



7 Plan Implementation and Maintenance

44 U.S. CFR Requirement §201.6 Local Mitigation Plans (c)(4): The plan maintenance process shall include a section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.

Implementation and maintenance of the plan is critical to the overall success of hazard mitigation planning. This is Planning Step 10 of the 10-step planning process. This chapter provides an overview of the overall strategy for plan implementation and maintenance, and outlines the method and schedule for monitoring, updating, and evaluating the plan. The chapter also discusses incorporating the plan into existing planning mechanisms and how to address continued public involvement.

7.1 Implementation

Once adopted, the plan faces the test of its worth: implementation. While this plan contains many worthwhile actions, the City of Petaluma will need to decide which action(s) to undertake first. Two factors will help with making that decision: the priority assigned to each action and funding availability. Low or no-cost actions more readily demonstrate progress toward successful plan implementation. Mitigation is most successful when it is incorporated into the day-to-day functions and priorities of government and development.

Implementation will be accomplished by adhering to the schedules identified for each action (see Chapter 5 Mitigation Actions) and through constant and energetic efforts to update and highlight the multi-objective, win-win benefits of each project to the City of Petaluma community and its stakeholders. These efforts include the routine actions of monitoring agendas, attending meetings, and promoting a safe, sustainable, and resilient community. The four main components of implementation are:

- **Implement** the actions recommended by this plan;
- **Utilize** and enforce existing rules, regulations, policies and procedures;
- **Communicate** the hazard information collected and analyzed through this planning process so that the community better understands what and where hazards can occur, and what they can do themselves to be better prepared; and
- **Publicize** the “success stories” that are achieved through the Hazard Mitigation Planning Committee’s (HMPC) ongoing efforts.

An important implementation mechanism that is highly effective and low-cost is incorporation of the hazard mitigation plan recommendations and their underlying principles into other plans, such as the City of Petaluma General Plan 2025 and the Floodplain Management Plan (FMP). The City of Petaluma already implements policies and programs to reduce losses to life and property from hazards. This plan builds upon the momentum developed through previous and related planning efforts and mitigation programs, such as the FMP, and recommends implementing actions, where possible, through these other program mechanisms.

Simultaneously with these efforts, it is important to constantly monitor funding opportunities that can be leveraged to implement the more expensive recommended actions (for example, structural flood control projects). This will include creating and maintaining a bank of ideas on how to meet local match or





participation requirements. When funding does become available, the City of Petaluma will be in a position to capitalize on the opportunity. Funding opportunities to be monitored include special pre- and post-disaster funds, special district budgeted funds, state and federal earmarked funds, and other grant programs, including those that can serve or support multi-objective applications.

7.1.1 Role of Hazard Mitigation Planning Committee in Implementation and Maintenance

With adoption of this plan, the City of Petaluma will be tasked with plan implementation and maintenance. The City of Petaluma agrees to:

- Provide a forum for hazard mitigation issues;
- Disseminate hazard mitigation ideas and activities to all participants;
- Pursue the implementation of high-priority, low/no-cost recommended actions;
- Keep the concept of mitigation in the forefront of community decision making by identifying plan recommendations when other community goals, plans, and activities overlap, influence, or directly affect increased community vulnerability to disasters;
- Monitor multi-objective cost-share opportunities to help the community implement the plan's recommended actions for which no current funding exists;
- Assist in implementation and update of this plan;
- Report on plan progress and recommended changes to Petaluma City Council; and
- Inform and solicit input from the public.

The primary duty of the City of Petaluma is to see the plan successfully carried out and to report to the City Council and the public on the status of plan implementation and mitigation opportunities. Other duties include reviewing and promoting mitigation proposals, considering stakeholder concerns about hazard mitigation, passing concerns on to appropriate entities, and posting relevant information on the City of Petaluma LHMP webpage (and others as appropriate). These activities can be achieved through reconvening the HMPC on an annual basis.

