

**TOWN OF SOUTH PRAIRIE  
REGULAR COUNCIL MEETING/PUBLIC HEARING MINUTES  
TUESDAY, JULY 3, 7:00 PM  
South Prairie Town Hall  
121 NW Washington Street**

*The following is a condensation of the proceedings and is not a verbatim transcript.*

**CALL TO ORDER:**

**Mayor Peggy Levesque** called to order and presided over the Regular Council Meeting/Public Hearing of July 3, 2012, at 7:00 PM.

**ROLL CALL:**

**Council Members:** Tony Caldwell, James Frank, Laura Heideman and Stu Terry were present. Phillip Marshall was absent.

**Also in attendance:** Karen Leming and Gerald Boures, citizens; Debbie Bailey, Pierce County Department of Emergency Management (PC-DEM); Mart Kask, Town Planner; Jim Morgan, Town Engineer; Larry Harter, Utility Operator; and Marla Nevill, Clerk/Treasurer.

**FLAG SALUTE:**

**Mayor Peggy Levesque** requested everyone stand for the "Pledge of Allegiance."

**REVIEW AND APPROVAL OF AGENDA FOR JULY 3, 2012:**

- ❖ **Councilor James Frank** moved to approve the Agenda for July 3, 2012. **Councilor Stu Terry** seconded the motion. **Motion carried unanimously.**

**NEW BUSINESS:**

**1) Debbie Bailey, Hazard Mitigation Plan Update:**

**Debbie Bailey** handed out flyers to the Mayor and Town Council regarding the Hazard Mitigation Plan Update. She stated that the current plan would expire on December 31, 2013. She said we are updating seventy-eight (78) plans and we have to start early. She stated in order to apply for grants from the Federal Emergency Management Agency (FEMA) you have to have an FEMA-approved Hazard Mitigation Plan. (See Exhibit "A" attached). Discussion followed.

**APPROVAL OF REGULAR COUNCIL MEETING MINUTES OF JUNE 5, 2012:**

- ❖ **Councilor Tony Caldwell** moved to approve the Regular Council Meeting Minutes of June 5, 2012. **Councilor Laura Heideman** seconded the motion. **Motion carried unanimously.**

**APPROVAL OF RECESSED COUNCIL MEETING MINUTES OF JUNE 19, 2012:**

- ❖ **Councilor James Frank** moved to approve the Recessed Council Meeting Minutes of June 19, 2012. **Councilor Laura Heideman** seconded the motion. **Motion carried unanimously.**

**APPROVAL OF BILLS FOR JUNE 2012, IN THE AMOUNT OF \$134,978.78:**

- ❖ **Councilor Laura Heideman** moved to approve the bills for June 2012, in the amount of \$134,978.78 (one hundred thirty-four thousand nine hundred seventy-eight dollars and seventy-eight cents). **Councilor Stu Terry** seconded the motion. **Councilor James Frank** asked about the bill from Campbell Shaffer. **Jim Morgan** said when Campbell Shaffer was doing the piping contract extra pressure was put on the lines and it blew two service lines. We had them repair the lines since it was an emergency and they were available. Discussion followed regarding the Fire and EMS contract with East Pierce Fire and Rescue, Transportation Improvement Board (TIB)

Project and Zumar. **Larry Harter** told Councilor Stu Terry that Zumar was our vendor for street signs. **Motion carried unanimously.**

**OPEN PUBLIC HEARING – REVIEW DRAFT SHORELINE MASTER PROGRAM UPDATE:**

- ❖ At 7:20 PM, **Councilor Tony Caldwell** moved to open the Public Hearing to review the Draft Shoreline Master Program (SMP) Update. **Councilor Stu Terry** seconded the motion. **Motion carried unanimously.**

