



PLANNING PROCESS

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Funding and Coordination

§201.6 (a)(3): 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. Statewide plans will not be accepted as multi-jurisdictional plans.

§201.6 (b) Planning Process. An open public involvement process is essential to the development of an effective plan. In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process shall include:

- (1) An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval;
- (2) An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia and other private and non-profit interests to be involved in the planning process; and
- (3) Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.

§201.6 (c) Plan Content. The plan shall include the following:

- (1) Documentation of the planning process used to develop the plan, including how it was prepared, who was involved, and how the public was involved.

Region 2000 Regional Commission applied for and was successful in obtaining FEMA Hazard Mitigation Grant Program (HMGP) planning funds that were made available from Hurricane Isabel in 2003. The preparation of this plan at the regional level was decided as the most cost and time effective solution for consistent and full coverage of the localities in Region 2000 Regional Commission. Appendix IV-1 includes the memorandums and letters from VDEM regarding funding and guidance for the region.

In February 2004, the Region 2000 Regional Commission began coordination with the counties of Amherst, Appomattox, Bedford, cities of Bedford and Lynchburg and the towns of Altavista, Brookneal, Amherst and Pamplin City to develop and implement their hazard mitigation plan. Appendix IV-2 contains the Letters of Intent that were signed by the participating localities.



Steering Committee

This planning process began by developing the Hazard Mitigation Steering Committee composed of representatives from the 11 jurisdictions (Table IV-1). Deputy Director for the Region 2000 Regional Commission, Robert White, presided over of the planning efforts for the region. An important component to the beginning stages of this plan was to determine support from external sources, engaging public support and involvement, and evaluating the resources needed to develop and carry out the plan. Participating affiliates for this process included Region 2000 partnerships, local government officials, public representatives, businesses, citizens, and organizations. The steering committee decided early on that they would need outside assistance with plan development and contracted with the Virginia Tech Center for Geospatial Information Technology (CGIT) for this assistance. CGIT provided the region with meeting facilitation, collecting and developing data for hazard identification and risk assessment, meeting federal requirements for the mitigation plan efforts, submission to VDEM and FEMA and development and production of the mitigation plan.





Table IV-1. Steering Committee Members

Steering Committee Members		
Name	Jurisdiction	Department
Robert Murphy	Amherst County	Public Safety
Jack Hobbs	Amherst, Town of	Town Manager
Bobby Wingfield	Appomattox County	E911 Coordinator
David Garrett	Appomattox, Town of	Town Manager
Robert Mitchell	Pamplin City, Town of	Town Mayor
Bart Warner	Bedford City	Director of Planning Community Development
Brent Wills	Bedford County	Natural Resources Administrator
Peter Dalton	Bedford County	Natural Resources Administrator
Christin Anthony	Campbell County	Public Safety
Daniel Witt	Altavista, Town of	Assistant Town Manager
J. Michael Crewes	Brookneal, Town of	Public Works Director
R. Les Puckett	Lynchburg City	Emergency Service Coordinator
Barry Martin	Lynchburg City	Emergency Communications Administrator
Sidney Franklin	Lynchburg City	Assistant Director Public Works
Robert White (Committee Chair)	Region 2000 Regional Commission	Deputy Director



Timetable of Meetings

More than thirty meetings were held throughout the planning process. The core steering committee met frequently to provide input on the progress of the plan. Data development meetings were held for the Region and also at each jurisdiction. Three main types of meetings were held throughout the development of the plan. Meeting types include steering committee meetings, jurisdictional meetings, and public input meetings. These three types are listed below and have been further broken down by type and in parentheses the numbers of each type held.

I. Steering Committee Meetings (12)

- Hazard Mitigation Training (1)
- Plan Progress (6)
- Data Development (1)
- HIRA Presentation (2)
- Mitigation Strategies (2)

II. Jurisdictional Meetings (9)

- Data Development (3)
- Action Development (6)

III. Public Input Meetings (13)

- Data Development (1)
- HIRA Findings and Input (1)
- Plan Presentation and Adoption (11)



Appendices IV-3 through IV-5 provide the agendas, dates and jurisdictions represented at the various steering committee meetings. Table IV-2 gives a summary of the number of meetings attended by the different jurisdictions. Every locality involved provided feedback and helped to mold the plan into what they needed. A hazard mitigation brochure was developed for the region and distributed at the various meetings (Appendix IV-6). This brochure provided the public and stakeholders with an overview of what hazard mitigation is, why they should participate, the steps needed to complete the process, and a timeline for the Region 2000 hazard mitigation plan completion.



