Part IV)
- One copy of the EAR to each reviewing agency
- One copy of the EAR to each adjacent local government

After DCA and the agencies have received the adopted EAR, DCA will provide preliminary comments within 60 days. This provides an opportunity for the local government to clarify information in the report.

Within 90 days after the EAR is received, DCA will make a final determination whether the report is sufficient (see Section 10). A determination of sufficiency is based on whether the EAR provides the information, as applicable, in 163.3191(2), F.S.

7. FLOW CHART FOR THE WORK PROGRAM

The flow chart on the next page shows the steps in the process and the relationships among the steps. The flow chart should be used in conjunction with the timeline on the following page. The numbered boxes in the flow chart also correspond to the numbered steps in the checklist in Section 1 of Part II.



8. TIMELINE FOR PREPARING THE EAR

The following timeline can be used for the local government work program. First, insert the scheduled due date for adoption. Then, calculate the approximate dates for each step leading up to the due date. The numbers in the steps match the flow chart on the previous page and also correspond to the numbered steps in the checklist in Section 1 of Part II.

<u>Actual Due Date</u> ¹²	<u>Approximate Time to Complete</u>	<u>Step in the Process</u>
	15-18 months before scheduled due date	1. Identify who will prepare the EAR and who is responsible
	14 to 15 months before	2. Local workshop to identify subject matter (issues) and 3. Prepare the list of issues
	12 to 14 months before	4. Workshop with agency representatives and 5. Prepare final list of issues (<i>Letter of Understanding with DCA</i>)
	6 to 12 months before	6. Complete a first draft of the EAR
	± 5 months before	7. Public hearing with LPA on first draft
	± 4 months before	8. Revise first draft, as needed
	3 months (90 days) before	9. Transmit proposed EAR to DCA and other reviewing agencies (optional)
	2 months before	Receive comments from DCA
	1 to 2 months before	10. Revise first draft and produce final EAR for adoption
	0 to 1 month before	11. Public Hearing with elected body and adoption of the EAR
	SCHEDULED DUE DATE	12. Transmit to DCA & reviewing agencies
	2 months (60 days) after DCA receives EAR	Preliminary comments from DCA regarding determination of sufficiency
	3 months (90 days) after DCA receives EAR	Finding of Sufficiency or Finding of Not Sufficient
	12 months after finding of sufficiency (or 18 months if extension requested)	Submit proposed plan amendments based on the EAR
	18 months after finding of sufficiency (or 24 months if an extension is requested)	Adopt plan amendments based on the EAR

¹² Insert your dates, based on the scheduled due date published by DCA, and listed in Part V.

9. DUE DATES FOR LOCAL GOVERNMENTS

The due dates for adopting an EAR are set so that municipalities are scheduled 12 to 18 months after the county in which they are located. This allows the municipal governments to use data collected by the county for their EAR and plan amendments.

A list of due dates is provided in Section 4 of Part V.

10. HOW THE EAR IS REVIEWED¹³

The Department of Community Affairs is the primary reviewing agency. However, the EAR is also reviewed by the Department of Transportation, Department of Environmental Protection, the water management district, the regional planning council, and the Division of Historic Resources at the Department of State. Copies are provided to adjacent local governments who may also review and provide comments. DCA is responsible for determining whether the EAR is sufficient. The Florida Statutes uses the term "sufficient" to describe the condition where the EAR is adequate for the community's needs. In addition, to be sufficient means that the EAR has addressed the items listed in 163.3191(2), F.S.

DCA may delegate the review responsibilities to the regional planning council. When DCA has delegated the review, the local government may choose to have the RPC conduct the review rather than DCA. Contact your regional planning council to determine whether it has been delegated review authority, and consider using the RPC for review of your EAR.

11. WHEN AN EAR AND PLAN AMENDMENTS ARE NOT ADOPTED¹⁴

The Administration Commission (governor and cabinet) has the authority to impose sanctions when a local government does not adopt an EAR. The Administration Commission also has the authority to impose sanctions when a local government does not adopt amendments as recommended in the EAR.



¹³ 163.3191(7) and (8), F.S.

¹⁴ 163.3191(11), F.S.

The sanctions that may be imposed include not providing funds for improvements to roads, bridges, water systems, or sewer systems. Sanctions may also include losing eligibility for the Florida Small Cities Community Development Block Grant Program, the Florida Recreation Development Assistance Program, and certain revenue sharing funds.

When an EAR is not adopted, or an adopted EAR is found not sufficient, there are limitations on amending the local government comprehensive plan.

- (1) If an EAR is not adopted, only amendments for a development of regional impact (DRI) and certain port facilities may be adopted.¹⁵
- (2) If an EAR is adopted, but found not sufficient, the local government may continue to amend the plan for a one-year period after the scheduled due date for EAR adoption. (See Part V for the due dates).¹⁶
- (3) If an EAR is adopted, but found not sufficient, and the one-year period passes, the only allowable amendments to the comprehensive plan are amendments for a DRI.¹⁷
- (4) If an EAR is adopted and found sufficient, all amendments may be adopted.

Scheduled Due Date for Adoption of EAR and Subsequent Sufficiency Determination		One Year After Scheduled Adoption Due Date for EAR
If:	Then:	
(1) <u>No EAR Adopted</u>	Only amendments related to DRI s and certain port facilities may be adopted	Only amendments related to DRI s and certain port facilities may be adopted
(2) <u>EAR Adopted, but NOT Sufficient</u>	All amendments may be adopted	(3) Only amendments related to DRI s may be adopted
		
(4) <u>EAR Adopted and Sufficient</u>	All amendments may be adopted	
		

¹⁵ 163.3187(6)(a), F.S.

¹⁶ 163.3187(6)(b), F.S.

¹⁷ 163.3187(6)(c)

PART II

CHECKLISTS

This part of the guide contains checklists to use in gathering information for the EAR, in deciding what issues to include in the evaluation, and in putting the EAR together. The first checklist can be used in conjunction with the timeline and the flow chart presented in Part I. This checklist will help you make sure that all the steps are taken, and that the steps are in a logical order.

The second checklist will help you recognize major issues for your community. Checklist 3 is designed to ensure that you meet state law for the contents of the EAR. The fourth checklist takes you through the steps of adopting the EAR.

With the use of these checklists you can do the following.

- Establish a work program for the EAR
- Decide the issues to include in your assessment
- Assemble the EAR after you gather the information and write the report
- Adopt the EAR

1. CHECKLIST FOR PREPARING AND ADOPTING THE EAR

This checklist is a step-by-step guide to preparing the EAR and adopting the EAR. It will help you define your work program before you begin the actual work of evaluating your plan and writing your report.

In the column titled "status" are notations that the step is "required", "recommended", or "as needed". "Required" means that the local government is obligated by state law to perform the task. "Recommended" means that the task or step is important and is part of good planning practice. It is strongly suggested that you include the step in your local process. "As needed" refers to those steps that may or may not be necessary to complete the project, but are identified to ensure that the step is not overlooked during preliminary planning.

Status	<input checked="" type="checkbox"/>	Steps in preparing and adopting the EAR
RECOMMENDED		1. IDENTIFY WHO WILL PREPARE THE EAR.

The EAR may be prepared by one or more staff of the local government, by members of the Local Planning Agency, by citizen volunteers, by staff of the regional planning council, or by a consultant hired for this purpose. At least one member of the local staff or the elected body should be responsible for overseeing the work. Overseeing the work should include making sure the process is followed, that the required contents are provided, and that the timeline is followed.

RECOMMENDED		2. IDENTIFY AND CLARIFY ISSUES THROUGH A WORKSHOP WITH ELECTED BODY, PLANNING COMMISSION, AND GENERAL PUBLIC. (163.3191[1][C], F.S.)
-------------	--	---

The purpose in evaluating the local government comprehensive plan is to determine whether the plan has resulted in progress in achieving the development the people want for their community. The comprehensive plan describes the way the community will develop and grow, lists goals and objectives for different parts of the community, and lists the policies of the local government that will direct programs, budgets, and decisions. Over time the community changes. Some changes will be consistent with the growth anticipated and planned for. But other circumstances may bring changes to the community that were not anticipated. The comprehensive plan will continue to be useful in guiding growth and development if it is brought up to date to reflect changes and new circumstances. The process of preparing an EAR provides an organized way to look at the plan and determine how well it fits the community's current and future needs and desires.

Therefore, the evaluation and appraisal report serves as an audit of progress and problems in using the plan to achieve the development goals of the jurisdiction. Involving many groups in a discussion of the plan is a very useful and important step in the process, and is strongly recommended.

A local government is only required to address the subjects within the plan that are important issues for that community. This local workshop is the first step in deciding what subject matter (issues) to include in the EAR.

If a workshop is not held, the local government should decide what subject matter to include in the EAR.

For assistance in identifying issues, refer to the discussion on “limiting the EAR to local subject matter” in Part I, and to the “checklist for identifying local issues” in Section 2 of Part II.

RECOMMENDED		3. PREPARE A LIST OF THE ISSUES AGREED UPON IN THE LOCAL WORKSHOP OR IDENTIFIED BY STAFF.
-------------	--	---

Two samples of lists of issues are shown in Part IV, Section 4.

RECOMMENDED		4. SCHEDULE A MEETING WITH ADJACENT LOCAL GOVERNMENTS AND STATE AND REGIONAL AGENCY REPRESENTATIVES; PREPARE A LETTER TO INVITE REPRESENTATIVES. (163.3191[3], F.S.)
-------------	--	--

This meeting serves two purposes. First, it is a time to discuss the subject matter for the EAR with the agencies who will be reviewing the EAR. By agreeing on the subject matter or issues to be included, the contents of the EAR become “frozen” for the local community. This means that the list of issues is set and additional issues won’t be added at a later date. As the checklist for EAR contents shows, there is very little that is mandatory. The EAR is supposed to be an audit useful to the community in modifying its plan so that the plan does direct growth and development to achieve the goals of the community. The EAR will be most useful when it focuses on subject matter of local importance.

Second, much of the information needed to conduct an evaluation of the local plan is available from state and regional agencies. This meeting is the time to identify those information needs and get commitments from the agencies to provide the information to the local government. The agency representatives may also suggest other sources of information for EAR preparation. A sample letter and agenda for this meeting are contained in Part IV, Sections 2 and 3.

RECOMMENDED		5. PREPARE A LETTER TO DOCUMENT THE MEETING. ATTACH THE LIST OF ISSUES THAT WERE AGREED ON. ATTACH A LIST OF THE INFORMATION AGREED TO BE PROVIDED BY STATE AND REGIONAL AGENCIES. SEND COPIES TO ALL WHO WERE INVITED. REQUEST LETTER OF UNDERSTANDING FROM DCA.
-------------	--	---

The final list of issues developed in the agency meeting of step 5 should refine, if needed, the list prepared in step 3 above. The list of information to be provided is based on the reports, studies, and documents identified during the meeting to be provided by the agency representatives.

REQUIRED		6. PREPARE A DRAFT OF THE EAR.
----------	--	--------------------------------

Refer to the discussion of the process in Part I, the checklist for contents of the EAR in Section 3 of Part II of this guide, and Part III on writing the EAR.

REQUIRED		7. HOLD A PUBLIC HEARING WITH THE LOCAL PLANNING AGENCY, ELECTED BODY, PLANNING COMMISSION, AND GENERAL PUBLIC TO DISCUSS RESULTS OF THE EVALUATION AS DESCRIBED IN THE DRAFT EAR. (163.3191[4], F.S.)
----------	--	--

A sample advertisement for public hearings is shown in Part IV, Section 5. The official action taken at this hearing should be a recommendation from the Local Planning Agency for adoption of the EAR.

AS NEEDED		8. REVISE THE EAR, IF NEEDED, BASED ON THE COMMENTS RECEIVED IN THE PUBLIC HEARING.
-----------	--	---

Both the citizens and the members of the LPA may have questions, comments, or suggestions that will result in revisions to the report. If none are received, this step is obviously not needed.

RECOMMENDED		9. TRANSMIT THE PROPOSED (DRAFT) EAR TO DCA AND STATE AND REGIONAL AGENCIES FOR REVIEW. (163.3191[5], F.S.)
-------------	--	---

Refer to the discussion on adopting the EAR in Section 5 of Part I. The Florida Statutes allow submission of a proposed EAR 90 days prior to the scheduled due date. It is a good idea to take advantage of this in order to get informal comments from DCA prior to adoption of the EAR. Therefore, it is recommended that the proposed EAR be sent to DCA for early comments.

AS NEEDED		10. REVISE THE EAR, IF NEEDED, BASED ON COMMENTS RECEIVED FROM DCA AND OTHER AGENCIES.
-----------	--	--

If the EAR is transmitted for preliminary review, DCA must provide comments within 30 days after the proposed EAR is received. This provides time to revise the EAR before adoption. If the local government does not transmit the proposed EAR, this step is not needed. Also, comments from DCA may not result in a need for revisions. However, this step is identified to ensure that it is not overlooked in the work program.

REQUIRED		11. HOLD A PUBLIC HEARING BY THE ELECTED BODY TO ADOPT THE EAR BY RESOLUTION OR ORDINANCE. (163.3191[6], F.S.)
----------	--	--

A sample resolution for adoption of the EAR is provided in Section 6, Part IV. Adoption by resolution is recommended.

REQUIRED		12. TRANSMIT THE ADOPTED EAR TO DCA AND STATE AND REGIONAL AGENCIES. (163.3191[6], F.S.)
----------	--	--

The submittal requirements are described in Section 6 of Part I.

REQUIRED	<p>13. A. IF EAR IS FOUND SUFFICIENT PREPARE EAR-BASED AMENDMENTS TO THE PLAN.</p> <p>B. IF EAR IS FOUND <u>NOT</u> SUFFICIENT, PREPARE ADDITIONAL MATERIAL AS NEEDED TO RESPOND TO CONCERNS RAISED BY DCA.</p>
----------	---

2. CHECKLIST FOR IDENTIFYING LOCAL ISSUES

Each evaluation and appraisal report is unique to the local jurisdiction, because the evaluation of the comprehensive plan is limited to the issues identified by the local government for evaluation. This checklist will assist you in identifying the subject matter, or issues, that will be evaluated in your EAR. The first set of questions, 1 through 5, will help identify those jurisdictions that are likely to have few, or even no, local issues.

a. When should the checklist be completed?

In most cases, it is probably a good idea if the person responsible for the EAR (consultant, staff person, or volunteer) completes the checklist. The completed checklist may be used as a handout to the participants in the workshop (step 2 above). The preparer can also add notes about any concerns that should be discussed for each question. There also may be one or more questions that can only be addressed during the workshop because the answer is not clear-cut.