**Mayor Peggy Levesque** said it looks like from what Mart prepared for us, we're looking at the schedule for adopting the SMP. We've been working on this thing it seems like forever. She read the memo from Mart Kask (see Exhibit "B" attached). **Marla Nevill** said since Mart Kask is not in attendance, she would take the notes and forwarded to him to prepare the Public Hearing report. **Councilor Tony Caldwell** asked if the Public Hearing was being recorded. **Marla Nevill** said yes, it was being recorded. **Mayor Peggy Levesque** asked if there were any questions or comments about the SMP. **Karen Leming** asked if this was the same information that was discussed several months ago at that meeting. **Mayor Peggy Levesque** said yes, and we were able to make the changes that the community wanted. **Karen Leming** said and you are happy with that. **Mayor Peggy Levesque** said yes. **Karen Leming** said this draft will not negatively impact those residents that live along the creek. **Mayor Peggy Levesque** said we were able to make those changes that the public wanted and we felt were necessary for South Prairie. **Marla Nevill** said the changes being that it was changed to the category of Shoreline Residential. That was one of the changes and the other change was the setback was changed to fifty (50) feet, not two hundred (200) feet that they had. I believe that was the only two changes. **Councilor James Frank** said those were the main issues that were controversial. One was staying with the Shoreline Residential Category, so we didn't have a problem with financing and this type of thing; and the fact that nobody really wanted to go beyond that fifty (50) foot setback, because of the depth of these lots around here. If you had to rebuild, they wouldn't let you rebuild. So, now we are keeping the fifty (50) foot setback and maintaining the Shoreline Residential category. Someone asked if that was measured from the center of the water. **Mayor Peggy Levesque** said she thought it was from the shoreline. **Councilor James Frank** said it's measured from the ordinary high water mark. Discussion followed. Mart Kask called Town Hall and said he was stuck in traffic and would be there as soon as possible. **Mayor Peggy Levesque** requested that the Public Hearing be recessed until Mart Kask arrives.

**RECESS PUBLIC HEARING:**

- ❖ At 7:34 PM, **Councilor Tony Caldwell** moved to recess the Public Hearing until the Mart Kask, Town Planner, arrived. **Councilor Laura Heideman** seconded the motion. **Motion carried unanimously.**

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS CONTINUED:**

- 2) **Resolution No. 319 – Council Approval to Submit Draft Shoreline Master Program (SMP) and Supporting Documents to Washington Department of Ecology (WDOE) and Washington Department of Commerce (WDOC) for Review:**

Resolution No. 319 is tabled until Mart Kask arrives.

- 3) **Appoint New Mayor Pro-Tem for July 10, 2012 – January 10, 2013:**

- ❖ **Councilor James Frank** moved to appoint Laura Heideman as the Mayor Pro-Tem for July 10, 2012 – January 10, 2013. **Councilor Stu Terry** seconded the motion. **Motion carried unanimously.**

### CITIZENS' COMMENTS:

**Gerald Boures** inquired about the potholes that were circled on Second Street. **Jim Morgan** said we are pursuing Transportation Improvement Board (TIB) grant funding for next year. He said the grant would be 100% funded; and the grant funds would be spread among several jurisdictions. **Gerald Boures** said the road moves up and down where the water leak was located and asked if that would be repaired. **Larry Harter** said he could probably do some patching while we are waiting for the grant funding. Discussion followed.

**Gerald Boures** asked the status of the water tank project. **Jim Morgan** said we had one pipe into and out of the water tank, which was not ideal. He said prior to building the new water tanks, the piping had to be replaced. In the process, we had to keep the pressure on the system at all times. There was a huge surge in pressure and broke a couple of waterlines. The piping is fixed. He said the water tank replacement would probably go out to bid in August and construction would probably take place in October. Discussion followed.

**Gerald Boures** asked about the sign for the bridge repair; and someone said Pierce County would be working on the bridge on Johns Road. Discussion followed.