Table IV-2. Jurisdictional Participation.

Community	Number of Meetings Attended
Amherst County	10
Amherst, Town of	6
Appomattox County	11
Appomattox, Town of	3
Pamplin City, Town of	11
Bedford City	6
Bedford County	9
Campbell County	13
Altavista, Town of	13
Brookneal, Town of	5
Lynchburg City	14
Region 2000 Regional Commission	13

Steering Committee Meetings

Frequent steering committee meetings provided a forum for exchanging ideas and receiving feedback from the different localities. Table IV-3 provides a listing of the different meetings held, and a brief description of the topics discussed. Appendices IV-3 through IV-5 provide a more detailed account of who attended and the meeting agendas.

Table IV-3. Steering Committee Meetings

Steering Committee Meetings	
Date	Topic(s)
1/21/2004	Establishing the Steering Committee
1/21/2004	Working Group Meeting; Roles of the Steering Committee
2/12/2004	Guidelines to developing the Plan
6/2/2004	CGIT (consultant) introduced; Beginning to develop the plan
8/24/2004	Hazard Mitigation Training Workshop
10/20/2004	Data needs; establishing contacts
12/15/2004	Data development; Preliminary HIRA findings
1/26/2005	HIRA Presentation
2/15/2005	HIRA findings and comments
5/12/2005	Developing Mitigation Actions
7/14/2005	Final steps in the Mitigation Plan. Adoption & Maintenance
3/15/2006	Final steps in the Mitigation Plan. Sample public notices and resolutions.

Jurisdictional Meetings

Jurisdictional meetings provided an opportunity for round-table discussions with the individual communities. Two main jurisdictional meetings were, 1. Data Gathering and 2. Action Development. Table IV-4 provides an outline of the communities involved.





Appendices IV-3 through IV-5 provides a more detailed account of who attended and the meeting minutes.

Table IV-4. Jurisdictional Meetings

Jurisdictional Meetings	
Date	Topic(s)
1/21/2005	Region 2000 Data Needs & Gathering
2/1/2005	Campbell County, Town of Altavista, and Town of Brookneal Data Needs & Gathering
3/11/2005	Lynchburg City Data Needs & Gathering
5/17/2005	Campbell County, Town of Altavista, and Town of Brookneal Action Development
5/24/2005	Bedford County Action Development
5/24/2005	Bedford City Action Development
5/25/2005	Appomattox County, Town of Appomattox, and Town of Pamplin City Action Development
6/1/2005	Amherst County and Town of Amherst Action Development
6/8/2005	Lynchburg City Action Development

Public Input

Public input was received in a variety of methods. Three main types of public input meetings were held, 1.) Data Gathering, 2.) HIRA Presentation and 3.) Plan Adoption. The Region 2000 hazard Mitigation Website was made available to the public to check progress of the plan and to provide feedback on the plan. Table IV-5 provides a brief outline of the three types of meetings held. Appendices IV-3 through IIV-5 provide a more detailed account of who attended and the meeting minutes. Public input and participation was encouraged throughout the planning process.

Table IV-5. Public Input Meetings

Public Input Meetings	
Date	Topic(s)
12/14/2004	Public Data Needs & Gathering
3/31/2005	HIRA Presentation
5/9/2006	Town of Altavista Resolution
4/18/2006	Amherst County Resolution
5/10/2006	Town of Amherst Resolution
4/15/2006	Appomattox County Resolution
5/23/2006	Town of Appomattox Resolution
5/8/2006	Bedford County Resolution
6/13/2006	Bedford City Resolution
5/9/2006	Town of Brookneal Resolution
5/1/2006	Campbell County Resolution
6/1/2006	Town of Pamplin City Resolution
5/25/2006	Lynchburg City Resolution

The first public meeting was in the form of a data gathering and development meeting, held at the Lynchburg Public Library. The public was given an overview of the mitigation planning process and asked to provide feedback on the types of data they have available and on areas within the region they felt were concerns or “problem spots”.



