



Section 7. Plan Maintenance Procedures

This section details the formal process that will ensure that the HMP remains an active and relevant document and that the Planning Partnership maintains their eligibility for applicable funding sources. The plan maintenance process includes a schedule for monitoring and evaluating the plan annually and producing an updated plan every five years. In addition, this section describes how public participation will be integrated throughout the plan maintenance and implementation process. It explains how the mitigation strategies outlined in this plan update will be incorporated into existing planning mechanisms and programs, such as comprehensive land use planning processes, capital improvement planning, and building code enforcement and implementation. The plan’s format allows sections to be reviewed and updated when new data become available, resulting in a plan that will remain current and relevant.

The plan maintenance matrix shown in Table 7-1 provides a synopsis of responsibilities for plan monitoring, evaluation, and update, which are discussed in further detail in the sections below.

Table 7-1. Plan Maintenance Matrix

Task	Approach	Timeline	Lead Responsibility	Support Responsibility
Monitoring	Preparation of status updates and action implementation tracking as part of submission for Annual Progress Report.	Each July or upon major update to Comprehensive Plan or major disaster	Jurisdictional points of contact identified in Section 8 (Planning Partnership) and Section 9 (Jurisdictional Annexes)	Jurisdictional implementation lead identified in Section 8 (Planning Partnership) and Section 9 (Jurisdictional Annexes)
Integration	In order for integration of mitigation principles action to become an organic part of the ongoing county and municipal activities, the county will incorporate the distribution of the safe growth worksheet (see 7.1.2 below) for annual review and update by all participating jurisdictions.	Each July with interim email reminders to address integration in county and municipal activities.	HMP Coordinator and jurisdictional points of contact identified in Section 8 (Planning Partnership) and Section 9 (Jurisdictional Annexes)	HMP Coordinator
Evaluation	Review the status of previous actions as submitted by the monitoring task lead and support to assess the effectiveness of the plan; compile and finalize the Annual Progress Report	Update progress report completed by the end of October each year	Jurisdictional points of contact identified in Section 8 (Planning Partnership) and Section 9 (Jurisdictional Annexes)	Alternate jurisdictional points of contact.
Update	Reconvene the planning partners, at a minimum, every 5 years to guide a comprehensive update to review and revise the plan.	Every 5 years or upon major update to Comprehensive Plan or major disaster	Genesee County HMP Coordinator	Jurisdictional points of contacts identified in Section 9 (Jurisdictional Annexes)



7.1 Monitoring, Evaluating, and Updating the Plan

The Genesee County Mitigation Planning Partnership intends to remain intact as the organization responsible for monitoring, evaluating and updating this plan. Leadership and continuity of HMP maintenance are necessary to ensure a continued focus on overarching, long-term goals of the HMP and to avoid concentrating primarily on one area, such as emergency management or engineering. To this end, Genesee County has appointed a Hazard Mitigation Planning Coordinator, Mr. William Schutt of the Genesee County Office of Emergency Management Services (OEM), to act as the coordinator for the Partnership. Each participating jurisdiction is expected to maintain representation on the Partnership to fulfill the monitoring, evaluation, and updating responsibilities identified in this section. It is noted, however, that participation at plan update meetings are up to the discretion of the participating jurisdiction, and that each jurisdiction will obtain the benefits of participation. These benefits include (but are not limited to) maintaining an updated mitigation strategy and maximizing projects eligible for mitigation grant funding.

Table 7-2 lists representatives on the Planning Partnership as of the date of this HMP, as indicated in each of the annexes in Section 9.