**Karen Leming** said she sent an email about the Wagon Wheel. She said when living next to a bar, there are issues. The bar has noise going until midnight. She said she sent a letter to Town Hall, Liquor Control Board and Pierce County Sheriff's Department. She said she is not putting up with it anymore. They are violating ordinance and the Good Neighbor Agreement. **Mayor Peggy Levesque** said she discussed the issue with the Sheriff's Department and was told we need specific times and more documentation. Discussion followed. **Mayor Peggy Levesque** said we could have some of the issues addressed by our Code Enforcement Officer and request more police presence from the Sheriff's Department. **Karen Leming** said none of these people would tolerate these issues in their own back yard. **Mayor Peggy Levesque** said she would talk with the owner about the Good Neighbor Agreement. **Councilor James Frank** suggested that we look into surveillance equipment for the parking lot. Mayor Peggy Levesque and Councilor Laura Heideman will set up a meeting with the owner to discuss the Good Neighbor Agreement. **Councilor Stu Terry** said from his own personal experience that if one neighbor calls you're considered a "crackpot" but if several neighbors call you're taken more serious. Discussion followed.

**Gerald Boures** said there are more abandoned houses that are bank owned. He wanted to know who was responsible for mowing the lawns and keeping things cleaned up on these properties. **Councilor Stu Terry** said it's creating a nuisance and suggested forming a committee to make sure the lawns are mowed and the properties are kept clean. **Mayor Peggy Levesque** said technically the banks are supposed to maintain these properties. We would have to have a "Release of Liability" in order to maintain these properties. She said we could send out a summary of the nuisance ordinance with the utility bill. Discussion followed.

**Mayor Peggy Levesque** said we have talked for years about hiring a part-time person for the Utility Department. This would reduce Larry's callout time; and someday Larry would like to retire. She said we need a Job Description and hours and need to discuss this issue further. Discussion followed. **Gerald Boures** suggested hiring a part-time person to help in the Utility Department, mow lawns and do odds and ends around town. Discussion followed. **Larry Harter** said it would be nice to have more than two weekends off per year. **Councilor Stu Terry** said he was concerned about hiring someone who was not

qualified to perform the job. **Jim Morgan** said Green River Community College has a two-year program. **Mayor Peggy Levesque** said it seems like everyone is in favor of moving forward with hiring a part-time person for the Utility Department. **Mayor Peggy Levesque** asked that Marla obtain job description from other jurisdictions. Discussion followed.

**PUBLIC HEARING CONTINUED:**

- ❖ At 8:33 PM, **Councilor Stu Terry** moved to continue the Public Hearing to review the Draft Shoreline Master Program (SMP) Update. **Councilor Tony Caldwell** seconded the motion. **Motion carried unanimously.**

