



## SECTION 8. PLANNING PARTNERSHIP

This section describes the Monroe County’s Hazard Mitigation Plan (HMP) Planning Partnership, its responsibilities throughout the planning process, and the jurisdictional annexes developed as a result of the plan update efforts.

### 8.1 BACKGROUND

The Federal Emergency Management Agency (FEMA) encourages multi-jurisdictional planning for hazard mitigation. All participating jurisdictions must meet the requirements of Chapter 44 of the Code of Federal Regulations (44 CFR):

*“Multi-jurisdictional plans (e.g., watershed plans) may be accepted, as appropriate, as long as each jurisdiction has participated in the process and has officially adopted the plan” [Section 201.6a(4)]*

For the Monroe County HMP, a Planning Partnership was formed to leverage resources and to meet requirements for the federal Disaster Mitigation Action of 2000 (DMA) for as many eligible governments as possible. Members of the Planning Partnership consisted of representatives from each jurisdiction. The DMA defines a local government as follows:

*Any county, municipality, city, town, township, public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; any Indian tribe or authorized tribal organization, or Alaska Native village or organization; and any rural community, unincorporated town or village, or other public entity.*

Members of the Planning Partnership have the expertise to develop the plan and have their jurisdiction’s authority to implement the mitigation strategy developed during the planning process. The Planning Partnership is responsible for developing and reviewing draft sections of the plan, creating the mitigation strategy for their jurisdiction, and adopting the final plan.

Each participating planning partner has prepared a jurisdictional annex to this plan. These annexes, as well as information on the process by which they were created, are contained in this volume.

### 8.2 INITIAL SOLICITATION AND LETTERS OF INTENT

Monroe County solicited the participation of all municipalities in the County at the commencement of this project. All municipalities interested signed a Letter of Intent and/or a resolution committing their participation and resources to the development of the Monroe County HMP (Appendix B). Table 8-1 lists the jurisdictions that elected to participate in the update process and have met the minimum requirements of participation as established by the County and the Steering Committee. Monroe County and the municipalities indicated in Table 8-1 participated in the HMP update.

**Table 8-1. Participating Jurisdictions in Monroe County**

Jurisdictions		
Monroe County	Town of Henrietta	Town of Riga
Town of Brighton	Village of Hilton	City of Rochester
Village of Brockport	Village of Honeoye Falls	Town of Rush





Jurisdictions		
Town of Chili	Town of Irondequoit	Village of Scottsville
Village of Churchville	Town of Mendon	Village of Spencerport
Town of Clarkson	Town of Ogden	Town of Sweden
Town/Village of East Rochester	Town of Parma	Town of Webster
Village of Fairport	Town of Penfield	Village of Webster
Town of Gates	Town of Perinton	Town of Wheatland
Town of Greece	Town of Pittsford	-
Town of Hamlin	Village of Pittsford	-

### 8.2.1 Planning Partner Expectations

The following list of planning partner expectations were agreed to in each Letter of Intent to Participate (see Appendix C [Meeting Documentation] for details):

- Identify municipal representatives to serve as the planning point of contacts (POC). These people were responsible for representing the community and assuring that these participation expectations are met by their community.
- Support the Steering Committee selected to oversee the development of this plan.
- Provide representation at municipal Planning Committee meetings
- Provide data and information about the community as requested by the Steering Committee or the contract consultant, including:
  - Structure and facility inventory data
  - Identification of new development and anticipated development
  - Identification of natural hazard risk areas
  - Identification of natural hazard events and losses that have impacted the community in the last five years
  - Identification of plans, studies, reports, and ordinances addressing natural hazard risk
  - Identify mitigation activity in the community in the last five years, including progress on previously identified mitigation actions.
- Support public outreach efforts in the community which may include:
  - Providing notices of the planning project on the municipal website with links to a County project website
  - Providing notice of the planning project, the availability of Plan documents, and notice of public meetings via available local media (e.g. newsletters, flyers, email blasts, social media, etc.)
  - Advertising and supporting public meetings in the area
  - Supporting outreach to National Flood Insurance Program (NFIP) Repetitive Loss and Severe Repetitive Loss property owners in the community.
- Assist with the identification of stakeholders within the community that should be informed and potentially involved with the planning process.
- Completing data and information collection survey forms in a timely manner.
- Identify specific mitigation actions to address each of the natural hazards posing significant [or high or medium] risk to the community.
- Involve the local NFIP Floodplain Administrator in the planning process.
- Review draft Plan sections when requested and provide comment and input as appropriate.