However, the checklist includes a lot of questions that clearly may not apply to the local jurisdiction, resulting in confusion during the workshop. If this is the case, the preparer should prepare a summary of the applicable questions, or a simple list of key points, taken from the checklist.

It is possible to complete the checklist during the workshop; however, this is most likely a cumbersome way to proceed. Therefore, it is recommended that the person who will prepare the EAR complete the checklist first.

This checklist is a tool provided to help develop an EAR one step at a time. As a tool, the checklist should be used in whatever manner seems most helpful.

b. Is the entire checklist necessary for every jurisdiction?

If the answer to each of the first five questions is “no”, it is not necessary to continue with the remaining questions. By answering no to the first five questions, you are indicating that your jurisdiction is fully built out, with no vacant land for development. In addition, there is no need for changes or improvements to the existing development, and no potential for annexation to change the area of your community. Finally, there are no coastal development issues facing your community. For a jurisdiction in this situation, the EAR will be very brief. The 1998 legislative changes to the EAR requirements allow a community to focus on the major issues. When those issues are few, the report is short.

However, your jurisdiction may still have subject matter it wishes to address. If so, list those issues as indicated in the checklist for EAR contents (Section 3), and consult that checklist to ensure that other required parts of the report are included.

Guidance for writing about the issues is contained in Part III.

Yes/No	Address the following questions or statements:
	1. Is there any vacant land available and suitable for development in your jurisdiction?
	2. Answer this question only if your jurisdiction is fully developed (built-out). Are any of the existing areas of your jurisdiction in poor condition, in need of repair, or in need of redevelopment?
	3. Is your jurisdiction on a barrier island, or a coastal waterfront location?
	4. Answer this question only if your jurisdiction is a municipality. Has your jurisdiction annexed additional lands into the city since adoption of the plan?
	5. Answer this question only if your jurisdiction is a municipality. Is there any potential for annexation of additional land into the city at any time in the future?

If the answer to one or more of the first five questions was “yes” you should answer each of the following questions. The questions are designed to assist in deciding the subject matter to be addressed in your EAR. There may be additional issues of local concern that you identify through workshops or your own knowledge. Those should be included in the EAR as well.

Yes/No	Address the following questions or statements:
	<p>6. If you answered “yes” to question #1, does your plan adequately address the development potential of vacant land, including the physical condition of the land, environmental concerns about the land, and the availability of infrastructure to serve the needs of future development on the vacant land?</p> <p><i>If “no”, a potential issue is the extent and suitability of vacant land for development.</i></p>
	<p>7. a. If you answered “yes” to question #2, have you identified the potential areas for redevelopment?</p> <p>b. Has your jurisdiction designated an “urban infill and redevelopment area” pursuant to 163.2517, F.S.?</p> <p>c. Has your jurisdiction designated other special areas, such as transportation concurrency exception areas (TCEA), community redevelopment areas (CRA), neighborhood improvement districts, enterprise zones, community development districts (CDD), Front Porch, Weed and Seed, and so on?</p> <p><i>The potential issues are identifying and documenting redevelopment needs, identifying methods to address those needs, identifying changes within the designated area, and determining whether the designation is an effective method of meeting the identified needs.</i></p>
	<p>8. If you answered “yes” to question #3, are there any needs for resource protection, such as (but not limited to) shorelines, erosion, pollution, preservation, marine resources, or water quality as one or more of these items pertain to a specific source or location?</p>

	<p><i>Potential issues are as identified for the specific resource in one or more specific locations.</i></p>
	<p>9. a. If you answered "yes" to either question #4 or question #5, does your community have a proposed annexation area?</p> <p>b. Does your local government have an agreement of any type with adjacent and affected local governments regarding service provision in potential annexation areas?</p> <p>c. Does your local government have policies regarding annexation, to address such items as future land use, impact of changes to planned use on development in affected jurisdictions, and inter-governmental coordination?</p> <p><i>If the answer to any of these questions is "no", that represents a potential issue.</i></p>
	<p>10. a. If you answered "yes" to question #5, do you have a plan for annexation, including how annexed lands should be designated on the future land use map, and the data and analysis to support both the annexation and the proposed land use category?</p> <p>b. Do you have meaningful coordination with the county regarding provision of services, impacts of changes in land use on the county, and impacts of development on the county?</p> <p><i>If "no" to either question, a potential issue is annexation and its impacts on your jurisdiction as well as adjacent jurisdictions.</i></p>
	<p>11. Are there any potential road projects, such as turnpike extensions, interstate interchanges, state road projects, or the like, that will affect the growth potential of your jurisdiction?</p> <p><i>If "yes", a potential issue is the impact of the specific road project.</i></p>
	<p>12. Has your community conducted a "visioning" process, either sponsored by the local government or another group? If "yes", does your</p>

	<p>comprehensive plan support and implement the vision?</p> <p><i>If it does not, the points where the plan does not support the vision are potential issues for the EAR.</i></p>
	<p>13. a. Has the future land use map been amended frequently since original adoption of the plan?</p> <p>b. Does the future land use map meet your needs by providing the right designation for lands that are vacant or in need of redevelopment?</p> <p>c. Does the future land use map provide enough land in the right categories to meet the needs of anticipated growth?</p> <p><i>An answer of "yes" to 12.a., or "no" to 12.b or 12.c. means there is a potential issue that the future land use map is inadequate and should be significantly revised.</i></p>
	<p>14. a. Have growth and development taken new directions in your jurisdiction, as evidenced by major new retail projects, large new residential projects, major new employers, and the like that were unanticipated in the original plan?</p> <p>b. If "yes", does the plan address the needs of this development and the potential for more growth as a result?</p> <p><i>If "yes" to 14.a. or "no" to 14.b. a potential issue is changing directions or locations for growth and changing forecasts for growth and development.</i></p>
	<p>15. Have state or regional agencies conducted any studies that identify problems or issues in your jurisdiction? (For example, a water management district study may identify locations and sources of pollution.)</p> <p><i>Potential issues are as identified in the study.</i></p>

	<p>16. a. Is there currently adequate infrastructure – water, sewer, roads, drainage facilities, and solid waste facilities – to meet local needs?</p> <p>b. Will the infrastructure meet the needs of projected growth?</p> <p>c. Is the capital improvements element up to date?</p> <p>d. Are the level of service standards for these facilities still appropriate and being met?</p> <p><i>If “no” to any question, the potential issues could include one or more infrastructure systems, concurrency management, maintaining levels of service.</i></p>
	<p>17. Are there current or potential school sites in your jurisdiction?</p> <p><i>If “yes” the potential issue is coordination of the plan with the school district work program for facility locations or other school siting and use issues.</i></p>
	<p>18. Have there been any housing studies (such as the “Shimberg report”) that identified a shortage of housing, or a shortage of affordable housing in your jurisdiction?</p> <p><i>If “yes”, the potential issue is the availability of housing, including affordable housing, to meet the needs of the existing and future population of the area.</i></p>
	<p>19. a. Are other agencies (such as adjacent local governments, regional or state agencies) planning a development project on land they own within your jurisdiction?</p> <p>b. If “yes”, are the project and its potential impacts anticipated in the comprehensive plan? (Examples of projects include a jail, electrical sub-station, wastewater treatment plant, government buildings, or recreation facilities.)</p> <p><i>If “yes” to either question, the potential issue is the impact of the</i></p>

	<i>project on services and facilities, land use patterns, and compatibility within the jurisdiction.</i>
	20. Finally, be sure to look at each element of your plan to determine whether additional parts of your plan need to be modified, beyond what has been identified through responding to the questions in this checklist. As the plan is reviewed to respond to the above questions, other items may be identified that you wish to address. One more look at each element will ensure that you have not overlooked anything that should be evaluated.

3. CHECKLIST FOR EAR CONTENTS

This checklist is a guide to the contents of your EAR. The checklist can also be used to create the table of contents for the report itself. The status column identifies those components of the report that are “required”, “recommended”, or to be provided “as needed.” “Required” means that the local government is obligated by state law to include this item in the EAR. “Recommended” means that the item is important and should be part of a good report. “As needed” refers to those items that may or may not apply to your jurisdiction, but are identified to ensure that they are not overlooked as you assemble the report.

References to the Florida Statutes regarding the EAR are contained throughout this section. It is important to note that there is no administrative rule providing minimum requirements for the contents of an EAR. The direction for the contents comes from the statutes, and from this guidebook. The section of the Florida Statutes that pertains to the evaluation and appraisal report is contained in the appendix, Part V of this guide.

<u>Status</u>	<input checked="" type="checkbox"/>	<u>Potential sections of the EAR</u>
---------------	-------------------------------------	--------------------------------------

<u>1. PRELIMINARY PAGES</u>		
Required		<i>Table of Contents</i> (163.3191[4], F.S.)
As needed		<i>Lists of tables, maps, and figures</i> (163.3191[4], F.S.) If your EAR contains maps, other figures, or tables, the table of contents should have a separate page to list these items.
<u>2. INTRODUCTION SECTION</u>		
Recommended		<i>Brief profile</i> of the local jurisdiction and statement of the purpose of the EAR
Required		<i>Brief description of the process</i> used to prepare and adopt the EAR, including the public participation activities (163.3191[2][j], F.S.)
As needed		<i>Brief description of the community "vision"</i> . Local communities are encouraged to use a process to identify the commonly held vision for the future of the community. However, it is not mandated. See page III-4 for a discussion of visioning. If such a process has been carried out, it should be described and used as part of the evaluation of the comprehensive plan. The degree to which the current community differs from the desired future community can help identify major issues that must be addressed by the community in order to achieve that type of community in the future.

3. SUBJECT MATTER FOR THE LOCAL JURISDICTION (ISSUES)

For each issue, whether listed below or identified as a local issue by the community, the discussion must include the following¹:

- identify the impacts of the issue (163.3191[2][e], F.S.)
- assess whether the objectives of the plan that relate to the issue have been achieved, (163.3191[2][g], F.S.)
- discuss whether there have been changes in circumstances that were not anticipated, (163.3191[2][g], F.S.)
- discuss whether these changes resulted in either problems or opportunities for the community, (163.3191[2][g], F.S.)
- identify actions, including plan amendments, that are needed to address the issue (163.3191[2][i], F.S.)

(Assistance on writing about issues in the EAR is contained in Part III.)

Required		Discuss changes in population since the plan was adopted or last amended; compare actual changes with changes projected by the plan. (163.3191[2][a], F.S.)
Required ²		Discuss changes in land area, including annexation, since the plan was adopted or last amended. (163.3191[2][a], F.S.)
Required ²		Identify the amount and location of vacant land and its suitability and available for development. (163.3191[2][b], F.S.)
Required ²		Discuss the extent to which the community has been able to meet the demands of growth on infrastructure, maintain level of service standards, provide public services and facilities, concurrency management, and the financial feasibility of the plan. (163.3191[2][c], F.S.)

¹ See 163.3191(2), F.S.

² Several issues are specifically identified in the statutes and are, therefore, required. However, one or more issues may not be applicable to your jurisdiction. Refer to the discussion on writing the EAR in Part III and the checklist in Section 2 of Part II for more guidance on how to identify the issues that must be evaluated by your local government.

Required ²		Discuss whether development has located where it was anticipated in the plan as originally adopted or last amended. (163.3191[2][d], F.S.)
Required ²		Assess success of coordinating land use and school facilities planning, including use of joint population projections. (163.3191[2][k], F.S.)
Required ²		Evaluate plan with respect to the water management district's plan; evaluate need to revise potable water element to include long-range water supply facilities workplan. (163.3191[2][l], F.S.)
Required ²		In coastal high-hazard areas, evaluate whether past reduction in land use density impairs the property rights of current residents when redevelopment occurs. (163.3191[2][m], F.S.)
As needed ³		Identify and evaluate local issue(s). (163.3191[2][e], F.S.)
Required		Briefly assess successes or shortcomings of each element. (163.3191[2][h], F.S.)
Required ²		Identification of changes to residential, commercial, and institutional development within a designated urban infill and redevelopment area (163.2517[6][a], F.S.)

4. CHANGES TO FLORIDA STATUTES AND ADMINISTRATIVE RULES APPLICABLE TO THE LOCAL GOVERNMENT⁴ (163.3191[2][F])

Each year DCA will provide a list of changes to the Local Government Comprehensive Planning and Land Development Regulation Act (Ch. 163, Part II, F.S.), the State Comprehensive Plan (Ch. 187, F.S.), and Chapter 9J-5, Florida Administrative Code. A summary of these changes are posted on the Department's website at <http://www.dca.state.fl.us/fdcp/DCP/ear/indexear.htm>. The responsibility of the local government is to identify the changes that have been made since adoption of

³ Refer to the checklist in Section 2 for guidance in identifying local issues to be used in evaluating your comprehensive plan. Only those issues identified for your jurisdiction must be listed.

⁴ 163.3191(2)(f), F.S.

its comprehensive plan. In addition, the local government must identify changes to the strategic regional policy plan that have been made since adoption of the local government comprehensive plan.

The lists provided by DCA should be reviewed to identify those amendments that are applicable to the local jurisdiction. The comprehensive plan should be reviewed to determine whether changes in the plan are needed to respond to the changes in state and regional laws, rules, and policies. The EAR should identify where the comprehensive plan needs to be amended and commit to addressing these needed changes following adoption of the EAR. (These amendments must be adopted within 18 months.)

Required		List of changes to the State Comprehensive Plan applicable to the community. (163.3191[2][f], F.S.)
Required		List of portions of the Strategic Regional Policy Plan that apply to the community. (163.3191[2][f], F.S.)
Required		List of changes to Chapter 163, F.S., applicable to the community. (163.3191[2][f], F.S.)
Required		List of changes to Chapter 9J-5, FAC, applicable to the community. (163.3191[2][f], F.S.)

5. APPENDIX

As needed		List of reports, studies, and other documents used as data and analysis for the EAR
-----------	--	---

4. CHECKLIST FOR ADOPTION PROCEDURES⁵

During the adoption process, two public hearings must be held, with proper notice.

⁵ See Ch. 125, Part II, F.S. for county requirements to adopt an ordinance or resolution. See 166.041, F.S., for municipal requirements.

This checklist will guide the user to make sure that the procedures are followed.

