

## 9.0 Plan Maintenance Process

This section details the future maintenance process that will be followed for subsequent plan updates. The Disaster Mitigation Act of 2000 requires that adopted mitigation plans define and document the processes and mechanisms for maintaining and updating the hazard mitigation plan at least once every five years in order for the participating jurisdictions to remain eligible for funding. This hazard mitigation plan maintenance process must include: monitoring and evaluating the plan; updating the plan; providing an implementation schedule; and outlining steps for continued public involvement. A checklist to assist with the monitoring, evaluation, and updating of this Hazard Mitigation Plan is included in Appendix C.

### 9.1 Plan Monitoring and Evaluation

The 2018 Orange County Multi-Jurisdictional Hazard Mitigation Plan will be monitored on an annual basis to ensure that the goals and objectives of the Plan remain relevant and that the proposed mitigation actions are being implemented efficiently. The Orange County Emergency Planner in the Department of Emergency Services, who is coordinating this mitigation planning project, will monitor and progress overall plan maintenance for this plan. The Orange County Department of Emergency Services (OCDES) will take the lead on plan monitoring, evaluation, and implementation while the both the OCDES and the Orange County Department of Planning will work together to oversee and schedule the initiation of required plan updates going forward.

The Orange County Multi-Jurisdictional Hazard Mitigation Plan – Implementation Committee will be established and continue to hold annual meetings to review and discuss this document, recent hazard events, and how to incorporate this Plan into other County-wide planning efforts. These annual meetings will be publicized and open to the public, as a way to promote continued public involvement in this process. The Orange County Department of Emergency Services will be in charge of scheduling and moderating the Implementation Committee annual meetings, and will be responsible for compiling a meeting summary and annual report at the end of every year. This annual report should detail changes made to the HMP document, if any, and how and when these changes will be made. The meeting summary will provide important information regarding hazard events that occurred during the previous year and implementation details associated with the proposed mitigation actions included in the HMP.

The implementation of proposed mitigation actions is important to review to determine whether the plan is being executed correctly. Items that should be reviewed and recorded for each completed mitigation action include the ultimate cost of the activity, the successes and failures of the action in minimizing hazard impacts, and the funding sources used for the action. During each annual meeting of the Implementation Committee, the following HMP components will be assessed:

- Whether the goals and objectives address current and expected conditions;
- Whether the nature, magnitude, and/or type of risks have changed;
- Whether the current resources are appropriate for implementing the plan;

- Whether there are implementation problems or coordination issues with other agencies;
- Whether the outcomes have occurred as expected, and
- Whether agencies and other partners participated as originally proposed.

The schedule and tasks associated with the monitoring of Orange County's HMP are included in Appendix C. The annual reports compiled by the OCDES and County Planning Department will be posted to the County's website for public review.

## 9.2 Plan Updating

The 2018 HMP will be updated by addendum at any time during the five-year execution period in which the Implementation Committee determines that a significant change has occurred that warrants such an action. In the event of a hazard occurrence, the goals, actions, and procedures outlined in the Plan will be reviewed, as necessary. If any revisions or changes are warranted, the plan will be updated immediately, or at the next five-year update timeframe, depending on the importance of the proposed change(s) or revision(s). During the updating process, the participating jurisdictions will be contacted to provide updated information concerning the elements of the Plan applicable to their community. This process will be completed through the issuance of a questionnaire to be returned to the Implementation Committee for review prior to their annual meeting.

Approximately 18 months prior to the end of the current five-year execution period, the Plan update process should be initiated. Participant and public review will continue to be completed during each five-year Plan Update process. All future plan updates will be submitted for re-approval in accordance with the five-year review schedule dictated in DMA 2000. Following FEMA conditional approval, each participating jurisdiction must formally adopt the new Plan by resolution. These resolutions should be collected and filed in Appendix B for documentation, and submitted to FEMA and NYSDHSES for final HMP approval. A user friendly checklist was formulated to aid Orange County in competing future five-year updates to the HMP. A copy of this checklist is provided in Appendix C. This checklist will help the County organize and complete revisions to future Plan Updates and will assist the County in adequately meeting the five-year review timeframe instituted by FEMA.

