



All-Hazards Mitigation

Planning:

The Planning Process

Planning Process Overview

1. Form and organize the team
2. Review existing plans, studies, and laws
3. Engage the public
4. Document the process

1. Team Formation

Identify . . .

- ✓ A plan coordinator/manager
- ✓ Team members
- ✓ Community resources
- ✓ Experts who can assist in the process

Identify a Plan Coordinator

- ✓ EMD, RPC, contractor, or other party
- ✓ Responsible for coordination of the planning process
- ✓ Able to delegate responsibilities
- ✓ Keeps plan on track (timeline)
- ✓ Understands mitigation

Identify Team Members

- ✓ Local staff
- ✓ Elected officials (all jurisdictions including townships)
- ✓ Major stakeholders & interest groups
- ✓ Utilities (rural cooperatives), business people, community opinion leaders, school officials

Jurisdictional Participation

- ✓ Must note **how** each jurisdiction participated in plan development.
- ✓ Matrix or table is helpful.
- ✓ PLAN UPDATE: the plan must identify all participating jurisdictions (including new, continuing, and discontinued).

Identify Community Resources

- ✓ Local colleges and universities
- ✓ Business leaders
- ✓ Interest groups
- ✓ Public

Identify Experts

- ✓ County land information officer
- ✓ Zoning administrator
- ✓ Highway departments
- ✓ Public works
- ✓ UW-Extension
- ✓ Local colleges and universities
- ✓ Regional Planning Commissions
- ✓ State and Federal experts

Organize the Team

- ✓ Resolve to meet regularly
- ✓ Encourage attendance at all meetings
- ✓ Set meeting agendas and keep it action-oriented
- ✓ Set goals with dates

Organize the Team

- ✓ Form sub-committees or workgroups as needed
- ✓ Bring in experts and guests to learn about specialized areas – (i.e. forestry and floodplain experts, Army Corps, LEPC, etc.)

2. Review Plans, Studies, Laws

- ✓ Stormwater studies
- ✓ Engineering reports
- ✓ Floodplain ordinances
- ✓ State Hazard Mitigation Plan
- ✓ Comprehensive Plan
- ✓ Local Hazard Analysis
- ✓ Land Use Plans
- ✓ Building Codes

3. Engage the Public

- ✓ Tell your story - educate on the progress and results of the planning effort
- ✓ Publish progress in newspapers
- ✓ Publish newsletters and brochures
- ✓ Host public input workshops and/or focus groups
- ✓ Open planning meetings to the public

3. Engage the Public

- ✓ Consider outreach activities at local festivals and fairs
- ✓ Get connected to the Internet: use your website to keep the public informed
- ✓ Have the plan available for public review before and after adoption at the local EM office, website, library, etc.
- ✓ Be creative!!

4. Document the Process

- ✓ Documentation of the planning process is a requirement
- ✓ Adoption of the Plan is a requirement
- ✓ Document time and expenses for local match

4. Document the Process

Include copies of:

- ✓ Meeting agendas and minutes
- ✓ Sign-in sheets with affiliation
- ✓ Public notices
- ✓ Media articles
- ✓ Public comments or input (matrix)
- ✓ Survey

Plan Update Requirements

- ✓ Must describe the process used to review and analyze each section of the plan.
- ✓ Whether or not a section is changed, the process the team took to make that decision must be documented.
- ✓ Continued public involvement may be discussed in this section.



Ultimately, the planning process is as important as the plan itself.

“I love it when a plan comes together.”

- Colonel John "Hannibal" Smith, The A-Team