<u>Date</u> ⁶	<u>Timeframe</u>	<u>Action</u>
	See table on page I-11 for dates	<p>1. Decide on date for consideration by LPA. Insert this date in step 6 below.</p> <p>Note: This date is approximately five months before the EAR due date. It is the date identified on line 7 in the table on page I-11 (Timeline for Preparing the EAR).</p>
	At least three weeks before the first public hearing	2. Determine the date that notice must appear in the newspaper. Also find out the deadline for providing the notice to the newspaper in order to appear by the required date. The newspaper must be a newspaper of general circulation for your area.
	As required by the deadline in step 4	<p>3. Prepare the notice.</p> <p>The notice must include the following:</p> <ul style="list-style-type: none"> • date of the public hearings (one for LPA and one for governing body) • time of the hearings • place of the hearings • title of the resolution or ordinance • statement about where the public may inspect the resolution or ordinance, including the EAR <p>A sample notice is shown in Part IV.</p>
		4. Deadline to provide notice to newspaper.
	At least 10 days before the first public hearing	5. Notice appears in the newspaper.

⁶ Insert the actual dates for your jurisdiction.

	See table on page I -11.	6. Public hearing before the LPA.
	See table on page I -11.	7. Public hearing before the local governing body.
	See table on page I -11.	8. Transmit the EAR to DCA (see discussion in Part I on submittal requirements)

PART III

WRITING THE EAR

Now that you have compiled a lot of information using the checklists, holding workshops, and meeting with the agencies, it is time to write the report. This part of the guide will help with the process of actually writing the EAR. The major sections of the EAR, as shown in the checklist for EAR contents in Part II, are shown below, with a guide to writing the section. The sections are presented as either fill-in-the-blank or a list of questions to guide you in preparing the text.

1. WRITING THE INTRODUCTION

The introduction has four possible parts: a profile of your community, a purpose statement, a description of the public participation process, and a discussion of visioning in your community. Only the public participation process description is mandatory, but all four sections are presented to help in writing.

a. Profile

- Is your jurisdiction a municipality or a county?
- Where is it located? For example, is it in South Florida, on the Space Coast, along a river, or some other physical feature?
- How large is your jurisdiction, both in area and in population?
- What kinds of development are found in the jurisdiction?
- What distinguishes the jurisdiction from other jurisdictions in Florida?

Example:

Azalea County is a rural county located in the north central part of the state. It is inland and is bordered by Georgia on the north and the Oak River on the south. It is a region of mostly farming, approximately 400 square miles in area. The

population is approximately 18,000. Major features are state forestlands and the Oak River, attracting outdoor enthusiasts, particularly for hunting and fishing. There are three small cities, no interstate highways, and little to attract tourism other than the natural setting. There is no major commercial or industrial development in the county. There is virtually no growth in Azalea County.

Another example:

Sandville is a small city in Florida's Panhandle, and is located along the Gulf Coast. About 1,500 people live in Sandville. It is approximately 1,500 acres in size. Because it is located along the coast, it receives a significant amount of tourism and seasonal residents, even though it is a small city. Visitors come for fishing and the excellent beaches. The entire city is platted for residential development, except for some lands along the shoreline that are developed for tourist-related businesses. There are no major commercial or industrial developments in the city and no major geographic features.

b. Purpose

The following sample statement of purpose can be adapted or modified to best fit your jurisdiction.

Example:

The purpose of the evaluation and appraisal report for the *(city/county)* Comprehensive Plan is to look back over the past seven years since the plan was adopted and evaluate how well the plan is serving *(city/county)*. It is a time to consider what kinds of changes have taken place and how the plan could be modified to reflect those changes. Specifically, the purpose of the evaluation process is to:

- Identify major issues for the community
- Review past actions of the local government in implementing the plan since the last EAR
- Assess the degree to which plan objectives have been achieved
- Assess both successes and shortcomings of the plan
- Identify ways that the plan should be changed
 - Respond to changing conditions and trends affecting the local community
 - Respond to the need for new data

- Respond to changes in state requirements regarding growth management and development
- Respond to changes in regional plans
- Ensure effective intergovernmental coordination

c. Public participation process

These questions should help identify the information needed to write about the process used in your jurisdiction.

- When did your jurisdiction begin the process of evaluating the plan?
- Who led the process of evaluating the plan?
- Who was involved in the process?
- When were meetings, workshops, and hearings held?
- How did the public learn about the EAR, and how was the public able to participate?

Example:

Evaluation of the Sandville Comprehensive Plan began in the Fall of 2000 when the City Council requested that the Planning Commission undertake the project. A small budget was available to assist in the project. A consultant was hired to work closely with the Planning Commission in ensuring that the plan was adequately evaluated; however, volunteers from the Planning Commission did much of the work. The Chairman of the Planning Commission was the project leader.

A workshop was held in October 2000 to determine if there were any issues in Sandville. An article was published in the newspaper and notices were posted at City Hall and the Community Center to invite the public to attend.

When the EAR was completed, additional workshops were held on *(dates)* to ensure that the public had an opportunity to review the report and comment. The notices for the workshops also provided information on where to send written comments and questions. None were received.

On *(date)* the Planning Commission held an advertised public hearing and recommended to the City Council that the EAR be transmitted to the Department of Community Affairs. On *(date)* the City Council held a public hearing and approved the EAR for transmittal.

d. Visioning

Visioning refers to a process where citizens gather to consider how they want the community to be in the future. It describes the future condition or state of the community. A vision is similar to a goal in that it describes an end result, but it is typically more specific than a goal. It can be compared to a person saying “when I grow up, I want to be....” The vision for a community is a statement of how or what that community will be when it is “grown up”.

To create a vision there are usually surveys or community assessments of what is desirable or cherished in the local community. What is it about the community that defines its character, or conveys a sense of what kind of place it is? Another component of visioning is to imagine what the community should be like, which may be somewhat different than its character today. The process of planning is how the community gets to that future character, or vision.

The process of finding the vision (or identifying the future character) in a community is usually called “visioning”. If your community has conducted a visioning process, whether led by the government, businesses, civic groups, or others, the results should be described and used as a guide to the evaluation of the plan. Part of the evaluation will be whether the plan is likely to achieve the vision.

An example is not provided, because there is great variety in how visioning processes are conducted. However, consider the following questions in writing about your visioning process.

- When was the visioning process conducted?
- Who organized and led the process?
- What kind of process or kinds of activities were used?

- What is the vision? (Usually, there is a fairly succinct statement of “the vision” although there may be considerable detail to explain the vision.)
- Is there a full report on the visioning process? Where is it located?

2. ANALYZING THE ISSUES

A list of issues should be developed from the workshops with citizens and officials of the jurisdiction as well as the meeting with the state and regional agencies. The checklist in Part II also helps in identifying the issues. The next step is to prepare an analysis of the issues that have been identified. The analysis first defines the issue, then compares the past and the present with respect to the issue, describes what the issue means, and discusses what to do about it in the local jurisdiction. The discussion below focuses on the EAR content requirements listed in the statutes, although some may not be applicable to your jurisdiction. Refer to the results of the checklist for identifying local issues in Part II of this guidebook.

a. Change in Population

First, find the population estimates used in the plan that is now in effect. Next, find population estimates for the current year (the year the EAR is being prepared). Some sources of current population estimates are the April 1st population estimates from the Governor’s office, or the Bureau of Economic and Business Research at the University of Florida. Compare these numbers and calculate the rate of growth since the plan was prepared. For example, growth in Azalea County could be shown as follows.

current population (2000)	18,000
“old” population (1990)	<u>-17,500</u>
change in population	500

Divide the “old” population by the change in population to find out the rate of growth (or decline if the population is less today than when the plan was adopted).

$$500 \div 17,500 = 2.9\% \text{ growth rate for 10 years, or an average of } 0.29\% \text{ per year}$$

Find the growth rate projected in the existing plan and compare it to the actual rate of growth over the past seven years. Has your jurisdiction grown as much as the plan indicated? More? Less? If the expected growth and the actual growth are about the same, the discussion for this section should note that during the update of the plan after the EAR is adopted, new forecasts will be needed for the next 10 or 20 years. However, if growth has been faster or slower than expected, write a brief discussion of the factors that resulted in this change. What has happened in your community to speed up or slow down growth? What does the community want to do about the growth that is taking place? Encourage it? Direct it to different locations? How should the plan reflect these changes and provide an adequate framework for the next ten years?

b. Changes in land area

If there have been no changes in land area, this issue will not apply to your jurisdiction and you will not need this section. Changes in land area typically occur because of annexation (increases the city land area and decreases the county land area). Find the land area used in the existing plan and compare it to the current land area. Determine current land area by finding out the amount of land annexed since the plan was adopted. Did the plan anticipate these changes? If yes, was the plan accurate?

If the plan did not anticipate the changes or did not anticipate the amount of change that actually occurred, write a brief discussion of the factors that caused the change. What is the impact of these unexpected changes? What does the community want to do as a result of these changes? Encourage more annexation? Establish annexation areas or urban growth areas? Is annexation occurring in appropriate locations? How does it affect development in adjacent areas? How should the plan reflect these changes and provide a framework for the next ten years?

c. Vacant land for future development

In a jurisdiction that is fully developed, with no vacant land for future development, this issue will be "not applicable". If this is your situation, simply include a short statement to that effect in the EAR stating the facts and showing that this section does not apply to you. However, the majority of jurisdictions

have some vacant land, and the EAR should include a discussion of how much vacant land there is and whether it is suitable for development. Vacant land is the result of many factors, including the functioning of land markets, the actions of private landowners, the policies (including taxing policies) of public agencies, and suitability for development. Vacant land can play an important role in the dynamics of community development; however, in many cases it represents a significant challenge for a community to overcome the factors that contribute to its vacancy. Vacant land, including land that is abandoned or under-used, can be a valuable, revenue-generating assets for community development and redevelopment, if these parcels are properly inventoried and a strategy developed for overcoming the legal and administrative barriers to acquisition, assembly and marketing.

Consider the following questions in collecting information to write a discussion about the availability and suitability of vacant land.

- How much vacant land is in your jurisdiction? This may require collection of new information about existing land use. Consider information available from the regional planning council, the county, the water management district, the property appraiser's office, or aerial maps. It will probably be necessary to do a "windshield survey". A windshield survey is a way of collecting information about existing land uses by driving throughout the jurisdiction to look at the uses, and write down the information on a map. Contact some of the technical assistance sources shown in Part V for help on collecting information on existing land uses. Land that is "empty" may not be considered vacant. For example, croplands may be fallow between growing seasons. Wooded areas may be used for silviculture. Decide how you will identify and classify vacant land before collecting the information. If you use the same categories and definitions of vacant land as are used in your existing comprehensive plan, you will be able to easily compare any changes in the amount and location of vacant land that have occurred between when the plan was first adopted and today. If you are relying on information provided by the property appraiser in your county, you should find out how land is classified by that office.
- Show the vacant land on a map. This map may show all the land uses in your community, or the map may show only the vacant land for purposes of this analysis and discussion.

- What are the characteristics of the vacant land? Are the vacant areas large or small? Scattered through the jurisdiction or clustered in one or two areas? Is some or a lot of the vacant land wetlands? (Compare a map of wetlands to the land use map.) Are there active sinkholes? (Compare the map of existing land use for your jurisdiction to water management district maps of sinkholes.) Are there other features, such as water bodies, habitats for protected species, bluffs, shorelines, mines, and so on?
- What are the land uses adjacent to the vacant area? Would it be appropriate or likely that these land uses will expand into the vacant area?
- What kinds of services are available for the vacant land? Are there roads to provide access? Are utilities available? Consider the facilities and services that are part of the concurrency management system: potable water, sewer, drainage, solid waste, recreation, and transportation.
- Are there reasons that the vacant land is not truly available for development, such as ownership that keeps it “off the market”?

Once you have found this information, write a discussion about how much land there is, and whether it is suitable for development based on physical characteristics and availability of services. This discussion need not be lengthy. The types of information described above do not require large amounts of data, and may be summarized from other sources of information. The purpose of the discussion is to explain whether the land is appropriate for development and to estimate how much of the vacant land can be used for development.

d. Demands of growth on infrastructure

It is important to evaluate the financial feasibility of providing the infrastructure needed to support the development allowed by your comprehensive plan. Your plan contains “level of service standards” for community infrastructure facilities, such as potable water, wastewater collection and treatment, drainage and stormwater management, solid waste collection and disposal, recreation facilities, and roads and highways. Each level of service standard expresses the amount of capacity that your community desired to have in each of these systems in order to provide a

safe and enjoyable community. The standards are usually expressed in terms of capacity per person served by the facility; persons usually refer to the total population of your jurisdiction. For example, the level of service standard for potable water facilities might be 110 gallons per person per day. If capital expenditure are needed to build enough facilities (wells, treatment plant, distribution pipes, storage towers, and so on) to maintain this standard in the future because of population growth, then the Capital Improvements Element will include funds to build these facilities. It is the job of your concurrency management system to ensure sufficient infrastructure is available when needed to serve new development.

Consider the following questions to help in collecting information to write a discussion on this group of issues.

- How are the following services provided in your community? Who provides the services? Water, wastewater collection and treatment, drainage and stormwater management, solid waste collection and disposal, recreation facilities, and roads and highways.
- In general, is there more capacity than has been needed for growth? On the other hand, has growth required expansion of facilities? If the plan did not anticipate the amount of growth that actually took place (see the discussion on population above), how did the provision of services keep pace with the unexpected growth?
- Find out the level of service standard for the listed facilities in the existing plan. Find out the current level of service these facilities actually provide at the current time. (Contact service providers, the regional planning council, or others identified in Part V for assistance in getting this information.)
- Is the current level of service as good as or better than the standard adopted in the plan? (For example, if there is a central water system, and the plan has an adopted level of service to provide water in the amount of 110 gallons of water per person per day, and the current level of service being provided is 105 gallons of water per person per day, the level of service is below - or worse than - the adopted level of service standard.) It is important to know what the level of service standard represents and to

use the same methodology to measure the current level of service as was used in establishing the adopted level of service standard. Be sure to seek assistance from service providers in order to understand this issue.

- If additional service is needed, how will it be provided? Who will provide it? How will the local government coordinate with the provider to ensure that service is available? What will be the effect on proposed development?
- Does the process for reviewing proposed development adequately address the issue of concurrency and what changes may be needed to ensure that concurrency is maintained? Have there been circumstances in the past where level of service standards could not be maintained if a proposed development were approved? If so, what happened? Does your community's system of providing needed infrastructure need to be revised in order to avoid development disapprovals in the future?
- What are the financial implications of providing the service? If the local government is the service provider, how will the service be paid for?
- How much infrastructure will be needed to support the development allowed by your comprehensive plan? Consider all the various types of infrastructure (water, roads and mass transit, stormwater management facilities, solid waste, sanitary sewer and recreation facilities). How much will this infrastructure cost and how will it be paid for? If sufficient funds will not be available, it is likely that your plan is not financially feasible. And it should be.

Write a brief discussion of this situation, based on the information collected to answer these questions. It is not necessary for this discussion to be lengthy. It may be a summary of the situation and make reference to studies and data from other sources.

