

Chapter 9: *Plan Adoption, Maintenance, and Update Procedures*

SECTION 9.1: PURPOSE

The Orleans County Multi-Jurisdictional All-Hazard Mitigation Plan is intended to guide Orleans County and its municipalities over the next five years in their efforts to eliminate and/or minimize the impact of hazard events to critical facilities and community assets. The Plan will serve as a continually evolving guidebook that addresses the hazard issues identified within it.

This chapter discusses the procedures by which the County and all fourteen municipalities within it will adopt, maintain, and regularly update the All-Hazard Mitigation Plan; as well as means by which the Plan's contents will be integrated into local land use documents and regulations.

SECTION 9.2: PLAN ADOPTION SYSTEM

FEMA regulations (44 CFR Part 201 Mitigation Planning; Section 201.6: Local Mitigation Plans) stipulate that local units of government must formally adopt hazard mitigation plans. Plan adoption is accomplished by following the standard legal procedures for the adoption of local laws. The Orleans County Legislature and the town and village governing boards will adopt the Plan by passing resolutions after FEMA approves the draft Plan.

The Orleans County Legislature is the first governing body that will adopt the Plan following FEMA's approval of the draft Plan. Once the Legislature adopts the Plan, it will forward the Plan to each municipality along with a request that each local governing body adopt the Plan. Each of the County's fourteen municipalities has a governing body (Town Board or Village Board) that will adopt the Plan at this point.

The Legislature and each municipal board will then provide a copy of the passed resolutions to the Orleans County Department of Planning and Development. These copies will be included in the final document within a special appendix to verify that each unit of local government has officially adopted the Plan.

SECTION 9.3: LOCAL LAW INTEGRATION

A critical long-term objective (Objective 5.2) of the hazard mitigation planning process is the integration of the completed hazard mitigation plan, especially the Mitigation Strategy, with local land use documents such as comprehensive plans, zoning codes, and subdivision regulations. This should be done to institutionalize hazard mitigation planning within local ordinances.

A detailed assessment of local land use documents was completed for the Orleans County All-Hazard Mitigation Plan. This assessment was carried out in order to determine what provisions, if any, currently exist in local land use laws for reducing hazard impacts. This assessment identified gaps in the local laws that can be filled, in part, by various mitigation measures. The process of upgrading local laws to reflect and implement hazard mitigation goals, objectives, and measures should begin as soon as the Plan is adopted. The results of this assessment can be found in Appendix A, *Orleans County Local Law Assessment*.

Municipal governments will seek to incorporate the Goals and Objectives of the all-hazard mitigation plan, as well as (where relevant) specific mitigation measures, into future revisions and updates of their local land use law documents. When local land use law documents are undergoing revision, the all-hazard mitigation plan will be consulted and its recommendations incorporated into new local laws. When the all-hazard mitigation plan is undergoing revision, local land use law documents will be consulted and their contents factored into the revised version of the all-hazard mitigation plan.

SECTION 9.4: PLAN IMPLEMENTATION SYSTEM

The Orleans County Legislature is the governing body with the primary responsibility for implementing Plan recommendations related to County facilities and operations. At the discretion of the County Legislature and at the direction of the County Administration, County departments will be responsible for activities required to assist the Board in carrying out the Plan's recommendations.

Town and Village boards have the primary responsibility for implementing mitigation measures pertinent to their particular jurisdiction. Municipal departments and volunteer boards (planning boards and zoning boards of appeal) will assist the municipality in meeting its hazard mitigation goals. As described above in Section 9.3, municipal officials will help implement the Plan by periodically working to integrate hazard mitigation planning techniques into their local planning documents and laws. In addition, by using municipal capital improvement plans (CIPs) and other budgetary planning mechanisms, County and municipal officials can work to provide local financial support for hazard mitigation projects.

These boards can ensure implementation by setting priorities, establishing budgets and allocating resources, and identifying outside funding sources by pursuing grant opportunities. Hazard mitigation projects can also be realized through partnerships between government and local entities such as hospitals, fire departments, emergency service responders, school districts, businesses, community organizations and environmental agencies.

SECTION 9.5: PLAN MAINTENANCE SYSTEM

The Orleans County Department of Planning and Development will coordinate the ongoing maintenance of the All-Hazard Mitigation Plan. Plan maintenance will consist of the annual evaluation and revision of the plan document by the Planning Committee. The Plan must be regularly maintained to reflect the continued relevance of the potential hazards, the applicability of goals and objectives, the effectiveness and appropriateness of mitigation measures, and especially any progress made in implementing specific mitigation measures. Documentation of progress in realizing mitigation measures will be done by Planning Department staff during the annual Planning Committee review.

