

## Section 8: Plan Maintenance Procedures

The *Plan Maintenance Procedures* section discusses how the *Mitigation Strategy* and *Mitigation Action Plans* will be implemented by participating jurisdictions and how the overall Regional Hazard Mitigation Plan will be evaluated and enhanced over time. This section also discusses how the public will continue to be involved in the hazard mitigation planning process. It consists of the following three subsections:

- 8.1 Implementation
- 8.2 Monitoring, Evaluation, and Enhancement
- 8.3 Continued Public Involvement

### 8.1 Implementation

Each jurisdiction participating in this Plan is responsible for implementing specific mitigation actions as prescribed in their locally adopted *Mitigation Action Plan* (Section 7). In each *Mitigation Action Plan*, every proposed action is assigned to a specific local department or agency in order to assign responsibility and accountability and increase the likelihood of subsequent implementation. This approach enables individual jurisdictions to update their own unique mitigation action list as needed without altering the broader focus of the regional Plan. The separate adoption of locally specific actions also ensures that each jurisdiction is not held responsible for the monitoring and implementation of actions belonging to other jurisdictions involved in the planning process.

In addition to the assignment of a local lead department or agency, an implementation time period or a specific implementation date or window has been assigned to each mitigation action to help assess whether actions are being implemented in a timely fashion. The jurisdictions present within the Unifour Region will seek outside 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 the *Mitigation Action Plans*.

It will be the responsibility of each participating jurisdiction to determine additional implementation procedures beyond those listed within their *Mitigation Action Plan*. This includes integrating the requirements of the Regional Hazard Mitigation Plan into other local planning documents, processes, or mechanisms such as comprehensive or capital improvement plans, when appropriate. The members of the Hazard Mitigation Planning Committee (HMPC) will remain charged with ensuring that the goals and strategies of new and updated local planning documents for their jurisdictions or agencies are consistent with the goals and actions of the Regional Hazard Mitigation Plan, and will not contribute to increased hazard vulnerability in the Unifour Region. Opportunities to integrate the requirements of this Plan into other local planning mechanisms shall continue to be identified through future meetings of the HMPC and through the five-year review process described herein. Although it is recognized that there are many possible benefits to integrating components of this Plan into other local planning mechanisms, the development and maintenance of this stand-alone Regional Hazard Mitigation Plan is deemed by the HMPC to be the most effective and appropriate method to implement local hazard mitigation actions at this time.

In each county the integration of the hazard mitigation plan is primarily done at the county level as each of the four counties has a county level consolidated planning and development program and emergency operations plan. These plans address zoning ordinances, building codes, floodplain

management, subdivision development emergency planning, mitigation planning, and response and recovery actions. Some examples of this integration for each county include:

- Alexander County integrates hazard mitigation planning into their Comprehensive Plan, Watershed Ordinance, Zoning Ordinance, Subdivision Ordinance, and Flood Damage Prevention Ordinance.
- Burke County integrates this plan into their Master Zoning Ordinance, Master County Subdivision Ordinance, and Environmental Compliance Ordinance.
- Caldwell County includes hazard mitigation planning in their Zoning Ordinance, Subdivision Ordinance, Flood Ordinance, Ridge Law, and Watershed Ordinance.
- Catawba County integrates hazard mitigation planning into their Unified Development Ordinance and small area plans as well as zoning ordinances, subdivision planning, and floodplain plans and ordinance.

The Unifour Regional Hazard Mitigation Plan will be highlighted whenever possible in Annual Reports prepared by each county and included in departmental or agency reports as deemed appropriate. In addition, each of the municipal jurisdictions will seek to implement the goals and strategies of this plan by incorporating the recommendations into annual action plans adopted by their respective City or Town Councils. This plan will be incorporated by reference into other planning mechanisms whenever appropriate.

## **8.2 Monitoring, Evaluation, and Enhancement**

The agency with the overall responsibility for monitoring this Plan is the Catawba County Planning, Parks and Development Department. Periodic revisions and updates of the Regional Hazard Mitigation 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 applicable federal and state regulations. Periodic evaluation of the Plan will also ensure that specific mitigation actions are being reviewed and carried out according to each jurisdiction's individual *Mitigation Action Plan*.