Table 7-2. Planning Partnership

Organization	Name	Title	Point of Contact	Alternate Point of Contact
Genesee County	Bill Schutt	Deputy Coordinator, OEM	X	
	Timothy Yaeger	Coordinator, OEM		X
Town of Alabama	Janet Sage	Supervisor	X	
	Bob Kehlenbeck	Highway Superintendent		X
Town of Alexander	Joe Higley	Town Supervisor	X	
	Daniel Lang	Zoning/Code Enforcement Official		X
Village of Alexander	Daniel Lang	Zoning/Code Enforcement Official	X	
	William Wagner	Mayor		X
Village of Attica	The Village of Attica participates in the Wyoming County, New York HMP.			
City of Batavia	Stefano Napolitano	Fire Chief	X	
	Dan Herberger	Captain, Fire Department		X
Town of Batavia	Daniel Lang	Zoning/Code Enforcement Official	X	
	Tom Lichtenthal	Assistant Town Engineer		X
Town of Bergen	Ernest Haywood	Town Supervisor	X	
	Mike Johnston	Highway Superintendent		X
Village of Bergen	Gary Zawodzinski	Department of Public Works Supervisor	X	
	Cortney Gale	Administrator		X
Town of Bethany	Thomas Douglas	Code Enforcement Officer	X	
	Carl Hyde	Supervisor		X
Town of Byron	Roger V. Rouse	Supervisor	X	
	Brian Forsyth	Highway Superintendent		X
Village of Corfu	Jenny McMartin Eck	Deputy Mayor	X	
	Al Graham	Trustee		X



Organization	Name	Title	Point of Contact	Alternate Point of Contact
Town of Darien	Jerome Yoder	Zoning Enforcement Officer	X	
	David Hagelberger	Supervisor		X
Town of Elba	Donna Hynes	Town Supervisor	X	
	Mark Yungfleisch	Highway Superintendent		X
Village of Elba	Norman Itjen	Mayor	X	
	Kathy Yungfleisch	Clerk		X
Town of Le Roy	Steve Barbeau	Town Supervisor	X	
	Ann Podolak	Code Enforcement Officer		X
Village of Le Roy	Sharon Jeary	Clerk	X	
	Greg Rogers	Mayor		X
Town of Oakfield	Thomas Graham	Disaster Coordinator	X	
	Alan Dennis	Highway Superintendent		X
Village of Oakfield	David Laney	Supervisor, Department of Public Works	X	
	Andrew Maguire	Clerk		X
Town of Pavilion	Rob LaPoint	Supervisor	X	
	Joel Offhaus	Highway Supervisor		X
Town of Pembroke	Tom Dix	Councilman	X	
	John Worth	Supervisor		X
Town of Stafford	Steven Boldt	Highway Superintendent	X	

As individual commitments change over time, each jurisdiction and its representatives are responsible for informing the HMP Coordinator of any changes in representation. The HMP Coordinator will strive to maintain membership of the committee that is representative of planning partners and stakeholders within the County.

7.1.1 Monitoring

The Planning Partnership will monitor progress on the HMP, evaluate the HMP’s effectiveness, and document annual progress. Each year, beginning 1 year after development of the HMP, the County and Planning Partnership representatives will collect and process information from persons in departments, agencies, and organizations involved in initiating and/or overseeing mitigation projects or activities identified within their jurisdictional annexes (Volume II, Section 9) attached to this HMP.

To standardize and facilitate acquisition of data regarding specific mitigation actions and their progress, the County will complete a progress matrix that will be continuously updated and distributed to the Planning Partnership members prior to the scheduled annual Planning Partnership meeting. Federal Emergency Management Agency (FEMA) guidance worksheets and progress matrix are included in Appendix E. This information will be provided to the HMP Coordinator prior to the annual Planning Partnership meeting to be held approximately 1 year from the date of local adoption of this plan update and successively at 1-year intervals thereafter.



Necessary and appropriate items of information that Planning Partnership representatives are expected to document are as follows:

- Any grant applications filed on behalf of any of the participating jurisdictions
- Hazard events and losses occurring within their respective jurisdictions
- Progress on implementation of mitigation actions, including efforts to obtain outside funding
- Obstacles or impediments to implementation of actions
- Additional mitigation actions believed appropriate and feasible
- Public and stakeholder input

7.1.2 Integration Process of the HMP into Municipal Mechanisms

Hazard mitigation is sustained action taken to reduce or eliminate the long-term risk to human life and property from natural hazards. Integrating hazard mitigation into a community's existing plans, policies, codes, and programs leads to development patterns that do not increase risk from known hazards or leads to redevelopment that reduces risk from known hazards. The Genesee County Planning Partnership was tasked with identifying how hazard mitigation is integrated into existing planning mechanisms. Refer to Section 9 (Jurisdictional Annexes) for how this is done for each participating municipality. During this process, many municipalities recognized the importance and benefits of incorporating hazard mitigation into future municipal planning and regulatory processes.

