

Chapter Thirteen: Monitoring & Maintenance

For a plan to be effective, it must be implemented. That means that the existing mitigation measures in place must be continued, and that action should be taken on the proposed additional mitigation strategies as outlined in the plan. To ensure that this is happening, a process should be in place to do so.

FEMA requires that each hazard mitigation plan include a description and method for how the plan will be monitored, evaluated, and updated within a five-year cycle. The plan must also be reviewed and revised, if appropriate, by the local jurisdiction, by the State Hazard Mitigation Officer, and by FEMA. The implementation process should include a description of the process of how the jurisdiction will incorporate the plan's strategies into other planning documents, such as comprehensive or capital improvement plans, where appropriate. Continued public involvement must also be part of the ongoing mitigation planning process.

Participating Agencies

Several local agencies – both County and municipal – have a significant role in the monitoring of plan implementation. While there are many parties that have an interest in the monitoring and implementation and may also have some involvement in the process, a few agencies have the primary responsibilities. The lead agency is the Carroll County Office

of Public Safety Support Services. The other major agency players are the Bureau of Comprehensive Planning, Office of Environment and Resource Protection, and Bureau of Resource Management within the Carroll County Department of Planning, the Department of Public Works, and the Bureau of Permits and Inspections within the Department of General Services. The Local Emergency Planning Committee (LEPC) will serve in an advisory role to the Office of Public Safety Support Services. The responsibilities of each agency are outlined below.

Carroll County Office of Public Safety Support Services (OPS)

The Office of Public Safety Support Services's mission is to develop, promote, and maintain protection of the people, property, and natural resources of Carroll County. Through leadership, action, and coordination of the County's public safety resources, this office strives to enhance the safety and livability of its citizens and visitors. The Office is dedicated to providing citizens with protection of life and property through emergency management and fire protection engineering services, as well as effective emergency communications in support of our police, fire, and emergency medical services.

As the agency responsible for and dealing with emergency management on a daily basis, the Office of Public Safety



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Support Services takes the lead responsibility for the monitoring, evaluating, and maintenance of this plan. The office will coordinate with the LEPC to solicit their feedback and suggestions. They will also coordinate with the other participating County agencies and municipalities on their participation. Staff of OPS currently chair the LEPC and will also participate in a multi-agency subcommittee that will review and evaluate the progress of the implementation of the plan on a regular basis.

Carroll County Bureau of Comprehensive Planning (BCP)

The Bureau of Comprehensive Planning is responsible for comprehensive, county-wide master planning. Land use plans are made and implemented working with the Carroll County Planning Commission authorized under Article 66B. The several functions within the Bureau are designed to assure County projects and programs conform with the County Master Plan, that current and long-range County planning serve to implement the plan, and that land use and policy decisions are in accordance with the plan.

The Comprehensive Planning Bureau is responsible for developing and updating comprehensive plans and functional plans for the County and smaller regions within the County. The Bureau functions as staff to the County Planning and Zoning Commission which reviews and finalizes the plans prior to adoption. The process and implementation of these comprehensive plans plays a vital role in countywide growth management.

Each staff planner with the Bureau of Comprehensive Planning is assigned a specific geographic region of the County. Within that area, that planner updates any relevant comprehensive plans and provides liaison planner services to the municipalities. Individual rezoning petitions, annexations, and review of development plans for consistency with appropriate and relevant comprehensive or functional plans for that area are also handled by the appropriate planner.

In addition to the geographic responsibilities, each planner also has a specific issue or functional area of planning which he or she covers. These include such issues as transportation, mineral resources, demographics, economic development, historic sites, parks and recreation, and concurrency management, among others. Many of the issues have functional plans associated with them.

The GIS staff for the Bureau is responsible for geographic data, mapping, and analysis associated with projects specific to the Bureau of Comprehensive Planning. Each GIS user is responsible for projects for a specific geographic area, working in conjunction with the comprehensive planners for that area, as well as a team on countywide projects.