The Unifour HMPC will continue to meet regularly, as determined by the Catawba County Planning, Parks and Development Department. These regular meetings will take place in the fall of each year so that sufficient time is available to prepare public outreach messages and assess the status of any mitigation actions relevant to the upcoming severe seasonal spring weather and the start of hurricane season. Meetings will also be convened as necessary following any disaster events warranting a reexamination of the mitigation actions being implemented or proposed by the participating jurisdictions.

County and local staff of each participating jurisdiction will also continue to attend training workshops sponsored by the North Carolina Division of Emergency Management or others as appropriate in order to keep up-to-date with any changing guidance or planning requirements and to communicate that information to other representatives of participating jurisdictions.

As part of this monitoring, evaluation, and enhancement process, each participating jurisdiction will be expected to provide an annual status update to Catawba County for their respective *Mitigation Action Plans* in order to evaluate the Plan's implementation effectiveness. This will ensure that the Plan is continuously maintained and updated to reflect changing conditions and needs within the Unifour Region. If determined appropriate or as requested, an annual report on the Plan will be

developed and presented to local governing bodies of participating jurisdictions in order to report progress on the actions identified in the Plan and to provide information on the latest legislative requirements and/or changes to those requirements.

### **Five (5) Year Plan Review**

The Plan will be reviewed by the HMPC every five years to determine whether there have been any significant changes in the Unifour Region 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 necessary 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 as assigned. The Catawba County Planning, Parks and Development Department will be responsible for reconvening the HMPC and conducting the five-year review.

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 address current and expected conditions?
- Has the nature or magnitude of risks changed?
- Are the current resources appropriate for implementing the Plan?
- Are there implementation problems, such as technical, political, legal, or coordination issues with other agencies?
- Have the outcomes occurred as expected?
- Did the jurisdictions, 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 outlined herein. Upon completion of the review and update/amendment process, the Unifour Regional Hazard Mitigation Plan will be submitted to the State Hazard Mitigation Officer at the North Carolina Division of Emergency Management for final review and approval in coordination with the Federal Emergency Management Agency.

### **Disaster Declaration**

Following a disaster declaration, the Plan will be revised as necessary to reflect lessons learned, or to address specific issues and circumstances arising from the event. It will be the responsibility of the Catawba County Planning, Parks and Development Department to reconvene the HMPC and ensure the appropriate stakeholders are invited to participate in the plan revision and update process following declared disaster events.

### **Reporting Procedures**

The results of the five-year review will be summarized by the HMPC in the relevant sections of the updated plan. This includes: a comprehensive description of the plan update process including an evaluation of plan effectiveness (Section 2); any updates to the planning area profile (Section 3);

any notable revisions or updates to the risk assessment (Section 4) or capability assessment (Section 5); updated mitigation goals and consideration of mitigation action alternatives (Section 6); status updates on previously adopted mitigation action plans (including the identification of reasons for delays or obstacles to their implementation) as well as the identification of newly proposed mitigation actions (Section 7); and revisions or updates to plan maintenance procedures (Section 8).

Any necessary revisions or changes to the countywide Plan elements must follow the monitoring, evaluation, and enhancement procedures outlined herein. For changes and updates to the individual *Mitigation Action Plans*, appropriate local designees will assign responsibility for the completion of the task.

### **8.3 Continued Public Involvement**

Public participation is an integral component of the mitigation planning process and will continue to be essential as this Plan evolves and is updated over time.

The most appropriate and meaningful opportunities for the general public to be involved in the maintenance and implementation of the Unifour Regional Hazard Mitigation Plan is during the five-year plan review process as described earlier in this section. As demonstrated in Section 2: *Planning Process*, the participating jurisdictions of the Unifour Region have been diligent and successful in gaining widespread public involvement during the five-year plan review process through multiple methods. While the five-year plan review process represents the greatest opportunity for such involvement, other efforts to involve the public in the maintenance, evaluation, and revision process will continue to be made as necessary. These efforts may include:

- Advertising meetings of the HMPC in local newspapers, public bulletin boards, and/or City and County office buildings;
- Designating willing and voluntary citizens and private sector representatives as official members of the HMPC;
- Working with children through school programs and other appropriate venues in an effort to engage parents and other adults;
- Utilizing local media to update the public of any maintenance and/or periodic review activities taking place;
- Utilizing City and County Web sites to advertise any maintenance and/or periodic review activities taking place;
- Keeping copies of the Plan in public libraries; and
- Posting any Annual Reports on the Plan to City and County Web sites.