7.2 Maintenance

Plan maintenance is defined as the ongoing effort to monitor and evaluate plan implementation, and to update the plan as progress, roadblocks, or changing circumstances are recognized.

The Petaluma City Council, will designate a Lead Hazard Mitigation Manager who will coordinate plan reviews in consultation with the City's Public Works and Utilities Department and other participating jurisdictions and stakeholders.

7.2.1 Maintenance Schedule

In order to monitor progress and update the mitigation strategies identified in the action plan, the Lead Hazard Mitigation Manager and the HMPC will revisit this plan annually and within 45 days after a hazard event. The annual review will be conducted by the HMPC each year. The HMPC will review progress on the LHMP and complete an annual update to the Petaluma City Council.

This plan will be also updated, approved and adopted within a five-year cycle as per Requirement §201.6(c)(4)(i) of the Disaster Mitigation Act of 2000 unless disaster or other circumstances (e.g., changing regulations) require a change to this schedule. With the initial approval of this plan occurring in late 2020, the plan will need to be updated, reviewed and approved by Cal OES and by FEMA Region IX, and re-





adopted by the City of Petaluma by no later than December of 2024 (or within 5 years of the initial approval, which ever date occurs first).

The City will monitor planning grant opportunities from Cal OES and FEMA for funds to assist with the update.

7.2.2 Maintenance Evaluation Process

The HMPC will continually monitor the incorporation process, evaluation and update methodology, continued public participation, and completion of the actions/projects to assure that the plan is being implemented. By monitoring these processes, the HMPC will be able to regularly evaluate the effectiveness of the plan and facilitate necessary changes as needed.

Evaluation of progress can be achieved by monitoring changes in vulnerabilities identified in the plan. Changes in vulnerability may include:

- Decreased vulnerability as a result of implementing recommended actions,
- Increased vulnerability as a result of failed or ineffective mitigation actions,
- Increased vulnerability as a result of new development (and/or annexation) and/or,
- Increased vulnerability as a result of new hazards or circumstances.

The HMPC will use the following process to evaluate progress of any changes in vulnerability as a result of plan implementation.

- A representative from the department identified in each mitigation action will be responsible for tracking project status and reporting to the HMPC on an annual basis to provide feedback on whether the mitigation action as implemented meets the defined objectives and is likely to be successful in reducing vulnerabilities.
 - If the project does not meet identified objectives, or if the mitigation action is new, the HMPC will determine what alternate mitigation actions (or projects) may be implemented, and an assigned individual will be responsible for facilitating and overseeing the scope of action definition. The assigned individual will make any required modification recommendations of the plan to the HMPC, implement the action, monitor the results of the action, and report the findings to the HMPC.
- Projects that were not ranked high priority but were identified as potential mitigation strategies will be reviewed for feasibility and continued appropriateness during the annual monitoring period and the 5-year updating of this plan.
- Changes will be made to the plan to accommodate for mitigation action projects that have failed or are not considered feasible after a review for their consistency with established criteria, the time frame, priorities, and/or funding resources.

Updating of the plan will be by written changes and submissions, as the City of Petaluma deems appropriate and necessary, and as approved by the Petaluma City Council. Updates to this plan will:

- Consider changes in vulnerability due to action implementation;
- Document success stories where mitigation efforts have proven effective;
- Document areas where mitigation actions were not effective;





- Document any new hazards that may arise or were previously overlooked;
- Document hazard events and impacts that occurred within the five-year period;
- Incorporate new data or studies on hazards and risks;
- Incorporate new capabilities or changes in capabilities;
- Incorporate documentation of continued public involvement;
- Incorporate documentation to update the planning process that may include new or additional stakeholder involvement;
- Incorporate growth and development-related changes to building inventories;
- Incorporate new project recommendations or changes in project prioritization;
- Include a public involvement process to receive public comment on the updated plan prior to submitting the updated plan to Cal OES and FEMA Region IX; and
- Include adoption by Petaluma City Council following Cal OES/FEMA approval.