The Planning Partnership representatives will incorporate mitigation planning as an integral component of daily government operations. Planning Partnership representatives will work with local government officials to integrate the newly adopted hazard mitigation goals and actions into the general operations of government and partner organizations. Further, the sample adoption resolution (Section 2 – Plan Adoption) includes a resolution item stating the intent of the local governing body to incorporate mitigation planning as an integral component of government and partner operations. By doing so, the Planning Partnership anticipates that:

1. Hazard mitigation planning will be formally recognized as an integral part of overall planning and emergency management efforts;
2. The Hazard Mitigation Plan, Comprehensive Plans, Emergency Management Plans and other relevant planning mechanisms will become mutually supportive documents that work in concert to meet the goals and needs of County residents.

During the HMP annual review process, each participating municipality will be asked to document how they are utilizing and incorporating the Genesee County HMP into their day-to-day operations and planning and regulatory processes. Additionally, each municipality will identify additional policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions and include these findings and recommendations in the Annual HMP Progress Report. The following checklist was adapted from FEMA's *Local Mitigation Handbook* (2013), Appendix A, Worksheet 4.2. This checklist will help a community analyze how hazard mitigation is integrated into local plans, ordinances, regulations, ordinances, and policies. By completing the checklist, it will help municipalities identify areas that integrate hazard mitigation currently and where to make improvements and reduce vulnerability to future



development. In this manner, the integration of mitigation into municipal activities will evolve into an ongoing culture within the county and its municipalities.

Table 7-3. Safe Growth Check List

Planning Mechanisms	Do you Do This?		Notes: How is it being done or how will this be utilized in the future?
	Yes	No	
Operating, Municipal and Capital Improvement Program Budgets			
<ul style="list-style-type: none"> When constructing upcoming budgets, hazard mitigation actions will be funded as budget allows. Construction projects will be evaluated to see if they meet the hazard mitigation goals. 			
<ul style="list-style-type: none"> Annually, during adoption process, the municipality will review mitigation actions when allocating funding. 			
<ul style="list-style-type: none"> Do budgets limit expenditures on projects that would encourage development in areas vulnerable to natural hazards? 			
<ul style="list-style-type: none"> Do infrastructure policies limit extension of existing facilities and services that would encourage development in areas vulnerable to natural hazards? 			
<ul style="list-style-type: none"> Do budgets provide funding for hazard mitigation projects identified in the County HMP? 			
Human Resource Manual			
<ul style="list-style-type: none"> Do any job descriptions specifically include identifying and/or implementing mitigation projects/actions or other efforts to reduce natural hazard risk? 			
Building and Zoning Ordinances			
<ul style="list-style-type: none"> Prior to, zoning changes, or development permitting, the municipality will review the hazard mitigation plan and other hazard analyses to ensure consistent and compatible land use. 			
<ul style="list-style-type: none"> Does the zoning ordinance discourage development or redevelopment within natural areas including wetlands, floodways, and floodplains? 			
<ul style="list-style-type: none"> Does it contain natural overlay zones that set conditions 			
<ul style="list-style-type: none"> Does the ordinance require developers to take additional actions to mitigate natural hazard risk? 			



Planning Mechanisms	Do you Do This?		Notes: How is it being done or how will this be utilized in the future?
	Yes	No	
<ul style="list-style-type: none"> Do rezoning procedures recognize natural hazard areas as limits on zoning changes that allow greater intensity or density of use? 			
<ul style="list-style-type: none"> Do the ordinances prohibit development within, of filling of, wetlands, floodways, and floodplains? 			
Subdivision Regulations			
<ul style="list-style-type: none"> Do the subdivision regulations restrict the subdivision of land within or adjacent to natural hazard areas? 			
<ul style="list-style-type: none"> Do the subdivision regulations restrict the subdivision of land within or adjacent to natural hazard areas? 			
<ul style="list-style-type: none"> Do the regulations provide for conservation subdivisions or cluster subdivisions in order to conserve environmental resources? 			
<ul style="list-style-type: none"> Do the regulations allow density transfers where hazard areas exist? 			
Comprehensive Plan			
<ul style="list-style-type: none"> Are the goals and policies of the plan related to those of the County HMP? 			
<ul style="list-style-type: none"> Does the future land use map clearly identify natural hazard areas? 			
<ul style="list-style-type: none"> Do the land use policies discourage development or redevelopment with natural hazard areas? 			
<ul style="list-style-type: none"> Does the plan provide adequate space for expected future growth in areas located outside natural hazard areas? 			
Land Use			
<ul style="list-style-type: none"> Does the future land use map clearly identify natural hazard areas? 			
<ul style="list-style-type: none"> Do the land use policies discourage development or redevelopment with natural hazard areas? 			
<ul style="list-style-type: none"> Does the plan provide adequate space for expected future growth in areas located outside natural hazard areas? 			
Transportation Plan			
<ul style="list-style-type: none"> Does the transportation plan limit access to hazard areas? 			