## 9.3 Local Planning Considerations

By adopting a resolution to accept the Multi-Jurisdictional Hazard Mitigation Plan, each participating jurisdiction agrees to reference and incorporate the document into their future local planning documents, codes, decisions, processes, and regulations. Plan elements will be considered during municipal and County-wide development actions and comprehensive planning. Planning mechanisms and current capabilities recognized among the participating jurisdictions are demonstrated by Table 3.3b in Section 3.1.1. Table 3.3b will be revised as new mechanisms and capabilities are adopted and updated by the participating jurisdictions. Table 9.3a shows how this HMP will be incorporated into the existing and future planning mechanisms and opportunities of each jurisdiction. A similar, locally-relevant hazard mitigation plan integration mechanism table can be found in each jurisdiction's annex in Section 10.

Table 9.3a: Planning Mechanism Incorporation	
Mechanism	How Plan Will be Incorporated
Emergency Planning	Plan will be added / referenced as an Appendix to the County's Emergency Response/Evacuation Plan. Hazard risk assessment and vulnerability data included in the mitigation plan will be reviewed during emergency planning and Emergency Response / Evacuation Plan updates.
Annual Budget	Mitigation actions will be considered when setting the annual budgets within participating jurisdictions.
Plans and Programs	Hazard Mitigation Plan information will be considered by each participating jurisdiction during program and protection updates and revisions. Programs and plans will be compared to the Hazard Mitigation Plan to ensure that goals and objectives are consistent among all documents.
Grant Applications and other Funding Opportunities	Data and maps from the HMP may be used as supporting documentation in grant applications. Mitigation actions included in the Plan will be considered during application submission and fund allocation.
Economic Development	Hazard vulnerability information will be reviewed and utilized during the siting of local development efforts within each participating jurisdiction.
Capital Improvement Planning	Current and future projects will be reviewed for hazard vulnerability. Hazard resistant construction standards will be incorporated into the design and location of potential projects, as appropriate.

Some jurisdictions in Orange County are taking a more active role in sustainable development, green infrastructure, disaster planning, etc. within their community. After a review of the planning mechanisms and capabilities associated with each jurisdiction, a list of recommended regulatory elements or planning documents was compiled. These suggested future planning efforts include:

- Comprehensive/Land Use Plan – *Villages of Chester, Harriman, Tuxedo Park, Unionville and Town of Woodbury*
- Watershed Protection Plan – *all jurisdictions, especially those with repetitive flood loss*
- Flood Regulations – *City of Newburgh and Villages of Otisville and Unionville*
- Site Plan Review Regulations – *Town of Greenville*
- Building Code Update – *Village of Montgomery*
- Flood Insurance Rate Maps – *Village of Otisville*
- Mutual Aid Agreements – *Village of Chester, Town of Monroe, and Orange County*

Numerous changes and additions were made to this document as part of the five-year HMP Update process. These updates and reorganization have made the 2018 Plan more valuable as a planning tool and more easily implementable. An emphasis on such efforts will be placed over

the next five-year period. The incorporation of this document in local planning efforts and processes will be reviewed and discussed on an annual basis.

## 9.4 Public Involvement

It is the intent of Orange County and participating jurisdictions to keep the public informed about the hazard mitigation planning efforts, actions, and projects that occur within the County. To accomplish this goal, and in addition to the public involvement already incorporated into the completion and review of this document, the following opportunities for ongoing public involvement will be made available:

- A web link will be provided on Orange County's website that will include a digital copy of the hazard mitigation plan and a list of upcoming planning activities and plan updates;
- Public announcements of, and invitations to, annual mitigation committee planning meetings and five-year mitigation plan update events; and
- Completion of public outreach and mitigation training events throughout the County, especially in higher risk hazard areas.

Public outreach efforts will be documented in future plan updates through the inclusion of samples, copies of notices, flyers, web announcements, and/or meeting minutes. If public response is lacking during subsequent update processes, additional ways to expand participation will be considered. Public outreach ideas that may be implemented to increase participation include:

- Distribute targeted questionnaires to local civic, community, and non-profit groups to receive public feedback;
- Organize topic specific meetings with key individuals and experts to discuss particular concerns and brainstorm solutions; and
- Hold education programs during various community events to disseminate information and engage the public in discussions on mitigation planning and hazard preparation.

