

SECTION 3: PLANNING PROCESS

INTRODUCTION

This section includes a description 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.

To ensure that the Plan met the requirements of the DMA 2000, an approach to the planning process and plan documentation was developed to achieve the following two goals:

1. The Plan will be multi-jurisdictional and consider natural hazards facing Saratoga County, thereby satisfying the natural hazards mitigation planning requirements specified in DMA 2000. Saratoga County invited all municipalities in the county to join with them in the preparation of a Saratoga County Multi-Jurisdictional All-Hazard Mitigation Plan. Saratoga County and its 30 municipalities are participating in the Plan as indicated in Table 3-1 below.

It is noted that all 30 municipal local governments participated in this planning process. Appendix H provides procedures whereby any other local governments (e.g. special purpose districts) that did not participate in this planning process can join the planning partnership and achieve DMA 2000 compliance after the initial plan is approved. The existence of the Appendix H “Linkage Procedures” does not imply that the County or any of the 30 municipalities within Saratoga County failed to participate in this planning process.

Table 3-1. Participating Saratoga County Jurisdictions

Cities	Town of Greenfield	Town of Wilton
City of Mechanicville	Town of Hadley	Villages
City of Saratoga Springs	Town of Halfmoon	Village of Ballston Spa
Towns	Town of Malta	Village of Corinth
Town of Ballston	Town of Milton	Village of Galway
Town of Charlton	Town of Moreau	Village of Round Lake
Town of Clifton Park	Town of Northumberland	Village of Schuylerville
Town of Corinth	Town of Providence	Village of South Glens Falls
Town of Day	Town of Saratoga	Village of Stillwater
Town of Edinburg	Town of Stillwater	Village of Victory
Town of Galway	Town of Waterford	Village of Waterford

2. The Plan will be developed following the process outlined by DMA 2000, FEMA regulations, and FEMA and NYSEMO guidance. Following this process will ensure all the requirements are met and support Plan review.

The County’s HMP was written using the best available information obtained from a wide variety of sources. Throughout plan development, a concerted effort was made to gather information from participating municipal and county agencies and staff as well as stakeholders, federal and state agencies, and the residents of the County. The Planning Committee solicited information from local agencies and individuals with specific knowledge of certain natural hazards and past historical events, as well as considering planning and zoning codes, ordinances, and other recent planning decisions. The natural

hazard mitigation strategies identified in this plan have been developed through an extensive planning process involving county and local agencies, municipal officials and staff, and the citizens of the County.

This section of the Plan describes the mitigation planning process, including (1) Planning Committee involvement and efforts; (2) municipal and local involvement; (3) stakeholder and public involvement; and (4) integration of existing data, plans, and information.

PLANNING COMMITTEE AND OTHER STAKEHOLDERS SUPPORT

Many parties supported preparation of this Plan; the Planning Committee and other stakeholders involved in the process are presented below.

STEERING COMMITTEE AND PLANNING COMMITTEE INVOLVEMENT AND EFFORTS

Saratoga County applied and was granted an HMGP grant to engage in the process of mitigation planning and to produce a multi-jurisdictional County mitigation plan. These grant funds were available subsequent to FEMA-1665-DR-NY and the letter of grant award was dated July 17, 2007.

The Saratoga County Office of Emergency Management was given the responsibility for preparing the plan.

Through an open bid process, Saratoga County selected a contract planning consultant (Tetra Tech, Inc. - Rockaway, NJ). A contract between Tetra Tech and Saratoga County was executed on August 5, 2008. The contract consultant was tasked with:

- Assisting with the organization of a Steering and Planning Committee
- Assisting with the development and implementation of a public and stakeholder outreach program
- Data collection
- Facilitation and attendance at meetings (planning committee, stakeholder, public and other)
- Identification of the hazards of concern, and hazard profiling and risk assessment
- Assistance with the development of mitigation planning goals and objectives
- Assistance with the screening of mitigation actions and the identification of appropriate actions
- Assistance with the prioritization of mitigation actions
- Authoring of the Draft and Final Plan documents

In August, 2008 Saratoga County notified all thirty municipalities within the County of the pending planning process and invited them to formally participate. Municipalities were provided with a copy of the Planning Partner Expectations and asked to formally notify the county of their intent to participate (via a Letter of Intent) and to identify a planning point of contact to serve on a Planning Committee and represent the interests of their respective community. A Steering Committee was assembled to oversee the development of the Plan. The committee consisted of representatives from the Saratoga County OEM in addition to three participating municipalities, two utilities, and the County Planning Department.