Recently, the Florida Department of Environmental Protection hired Fishkind & Associates, Inc., from Orlando, Florida to develop a procedure that can be used by local government to quantify the costs and revenues associated with all types of land use decisions. This Fiscal Impact Analysis Model can address future capital and operating costs, as well as quantify any backlog of infrastructure needs related to decision regarding an individual project, rezoning or plan amendment. The model can also be used to evaluate the financial feasibility of the entire comprehensive plan. The model is a “public domain” Excel workbook. Additional information may be found at www.fishkind.com.

e. Location of development

In the discussion of vacant land, above, it is suggested that a survey of existing land use be prepared, whether from other sources or original data (windshield survey). Show this information on a map. Compare the actual location of development from the survey to the Future Land Use Map in the existing comprehensive plan.

Prepare a list of the amendments to the Future Land Use Map over the past seven years. It is helpful to mark the locations of the amendments on the map to show the direction of growth or if the amendments tend to be in one part of the jurisdiction.

Did the plan generally anticipate the location of development? Did the location of development follow the plan? Have there been adequate sites for the kind of growth and development that took place in your jurisdiction, including adequate sites for affordable housing?

If development has generally occurred where the plan indicated, this may not be an issue for your jurisdiction. However, if there have been numerous amendments, and the actual development is different than planned – whether type of land use or density and intensity of land use – write a brief discussion of this change. Why has it occurred? What is the impact of the change on the community? How should the plan react to these changes and direct future development?

f. Coordination of school locations

Your EAR should evaluate how effectively your community has been in coordinating planning for land use and planning for school facilities. There are three aspects of this issue that you should address. First, the successes or failures you have had in making sure that residential land use decisions have taken into account the capacity of existing or planned public schools. Second, the degree to which your local government and school board have been able to agree on appropriate population projections for use in school planning and land use planning activities. Third, the degree to which your local government and school board have been able to jointly agree on sites for new school facilities.

If there are no public schools in your jurisdiction, and there are no public schools planned in your jurisdiction by the school board in its educational facilities plan for the next 5-year, 10-year and 20-year periods, this issue is not applicable to your jurisdiction, and you will not need this section. Simply include in your EAR a letter from your district school board stating that there are no schools in your community and the district plans none. Otherwise, consider the following questions in order to address the issue.

- Where are schools actually located in your jurisdiction? What future land use map categories allow public schools? Do these categories include sufficient vacant land proximate to residential development to meet the projected demand for school facilities? Is vacant land contiguous to existing school site included in these categories? Do these categories guide the location of new schools or is there so much vacant land within these categories that little guidance is provided?
- Are schools over their planned capacities? How do school location and capacity relate to the decision-making process for proposed residential development?
- Have the policies, which encourage the location of schools proximate to urban residential areas, been effective? On a map compare the location of new school facilities (new schools and expansions) with the location of residential areas. What can you conclude?
- Have the policies, which encourage the collocation and shared use of public school and other public facilities, such as parks, libraries and community

centers, been effective? On your map of new school facilities, show the location of community facilities. What can you conclude about how your local government and school board cooperate on joint use of facilities, or locating mutually supportive community facilities within the same site?

- Does your local government consider the location of schools before selecting locations for new community facilities, such as libraries, parks and day care centers? If so, is an attempt made to collocate school and other community facilities?
- Have the policies, which encourage the use of elementary schools as focal points for neighborhoods, been effective? Prepare a map depicting the location of elementary schools and neighborhoods. What can you conclude?
- What coordinating mechanisms between the local government and the school board do you use in your community? Are they effective?
- Do the local government and the school board use the same data to determine future needs, in particular population estimates and forecasts?

To help measure the progress that your community has made in achieving the objectives related to coordinating school facility planning and land use planning, the following indicators can be used. In some cases, information to use in measuring these indicators will be available from the school board and local government, while other data might be best gathered in public workshops or through the use of public opinion surveys.

- School Capacity: whether schools serving new development are overcrowded
- School Busing: whether an excessive number of buses are needed to serve new development and whether bus travel times are excessive
- Timing: whether school capacity has kept pace with student enrollment growth

- **Land Availability:** whether sufficient land, proximate to residential development and adjacent to existing schools, has been available in the land use categories in which public schools are an allowed use
- **School Location:** whether schools have been located or renovated in areas proximate to residential development, or whether schools have been built in areas peripheral to residential development
- **Community Focal Points:** whether new school facilities have been integrated into and serve as focal points for the community, or whether they are isolated, stand alone facilities
- **Collocation and Shared Use:** the extent to which opportunities for collocation of public schools and civic facilities have been taken advantage of or missed and whether there is shared use occurring
- **Population Projections:** whether the projections of the local government and school board have been coordinated and have been accurate in predicting how much and where student enrollment growth have occurred
- **Infrastructure:** whether public facilities, such as roads, water and sewer, sidewalks, and stormwater drainage, have been in place when needed to support new school facilities

Write a brief discussion of the findings from answering the above questions and collecting information about the community indicators. Based on your findings, identify the kinds of changes are needed in the plan to better coordinate land use planning and school facilities planning.

g. Consider the plans of the water management district

Land use planning for future development should be well coordinated with planning for water supply in order to ensure an adequate supply of water to support desired development. Attention must be given not only to planning for adequate infrastructure, but also to planning for sufficient water to fill those pipes. Local governments, regional water supply authorities, and government-owned and privately-owned water utilities are primarily responsible for water supply

development. Water management districts are responsible for water resource development, while also addressing water quality, flood protection and the protection of natural systems, such as lakes and wetlands. Your water management district and water utility will be primary sources of information for this section of the EAR.

The comprehensive plan should ensure adequate facilities to serve existing and new development. If adequate facilities do not exist or are not planned, then the EAR should identify actions or corrective measures to ensure construction of needed facilities. When evaluating the adequacy of the plan, you should determine whether existing permitted quantities of water in consumptive use permits (issued by the water management district) are adequate to meet projected need from water sources that are sufficient to supply the needed water. If adequate water sources are not currently permitted or available, then the EAR should include actions or corrective measures to ensure the needs of future growth can be met through increasing supply (by increasing permit limits and/or development of additional water sources) and/or reducing demand (by increasing conservation and reuse).

The EAR should evaluate the adequacy of existing and planned funding sources and, if necessary, recommend corrective actions (such as, identification of new funding sources or changes to maintain the financial feasibility of the schedule of capital improvements).

When evaluating the adequacy of your comprehensive plan, you must consider the regional water supply plan prepared by the water management district. Regional water supply plans have been prepared for those areas of the state where the district projects that existing water sources will not be adequate to meet demand over a 20-year planning timeframe. So, first check with your district to see if your community is located within an area for which a regional water supply plan has been prepared. Next, coordinate your demand projections with those of the district. Also verify with the district that the sources of water that will be used by your community will be available and permissible by the district.

Answering the following questions will help you prepare the necessary analyses to evaluate strengths and weaknesses of the comprehensive plan in ensuring the coordination of land use planning and water supply planning.

- How does the plan ensure adequate water to support desired development? Examine objectives, policies and strategies in the future land use, infrastructure, conservation elements, intergovernmental coordination and capital improvements elements; including, level of service standards.
- What actions have been taken to achieve the planning objectives? Were planned improvements completed? Identified studies undertaken?
- Based on this information, to what degree has your community's water supply planning objectives been achieved? What strengths and weaknesses of the plan can you identify?
- How should the plan be updated to respond to the findings of your evaluation or to changing trends and conditions? Is new information available about water resources that should be incorporated into the plan? Should the plan be revised to reflect changes in state law, or regional policies?

If your plan includes a long-range (at least 10-years) water supply facilities work plan, you should evaluate how successful your community has been in implementing the capital improvements called for in the work plan. If your comprehensive plan does not include such a work plan, then the EAR should note that such a work plan must be adopted as part of the EAR-based amendment.

h. Evaluation of Redevelopment Feasibility and Property Rights in Coastal High-Hazard Areas

All local governments with lands located within a coastal high-hazard area must balance the property rights of current residents with public safety considerations. The local government should evaluate whether any past reduction in land use density negatively impairs residential property rights when redevelopment occurs. Redevelopment could occur, for example, after a natural disaster, fire, or through voluntary demolition and reconstruction. The issue here is whether redevelopment has been made infeasible because the local government has reduced density and thus may have impaired current residential property rights. Any development to which this evaluation would apply would be considered non-conforming as to density (and possibly use).

When evaluating the feasibility of allowing the re-establishment of all affected dwelling units, the local government must balance those property rights against public safety considerations. Public safety is an issue in a coastal high-hazard area because the local government must plan for the safe evacuation of this area. Enough shelter space must be available for evacuees. Sufficient roadway capacity must be available to safely evacuate those residents.

In addition to evaluating the local conditions related to this issue, the EAR should identify possible strategies for addressing the feasibility of redevelopment when balanced against residential property rights. These strategies should consider current residential property rights, as well as public safety concerns. Public safety concerns could include the need to safely evacuate the coastal high-hazard area during storm events and the need to adequately shelter the evacuated population. It is not necessary for the Evaluation and Appraisal Report to select a specific strategy. Rather, the Report should identify possible strategies. The actual strategy that will be adopted by the local government as part of its coastal redevelopment strategy should be chosen during the EAR-based amendment process. Several possible strategies are discussed below.

1. Allow the non-conformity to continue until redevelopment. Your local government may decide that there are valid public safety related or other public purposes for continuing the non-conformity. If redevelopment of the property were to occur, then the new development must be conforming. Essentially, this strategy is to not take immediate action, to allow the non-conformity to be maintained and to allow only conforming development at the time of redevelopment. This strategy could be incorporated into the comprehensive plan through adoption of appropriate policies.
2. Allow non-conforming development to be re-established in the event of a natural disaster. Under this strategy, the non-conformity would be allowed to continue until a natural disaster event forces redevelopment. The redevelopment use could continue to be residential at a density that would not exceed the pre-redevelopment density, regardless of the land use assigned by the comprehensive plan. The Future Land Use Map would not be changed. Instead, a policy would be adopted allowing buildback of the non-conforming use or density following a natural disaster. This strategy could be used only if

public safety concerns, such as hurricane clearance times and shelter space capacity, are addressed at the time of redevelopment.

3. Purchase of development rights. If property rights exist to more residential units than are allowed by the comprehensive plan, the excess rights could be acquired. The acquired rights would be eliminated and redevelopment would occur at a conforming density. Focusing on the buy-out of repetitive loss structures, even if these units are not non-conforming would achieve great public benefits. Adopting appropriate policies in the comprehensive plan would be the first step in establishing such a strategy.
4. Transfer of development rights (TDR). Excess property rights would be transferred to a location outside the coastal high-hazard area. This strategy would require the adoption of appropriate policies in the comprehensive plan and establishment of land development regulations to administer the TDR system.
5. Eliminate the non-conformity by changing the Future Land Use Map to the appropriate land use category that would be consistent with the existing density and use. The effect of this option would be to increase the allowable density to equal the actual built density in existence on the property prior to the natural disaster or redevelopment. This strategy could be used only if public safety concerns, such as hurricane clearance times and shelter space capacity, are addressed at the time the amendment was adopted.

Your community's redevelopment strategy should not plan for more development than can be supported by existing or planned infrastructure, such as central water and sewer systems, roads, and so on. It is not necessary for the Evaluation and Appraisal Report to select a specific strategy. Rather, the Report should identify possible strategies. The actual strategy that will be adopted by the local government as part of its coastal redevelopment strategy should be chosen during the EAR-based amendment process.

Consider the following questions when addressing this issue:

- Is part (or all) of your community located in a coastal high-hazard area? Refer to your regional evacuation study or ask your county emergency management director for a map of those areas of the county that will be

evacuated during a Category 1 hurricane. Note: your comprehensive plan may not include an up-to-date definition and map of the coastal high-hazard area, since the Legislature changed the definition in 1993. You must use the current statutory definition, regardless of what your comprehensive plan may say.

- Identify non-conforming residential development within the coastal high-hazard area. Show any such parcels on a map and note the maximum allowed density and built density. If there is no non-conforming residential development, then no further evaluation is needed as part of the Evaluation and Appraisal Report.
 - What is the existing land use density within the coastal high-hazard area? Prepare a map depicting the density of existing residential development. First obtain a parcel map from the county property appraiser's office showing the size in acres of each parcel. The property appraiser or other public official should have information about the number of dwelling units that are actually built on each parcel. Divide the number of dwelling units by the size (in acres) of each parcel and record this information on your base map. The result will be a map showing the density (dwelling units per acre) for each parcel.
 - What is the maximum number of residential dwelling units per acre allowed by your comprehensive plan for each parcel in the coastal high-hazard area? First, examine the future land use map. Note the land use category that is assigned to each parcel and the maximum number of dwelling units allowed by the category. But, be aware that your comprehensive plan may include policies which allow, under special circumstances, more residential units than would normally be allowed by the land use category (for example, an affordable housing density bonus). If so, determine whether this increased density would apply to the parcel in question. You want to record the maximum density allowed by the comprehensive plan. When dealing with a large number of small parcels, it may not be practical to display all these numbers (acres, units) on a map. Perhaps if you used a spreadsheet, inserting

the number and during the math would be easier. The spreadsheet data could then be used to produce a generalized map.

- Are there any parcels where the maximum allowed density is less than the actual built density in existence today? These parcels are non-conforming as to density. Show any such parcels on a map and note the maximum allowed density and built density.
- If there are no such parcels, then no further evaluation is needed as part of the Evaluation and Appraisal Report. Simply include in the report a summary of the analysis you performed demonstrating that within your community there is no situation where the current residential property rights might be impaired because existing built densities are greater than the densities allowed by the comprehensive plan.
- For those parcels where the maximum allowed density is less than the actual built density, how did the local government change the allowed density so that it is currently less than the actual built density? Did the change occur through a plan amendment that assigned the property to a lower density land use category? Did the amendment keep the same category but changed the definition of the category to a lower maximum density? Or did the amendment change other policies such that the practical effect was to decrease the maximum allowed density? Perhaps the land development regulations, not the comprehensive plan, were changed. If the local government made any of these changes, then the local government did, in fact, take an action in the past that resulted in a reduction in land use density that potentially impairs residential property rights when redevelopment occurs.
- If the local government made any change that has had the effect of reducing the maximum allowed density from what is actually built, then you should, as part of the Evaluation and Appraisal Report, identify strategies that could be employed when the property is redeveloped.

i. Analyzing other local issues

(1) Define the issue

The first step is to define the issue. What is it? Can it be quantified? Why is it an issue in your jurisdiction? The questions in the checklist in Part II should help identify the issue, but some research may be needed to more fully define the issue. If it relates to land, how many acres are affected? If it relates to population or housing, how many people or housing units are there? The following example comes from the Sumter County EAR, where industrial development had been identified as an issue.

