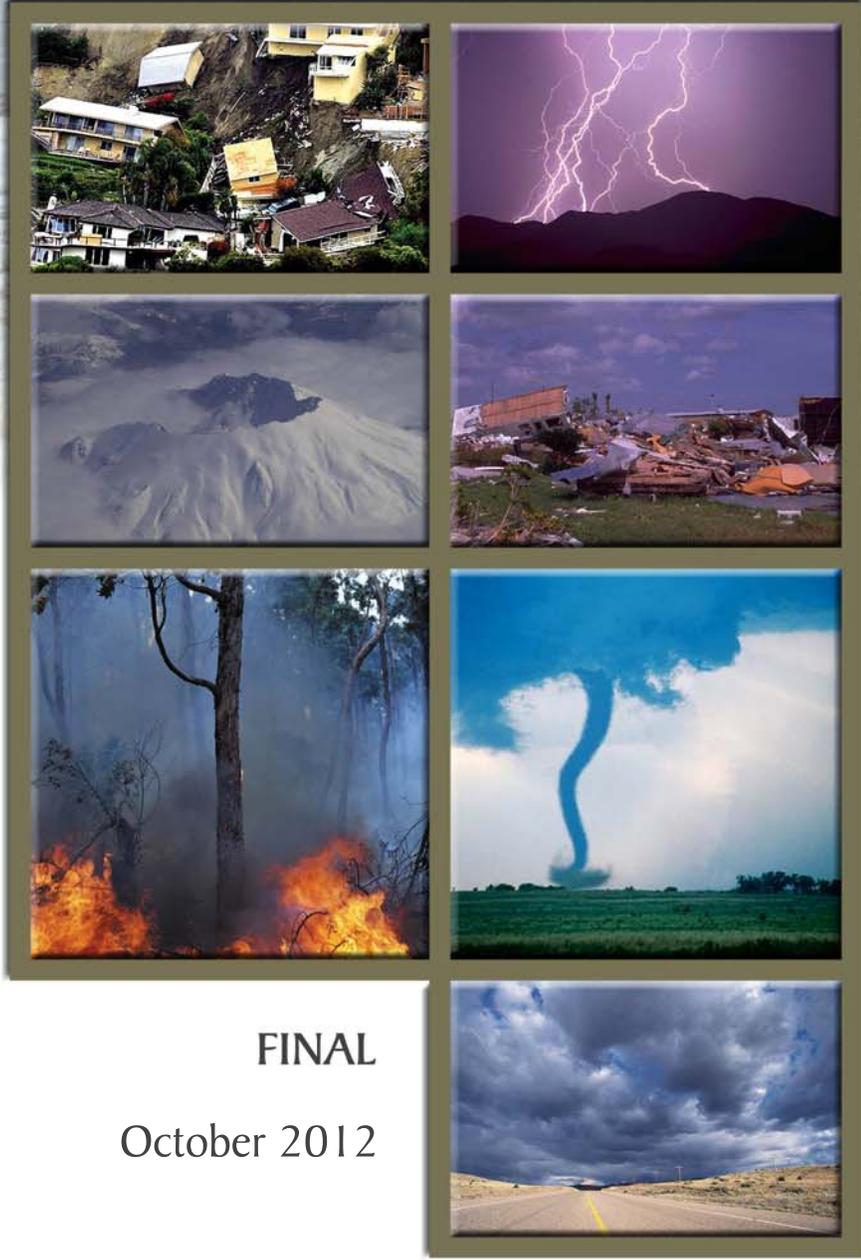


# Hazard Mitigation Plan



Volume 2:  
Planning Partner  
Annexes



FINAL

October 2012





**Kittitas County**  
**HAZARD MITIGATION PLAN**  
**VOLUME 2: PLANNING PARTNER ANNEXES**

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**Kittitas County  
Hazard Mitigation Plan;  
Volume 2—Planning Partner Annexes**

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**PART 1—  
INTRODUCTION**



# CHAPTER 1.

## PLANNING PARTNER PARTICIPATION

### 1.1. BACKGROUND

The Federal Emergency Management Agency (FEMA) encourages multi-jurisdictional planning for hazard mitigation. Such planning efforts require all participating jurisdictions to fully participate in the process and formally adopt the resulting planning document. Chapter 44 of the Code of Federal Regulations (44 CFR) states:

“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 201.6.a(4))

In the preparation of the Kittitas County Hazard Mitigation Plan, a Planning Partnership was formed to leverage resources and to meet requirements of the federal Disaster Mitigation Act of 2000 (DMA) for as many eligible local governments in Kittitas County as possible. 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.”

