

## SECTION 3 PLANNING PROCESS

<b>Planning Process</b>	
<b>Requirement §201.6(c)(1):</b> (The Plan shall include) Documentation of the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.	
Element	A1. Does the Plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement §201.6(c)(1))
	A2. Does the Plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development as well as other interests to be involved in the planning process? (Requirement §201.6(b)(2))
	A3. Does the Plan document how the public was involved in the planning process during the drafting stage? (Requirement §201.6(b)(1))
	A4. Does the plan describe the review and incorporation of existing plans, studies, reports and technical information? (Requirement §201.6(b)(3))
	A5. Is there discussion of how the community(ies) will continue public participation in the plan maintenance process? (Requirement §201.6(c)(4)(iii))
	A6. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)? (Requirement §201.6(c)(4)(i))

### **A1. Documentation of Planning Process**

This Knox County Hazard Mitigation Plan Update is a multi-jurisdictional plan that has been prepared by a Hazard Mitigation Planning Team hosted by the Knox County Emergency Management Agency with representatives from the state, county and municipal governments, private and volunteer sectors. The Planning Team also met or spoke with representatives of each of the municipalities to collect their comments and recommendations on the identification of hazards, assessment of vulnerabilities and risks, and the determination of mitigation goals and measures.

Throughout this Plan, the terms “community” and “jurisdiction” are used interchangeably. Either word is understood to include municipalities and plantations.

Participants at various meetings discussed county wide and municipal specific hazards and the probability and vulnerability of certain hazards. Groups also reviewed mitigation projects from the 2012 plan, new projects that have been added for the 2019 update, and discussed any additional projects that were not already identified.

Additional participation was solicited through phone and email correspondence and the Public Review and Comment session for any recommendations/comments.

**Planning Team.** The Planning Team provided expertise, data and assistance in updating the plan. The Hazard Mitigation Planning Team consisted of the following:

<b>Knox County Planning Team</b>	
Ray Sisk	Director, Knox County Emergency Management Agency
Leticia vanVuuren	GIS Planner, Certified HAZUS Practitioner, Knox County EMA
Candice Richards	M-HSEM, EMA Admin Assistant, Knox County EMA
Don Grinnell	Resources and Operations Planner, Knox County EMA
Anne Fuchs	Maine Emergency Management Agency (MEMA)
Jamie Francomano	MidCoast Regional Planning Commission
Rich Rothe	Rothe Associates

**Documentation of local participation.** Participation is documented by attendance lists of meetings, press releases, meeting notices, websites, and municipal survey responses in Appendix B, E and F. Each community's participation is characterized and summarized in the following table.

<b>Summary of Local Participation</b>					
Area	Meeting Attendance	Telephone Conversations	Email Correspondence	Surveys and Mailings	Representative(s) (KEY below)
Appleton, Town of	x		x	x	ELOFF, LEMD, TO, PW
Camden, Town of	x		x	x	TM, ELOFF, LEMD, TO, PU, PW
Cushing, Town of	x		x	x	ELOFF, LEMD, TO
Friendship, Town of	x		x	x	ELOFF, LEMD
Hope, Town of	x	x	x	x	TM, ELOFF, LEMD
Isle au Haut, Town of		x	x	x	ELOFF, LEMD
Matinicus Isle Plantation	x	x	x	x	ELOFF, LEMD, PU
North Haven, Town of	x	x	x	x	TM, LEMD, TO
Owls Head, Town of	x		x	x	ELOFF, LEMD
Rockland, City of	x		x	x	TM, ELOFF, LEMD, TO, PU, PW
Rockport, Town of	x	x	x	x	TM, ELOFF, LEMD, TO, PW
St. George, Town of	x	x	x	x	TM, ELOFF, LEMD, TO, PW
South Thomaston, Town of		x	x	x	TM, ELOFF, LEMD
Thomaston, Town of	x	x	x	x	TM, ELOFF, LEMD, TO, PW
Union, Town of	x		x	x	TM, LEMD, PW
UT (Criehaven, Muscle Ridge Shoals)		x	x	x	CCOM
Vinalhaven, Town of	x	x	x	x	TM, ELOFF, LEMD, PU, TO
Warren, Town of	x		x	x	TM, LEMD, TO, PW, PU
Washington, Town of	x		x	x	ELOFF, LEMD, TO

**Key**

**TM** Town/City Manager/Administrator  
**ELOFF** Municipal Elected Official  
**PW** Public Works or Road Commissioner  
**LEMD** Local Emergency Manager