**Mart Kask** asked if any public was in attendance for the Public Hearing and if any questions or comments were stated. He was told that Karen Leming and Gerald Boures were in attendance; and Karen Leming asked if the corrections requested by the citizens were made. And, she was told that the corrections were made. He said we will record one question. He said the SMP is as we requested. He said we sent the letter in to Kenny Booth, Watershed Company was requested to make changes and they came back with a document dated May 2012. I reviewed those sections and found that they were as we requested. He said I then talked to Marla to make sure we had all the I's dotted and T's crossed and ready to move this thing to the point where we could send it in for the 60-day review. It goes to the Washington Department of Ecology (WDOE) to Sarah Lukas and at the same time it goes to the Washington Department of Commerce (WDOC). Within the 60-day period; could be two weeks, three weeks... It doesn't mean that we will hear back sixty days after. It's within the 60-day period that we will get a response back from WDOE and WDOC. WDOC's roll is not to second-guess the WDOE about the shoreline issues. Their concern is to make sure that the document conforms to the Growth Management Act or Comprehensive Plan. Usually they do not have any issues, because they do not want to get into a boxing match with the Department of Ecology. If they do have any concerns, what they usually do is they write in a letter "we find this and we find that and the next time you update the Comprehensive Plan, please address these issues we have identified." They do not approve anything, they just comment on it. My thinking is that since Sarah Lukas from the Department of Ecology has been on top of this project very personally and attentively; my feeling is that we will get approval without any kind of a comment. If there were some comments, she would have made them in advance of the Watershed Company's 2012 Report. But, you never know, the Supreme Court has surprises for us and so Ecology may do the same. So, it's not entirely 100% sure that we don't get some kind of request to make some kind of change in the document from Sarah Lukas. So, that is not out of the question. But, my feeling is that is very unlikely to happen, because she has been with this project very attentively and she would not have let us get to this point if she had some serious concerns or issues about the document. So, within about a month maybe sooner, we will get the letter from the Department of Ecology saying that they have reviewed it and they are in concurrence with what has been submitted. And, they ask you to take your final action on it; and the final action will be in the form of an ordinance, because we will be adopting the Shoreline Master Program as an ordinance. And, we will also have some amendments to make to the Growth Management Act Comprehensive Plan, because we have a chapter in the current Comprehensive Plan that deals with the Shoreline Master Program. It mostly deals with the Goals and Policies. We will make sure those Goals and Policies in the Shoreline Master Program are identical to those in the Comprehensive Plan. There are some changes; but they are not substantial. But, nevertheless we will make sure they are identical. The ordinance also has a section in it that amends the Comprehensive Plan. Once the Town Council adopts the Shoreline Master Program, we will send that into Sarah Lukas, WDOE and we will get a letter back from the Director of the Department of Ecology saying that your SMP is now legally in force on such and such a date. They usually give two-week's time, because the law permits someone to appeal. Under State Law there is a fourteen-day appeal period, so the SMP would take effect fourteen days after the date of the letter. Then that would be it and that takes care of it. **Mayor Peggy Levesque** asked if anyone had any questions. **Mart Kask** said Marla I sent you the resolution. **Marla Nevill** said it's on the agenda. **Mart Kask** asked if she made any changes to the resolution. **Marla Nevill** said she just added

the resolution number. **Councilor James Frank** said he definitely thought we were a lot further than we were a couple of years ago. He felt the SMP was very livable for everybody and it addresses everybody's concerns. He said you've done an excellent job on the whole thing and it's a pleasure to work with you. **Mayor Peggy Levesque** asked if the Council was ready to close the Public Hearing.

**CLOSE PUBLIC HEARING:**

- ❖ At 8:43 PM, **Councilor Tony Caldwell** moved to close the Public Hearing. **Councilor James Frank** seconded the motion. **Motion carried unanimously.**

**NEW BUSINESS CONTINUED:**

- 2) **Resolution No. 319 – Council Approval to Submit Draft Shoreline Master Program (SMP) and Supporting Documents to Washington Department of Ecology (WDOE) and Washington Department of Commerce (WDOC) for Review:**
  - ❖ **Councilor Tony Caldwell** moved to approve submitting the draft Shoreline Master Program (SMP) and supporting documents to WDOE and WDOC for review. **Councilor Stu Terry** seconded the motion. **Motion carried unanimously.**

**MAYOR'S REPORT:**

**Mayor Peggy Levesque** said it sounds like Larry, Tony, Judy and I would be gone on vacation at the same time. We are looking for someone to cover; and Larry said his son would cover while he is gone. **Councilor Tony Caldwell** said when he covered for Larry it only took about an hour to test the water. **Larry Harter** said there are twenty some items that need to be done. Discussion followed.

**PUBLIC WORKS' REPORT:**

**Jim Morgan** said we completed the piping project. The contractor was very easy to work with. He said the payout was \$28,125.00 even with the changes. Discussion followed.

**Jim Morgan** said he was working on an RV Park project and would figure out the charges. Discussion followed.

**Jim Morgan** said he would provide one pdf and one hard copy of the General Facilities Charge document. Discussion followed.