- Adopt the Plan by resolution of the local governing body after FEMA conditional approval.
- Periodically provide the Steering Committee with reports of municipal staff and volunteer labor spent on the planning process.

By adopting this plan, each planning partner also agrees to the plan implementation and maintenance protocol established in Volume I. As described in Volume I, Section 7 (Plan Maintenance), it is intended that the Planning Partnership remain active beyond the regulatory update to support plan maintenance. Regarding the composition of the Steering Committee and Planning Partnership, it is recognized that individual commitments change over time, and it shall be the responsibility of each jurisdiction and its representatives to inform the HMP Coordinator of any changes in representation.

### 8.2.2 Jurisdictional Annex Preparation Process

As stated in the 2017 New York State Hazard Mitigation Planning Standards, jurisdictional annexes provide a unique, stand-alone guide to mitigation planning for each jurisdiction. The Monroe County HMP Update is organized so that there is an annex for Monroe County and for every jurisdiction within the County's borders. Section 9 (Jurisdictional Annexes) includes an annex for each jurisdiction in Monroe County, including those that did not fully participate.

During the Monroe County HMP planning process, the nation, the State of New York, and Monroe County were continuing to be impacted by the COVID-19 pandemic. The COVID-19 pandemic was declared a major disaster on March 20, 2020 (DR-4480). While stay-at-home orders were no longer in place, all meetings of the planning partnership during the planning process were held virtually to prevent exposure and allow for greater ease of participation in meetings.

#### Annex Development

In order to facilitate update of the County and Jurisdictional Annexes, data from the 2017 Monroe County HMP annexes was transferred to the new annex format, which was developed to meet federal and state criteria. Clear instructions were provided to the County and municipalities. These instructions provided a basis to address the following:

- Document changes in capabilities and vulnerabilities.
- Provide a current status of the 2017 HMP mitigation strategy.
- Develop a new mitigation strategy to address identified issues and to increase community resiliency.

The County invited all municipalities to participate in a municipal kick-off meeting held on August 10, 2022, to provide an overview of the planning process. Key elements of the worksheets were discussed and subsequently completed by the appropriate jurisdictional personnel for each worksheet. The worksheets were collected, and the information was incorporated into each jurisdictional annex. In the event additional information was needed, the jurisdictional point of contact was contacted to provide more input into their annex.

A mitigation workshop was held on October 17, 2022, to provide an overview of developing a strong mitigation strategy. In preparation for this workshop, the consultant provided a consolidated list of problem areas/vulnerabilities identified during the planning process and feedback from the citizen survey to support the development of relevant projects to form the mitigation strategy.

#### Hazard Ranking Exercise

The presentation of the risk assessment and risk ranking for each jurisdiction was done on October 13, 2022. At this meeting, the consultant presented the overall risk assessment for the hazards of concern. In addition, each



planning partner was asked to review the ranked risk specific for its jurisdiction. Refer to Section 5.3 (Hazard Ranking) for the methodology of the hazard ranking process. The calculated ranking was presented to each jurisdiction, and they were asked to review the ranking and revise based on history of events, probability of occurrence, and the potential impact on people, property, and the economy. The objectives of this exercise were to familiarize the partnership with how to use the risk assessment as a tool to support other planning and hazard mitigation processes and to help prioritize types of mitigation actions that should be considered. Hazards that were ranked as “high” for each jurisdiction as a result of this exercise were considered to be priorities for identifying appropriate mitigation actions, although jurisdictions also identified actions to mitigate “medium” or “low” ranked hazards as appropriate.

### Mitigation Strategy Workshop

A mitigation strategy workshop was held was conducted on October 17, 2022, for all participating jurisdictions to support the development of focused problem statements based on the impacts of natural hazards in the County and its communities. These problem statements are intended to provide a detailed description of the problem area, including its impacts to the municipality/jurisdiction, past damages, loss of service, etc. An effort was made to include the street address of the property/project location, adjacent streets, water bodies, and well-known structures as well as a brief description of existing conditions (topography, terrain, hydrology) of the site. These problem statements form a bridge between the hazard risk assessment, which quantifies impacts to each community with the development of actionable mitigation strategies. The nearly 100 percent participation of the planning partners reflects the excellent outreach and dedication of the planning team. The County and the mitigation consultant team worked with each jurisdiction to identify clear, implementable mitigation actions as well as to further support the completion of the jurisdictional annexes. The NYS DHSES Action Worksheet template and instructions are provided in Appendix J (NYS DHSES Planning Standards).

