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# 1 PLAN MAINTENANCE PROCESS

## *Monitoring the Plan*

Scott County will be the lead in the overall monitoring of the plan. The Planning Committee structure as described in the “Planning Process” section will be maintained to assure that each jurisdiction participates. Jurisdictions will be asked to fill vacancies at least annually to maintain a primary contact for the plan maintenance process. The Scott County Emergency Management Agency will schedule an annual meeting of the Planning Committee to track progress made on implementation of priority actions for both the planning area as a whole and individual jurisdictions. Generally, jurisdictions with their own ordinances and enforcement procedures will be responsible for monitoring their individual mitigation actions. At the annual meeting, the Planning Committee will also review the plan and make recommendations whether plan amendments or updates are needed due to changing conditions.

## *Evaluating the Plan*

Criteria used in evaluating the plan will be based on the success of carrying out priority mitigation actions as identified in the plan. As part of the annual meeting described above, the Planning Committee will also evaluate whether events of the previous year have affected the priority ranking of identified hazards. Finally, the Planning Committee will evaluate whether the benefits of the priority actions are addressing the identified goals and objectives of the plan. The Scott County Emergency Management Agency will be responsible for preparing periodic progress reports on the plan. This report will be copied to the chief elected officials of the participating jurisdictions and other primary contacts as appropriate.

## *Updating the Plan*

The plan will be updated within five years of the date of the Federal Emergency Management Agency’s (FEMA) approval of the plan as required by part 201.6(c)(4)(i) of the Local Hazard Mitigation Plan Review Crosswalk. The plan may be updated earlier at the discretion of the Planning Committee, or in the event of a Presidential Disaster Declaration, which requires an update by regulation. The Scott County Emergency Management Agency will be responsible for collecting and maintaining information pertinent to future plan updates based on recommendations of the Planning Committee. Any changes will be documented and appended to the plan document in a section titled “Amendments” until such time as a full update is scheduled. If no earlier update is needed, the Planning Committee will evaluate need for funding assistance for the update at its third annual meeting. This will allow time to make an application for planning grant funds and identify whether a contract with a consultant will be necessary for the update process. Actions to undertake the plan update should be scheduled so that there is continuity of FEMA approval for the applicable plan document.

## *Incorporation Into Existing Planning Mechanisms*

Early in the planning process, participating jurisdictions were asked to list their own existing local planning mechanisms and ordinances to evaluate what was already in place to incorporate the requirements of the mitigation plan. These lists are summarized in Chapter 2 of the plan.

**What:**

Incorporating requirements of the mitigation plan will focus on existing planning mechanisms common among several participating jurisdictions. These include:

- Comprehensive/Land Use Plans
- Subdivision Regulations
- Zoning Ordinances
- Building Codes
- Flood Plain Management Ordinances

Comprehensive/land use plans, or subdivision regulations for communities without a current comprehensive plan, provide the guidance for a community's ongoing and future development. The remaining ordinances and regulations listed above provide the enforcement tools for those development plans.

For communities that do not currently have the planning mechanisms in place listed above, the mitigation plan will be considered in annual budgeting processes and other plans listed in Table 2-1 as appropriate. Related plans and documents will be reviewed as they are updated to align with goals, objectives, and mitigation strategies outlined in this plan where feasible.

**Who:**

Scott County Emergency Management Agency will collect information on review and incorporation of requirements of the mitigation plan. Smaller communities that do not have their own planning and ordinance enforcement officials will contract out their enforcement. Larger communities with their own planning and ordinance enforcement officials will review their own existing planning mechanisms. These larger communities can communicate any adjustments in their planning mechanisms through their representation on the Planning Committee.

**How:**

Existing planning mechanisms will be reviewed for consistency with the requirements of the Local Hazard Mitigation Plan in order to avoid duplication of efforts among jurisdictional departments or enforcement officials. Risk analysis and vulnerability data from the Local Hazard Mitigation Plan should be incorporated in the comprehensive/land use plans of each participating jurisdiction during regular review and update cycles. Risk analysis and vulnerability data and mitigation actions will be incorporated into enforcement tools where appropriate. For example, references to the scale of earthquake intensity may be appropriate to building codes. Any adjustments or amendments to existing planning mechanisms will be made through the regular review cycle of the participating jurisdiction. Inconsistencies found between existing planning mechanisms and the Local Hazard Mitigation Plan should be reported to the Scott County Emergency Management Agency for the annual plan review meeting.

**When:**

Scott County Emergency Management Agency will report at least annually on the progress of incorporating requirements of the mitigation plan through the meeting of the Planning

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Committee as described in the “Monitoring the Plan” section above. Any issues reported of inconsistency between the Local Hazard Mitigation Plan and existing planning mechanisms will be considered for plan amendments or updates.

### *Continued Public Involvement*

Scott County intends to make use of its website for continued public involvement. The website has been used in the plan process to keep the public informed about the plan document drafts in progress and related public meetings. The website will continue to be used to post the final Local Hazard Mitigation Plan document as adopted and approved by FEMA. The website also contains related hazard mitigation resources and links. Annual meetings of the Planning Committee will be posted on the website as well as Scott County’s normal means of meeting posting. Progress reports will also be posted on the website as issued. Public comments on the plan process or document will be recorded and reported at the annual meeting of the Planning Committee.