**PU** Public Utility  
**RES** Private Citizen  
**CCOM** County Commission  
**TO** Town Official/Employee

**Status of local participation.**

<b>Summary of Participating Municipalities</b>			
<b>Areas</b>	<b>In 2005 Plan</b>	<b>In 2012 Plan</b>	<b>In 2019 Plan</b>
Appleton, Town of	Yes	Yes	Yes
Camden, Town of	Yes	Yes	Yes
Cushing, Town of	Yes	Yes	Yes
Friendship, Town of	Yes	Yes	Yes
Hope, Town of	Yes	Yes	Yes
Isle au Haut, Town of	Yes	Yes	Yes
Matinicus Isle Plantation	Yes	Yes	Yes
North Haven, Town of	Yes	Yes	Yes
Owls Head, Town of	Yes	Yes	Yes
Rockland, City of	Yes	Yes	Yes
Rockport, Town of	Yes	Yes	Yes
St. George, Town of	Yes	Yes	Yes
South Thomaston, Town of	Yes	Yes	Yes
Thomaston, Town of	Yes	Yes	Yes
Union, Town of	Yes	Yes	Yes
UT (Criehaven & Muscle Ridge Shoals)	No	Yes	Yes
Vinalhaven, Town of	Yes	Yes	Yes
Warren, Town of	Yes	Yes	Yes
Washington, Town of	Yes	Yes	Yes

**Narrative description.**

The planning process included a series of meetings for local officials and mailings to all municipalities in the county. The Hazard Mitigation Planning Team meetings are described in the paragraphs below and additional meeting information is in Appendix E:

**Kick Off Meeting, December 13, 2016.** The following is a summary of the planning “Kick off” meeting held at the Knox County EMA Office to begin development of the 2019 update to the Knox County Hazard Mitigation Plan.

35 Municipal officials and interested citizens representing 14 of 18 Knox County municipalities, Knox County EMA, Maine Emergency Management Agency, the MidCoast Regional Planning Commission, a public wastewater and rural electrical cooperative utility were represented at the meeting (see *Summary of Local Participation Table*). Planning stakeholders were identified and plan relevance to mitigation strategies, projects and funding were discussed.

Plan revision public outreach including website, media and social media information was discussed. An invitation for planning participation and public comment has been placed on the EMA website.

The existing 2012 (approved 2013) plan was briefly reviewed and points expected to carry over into the revision were identified. The group felt much of the information in the existing plan should remain in the revision.

The Municipal Mitigation Survey was introduced and distributed. 18 of 18 jurisdictions in the county returned completed surveys. Municipalities were asked to review and provide status on existing municipal mitigation strategies and projects contained in Section 5, consider new projects aligned with municipal goals, and return updated info prior to the fall of 2017. There

was some agreement that improved transportation infrastructure documentation presented a single most valuable effort to pursue.

Planning milestones and future planning participation expectations were discussed. Public outreach strategies were outlined and information on mitigation-related training and workshop initiatives were presented.

A follow-on workshop was planned for February 8, 2017.

***A sampling of additional planning or plan related meetings is listed below:***

**Managing Local Roads with RSMS and GIS Workshop, February 8, 2017.** The focus of this workshop was the MaineDOT Local Road's Center Road Management Software, or RSMS, a low cost, easy to use GIS enabled/compatible software to maintain, manage, and assess municipal roads. The workshop introduced attendees to RSMS functions, utilities and applications, and how it can be incorporated into municipal /EMA GIS and planning.

**Using RSMS for Local Road Management Workshop/Lab, April 13, 2017.** This was a follow-up workshop to the one held on February 8. This was a practical lab that provided attendees with a hands-on opportunity to learn and work with RSMS software.

**Putting RSMS to Use for Local Road Management, December 5, 2017.** This workshop/case study demonstrated how two local communities, Rockport and Union, inventories their roads, culverts and poles to better control their budgets.

**Additional RSMS for Local Road Management meetings/workshops.** These were held on February 13, 2018, March 19, 2018, and June 13, 2018. More information on these meetings can be found in Appendix E.

**Language of GIS.** These workshops covered the many uses of GIS data for municipalities, including hazard mitigation. Workshops were held on December 4, 2018, December 11, 2018, January 29, 2018.

**Community Rating System Workshop.** These workshops were conducted by the NOAA Coastal Management Fellow Maine Coastal Program and gave an overview of the Community Rating System and the National Flood Insurance Program. The workshops were held on June 15, 2017 and July 6, 2017.

**Local Emergency Management Directors Meetings 2017 – 2019.** Nine formal meetings are scheduled for each year. At nearly every one during the 2017 – 2019 timeframe, updates were given on the Hazard Mitigation Plan update process. Hazard mitigation maps were developed for each municipality with local EMA director input and review. Local EMA director were asked to provide periodic briefings to their municipal officials, were asked for feedback, input, and updates continually made to the plan after each meeting. A telepresence option was enabled for each meeting as a convenience for those unable to attend in person. More information on these meetings can be found in Appendix E.