The Steering Committee was charged with the following:

- Establish Plan development goals and objectives;
- Establish a timeline for completion of the Plan;
- Ensure that the Plan meets the requirements of DMA 2000 and FEMA and NYSEMO guidance;
- Solicit and encourage the participation of regional agencies, a range of stakeholders, and citizens in the Plan development process;
- Assist in gathering information for inclusion in the Plan, including the use of previously developed reports and data;
- Organize and oversee the public involvement process;

- Identify hazard events and losses within their jurisdiction;
- Rank their jurisdiction’s risk to the hazards of concern identified for this Plan;
- Develop a capability assessment for their jurisdiction;
- Identify and prioritize local mitigation actions; and,
- Develop, revise, adopt, and maintain the Plan.

On August 14, 2008, the Steering Committee met for the first time and continued to meet throughout the year. Table 3-2 shows the current members of the Steering Committee, at the time of this draft Plan’s publication.

Table 3-2. Steering Committee Members

Name	Title	Organization
Paul Lent	Director; Co-Chair	Saratoga County Office of Emergency Management
Daniel Miller	Co-Chair	Saratoga County Office of Emergency Management
Joe Kemper		Saratoga County Planning Department
Joe Pallone		National Grid
Lou Pasquarell	Safety Officer	Town of Clifton Park
Mike Shahen	Town Administrator	Town of Clifton Park
Paul Meskill		NYSEG
Steffen Buck	Code Enforcement Officer / Emergency Coordinator	Town of Halfmoon
Charles Brown	Councilman / Emergency Coordinator	Town of Corinth

A Planning Committee was assembled to represent each of the municipalities participating in the Plan, consisting of all members of the Steering Committee, and at least one representative from each of the thirty (30) participating municipalities. Each municipality received a copy of the “Planning Partner Expectations” which outlined the responsibilities of the participants and the agreement of the partners to authorize the Steering Committee to represent the jurisdiction in the completion of certain planning elements as noted above.

The Planning Committee was charged with the following:

- Represent their jurisdiction throughout the planning process;
- Establish Plan development goals;
- Establish a timeline for completion of the Plan;
- Ensure that the Plan meets the requirements of DMA 2000 and FEMA and NYSEMO guidance;
- Solicit and encourage the participation of regional agencies, a range of stakeholders, and citizens in the Plan development process;
- Assist in gathering information for inclusion in the Plan, including the use of previously developed reports and data;
- Organize and oversee the public involvement process;
- Identify, develop and prioritize appropriate mitigation initiatives.
- Review, amend and approve all sections of the Plan;
- Develop and author the jurisdictional annex for their jurisdiction;

- Develop, revise, adopt, and maintain the Plan.

It is noted that the municipal Letter of Intent to Participate in the Saratoga County All-Hazard Mitigation Plan includes language authorizing the Saratoga County Office of Emergency Management and the Saratoga County Hazard Mitigation Steering Committee to “guide and direct this planning process, perform certain parts of the planning process, and prepare certain parts of the plan document” on their behalf. As such, this planning effort was organized generally according to the “Combination Model” identified in FEMA 386-8.

The Letter of Intent to Participate identifies the Planning Partner Expectations as serving to identify those activities comprising overall participation by jurisdictions throughout the planning process. It is not meant, however, to serve as an explicit determinant of jurisdictional participation. It is recognized that the jurisdictions in Saratoga County have differing levels of capabilities and resources available to apply to the planning process, and further have differing exposure and vulnerability to the natural hazard risks being considered in this Plan. It was Saratoga County’s intent to encourage participation by all inclusive jurisdictions, and to accommodate their specific needs and limitations while still meeting the intents and purpose of Plan participation. Such accommodations have included the establishment of a Steering Committee and engaging a contract consultant to assume certain elements of the Planning process on behalf of the jurisdictions, and to provide additional and alternative mechanisms to meet the intent of participating in the planning process.

Ultimately, jurisdictional participation is evidenced by a completed annex (chapter) of the Plan wherein the jurisdiction has identified their planning points of contact, evaluated their risk to the hazards of concern, identified their capabilities to effect mitigation in their community, and identified and prioritized an appropriate suite of mitigation initiatives, actions, and projects to mitigate their natural hazard risk; and eventually by the adoption of the Plan via resolution.