Planning Mechanisms	Do you Do This?		Notes: How is it being done or how will this be utilized in the future?
	Yes	No	
<ul style="list-style-type: none"> Is transportation policy used to guide growth to safe locations? 			
<ul style="list-style-type: none"> Are transportation systems designed to function under disaster conditions (e.g. evacuation)? 			
Environmental Management			
<ul style="list-style-type: none"> Are environmental systems that protect development from hazards identified and mapped? 			
<ul style="list-style-type: none"> Do environmental policies maintain and restore protective ecosystems? 			
<ul style="list-style-type: none"> Do environmental policies provide incentives to development that is located outside protective ecosystems? 			
Grant Applications			
<ul style="list-style-type: none"> Data and maps will be used as supporting documentation in grant applications. 			
Municipal Ordinances			
<ul style="list-style-type: none"> When updating municipal ordinances, hazard mitigation will be a priority 			
Economic Development			
<ul style="list-style-type: none"> Local economic development group will take into account information regarding identified hazard areas when assisting new businesses in finding a location. 			
Public Education and Outreach			
<ul style="list-style-type: none"> Does the municipality have any public outreach mechanisms / programs in place to inform citizens on natural hazards, risk, and ways to protect themselves during such events? 			

7.1.3 Evaluating

The annual evaluation of the HMP will include an assessment of (1) whether the planning process, programs, and actions have been effective; (2) whether progress is evident toward achievement of the HMP’s goals; and (3) whether changes are needed that may be consistent with mitigation priorities or available funding.

The status of the HMP will be discussed and documented at an annual HMP review meeting of the Planning Partnership, to occur approximately 1 year from the date of local adoption of this update and successively at 1-year intervals thereafter. At least 1 month before the annual HMP review meeting, the Genesee County HMP Coordinator will inform Planning Partnership members of the meeting date, agenda, and expectations of members.



The Genesee County HMP Coordinator will be responsible for calling and coordinating the annual HMP review meeting and assessing progress toward attainment of HMP goals and objectives. These evaluations will assess whether:

- Goals and objectives address current and expected conditions
- Nature or magnitude of risks has changed
- Current resources are appropriate for implementing the HMP or different/additional resources are now available
- Actions were cost effective
- Schedules and budgets are feasible
- Issues are evident in implementation of the HMP (technical, political, legal) and/or in coordination with other agencies
- Outcomes have occurred as expected
- Changes in County, town, or village resources impacted HMP implementation (for example, funding, personnel, and equipment)
- New agencies, departments, and staff from other local governments should be included, as defined under 44 *Code of Federal Regulations* (CFR) 201.6.

Specifically, the Planning Partnership will review mitigation goals, objectives, and activities using the following performance-based indicators:

- New agencies and departments
- Project completion
- Under/over spending
- Achievement of goals and objectives
- Resource allocation
- Timeframes
- Budgets
- Lead and support agency commitment
- Resources
- Feasibility

Finally, the Planning Partnership will evaluate the ways in which other programs and policies have conflicted with or augmented planned or implemented measures, and will identify policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions (described further in the “Implementation of Mitigation Plan through Existing Programs” subsection later in this Section). Other programs and policies that may undergo evaluation can include those that address:

- Economic development



- Environmental preservation
- Historic preservation
- Redevelopment
- Health and/or safety
- Recreation
- Land use and zoning
- Public education and outreach
- Transportation

To assist in the evaluation process, the Planning Partnership may refer to Worksheets #2 and #4 in the FEMA 386-4 guidance document, as evaluation forms.