### Municipal Support Meetings

In addition to the mitigation strategy workshop, municipal support meetings were held November 1 and 3. At these support meetings, the consultant worked with the Planning Partnership members to discuss additional ideas for mitigation projects, collaborative efforts, and remaining information that needed to be collected for municipal annexes.

### Jurisdictional Annexes

While the jurisdictional annex format is designed to document and ensure local compliance with the DMA 2000 regulations, its greater purpose and function includes:

- Providing a locally relevant synthesis of the overall mitigation plan that can be readily presented, distributed, and maintained;
- Facilitating local understanding of the community’s risk to natural hazards;
- Facilitating local understanding of the community’s capabilities to manage natural hazard risk, including opportunities to improve those capabilities;
- Facilitating local understanding of the efforts the community has taken, and plans to take, to reduce their natural hazard risk;
- Facilitating the implementation of mitigation strategies, including the development of grant applications;
- Providing a framework by which the community can continue to capture relevant data and information for future plan updates.

Each jurisdiction’s annex is intended to be a *living document* and will continue to be improved as resources permit. As such, its design is intended to promote and accommodate continued efforts to maintain the annex to



be current and to improve the effectiveness of the annex as the key tool, reference, and guiding document by which the jurisdiction will implement hazard mitigation locally. The following provides a description of the various elements of the jurisdictional annex.

**Section 9.X.1: Hazard Mitigation Planning Team:** Identifies the hazard mitigation planning primary and alternate(s) contacts and Floodplain Administrators as identified by the jurisdiction. Provides details on which departments were involved throughout the development of the jurisdictional annex. Plans developed with the participation of the widest range of departments, stakeholders, and persons familiar with the jurisdiction should be involved in the development of the jurisdictional annexes. Further detail is provided in Section 3 (Planning Process) and Appendix B (Participation Matrix).

**Section 9.X.2: Municipal Profile:** Provides an overview and profile of the jurisdiction, including population and socially vulnerably populations.

**Section 9.X.3: Jurisdictional Capability Assessment and Integration:** Provides an inventory and evaluation of the jurisdiction's tools, mechanisms, and resources available to support hazard mitigation and natural hazard risk reduction. Within the municipal annexes, tables provide an inventory of the municipality's planning, regulatory, administrative, technical, and fiscal capabilities. Further, another table identifies the municipality's level of participation in state and federal programs designed to promote and incentivize local risk reduction efforts.

**Section 9.X.4: National Flood Insurance Program (NFIP) Compliance:** Summarizes jurisdiction-specific information related to managing and regulating the regulatory floodplain, including current and future compliance with the NFIP.

**Section 9.X.5: Evacuation, Sheltering, Temporary Housing, and Permanent Housing:** To meet the NYS DHSES requirement, jurisdictions provided evacuation routes, sheltering measures, and potential locations for temporary and permanent housing.

**Section 9.X.6: Growth/Development Trends:** Summarizes recent and expected future development trends, including major residential/commercial development and major infrastructure development.

**Section 9.X.7: Jurisdictional Risk Assessment:** Provides information regarding each plan participant's vulnerability to the identified hazards. Full data and information on the hazards of concern, the methodology used to develop the vulnerability assessments, and the results of those assessments that serve as the basis of these local risk rankings may be found in Section 5.

- **Hazard Area Extent and Location Map:** Each annex includes a map (or series of maps) illustrating identified hazard zones and critical facilities. Further, these maps show areas of known or anticipated future development, as available and provided by the jurisdiction.
- **Hazard Event History:** Identifies hazard events that have caused significant impacts within the jurisdiction, including a summary characterization of those impacts identified by the jurisdiction.
- **Hazard Ranking and Vulnerabilities:** The Monroe County HMP identifies and characterizes the broad range of hazards that pose risk to the entire planning area; however, each jurisdiction has differing degrees of risk exposure and vulnerability aside from the whole. The local risk ranking serves to identify each jurisdiction's degree of risk to each hazard as it pertains to them, supporting the appropriate selection and prioritization of initiatives that will reduce the highest levels of risk for each community.
- **Critical Facilities:** Identifies potential flood losses to critical facilities in the jurisdiction based on the flood vulnerability assessment process presented in Section 5.
- **Identified Issues:** Presents other specific hazard vulnerabilities as identified by the jurisdiction.