Table 3-3 shows the current municipal members of the Planning Committee, at the time of this Plan’s publication. Please note that the Planning Committee is comprised of the Steering Committee noted above in addition to representatives from the participating jurisdictions as noted in Table 3-3.

Table 3-3. Planning Committee Members

Name	Title	Organization
Paul Lent	Director; Co-Chair	Saratoga County Office of Emergency Management
Dan Miller	Co-Chair	Saratoga County Office of Emergency Management
Les W. Bonesteel, Jr.	Stormwater Management Coordinator / Deputy Building Inspector	Town of Ballston
Patti Southworth	Town Supervisor	Town of Ballston
Alan Grattidge	Town Supervisor	Town of Charlton
Mike Hollowood	DPW Superintendent	Village of Ballston Spa
Bruce Gardner	Councilman / Emergency Coordinator	Town of Charlton
Mike Emerich	Highway Superintendent	Town of Charlton
Lou Pasquarell	Safety Officer	Town of Clifton Park
Mike Shahan	Town Administrator	Town of Clifton Park

SECTION 3: PLANNING PROCESS

Name	Title	Organization
Richard Lucia	Town Supervisor	Town of Corinth
Charles Brown	Councilman / Emergency Coordinator	Village of Corinth
Mary Ann Johnson	Town Supervisor	Town of Day
Denise Ferguson	Town Clerk	Town of Edinburg
Jean Raymond	Supervisor	Town of Edinburg
Janet Johnson	Deputy Supervisor	Town of Edinburg
David Costanzo	Highway Superintendent	Town of Galway
William Hyde	Mayor	Village of Galway
Mary Ann Johnson	Town Clerk	Town of Greenfield
Arthur Wright	Town Supervisor	Town of Hadley
Jim Jenkins (Alternate)	Animal Control	Town of Hadley
Pauline Smeed (Alternate)	Town Clerk	Town of Hadley
Arthur Wright	Town Supervisor	Town of Hadley
Mindy Wormuth	Town Supervisor	Town of Halfmoon
Steffen Buck	Code Enforcement Officer / Emergency Coordinator	Town of Halfmoon
Kevin King	Town Comptroller	Town of Malta
Paul Sausville	Supervisor	Town of Malta
Mark Seber	City Clerk	City of Mechanicsville
Frank Thompson	Town Supervisor	Town of Milton
F. Joseph Patricke	Building Inspector / Code Enforcement Officer	Town of Moreau
Denise Murphy	Town Clerk	Town of Northumberland
Richard Hunter	Town Supervisor	Town of Providence
Susan Wemple	Town Clerk	Town of Providence
Dixie Lee Sacks	Mayor	Village of Round Lake
Jim Miers	Emergency Coordinator	Town of Saratoga, Village of Schylerville, Village of Victory
Marilyn Rivers	Risk and Safety Manager	City of Saratoga Springs
Scott Johnson	Mayor	City of Saratoga Springs
Robert Phinney	Mayor	Village of South Glens Falls
Sue Cunningham	Town Clerk	Town of Stillwater
Ernest Martin	Mayor	Village of Stillwater
Brenda Buchanan	Deputy Clerk	Village of Victory
James Sullivan	Mayor	Village of Victory
Darlene Dziarcak	Town Clerk	Town of Waterford
Paul McInerney	Dispatcher Supervisor	Town and Village of Waterford
Carol Maynard	Town Clerk	Town of Wilton
Larry Gordon	Emergency Service Coordinator	Town of Wilton
Jason Kemper	Director of Planning	Saratoga County Planning
Joseph Pallone	-	National Grid

Name	Title	Organization
Kevin Cushing	-	National Grid
Jim Salmon	-	NYSEG
Paul Meskill	-	NYSEG

During Planning Committee meetings, the group gathered and shared information, identified hazards, assessed risks, identified critical facilities, assisted in developing mitigation actions, and provided continuity through the plan development process to ensure that natural hazards vulnerability information and mitigation strategies were also incorporated into the Plan.

In addition to Planning Committee meetings, there was a great deal of communication between Planning Committee members through electronic mail (email), courier, or by phone, which helped to maintain communication between meetings. The consultant established a secure, collaborative website for the sharing of information and data amongst the Planning Committee. The County and local planning participants, NYSEMO, and stakeholders have also been provided with access. This site was designed to facilitate the sharing of data and information, post notices, and helped maintain communication between meetings. Each member of the Planning Committee had the opportunity to review the Plan posted on the collaborative website, support interaction with other stakeholders and assist with public involvement efforts.

