



Chapter 13. Monitoring Procedures

13.1. PURPOSE

The Comprehensive Plan is a “living” document. It should be revised and updated regularly to ensure its relevance as the guiding document for county decision-making. This chapter outlines procedures for ongoing monitoring and updating of the Comprehensive Plan.

13.2. PLAN REVIEW AND EVALUATION

The following Plan review and evaluation procedures should be conducted according to the timelines given:

1. A set of evaluation criteria, including a set of sustainability and community building indicators for Orange County, will be developed for each Plan Element by each Element Advisory Board with assistance of county staff within the first year after plan adoption. The evaluation criteria may include short-term (1-5 years) and long-term (6-20 years) measurements. Combined, these evaluation criteria will be used to inform periodic updates of the Plan. The evaluation criteria will serve as a “Report Card” and will describe how where the county is making progress on implementation of the plan and where additional focus may be needed.
2. Comprehensive Plan Element Status reports to the Board of County Commissioners will be developed by respective Advisory Boards and staff. Status reports will include a review and evaluation of plan goals and objectives using the evaluation criteria discussed above. The report will be developed every other year beginning one year after adoption of the plan and will be delivered to the Board for review at their annual January retreat. A specific format for reporting will be developed to maintain consistency in reporting.
3. The County Profile Element will be updated after the county data from the 2010 U.S. Census is available. Regular updates to the County Profile Element should occur to reflect new U.S. Census data in subsequent years.
4. Following the incorporation of 2010 data, a survey of county departments will be undertaken by the Planning and Inspections Department to determine the usefulness of the County Profile Element, and if annual updates would be beneficial.
5. A full review and update of the Comprehensive Plan will occur within 10 years of adoption of the plan, with a preliminary target of 2015.



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13.3. AMENDMENTS

Monitoring and reporting activities will identify opportunities for updating and revising of the Plan. The Plan should be amended in a manner that maintains internal consistency between Elements and upholds the basic goals and objectives on which it was formulated.

Request for amendments can be brought forward by the general public, county staff, and Advisory Boards, as well as by request of the Board of County Commissioners. Plan amendments should be evaluated through a public review process.

The specific procedure for initiating Plan Amendments is outlined in Section 2.2.14 of the Orange County Zoning Ordinance. This procedure may need to be revised to reflect the new Comprehensive Plan model that incorporates the work of multiple Advisory Boards and departments. In particular, the following issues should be considered for revision:

- Review and amendment of Section 2.2.14 of the Orange County Zoning Ordinance to reflect the role of advisory boards, in addition to that of the Planning Board, in the amendment process.
- A process should be developed and adopted that guides the coordinated dialogue of the multiple advisory boards when making recommendations on Plan amendments.