

Updating the Capital Improvements Element of the Comprehensive Plan

Each year, the [Transportation Planning Section](#) of the Planning & Growth Management Department, writes the update for the [Capital Improvements Element \(CIE\)](#) of the [Comprehensive Plan](#). The updating of the CIE is a two-step process that leads to a new Schedule of Projects ultimately used as a guide in preparing the County's funded [Capital Improvement Program \(CIP\)](#).

The Hillsborough County Comprehensive Plan does many things, one which is the adoption of [Level of Service \(LOS\) Standards](#) for those public facilities and services that are regulated under the rules of concurrency, created in 1985 by Chapter 163.177,(10),(h) Part II. The regulated public facilities and services are listed as follows:

- Transportation
- Stormwater
- Potable Water
- Wastewater
- Solid Waste
- Parks

Recently, concurrency standards for schools have been added and are monitored by the Hillsborough County School Board.

Hillsborough County has adopted LOS Standards for all six of the above, and strives to provide these Levels of Service for its citizens. The purpose of the Capital Improvements Element of the Comprehensive Plan is to plan for a schedule of projects that will eliminate current and future deficiencies by making improvements to those facilities that do not operate at the adopted standards.

The [Florida Department of Community Affairs \(DCA\)](#) is the state agency responsible for the review and approval of all local government comprehensive plans and any amendments thereto. For Hillsborough, this is the [Future of Hillsborough Comprehensive Plan](#). And since the annual update of the CIE amounts to a Comp Plan Amendment, it also is reviewed and approved by the DCA.

The first step in updating the CIE is the preparation and submittal of the *Concurrency Management System Annual Monitoring Report*. In past years, this task was done by an outside consulting firm. However, this year, due to budget constraints, the task was done by County staff in the Transportation Planning Section. As the title suggests, this is an annual report of concurrency activities in Hillsborough County, for all six regulated facilities and services. The intent of the report is to show if Hillsborough County is making progress toward eliminating all its deficiencies. The report should show the following for each regulated facility:

- Currently adopted Level of Service (LOS) Standards

- A list of completed projects that provide additional capacity
- A list of current deficiencies
- A schedule of funded projects in the adopted CIP which will provide additional capacity

The DCA reviews this report to see that the County complies with Chapter 163.3180, which requires the County to achieve and maintain its adopted LOS standards in all six regulated facilities and services, within the allowed time frame. The allowed time frame is ten years; fifteen years with some exceptions.

The second step is the actual updating of the CIE which amounts to a Comprehensive Plan Amendment that requires public hearings leading to adoption. The Transportation Planning Section assists the Planning Commission by preparing support documentation for the annual CIE Update. The Florida DCA requires the following support documentation:

- Analysis identifying existing and future deficiencies for the 5-Yr planning timeframe
- Identification of capital improvements needed to reduce existing deficiencies and ensure the adopted LOS Standards are achieved and maintained over the 5-Yr timeframe; and include those improvements in the 5-Yr Schedule of Capital Improvements in the CIE
- Demonstration of how the revenues needed over the 5-Yr timeframe will be generated by the revenue source
- Demonstration that funding is committed for the first 3 years, and will be available from committed or planned funding sources for years 4 and 5
- Identification of alternate committed revenues that will replace planned revenues in the last two years, such as a referenda, in the event the planned sources do not materialize
- Demonstration of coordination between the 5-Yr Schedule of Capital Improvements and the Metropolitan Planning Organization's (MPO's) 2025 (soon to be 2035) Long Range Transportation Plan (LRTP). Update the Capital Improvements Schedule in the CIE to include transportation projects in the MPO's current Transportation Improvement Program (TIP) that will be relied upon for concurrency. And most importantly, to demonstrate the **financial feasibility** of the updated CIE Schedule of Projects.

The new Schedule of Projects Update document will contain extensive background data and analysis to support the Comprehensive Plan Amendment that will substitute the new, updated Schedule of Projects for the old Schedule. Once in place, the Schedule of Projects in the CIE is intended to guide preparation of the Hillsborough County Capital Improvement Program, insofar as eliminating deficiencies.

The DCA must review and approve the proposed Comp Plan Amendment that will update the CIE, before it can be adopted into the Comprehensive Plan. The DCA will be

looking to see that Hillsborough County is meeting all the requirements of Chapter 163 to achieve and maintain its adopted LOS Standards within the allowed timeframe.

Presently, Hillsborough County meets or exceeds the adopted Level of Service standards identified in the Comprehensive Plan for all facilities and services – Stormwater, Potable Water, Wastewater, Solid Waste and Parks – with the exception of Transportation.

[View the Capital Improvements Element Update FY2009-2013 \(Completed 10/13/08\)](#)

(Updated on Aug. 2009)