**Jim Morgan** asked about the Town's Six-year Transportation Improvement Plan (STIP). He said he would start working on the applications for the Transportation Improvement Board (TIB). Discussion followed.

**Councilor Tony Caldwell** said the TIB grant was issued and the road project is completed. We did not like the striping. He said Mike Horton wanted it noted for the record that he made all of the decisions on this project and the specifications were in accordance with Washington State Department of Transportation (WSDOT). Discussion followed. **Councilor Tony Caldwell** said the road is twenty-four (24') wide. He said the big patch was not as bad as we first thought. The contractor did a nice job. Discussion followed.

**CLERK'S REPORT:**

None

**COUNCIL MEMBERS REPORT:**

**Councilor Stu Terry** said quads and motorcycles are ripping up and down Carriage Road. He requested that the Town post a "No Off-Road Vehicles" sign on Carriage Road. Discussion followed.

**Councilor Tony Caldwell** said the property on SW First Street was cleaned up. **Mart Kask** said he sent out another letter as discussed at the last Council Meeting. Discussion followed.

**Mayor Peggy Levesque** suggested we hold off on the list of items Larry needs completed until we hire a permanent part-time employee. She said these items should be included with the job description. **Councilor Laura Heideman** agreed with Mayor Levesque. **Mayor Peggy Levesque** said due to a conflict of interest for hiring a part-time employee for the Utility Department, she requested to hear thoughts only from Council Members Laura Heideman, James Frank and Stu Terry. Discussion followed. Council stated they would allow Charlie Harter the opportunity to cover for Larry Harter while he is on vacation; but he is to keep his hours under thirty-two (32) hours per week. Discussion followed.

**ADJOURNMENT:**

- ❖ At 9:30 PM, **Councilor Tony Caldwell** moved to adjourn the Regular Council Meeting of July 3, 2012, 7:00 PM, at the South Prairie Town Hall. **Councilor James Frank** seconded the motion. **Motion carried unanimously.**

**Date Approved: August 7, 2012**

# Region 5 Hazard Mitigation Plan Total Plan Update

## Planning Grant History

- In April of 2010, Washington State Emergency Management Department announced availability of Pre-Disaster Mitigation (PDM) funds for Fiscal Year 2011. PDM funding brings forth dollars for jurisdictions to either apply for Hazard Mitigation Project Funding or Hazard Mitigation Planning Funding.
- In May, 2010 Pierce County Department of Emergency Management completed and filed a Letter of Intent (LOI) to apply for a PDM grant for FY 2011. This LOI brought forth a planning grant application from Washington State.
- In October, 2010 Pierce County Department of Emergency Management applied for Planning Funds to update their original Region 5 Hazard Mitigation Plan as well as the 69 Addenda completed in the last five years. These jurisdictions all have existing Hazard Mitigation Plans that will expire in the next few years and they were interested in updating and gaining approvals for new plans. An application was completed for \$534,000 to include \$400,000 Federal dollars and a Local Match of \$134,000 which will be provided through "in-kind" match.
- In spring of 2011, Washington State Emergency Management Division awarded Grants for FY 2011 to include the Pierce County DEM application.
- In December 2011, Grant Number E12-171 was executed by Washington State Emergency Management Division and Pierce County Department of Emergency Management.
- The Region 5 Hazard Mitigation Plan Update project team had their first meetings with their planning groups to kick-off the project in March, 2012. The project is scheduled to be completed by November, 2013.