There are two types of Planning Partners in this process, with distinct needs and capabilities: incorporated municipalities (cities and the County); and special purpose districts.

### 1.2. THE PLANNING PARTNERSHIP

#### Initial Solicitation and Letters of Intent

The planning team solicited the participation of the County and all County-recognized special purpose districts at the outset of this project. A meeting was held on June 22, 2010 at the Kittitas Valley Event center to identify potential stakeholders for this process. All eligible local governments in the planning area were invited to attend. Various agency and citizen stakeholders were also invited. The goals of the meeting were as follows:

- Provide an overview of the Disaster Mitigation Act.
- Provide an update on the planning grant.
- Outline the work plan for the Kittitas County hazard mitigation plan.
- Describe the benefits of multi-jurisdictional planning.
- Solicit planning partners.
- Confirm a Steering Committee.

All interested local governments were provided with a list of planning partner expectations developed by the planning team and were informed of the obligations required for participation. Local governments

wishing to join the planning effort were asked to provide the planning team with a “notice of intent to participate” that agreed to the planning partner expectations (see Appendix A) and designated a point of contact for their jurisdiction. In all, formal commitment was received from 19 planning partners by the planning team, and the Kittitas County Planning Partnership was formed.

Maps for each participating city are provided in the individual annex for that city. These maps will be updated periodically as changes to the partnership occur, either through linkage or by a partner dropping out due to a failure to participate.

## **Planning Partner Expectations**

The planning team developed the following list of planning partner expectations, which were confirmed at the kickoff meeting held on June 22, 2010:

- Each partner will provide a “Letter of Intent to Participate.”
- Each partner will support and participate in the selection and function of the Steering Committee overseeing the development of the plan. Support includes allowing this body to make decisions regarding plan development and scope on behalf of the partnership.
- Each partner will provide support for the public involvement strategy developed by the Steering Committee in the form of mailing lists, possible meeting space, and media outreach such as newsletters, newspapers or direct-mailed brochures.
  - Each partner will participate in plan development activities such as Steering Committee meetings, public meetings or open houses, workshops and planning partner training sessions, and public review and comment periods prior to adoption.

Attendance will be tracked at such activities, and attendance records will be used to track and document participation for each planning partner. No minimum level of participation will be established, but each planning partner should attempt to attend all such activities.

- Each partner will be expected to perform a “consistency review” of all technical studies, plans, and ordinances specific to hazards identified within the planning area to determine the existence of plans, studies or ordinances not consistent with the equivalent documents reviewed in preparation of the County plan. For example: if a planning partner has a floodplain management plan that makes recommendations that are not consistent with any of the County’s basin plans, that plan will need to be reviewed for probable incorporation into the plan for the partner’s area.
- Each partner will be expected to review the risk assessment and identify hazards and vulnerabilities specific to its jurisdiction. Contract resources will provide jurisdiction-specific mapping and technical consultation to aid in this task, but the determination of risk and vulnerability will be up to each partner.
- Each partner will be expected to review the mitigation recommendations chosen for the overall county and determine if they will meet the needs of its jurisdiction. Projects within each jurisdiction consistent with the overall plan recommendations will need to be identified, prioritized and reviewed to determine their benefits and costs.
- Each partner will be required to create its own action plan that identifies each project, who will oversee the task, how it will be financed and when it is estimated to occur.
- Each partner will be required to sponsor at least one public meeting to present the draft plan at least two weeks prior to adoption.
- Each partner will be required to formally adopt the plan.

It should be noted that by adopting this plan, each planning partner also agrees to the plan implementation and maintenance protocol established in Volume 1. Failure to meet these criteria may result in a partner being dropped from the partnership by the Steering Committee, and thus losing eligibility under the scope of this plan.