Countywide projects or other special projects may be handled by the Bureau Chief or may be assigned to one or more of the area planners. Technical support is provided to develop implementation measures for the recommendations contained within the comprehensive plans, such as zoning ordinance amendments, drafting of other ordinances, grant applications, and comprehensive rezonings.

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As the agency that not only has the knowledge and background for developing plans in general but also is responsible for developing comprehensive plans for the County and its communities, the Bureau of Comprehensive Planning will participate as a member of the agency committee that will help review and evaluate the progress of the implementation of the plan on a regular basis. Staff from this Bureau will be able to evaluate the progress of the plan from a perspective of its integration into land use planning issues, planning-related capital improvement projects, and other planning issues. The Bureau will also be responsible for production of the text of the print-ready document. Staff will ensure that the edits and changes to the document that result from the ongoing monitoring and evaluation are incorporated into the text during the five-year update.

Carroll County Office of Environment and Resource Protection (ERP) and Bureau of Resource Management (BRM)

Environment and Resource Protection Programs include an administrative section, a Division of Environmental Enforcement, and the Bureau of Resource Management. The ERP Programs are designed to ensure both internal and external environmental regulatory compliance. Internal compliance efforts include tasks designed to assist County agencies with compliance as well as providing oversight to ensure that compliance. External compliance efforts do the same but also involve review and enforcement.

To maintain the compliance of County programs with State and Federal environmental law and thereby minimize the County's noncompliance liability, ERP staff provides compliance support services to internal agencies. These services include environmental assessments, risk management to minimize environmental liability, monitoring of contaminated properties, and general support to ensure environmentally sensitive implementation of County operations and capital projects to minimize liabilities.

External compliance to County environmental rules starts with the review of new development proposals. The environmental review function is the purview of the Bureau of Resource Management. That Bureau's responsibilities ensure that County environmental requirements are adhered to. Environmental review is inclusive of the following types of activities:

1. The survey of existing conditions to ensure that applicable laws are applied appropriately;
2. The review of development plans submitted to the County for consideration to ensure that they comply with established County environmental standards; and
3. The application of appropriate conditions in the approval process.

Enforcement of the County's environmental regulations to ensure both internal as well as external compliance is the purview of the Environmental Enforcement Division within the ERP Administration. ERP is responsible for the enforcement of the environmental chapters of the Carroll County Code. The resultant tasks are inclusive of a variety and number of field inspections as well as enforcement actions, when appropriate.

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Adequate enforcement is also a factor in maintaining the County's compliance with both State and Federal environmental law.

The ERP also takes a lead role on educating the public, agencies, and appointed and elected officials, about ongoing topics of importance regarding the environment. This is achieved through the use of a locally appointed advisory board that provides information and recommendations to the County Commissioners regarding sensitive environment and resource questions.

As a participating agency in the evaluation of the progress of this plan, this agency will be reviewing the environmental measures and programs that are existing and proposed to determine whether they are being implemented, when, and how effective they area. This input will help refine the priority of some of the projects as well as help this agency with grant applications for certain mitigation projects. It will also help with identifying projects that should be proposed for inclusion in the CIP. As projects are completed, projects currently given a lower priority may be given a higher priority status and recommended for inclusion in the plan during the five-year update.

Carroll County Department of Public Works (DPW)

The Department of Public Works assists the County Commissioners in the efficient operation and maintenance of County roads, vehicles and equipment. The Administrative Office includes a Construction Agreements Coordinator, an

Environmental Compliance specialist, and a Land Acquisition Specialist. The Department is comprised of the Bureaus of Engineering, Roads Operations, and Fleet Management / Warehouse Operations. Through these offices, the Department maintains roads, bridges, and manages engineering and environmental projects and Public Works Agreements. Public Work Agreements are construction agreements between the County and developers/contractors for the construction and maintenance of public improvements. The Department procures land needed for construction of roads, bridges and drains.