Annual Review

As part of an annual review process, the City's HMPC will provide opportunities for public input on the LHMP. The City and HMPC will schedule formal LHMP updates at regularly scheduled public meetings to ensure routine maintenance and plan evaluation. The LHMP is designed to be a living document that can be annually updated. Review will involve the following planning processes to encourage public participation, evaluate the effectiveness of the plan, and track mitigation action progress:

- Circulate a press release announcement on the annual review meeting. The press release will advertise the date, time, and location of the public meeting and provide contact information of the Lead Hazard Mitigation Manager.
- Electronic mailings regarding the annual review meeting will be emailed to federal, state, and local agencies, the HMPC, and other representatives.
- Prior to the annual review meeting, the HMPC and City departments will provide an update on their mitigation actions.
- The Lead Hazard Mitigation Manager will announce the meeting using other forms of traditional and digital media platforms, such as newspaper notices, radio announcements, and social media posts.
- A summary of the annual review meeting will be posted on the City's LHMP Webpage and include an annual report on the status of the implementation of the mitigation actions.

The review process should also include information on changing conditions in the City. Specifically, the update should note growth and development changes, the number of retrofitted buildings, or improved buildings with new base elevation certificates, natural hazard events and damage information, and major capital improvement projects to utility infrastructure (e.g. water, sewer, storm water conveyance, roads, levees, gas and electric lines, etc.). The review process should also address changing legislation and new federal and state policies, so these policy updates can be incorporated into the LHMP.

7.2.3 Incorporation into Existing Planning Mechanisms

Planning mechanisms are governance tools used to manage local land use development and community decision-making, such as general plans, floodplain management plans, building codes, emergency operation plans, capital improvement plans, or other long-range plans. Another important implementation mechanism that is highly effective and low-cost is incorporation of the LHMP





recommendations and their underlying principles into existing City plans and mechanisms. Federal regulations require that LHMPs describe a process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms, such as a general plan or capital improvement plan. An example of incorporating mitigation actions into other planning mechanisms would be to identify the goals and strategies of the LHMP and document how they have been used to further mitigation efforts in other planning documents.

As previously stated in Section 7.1 of this plan, mitigation is most successful when it is incorporated into the day-to-day functions and priorities of government and development. As described in this plan's capability assessment, the City of Petaluma already implements policies and programs to reduce losses to life and property from hazards. This plan therefore builds upon previous related planning efforts and mitigation programs and recommends implementing actions, where possible, through these other program mechanisms.

These existing mechanisms include (but are not limited to) the following:

- City General Plan 2025 (Health and Safety Element)
- 2015-2023 Housing Element (2017) (part of General Plan 2025)
- 2015 Floodplain Management Plan
- 2007 Emergency Operations Plan
- Infrastructure Master Plans
- 2008 Sewer System Management Plan (General Waste Discharge Requirement Order No. 2006-003)
- 2008 Bicycle and Pedestrian Plan
- 1996 River Access and Enhancement Plan
- 2003 Central Petaluma Specific Plan
- 2013 Petaluma SMART Rail Station Areas: TOD Master Plan
- City of Petaluma Municipal Code
- Implementing Zoning Ordinance (IZO)
- Smart Code (Ordinance No. 2470 N.C.S)
- Central Petaluma Specific Plan
- National Flood Insurance Program participation
- Community Rating System participation
- Petaluma Valley Groundwater Sustainability Agency
 - Draft Groundwater Sustainability Plan
- Weed Abatement Program
- Hazardous Materials Business Plan
- Stormwater Master Plan
- 2015 Urban Water Management Plan
- Water Conservation Regional Partnerships
 - Sonoma-Marin Saving Water Partnership
 - Sonoma County Water Agency
 - State Water Resources Board
- Drought Management and Response Plans
- Sustainability Plans and Climate Action Plans
- Capital Improvement Plans and Budgets
- Other plans and policies outlined in the capability assessment





