



Reedy Creek Improvement District
Comprehensive Plan

(Printed 6/5/00)

MONITORING AND EVALUATION

PURPOSE

One of the basic tenets of the Growth Management Act is that the comprehensive plan be continuously monitored and evaluated to ensure that it reflects current conditions as accurately as possible. The monitoring function, in particular, must be continuous to ensure that public facilities are available concurrent with the impacts of new development. At a minimum, the evaluation function must occur every five years after adoption of the Comprehensive Plan.

The District's monitoring and evaluation procedures are described below. The procedures consist of three major parts:

- annual capital improvement program updates and evaluations;
- concurrency management monitoring; and
- five-year evaluation and appraisals.

This chapter also identifies the procedures for Plan amendments.

ANNUAL CAPITAL IMPROVEMENT PROGRAM UPDATES AND EVALUATIONS

This category includes updating of the capital improvement program, the capital improvement program monitoring and evaluation program, and the annual evaluation of revenue sources. These components are further described in the Capital Improvements Element.

CONCURRENCY MANAGEMENT MONITORING

The District's Land Development Regulations include criteria pertaining to traffic, water, wastewater, solid waste, drainage, and parks to determine whether a proposed development is subject to concurrency review. Applicants subject to concurrency review must submit detailed information on the service demands associated with the proposed project, available capacity, and service commitments. A Certificate of Concurrency is issued if an application is deemed concurrent. In the event a project is found to be not concurrent, the applicant is provided with an opportunity to modify the project, mitigate the impacts, or provide the needed capital improvements as provided in a development agreement.

The concurrency determination is made by comparing the available capacity of a facility or service to the demand created by a proposed project. Available capacity is determined by adding together the excess capacity of existing facilities and the capacity of any new facilities that meet concurrency standards, and subtracting any capacity committed to vested projects and projects previously issued Certificates of Concurrency. An application is deemed concurrent only when level of service standards are not violated. Facilities in each service category are monitored to determine the available excess and committed capacity at any given time.

FIVE-YEAR EVALUATION AND APPRAISALS

The District adopted its most recent evaluation and appraisal report (EAR) in 1998. Subsequent EARs will be prepared on a five-year cycle, unless extensions are granted under state law. Section 163.3191, Florida Statutes, identifies the requirements for an EAR. These requirements are summarized below:

Contents

The EAR must present an assessment and evaluation of the successes and failures of the plan, and contain appropriate findings and recommendations related to the following:

- changes in the development patterns in the past five years and the impacts of these changes on the environment;
- an update of the plan's baseline data;
- adjustments to the boundaries of cities or the District;
- a five-year summary of the capital improvement updates and evaluations;
- a five-year summary of the Concurrency Management System;
- the degree to which the goals, objectives, and policies of the plan have been successfully reached;
- obstacles or problems that resulted in under-achievement, if any, of the goals, objectives, and policies;
- the occurrence of unanticipated and unforeseen problems and opportunities; and
- new or modified goals, objectives, policies, level of service standards, or data analyses needed to correct problems.

Process/ Public Participation

The EAR process requires public participation. All meetings of the RCID Planning Board, Board of Supervisors and city councils of Bay Lake and Lake Buena Vista are open to the public, and written and verbal comments may be accepted at all public hearings. Noticing of meetings and hearings is conducted in accordance with state law. The steps in the process are:

Step 1: At the beginning of each formal review of the Comprehensive Plan, the RCID Local Planning Agency approves a schedule indicating the time, place, and general subject of every meeting to be held for the purpose of reviewing the plan and preparing the EAR. Such schedule and any changes thereto must be posted at key locations throughout the District. A copy and any changes thereto are sent to the *Orlando Sentinel*.

Step 2: The RCID staff prepares, or causes to be prepared, the Draft EAR. Preparation of the EAR may take place in two cycles. The product of the first cycle is a "Transmittal Draft" or Preliminary EAR submitted to the Department of Community Affairs (DCA) for preliminary review. This document may be changed based on DCA's comments, resulting in a second cycle and culminating in an Adoption Draft.

Step 3: The RCID Planning Board holds a public hearing to review the EAR and make a recommendation regarding its adoption. The EAR is then forwarded to the RCID Board

of Supervisors and city councils of Bay Lake and Lake Buena Vista, with a recommendation from the RCID Planning Board.

Step 4: Within 90 days after receiving the EAR, the RCID Board of Supervisors, and city councils of Bay Lake and Lake Buena Vista hold a public hearing to consider the Planning Board recommendation and take action on the EAR. A joint adoption meeting of the two city councils and RCID Board of Supervisors may be held instead of separate meetings.

Step 5: The RCID and the Cities of Bay Lake and Lake Buena Vista transmit the adopted EAR to the DCA within five working days after adoption.

Step 6: The RCID and Cities of Bay Lake and Lake Buena Vista amend the Comprehensive Plan, as needed, based on the recommendations in the adopted EAR. Amendment of the Plan may occur simultaneously with adoption of the EAR; however, when adoption does not occur simultaneously, the EAR must include a schedule indicating when the proposed amendments will be adopted. Unless extensions are granted by the State, the amendments are made within one year of EAR adoption. The process for plan amendments is contained in the following section.

COMPREHENSIVE PLAN AMENDMENTS

This process shall be used for all Comprehensive Plan amendments, including those that accompany an EAR. All public hearings shall comply with Sections 163.3184, 163.3187, and 163.3191, Florida Statutes, as appropriate. The public participation procedures adopted in January 1990 shall be used for amendments to the Plan. The steps in this process are:

Step 1: The RCID Staff prepares a written analysis of the Plan amendment. The format of this analysis must include the following:

- a. Proposed Action
- b. Analysis of Proposed Change
 - relationship of proposed change to Comprehensive Plan
 - relationship of proposed change to applicable county plan(s)
 - relationship of proposed change to State Comprehensive Plan, citing consistent policies
 - relationship of proposed change to Regional Policy Plan, citing consistent policies
- c. Staff recommendation.

Step 2: The RCID Planning Board holds a public hearing to consider the staff analysis and make recommendations regarding adoption of the plan amendment. The recommendation is then forwarded to the RCID Board of Supervisors and the City Councils of Bay Lake and Lake Buena Vista.

Step 3: The RCID Board of Supervisors and the City Councils of Bay Lake and Lake Buena Vista hold a public hearing to consider the staff analysis and the Local Planning Agency

recommendation, and to take action on the proposed change. A joint public hearing of the two city councils and Board of Supervisors may be held instead of separate meetings.

Step 4: The RCID forwards ten copies of the Plan Amendment to the DCA for written comment within five days of action by the Board of Supervisors and city councils. Copies are also sent to any other local government in the state that has filed a written request with the RCID for copies of plan amendments.

Step 5: The DCA reviews the action and makes comments as appropriate.

Step 6: The RCID staff prepares a staff report based on the DCA requirements.

Step 7: The RCID Planning Board repeats Step 2, if required.

Step 8: The RCID Board of Supervisors and the city councils of Bay Lake and Lake Buena Vista repeat step 3, if required. Steps 5 through 7 must be completed within 60 days after the DCA comments are received.

Step 9: The RCID Board of Supervisors and the two city councils adopt the Plan, inclusive of any revisions made in response to the DCA comments. The RCID sends five copies of the amended Plan and the text of the amendment within five working days of adoption. Copies are also sent to any other unit of local government in the state that has filed a written request with the RCID to receive copies of Plan amendments.