As a participating agency in the evaluation of the progress of this plan, this agency will be reviewing the existing and proposed mitigation measures and programs in the plan that are related to capital facilities, such as roads and bridges, to determine whether these strategies are being implemented, when, and how effective they area. This input will help with identifying projects that should be proposed for inclusion in the CIP. As projects are completed, projects currently given a lower priority may be given a higher priority status and recommended for inclusion in the plan during the five-year update.

Carroll County Bureau of Permits and Inspections (BPI)

The Bureau of Permits and Inspections enforces the Carroll County building Code, Chapter 97 of the Code of Public Local Laws and Ordinances of Carroll County, which includes building, electrical, plumbing, mechanical, handicapped, and fire codes. The Bureau processes all applications and inspects



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all phases of construction. The Bureau assigns addresses to new structures using the County Grid System. The Bureau issues electrical, plumbing, gas fitters and utility contractor licenses. Staff reviews site and subdivision plans for compliance.

The Site Inspector inspects sites for compliance with approved site plans and for compliance with the Maryland State Building Code for handicapped accessibility.

The Bureau enforces the Carroll County Minimum Livability Code, Chapter 141 of the Code of Public Local Laws and Ordinances of Carroll County, which governs building standards for residential rental housing.

The Bureau also interprets and enforces Chapter 102 of the Code of Public Local Laws and Ordinances of Carroll County, which governs the impact fee.

This agency will participate in the review and evaluation of the progress of the plan through input on the effectiveness of measures currently in the Building Code. The agency will also be able to help craft any additional revisions to the Code that are proposed as mitigation strategies. They will be able to then recommend changes in priorities and additional mitigation strategies for the five-year update.

Carroll County Municipalities

As this plan addresses the County as well as each municipality in the county, coordination with the towns is an important component of the annual review process. Each town will be asked to provide a status report on the progress and

effectiveness of existing and proposed mitigation measures in place in their jurisdiction. OPS will provide this information to the participating agencies and to the LEPC for their consideration in their review and evaluation as it relates to how all of the mitigation measures work together for overall benefit. Town-specific strategies may be incorporated to the plan where appropriate as well.

Local Emergency Planning Committee (LEPC)

In 1986, Congress passed the Superfund Amendments and Reauthorization Act (SARA) of 1986. Title III of this legislation requires that each community establish a Local Emergency Planning Committee (LEPC) to be responsible for developing an emergency plan for preparing for and responding to chemical emergencies in that community. This emergency plan must include the following: an identification of local facilities and transportation routes where hazardous material are present; the procedures for immediate response in case of an accident (this must include a community-wide evacuation plan); a plan for notifying the community that an incident has occurred; the names of response coordinators at local facilities; and a plan for conducting exercises to test the plan. The plan is reviewed by the State Emergency Response Commission (SERC). The LEPC is required to review, test, and update the plan each year.

Title III of this act is also known as the Emergency Planning and Community Right to Know Act (EPCRA). This act was to empower citizens and emergency responders with the “right to know” what chemicals exist in the communities where they

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live and work. It mandated planning for chemical emergencies and established a chain of command to assure that the requirements were met. The LEPC had to have representatives from specific areas that would have knowledge and interests in environmental emergency planning.

The Carroll County LEPC is an active group of emergency responders, planners, business representatives, health care providers, elected officials, citizens, and media that work together for the preservation of our environment. Due to the nature of the LEPC's responsibilities, the fact that this hazard mitigation plan will eventually address hazards other than natural hazards, and the diverse community representation on this committee, the LEPC will be called upon to act in an advisory role to OPS for the evaluation of the progress of the strategies within this plan. Even though the committee does not have any official authority in regard to this plan, their diverse representation and background knowledge will provide an invaluable avenue for feedback and suggestions for this process.