Example from Sumter County:

Industrial development. The location of some existing industrial lands may require reevaluation in light of the City of Bushnell's venture into a wastewater treatment facility. The current locations emphasized access to railroad lines and major highways. However, the lack of wastewater facilities in the mid and south region of the county has hampered industrial development. Access to the City of Wildwood's lines was not factored into placement of industrial lands in the north. This is a critical issue for a county that finds itself with much industrial land, but few development opportunities.

(2) Comparing the past and the present

Next, describe what the situation was when the plan was adopted, and what the situation is now. In the example from Sumter County above, the previous situation was that industrial land uses were designated based on transportation access, compared to the current situation where prospective industrial development is seeking other infrastructure.

If the issue can be quantified – number of acres, dwellings, people, etc. – compare the quantities in the adopted plan with current quantities. Did the plan anticipate more or less people, houses, and land in specific uses? Or, as in Sumter, is the issue one of location rather than quantity? As the Sumter example shows, this description need not be lengthy, but should clearly show the relationship between what was planned, or expected, and what actually happened.

(3) What it means

Having compared the past and present situations for the specific issue, now you should explain what it means. Why is it an issue? Is it a problem for the community? Why? Does the issue represent an opportunity that had not previously been identified? Explain why it was unanticipated and how it affects the community.

For example, if population growth has been slower than expected, the land use allocations may be too great, whereas if growth has been greater than expected, there have probably been a lot of amendments to the plan to provide additional development locations. Loss of environmentally sensitive lands may affect water quality, or reduce recreation opportunities, or limit fishing, hunting, or tourism. In the Sumter example, an inappropriate location of industrial land means that industry is not locating in the county. Again, this discussion isn't necessarily lengthy, but is important to understanding the issue. Often the discussion of potential issues during the workshops and agency meetings will highlight the information needed to explain "what it means".

(4) What the existing plan says about the issue

In this part of the discussion, you are explaining how the issue was treated (or not) in the existing plan. The statutes require that you identify the objectives in each element of the plan that relate to the issue. These can be provided in a list or a matrix format with comments about each objective and how it relates to the issue under discussion. The matrix format is recommended. As the example on the next page shows, not every objective is evaluated. Those objectives related to the issue are included in the matrix. There may be no objectives related to the issue. If that is the case, it should be stated in the report.

Example: Matrix to Evaluate Objectives Related to Types of Development

<u>OBJECTIVE</u>	<u>TARGET</u>	<u>CONDITIONS WHEN PLAN WAS ADOPTED</u>	<u>CURRENT CONDITIONS</u>	<u>COMMENTS</u>
2.2 The City shall prohibit high density and intensive development in flood hazard areas.	No new development in flood hazard areas	Some existing development at high density and high intensity	No new residential development exceeding 3 units per acre. No new non-residential development	Objective is being achieved. No changes are needed.
2.8 By June 1, 1990, the development regulations shall contain standards for the elimination or reduction of uses inconsistent with the City's character.	Deadline for adoption of regulations for non-conforming uses and compatibility.	Development code contained limitations on expansion of non-conformities. There were no standards related to compatibility or City character.	Current code contains limitations on expansions of non-conformities. Current code contains buffer requirements. Actual development is improved over that occurring prior to 1990.	Objective should be rewritten to state more clearly the City's desired result (compatibility), rather than simply requiring a code regulation. It should explain what factors contribute to compatibility.
7.5. By March 1, 1992, the City shall prepare and adopt a Planned Unit Development (PUD) ordinance to provide for flexible and innovative development techniques.	Deadline for adopting PUD regulations.	No PUD regulations were contained in the City's development regulations.	PUD regulations have been prepared and adopted. Approximately one rezoning to PUD has processed per year since it's adoption.	The objective has been achieved. It should be rewritten to ensure continuation of the PUD development option.

3. DEVELOPING RECOMMENDATIONS

This activity, developing recommendations, is the point you have been seeking. Something in your plan has not worked well for your community, and you want to change it. The big question is, how? You know what the issue is. You know what the current situation is and why the issue is important. You know how well, if at all, the plan addressed the issue. But times have changed. Or the plan fell short. Or for other reasons, new directions are needed. What will the EAR recommend to change direction, correct past actions, update the information, or address new issues? Perhaps your jurisdiction needs to change the Future Land Use Map? Prepare new forecasts of population, housing, and land use? Create a program? Hire staff? Budget money? Modify the objectives and policies in the plan? Seek assistance from other local governments or state agencies?

Think about what you have learned.

- You have decided *what is important* in your community.
- You have explained *why it is important* to your community.
- You have found out some *information about the issue* to describe and discuss what it means.
- You have found out *what your existing plan says* about the issue.

But your community wants something more or different. If the issue is some kind of deficiency in your community – say, not enough sidewalks – think about how to change the situation. How will your community get what it needs? For example, to get more sidewalks, some of the following actions could help.

- Include sidewalks in the budget.
- Apply for grants to build sidewalks.
- Require new development to install sidewalks.
- Assess current property owners a fee to build sidewalks.

Write a brief explanation of the recommendation that will best address the situation. In the above example about sidewalks, several recommendations could result.

- Add (or revise) an objective in the plan to build a specific quantity of sidewalks within a specific time period.
- Add (or revise) policies in the plan to seek grants to pay for sidewalks, and to require new development to install sidewalks.

- Add a requirement in the land development regulations to require new development to install sidewalks.
- Adopt sidewalk design requirements.

It is not required that the local government develop the new objective or policy as part of this discussion. However, some local governments do include new or revised objectives and policies in the EAR. There are some good reasons to do this.

- It can be a more efficient use of time to write the new or revised objective at the same time the recommendation is being developed. All of the information is at hand. Returning to it at a later date when the plan is being amended may require you to revisit the information to refresh your memory on what was learned.
- When the citizens and local officials read the EAR, particularly the recommendations, they can understand how the recommendation would be carried out. For example, a recommendation that new development install sidewalks could result in the following policy.

Policy: All new development, except a single-family home on a lot of record, shall install a sidewalk in the right-of-way of all abutting streets, according to the city's sidewalk location and design standards.

By seeing the policy language, readers can understand how the recommendation would be carried out. The new policy is not binding on the city, does not amend the plan when the EAR is adopted, and is not reviewed by DCA for compliance. However, another benefit of developing the policy is that DCA may "flag" a potential compliance problem.

When an issue is identified and the plan appropriately addresses the issue, the recommendation that results is to continue the objectives, policies, and/or programs that have been working well. Thus, recommendations can be to correct problems, change directions, add initiatives, or continue the present course of action.

PART IV

SAMPLES

1. AGENDA AND LIST OF QUESTIONS FOR FIRST LOCAL WORKSHOP TO IDENTIFY LOCAL ISSUES FOR THE EAR

The purpose of this workshop (or series of workshops) is to facilitate a conversation among the elected and appointed officials and the general public about the community and whether the existing comprehensive plan is helping to achieve the kind of place everyone wants. It is important to focus the meeting on the comprehensive plan and how it is functioning as a useful document, and whether it is helping to guide growth, support economic development, ensure quality of life, protect the environment, or meet whatever local purposes have been identified. There is no single right way to conduct this workshop.

There should be flip charts or other means of writing down the responses and ideas that are raised during the workshop. It may be helpful to have each question already written at the top of a sheet on a flip chart before the meeting.

The checklist for identifying local issues, provided in Part II, is intended for use by the staff and Local Planning Agency in creating a list of issues, using their own knowledge and input from the workshop. However, if the workshop is primarily a working session with the LPA and elected body, it may be a good idea to use the checklist to generate discussion. The list is probably too long for use in a large meeting with the general public, and could result in the meeting getting “bogged down”.

The agenda provided is a sample that may be useful in organizing the meeting. Add to the agenda any activities customary to local workshops, such as a pledge to the flag, invocation, or other matters.

The local government should decide who will conduct the meeting, whether the chief elected official, or a member of staff such as a City Clerk or County Planner. This individual will pose each question or discussion topic during the workshop to keep the meeting focused on the subject matter of the plan. It would be helpful to have another individual to record information on the flip chart.

SAMPLE AGENDA
WORKSHOP TO DISCUSS THE COMPREHENSIVE PLAN
AND THE FUTURE GROWTH AND DEVELOPMENT OF (CITY/COUNTY)

1. **Welcome**
(By the Mayor or Chair of the Board of County Commissioners.)
2. **Overview of the purpose of the workshop**
(This may be a brief presentation by the staff planner, RPC staff, or consultant about the purpose of the plan and the purpose for evaluating the plan.)
3. **What do you like best about your community?**
(Preserving the cherished aspects of the local community is a potential issue for the plan.)
4. **What do you want to change about your community?**
(The plan should set the stage for programs, budgets, and decisions to create and support desired change.)
5. **What do you like about the comprehensive plan?**
(How does it help the community? How does the plan maintain or improve the quality of life?)
6. **What parts of the plan do not work well?**
(What are the most frequent amendments? How does the plan fall short in guiding development?)
7. **What are the important issues that are not addressed at all in the plan?**
8. **How can we make changes that you want to see?**
9. **Next steps**
(The person leading the meeting should bring the meeting to a close by describing what will happen next, how the information will be used, and when the public will have additional opportunities to be involved in the process.)
8. **Closing**
(By Mayor or Chair of the BOCC)

2. SAMPLE LETTER TO INVITE REPRESENTATIVES OF ADJACENT LOCAL GOVERNMENTS AND STATE AND REGIONAL AGENCIES TO A MEETING TO DISCUSS AND AGREE ON LOCAL ISSUES

Name of agency contact

Agency

Address

City, FL zip code

Dear.....:

The *(City/County)* has started the process of identifying issues to be included in the evaluation of the local comprehensive plan. The due date for adopting our evaluation and appraisal report (EAR) is *(date)*.

A preliminary list of those issues is attached to this letter. To continue the process, *(City/County)* is hosting a meeting on *(date)* at *(time)*. The meeting will be held at *(place)*.

This meeting is the scoping meeting described in 163.3191(3), F.S. The purpose of the meeting is to ensure that all important issues are identified, to agree on the issues as the subject matter of the EAR, and to share information and ideas.

It is very important that you or another representative of *(agency name)* attend this meeting. Please fax the enclosed response form or call me to confirm that you will attend.

I look forward to seeing you on *(date)*.

Sincerely,

Wanda B. Planner

Enclosure: Issues list
Response form

3. SAMPLE AGENDA FOR MEETING WITH AGENCIES

SAMPLE AGENDA COMPREHENSIVE PLAN ISSUES MEETING

- 1. Welcome**
(By plan preparer or local staff, who will lead the meeting)
- 2. Introductions**
(Each person should introduce him/herself and the agency represented.)
- 3. Purpose of meeting**
(To identify and discuss issues in the local jurisdiction, agree on issues for the evaluation of the plan, and discuss data available from the state and regional agencies.)
- 4. Review of preliminary issues list**
(It is probably helpful to start with the list prepared by the local government and reach agreement on the issues on that list before adding to it. This discussion may result in deleting or modifying the issues listed.)
- 5. Additional issues**
(Participants should offer any suggestions for additional issues, explaining why each issue is important, and why it should be included for evaluation.)
- 6. Information needs**
(As individual issues are discussed, the leader should be asking the question, does anyone have suggestions on sources of information to address the issue. It is important to take notes on what sources are suggested and whether an agency can provide documents to help the local government research an issue.)
- 7. Summarize**
(The leader should briefly summarize the agreements on issues and information to ensure that all present understand the outcome of the meeting.)
- 8. Next steps**
(The leader should remind the participants that a revised and final issues list will be sent within the next [time period] and that information should be provided by [agreed time].)
- 9. Adjourn**

4. SAMPLE LISTS OF ISSUES

The following pages contain lists of issues used by two jurisdictions in the preparation of their EARs. Both Gainesville and Sumter County prepared reports under the statutory requirements as amended in 1998, with reports based on issues.

a. City of Gainesville

Executive Summary

This Evaluation & Appraisal Report (EAR) on the City of Gainesville 1991 – 2001 Comprehensive Plan lays the groundwork for undertaking a comprehensive update of the plan for the 2000 – 2010 planning period. It has been developed over the past year in a process involving numerous public workshops. The EAR offers a forthright evaluation and assessment of the current comprehensive plan of a city with a strong tradition of managed growth, and does so at a time when the city is undertaking fundamental examination of its land development regulations. The existing comprehensive plan has proven to be a good guide for developing the city. Generally the plan objectives have been met and the policies implemented, however, the plan must be amended to address the needs of this city as it proceeds along its distinct path of development and redevelopment.

The EAR process has provided the opportunity to identify and analyze major issues for this community that are related to the comprehensive plan and to propose actions to address them. This has occurred and the resultant section of this report is perhaps its core component. The thirteen major issues are:

- Declining share of the overall Alachua County population
- Infill and redevelopment
- Density
- Urban design
- Revisions to the Activity Center concept
- Failure of the mixed use categories to produce residential/non-residential mixes
- Providing more transportation choices
- Financing transportation infrastructure
- Transportation concurrency
- Neighborhood planning
- Enhancement of recreation facilities and programs
- Coordination with Santa Fe community College and the University of Florida Campus Master Plan
- Intergovernmental coordination concerning the dispersal of affordable housing units.

Each of the thirteen major issues and the choices the city will make to address them has major ramifications for the community during the 2000 – 2010 planning period.

These issues are simultaneously a set of challenges and opportunities for this city to continue its tradition of proactive planning and sustainable development through the first decade of the 21st century.

In addition to the analysis of major issues section, evaluation and assessment is provided with respect to each adopted Element (Future Land Use, Transportation Mobility, Aviation, Housing, Conservation, Open Space and Groundwater Recharge, Recreation, Historic Preservation, Potable Water & Wastewater, Solid Waste, Stormwater Management, Capital Improvements, Intergovernmental Coordination, and Cultural Affairs). The EAR also evaluates population growth and changes in land area, the location of development that has occurred relative to where it was anticipated in the comprehensive plan as amended, the extent of vacant and developable land, the financial feasibility of implementing the comprehensive plan and providing necessary infrastructure through the Capital Improvements Element, coordination of the comprehensive plan with public schools, identification of actions needed to address various issues identified in the EAR, and summarizes the public participation program undertaken in preparing the EAR.

B. Sumter County

The following is an excerpt from a letter to the Department of Community Affairs to identify issues to be evaluated in the Sumter County EAR.

This letter is to provide to you the county's understanding that these are the issues which will be evaluated by Sumter County, and seek your agreement that this list represents the issues we discussed at our meeting. This list is not in priority order, but is intended to be complete.