## **Linkage Procedures**

Eligible local jurisdictions that did not participate in development of this hazard mitigation plan may comply with DMA requirements by linking to this plan following the procedures outlined in Appendix B.

## **1.3. ANNEX-PREPARATION PROCESS**

### **Templates**

Templates were created to help the Planning Partners prepare their jurisdiction-specific annexes. Since special purpose districts operate differently from incorporated municipalities, separate templates were created for the two types of jurisdictions. The templates were created so that all criteria of Section 201.6 of 44 CFR would be met, based on the partners' capabilities and mode of operation. Each partner was asked to participate in a technical assistance workshop during which key elements of the template were completed by a designated point of contact for each partner and a member of the planning team. The templates were set up to lead each partner through a series of steps that would generate the DMA-required elements that are specific for each partner. The templates and their instructions can be found in Appendices C and D to this volume of the hazard mitigation plan.

### **Workshop**

Workshops were held for Planning Partners to learn about the templates and the overall planning process. Topics included the DMA, the Kittitas County plan background, the templates, risk ranking, developing the action plan, and cost/benefit review.

Separate sessions were held for special purpose districts and municipalities, in order to address each type of partner's needs. The sessions provided technical assistance and an overview of the template completion process. Attendance at this workshop was mandatory under the planning partner expectations established by the Steering Committee. There was 95-percent attendance of the partnership at these sessions.

In the risk-ranking exercise, each planning partner was asked to rank each risk specifically for its jurisdiction, based on the impact on its population or facilities. Cities were asked to base this ranking on probability of occurrence and the potential impact on people, property and the economy. Special purpose districts were asked to base this ranking on probability of occurrence and the potential impact on their constituency, their vital facilities and the facilities' functionality after an event. The methodology followed that used for the countywide risk ranking presented in Volume 1. A principal objective of this exercise was to familiarize the partnership with how to use the risk assessment as a tool to support other planning and hazard mitigation processes. Tools utilized during these sessions included the following:

- The Kittitas County risk assessment results
- Hazard maps for all hazards of concern
- Special district boundary maps that illustrated the sphere of influence for each special purpose district partner
- Hazard mitigation catalogs
- Federal funding and technical assistance catalogs

## Prioritization

44 CFR requires actions identified in the action plan to be prioritized (Section 201.c.3.iii). The planning team and steering committee developed a methodology for prioritizing the action plans that meets the needs of the partnership and the requirements of 44 CFR. The actions were prioritized according to the following criteria:

- **High Priority**—Project meets multiple plan objectives, benefits exceed cost, funding is secured under existing programs, or is grant eligible, and project can be completed in 1 to 5 years (i.e., short term project) once funded.
- **Medium Priority**—Project meets at least 1 plan objective, benefits exceed costs, requires special funding authorization under existing programs, grant eligibility is questionable, and project can be completed in 1 to 5 years once funded.
- **Low Priority**—Project will mitigate the risk of a hazard, benefits exceed costs, funding has not been secured, project is not grant eligible, and time line for completion is long term (5 to 10 years).

These priority definitions are dynamic and can change from one category to another based on changes to a parameter such as availability of funding. For example, a project might be assigned a medium priority because of the uncertainty of a funding source, but be changed to high once a funding source has been identified. The prioritization schedule for this plan will be reviewed and updated as needed annually through the plan maintenance strategy.

## Benefit/Cost Review

44 CFR requires the prioritization of the action plan to emphasize a benefit/cost analysis of the proposed actions. Because some actions may not be implemented for up to 10 years, benefit/cost analysis was qualitative and not of the detail required by FEMA for project grant eligibility under the Hazard Mitigation Grant Program (HMGP) and Pre-Disaster Mitigation (PDM) grant program. A review of the apparent benefits versus the apparent cost of each project was performed. Parameters were established for assigning subjective ratings (high, medium, and low) to costs and benefits as follows:

