

2.1 Plan Requirements

The Mitigation Plan update must include a “description of the process used to develop the mitigation plan—a systematic account about how the mitigation plan evolved from the formation of a planning team, to how the public participated, to how each section of the plan was developed, to what plans or studies were incorporated into the plan, to how it will be implemented.”¹

Requirement	Description
44CFR 201.6 (b)	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:
44CFR 201.6(b)(1)	(1) An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval;
44CFR 201.6(b)(2)	(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
44CFR 201.6(b)(3)	(3) Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.
44CFR 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.

2.2 Planning Process Overview

Dane County’s Department of Emergency Management coordinated this plan update effort. Department staff organized two groups: a County-level planning team and a local jurisdiction planning team. Subject matter expert advice and guidance was also sought from a range of organizations, researchers, and county agencies. Funding was secured through a Hazard Mitigation Grant Program (HMGP) planning grant from FEMA to enable a project assistant to be hired to facilitate the process and develop the plan. The project assistant was hired in partnership with the University of Wisconsin, Department of Urban and Regional Planning. The role of the project assistant was to guide the update process, facilitate the process, research and analyze hazards and risks, and coordinate planning with participating local jurisdictions. Dane County Emergency Management project staff also participated in regular meetings of the County’s Climate Change Staff Team to help assure consistency between the hazard mitigation planning and climate change adaptation efforts. Dane County Planning and Development staff also participated in the Climate Change Staff Team and the hazard mitigation planning process, thereby assuring coordination between these efforts and the policies and objectives described in the County’s Comprehensive Plan.

¹ FEMA, *Local Mitigation Plan Review Guide*, October 1, 2011

2.3 Hazard Mitigation Planning Team

The County's Hazard Mitigation Planning Team acted as expert advisors and decision makers. This team is informally referred to as the planning committee or the planning team in this document. The planning team was made up of representation from a wide range of County departments:

- Administration
- Dane County/UW Extension
- Emergency Management
- Land and Water Resources
- Land Information Office
- Planning and Development
- Public Health, Madison and Dane County
- Public Works, Highway, and Transportation
- Henry Vilas Zoo
- Capital Area Regional Planning Commission
- University of Wisconsin, Wisconsin Initiative on Climate Change Impacts (WICCI)

This core group designed the planning process, identified the scope of plan, reviewed the risk assessment, helped form and refine mitigation strategies, and assisted with the prioritization of objectives. Additional input was also routinely sought from other County departments through individual meetings. A list of planning team members is included in Appendix A.

2.4 Local Jurisdiction Participation

To gain the involvement of local units of government, letters inviting participation in the plan were sent to the government leaders of all cities, villages, and towns in the County. Letters encouraged their participation and explained the planning process, the benefits of completing the planning process, and their local requirements if they chose to become involved. Numerous follow-up efforts were made by County staff to encourage participation. While all 61 local units of government were invited to participate, not all of them decided to do so.

The decision whether or not to participate in this process was a local decision, based on local community needs. Communities have the options to not prepare a plan, to prepare a stand-alone plan for their jurisdiction, or to participate in a multi-jurisdiction or county-wide plan. Thirty-seven local governments have opted to participate in this effort.

Expectations and requirements of local governments participating in the process include collaborating with the County planning team and County staff to:

- Dedicate adequate staff time to complete the process in a timely manner.
- Participate in countywide planning meetings.
- Establish a local steering committee.
- Complete a hazard profile and vulnerability assessment based on local conditions.
- Develop local problem statements.
- Develop a local mitigation strategy.
- Identify and prioritize specific goals, objectives, and action steps.
- Participate in public outreach activities and participate in at least one public meeting.
- Review and approve draft plan documents.
- Adopt the plan, when complete, through formal resolution.