After completion of the Plan, implementation and ongoing maintenance will become a function of the Planning Committee. The Planning Committee will review the Plan and accept public comment as part of an annual review and as part of 5 year mitigation plan updates (Section 7).

Table 3-4 presents a summary of Planning Committee efforts implemented during the development process for this HMP. It also identifies which DMA 2000 requirements the activities satisfy.

Table 3-4. Summary of Planning Committee Efforts

Date	Activity/DMA 2000 Requirement	Key Outcomes/Participants
5/13/2008	Public Meeting 1b, 2	Update of the Public Safety Committee of the Board of Supervisors in an open public meeting on the status of the Saratoga County Hazard Mitigation project, Paul Lent-Saratoga County Emergency Services.
7/21/2008	Pre-project Meeting 2	Pre-project meeting with Paul Lent and Dan Miller from Saratoga County to prepare to plan, logistics, data collection, and prepare for Kick-Off.
8/14/2008	Kick-off Meeting 2, 3a	Kick-off Meeting: Saratoga – Jim Miers; Wilton – Larry Wilton; Village of Stillwater – Ernie Martin; Town/Village of Waterford – Paul McInerney; Town/Village of Halfmoon – Steffen Buck; Town of Clifton Park – Mike Shahan and Lou Pasquarell Jr., Town of Providence – Richard Hunter; Town of Charlton – Alan Grattidge and Bruce Gardner; Town/Village of Corinth – Charles Brown; Town of Saratoga Springs – Jack King; Town of Hadley – Jim Jenkins and Al Zimmerman; Town of Ballston – Patti Southworth; Town of Malta –Kevin King; Saratoga County – Dan Miller and Paul Lent; Tetra Tech – Jonathan Raser.
10/10/2008	Public Meeting 1b, 2	Update of the Public Safety Committee of the Board of Supervisors in an open public meeting on the status of the Saratoga County Hazard Mitigation project, Paul Lent-Saratoga County Emergency Services.
11/14/2008	Steering Committee Meeting 2, 3a, 3b	Status meeting with Paul Lent and Dan Miller to discuss participation, organization of a Steering Committee, collection of CF data, hazards of concern, website/survey and public and stakeholder outreach.
3/10/2009	Public Meeting 1b, 2	Update of the Public Safety Committee of the Board of Supervisors in an open public meeting on the status of the Saratoga County Hazard Mitigation project, Paul Lent-Saratoga County Emergency Services.
7/23/09	Steering Committee Meeting-Goals and Objectives; Hazard Analysis Review 2, 3a, 3b, 3c, 3d, 3e, 4a	Saratoga – Paul Lent, Saratoga – Dan Miller, National Grid – Joe Pallone, Paul Maskill – NYSEG, Town of Halfmoon – Steffen Buck, Town of Clifton Park – Michael Shahan, Town of Clifton Park – Louis J. Pasquarell, Jr., Charles Brown – Town of Corinth, Cynthia Bianco – Tetra Tech, Nicole Cofrin – Tetra Tech
9/29/09	Steering Committee Meeting-SWOO 2, 4a, 4b	Saratoga – Dan Miller, National Grid – Joe Pallone, Town of Halfmoon – Steffen Buck, Town of Clifton Park – Michael Shahan, Town of Clifton Park – Louis J. Pasquarell Jr., Cynthia Bianco – Tetra Tech, Nicole Cofrin – Tetra Tech
10/13/2009	Public Meeting 1b, 2	Update of the Public Safety Committee of the Board of Supervisors in an open public meeting on the status of the Saratoga County Hazard Mitigation project, Paul Lent-Saratoga County Emergency Services.
10/29/09	Planning Committee Meeting-Jurisdictional Annex Workshops 3e, 4a, 4b	County of Saratoga – Paul Lent, Dan Miller; City of Mechanicville – Joseph Waldron; City of Saratoga Springs – Marilyn L Rivers; Town of Ballston – Les Bonesteel; Village of Ballston Spa – Mike Hollowood; Town of Charlton – Bruce Gardner, Mike Emerich; Town of Clifton Park – Mike Shahan, Lou Pasquarell; Town of Day – MaryAnn Johnson; Village of Galway – William Hyde; Town of Hadley – Jim Jenkins, Mo Wright, A. Zimmermann; Town of Halfmoon – Steffen Buck; Town of Malta – Kevin T. King; Village of Round Lake – Dixie Lee Sacks, Lois J. Willeck; Town of Milton – Wayne Howe, Jeff manning; Town of Moreau , Village of South Glens Falls– Joe Patricke; Town of Saratoga, Village of Schuylerville, Village of Victory – Sherry Doubleday; Town of Waterford, Village of Waterford – Joan Tanchak; Town of Wilton – Larry Gordon; National Grid – Joe Pallone, Kevin Cushing.

