

PLAN MAINTENANCE PROCEDURES

2017 UPDATE

Section 8 was updated to modify the scope and to include all 22 communities participating in this planning process. Additional detail regarding the future plans of communities with regard to public outreach was also added.

INTRODUCTION

This section discusses how the *Mitigation Strategy* will be implemented by the communities and how the overall Hazard Mitigation Plan will be evaluated and enhanced over time. This section also discusses how the public and participating stakeholders will continue to be involved in the hazard mitigation planning process in the future. This section consists of the following three subsections:

- IMPLEMENTATION
- MONITORING, EVALUATION AND ENHANCEMENT
- CONTINUED PUBLIC INVOLVEMENT

IMPLEMENTATION

44 CFR Requirement

Part 201.6(c)(4)(i): The plan will include a plan maintenance process that includes a section describing the method and schedule of monitoring, evaluating and updating the mitigation plan within a five-year cycle.

In addition to the assignment of a lead department or agency, an implementation time period has been established for each mitigation action in order to assess whether actions are being implemented in a timely fashion. Each community will seek funding sources to implement mitigation projects in both the pre-disaster and post-disaster environments. When applicable, potential funding sources have been identified for proposed actions listed in each *Mitigation Action Plan*.

44 CFR Requirement

Part 201.6(c)(4)(ii): The plan maintenance process will include a process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate.

Emergency Management officials in each community will be responsible for determining additional implementation procedures beyond those listed within the *Mitigation Action Plan*. This includes further integrating the Hazard Mitigation Plan into other local planning documents such as comprehensive or capital improvement plans, when appropriate. The members of the planning committees for each community remain charged with ensuring that the goals and strategies of new and updated local planning

documents (such as Comprehensive Plans and Zoning Ordinances) are consistent with the goals and actions of the Hazard Mitigation Plan, and that those planning documents will not contribute to an increased level of hazard vulnerability in the region.

Opportunities to integrate the requirements of this Plan into other local planning mechanisms will continue to be identified through future meetings of each community's mitigation planning committee and through the five-year review process described in this section.

Each community will integrate the tenets of this mitigation plan into relevant local government decision making processes or mechanisms. The primary means for integrating mitigation strategies into other local planning documents will be accomplished through the revision, update, and implementation of the Mitigation Action Plan that requires specific planning and administrative tasks (i.e., plan amendments, ordinance revisions, capital improvement projects). In addition, each community will incorporate existing planning processes and programs addressing flood and sea level rise hazard mitigation into this document by reference.

MONITORING, EVALUATION AND ENHANCEMENT

Periodic revisions and updates to the Plan are required to ensure that the goals of the Plan are kept current, taking into account potential changes in hazard vulnerability and mitigation priorities. In addition, revisions may be necessary to ensure that the Plan is in full compliance with changing federal, state and local regulations. Periodic evaluation of the Plan will also ensure that specific mitigation actions are being reviewed and carried out according to the *Mitigation Action Plan*.

Each community's hazard mitigation planning committee will continue to meet at least annually and following any disaster events warranting a re-examination of the mitigation actions, thus continuously updating the Plan to reflect changing conditions and needs within the communities. An annual report on the Plan will be developed and presented to elected officials in order to report progress on the actions identified in the Plan and to provide information on the latest legislative requirements. The report may also highlight proposed additions or improvements to the Plan. The report will be released to the media and made available to the public via appropriate methods, such as a community's web site, library, community bulletin board, or the HRPDC web site.

ANNUAL PROGRESS REPORTS

Each community's hazard mitigation planning committee will be responsible for producing an annual progress report to evaluate the Plan's overall effectiveness.

FIVE-YEAR PLAN REVIEW

At a minimum, the Plan will be reviewed and must be updated every five years by each the hazard mitigation planning committees as required by DMA 2000. The purpose of the review and update is to determine whether there have been any significant changes that may, in turn, necessitate changes in the types of mitigation actions proposed. New development in identified hazard areas, an increased exposure to hazards, the increase or decrease in capability to address hazards, and changes to federal or state legislation are examples of factors that may affect the content of the Plan.

The plan review provides community officials with an opportunity to evaluate those actions that have been successful and to explore the possibility of documenting potential losses avoided due to the implementation of specific mitigation measures. The plan review also provides the opportunity to address mitigation actions that may not have been successfully implemented. Each community will be responsible for reconvening and conducting the five-year review, although it is expected that the HRPDC will again lead the effort to update the plan in five years.

During the five-year plan review process, the following questions will be considered as criteria for assessing the effectiveness and appropriateness of the Plan:

- Do the goals and actions address current and expected conditions?
- Has the nature or magnitude of hazard risk changed?
- Are current resources adequate to implement the Plan?
- Should additional local resources be committed to address identified hazard threats?
- Are there any issues that have limited the current implementation schedule?
- Has the implementation of identified mitigation actions resulted in expected outcomes?
- Has the committee measured the effectiveness of completed hazard mitigation projects in terms of specific dollar losses avoided?
- Did the community, agencies and other partners participate in the plan implementation process as proposed?