The annual All-Hazard Mitigation Plan review will be carried out by the Planning Committee under the Planning and Development Department's direction. The Planning Committee review will occur one year after FEMA approval and then again during each successive year. The Planning Committee will discuss progress made in implementing the Mitigation Strategy; possible changes to the hazard ranking; the addition, removal, and modification of specific mitigation projects; and any necessary changes in the Risk Assessment. Planning Department staff will then revise the Plan document to reflect these changes.

During the annual review, the Planning Committee will follow the guidelines laid out in the FEMA publication *Bringing the Plan to Life: Implementing the Hazard Mitigation Plan* (FEMA 386-4), specifically *Step 4: Revise the Plan*. This document explains the procedures and techniques the Planning Committee should consider and follow while revising the Plan.

The revision and evaluation of the Plan will be accomplished in part by soliciting comments from the general public. The Planning and Development Department will coordinate the continued public involvement component of the hazard mitigation planning process. A meeting to inform the public of the progress made in carrying out the Plan will be held on an annual basis. These meetings will be publicized by press releases published in local newspapers and on the Internet. These notices will announce the start of the annual review process, provide the location where copies of the Plan can be obtained (Town and Village Halls), and request the submittal of comments to the Emergency Management office. The notice will be put in the newspapers so as to allow at least 30 days for public comment prior to Planning Committee review and revision. The Planning Department will record and file all comments submitted by the public. These comments will be consulted by the Planning Committee during the review and revision process. When the review process is complete, the public will be notified through a second round of press releases.

In addition to the regular annual Planning Committee meetings, the County Department of Planning and Development will call a meeting of the Planning Committee in the aftermath of every major disaster (a disaster in which state and/or federal aid is received by the County and/or any of its municipalities) in order to evaluate the Plan, monitor the implementation of its mitigation measures, and/or add or amend mitigation strategy.

The Orleans County All-Hazard Mitigation Plan project website will be maintained by the Genesee/Finger Lakes Regional Planning Council until the Orleans County Department of Planning and Development deems otherwise. If/when the Emergency Management office decides to move the project website to a new host, it will coordinate with G/FLRPC to accomplish this.

All-Hazard Mitigation Plan Maintenance Schedule

The following annual plan maintenance schedule indicates the basic timeline, responsible parties and corresponding activities involved in the plan maintenance process:

Annual Plan Maintenance Schedule		
Target Date:	Responsible Party:	Activity:
January	Orleans County Department of Planning and Development *	The Orleans County Planning Dept. will distribute a reminder letter with an Annual Status Report (ASR) form to each municipality and county agency that sits on the All-Hazard Mitigation Planning Committee (AHMPC).
February-March	Orleans County Department of Planning and Development	<p>The Planning Dept. will schedule a meeting of the AHMPC. The purposes of this meeting will be to: 1.) review the Plan and 2.) fill out the municipal ASR forms. Each municipality and county agency will delegate at least one representative to sit on this committee.</p> <p>Hold the AHMPC meeting. Distribute copies of the ASR form to the attendees and request they complete and return them to the EMO by the end of April.</p> <p>The Planning Dept. will distribute press releases to local newspapers and for posting to the project website. These releases will inform the public that the annual plan</p>

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		<p>maintenance process is underway. The public will be requested to submit questions/comments for the AHMPC to consider while revising the plan. A thirty (30) day period will be set for the submission and receipt of public comments. All public comments will be documented and filed by the Planning Dept.</p>
March-April	Orleans County All-Hazard Mitigation Planning Committee; Orleans County Department of Planning and Development	<p>The representatives of each municipality and county agency that sits on the AHMPC will fill out and return their ASRs to the Planning Dept. for review.</p> <p>The Planning Dept. will begin revising the plan document to reflect the contents of the ASRs. Where applicable, the Planning Dept. will integrate any/all public comments into the plan document.</p>
May	Orleans County Department of Planning and Development	<p>The Planning Dept. will collect all outstanding ASRs and complete the revisions of the plan document.</p> <p>The Planning Dept. will prepare an Annual Update Report (AUP) and make it available for public comment. The AUP will list all amendments to the plan document.</p>
June	Orleans County All-Hazard Mitigation Planning Committee; Orleans County Department of Planning and Development	<p>The AHMPC will review the revised plan document and confirm all amendments with the Planning Dept.</p> <p>The Planning Dept. will integrate any final alterations requested by the AHMPC into the plan document.</p> <p>The revised plan will be posted online at the project website.</p> <p>A public hearing will be held to inform the general public of the Plan's status, and what changes were made to it, and what, if any, projects are currently being implemented.</p>
<p>*The Director of the Orleans County Department of Planning and Development is the County's designated Hazard Mitigation Officer. This individual will be ultimately responsible for the coordination of the Plan Maintenance process.</p>		

SECTION 9.6: PLAN UPDATE PROCESS

FEMA regulations (44 CFR Part 201 Mitigation Planning; Section 201.6: Local Mitigation Plans) mandate that the Orleans County All-Hazard Mitigation Plan be updated every five years. This means that every five years FEMA Region II must review and re-approve an updated version of the Plan. In order for Orleans County and its municipalities to remain eligible for FEMA project grant funding, this update must be completed and FEMA's approval of the revised Plan obtained by the five year anniversary of FEMA's initial approval of the Plan.