Public and private organizations were invited to attend the public data needs and gathering meeting. Appendices IV-3 through IV-5 and IV-7 include the list of attendees, meeting agenda, list of those invited and the letter sent welcoming public input. The different organizations represented at the data meeting include:

- I. US Coast Guard Auxiliary
- II. Southside Electric Corporation
- III. Kinetic Resources
- IV. City Schools
- V. MIA-COM Incorporated
- VI. BGF Industries
- VII. Campbell County Sheriff's Office (2)
- VIII. Sweet Briar College
- IX. Lynchburg Police Department
- X. Lynchburg Fire Department

Jurisdictional data meetings were held to get a sense of the types of data that the communities have in addition to their data needs. Depending on the levels of data the communities had, this was collected and incorporated into the planning efforts.

Press releases were issued for the Public Meeting held on March 31, 2005. Appendices IV-3 through IV-5 includes the list of attendees and the agenda. The different organizations (17) represented at the public presentation on the hazard identification and risk assessment meeting include:

- I. City of Lynchburg Public Officials (3)
- II. Region 2000 Public Officials (2)
- III. Appomattox County Public Officials (4)
- IV. Campbell County Public Officials (2)
- V. Town of Altavista Public Officials (1)
- VI. American Red Cross (1)
- VII. Amherst County and Town Public Officials (2)
- VIII. United Way I&R (1)
- IX. Private Citizens (1)

The public was given a Hazards Survey where they could comment on the HIRA findings as well as providing additional input for the plan. The HIRA was posted to the Region 2000 Hazard website (<http://www.cgis.vt.edu/region2000/index.asp>) for public exposure and input. These comments were reviewed and incorporated into the plan when appropriate. Involvement of non-profit and government agencies helped to add another dimension to this planning effort.

Neighboring planning districts were given an opportunity to review and comment on the draft mitigation plan. The draft was posted to the Region 2000 Hazard website and a



letter was sent out to the head of each of the planning districts with instructions on how to view the plan and provide feedback. This letter is included in Appendix IV-11. These comments were reviewed and, as appropriate, were incorporated into the plan.

Neighboring Planning Districts:

- I. Commonwealth Regional Council
- II. Southside PDC
- III. West Piedmont PDC
- IV. Roanoke Valley – Allegheny RC
- V. Central Shenandoah PDC
- VI. Thomas Jefferson PDC

Prior to the plan approval, public input was received during the meeting prior to each jurisdictional board meeting. Public hearing notices (Appendix IV-12), by each jurisdiction, were issued for the purpose to receive comments on the Hazard Mitigation Plan. Drafts of the plan were made available to the public through the Region 2000 hazard mitigation website and in some communities copies were posted in the County Administrator’s office. Any comments received by the public were documented by the jurisdictions and will be incorporated into future revisions of this plan.

Development of the Plan

The next phase involved performing assessments of natural and manmade hazard vulnerabilities within the Region 2000 boundaries. Data for critical hazards within the region was collected and analyzed to identify the relative ranking of each hazard and delineate areas of highest concern. Evaluation of each hazard involved assessing the risks and vulnerabilities of public and private buildings, facilities, utilities, communications, transportation systems, and other critical infrastructure, and determining estimated losses that would occur if the given hazard were to impact the region.

Upon completion of hazard assessments, hazard mitigation plans and strategies were developed for the region with an emphasis on developing disaster prevention and preparedness programs and actions to reduce the impact of natural and manmade disasters. This involved determining hazard mitigation priorities and developing mitigation strategies to avoid or minimize substantial human and economic costs of each disaster. In the development of the mitigation plan many resources were used to develop the actions for the various regions. The steering committee members were able to provide CGIT with information obtained from Emergency Operations Plans (EOPs), Zoning, Jurisdictional manuals and capital improvement plans. The information provided by the communities was used in the development of the HIRA and mitigation actions.



Multi-Jurisdictional Plan Adoption

In order to receive plan approval, each jurisdiction must formally adopt the hazard mitigation plan. Plan adoption is in the form of a resolution and has been adopted at each community's board meetings (local governing body). See Appendix IV-13 for each jurisdiction's resolution.

Plan Linkage

The *Planning Process* should not be seen as an independent step in the development of the Hazard Mitigation Plan, but as a continual process that is integral in the entire plan. The planning process documents the steps taken in establishing the FEMA grant and steering committee through to the adoption.

Section V on the *Hazard Identification and Risk Assessment (HIRA)* uses the information gathered at the steering committee meetings, jurisdictional meetings and public input meetings. The information and data that was provided was then supplemented to create the HIRA for Region 2000. The HIRA outlines the hazards and vulnerabilities that impact the region.