Note: TBD = to be determined. Each number in column 2 identifies specific DMA 2000 requirements, as follows:

- 1a – Prerequisite – Adoption by the Local Governing Body
- 1b – Public Participation
- 2 – Planning Process – Documentation of the Planning Process
- 3a – Risk Assessment – Identifying Hazards
- 3b – Risk Assessment – Profiling Hazard Events
- 3c – Risk Assessment – Assessing Vulnerability: Identifying Assets
- 3d – Risk Assessment – Assessing Vulnerability: Estimating Potential Losses
- 3e – Risk Assessment – Assessing Vulnerability: Analyzing Development Trends
- 4a – Mitigation Strategy – Local Hazard Mitigation Goals
- 4b – Mitigation Strategy – Identification and Analysis of Mitigation Measures

- 4c – Mitigation Strategy – Implementation of Mitigation Measures
- 5a – Plan Maintenance Procedures – Monitoring, Evaluating, and Updating the Plan
- 5b – Plan Maintenance Procedures – Implementation through Existing Programs
- 5c – Plan Maintenance Procedures – Continued Public Involvement

PARTICIPATION MATRIX

Additional information concerning the meeting attendees is provided in the participation matrix which is included on the following pages. This matrix indicates New York State, County, Municipal, and stakeholder personnel participating in the planning process.

This matrix is intended to give a broad overview of who attended meetings and when input was provided to the plan. It is important to note that although the Jurisdictional Annex meeting was deemed mandatory at the outset of the process, it became evident that the participants could fulfill the intent of participation by other means. Although all participants were encouraged to attend the Kick-off Meeting and Jurisdictional Annex Workshop, some municipalities were unable to send representatives to these meetings, due to staffing and economic constraints. The jurisdictions that were not represented at these meetings were provided individual on-site meetings by Emergency Management personnel to cover the content of the meetings and to answer any questions pertaining to the mitigation planning process. These individualized meetings provided the same information at that which was presented in the committee meetings and were supplemented by information posted on the secure shared mitigation website and access to the consultant to discuss additional concerns or questions. During the planning process the consultant contacted each participant to offer support, explain the process, and to facilitate the submittal and review of critical documents.

The participating jurisdictions agreed to abide by the Planning Partner Expectations and Planning Committee Guidelines which established a Steering Committee which would provide the core of the working group. Participation is defined as having input to the hazard analysis (providing critical facility, hazard event, vulnerability data), and as having participated in the annex workshop or alternate annex meetings as described above for the purpose of creating a mitigation strategy to be included in each municipalities annex in Section 9 of the plan.

1. Per table 3-5, the following jurisdictions did not attend the jurisdictional annex workshop but have met the annex workshop requirement by scheduling an individual workshop with the office of emergency services.:

- Village of Corinth
- Town of Edinburg
- Town of Galway
- Town of Greenfield
- Town of Northumberland
- Town of Providence
- Town of Stillwater
- Village of Stillwater

In addition these jurisdictions have met the planning process participation requirements by providing input during the planning process including critical facility input, legal, regulatory and fiscal capabilities input, hazard prioritization, mitigation actions, and review of the draft plan documents.

2. It is important to note that the Village and Town of Stillwater have very strong mitigation strategies, even though they did not physically attend meetings. They were, however, kept abreast of the

planning process via the secure shared site, periodic emails, minutes of meeting, and updates at the regional OEM meetings.

SECTION 3: PLANNING PROCESS

Table 3-5. Participation Matrix.