Following the five-year review, any revisions deemed necessary will be summarized and implemented according to the reporting procedures and plan amendment process outlined in this section. Upon completion of the review and update process, the Plan will be submitted to the VDEM State Hazard Mitigation Officer for review and approval. The State Hazard Mitigation Officer will submit the Plan amendments to FEMA for final review as required by DMA 2000.

DISASTER DECLARATION

Following a state or federal disaster declaration, the hazard mitigation planning committee will reconvene and the Plan will be revised as necessary to reflect lessons learned or to address specific circumstances arising from the event. Community committees may find it necessary to convene following localized emergencies and disasters in order to determine if changes to the Plan are warranted.

REPORTING PROCEDURES

The results of the five-year review will be summarized by the committee in a report that will include an evaluation of the effectiveness of the Plan and any required or recommended changes or amendments. The report will also include a brief progress report for each mitigation action, including the identification of delays or obstacles to their completion along with recommended strategies to overcome them. Any necessary revisions to the Plan must follow the plan amendment process outlined herein.

PLAN AMENDMENT PROCESS

Upon initiation of the amendment process, each community will forward information on the proposed change(s) to interested parties, including affected municipal departments. Information will also be forwarded to the VDEM. This information will be disseminated in order to seek input on the proposed amendment(s) for not less than a 5-day review and comment period.

At the end of the 5-day review and comment period, the proposed amendment(s) and all comments will be forwarded to HRPDC for final consideration. The committee will review the proposed amendments along with the comments received from other parties, and if acceptable, the committee will submit a recommendation for the approval and adoption of changes to the Plan. Minor revisions may be approved by each community's Chief Administrative Officer, while substantial amendments and addendums must be approved by the community's elected governing body. In determining whether to recommend approval or denial of a Plan amendment request, the following factors will be considered by the committee:

- There are errors, inaccuracies or omissions made in the identification of issues/needs in the Plan;
- New issues/needs have been identified which are not adequately addressed in the Plan;
- There has been a change in data or assumptions from those upon which the Plan is based.

Upon receiving the recommendation from the committee and prior to adoption of the Plan, each community's governing body will hold a public hearing. The governing body will review the recommendation from the committee (including the factors listed above) and any oral or written comments received at public hearing(s). Following that review, the governing body will take one of the following actions:

- Adopt the proposed amendments as presented;
- Adopt the proposed amendments with modifications;
- Refer the amendments request back to the committee for further revision; or
- Defer the amendment request back to the committee for further consideration and/or additional hearings.

CONTINUED PUBLIC INVOLVEMENT

44 CFR Requirement

Part 201.6(c)(4)(iii): The plan maintenance process will include a discussion on how the community will continue public participation in the plan maintenance process.

Public participation is an integral component of the mitigation planning process. As described above, significant changes or amendments to the Plan will require a public hearing prior to any adoption procedures.

Other efforts to involve the public in the maintenance, evaluation and revision process will be made. These efforts differ by community based on each community's individual needs, public response and whether the community has been recently affected by a hazard event. Examples of how communities in Hampton Roads already engage the public during the interim planning period, or of how they may choose to approach this task in the future, include:

- Advertise meetings of the committee in the local newspaper, public bulletin boards, web sites, social media and City buildings. Designating a diverse community mitigation committee through official resolution of the governing board, and then scheduling regular meetings of the committee and advertising those meetings aggressively has worked well for some communities.
- Designate willing citizens and private sector representatives as official members of the planning committee. While real estate, financial and construction industry leaders are natural partners in mitigation planning, look beyond these to include business leaders, large employers, and representatives of local military installations and transportation hubs, such as the Port of Virginia. Cultural institutions, like Jamestown-Yorktown Foundation, are an important component in the economy of Hampton Roads and their collections are vulnerable to many of the hazards discussed in the plan. Neighborhood groups, civic leagues and other citizen groups are a valuable source of mitigation ideas for specific areas.
- Engage elected officials and planning commission members in the process, beyond simply providing updates or reports. Elected officials have a responsibility to protect the health, safety and welfare of their constituents and their support is critical to successful implementation of the Mitigation Action Plan in every Hampton Roads community.
- Use local media to update the public about any maintenance or periodic review activities taking place. The media have moved beyond traditional print and televised media and their social

media presence can be valuable in disseminating information about upcoming meetings or activities. Local non-profits can also be invaluable in spreading the word about mitigation planning meetings open to the public.