Mitigation Website is available at: [www.piercecountywa.org/mitigation](http://www.piercecountywa.org/mitigation)

# REGION 5 HAZARD MITIGATION PLANNING SUMMARY

Region 5 Hazard Mitigation Planning Effort Jurisdiction Participants (68)	
<p><b><u>18-Cities and Towns Group</u></b></p> <ol style="list-style-type: none"> <li>1. City of Bonney Lake</li> <li>2. City of Buckley</li> <li>3. City of Dupont</li> <li>4. City of Edgewood</li> <li>5. City of Fife</li> <li>6. City of Fircrest</li> <li>7. City of Gig Harbor</li> <li>8. City of Lakewood</li> <li>9. City of Milton</li> <li>10. City of Orting</li> <li>11. City of Roy</li> <li>12. City of Sumner</li> <li>13. City of Tacoma</li> <li>14. Town of Carbonado</li> <li>15. Town of Eatonville</li> <li>16. Town of South Prairie</li> <li>17. Town of Steilacoom</li> <li>18. Town of Wilkeson</li> </ol> <p><b><u>Un-incorporated Pierce County</u></b></p>	<p style="text-align: center;"><b><u>12-Fire Group</u></b></p> <ol style="list-style-type: none"> <li>1. West Pierce Fire &amp; Rescue (PCFD #3)</li> <li>2. Gig Harbor Fire &amp; Medic One (PCFD #5)</li> <li>3. Central Pierce Fire &amp; Rescue (PCFD #6)</li> <li>4. Pierce County Fire District #13</li> <li>5. Riverside Fire District #14</li> <li>6. Key Peninsula Fire (PCFD #16)</li> <li>7. South Pierce Fire District #17</li> <li>8. Pierce County Fire District #18</li> <li>9. Graham Fire and Rescue (PCFD #21)</li> <li>10. East Pierce Fire District #22</li> <li>11. Pierce County Fire District #23</li> <li>12. Pierce County Fire Protection District #27</li> </ol>
<p style="text-align: center;"><b><u>16-School Group</u></b></p> <ol style="list-style-type: none"> <li>1. Carbonado School District</li> <li>2. Clover Park School District</li> <li>3. Dieringer School District</li> <li>4. Eatonville School District</li> <li>5. Fife School District</li> <li>6. Franklin Pierce School District</li> <li>7. Orting School District</li> <li>8. Pacific Lutheran University</li> <li>9. Peninsula School District</li> <li>10. Puyallup School District</li> <li>11. Steilacoom School District No. 1</li> <li>12. Sumner School District</li> <li>13. Tacoma School District</li> <li>14. University Place School District</li> <li>15. University of Puget Sound</li> <li>16. White River School District</li> </ol>	<p style="text-align: center;"><b><u>11-Utility Group</u></b></p> <ol style="list-style-type: none"> <li>1. Clear Lake Water District</li> <li>2. Firgrove Mutual Water Company</li> <li>3. Fruitland Mutual Water Company</li> <li>4. Graham Hill Mutual Water Company</li> <li>5. Lakeview Light and Power</li> <li>6. Lakewood Water District</li> <li>7. Mt. View-Edgewood Water Company</li> <li>8. Ohop Mutual Light Company</li> <li>9. Spanaway Water Company</li> <li>10. Summit Water and Supply Company</li> <li>11. Valley Water District</li> </ol>
<p style="text-align: center;"><b><u>10-Special Purpose Districts</u></b></p> <ol style="list-style-type: none"> <li>1. American Red Cross-Mt Rainier Chapter</li> <li>2. Crystal River Ranch Association</li> <li>3. Crystal Village Homeowners Association</li> <li>4. Herron Island (HMC Management)</li> <li>5. Metropolitan Park District of Tacoma</li> <li>6. Pierce Transit</li> <li>7. Port of Tacoma</li> <li>8. Raft Island Homeowners Association</li> <li>9. Riviera Community Club</li> <li>10. Taylor Bay Beach Club Inc.</li> </ol>	

EXHIBIT "A"

Local Mitigation Plan is the hazard mitigation plan required of a local or Indian tribal government acting as a **subgrantee as a condition of receiving a project subgrant under the HMGP** as outlined in 44 CFR 201.6.

Subgrantee means the government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided. **Subgrantees can be a State agency, local government, private non-profit organizations, or Indian tribal government** as outlined in Sec. 206.433. Indian tribal governments acting as a subgrantee are accountable to the State grantee.

