

SECTION 6 PLAN MAINTENANCE PROCESS

Monitoring, Evaluating and Updating the Plan

Requirement §201.6(c)(4)(i): (The plan shall include a plan maintenance process that includes) a section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.

CFR §201.6(c) (4) requires a formal plan maintenance process to take place to ensure that the Mitigation Plan remains an active and relevant document. The plan maintenance process includes a schedule for monitoring and evaluating the Plan at least every five-years, and continued public participation throughout the life of the Plan.

Eighteen months prior to the Hazard Mitigation Plan update deadline, Knox County Emergency Management Agency will organize a Hazard Mitigation Planning Committee meeting. Knox County EMA will invite the public, town managers, selectmen, EMA directors and other interested parties to participate.

The Hazard Mitigation Planning Committee will review existing hazards of concern and determine whether any new hazards were presented throughout the past four years. The status of current mitigation projects will be updated and new projects will be added as needed. Once all hazards, projects, maps and county information have been updated, the Knox County Hazard Mitigation Plan draft will be submitted to MEMA for review and recommendations before the final draft is forwarded to FEMA for review and approval pending adoption (APA). After APA, the towns will adopt the plan for final approval and start another five year plan cycle.

A. Monitoring the Plan

Knox County has developed a method to ensure that regular review and update of the Hazard Mitigation Plan occurs. The Knox County Emergency Management Agency has formed a Hazard Mitigation Plan Evaluation Team that consists of members from the County EMA office, the County Commissioners, Selectmen and EMA directors from member towns and the Local Emergency Planning Committee.

Every three years following the completion of this Plan update, the Knox County EMA will distribute a survey form to each of the local EMA directors in the county. This form will ask each director to comment on how his or her community has or has not addressed the Plan's objectives during the past three years. The County EMA will take the individual municipal results and compile a progress report that will be distributed to local officials. The County EMA also intends to work with MEMA officials and the Mid-Coast Regional Planning Commission in periods following disasters to better leverage mitigation opportunities for roads, critical facilities, residential structures, and businesses.

B. Evaluating the Plan

During the fourth year of the five-year planning cycle, the Knox County EMA will convene a meeting of the Hazard Mitigation Planning Team to review the risk assessment portion of the Plan to determine if this information should be updated or modified, and if additional hazards should be profiled. The Planning Team will also review the County EMA's status report on implementation, as well as each mitigation action to determine its continued relevance to changing situations and land developments in the County, as well as changes in Federal or State policy, and to ensure that each action is addressing current and expected conditions.

C. Updating the Plan

At the beginning of the fourth year of implementation of this Plan, the County EMA will convene a meeting of the local EMA Directors, who will serve as liaisons to other municipal staff and officials. Based on the evaluation of the Plan, proposed changes will be prepared for the following five-year period. The County EMA and the County Hazard Mitigation Planning Team will rely on local EMA Directors and public input obtained through public workshops, plan reviews, training sessions, website postings, mailings, and phone-in meetings. Proposed changes to the Plan will be submitted to MEMA and FEMA for review. The State Hazard Mitigation Officer will review the plan prior to submittal to FEMA for conditional approval; after the plan has been conditionally approved by both the State and FEMA, the municipal jurisdictions will subsequently have one-year to formally adopt the revised plan.

Incorporating Mitigation into other Planning Mechanisms	
Requirement §201.6(c)(4)(ii): (The plan shall include a plan maintenance process that includes) a process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate.	
Element	C6. Does the plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate?

A. Identification of local planning mechanisms.

County government is very limited in scope and authority in the State of Maine and does not have the staff or fiscal capabilities to control planning or development within municipalities. In Maine, most government authority is derived from State statutes and rules and with municipal “Home Rule” ordinances. All of the townships in the Unorganized Territory fall under the jurisdiction of the Maine Land Use Planning Commission, and are therefore controlled and governed by the State of Maine.

There is a total of 1 city, 16 towns, 1 plantation, and a portion of the Unorganized Territory consisting of 2 unorganized townships in the County. The UT is under the jurisdiction of the Maine Land Use Planning Commission (LUPC) and is thus controlled and governed by the State of Maine.

Section 5 of this Plan provides the strategies that will make Knox County more resistant to the hazards that were profiled in the previous sections. Municipalities have already incorporated the strategies recommended by this plan into local planning mechanisms as discussed in the paragraphs below. By adopting this plan, each community, as well as Knox County, is agreeing to continue implementation of these strategies.

Available planning mechanisms at the municipal level include:

- Local comprehensive plans; Most Knox County municipalities have adopted a comprehensive plan. Comprehensive plans are policy documents that address a wide range of issues affecting the future of the community, and those relating to public safety and environmental protection would be consistent with the strategies contained in this plan. In general, local comprehensive plans do not include recommendations on specific projects, although they may contain recommendations that roads and their associated infrastructure be upgraded as funds become available.
- Municipal Planning Board efforts to improve Community Rating System standing;