- Other plans, regulations, and practices with a mitigation focus

HMPC members involved in the updates to the planning mechanisms listed above will be responsible for integrating the findings and recommendations of this LHMP with these other plans, programs, and mechanisms as appropriate. As an action step to ensure integration with other planning mechanisms, the Lead Hazard Mitigation Manager will discuss this topic at the annual meeting (refer to Section 7.2.1, Maintenance Schedule) with the HMPC. The HMPC will discuss if there are opportunities to incorporate the plan into other planning mechanisms and who will be responsible for leveraging those opportunities. HMPC members representing local jurisdictions will work with their jurisdictional planning teams to integrate their identified mitigation actions into their own local plans, programs, and mechanisms. Efforts to integrate the hazard mitigation plan into local plans, programs, and policies will be reported during the annual HMPC plan review meeting. Successful integration efforts will be recorded during the meeting.

Specific examples of incorporation of the LHMP into existing planning mechanisms include:

- City adoption (by reference or incorporation) of this LHMP into the Safety Element of the City General Plan per the State of California Assembly Bill 2140.
- Integration of wildfire actions identified in this mitigation strategy with the actions and implementation priorities established in the Fire Safe Sonoma plan, the countywide Community Wildfire Protection Plan (CWPP). Key people responsible for development of Fire Safe Sonoma CWPP should participate in the future HMPC, as they can identify key projects in the CWPP and integrate them into the mitigation strategy of the City of Petaluma. Likewise, actual implementation of these wildfire projects will likely occur through the Cal Fire Units and Battalions, Sonoma County Fire and Emergency Services, Sonoma County Fire Chief's Association, and the California Fire Safe Council. The implementation process will be successful through the coordination and effort of individuals from these various organizations.
- Using the risk assessment information in this plan to update the hazard analysis in the current 2007 Emergency Operations Plan.
- Integration of this LHMP into City Infrastructure Master Plans and the Capital Improvement Program. Information on 100-year flood hazards, stormwater flood hazards, and localized flooding can be integrated into the various City facility and infrastructure master plans.

Efforts should continuously be made to monitor the progress of mitigation actions implemented through these other planning mechanisms and, where appropriate, the priority actions should be incorporated into updates of this hazard mitigation plan.

7.2.4 Continued Public Involvement

Continued public involvement is imperative to the overall success of the plan's implementation and goal(s). Efforts will be made to involve the public in the plan maintenance, evaluation, and review process. This includes maintaining a digital version of the plan on the City of Petaluma LHMP webpage for public review. In addition, information on whom to contact within the City will be posted with the plan. The designated Lead Hazard Mitigation Manager at the City of Petaluma will maintain a file of comments received for reference during the next five-year update.

Annual LHMP Review

Any revisions to the plan that may occur as a result of a disaster will also be made public and posted on the City's LHMP Webpage, social media sites, and local media platforms. The City's Lead Hazard





Mitigation Manager will place an advertisement in the local newspaper, and also circulate electronic press releases that specify the date and time for review and public input. The City will also invite federal, state, and local agencies to participate, with the HMPC.

Five-Year LHMP Update

The five-year update process provides an opportunity to solicit participation from new and existing stakeholders, to publicize success stories from plan implementation, and seek additional public comment. A public hearing(s) or survey to receive public comment on the plan will be held during the plan update period. When the HMPC reconvenes for the update, the planning process will involve all stakeholders participating in the planning process, including those who joined the HMPC after the initial effort, to update and revise the plan. Public participation will be encouraged and invited through, LHMP Webpage postings and press releases, in addition to email and social media announcements.

Continued public outreach and education is a mitigation strategy in Chapter 5 of this plan, emphasizing a multi-hazard public education and awareness program to be conducted on an annual basis. Activities related to public involvement during the 2019-2020 update are documented in Chapter 3 and Appendix A and C.





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