**Hurricane Vulnerability Study / Hazard Mitigation Planning.** A conference call meeting with County-level EMA Directors, various members of the Maine Emergency Management Agency, other agencies, and the firm conducting the study was held on February 22, 2019. A follow-up meeting was held on March 1, 2019 with one MEMA representative, Knox County Hazard Mitigation Planners, and one Waldo County representative.

**Public Comment and Review Session.** On April 11, 2019, Knox County EMA sent an email to municipal representatives and local EMAs advising them that public comments and review sessions would be held on April 25, 2019 and that the review and comment period would close at 4:00 p.m. on May 5, 2019. (*This info was also presented at the Local EMD meeting held on Thursday, April 18, 2019.*) The email stated that this would be the final opportunity to review the updated Hazard Mitigation Plan prior to the plan being submitted to FEMA for conditional approval. The email stated that the updated plan is posted online at the Knox County EMA website.

Options for participating in the public comment and review session were set forth in the email (as well as a published newspaper notice) included:

1. Email. Anyone wishing to comment on the plan could email Knox County EMA between the date of the email April 11, 2019 and the close of the comment period (4:00 p.m., May 5, 2019).
2. Conference call. Anyone wishing to participate in a conference call on April 25, 2019 from 2:00 p.m. to 3:30 p.m. at which time comments could be made on the plan.
3. Meeting. Anyone wishing to comment on the plan could attend a public comment and review session at the Knox County EMA office on April 25, 2019 from 2:00 p.m. to 3:00 p.m.

#### **People who were involved in the planning process.**

**Staff level and consultant assistance:** The EMA Director led the development of the plan at the staff level. The Director was assisted by consultant Mid-Coast Regional Planning Commission and Rich Rothe of Rothe Associates in the drafting of the plan update.

Each municipality participated in one of several ways. Information for this plan was collected from data surveys that were sent out to each municipality. All municipalities completed and returned surveys, which included Planning and Development Information, Critical Infrastructure Inventory, a listing of reoccurring disaster damage areas and other areas of concern. Finally, every community participated in the Mitigation Project Selection Process by attending several public meetings held at the County EMA office after the Hazard Mitigation Planning Team completed their work.

See Appendix E for a summary of meetings, trainings, etc.

**Organizations and agencies.** The following organizations and agencies participated in the development and review of the Knox County Hazard Mitigation Plan:

- Knox County Commission
- Knox County Emergency Management Agency
- Knox County Local Emergency Planning Committee (includes representation from the American Red Cross, Maine Department of Environmental Protection, U.S. Coast Guard, Penobscot Bay Medical Center, DuPont Nutrition USA, Dragon Products and Coastal Cement Corporation, Fisher Engineering, Lonza, Inc., Lyman Morse Boatbuilding Company, Maritime Energy, O'Hara Corporation, and Northeast Composites, Inc.)
- Knox Regional Communication Center
- Mid-Coast Regional Planning Commission

## **A2. Opportunity for neighboring communities, local and regional agencies**

Since this is a multi-jurisdictional plan, all meetings were with neighboring communities, either adjacent to each other or within the County. Opportunities for local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development as well as other interests to be involved in the planning process, were given information in the form of municipal mailings, the Knox County EMA website, emails and phone calls. Many of the local officials involved in the 2019 update of the plan work in various agencies, businesses, academia and nonprofit organizations.

## **A3. How the public was given an opportunity to be heard.**

The Planning Team used press releases, municipal mailing, the County EMA website and social media to provide public notice. Public notice was also given for all of the team meetings and public informational meetings, in which public comment was accepted, in the form of newspaper notices. Meeting notices, press releases, and websites links are included in Appendix F.

Additional comments could be made to the County EMA in person, by phoning or writing by mail, email, and/or by completing the survey provided to the municipalities. Opportunities for neighboring jurisdictions, agencies, businesses, academia, nonprofits, and other interested parties to be involved in the planning process were given in the form of press releases, municipal mailings, the County EMA website, social media and newspaper notices used to meet the requirements of A3, above. No formal public input was provided outside of meetings and the municipal surveys, however anecdotal info from private citizens was considered in plan development.

## **A4. Review and incorporation of existing plans and studies.**

The Planning Team reviewed the 2013 County Plan, the 2019 version of the State Plan and other county and local plans and incorporated them as appropriate. The Risk Assessment portion of this plan provides a more detailed summary of plans, and other materials that were used to identify and document various hazards. This plan update may be incorporated into other plans, municipal budgets, and EOPs once this plan update is approved by FEMA and adopted by the municipalities of Knox County.

## **A5. How communities will continue public participation.**

See Section 6 Plan Maintenance Process.

## **A6. Method and schedule for keeping plan current.**

See Section 6 Plan Maintenance Process.