The HMP Coordinator or his/her designee will be responsible for preparing an annual HMP progress report based on local annual progress reports received from each participating jurisdiction, information presented at the annual Planning Partnership meeting, and other appropriate and relevant information. These annual reports will provide data for the 5-year update of this HMP and will assist in pinpointing implementation challenges. By annually monitoring implementation of the HMP, the Planning Partnership will be able to identify completed projects, projects no longer feasible, and projects that may require additional funding.

Because the Annual HMP Progress Report will apply to all planning partners, the report will be developed according to an agreed-upon format and with adequate allowance for input and comment from each planning partner prior to completion and submission to the State Hazard Mitigation Officer. Each planning partner will be responsible for providing this report to his/her governing body for review. During the annual Planning Partnership meeting, the planning partners will establish a schedule for draft development, review, comment, amendment, and submission of the Annual HMP Progress Report to the New York State Division of Homeland Security and Emergency Services (NYS DHSES). The Annual HMP Progress Report will then be posted on the Genesee County OEM website (http://co.genesee.ny.us/departments/ems/genesee_county_hazard_mitigation_plan.php) to keep the public apprised of implementation of the HMP.

Evaluation and possible revision of The HMP maybe be evaluated and revised following any major disaster to determine whether the HMP's recommended actions remain relevant and appropriate. The risk assessment will also be revisited to see if any changes are deemed necessary based on the pattern of disaster damage or if data listed in Section 5.4 (Hazard Profiles) of this HMP have been collected to facilitate the risk assessment. This is an opportunity to increase the community's disaster resistance and build a better and stronger community.

7.1.4 Updating

Section 44 CFR 201.6.d.3 outlines requirements for remaining eligible for benefits awarded under the Disaster Mitigation Act of 2000 (DMA 2000). These requirements include appropriate review and revision of local HMPs and resubmittal of the HMP for approval. The intent of the Genesee County HMP Planning Partnership is to update this HMP on a 5-year cycle from the date of initial HMP adoption.



To facilitate the update process, the Genesee County HMP Coordinator, with support of the Planning Partnership, will use the second or third annual Planning Partnership meeting to develop and commence implementation of a detailed plan update program. The Genesee County HMP Coordinator will invite representatives from NYS DHSES to this meeting to provide guidance on procedures to update the HMP. This program will, at a minimum, establish the leadership responsible for managing and completing the HMP update effort, required information to be included in the updated HMP, and a detailed timeline with milestones to ensure completion of the update according to regulatory requirements.

At this meeting, the Planning Partnership will identify resources needed to complete the update. The Genesee County HMP Coordinator will be responsible for ensuring that necessary resources are secured.

Following each 5-year update of the HMP, the updated draft HMP will be distributed for public comment. After all comments are addressed, the HMP will be revised and distributed to all planning group members and the New York State Hazard Mitigation Officer.

7.2 Implementation of Mitigation Plan Through Existing Programs

Effective mitigation is achieved when hazard awareness and risk management strategies become an integral part of public activities and decision-making. The County has adopted many existing plans and programs that support hazard risk management; thus, it is critical that this HMP integrate and coordinate with, as well as complement, existing plans and programs.

The Capability Assessment portion of Section 6 (Mitigation Strategy) summarizes and describes existing plans, programs, and regulatory mechanisms at all levels of government (federal, state, county, and local) that support hazard mitigation within the County. Within each jurisdictional annex in Section 9 (Jurisdictional Annexes), the County and each participating jurisdiction have identified how they have integrated hazard risk management into their existing planning, regulatory, and operational/administrative framework (integration capabilities), and how they intend to promote this integration (integration actions).

The Planning Partnership and all participating jurisdictions intend to incorporate mitigation planning as an integral component of daily government operations. Planning Partnership members will work with local government officials to integrate the newly adopted hazard mitigation goals and actions into general operations of government and partner organizations. Further, the sample adoption resolution (Appendix A) includes a resolution item stating the intent of the local governing body to incorporate mitigation planning as an integral component of government and partner operations.