Plan Maintenance Process

Monitoring & Evaluating

The Office of Public Safety Support Services will facilitate an annual meeting of the participating agencies to discuss to what extent existing mitigation measures and programs have been implemented as well as their effectiveness. The agencies will also review which new mitigation strategies are being pursued or have been put into effect and the status of those projects. Each agency will make recommendations on proposed

mitigation measures that can be moved from proposed to existing upon the next update of the plan. The agencies will evaluate whether additional efforts need to be made in any areas to ensure improved success for the goals and objectives of the plan.

As a result of this effort, the OPS will prepare a report to the LEPC providing them with the status of existing and proposed mitigation strategies and summarizing the recommendations that will be incorporated into the text of the plan at the five-year update. The LEPC will provide additional input on measures other than government projects that have been taken within the community, including whether these measures are perceived as effective and any associated recommendations. The LEPC will combine that information with their feedback on the staff/agency report and provide comments and recommendations back to the OPS.

OPS will monitor and update the annual report and recommendations to ensure that it is current once process of the five-year update to the plan begins. OPS will coordinate with participating agencies and the LEPC to modify efforts where needed to achieve the goals and objectives of the plan.

Implementation through Existing Programs

Each hazard-specific chapter of the plan identifies existing measures in place at the local level to mitigate the impacts of the hazards included in the plan. The ongoing measures will continue to be implemented. The review and evaluation provided by each agency and the LEPC each year will include



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a discussion of the effectiveness of these programs as well as recommendations to improve their effectiveness and efficiency.

Continued Public Involvement

As the LEPC contains citizen, private business, and media representation, the LEPC is a vital element of public involvement in this process. It is expected that LEPC members will represent the interests of the segments of the community for which they sit on the committee.

The plan will be available on the County's web page. A forum will be available to allow citizens to provide comment and suggestions on the plan, which will be considered at each annual review and suggestions appropriately incorporated into the plan when it is updated.

The process of implementing the education-based strategies of the plan will provide another opportunity for continued public involvement.

The five-year update to the plan will also incorporate a citizen participation component.

Additional Hazard Chapters

One of the strategies included in this plan is to add chapters to the plan to address hazards, other than natural hazards, for which the County and municipalities are at risk. These catastrophic (as opposed to those incidents with which responders deal on a regular basis) include hazardous materials

incidents and transportation accidents. Civil/criminal hazards that may be added include terrorism, civil disturbance, and school riots or incidents.

Upon approval by FEMA and local adoption of this plan, efforts to complete those chapters will be undertaken. Completed chapters will be submitted to the State Hazard Mitigation Office at MEMA for review as well as to FEMA for approval. These chapters will be incorporated into the approved and adopted Hazard Mitigation Plan.

The Five-Year Update

The plan will be reviewed and updated, as necessary, on a five-year cycle. The process to update the plan will start by repeating the annual process to review and evaluate the progress of the plan and its mitigation measures. The resulting report will then be used to identify which proposed mitigation measures can be moved to the list of existing strategies as well as which of the lower-priority strategies can be moved into a higher-priority status.

The update of the plan will also include incorporating additional chapters that have been developed to address other hazards from which the County and municipalities are more at risk.

Meetings will also be held with the municipalities to ensure their input and feedback are incorporated and that the specific needs of individual municipalities are met through the plan's proposals.



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The public will continue to be involved through the LEPC, through forums available on the web page for citizens to provide comments on the proposed changes, and through public workshops that will be held to explain the progress of the plan and the changes proposed through the LEPC and through coordination with the participating agencies.

MEMA will be asked to review the updated draft. Comments will be addressed as appropriate and a revised draft sent to FEMA for approval.

Upon completion of an updated draft plan, the elected officials in each jurisdiction will hold a public hearing on the proposed changes. Any comments will be considered and appropriate changes directed to be made by the elected officials to staff. The elected officials will then adopt the revised plan.

final draft
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review

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