## 9.5 Plan Integration

While this Hazard Mitigation Plan brings together hazard awareness and risk management strategies, it builds tangible value only when integrated into public activities and decision making. The hazard mitigation actions, recommendations, and goals of this plan must be integrated into planning, policy, and budgeting procedures at all levels of government throughout Orange County and into the private sector where appropriate.

The "Planning Mechanisms and Capabilities" section of Chapter 3 (Planning Process) provides a summary and description of the existing plans, programs and regulatory mechanisms at all levels of government (Federal, State, County and local) that support hazard mitigation within the county. The

County will work with participating municipalities to identify how they can integrate hazard risk management into their existing planning, regulatory, and operational/administrative frameworks.

The 2011 Orange County Hazard Mitigation Plan set out several recommended strategies for implementing the plan into existing planning and operational mechanisms in County government. It is logical to continue these procedures to ensure that all planning documents across the County are maintained with hazard mitigation issues in mind.

The following recommendations will be carried over from the 2011 HMP into the new 2018 Plan Update:

- *Within six months after adoption of the Hazard Mitigation Plan, Orange County Department of Emergency Services (OCDES) will issue a letter to each of the County's department heads to solicit their support and explore opportunities for integrating hazard mitigation planning objectives into their daily activities. Specifically, letters can include:*
  - *The Orange County Department of Planning is engaged in issues of land use planning, transportation, agriculture, training, resource management, open space and economic issues that affect the County. The Hazard Mitigation Plan Update Steering Committee members will work with the Department of Planning to educate them on the Hazard Mitigation Plan and encourage that the Department take action(s) so that on the next update applicable County plans will address hazard mitigation for natural hazards where possible.*
  - *New York State General Municipal Law requires that certain types of municipal planning, zoning and subdivision proposals be referred for County Planning agency review before local action can occur. This requirement (Article 12-b; §239 l, m, n) seeks to promote coordination of land use decision-making and to enhance consideration of potential inter-community and county-wide impacts. The Orange County Planning Department will:*
    - *Work with municipalities to ensure that they have adopted and are enforcing the minimum standards established in the State-adopted International Building Code.*
    - *Coordinate with local municipal Floodplain Administrators to determine if enforcement beyond FEMA NFIP minimum requirements would be practical and beneficial for the community.*
    - *Work with local zoning boards to educate them on the Hazard Mitigation Plan and encourage consideration of low occupancy, low-density zoning in hazard areas, when practicable.*

- *OCDES will work with department or agency heads to encourage revising job descriptions of government staff to include mitigation-related duties in order to further institutionalize hazard mitigation. This change would not necessarily result in great financial expenditures or programmatic changes. For example, FEMA presents the following language which could be considered for adding into job descriptions for a community planner, floodplain manager, emergency manager, building code official, or water resources engineer in the Department of Public Works:*

#### ***Knowledge, Skills and Abilities***

***Knowledge.*** *Knowledge of the principles of emergency management, specifically hazard mitigation. Knowledge of the principles and practices of sustainable development and how it is incorporated into hazard mitigation planning. Knowledge of FEMA's pre- and post-disaster mitigation programs, as well as other federal agency programs (HUD, EPA, SBA) that provide technical and/or financial assistance for implementing pre- or post-disaster mitigation planning. Knowledge of private/non-governmental programs that can support reconstruction and mitigation strategies.*