1. Wastewater – including the Wildwood system and the need to coordinate expansion into the unincorporated area and to ensure that the system will support industrial development; and to address the development implications of service between Lake Panasofkee and Business.
2. Industrial land – the county needs to address the quantity of industrial land, the relationship to business and industry recruitment efforts, and the issue of economic development in general, in short job creation and retention in all areas, not just industrial.
3. Vision for the county – appropriate elements or portions, as well as objectives and policies must be evaluated for their relationship and furtherance of the vision being development for Sumter County.
4. Established vs. planned development pattern – the existing or established development pattern as compared to the future or planned development pattern, including the relationship of development to jobs, services, and environmental protection.
5. Land allocation on the Future Land Use Map – including the use of PUDs, and creation of new FLUM categories, and including the relationship of future land uses to conservation issues.

6. Agricultural land preservation – to include the agricultural economy in Sumter County, open space and aesthetics of agricultural land and the transition of agricultural land to other uses.
7. Review and revision of the point system.
8. Drainage and flooding problems.
9. The Villages – population forecasts and land allocation should include The Villages and should address the impact on development in the surrounding area of Sumter County.
10. Water conservation and water quality – Sumter County has a large withdrawal rate due to agricultural uses and mining.
11. Northern extension of the Turnpike, realignment of the Turnpike and I-75.
12. Concurrency

5. SAMPLE NOTICE FOR PUBLIC HEARINGS FOR ADOPTION

This notice was used by Sumter County to advertise a hearing to consider adoption of its EAR.

NOTICE OF PUBLIC HEARING
**ADOPTION OF THE PROPOSED EVALUATION AND APPRAISAL
REPORT OF THE SUMTER COUNTY COMPREHENSIVE PLAN**

Sumter County, Florida, by and through its Board of County Commissioners, will consider the adoption of the Evaluation and Appraisal Report on the Sumter County Comprehensive Plan, for transmittal to the Florida Department of Community Affairs (DCA) for its review of sufficiency pursuant to the requirements of Chapter 163.3191, Florida Statutes.

Prior to its adoption, a public hearing on the report will be held at the Sumter County Courthouse, 209 North Florida Street, Bushnell, Florida, as follows:

Board of County Commissioners
Room 222
March 23, 1999 at 5:30 P.M.

The proposed report may be inspected by the public at the Building and Zoning Department, Room 324, Sumter County Courthouse, between the hours of 7:30 A.M. and 5:00 P.M. weekdays.

Interested parties are encouraged to appear at these hearings and provide comments regarding the proposed report.

APPEAL: NECESSITY OF RECORD

Notice is given that if any person desires to appeal any action taken by the Board at the above hearing, a verbatim record of the proceedings may be necessary. The Board assumes no responsibility for furnishing said record, however, the hearings will be audio recorded by the Board for public use.

6. SAMPLE RESOLUTION FOR ADOPTION OF THE EAR

The statutes allow for adoption of the EAR by either resolution or ordinance. A sample resolution is provided. A resolution requires only a single public for adoption and is sufficient for adopting the EAR. A resolution is a statement of local government intent, while an ordinance is local law.

RESOLUTION # _____

A RESOLUTION OF THE (ELECTED BODY) OF (LOCAL GOVERNMENT) ADOPTING THE EVALUATION AND APPRAISAL REPORT FOR THE (LOCAL GOVERNMENT) COMPREHENSIVE PLAN; STATING THE INTENT OF THE (COUNCIL/COMMISSION) TO AMEND THE COMPREHENSIVE PLAN BASED UPON RECOMMENDATIONS CONTAINED IN THE REPORT; AND APPROVING TRANSMITTAL OF THE REPORT TO THE DEPARTMENT OF COMMUNITY AFFAIRS IN ACCORDANCE WITH SECTION 163.3191, FLORIDA STATUTES.

WHEREAS, the Florida Legislature intends that local planning be a continuous and ongoing process; and

WHEREAS, the (City Council/County Commission) has adopted the (local government) Comprehensive Plan, Ordinance No. (__) on (date); and

WHEREAS, Section 163.3191, Florida Statutes, directs local governments to periodically assess the success or failure of the adopted plan to adequately address changing conditions and state policies and rules; and

WHEREAS, Section 163.3191, Florida Statutes, directs local governments to adopt needed amendments to ensure that the plan provides appropriate policy guidance for growth and development; and

WHEREAS, the (name of the local body serving as the LPA), acting as the designated Local Planning Agency, has reviewed the Evaluation and Appraisal Report, held an advertised public hearing, provided for participation by the public in the process, and rendered its recommendations to the (City Council/Board of County Commissioners); and

WHEREAS, the (City Council/Board of County Commissioners) has reviewed the Evaluation and Appraisal Report, held an advertised public hearing, and provided for comments and public participation in the process in accordance with the requirements of state law and the procedures adopted for public participation in the planning process;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL/BOARD OF COUNTY COMMISSIONERS) OF (LOCAL GOVERNMENT), FLORIDA:

Section 1: The (City Council/Board of County Commissioners) does hereby adopt the Evaluation and Appraisal Report for the (local government) Comprehensive Plan, attached here as Exhibit A.

Section 2: The (City Council/Board of County Commissioners) does hereby state its intention to amend the (local government) Comprehensive Plan (Ordinance No. ____) in accordance with the recommendations contained in the Evaluation and Appraisal Report.

Section 3: The (City Council/Board of County Commissioners) does hereby approve transmittal of the Evaluation and Appraisal Report to the Department of Community Affairs for the purpose of a sufficiency review in accordance with Section 163.3191, Florida Statutes.

Section 4: This Resolution shall become effective immediately upon its passage.

Section 5: All Resolutions and parts of Resolutions in conflict herewith are repealed.

PASSED BY THE (CITY COUNCIL/BOARD OF COUNTY COMMISSIONERS) OF (LOCAL GOVERNMENT), FLORIDA, IN REGULAR SESSION THIS ____ DAY OF (MONTH, YEAR).

(name and title of chief elected official)

ATTEST:

7. SAMPLE LETTER OF TRANSMITTAL

March 29, 1999

Florida Department of Community Affairs
Division of Community Planning
Plan Processing Team
2555 Shumard Oak Blvd.
Tallahassee, FL 32399-2100

Re: Adopted (city/county) Evaluation and Appraisal Report

Dear Mr. Eubanks:

Enclosed is the adopted (city/county) Evaluation and Appraisal Report. The package contains the following:

- 3 copies of the adopted EAR
- 3 copies of the resolution adopting the EAR by the (elected body)
- 3 copies of the advertisement for the adoption hearing
- 3 copies of the minutes of that adoption hearing

The public hearing for adoption was held on (date).

A copy of the adopted EAR is being sent to:
Florida Department Transportation (district office)
(name) Regional Planning Council
(name) Florida Water Management District
Florida Department of Environmental Protection
Florida Department of State, Historical Preservation
Florida Game and Fresh Water Fish Commission
Florida Department of Agriculture

These packages are being sent simultaneously with this transmittal to the Department.

You may contact (name, position, address, phone and fax numbers) regarding to this EAR. The report remains available for public review at (location with address) between 8:30 A.M. and 5:00 P.M. weekdays.

Please advise me regarding the completeness of this adoption package. Thank-you.

Sincerely,

Otto B. Planner, Chief Planner

PART V

APPENDICES

1. WHAT THE FLORIDA STATUTES REQUIRE FOR THE EAR

Chapter 163, Part II, F.S., provides for the local government comprehensive plan. The following is an excerpt, section 163.3191, which is the section that pertains to the requirements for the evaluation and appraisal report. Also included below are other parts of Chapter 163, Part II, F.S., which relate to the evaluation and appraisal report.

163.3191 Evaluation and appraisal of comprehensive plan.--

(1) The planning program shall be a continuous and ongoing process. Each local government shall adopt an evaluation and appraisal report once every 7 years assessing the progress in implementing the local government's comprehensive plan. Furthermore, it is the intent of this section that:

(a) Adopted comprehensive plans be reviewed through such evaluation process to respond to changes in state, regional, and local policies on planning and growth management and changing conditions and trends, to ensure effective intergovernmental coordination, and to identify major issues regarding the community's achievement of its goals.

(b) After completion of the initial evaluation and appraisal report and any supporting plan amendments, each subsequent evaluation and appraisal report must evaluate the comprehensive plan in effect at the time of the initiation of the evaluation and appraisal report process.

(c) Local governments identify the major issues, if applicable, with input from state agencies, regional agencies, adjacent local governments, and the public in the evaluation and appraisal report process. It is also the intent of this section to establish minimum requirements for information to ensure predictability, certainty, and integrity in the growth management process. The report is intended to serve as a summary audit of the actions that a local government has undertaken and identify changes that it may need to make. The report should be based on the local government's analysis of major issues to further the community's goals consistent with statewide minimum standards. The report is not intended to require a comprehensive

rewrite of the elements within the local plan, unless a local government chooses to do so.

(2) The report shall present an evaluation and assessment of the comprehensive plan and shall contain appropriate statements to update the comprehensive plan, including, but not limited to, words, maps, illustrations, or other media, related to:

(a) Population growth and changes in land area, including annexation, since the adoption of the original plan or the most recent update amendments.

(b) The extent of vacant and developable land.

(c) The financial feasibility of implementing the comprehensive plan and of providing needed infrastructure to achieve and maintain adopted level-of-service standards and sustain concurrency management systems through the capital improvements element, as well as the ability to address infrastructure backlogs and meet the demands of growth on public services and facilities.

(d) The location of existing development in relation to the location of development as anticipated in the original plan, or in the plan as amended by the most recent evaluation and appraisal report update amendments, such as within areas designated for urban growth.

(e) An identification of the major issues for the jurisdiction and, where pertinent, the potential social, economic, and environmental impacts.

(f) Relevant changes to the state comprehensive plan, the requirements of this part, the minimum criteria contained in chapter 9J-5, Florida Administrative Code, and the appropriate strategic regional policy plan since the adoption of the original plan or the most recent evaluation and appraisal report update amendments.

(g) An assessment of whether the plan objectives within each element, as they relate to major issues, have been achieved. The report shall include, as appropriate, an identification as to whether unforeseen or unanticipated changes in circumstances have resulted in problems or opportunities with respect to major issues identified in each element and the social, economic, and environmental impacts of the issue.

(h) A brief assessment of successes and shortcomings related to each element of the plan.

(i) The identification of any actions or corrective measures, including whether plan amendments are anticipated to address the major issues

identified and analyzed in the report. Such identification shall include, as appropriate, new population projections, new revised planning timeframes, a revised future conditions map or map series, an updated capital improvements element, and any new and revised goals, objectives, and policies for major issues identified within each element. This paragraph shall not require the submittal of the plan amendments with the evaluation and appraisal report.

(j) A summary of the public participation program and activities undertaken by the local government in preparing the report.

(k) The coordination of the comprehensive plan with existing public schools and those identified in the applicable educational facilities plan adopted pursuant to s. [1013.35](#). The assessment shall address, where relevant, the success or failure of the coordination of the future land use map and associated planned residential development with public schools and their capacities, as well as the joint decisionmaking processes engaged in by the local government and the school board in regard to establishing appropriate population projections and the planning and siting of public school facilities. If the issues are not relevant, the local government shall demonstrate that they are not relevant.

(l) The evaluation must consider the appropriate water management district's regional water supply plan approved pursuant to s. [373.0361](#). The potable water element must be revised to include a work plan, covering at least a 10-year planning period, for building any water supply facilities that are identified in the element as necessary to serve existing and new development and for which the local government is responsible.

(m) If any of the jurisdiction of the local government is located within the coastal high-hazard area, an evaluation of whether any past reduction in land use density impairs the property rights of current residents when redevelopment occurs, including, but not limited to, redevelopment following a natural disaster. The property rights of current residents shall be balanced with public safety considerations. The local government must identify strategies to address redevelopment feasibility and the property rights of affected residents. These strategies may include the authorization of redevelopment up to the actual built density in existence on the property prior to the natural disaster or redevelopment.

(3) Voluntary scoping meetings may be conducted by each local government or several local governments within the same county that agree to meet together. Joint meetings among all local governments in a county are encouraged. All scoping meetings shall be completed at least 1 year prior to the established adoption date of the report. The purpose of the

meetings shall be to distribute data and resources available to assist in the preparation of the report, to provide input on major issues in each community that should be addressed in the report, and to advise on the extent of the effort for the components of subsection (2). If scoping meetings are held, the local government shall invite each state and regional reviewing agency, as well as adjacent and other affected local governments. A preliminary list of new data and major issues that have emerged since the adoption of the original plan, or the most recent evaluation and appraisal report-based update amendments, should be developed by state and regional entities and involved local governments for distribution at the scoping meeting. For purposes of this subsection, a "scoping meeting" is a meeting conducted to determine the scope of review of the evaluation and appraisal report by parties to which the report relates.

(4) The local planning agency shall prepare the evaluation and appraisal report and shall make recommendations to the governing body regarding adoption of the proposed report. The local planning agency shall prepare the report in conformity with its public participation procedures adopted as required by s. [163.3181](#). During the preparation of the proposed report and prior to making any recommendation to the governing body, the local planning agency shall hold at least one public hearing, with public notice, on the proposed report. At a minimum, the format and content of the proposed report shall include a table of contents; numbered pages; element headings; section headings within elements; a list of included tables, maps, and figures; a title and sources for all included tables; a preparation date; and the name of the preparer. Where applicable, maps shall include major natural and artificial geographic features; city, county, and state lines; and a legend indicating a north arrow, map scale, and the date.

(5) Ninety days prior to the scheduled adoption date, the local government may provide a proposed evaluation and appraisal report to the state land planning agency and distribute copies to state and regional commenting agencies as prescribed by rule, adjacent jurisdictions, and interested citizens for review. All review comments, including comments by the state land planning agency, shall be transmitted to the local government and state land planning agency within 30 days after receipt of the proposed report.

(6) The governing body, after considering the review comments and recommended changes, if any, shall adopt the evaluation and appraisal report by resolution or ordinance at a public hearing with public notice. The governing body shall adopt the report in conformity with its public participation procedures adopted as required by s. [163.3181](#). The local government shall submit to the state land planning agency three copies of the report, a transmittal letter indicating the dates of public hearings, and a

copy of the adoption resolution or ordinance. The local government shall provide a copy of the report to the reviewing agencies which provided comments for the proposed report, or to all the reviewing agencies if a proposed report was not provided pursuant to subsection (5), including the adjacent local governments. Within 60 days after receipt, the state land planning agency shall review the adopted report and make a preliminary sufficiency determination that shall be forwarded by the agency to the local government for its consideration. The state land planning agency shall issue a final sufficiency determination within 90 days after receipt of the adopted evaluation and appraisal report.