For example, the mitigation goals and objectives in this HMP will be incorporated into the goals and objectives of the Genesee County Comprehensive Plan as it is updated. Other ways in which the HMP and related planning mechanisms will be integrated include the following:

- As zoning is enacted or updated throughout the County, the County Planning Department will work with the city, towns, and villages to ensure that hazard areas identified in the HMP are a factor in identifying different zones.
- Identified mitigation projects will be incorporated into capital improvement plans and budgets. Because many of these projects are related to transportation infrastructure, the County Highway Department will facilitate this process at the County level, and in cooperation with the jurisdictions' highway staff.



- When the County Comprehensive Emergency Management Plan (CEMP) is next updated, the County Office of Emergency Management Services will incorporate information regarding vulnerable facilities and populations to develop procedures for protecting them from the applicable hazards.

The Genesee County Hazard Mitigation Steering Committee includes several department heads who will be able to directly oversee that this integration continues.

By doing so, the Planning Partnership anticipates that:

1. Hazard mitigation planning will be formally recognized as an integral part of overall emergency management efforts.
2. The HMP, comprehensive plans, emergency management plans, and other relevant planning mechanisms will become mutually supportive documents that work in concert to meet the goals and needs of County residents.

During the annual HMP evaluation process, the Planning Partnership will identify additional policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions. The Planning Partnership will include these findings and recommendations in the Annual HMP Progress Report.

7.3 Continued Public Involvement

Genesee County and participating jurisdictions are committed to continued involvement of the public in the hazard mitigation process. Therefore, this HMP will be posted online (http://co.genesee.ny.us/departments/ems/genesee_county_hazard_mitigation_plan.php), and municipalities will be encouraged to maintain links to the website. Further, the County will make hard copies of the HMP available for review at several locations as identified on the public website.

In addition, public outreach and dissemination of the HMP may include some or all of the following:

- Links to the HMP on municipal websites of respective jurisdictions with capability
- Continued utilization of existing social media outlets (Facebook, Twitter) to inform the public of flood hazards and severe storm events
- Education of the public via jurisdictional websites on how to use these applications during an emergency situation
- Development of annual articles or workshops on flood hazards to educate the public and keep the public aware of the dangers of flooding

Local Planning Partnership representatives and the Genesee County HMP Coordinator will be responsible for receiving, tracking, and filing public comments regarding this HMP. Contact information for the County is included in the Point of Contact Information section at the end of Section 3 (Planning Process) of this HMP.

The public and stakeholders will have an opportunity to comment on the HMP via the hazard mitigation website at any time. The HMP Coordinator will maintain this website, posting new information and maintaining an active link to collect public comments.



The public can also provide input at the annual review meeting for the HMP and during the next 5-year HMP update. The Genesee County HMP Coordinator is responsible for coordinating the HMP evaluation portion of the meeting, soliciting feedback, collecting and reviewing comments, and incorporating this feedback in the 5-year HMP update as appropriate. Additional meetings may also be held as deemed necessary by the planning group. The purpose of these meetings is to provide the public an opportunity to express concerns, opinions, and ideas about the HMP.

The Planning Partnership representatives will be responsible to ensure that:

- Public comment and input on the HMP and on hazard mitigation in general are recorded and addressed, as appropriate
- Copies of the latest approved HMP (or draft if the 5-year update effort is underway) are available for review at the municipal offices, along with instructions to facilitate public input and comment on the HMP
- Appropriate links to the Genesee County HMP update project website (while active) (<http://www.geneseecountyhmp.com>) and the HMP page on the Genesee County OEM website are included on municipal websites
- Public notices occur as appropriate to inform the public of availability of the HMP, particularly during HMP update cycles

The Genesee County HMP Coordinator shall be responsible to ensure that:

- Public and stakeholder comment and input on the HMP and on hazard mitigation in general are recorded and addressed, as appropriate
- A current version of the Genesee County HMP is available on the Genesee County OEM website
- Copies of the latest approved HMP (or draft, if the 5-year update effort is underway) are available for review at appropriate County facilities (for example, OEM or Planning Department), along with instructions to facilitate public input and comment on the HMP
- Public notices, including media releases, occur as appropriate to inform the public of availability of the HMP, particularly during HMP update cycles.