- Cost ratings:
  - **High**—Existing funding levels are not adequate to cover the costs of the proposed action; implementation would require an increase in revenue through an alternative source (for example, bonds, grants, and fee increases).
  - **Medium**—The action could be implemented with existing funding but would require a re-apportionment of the budget or a budget amendment, or the cost of the action would have to be spread over multiple years.
  - **Low**—The action could be funded under the existing budget. The action is part of or can be part of an existing, ongoing program.
- Benefit ratings:
  - **High**—The action will have an immediate impact on the reduction of risk exposure to life and property.
  - **Medium**—The action will have a long-term impact on the reduction of risk exposure to life and property or will provide an immediate reduction in the risk exposure to property.
  - **Low**—Long-term benefits of the action are difficult to quantify in the short term.

Using this approach, projects with positive benefit versus cost ratios (such as high over high, high over medium, medium over low, etc.) are considered cost-beneficial and are prioritized accordingly.

It should be noted that for many of the strategies identified in this action plan, funding might be sought under FEMA’s HMGP or PDM programs. Both of these programs require detailed benefit/cost analysis as part of the application process. These analyses will be performed on projects at the time of application preparation. The FEMA benefit-cost model will be used to perform this review. For projects not seeking financial assistance from grant programs that require this sort of analysis, the Partners reserve the right to define “benefits” according to parameters that meet their needs and the goals and objectives of this plan.

### 1.4. FINAL COVERAGE UNDER THE PLAN

Of the 19 committed planning partners, 12 fully met the participation requirements specified by the Steering Committee. The principal requirement not met by the other partners was completion of the jurisdictional annex template following the workshops. Eighteen of the partners attended the workshop, but only 12 subsequently submitted completed templates. Only those 12 jurisdictions are included in this volume and will seek DMA compliance under this plan. The remaining jurisdictions will need to follow the linkage procedures described in Appendix B of this volume. Table 1-1 lists the jurisdictions that submitted letters of intent and their ultimate status in this plan.

Jurisdiction	Letter of Intent	Attended Workshop?	Completed Template?	Will Be Covered by This Plan?
Kittitas County	Yes	Yes	Yes	Yes
City of Cle Elum	Yes	Yes	Yes	Yes
City of Ellensburg	Yes	Yes	Yes	Yes
City of Kittitas	Yes	Yes	No	No
City of Roslyn	Yes	Yes	Yes	Yes
Town of South Cle Elum	Yes	Yes	Yes	Yes
Fire District #1	Yes	Yes	Yes	Yes
Fire District #7	Yes	Yes	Yes	Yes
Fire District #8	Yes	Yes	Yes	Yes
Kittitas Valley Fire and Rescue (District #2)	Yes	No	No	No
Snoqualmie Pass Utility District	Yes	Yes	Yes	Yes
Kittitas PUD #1	Yes	Yes	Yes	Yes
Water District #5	Yes	Yes	No	No
Water District #7	Yes	Yes	No	No
Kittitas School District #403	Yes	Yes	Yes	Yes
Cle Elum – Roslyn School District #404	Yes	Yes	Yes	Yes
Hospital District #1	Yes	Yes	No	No
Hospital District #2	Yes	Yes	No	No
Kittitas County Conservation District	Yes	Yes	No	No

## **1.5. ACRONYMS**

The following acronyms are used in this volume of the Kittitas County Hazard Mitigation Plan:

- AFG: Assistance to Firefighters Grant
- CDS: Community Development Services
- CEMC: Cle Elum Municipal Code
- CERSD: Cle Elum Roslyn School District
- CWU: Central Washington University
- ECC: Ellensburg City Code
- FEMA: Federal Emergency Management Agency
- FIS: Flood Insurance Study
- GMA: Growth Management Act
- HMGP: Hazard Mitigation Grant Program
- KCC: Kittitas County Code
- KCFD: Kittitas County Fire District
- NOAA: National Oceanic and Atmospheric Administration
- PDM: Pre-Disaster Mitigation Grant Program
- PUD: Public utility district
- RCW: Revised Code of Washington
- SHELDUS: Spatial Hazard Events and Losses Database for the United States
- SMP: Shoreline Management Plan
- WDFW: Washington Department of Fish and Wildlife
- WSDOT: Washington State Department of Transportation