Plan requirement. (1) For all disasters declared on or after November 1, 2004\*, local and tribal government applicants for subgrants, must have an approved local mitigation plan in accordance with 44 CFR 201.6 prior to receipt of HMGP subgrant funding. Until November 1, 2004\*, local mitigation plans may be developed concurrent with the implementation of subgrants

#### Sec. 201.6 Local Mitigation Plans

The local mitigation plan is the representation of the jurisdiction's commitment to reduce risks from natural hazards, serving as a guide for decision makers as they commit resources to reducing the effects of natural hazards. Local plans will also serve as the basis for the State to provide technical assistance and to prioritize project funding.

#### (a) Plan requirement.

- (1) For disasters declared after November 1, 2004, a local government **must** have a mitigation plan approved pursuant to this section in order to receive HMGP project grants. Until November 1, 2004, local mitigation plans may be developed concurrent with the implementation of the project grant.
- (2) Regional Directors may grant an exception to the plan requirement in extraordinary

circumstances, such as in a small and impoverished community, when justification is provided. In these cases, a plan will be completed within 12 months of the award of the project grant. If a plan is not provided within this timeframe, the project grant will be terminated, and any costs incurred after notice of grant's termination will not be reimbursed by FEMA.

(3) Multi-jurisdictional plans (e.g. watershed plans) may be accepted, as appropriate, as long as each jurisdiction participates in the process, answers all the questions and has officially adopted the plan. State-wide plans will not be accepted as multi-jurisdictional plans.

(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.

(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 in the process, and how the public was involved.

(2) A risk assessment that provides the factual basis for activities proposed in the strategy to reduce losses from identified hazards. Local risk assessments **must** provide sufficient information to enable the jurisdiction to identify and prioritize appropriate mitigation actions to reduce losses from identified hazards. The risk assessment **shall** include:

(i) A description of the type, location, and extent of all natural hazards that can affect the jurisdiction. The plan **shall** include information on previous occurrences of hazard events and on the probability of future hazard events.

(ii) A description of the jurisdiction's vulnerability to the hazards described in paragraph (c)(2)(i) of this section. This description **shall** include an overall summary of each hazard and its impact on the community. The plan **should** describe vulnerability in terms of:

- (A) The types and numbers of existing and future buildings, infrastructure, and critical facilities located in the identified hazard areas;
  - (B) An estimate of the potential dollar losses to vulnerable structures identified in paragraph (c)(2)(i)(A) of this section and a description of the methodology used to prepare the estimate;
  - (C) Providing a general description of land uses and development trends within the community so that mitigation options can be considered in future land use decisions.
- (iii) For multi-jurisdictional plans, the risk assessment section **must** assess each jurisdiction's risks where they vary from the risks facing the entire planning area.

- (3) A mitigation strategy that provides the jurisdiction's blueprint for reducing the potential losses identified in the risk assessment, based on existing authorities, policies, programs and resources, and its ability to expand on and improve these existing tools. This section **shall** include:
- (i) A description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.
  - (ii) A section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure.
  - (iii) An action plan describing how the actions identified in paragraph (c)(2)(ii) of this section will be prioritized, implemented, and administered by the local jurisdiction. Prioritization shall include a special emphasis on the extent to which benefits are maximized according to a cost benefit review of the proposed projects and their associated costs.
  - (iv) For multi-jurisdictional plans, there must be identifiable action items specific to the jurisdiction requesting FEMA approval or credit of the plan.
- (4) A plan maintenance process that includes:
- (i) A section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.
  - (ii) A process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate.

- (iii) Discussion on how the community will continue public participation in the plan maintenance process.
- (5) Documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval of the plan (e.g., City Council, County Commissioner, Tribal Council). For multi-jurisdictional plans, each jurisdiction requesting approval of the plan must document that it has been formally adopted.