- Use questionnaires, open houses, fairs and other community events to obtain ongoing public comments on the Plan and its implementation. Many local emergency managers effectively use community events to inform and advise the public on preparedness and evacuation, but the venues can also be valuable for informing the citizenry about the components of effective mitigation, how their community is implementing their Mitigation Action Plan and gathering information from the public to inform the next plan revision.
- Use community web sites, social media and list-servs to advertise any maintenance or periodic review activities taking place.
- Hold area-specific meetings on a regular basis to solicit feedback from neighbors. Such meetings, held in public venues, can be used to distribute literature, educate citizens on mitigation actions they can implement on their own, and solicit input on how the mitigation process can be more effective for their area or neighborhood.
- Integrate mitigation action plans, goals and objectives, and other plan elements into other community planning objectives. When a community's comprehensive planning process includes similar team members and incorporates or references pieces of the hazard mitigation plan, the public gains familiarity with the links between the plans and the ways in which the efforts complement each other.
- Maintain hard copies of the Plan in public libraries, on the web, or other appropriate venues. While many citizens are engaged in community affairs through computer technology, keeping hard copies of the plan in public venues with a business card or other contact information for providing feedback or answering questions is an old-fashioned but necessary way of reaching a much larger segment of citizens.

Table 8.1 provides summary feedback from individual community's committee leaders indicating how they anticipate their community will include the public in the 5-year period following adoption.

TABLE 8.1: INCLUDING THE PUBLIC DURING PLAN IMPLEMENTATION PERIOD

SUBREGION	COMMUNITY	Advertise committee meetings	Designate citizens, private sector reps as members of committee	Use local media to update public on maintenance activities	Use questionnaires, open houses to obtain public comment	Use web sites to advertise maintenance activities	Maintain copies of the plan in libraries, on the web, or other venues	Other
Peninsula	Hampton	✓	✓	✓	✓	✓	✓	annual update to Council
	Newport News	✓	✓	✓	✓	✓	✓	
	Poquoson	✓	✓	✓	✓	✓	✓	
	Williamsburg	✓		✓		✓	✓	
	James City County	✓	✓	✓	✓	✓	✓	
	York County				✓		✓	
Southside	Norfolk				✓	✓	✓	annual update to Council
	Portsmouth	✓		✓	✓	✓	✓	
	Suffolk						✓	
	Virginia Beach	✓		✓		✓	✓	
	Chesapeake		✓	✓	✓	✓	✓	
Western Tidewater	Isle of Wight County	✓		✓	✓	✓	✓	
	Smithfield	✓		✓			✓	
	Franklin	✓		✓		✓	✓	
	Southampton County				✓			Booth at County fair

OPPORTUNITIES FOR IMPROVEMENT

The 2015-2017 plan update process represents the first time that mitigation planning in the Hampton Roads region has been addressed on such a large regional basis. Some previous plans were regional in nature, but covered a smaller geographic area with many shared traits. As such, several opportunities for improving the plan and planning process are outlined below in **Table 8.2**, primarily as suggestions or strategies that may enhance the planning process effectiveness for either individual communities in the coming 5-year period of implementation, or for future updates of the entire plan.

TABLE 8.2: OPPORTUNITIES FOR IMPROVEMENT	
Mitigation Planning Step	Opportunities
<p>Phase I: Organize Resources Step 1. Get Organized Step 2. Plan for Public Involvement Step 3. Coordinate with Other Departments & Agencies</p>	<ol style="list-style-type: none"> 1. Prepare a Memorandum of Intent to Participate for all communities to complete in the early stages of the planning process. 2. Recommend and provide a template for each community to adopt a resolution naming their Steering Committee members. This has added benefit of informing public and elected officials that the process is about to begin. 3. Emergency managers and planners are not public information officers. Engage public information officers, web site managers and other community communications specialists from each community in the development of the Plan for Public Involvement. They will be critical committee members throughout the process. 4. Identify key committee members very early in the process. Distinguish between Steering Committee and at-large committee members. Hold listening sessions (public meetings) early in the process and recruit citizen members for committee from those meetings. 5. While questionnaires and surveys are not required, they facilitate large numbers of citizens providing input in a simple way, especially given the historically low turnout at public meetings. This committee recommends surveys be used in the future as a way to generate public comment, recommend conducting online survey for <i>at least 2 weeks</i> in the early stages of the planning process, perhaps in conjunction with initial public meetings, but definitely with the public information officers advising. 6. The regional planning authority can continue to ask and rely on communities to reach out to large businesses, military installations, educational and medical institutions, neighborhood associations, non-profits, utilities and other groups to spur their involvement in the process, but communities need to provide documentation of these “asks” that is then included in the plan.
<p>Phase II: Assess Risk Step 4. Identify the Hazards Step 5. Assess the Risks</p>	<ol style="list-style-type: none"> 1. Incorporate citizen survey feedback in demonstrable ways for the committee’s consideration during presentation of updated hazard and risk information.
<p>Phase III: Develop Mitigation Plan Step 6: Review Mitigation Alternatives Step 7: Draft an Action Plan Step 8: Set Planning Goals</p>	<ol style="list-style-type: none"> 1. Provide a review form for each community to document their review and approval of each plan section. 2. Presentations by committee members on which mitigation actions have worked for them in the past would be useful during workshops. 3. Provide more time between workshops for committee members to do their own research, review and inquiries. 4. Request communities bring complete committees to workshops rather than send representatives and hold separate sessions afterward.