Figure 2.4.1 Participating Local Jurisdictions

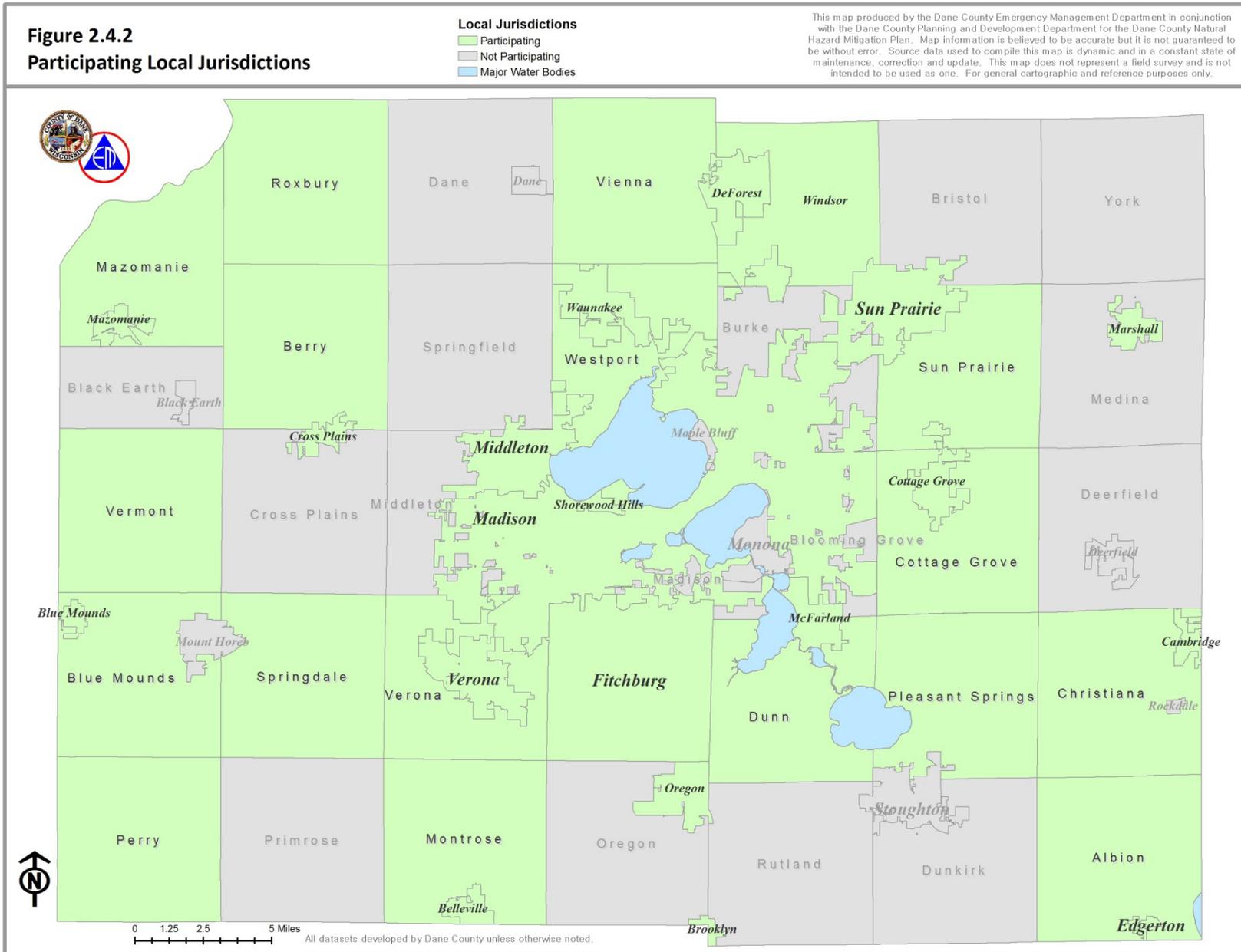
Cities	Villages	Townships
Edgerton	Belleville	Albion
Fitchburg	Blue Mounds	Berry
Madison	Brooklyn	Blue Mounds
Middleton	Cambridge	Christiana
Sun Prairie	Cottage Grove	Cottage Grove
Verona	Cross Plains	Dunn
	Deforest	Mazomanie
	Marshall	Montrose
	Mazomanie	Perry
	McFarland	Pleasant Springs
	Oregon	Roxbury
	Shorewood Hills	Springdale
	Waunakee	Sun Prairie
	Windsor	Vermont
		Verona
		Vienna
		Westport

Each of these participating jurisdictions has a specific attachment to this plan. The local attachments describe particular risks and vulnerabilities and identify action items to be taken by the jurisdiction to reduce those risks. A list of specific local government participants and representatives is included in Appendix A.