(7) The intent of the evaluation and appraisal process is the preparation of a plan update that clearly and concisely achieves the purpose of this section. Toward this end, the sufficiency review of the state land planning agency shall concentrate on whether the evaluation and appraisal report sufficiently fulfills the components of subsection (2). If the state land planning agency determines that the report is insufficient, the governing body shall adopt a revision of the report and submit the revised report for review pursuant to subsection (6).

(8) The state land planning agency may delegate the review of evaluation and appraisal reports, including all state land planning agency duties under subsections (4)-(7), to the appropriate regional planning council. When the review has been delegated to a regional planning council, any local government in the region may elect to have its report reviewed by the regional planning council rather than the state land planning agency. The state land planning agency shall by agreement provide for uniform and adequate review of reports and shall retain oversight for any delegation of review to a regional planning council.

(9) The state land planning agency may establish a phased schedule for adoption of reports. The schedule shall provide each local government at least 7 years from plan adoption or last established adoption date for a report and shall allot approximately one-seventh of the reports to any 1 year. In order to allow the municipalities to use data and analyses gathered by the counties, the state land planning agency shall schedule municipal report adoption dates between 1 year and 18 months later than the report adoption date for the county in which those municipalities are located. A local government may adopt its report no earlier than 90 days prior to the established adoption date. Small municipalities which were scheduled by chapter 9J-33, Florida Administrative Code, to adopt their evaluation and appraisal report after February 2, 1999, shall be rescheduled to adopt their report together with the other municipalities in their county as provided in this subsection.

(10) The governing body shall amend its comprehensive plan based on the recommendations in the report and shall update the comprehensive plan based on the components of subsection (2), pursuant to the provisions of ss. [163.3184](#), [163.3187](#), and [163.3189](#). Amendments to update a comprehensive plan based on the evaluation and appraisal report shall be adopted within 18 months after the report is determined to be sufficient by the state land planning agency, except the state land planning agency may grant an extension for adoption of a portion of such amendments. The state land planning agency may grant a 6-month extension for the adoption of such amendments if the request is justified by good and sufficient cause as determined by the agency. An additional extension may also be granted if the request will result in greater coordination between transportation and land use, for the purposes of improving Florida's transportation system, as determined by the agency in coordination with the Metropolitan Planning Organization program. The comprehensive plan as amended shall be in compliance as defined in s. [163.3184](#)(1)(b).

(11) The Administration Commission may impose the sanctions provided by s. [163.3184](#)(11) against any local government that fails to adopt and submit a report, or that fails to implement its report through timely and sufficient amendments to its local plan, except for reasons of excusable delay or valid planning reasons agreed to by the state land planning agency or found present by the Administration Commission. Sanctions for untimely or insufficient plan amendments shall be prospective only and shall begin after a final order has been issued by the Administration Commission and a reasonable period of time has been allowed for the local government to comply with an adverse determination by the Administration Commission through adoption of plan amendments that are in compliance. The state land planning agency may initiate, and an affected person may intervene in, such a proceeding by filing a petition with the Division of Administrative Hearings, which shall appoint an administrative law judge and conduct a hearing pursuant to ss. [120.569](#) and [120.57](#)(1) and shall submit a recommended order to the Administration Commission. The affected local government shall be a party to any such proceeding. The commission may implement this subsection by rule.

(12) The state land planning agency shall not adopt rules to implement this section, other than procedural rules.

(13) The state land planning agency shall regularly review the evaluation and appraisal report process and submit a report to the Governor, the Administration Commission, the Speaker of the House of Representatives, the President of the Senate, and the respective community affairs committees of the Senate and the House of Representatives. The first report

shall be submitted by December 31, 2004, and subsequent reports shall be submitted every 5 years thereafter. At least 9 months before the due date of each report, the Secretary of Community Affairs shall appoint a technical committee of at least 15 members to assist in the preparation of the report. The membership of the technical committee shall consist of representatives of local governments, regional planning councils, the private sector, and environmental organizations. The report shall assess the effectiveness of the evaluation and appraisal report process.

History.--s. 11, ch. 75-257; s. 10, ch. 85-55; s. 11, ch. 86-191; s. 10, ch. 92-129; s. 13, ch. 93-206; s. 6, ch. 95-322; s. 29, ch. 96-410; s. 5, ch. 96-416; s. 4, ch. 98-146; ss. 6, 14, ch. 98-176; s. 5, ch. 98-258; s. 17, ch. 2000-158; s. 9, ch. 2002-296; s. 905, ch. 2002-387.

OTHER STATUTORY PROVISION RELATED TO EVALUATION AND APPRAISAL REPORTS

1. 163.3174 Local Planning Agency:

(4) The local planning agency shall have the general responsibility for the conduct of the comprehensive planning program. Specifically, the local planning agency shall:

(b) Monitor and oversee the effectiveness and status of the comprehensive plan and recommend to the governing body such changes in the comprehensive plan as may from time to time be required, including preparation of the periodic reports required by s.163.3191.

2. 163.2517 Urban Infill and Redevelopment Areas:

(6)(a) In order to continue to be eligible for the economic and regulatory incentives granted with respect to an urban infill and redevelopment area, the local government must demonstrate during the evaluation, assessment, and review of its comprehensive plan required pursuant to s. 163.3191, that within designated urban infill and redevelopment areas, the amount of combined annual residential, commercial, and institutional development has increased by at least 10 percent.

3. 163.3187 Amendment of Adopted Comprehensive Plan:

(6)(a) No local government may amend its comprehensive plan after the date established by the state land planning agency for adoption of its evaluation and appraisal report unless it has submitted its report or addendum to the state land planning agency as prescribed by s. 163.3191,

except for plan amendments described in paragraph (1)(b) or paragraph (1)(h).

(b) A local government may amend its comprehensive plan after it has submitted its adopted evaluation and appraisal report and for a period of 1 year after the initial determination of sufficiency regardless of whether the report has been determined to be insufficient.

(c) A local government may not amend its comprehensive plan, except for plan amendments described in paragraph (1)(b), if the 1-year period after the initial sufficiency determination of the report has expired and the report has not been determined to be sufficient.

(d) When the state land planning agency has determined that the report has sufficiently addressed all pertinent provisions of s. [163.3191](#), the local government may amend its comprehensive plan without the limitations imposed by paragraph (a) or paragraph (c).

(e) Any plan amendment which a local government attempts to adopt in violation of paragraph (a) or paragraph (c) is invalid, but such invalidity may be overcome if the local government readopts the amendment and transmits the amendment to the state land planning agency pursuant to s. [163.3184\(7\)](#) after the report is determined to be sufficient.

4. 163.3177 Required and Optional Elements:

(6)(c) By January 1, 2005, or the Evaluation and Appraisal Report adoption deadline established for the local government pursuant to s. 163.3191(a), whichever date occurs first, the element must consider the appropriate water management district's regional water supply plan approved pursuant to s. 373.0361. The element must include a workplan, covering at least a 10-year planning period, for building water supply facilities that are identified in the element as necessary to serve existing and new development and for which the local government is responsible.

5. 163.31777 Public Schools Interlocal Agreement:

(7) At the time of the evaluation and appraisal report, each exempt municipality shall assess the extent to which it continues to meet the criteria for exemption under subsection (6). If the municipality continues to meet these criteria and the district school board verifies in writing that no new school facilities will be needed within the 5-year and 10-year timeframes, the municipality shall continue to be exempt from the interlocal-agreement requirement. Each municipality exempt under subsection (6) must comply with the provisions of this section within 1 year after the district school

board proposes, in its 5-year district facilities work program, a new school within the municipality's jurisdiction.

6. 163.3246 Local Government Comprehensive Planning Certification Program:

(10) A local government's certification shall be reviewed by the local government and the department as part of the evaluation and appraisal process pursuant to s. 163.3191. Within 1 year after the deadline for the local government to update its comprehensive plan based on the evaluation and appraisal report, the department shall renew or revoke the certification. The local government's failure to adopt a timely evaluation and appraisal report, failure to adopt an evaluation and appraisal report found to be sufficient, or failure to timely adopt amendments based on an evaluation and appraisal report found to be in compliance by the department shall be cause for revoking the certification agreement. The department's decision to renew or revoke shall be considered agency action subject to challenge under s. 120.569.

2. WHERE TO GET INFORMATION FOR THE EAR

A primary source of information for the EAR will be the agencies listed in the previous section. In addition, consider the following organizations and documents that may be of particular help in preparing the EAR.

- Cities should contact the county to determine if county-wide studies have been conducted, or if data compiled for the county EAR would be useful to the city (the schedule for EAR adoption provides that county EARs are adopted one year to 18 months before cities so that county-wide data will be available to the cities)
- Florida Association of Counties, technical assistance through the Florida Counties Foundation
- Bureau of Business and Economic Research, University of Florida
- Universities or colleges, including community colleges – often special studies are conducted that may be of help on a particular issue. This is especially true for environmental issues and transportation issues.
- Center for Urban Transportation Research, University of South Florida
- County Agricultural Extension Agent

- Regional planning councils (including information on affordable housing needs assessment)
- Internet sources:
 - Sprawl Resource Guide www.plannersweb.com
www.sprawlwatch.org
 - American Planning Association www.planning.org
 - Various planning resources www.cyburbia.org
www.plannersweb.org
 - Municipal Code Corporation www.municode.com
 - Florida Access to Government www.state.fl.us/fgsd_html/access.html
 - Census www.census.gov
 - Center for Urban Transportation Research www.cutr.eng.usf.edu
 - Florida Internet Center for Understanding Sustainability www.ficus.usf.edu
 - Florida Information Resource Network www.firn.edu/index.html

3. WHO TO CONTACT AT REGIONAL AND STATE AGENCIES

State and regional agency contact information can be found on the DCA/DCP website at www.dca.state.fl.us/fdcp/dcp/partners/index.htm

4. SCHEDULED DUE DATES FOR ADOPTION OF EARs

The following table contains the schedule for submittal of adopted EARs by local governments:

ALACHUA COUNTY	9/1/2009
ALACHUA CITY	9/1/2010
ARCHER	10/1/2010
GAINESVILLE	11/1/2010
HAWTHORNE	12/1/2010
HIGH SPRINGS	1/1/2011
LACROSSE	2/1/2011
MICANOPY	3/1/2011
NEWBERRY	4/1/2011
WALDO	5/1/2011
BAKER COUNTY	3/1/2008
GLEN SAINT MARY	3/1/2009
MACCLENNY	4/1/2009
BAY COUNTY	10/1/2006
CALLAWAY	10/1/2007
CEDAR GROVE	10/1/2007
LYNN HAVEN	11/1/2007
MEXICO BEACH	11/1/2007
PANAMA CITY	12/1/2007
PANAMA CITY BEACH	12/1/2007
PARKER	1/1/2008
SPRINGFIELD	4/1/2008
BRADFORD COUNTY	12/1/2009
BROOKER	2/1/2011
HAMPTON	3/1/2011
LAWTEY	4/1/2011
STARKE	5/1/2011
BREVARD COUNTY	8/1/2006
CAPE CANAVERAL	8/1/2007
COCOA	9/1/2007
COCOA BEACH	10/1/2007
INDIALANTIC	11/1/2007
INDIAN HARBOR BEACH	12/1/2007
MALABAR	1/1/2008
MELBOURNE	2/1/2008
MELBOURNE BEACH	3/1/2008
MELBOURNE VILLAGE	4/1/2008
PALM BAY	5/1/2008
PALM SHORES	6/1/2008
ROCKLEDGE	7/1/2008
SATELLITE BEACH	8/1/2008
TITUSVILLE	9/1/2008
WEST MELBOURNE	10/1/2008
BROWARD COUNTY	3/1/2004

COCONUT CREEK	3/1/2005
COOPER CITY	3/1/2005
CORAL SPRINGS	4/1/2005
DANIA BEACH	4/1/2005
DAVIE	5/1/2005
DEERFIELD BEACH	5/1/2005
FORT LAUDERDALE	6/1/2005
HALLANDALE BCH	6/1/2005
HILLSBORO BEACH	7/1/2005
HOLLYWOOD	7/1/2005
LAUDERDALE LAKES	8/1/2005
LAUDERDALE-BY-THE-SEA	8/1/2005
LAUDERHILL	9/1/2005
LAZY LAKE	9/1/2005
LIGHTHOUSE POINT	10/1/2005
MARGATE	10/1/2005
MIRAMAR	11/1/2005
NORTH LAUDERDALE	11/1/2005
OAKLAND PARK	12/1/2005
PARKLAND	1/1/2006
PEMBROKE PARK	1/1/2006
PEMBROKE PINES	2/1/2006
PLANTATION	2/1/2006
POMPANO BEACH	3/1/2006
PORT EVERGLADES	3/1/2006
SEA RANCH LAKES	4/1/2006
SOUTHWEST RANCHES	TBD
SUNRISE	4/1/2006
TAMARAC	5/1/2006
WESTON	5/1/2006
WILTON MANORS	6/1/2006
CALHOUN COUNTY	1/1/2010
ALTHA	3/1/2011
BLOUNTSTOWN	6/1/2011
CHARLOTTE COUNTY	12/1/2003
PUNTA GORDA	12/1/2004
CITRUS COUNTY	7/1/2004
CRYSTAL RIVER	7/1/2005
INVERNESS	8/1/2005
CLAY COUNTY	1/1/2007
GREEN COVE SPRINGS	1/1/2008
KEYSTONE HEIGHTS	2/1/2008
ORANGE PARK	3/1/2008
PENNEY FARMS	4/1/2008
COLLIER COUNTY	1/1/2004
EVERGLADES CITY	1/1/2005
MARCO ISLAND	3/1/2005
NAPLES	2/1/2005
COLUMBIA COUNTY	9/1/2008
FORT WHITE	10/1/2009
LAKE CITY	4/1/2010
DESOTO COUNTY	7/1/2008