Meeting Date	Activity/DMA 2000 Requirement	Activity	Saratoga County	Town of Ballston	Village of Ballston Spa	Town of Charlton	Town of Clifton Park	Town of Corinth	Village of Corinth	Town of Day	Town of Edinburg	Town of Galway	Village of Galway	Town of Greenfield	Town of Hadley	Town of Halfmoon	Town of Malta	City of Mechanicville	Town of Milton	Town of Moreau	Town of Northumberland	Town of Providence	Village of Round Lake	Town of Saratoga	City of Saratoga Springs	Village of Schuylerville	Village of South Glens Falls	Town of Stillwater	Village of Stillwater	Village of Victory	Town of Waterford	Village of Waterford	Town of Wilton	Tetra Tech EM Inc.	National Grid	NYSEG			
5/13/2008	1b, 2	Public Meeting	X																																				
7/21/2008	2	Pre-project Meeting	X																																X				
8/14/2008	2, 3a	Kick-off Meeting	X	X		X	X	X	X						X	X	X					X			X														
10/10/2008	1b, 2	Public Meeting	X																																				
11/14/2008	2, 3a, 3b	Steering Committee Meeting	X		☐						☐		☐														☐							☐	X				
Various dates, 11/2008	2, 3a, 3b	Municipal Information Worksheet Input						X	X						X	X	X					X		X		X			X	X	X	X	X						
Various dates, 11/2008	2, 3a, 3b	Critical Facility Input	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X					
3/10/2009	1b, 2	Public Meeting	X																																				
7/23/2009	2, 3a, 3b, 3c, 3d, 3e, 4a	Steering Committee Meeting-Goals and Objectives	X		☐		X	X			☐		☐			X												☐						☐	X		X		
9/29/2009	2, 4a, 4b	Steering Committee Meeting: Strengths, Weaknesses, Obstacles, and Opportunities (SWOO) Workshop	X				X				☐		☐														☐							☐	X	X			
10/13/2009	1b, 2	Public Meeting	X																																				
10/29/2009	3e, 4a, 4b	Jurisdictional Annex Workshop	X	X	X	X	X	X		X	☐		X		X	X	X	X	X	X	X		X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	
Various Dates, 11/10, 12, 23/2009	3e, 4a, 4b	Individual Annex Meetings with Dan Miller. These meetings provided the information covered in the Jurisdictional Annex Workshop on an individual basis top the municipal representatives.	X					X		X	X		X								X	X					X	X											
Various Dates 11/2009	4b	Provided Mitigation Initiatives	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Various Dates	4b	Reviewed Plan Sections	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X



Meeting Date	Activity/DMA 2000 Requirement	Activity
11/2009		Saratoga County Town of Ballston Village of Ballston Spa Town of Charlton Town of Clifton Park Town of Corinth Village of Corinth Town of Day Town of Edinburg Town of Galway Village of Galway Town of Greenfield Town of Hadley Town of Halfmoon Town of Malta City of Mechanicville Town of Milton Town of Moreau Town of Northumberland Town of Providence Village of Round Lake Town of Saratoga City of Saratoga Springs Village of Schuylerville Village of South Glens Falls Town of Stillwater Village of Stillwater Village of Victory Town of Waterford Village of Waterford Town of Wilton Tetra Tech EM Inc. National Grid NYSEG

- 1a – Prerequisite – Adoption by the Local Governing Body
 - 1b – Public Participation
 - 2 – Planning Process – Documentation of the Planning Process
 - 3a – Risk Assessment – Identifying Hazards
 - 3b – Risk Assessment – Profiling Hazard Events
 - 3c – Risk Assessment – Assessing Vulnerability: Identifying Assets
 - 3d – Risk Assessment – Assessing Vulnerability: Estimating Potential Losses
 - 3e – Risk Assessment – Assessing Vulnerability: Analyzing Development Trends
 - 4a – Mitigation Strategy – Local Hazard Mitigation Goals
 - 4b – Mitigation Strategy – Identification and Analysis of Mitigation Measures
 - 4c – Mitigation Strategy – Implementation of Mitigation Measures
 - 5a – Plan Maintenance Procedures – Monitoring, Evaluating, and Updating the Plan
 - 5b – Plan Maintenance Procedures – Implementation through Existing Programs
 - 5c – Plan Maintenance Procedures – Continued Public Involvement
- * Represented via LOI proxy



STAKEHOLDERS INVOLVED IN MITIGATION PLANNING

This section presents (1) municipal involvement, (2) state and regional agency involvement, (3) public participation – citizen involvement, and outreach to business, utility, educational, non-profits, and other stakeholders.

On October 7, 2009 a letter was sent to the stakeholders indicated in the following table inviting them to review the draft plan documents and to participate in the development of the Plan. Comments were directed to Mr. Daniel Miller, the HMP point of contact who was tasked with collecting any information from the stakeholder outreach.