**(d) Plan review.**

- (1) Plans must be submitted to the State Hazard Mitigation Officer for initial review and coordination. The State will then send the plan to the appropriate FEMA Regional Office for formal review and approval.
- (2) The Regional review will be completed within 45 days after receipt from the State, whenever possible.
- (3) Plans must be reviewed, revised if appropriate, and resubmitted for approval within five years in order to continue to be eligible for HMGP project grant funding.

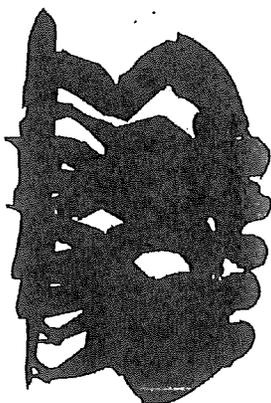
**Successful HMGP applicants, as well as communities desiring to apply for mitigation grant funds in the future, will be required to develop an All Hazard Mitigation Plan utilizing these criteria.**

**For additional information please contact the HMGP Section at (253) 512-7073**

\*Jurisdictions with HMGP project or planning funds will have specific due dates for submittal of their plans. To receive Pre-Disaster Mitigation project grants, their mitigation plan must be submitted and approved prior to November 1, 2003.



State of Washington  
**Emergency Management  
 Division**



**Local Mitigation  
 Planning  
 Requirements  
 Of the Disaster  
 Mitigation Act of  
 2000**

EXHIBIT "A"

§201.6 of the Interim Final Regulations

November 2002

**Schedule for Adopting SMP**  
**Town of South Prairie**  
Updated 1 July 2012

- June 2011    The Town received from The Watershed Company a Draft Shoreline Master Program, dated June 2011
- 3 April 2012    The Town Council conducted a workshop in an open public meeting to review the Draft Shoreline Master Program, dated June 2011 and requested that The Watershed Company make certain amendments to the Draft
- 17 April        The Town received from The Watershed Company a report entitled Shoreline Master Program, dated May 2012, containing the amendments requested by the Town Council at their workshop on 3 April
- 5 June         The Town Council sets a public hearing date for 3 July 2012 on the review and adoption of the Shoreline Master Program, dated May 2012
- 11 June        A public hearing notice for 3 July on SMP and SEPA/DNS notice was sent to the Department of Ecology and the Department of Commerce
- 12 June        A public hearing notice on 3 July on the SMP and SEPA DNS were sent to the following:
- Adjacent cities and towns
  - Pierce County
  - Nearby Indian Tribes
  - Various State agencies
- 18 June        The Town's responsible environmental official issues a SEPA Determination of Nonsignificance on the Shoreline Master Program dated May 2012
- 18 June        A public hearing notice on SMP and the SEPA Determination of Nonsignificance is posted in various public places in the Town
- 20 June        A public notice is printed in the Enumclaw Currier Herald newspaper as a legal notice on the public hearing on 3 July 2012, the intent of the Town Council to adopt the SMP, the invitation to attend the public hearing, the invitation to offer comments on the SMP and the SEPA DNS

- 18 June to 1 July      The Town Planner review written comments received on the SEPA/DNS and the SMP and prepare written responses
- 3 July                  The Town Council conducts a public hearing, including the following:
- Hears a short presentation of the SMP
  - Hears a short presentation of the SEPA and DNS
  - Reviews written comments received and the Town Planner responses
  - Hears public comment and Town Planner responses to comments
  - Adopts SMP by resolution and instructs the Town staff to send it to the Department of Ecology for their review and approval and the Department of Commerce for their review
- 5 July                  The Town Planner prepares a record of the public hearing on public comments and responses
- 9 July                  The Town staff submit the adopted SMP, the SEPA/DNS, and the public hearing record, and SMP checklist to Department of Ecology for their review and adoption and the Department of Commerce for their review
- August 2012      DOE approves the SMP with an effective date
- September 2012      The Town Council adopts the DOE approved SMP by ordinance in a regular open public meeting