

SECTION 7: PLAN MAINTENANCE PROCEDURES

This chapter presents a plan maintenance process that includes the following (CRS Step 10):

- A section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan over a 5-year cycle
- 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
- A discussion on how the community will continue public participation in the plan maintenance process.

The plan maintenance strategy is the formal process that will ensure that the flood hazard mitigation plan remains an active and relevant document and that The Town of Shandaken maintains its eligibility for applicable funding sources. It includes a schedule for monitoring and evaluating the plan annually and producing an updated plan every five years. The strategy also describes how public participation will be integrated throughout the plan maintenance and implementation process. It explains how the mitigation strategies outlined in this plan 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.

Plan Implementation

The effectiveness of the flood hazard mitigation plan depends on its implementation and incorporation of its action items into existing local plans, policies and programs. Together, the action items in the Plan provide a framework for activities that The Town of Shandaken can implement over the next 5 years. The planning team and SAFARI have established goals and objectives and have prioritized mitigation initiatives that will be implemented through existing plans, policies, and programs.

The Town of Shandaken SAFARI committee will have lead responsibility for overseeing the plan implementation and maintenance strategy. Plan implementation and evaluation will be a shared responsibility among all agencies identified as lead agencies in the mitigation action plan.

Shandaken Area Flood Assessment and Remediation Initiative (SAFARI) Planning Committee

SAFARI is a total volunteer body that oversaw the development of the Plan and made recommendations on key elements of the plan, including the maintenance strategy. This committee had a broad composition of stakeholders including municipal officials, residents, federal, state, and local agencies. It was the committee's position that an oversight committee with representation similar to that of SAFARI should have an active role in the Plan maintenance strategy. Therefore, it is recommended that SAFARI remain a viable body involved in key elements of the Plan maintenance strategy. The preparation of future updates of this plan will be benefited by keeping this committee intact.

The principal role of SAFARI in this plan maintenance strategy will be to review the annual progress report and provide input to the Town of Shandaken Planning Board on possible enhancements to be considered at the next update. It will be the role of SAFARI to review the progress report in an effort to identify issues needing to be addressed by future plan updates.

Annual Progress Report

The minimum task of the ongoing annual steering committee meeting will be the evaluation of the progress of its individual action plan during a 12-month performance period. This review will include the following:

- Summary of any flood hazard events that occurred during the performance period and the impact these events had on the planning area
- Review of mitigation success stories
- Review of continuing public involvement
- Brief discussion about why targeted strategies were not completed
- Re-evaluation of the action plan to determine if the timeline for identified projects needs to be amended (such as changing a long-term project to a short-term one because of new funding)
- Recommendations for new projects
- Changes in or potential for new funding options (grant opportunities)
- Impact of any other planning programs or initiatives that involve hazard mitigation.

The planning team has created a template for preparing a progress report (see Appendix D). The plan maintenance steering committee will provide feedback to the planning team on items included in the template. The planning team will then prepare a formal annual report on the progress of the plan. This report should be used as follows:

- Posted on the Town website page dedicated to the flood hazard mitigation plan
- Provided to the local media through a press release
- Presented to the Town of Shandaken Board to inform them of the progress of mitigation initiatives implemented during the reporting period
- Provided as part of the CRS annual re-certification package. The CRS requires an annual recertification to be submitted by October 1 of every calendar year for which the community has not received a formal audit. To meet this recertification timeline, the planning team will strive to complete progress reports between June and September each year.

Annual progress reporting is credited under CRS Step 10.

Plan Update

The Town of Shandaken intends to update the flood hazard mitigation plan on a 5-year cycle from the date of initial plan adoption (CRS Step 10). This cycle may be accelerated to less than 5 years based on the following triggers:

- A Presidential Disaster Declaration that impacts the planning area
- A hazard event that causes loss of life
- A comprehensive update of The Town of Shandaken comprehensive plan.

It will not be the intent of future updates to develop a complete new flood hazard mitigation plan for the planning area. The update will, at a minimum, include the following elements:

- The update process will be convened through a steering committee.
- The hazard risk assessment will be reviewed and, if necessary, updated using best available information and technologies.

- The action plan will be reviewed and revised to account for any initiatives completed, dropped, or changed and to account for changes in the risk assessment or new policies identified under other planning mechanisms (such as the comprehensive plan).
- The draft update will be sent to appropriate agencies and organizations for comment.
- The public will be given an opportunity to comment on the update prior to adoption.
- The Town of Shandaken Board will adopt the updated plan.

It is the Town of Shandaken's intention to fully integrate this Flood Hazard Mitigation Plan into the Ulster County All-Hazard Mitigation Plan at some time. This will allow for a uniform update cycle for both plans and eliminate redundant planning.

Continuing Public Involvement

The public will continue to be apprised of the plan's progress through the Town of Shandaken website and by providing copies of annual progress reports to the media. The website will not only house the final plan, it will become the one-stop shop for information regarding the plan and plan implementation. Copies of the plan will be distributed to the Town of Shandaken library. Upon initiation of future update processes, a new public involvement strategy will be initiated based on guidance from SAFARI. This strategy will be based on the needs and capabilities of the Town of Shandaken at the time of the update. At a minimum, this strategy will include the use of local media outlets within the planning area.

Incorporation into Other Planning Mechanisms

The information on hazard, risk, vulnerability, and mitigation contained in this plan is based on the best science and technology available at the time this plan was prepared. The Town of Shandaken Comprehensive Plan is considered to be an integral part of this plan. Town of Shandaken, through adoption of a flood damage protection ordinance, has planned for the impact of flooding. The plan development process provided the opportunity to review and expand on policies in these planning mechanisms. The comprehensive plan and the flood hazard mitigation plan are complementary documents that work together to achieve the goal of reducing risk exposure. An update to a comprehensive plan may trigger an update to the flood hazard mitigation plan.

The Town of Shandaken will create a linkage between the flood hazard mitigation plan and the comprehensive plan by identifying a mitigation initiative as such and giving that initiative a high priority.

Other planning processes and programs to be coordinated with the recommendations of the flood hazard mitigation plan include the following:

- Ulster County All Hazard Mitigation Plan
- Emergency response plans
- Capital improvement programs
- Municipal codes
- Community design guidelines

Some action items do not need to be implemented through regulation. Instead, these items can be implemented through the creation of new educational programs, continued interagency coordination, or improved public participation. As information becomes available from other planning mechanisms that can enhance this plan, that information will be incorporated via the update process.