In order to ensure sufficient time for the FEMA review process, work on the plan update will begin at the four year anniversary of the Plan's initial FEMA approval. The Orleans County Department of Planning and Development will coordinate the update process. The updates will be based primarily on revisions

made during the annual Planning Committee reviews as well as comments gathered from the general public by the public outreach process described above.

The update process will follow the same procedures as the annual evaluation and revision of the Plan. However, as the schedule below indicates, it will include several additional steps aimed at broadening the Plan’s scope and including additional organizations within the planning process. The Update process should be thought of simply as a more intensive Maintenance process.

When the Planning Committee’s revisions are complete, the Planning Department will forward the Plan to NYSEMO for review. NYSEMO will return the plan to the Planning Department with comments for the Planning Committee to address prior to submitting the plan to FEMA. The Planning Committee will make the necessary changes and return the Plan to NYSEMO. Once NYSEMO is satisfied with the revised Plan, it will forward the Plan to FEMA Region II for review and revision.

After FEMA Region II approves the updated Plan, the Orleans County Legislature and the town and village boards will adopt a resolution approving a revised and updated version of the plan.

All-Hazard Mitigation Plan Update Schedule

The Five Year Plan Update Schedule is basically identical to the plan maintenance schedule, with a few additional activities. The following schedule indicates the basic timeline, responsible parties and corresponding activities involved in the plan update process:

Five Year Plan Update Schedule		
Target Date:	Responsible Party:	Activity:
January	Orleans County Department of Planning and Development *	<p>The Orleans County Planning Dept. will distribute a reminder letter with an Annual Status Report (ASR) form to each municipality and county agency that sits on the All-Hazard Mitigation Planning Committee (AHMPC).</p> <p>In addition to the AHMPC, the Planning Dept. will contact affiliated entities including local school districts, academia, the business community, and other relevant public and non-profit entities to invite their participation in this process.</p>
February-March	Orleans County Department of Planning and Development	<p>Schedule a meeting of the AHMPC and other entities for plan review and ASR completion. Each municipality and county agency will delegate at least one representative to sit on this committee.</p> <p>Hold the AHMPC meeting. Distribute copies of the ASR form to the attendees and request they complete and return them to the Planning Dept. by the end of April.</p> <p>Affiliated entities (see above) should also be invited to this meeting and participate in the update process.</p> <p>The Planning Dept. will distribute press releases to local</p>

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		<p>newspapers and for posting to the project website. These releases will inform the public that the annual plan maintenance process is underway and request the submittal of questions/comments for the AHMPC to consider while revising the plan. All public comments will be documented and filed by the Planning Dept.</p>
March-April	Orleans County All-Hazard Mitigation Planning Committee; Orleans County Department of Planning and Development	<p>The representatives of each municipality and county agency that sits on the AHMPC will fill out and return their ASRs to the Planning Dept. for review. Where applicable, the representatives of affiliated agencies should also complete an ASR for incorporation into the Plan.</p> <p>The Planning Dept. will begin revising the plan document to reflect the contents of the ASRs. Where applicable, the Planning Dept. will integrate any/all public comments into the plan document.</p>
May	Orleans County Department of Planning and Development	<p>The Planning Dept. will collect all outstanding ASRs and complete the revisions of the plan document.</p> <p>The Planning Dept. will prepare an Annual Update Report (AUP) and make it available for public comment. The AUP will list all amendments to the plan document.</p>
June	Orleans County All-Hazard Mitigation Planning Committee; Orleans County Department of Planning and Development	<p>The AHMPC will meet to review the revised plan document and confirm all amendments with the Planning Dept..</p> <p>The Planning Dept. will integrate any final alterations requested by the AHMPC into the plan document.</p> <p>The revised plan will be posted online at the project website.</p> <p>A public hearing will be held to inform the general public of the plan's status and what changes were made to it.</p>
July-September	Orleans County Department of Planning and Development	<p>The Planning Dept. will submit the updated plan document to the New York State Emergency Management Office (NYSEMO) on or prior to September 30th.</p>
<p>*The Director of the Orleans County Department of Planning and Development is the County's designated Hazard Mitigation Officer. This individual will be ultimately responsible for the coordination of the Plan Maintenance process.</p>		