Table 3-6. Saratoga County Stakeholders

Company/Organization Name
Albany County
American Red Cross Adirondack Saratoga Center
Ballston Spa CENTRAL SCHOOL DISTRICT
Burnt Hills/Ballston Lake CENTRAL SCHOOL DISTRICT
Burnt Hills-Ballston LK Bus. & Prof. Association
Caroline Street Association
Central Emergency Corps
Corinth CENTRAL SCHOOL DISTRICT
Delaware & Hudson Railway
Downtown Business Association
Edinburg Common School
Empire State College
Galway CENTRAL SCHOOL DISTRICT
Glen Falls Hospital
Hadley Business Associations
Hadley-Luzerne CENTRAL SCHOOL DISTRICT
Land Trust Accreditation Commission
Malta Business & Professional Association
Mechanicville Chamber of Commerce
Mechanicville City School

Company/Organization Name
NYSEG
Saratoga Builders Association
Saratoga County Economic Opportunity Council, Inc.
Saratoga Economic Development Corp
Saratoga Hospital
Saratoga Springs City Schools
Saratoga Water Services, Inc
Schuylerville Area Chamber of Commerce
Schuylerville CENTRAL SCHOOL DISTRICT
Shenendehowa CENTRAL SCHOOL DISTRICT
Skidmore College
South Glens Falls CENTRAL SCHOOL DISTRICT
South Saratoga County Chamber of Commerce
South Glen Falls -Town of Moreau Chamber of Commerce
Stillwater CENTRAL SCHOOL DISTRICT
The Southern County Saratoga County Chamber of Commerce
United Way of the Greater Capital Region
Waterford-Halfmoon Schools

Municipal and Local Involvement

The Planning Committee and/or its members met and communicated with NYSEMO regularly to obtain mitigation planning information and general guidance on HMP preparation.

County, State and Regional Agency Involvement

Throughout this planning process, Saratoga County actively sought the involvement of a wide range of county, state and regional stakeholders, including:

Table 3-7. Key Stakeholder Mitigation Planning Outreach

Contact	Affiliation
County Executive	Albany County
Chairman of the Board of Supervisors	Fulton County
Chairman of the Board of Supervisors	Hamilton County
Chairman of the Board of Supervisors	Montgomery County
County Executive	Rensselaer County
Chairman of the County Legislature	Schenectady County
Chairman of the County Legislature	Washington County
Chairman of the Board of Supervisors	Warren County

At a minimum, these stakeholders were advised of the planning process and provided the opportunity to review and provide direct input to the Plan during its development. Specific information obtained from these stakeholder is cited and/or referenced throughout this plan.

State and Regional Agency Involvement

Information regarding hazard identification, risk assessment, and mitigation actions for this plan was also requested and received from the following agencies and organizations:

- Capital District Regional Planning Commission
- FEMA
- Midwest Regional Climate Center (MRCC)
- National Climatic Data Center (NCDC)
- National Hurricane Center (NHC)
- National Oceanic and Atmospheric Administration (NOAA)
- National Resources Conservation Service (NRCS)
- National Weather Service (NWS)
- New York State Department of Environmental Conservation (NYSDEC)
- New York State Department of Health (NYSDOH)
- New York State Department of Transportation (NYSDOT)
- New York State Disaster Preparedness Commission (NYSDPC)
- NYSEMO
- Saratoga County Chamber of Commerce
- Storm Prediction Center (SPC)
- U.S. Army Corps of Engineers (USACE)
- U.S. Census Bureau
- U.S. Department of Agriculture (USDA)
- U.S. Department of Health and Human Services
- U.S. Environmental Protection Agency (USEPA)
- U.S. Geological Survey (USGS)