- Capital improvement plans (only the larger municipalities have capital improvement plans; most of the smaller ones do not, but they do have local budgeting processes which are used to examine potential expenditures in detail and establish overall spending priorities);
- Road maintenance planning efforts. These may include priorities for local improvements, but not necessarily engineering studies or cost benefit analyses;
- GIS based road infrastructure inventory management efforts;
- Emergency management and mitigation planning;
- Fire prevention planning; including participation in mutual aid agreements and multi-town wildfire training exercises; and
- Shoreland zoning ordinances; all of the towns in Knox County are required to have a shoreland zoning ordinance, whether adopted by the municipality or imposed by the Maine Department of Environmental Protection. The State's Land Use Planning Commission has adopted shoreland protection controls for the County's portion of the Unorganized Territory. Shoreland zoning ordinances contain requirements for locating structures outside of known flood hazard areas and/or for complying with the requirements of municipal flood plain management ordinances.
- Subdivision review requirements; Maine state law contains criteria that local officials must use in conducting subdivision reviews. In addition, many communities have also adopted subdivision regulations aimed at managing growth in their communities.
- Local Budgeting Processes (which are used to examine potential expenditures in detail and establish overall spending priorities);
- Local flood plain management Ordinances. As documented in Section 5, all of Knox County's organized municipalities have joined the Flood Insurance Program and have adopted floodplain management ordinances aimed at managing development in flood-prone areas. In addition, all portions of the Unorganized Territory are in the Flood Insurance Program by virtue of being under the regulatory jurisdiction of the State's Land Use Planning Commission.
- Training for NFIP ordinances

The majority of the mitigation measures that were identified, and all of the actions selected by individual communities are either structural, public educational, or emergency planning measures.

B. Process for incorporating mitigation strategies and related information into local planning mechanisms.

County government does not have the authority to control local planning mechanisms. However, the County EMA Director can and does provide information to local units of government, as well as technical assistance and support.

Following approval of the Plan by FEMA, the County EMA will send a copy [or, post to website and send an email] to all municipalities in the County with a recommendation that local comprehensive planning efforts, municipal road maintenance planning efforts, emergency management programs and local fire prevention programs will be utilized to their greatest extent to complete the community's mitigation measures.

All towns in Knox County hold annual town meetings which are an integral part of public planning (the City of Rockland holds regularly scheduled council meetings). These meetings allow all citizens equal opportunity to communicate their concerns and opinions on the state of the town and how to move forward with these concerns. The citizens in attendance at these meetings have a vested interest in the town and how and what is funded annually. Through the municipal budget process and long-term planning based on the identified mitigation actions, towns will be better able to allocate funding for these projects to safeguard their communities.

Note: See Strategy section of this plan, page 5-3, for a town-by-town summary of existing authorities, policies, programs and resources available to accomplish hazard mitigation.

The County EMA Office will monitor the implementation of projects that were listed by the communities. The County EMA Office will also continue to assist municipalities with the completion of FEMA Hazard Mitigation Assistance (HMA) Grant applications.

At the local level, there has been implementation progress in some areas, but no known actions in other areas:

- Local comprehensive plans: no State money for new plans or updates
- Local budget processes: see list of projects completed with town funds
- Road maintenance planning efforts: some towns in Knox County are now tracking repair costs and repetitive damages more closely
- Emergency management and mitigation planning: – This has included dam exercises, ICS/NIMS training.
- Ordinances: no State money for new plans or updates
- Grant application: when available, Most of the towns are now aware that 406 mitigation funding can be obtained through the Public Assistance Program after a disaster declaration.

In addition, the County EMA and all municipal EMAs have continued to advise their respective jurisdictions on pending hazard events, such as winter storms, as well as posted public service announcements in public locations such as municipal offices.

The County EMA has notified municipal EMAs and local officials of hazard mitigation workshops such as those related to the Pre-Disaster and Hazard Mitigation Grant programs, and workshops with hazard mitigation content such as those sponsored by Maine Dept. of Transportation’s Local Roads Center for tracking annual road conditions and associated costs.

Continued Public Participation	
Requirement §201.6(c)(4)(iii): (The plan shall include a plan maintenance process that includes) a discussion on how the community will continue public participation in the plan maintenance process.	
Element	A5. Is there discussion on how the community(ies) will continue public participation in the plan maintenance process?
	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)?

Knox County is committed to involving the public directly in the continued reshaping and updating of the Hazard Mitigation Plan. The Hazard Planning Team is responsible for reviewing and updating the Plan. Members of the Planning Team will continue to represent the public through their municipal affiliations. All meetings will continue to be open to the public in order to gain meaningful input to the Plan.

Copies of the approved Plan will be issued to each municipality [or notified by email about posting to the County website] and therefore available to the general public through the municipal offices in the County. Additionally, the County will post the Plan on its web site, assuring not just county, but statewide access and beyond. The Plan will include the address and phone number of the Knox County EMA Office that is responsible for keeping track of public comments on the Plan.

The Knox County EMA Office will also provide a public comment period at each meeting of the Hazard Mitigation Team to assure a public forum for input. The County EMA Office will be responsible for providing public notice for each meeting of the Hazard Planning Team, for hosting the meeting, for providing information about the public comment period and for managing the data that is gathered from it.

Knox County E M A considers hazard mitigation as more than just a written plan. The Plan itself is part of a larger strategy that includes preparedness, training, exercises, response, project implementation and recovery operations. Demonstrating this vision and commitment are the following public outreach efforts undertaken by Knox County and include:

- Maintaining and updating the Knox County EMA website
- Maintaining emergency communications systems
- Exercises, with After-Action follow-up as necessary
- Continuous updating of Emergency Operating Plans (EOPs)
- Participation in forums such as the annual Maine Partners in Preparedness Conference

The address and phone number of the Knox County EMA Office is:

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