Counties neighboring Dane County were also invited to review and comment on the draft plan, prior to final adoption.

2.4.1 Countywide Local Jurisdiction Planning Team

Participating local governments appointed at least one person to represent their jurisdiction on a countywide planning team. This team was charged with reviewing the plan process, providing ideas for County strategies, reviewing County strategies, acting as a liaison between Dane County and the local unit of government they represent, and working with their local unit of government to develop local mitigation strategies. Three countywide meetings were held between June, 2015 and November, 2015. A fourth meeting was held in February 2017 to the review and comment on the draft of this plan. During the planning process, County staff also communicated with members of this team through a variety of other means including face-to-face meetings, telephone calls, email correspondence, and sharing of materials on a project website.



2.5 Planning Process

The planning process for Dane County's plan update followed the DMA planning requirements and FEMA's associated guidance. The process is outlined below:

- A. Initiate Planning Process
 1. Establish a planning team and establish work plan and planning process
 2. Identify governments interested in participating in the plan
 3. Establish a local jurisdiction planning team
 4. Meet with to review plan framework

- B. Risk Identification and Assessment
 1. Engage in public involvement process
 2. Identify what hazards need to be considered
 3. Profile past hazard events
 4. Profile hazards
 5. Assess vulnerabilities and risks

- C. Mitigation Strategy
 1. Present analyses to local jurisdiction planning team and planning team and brainstorm solutions
 2. Develop County strategies within the planning team
 3. Assist in the development and incorporate local government strategies
 4. Engage in public involvement process
 5. Edit strategies; compile resources needed to implement objectives
 6. Write draft plan

- D. Review of the Plan
 1. Release plan to public and stakeholders, seek comments
 2. Edit Plan, draft final document
 3. Release plan to Wisconsin Emergency Management and FEMA for review

- E. Plan Adoption and Maintenance
 1. Submit the plan to the County Board for adoption
 2. Submit specific appendices for adoption by participating governments
 3. Implement the plan
 4. Review and revise annually

This plan process makes an asserted and successful effort to incorporate many different voices into the plan process. Its strength not only lies in the diversity of perspectives it blends, but also in the power given to these voices. Local units of government were given complete control over their draft objectives.

2.6 Public Involvement

This plan assumes community input is essential in crafting a realistic and effective strategy. Stakeholders need to be empowered in the process at several levels to mitigate flooding problems. A public outreach steering subcommittee was formed to discuss outreach strategies utilized during the planning process.

Section 2: Planning Process

This was comprised of members of Dane County Emergency Management, Dane County Administration, Dane County/UW Extension, and University of Wisconsin, Wisconsin Initiative on Climate Change Impacts (WICCI).

A public participation strategy was developed and public input was gathered early in the planning process, and repeatedly throughout the process. The public involvement materials prepared are attached as Appendix B. The public participation strategy relies upon several input tools for different circumstances to gather public input. Individual surveys, personal discussions, regional town hall meetings, and local board meetings were used, each with a purpose, be it to gather data, hear opinions, help determine recommendations, or guide the plan process.

2.6.1 Public Meetings

Public meetings were held at two steps in the planning process, initially in the risk identification and assessment stage and then again to review the draft Mitigation Strategies.

- Four regional meetings were held in January, 2016 in the following locations across the County: the City of Madison, the Village of Cambridge, and Town of Westport, and the Town of Montrose. These sites were chosen based upon local government officials' interest in being a part of the planning process, geographical distribution of sites around the County, and the County's desire to sample opinions from citizens in different area. The goal of these meetings was to update citizens on the progress of the mitigation plan and to give them the opportunity to review and comment on the initial findings of the planning process. The meetings also provided people an opportunity to express their concerns, and have a voice in setting priorities and developing countywide and local hazard mitigation strategies. Meeting materials are attached in Appendix B.
- A public meeting was held in the Village of Blue Mounds on April 20, 2016. The meeting primarily consisted of questions and discussion regarding hazard mitigation grant funding and how it related to the Village. Further discussion revolved around tornado shelters and the process other Dane County communities have followed to put in place a tornado shelter through hazard mitigation grant funding.
- A second round of four regional meetings as held in April, 2017 in the following communities: the City of Madison, the City of Verona, the Village of Cross Plains, and the City of Sun Prairie. Again, these sites were chosen in an attempt to provide an even distribution of locations around the county. The goal of the second round of public meeting was to update citizens on the progress of the plan and provide an opportunity for people to comment on the proposed mitigation strategies and actions in the plan. Meeting materials are attached in Appendix B.
- Three public meetings occurred in the final adoption stage. The Public Protection and Judiciary Committee met twice to consider the plan update, on July 25, 2107 and August 22, 2017. The County Board considered the plan for adoption on September 28, 2017. Meeting materials are attached in Appendix B.