ARCADIA	7/1/2009
DIXIE COUNTY	1/1/2008
CROSS CITY	1/1/2009
HORSESHOE BEACH	2/1/2009
DUVAL COUNTY	10/1/2007
ATLANTIC BEACH	10/1/2008
BALDWIN	11/1/2008
JACKSONVILLE BEACH	12/1/2008
NEPTUNE BEACH	1/1/2009
ESCAMBIA COUNTY	8/1/2007
CENTURY	10/1/2008
PENSACOLA	8/1/2008
FLAGLER COUNTY	8/1/2009
BEVERLY BEACH	8/1/2010
BUNNELL	9/1/2010
FLAGLER BEACH	10/1/2010
MARINELAND	11/1/2010
PALM COAST	TBD
FRANKLIN COUNTY	9/1/2006
APALACHICOLA	9/1/2007
CARRABELLE	10/1/2007
GADSDEN COUNTY	9/1/2009
CHATTAHOOCHEE	9/1/2010
GREENSBORO	10/1/2010
GRETNA	11/1/2010
HAVANA	12/1/2010
MIDWAY	1/1/2011
QUINCY	2/1/2011
GILCHRIST COUNTY	10/1/2009
BELL	10/1/2010
FANNING SPRINGS	11/1/2010
TRENTON	12/1/2010
GLADES COUNTY	7/1/2008
MOORE HAVEN	7/1/2009
GULF COUNTY	8/1/2007
PORT ST. JOE	8/1/2008
WEWAHITCHKA	9/1/2008
HAMILTON COUNTY	10/1/2008
JASPER	9/1/2009
JENNINGS	10/1/2009
WHITE SPRINGS	1/1/2010
HARDEE COUNTY	7/1/2008

BOWLING GREEN	8/1/2009
WAUCHULA	9/1/2009
ZOLFO SPRINGS	10/1/2009
HENDRY COUNTY	4/1/2008
CLEWISTON	5/1/2009
LA BELLE	5/1/2009
HERNANDO COUNTY	8/1/2004
BROOKSVILLE	1/1/2006
WEEKI WACHEE	2/1/2006
HIGHLANDS COUNTY	2/1/2008
AVON PARK	2/1/2009
LAKE PLACID	3/1/2009
SEBRING	4/1/2009
HILLSBOROUGH COUNTY	7/1/2005
PLANT CITY	7/1/2006
TAMPA	8/1/2006
TEMPLE TERRACE	9/1/2006
HOLMES COUNTY	8/1/2008
BONIFAY	8/1/2009
ESTO	9/1/2009
NOMA	10/1/2009
PONCE DE LEON	11/1/2009
WESTVILLE	12/1/2009
INDIAN RIVER COUNTY	12/1/2008
FELLSMERE	5/1/2010
INDIAN RIVER SHORES	6/1/2010
ORCHID	7/1/2010
SEBASTIAN	8/1/2010
VERO BEACH	9/1/2010
JACKSON COUNTY	8/1/2008
ALFORD	8/1/2009
BASCOM	9/1/2009
CAMPBELLTON	11/1/2009
COTTONDALE	12/1/2009
GRACEVILLE	1/1/2010
GRAND RIDGE	2/1/2010
GREENWOOD	3/1/2010
JACOB CITY	4/1/2010
MALONE	5/1/2010
MARIANNA	6/1/2010
SNEADS	6/1/2010
JEFFERSON COUNTY	11/1/2007
MONTICELLO	12/1/2008
LAFAYETTE COUNTY	7/1/2009

MAYO	7/1/2010
LAKE COUNTY	8/1/2008
ASTATULA	8/1/2009
CLERMONT	9/1/2009
EUSTIS	11/1/2009
FRUITLAND PARK	12/1/2009
GROVELAND	1/1/2010
HOWEY IN THE HILLS	2/1/2010
LADY LAKE	3/1/2010
LEESBURG	4/1/2010
MASCOTTE	5/1/2010
MINNEOLA	5/1/2010
MONTVERDE	6/1/2010
MOUNT DORA	7/1/2010
TAVARES	8/1/2010
UMATILLA	9/1/2010
LEE COUNTY	2/1/2004
BONITA SPRINGS	TBD
CAPE CORAL	2/1/2005
FORT MYERS	4/1/2005
FORT MYERS BEACH	4/1/2005
SANIBEL	5/1/2005
LEON COUNTY	7/1/2007
TALLAHASSEE	7/1/2007
LEVY COUNTY	7/1/2006
BRONSON	7/1/2007
CEDAR KEY	8/1/2007
CHIEFLAND	9/1/2007
INGLIS	10/1/2007
OTTER CREEK	11/1/2007
WILLISTON	12/1/2007
YANKEETOWN	1/1/2008
LIBERTY COUNTY	7/1/2009
BRISTOL	8/1/2010
MADISON COUNTY	10/1/2009
GREENVILLE	12/1/2010
LEE	1/1/2011
MADISON CITY	2/1/2011
MANATEE COUNTY	9/1/2004
ANNA MARIA	3/1/2006
BRADENTON	4/1/2006
BRADENTON BEACH	5/1/2006
HOLMES BEACH	6/1/2006
PALMETTO	7/1/2006
MARION COUNTY	12/1/2009
BELLEVIEW	1/1/2011
DUNNELLON	2/1/2011
MCINTOSH	3/1/2011

OCALA	4/1/2011
REDDICK	5/1/2011
MARTIN COUNTY	10/1/2008
JUPITER ISLAND	1/1/2010
OCEAN BREEZE PARK	11/1/2009
SEWALLS POINT	12/1/2009
STUART	10/1/2009
MIAMI-DADE COUNTY	11/1/2003
AVENTURA	12/1/2005
BAL HARBOUR VILLAGE	1/1/2006
BAY HARBOR ISLANDS	2/1/2006
BISCAYNE PARK	3/1/2006
CORAL GABLES	4/1/2006
DORAL	TBD
EL PORTAL	11/1/2004
FLORIDA CITY	11/1/2004
GOLDEN BEACH	11/1/2004
HIALEAH	12/1/2004
HIALEAH GARDENS	12/1/2004
HOMESTEAD	1/1/2005
INDIAN CREEK VILLAGE	1/1/2005
ISLANDIA	2/1/2005
KEY BISCAYNE	2/1/2005
MEDLEY	3/1/2005
MIAMI	3/1/2005
MIAMI BEACH	4/1/2005
MIAMI GARDENS	TBD
MIAMI LAKES	TBD
MIAMI SHORES	4/1/2005
MIAMI SPRINGS	5/1/2005
NORTH BAY	5/1/2005
NORTH MIAMI	6/1/2005
NORTH MIAMI BEACH	6/1/2005
OPA-LOCKA	7/1/2005
PALMETTO BAY	TBD
PINECREST	8/1/2005
SOUTH MIAMI	9/1/2005
SUNNY ISLES BEACH	10/1/2005
SURFSIDE	10/1/2005
SWEETWATER	11/1/2005
VIRGINIA GARDENS	11/1/2005
WEST MIAMI	12/1/2005
MONROE COUNTY	8/1/2004
ISLAMORADA	12/1/2005
KEY COLONY BEACH	8/1/2005
KEY WEST	2/1/2006
LAYTON	9/1/2005
MARATHON	TBD
NASSAU COUNTY	12/1/2007
CALLAHAN	2/1/2009
FERNANDINA BEACH	1/1/2009
HILLIARD	3/1/2009
OKALOOSA COUNTY	11/1/2006
CINCO BAYOU	2/1/2008
CRESTVIEW	3/1/2008

DESTIN	4/1/2008
FORT WALTON BEACH	5/1/2008
LAUREL HILL	5/1/2008
MARY ESTHER	2/1/2008
NICEVILLE	7/1/2008
SHALIMAR	7/1/2008
VALPARAISO	6/1/2008
OKEECHOBEE COUNTY	1/1/2010
OKEECHOBEE CITY	1/1/2011
ORANGE COUNTY	7/1/2006
APOPKA	8/1/2007
BAY LAKE	7/1/2007
BELLE ISLE	9/1/2007
EATONVILLE	10/1/2007
EDGEWOOD	6/1/2008
LAKE BUENA VISTA	7/1/2007
MAITLAND	7/1/2008
OAKLAND	8/1/2008
OCOE	9/1/2008
ORLANDO	11/1/2007
REEDY CREEK	7/1/2007
WINDERMERE	10/1/2008
WINTER GARDEN	11/1/2008
WINTER PARK	12/1/2008
OSCEOLA COUNTY	3/1/2008
KISSIMMEE	4/1/2009
SAINT CLOUD	5/1/2009
PALM BEACH COUNTY	10/1/2004
ATLANTIS	10/1/2005
BELLE GLADE	10/1/2005
BOCA RATON	11/1/2005
BOYNTON BEACH	11/1/2005
BRINY BREEZES	12/1/2005
CLOUD LAKE	12/1/2005
DELRAY BEACH	1/1/2006
GLEN RIDGE	1/1/2006
GOLF VILLAGE	2/1/2006
GREENACRES CITY	3/1/2006
GULF STREAM	3/1/2006
HAVERHILL	4/1/2006
HIGHLAND BEACH	4/1/2006
HYPOLUXO	5/1/2006
JUNO BEACH	5/1/2006
JUPITER	6/1/2006
JUPITER INLET COLONY	6/1/2006
LAKE CLARKE SHORES	7/1/2006
LAKE PARK	7/1/2006
LAKE WORTH	8/1/2006
LANTANA	8/1/2006
MANALAPAN	9/1/2006
MANGONIA PARK	9/1/2006
NORTH PALM BEACH	10/1/2006
OCEAN RIDGE	10/1/2006
PAHOKEE	11/1/2006
PALM BEACH (TOWN)	11/1/2006

PALM BEACH GARDENS	12/1/2006
PALM BEACH SHORES	12/1/2006
PALM SPRINGS	1/1/2007
RIVIERA BEACH	1/1/2007
ROYAL PALM BEACH	2/1/2007
SOUTH BAY	2/1/2007
SOUTH PALM BEACH	2/1/2007
TEQUESTA	3/1/2007
WELLINGTON	3/1/2007
WEST PALM BEACH	3/1/2007
PASCO COUNTY	10/1/2004
DADE CITY	3/1/2006
NEW PORT RICHEY	3/1/2006
PORT RICHEY	4/1/2006
SAINT LEO	4/1/2006
SAN ANTONIO	5/1/2006
ZEPHYRHILLS	5/1/2006
PINELLAS COUNTY	8/1/2005
BELLEAIR	8/1/2006
BELLEAIR BEACH	8/1/2006
BELLEAIR BLUFFS	9/1/2006
BELLEAIR SHORE	9/1/2006
CLEARWATER	10/1/2006
DUNEDIN	10/1/2006
GULFPORT	11/1/2006
INDIAN ROCKS BEACH	11/1/2006
INDIAN SHORES	12/1/2006
KENNETH CITY	12/1/2006
LARGO	1/1/2007
MADEIRA BEACH	1/1/2007
NORTH REDINGTON BEACH	2/1/2007
OLDSMAR	2/1/2007
PINELLAS PARK	3/1/2007
REDINGTON BEACH	3/1/2007
REDINGTON SHORES	4/1/2007
SAFETY HARBOR	4/1/2007
SEMINOLE CITY	5/1/2007
SOUTH PASADENA	5/1/2007
ST. PETERSBURG	6/1/2007
ST. PETERSBURG BEACH	6/1/2007
TARPON SPRINGS	1/1/2007
TREASURE ISLAND	2/1/2007
POLK COUNTY	4/1/2008
AUBURNDALE	4/1/2009
BARTOW	4/1/2009
DAVENPORT	5/1/2009
DUNDEE	5/1/2009
EAGLE LAKE	5/1/2009
FORT MEADE	6/1/2009
FROSTPROOF	6/1/2009
HAINES CITY	6/1/2009
HIGHLAND PARK	6/1/2009
HILLCREST HEIGHTS	8/1/2009
LAKE ALFRED	8/1/2009
LAKE HAMILTON	9/1/2009
LAKE WALES	9/1/2009
LAKELAND	10/1/2009
MULBERRY	10/1/2009

POLK CITY	11/1/2009
WINTER HAVEN	12/1/2009
PUTNAM COUNTY	11/1/2009
CRESCENT CITY	3/1/2011
INTERLACHEN	4/1/2011
PALATKA	5/1/2011
POMONA PARK	6/1/2011
WELAKA	6/1/2011
SANTA ROSA COUNTY	10/1/2007
GULF BREEZE	11/1/2008
JAY	12/1/2008
MILTON	1/1/2009
SARASOTA COUNTY	7/1/2004
LONGBOAT KEY	9/1/2005
NORTH PORT	10/1/2005
SARASOTA CITY	11/1/2005
VENICE	12/1/2005
SEMINOLE COUNTY	9/1/2006
ALTAMONTE SPRINGS	11/1/2007
CASSELBERRY	12/1/2007
LAKE MARY	1/1/2008
LONGWOOD	2/1/2008
OVIEDO	3/1/2008
SANFORD	4/1/2008
WINTER SPRINGS	5/1/2008
ST. JOHNS COUNTY	9/1/2007
HASTINGS	9/1/2008
ST. AUGUSTINE	10/1/2008
ST. AUGUSTINE BEACH	11/1/2008
ST. LUCIE COUNTY	11/1/2008
FORT PIERCE	2/1/2010
PORT ST. LUCIE	4/1/2010
ST. LUCIE VILLAGE	3/1/2010
SUMTER COUNTY	1/1/2010
BUSHNELL	3/1/2011
CENTER HILL	3/1/2011
COLEMAN	4/1/2011
WEBSTER	5/1/2011
WILDWOOD	6/1/2011
SUWANNEE COUNTY	8/1/2009
BRANFORD	8/1/2010
LIVE OAK	9/1/2010
TAYLOR COUNTY	7/1/2007
PERRY	7/1/2008

UNION COUNTY	11/1/2009
LAKE BUTLER	4/1/2011
RAIFORD	5/1/2011
WORTHINGTON SPRINGS	6/1/2011

VOLUSIA COUNTY	9/1/2006
DAYTONA BEACH	9/1/2007
DAYTONA BEACH SHORES	10/1/2007
DEBARY	7/1/2008
DELAND	12/1/2007
DELTONA	6/1/2008
EDGEWATER	8/1/2008
HOLLY HILL	9/1/2008
LAKE HELEN	2/1/2008
NEW SMYRNA BEACH	11/1/2008
OAK HILL	3/1/2008
ORANGE CITY	4/1/2008
ORMOND BEACH	12/1/2008
PIERSON	1/1/2009
PONCE INLET	5/1/2008
PORT ORANGE	2/1/2009
SOUTH DAYTONA	1/1/2008

WAKULLA COUNTY	9/1/2007
SOPCHOPPY	9/1/2008
ST. MARKS	10/1/2008

WALTON COUNTY	8/1/2006
DEFUNIAK SPRINGS	8/1/2007
FREEPORT	9/1/2007
PAXTON	10/1/2007

WASHINGTON COUNTY	7/1/2008
CARYVILLE	7/1/2009
CHIPLEY	8/1/2009
EBRO	9/1/2009
VERNON	10/1/2009
WAUSAU	11/1/2009

TBD: NEWLY INCORPORATED MUNICIPALITY; EAR DUE DATE TO BE DETERMINED