

**Requirement 44 CFR 201.6(c)(1)**

The plan shall document the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.

## **3.1 Carver County Multijurisdictional Hazard Mitigation Planning Committee**

At the direction of the Carver County Board of Commissioners, Ken Carlson, director of Carver County Emergency Management, was tasked with developing the Carver County Multijurisdictional Hazard Mitigation Planning Committee. This committee has been tasked with the development and completion of this plan as required per state and federal guidelines. Carver County Emergency Management, which is part of the Carver County/Public Health and Environment Division, will oversee the project, organize the data, set meeting dates, document in-kind services, and work with the Minnesota Division of Homeland Security and Emergency Management (HSEM) to complete this plan.

### **3.1.1 Additional Partners**

**Requirement 44 CFR 201.6(b)(2)**

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: (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.

The Carver County Multijurisdictional Hazard Mitigation Planning Committee relied on the assistance of various public and private organizations to compile the data, maps, and other vital components of the plan.

A range of stakeholders were invited and encouraged to participate in the development of the Carver County Multijurisdictional Hazard Mitigation Plan (HMP). Stakeholder involvement was encouraged through notifications and invitations to agencies and individuals to participate. These included representatives from Carver County, Local Emergency Planning Committee (LEPC), private sector businesses, voluntary agencies, citizens, and surrounding counties. In addition to the mitigation steering committee meetings, Carver County encouraged open and widespread participation in the mitigation planning process through the publication of newspaper notices promoting open public meetings. These media advertisements and survey instruments provided local officials, residents, businesses, academia, and other private interests in Carver County the opportunity to be involved and offer input throughout the local mitigation planning process.

Carver County encouraged continued stakeholder involvement by reminding all participating jurisdictions to make announcements and notifications consistent with their existing local plan adoption procedures. It will be the responsibility of each participating jurisdiction and its local governing body to determine if

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and how any additional specific stakeholder groups or individuals should be involved in the planning process.

Many departments, agencies, and individuals became mini-stakeholders when contacted to provide information as the committee gathered data for capability and vulnerability assessments, these participants played a vital role in the completion of this plan.

### 3.2 Plan Organization

The Multijurisdictional Hazard Mitigation Planning Committee is responsible for the organization, data collection, and completion of the plan.

It is the responsibility of the members of the Multijurisdictional Hazard Mitigation Planning Committee to include all pertinent departments within their respective governments and to request information as needed for the completion of the plan. These other departments include a variety of organizations whose input and data is vital to the success and accuracy of the plan.

The Multijurisdictional Hazard Mitigation Planning Committee conducted several meetings and involved all available departments and resources in an effort to gain any information that would increase the effectiveness of the plan.

The Multijurisdictional Hazard Mitigation Planning Committee is also tasked with including any external organizations that can benefit the overall effectiveness of the plan. The Multijurisdictional Hazard Mitigation Planning Committee is aware of the importance of including a variety of external and internal organizations. Their input is vital to the short-term and long-term success of the plan. External organizations include but are not limited to Minnesota Homeland Security and Emergency Management, the Federal Emergency Management Agency, National Weather Service, local citizens, businesses and industry, media outlets, the National Flood Insurance Program representatives, the LEPC, and others. These agencies and organizations were invited to the public meetings, provided information for data collection, and provided feedback on documents throughout the planning process.

The plan is based on the data gathered and identified by all committee members, the public, and all jurisdictions in an effort to prioritize mitigation projects in order of severity in an effort to reduce loss of property and life.

### 3.3 Planning Committee Goals and Objectives

The Carver County Multijurisdictional Hazard Mitigation Planning Committee, early in the process, established a set of goals and objectives to ensure the effectiveness of this plan. These goals and objectives established the paradigm for the planning process. These goals and objectives are as follows:

- Actively involve and gain support from all city and township governments and Carver County for the reduction of disasters in our community.
- Prioritize identified mitigation projects.
- Seek and implement any grant funding for the reduction of disasters in Carver County and its cities and townships.
- Monitor, evaluate, and update the progress of the plan as needed.
- Form partnerships among local, state, and federal agencies to make Carver County more resistant to the effects of disasters.

The following table is the time line agreed upon by the Carver County Multijurisdictional Hazard Mitigation Planning Committee for the development of the Carver County Multijurisdictional HMP.