In addition to these public meetings the participating jurisdictions assisted with public outreach by either advertising County-sponsored meetings with flyers, press releases, or websites, discussing the

plan at regularly scheduled planning commission meetings that were open to the public, or hosting a County-sponsored meeting.

2.6.2 Yahara Watershed Ecosystem Survey

Dane County, through the mitigation planning team, partnered with the Water Sustainability and Climate Project at the University of Wisconsin-Madison on a survey of Yahara River Watershed residents. The primary purpose of the survey was to collect information on how Yahara watershed residents value ecosystem systems and what types of policies they favor to protect those services. The issues raised in the survey directly relate to the underpinnings of the County's hazard mitigation planning effort, especially in light of changing climate conditions:

- In light of a changing climate, how do the different ways people use and manage land and water affect the resilience and sensitivity of ecosystem services, or the benefits people derive from nature?
- How could regional governance adapt to better meet people's diverse land and water needs?
- How could changes in water and climate affect human well-being over time? Where are the vulnerabilities and the opportunities?

A total of 2,200 addresses were randomly selected to receive the survey. Of the 2,200 sampled households, a total of 1,136 returned the survey, for a response rate of 52%. Information on the Watershed Sustainability and Climate Project and results from the survey were used by the planning team to inform the draft mitigation strategies and actions prepared for the plan. Survey materials and selected results are included in Appendix B.

2.6.3 Climate Change Action Council Public Meetings

Prior to the launch of this plan update, Dane County Climate Change Action Council held three public forums in June and July of 2013. Meetings were held in the City of Verona, the City of Monona, and the City of Middleton. These meetings were designed to elicit input from the public and local municipalities on vulnerabilities, adaptation strategies, and opportunities for collaboration between agencies and County and local government. Many of the concerns expressed during these sessions related directly to natural hazards and strategies to reduce the vulnerabilities associated with changing conditions and increasing risk. Information gathered during these public meetings and the Climate Change Action Council's planning process directly inform some of the strategies identified in this plan.

2.7 Coordination with Other Community Planning Efforts

Coordination with other community planning efforts is also paramount to the success of this plan. Hazard mitigation planning involves identifying existing policies, tools, and actions that will reduce a community's risk and vulnerability from natural hazards. Dane County uses a variety of mechanisms, such as comprehensive plans and ordinances, to guide growth and development. Integrating existing planning efforts and mitigation policies and action strategies into this plan establishes a credible and comprehensive plan that ties into and supports other community programs. The development of this

Section 2: Planning Process

plan incorporated information from the following existing plans, studies, reports, and initiatives as well as other relevant data from neighboring communities and other jurisdictions.

A search of County planning efforts and priorities has identified numerous areas where a multi-objective approach could reduce conflict and increase opportunities for mutual support. These include:

- Dane County Comprehensive Plan
- Local Comprehensive Plans
- Dane County Sustainable Operations Plan
- Dane County Climate Change Action Plan
- The Dane County Parks and Open Space Plan
- Dane County Water Quality Plan
- Farmland Preservation Plan
- Dane County Better Urban Infill Development (BUILD) Plan
- Community Development Block Grant Program
- Soil and Water Conservation Programs
- Yahara Lakes Advisory Group
- Dane County Emergency Response Plan

Other documents were reviewed and considered, as appropriate, during the collection of data to support the hazard identification, vulnerability assessment, and capability assessment steps of the planning process.