**Section 9.X.8: Mitigation Strategy and Prioritization:** Discusses and provides the status of past mitigation actions and status and describes proposed hazard mitigation initiatives and prioritization.

- **Past Mitigation Initiative Status:** Where applicable, a review of progress on the jurisdiction’s prior mitigation strategy is presented, identifying the disposition of each prior action, project, or initiative in the jurisdiction’s updated mitigation strategy. Other completed or ongoing mitigation activities that were not specifically part of a prior local mitigation strategy may be included in this subsection as well.
- **Completed Mitigation Initiatives Not Identified in the Previous Mitigation Strategy:** Other completed or ongoing mitigation activities that were not specifically part of a prior local mitigation strategy may be included in this subsection as well.
- **Proposed Hazard Mitigation Initiatives for the Plan Update:** Table 9.X-20 presents the jurisdiction’s updated mitigation strategy. As indicated, applicable mitigation actions, projects, and initiatives are further documented on an Action Worksheet, which provides details on the project identification, evaluation, prioritization, and implementation process. Table 9.X-21 provides a summary of the local mitigation strategy prioritization process discussed in Section 6.

**Section 9.X.9: Action Worksheets:** Provides each municipality with a more developed starting point for project implementation should funding become available. Following NYS DHSES HMP Standards Guide, each municipality developed a minimum of two action worksheets.

Workshops and additional meetings (in person, by email, or by teleconference) to complete the jurisdictional annexes were held with the Steering and Planning Committees throughout the planning process. In summary, all participating communities and the county completed the planning partner expectations and annex preparation process. Details regarding these meetings are described further in Sections 3 (Planning Process) and 6 (Mitigation Strategy). Completed jurisdictional annexes are provided in Section 9 (Jurisdictional Annexes).

### 8.2.3 Coverage Under the Plan

Of the 31 planning partners, all fully met the participation requirements specified by the Steering Committee. All planning partners are included in this volume. Those that did not meet the requirements will not be able to seek FEMA or NYS DHSES approval at the time of plan submittal nor will they be eligible to obtain FEMA grant funding.

Table 8-2 lists the status of each jurisdiction as well as their status in this plan update. It is noted that participation in scheduled Planning Partnership meetings provides only a partial indication of the level of participation of each jurisdiction. Throughout the bulk of the process, all municipalities' resources were strained due to the Covid-19 pandemic. Due to this, the consultant provided support in the manner of numerous calls as well as virtual meetings to ensure each planning partner seeking approval for the HMP met the threshold for participation. Appendix B (Participation Matrix) and Appendix C (Meeting Documentation) provide details on participation and meeting attendance.

**Table 8-2. Jurisdictional Status**

Municipality	Letter of Intent to Participate	Attended Workshops and/or Meetings and Project Calls	Provided Update on Past Projects	Submitted Mitigation Actions for Current Plan	Seeking Approval for Adoption (meets all previous requirements)
Monroe County	N/A	X	X	X	X
Town of Brighton	X	X	X	X	X
Village of Brockport	X	X	X	X	X



Municipality	Letter of Intent to Participate	Attended Workshops and/or Meetings and Project Calls	Provided Update on Past Projects	Submitted Mitigation Actions for Current Plan	Seeking Approval for Adoption (meets all previous requirements)
Town of Chili	X	X	X	X	X
Village of Churchville	X	X	X	X	X
Town of Clarkson	X	X	X	X	X
Town/Village of East Rochester	X	X	X	X	X
Village of Fairport	X	X	X	X	X
Town of Gates	X	X	X	X	X
Town of Greece	X	X	X	X	X
Town of Hamlin	X	X	X	X	X
Town of Henrietta	X	X	X	X	X
Village of Hilton	X	X	X	X	X
Village of Honeoye Falls	X	X	X	X	X
Town of Irondequoit	X	X	X	X	X
Town of Mendon	X	X	X	X	X
Town of Ogden	X	X	X	X	X
Town of Parma	X	X	X	X	X
Town of Penfield	X	X	X	X	X
Town of Perinton	X	X	X	X	X
Town of Pittsford	X	X	X	X	X
Village of Pittsford	X	X	X	X	X
Town of Riga	X	X	X	X	X
City of Rochester	X	X	X	X	X
Town of Rush	X	X	X	X	X
Village of Scottsville	X	X	X	X	X
Village of Spencerport	X	X	X	X	X
Town of Sweden	X	X	X	X	X
Town of Webster	X	X	X	X	X
Village of Webster	X	X	X	X	X
Town of Wheatland	X	X	X	X	X