

Developing the Scope of Work for the EAR-based Amendments.

Now that you have developed your timeline for processing your EAR-based amendment, it is time to consider the scope of the work necessary to prepare your EAR-based amendments.

Part One: General Questions about Your EAR and Comprehensive Plan

1. When was the last time that your comprehensive plan was updated?

2. What were the issues identified through the EAR process?

3. Does your community have local issues to be addressed through this plan amendment process that were not discussed in the EAR? If so, what are those issues?

4. Do the objectives and policies in your plan contain measurement options which have been achieved or deadlines which have passed?

5. Including the amendments required by new State legislation such as SB 360, consider the particular elements of your plan that will be amended. Is it likely that most or all elements must be revised and updated?

6. How much public involvement do you need/want/require for the plan update? (In general, do you want a low, moderate, or high level of involvement?)

Part Two: List of Tasks to Be Completed by PPC and Its Consultants.

These tasks will be completed by the PPC and its consultants. Information will be posted to the PPC website for use in updating your plan.

1. Prepare a detailed evaluation of the County data and analysis prepared for its EAR based amendment. Determine applicability to municipalities. Prepare spreadsheet or other documentation of data for use by municipalities. Prepare guide for using and/or adapting data and analysis when adopting it by reference. Provide spreadsheets and guides for data sets for each element, if available.
2. Determine availability of data from SWFWMD from the Regional Water Supply Plan. Prepare guide for municipalities required to prepare a water supply facilities work plan to incorporate data from the RWSP by reference.
3. Identify applicable projects from MPO-TIP for municipalities. Prepare spreadsheet or other documentation for use by municipalities. Prepare guide for incorporating projects into CIE.
4. If not provided in the County data and analysis, collect data for the housing element. Prepare a preliminary analysis and a guide for each municipality to use in preparing additional municipal analysis.
5. If not provided in the County data and analysis, collect data for the recreation/open space element. Prepare a preliminary analysis and a guide for each municipality to use in preparing additional municipal analysis.
6. Preparing model goals, objectives and policies for intergovernmental coordination, coastal management/conservation, potable water (for those receiving water through Tampa Bay Water), solid waste, sanitary sewer (for those relying on County for wastewater service), and groundwater recharge.
7. Prepare model financial feasibility spreadsheet.
8. Assemble capital improvement project data from County, regional, or State funding sources.

Part Three: List of Other Necessary Plan Update Tasks.

These are activities which will be necessary to complete an updated comprehensive plan. These services may be provided by the municipality, by the PPC and its consultants for a fee to be determined, or by a consultant hired independently by the municipality. Review this list and check those tasks that are likely to be needed, at least in part, by your city or town.

1. Preparation of updated maps.
2. Visioning.
3. Review and evaluate municipality-specific data sets.
4. Prepare goals, objectives, and policies for the Future Land Use Element.
5. Prepare goals, objectives, and policies for Transportation Element.
6. Prepare goals, objectives, and policies for Housing Element.
7. Prepare goals, objectives, and policies for Stormwater Sub-Element.
8. Prepare wastewater and potable water goals, objectives and policies for those with municipal systems.
9. Prepare recreation/open space goals, objectives, and policies.
10. Prepare coastal management/conservation goals, objectives, and policies for municipalities not on barrier islands.
11. Prepare capital improvement goals, objectives, policies, and a concurrency management system.
12. Adapt model elements to individual municipalities.
13. Prepare maps in map series for adoption.
14. Conduct public workshops.
15. Prepare a checklist, mailing list, sample letters, and sample ordinance for transmittal and adoption public hearings.
16. Conduct transmittal and adoption public hearings.
17. Respond to Objections, Recommendations and Comments (ORC) Report and prepare revisions to the proposed plan amendment resulting from the ORC Report.