**Table 3-1  
Calendar of Events**

Date	Task
July 2011	Letter requesting support for the plan to all interested parties
August 9, 2011	Kickoff meeting and public meeting of mitigation process
September 26, 2011	First draft written
September 29, 2011	Public meeting #2
October 10, 2011	Final mitigation strategy
February 9, 2012	Draft updated HMP with changes required from public meeting for submittal to HSEM and the Federal Emergency Management Agency (FEMA) for official review
February 13, 2012- March 13, 2012	HSEM review period
March 20, 2012 – April 20, 2012	FEMA review period
April 30, 2012	Final draft updated plan based on HSEM and FEMA recommendations
May 7, 2012	Public meeting #3
May 14, 2012	Minutes from public meeting #3
May 14, 2012	Completed plan

### 3.4 Multijurisdictional Considerations

Carver County, like many counties in Minnesota, has numerous cities and townships. All cities and townships were notified of the requirement concerning the Carver County Multijurisdictional HMP and process. The Cities of Carver, Chanhassen, Chaska (county seat), Cologne, Hamburg, Mayer, New Germany, Norwood Young America, Victoria, Waconia, and Watertown, and Carver County have a documented commitment to the planning process. Representatives from all cities and townships and Carver County played an important role in the development of the Carver County Multijurisdictional HMP. Municipalities participated by providing input and data for the risk assessment and the mitigation strategies. In addition to providing input via e-mail, phone, and in person, municipalities attended public meetings held to introduce and discuss various elements of the plan. Each jurisdiction was an active participant in the planning and development process.

Jurisdiction	Representative
Carver, City of	Dan Meyer

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Jurisdiction	Representative
Chanhassen, City of	Ed Coppersmith
Chaska, City of (county seat)	Scott Knight
Cologne, City of	Matt Lein
Hamburg, City of	Brad Droege
Mayer, City of	Rod Maetzold
New Germany, City of	Steve Vanlith
Norwood Young America, City of	Steve Zumberge
Victoria, City of	Andrew Heger
Waconia, City of	Mark Morse
Watertown, City of	Wade Stock
Benton Township	Gary Widmer
Camden Township	David Zellman
Dahlgren Township	Gene Miller
Hancock Township	Richard Olson
Hollywood Township	Ron Kassulker
Laketown Township	Kenneth Essig
San Francisco Township	Maidie Felton
Watertown Township	Scott Hoes
Waconia Township	Gordon Wickenhauser
Young America Township	Bradley Scrupp

**Requirement 44 CFR 201.6(b)(3)**

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: (3) Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.

### 3.5 Review of Existing Technical/Planning Information

An important aspect of the planning process involved the review of existing federal, state, and local plans, studies, reports, and technical information as well as the ordinances, regulations, and resolutions of each participating jurisdiction for incorporation into the Carver County Multijurisdictional HMP. Plans and documents reviewed by various members of the committee include the following:

*State/Federal Data, Reports, and Plans*

- 2010 United States Census Data
- Minnesota Department of Natural Resources water and land cover data
- FEMA regulations and guidance
- State of Minnesota HMP

***County/Regional Plans, Ordinances, and Data***

- Carver County Comprehensive Plan 2030
- Metropolitan Council land use and transit data
- 2006 Carver County HMP
- Carver County Office of Geographic Information Service data

These documents are on file at Carver County Emergency Management in electronic or hard copy format and provide valuable guidance in the planning process. Some served to acquaint committee members with the many roles of emergency management. Planning guides helped to tie together the phases of mitigation planning for committee members from a broad range of backgrounds outside mitigation and emergency management.

State and federal response and homeland security documents were referenced to ensure Carver County’s goals supported these plans and promoted compliance with requirements. The State of Minnesota HMP formed the basis for identifying and analyzing the natural hazards and technological hazards that could affect Carver County and participating jurisdictions. The Carver County Emergency Operations Plan provided insight into the jurisdictional response to disasters and was used to develop and validate

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mitigation goals, objectives, and actions.

### 3.6 Public Involvement

To be an effective plan, input from the public is vital. The Multijurisdictional Hazard Mitigation Planning Committee recognizes the valuable input that the public can provide on the plan. Additionally, public input builds support and ensures a strong base for future mitigation activities, and allows Carver County citizens the opportunity to have their interests included in the plan. Carver County Emergency Management issued press releases and online advertisements inviting the public to participate in the development of this plan.

The main activity for public involvement was attending public meetings where citizens could learn about the hazard mitigation planning process and contribute ideas about the county’s risks, vulnerabilities, and mitigation strategies. The first public meeting was held on August 9, 2011. Two meetings were held at two different locations and times to allow for participation from those who could attend in the afternoon and those who could attend in the evening. The meeting introduced the hazard mitigation planning process, including the Disaster Mitigation Act 2000, the importance of public participation, and the overall approach to planning. Complete meeting notes, rosters, and notices can be found in appendix B.

The second meeting was held on September 29, 2011. This meeting provided attendees an opportunity to review all hazard profiles, vulnerabilities, and mitigation strategy recommendations. This was an

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opportunity for citizens to comment on the draft updated Carver County HMP. Examples of the input provided by attendees include recommendations on adding the 1991 lightning strike that occurred at a Professional Golf Association event in Chaska, removing a suggested flood mitigation strategy, and including an analysis of the dams/levees in the county. Complete meeting notes, rosters, and notices can be found in appendix B.

A third meeting will be held prior to the approval of this plan to present an overview to county residents and solicit input on the final draft. The complete meeting notes, rosters, and notices for this meeting will be included in the plan prior to final approval by the Carver County Board of Commissioners.