***Skills.*** *Consensus building and team building, communication (verbal and written), and interpersonal skills.*

***Abilities.*** *Ability to apply planning principles and tools to the goals of hazard loss reduction.*

- *Instead of solely relying on funding from hazard mitigation programs or other external sources of grant monies, the Orange County Division of Budget will consider a line item for mitigation project funding in their capital or operational budgets. Having a line item in these budgets may not guarantee funding every year, but it is certainly easier to get the money allocated if it is already there. Examples include:*
  - *A revolving fund to finance a buyout program.*
  - *A low-interest loan program to fund retrofits.*
- *Orange County currently has a Comprehensive Plan in place (adopted 2010). The Planning Department will add a hazard element to the comprehensive plan at its next update or amendment as one of the most effective mechanisms to institutionalize hazard mitigation for new construction. A primary benefit of combining these processes is that they both influence the location, type, and characteristics of physical growth, specifically buildings and infrastructure. While planning in and of itself may not be regulatory, it uses regulatory mechanisms (zoning, development ordinances, etc.) for implementing goals and objectives. Additionally, in many parts of the country, the comprehensive planning process is an established activity that is already familiar to the public, and it usually generates a great deal of interest and public participation.*

- *Similar efforts will be made to integrate hazard mitigation-related discussions in updates or amendments to the Orange County Open Space Plan (current version July 2004).*
- *The Orange County Municipal Planning Federation (OCMPF), supported by the Orange County Planning Department and the Orange County Citizens Foundation, provides educational programs and information on planning, zoning, land use and related topics. OCDES and the Department of Planning will coordinate with OCMPF to incorporate key aspects of hazard mitigation planning into existing programs.*

*Examples of using existing resources to accomplish mitigation, as excerpted from FEMA's How-To #4, include:*

- *The Orange County Department of Public Works will seek to adopt more rigorous procedures for inspecting and cleaning debris from streams, ditches, and storm drain systems. For example, instead of cleaning only after storms or complaints from citizens, or on an annual basis, the Department could require inspections of streams and ditches at least twice per year and after a significant rain event.*
- *The Orange County Planning Department will seek to add hazard vulnerability to subdivision and site plan review criteria and incorporate any necessary actions at the planning stage.*
- *OCDES will seek to identify a community conservation society or other interested voluntary organization which could perform inventories of historic sites in hazard areas that might require special treatment to protect them from specific hazards.*
- *Partners and nonprofit organizations and businesses can assist the planning team in a number of ways, by including lending expertise, discounted materials, staff or volunteer time, or meeting space. The planning team can in response offer these entities opportunities for greater public exposure and thus, greater recognition. The planning team can inform partners about the hazards they potentially face, the ways they can mitigate these hazards, and how their staff can mitigate hazards at home. OCDES will reach out to partner groups in the community to identify those who may be willing to donate goods or services and create a database of contact information and indicated goods/services.*
- *Citizens have an ongoing role to play in project implementation. The planning team should actively seek volunteers to help implement programs and activities. Knowledgeable citizens can also be recruited to provide expertise in specific subject areas. The more the team involves the public in implementing the plan, the greater the support it will receive.*
- *State agencies can lend their time, expertise and funds to the implementation of hazard mitigation projects. OCDES will make sure the planning committee's list of state contacts is very broad, as the resources of one state agency may*

*be unknown to another. OCDES will assist other County departments in reaching out to state agencies for support.*

- *Colleges can provide technical expertise to projects that may require Geographic Information System (GIS), engineering, planning or other technical assistance. Colleges may also seek to place interns to obtain knowledge in mitigation planning activities. They can also provide meeting space, laboratories and other logistical support. OCDES will assist other County departments in reaching out to educational institutions for support.*
- *Community libraries are an excellent source of information and services, including volunteers. OCDES will meet once each five years with the Ramapo Catskill Library System staff members to discuss the mitigation plan so they are well-versed in its purpose and understand where to direct interested parties for more information, to provide feedback, or to become involved and where to obtain publication and other information on mitigation activities.*

For a community to succeed in reducing long-term risk, hazard mitigation must be integrated into the day-to-day local government operations. The 2018 Orange County Hazard Mitigation Plan Update is intended to allow for the integration of its recommendations and data into local plans. Listed in a table within each annex are several planning and policy mechanisms that lend themselves to the integration of materials and objectives from this hazard mitigation plan. Mechanisms considered include the following: Capital Improvement Budget, Operating Budget, Building & Zoning Ordinances, Comprehensive Land Use Plans, Human Resource Manual, Grant Applications, Fire Plan, Local School Service Projects, and Economic Development.

Plan integration details specific to individual jurisdictions can be found in the jurisdictional annexes in Section 10.