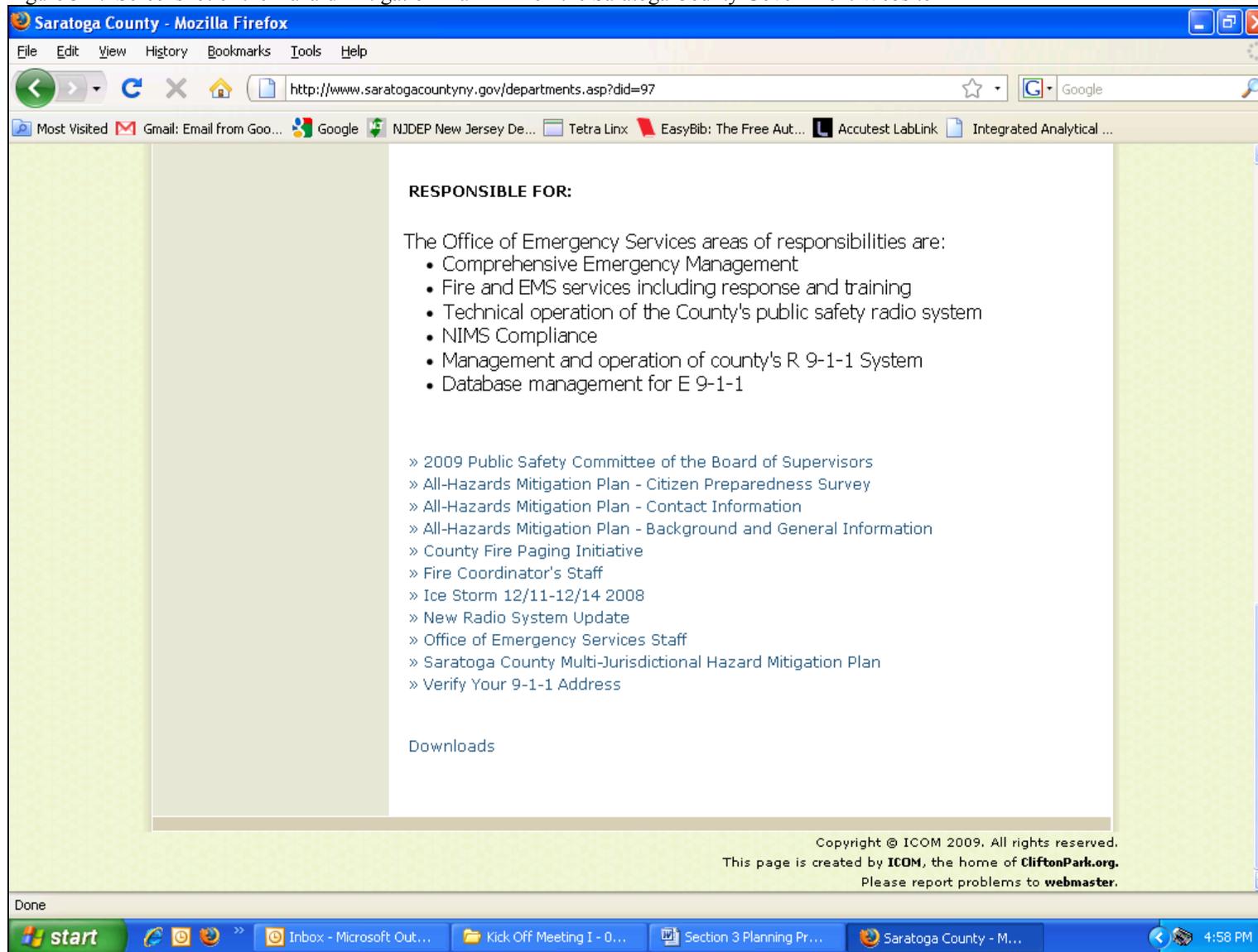
Public Participation - Citizen Involvement

In order to facilitate better coordination and communication between the Planning Committee and citizens and to involve the public in the planning process, it was determined that draft documents will be made available to the public through a variety of venues. The participating partners feel that providing a Plan that is in a printed form (in addition to an on-line format) is valuable because it is familiar, even reassuring, to citizens who have been part of a comprehensive planning process and have suffered losses due to a hazard. Some citizens also may not be comfortable with on-line tools or may not have internet access. The participating partners also feel that community input on the HMP will increase the likelihood of hazard mitigation becoming one of the standard considerations in the evolution and growth of the County.

The Planning Committee has made the following efforts toward public participation in the development and review of the Plan:

- The public was informed of the hazard mitigation planning effort commencement at the kick-off meeting, and through press releases, new articles, and public service announcements. To inform the public of the ongoing Plan effort, updates regarding the mitigation planning process have been made at County Board of Supervisor Public Safety Committee meetings, including a meeting on regarding consultant selection, and a status presentations at the meetings.
- A public website is being maintained as another way to facilitate communication between the Planning Committee and County residents (<http://www.saratogacountyny.gov/subpage.asp?pageid=385>). The public website contains a project overview, Planning Committee contact information, and sections of the HMP for public review and comment. See Figures 3-1 and 3-2 for screenshots of this public website.
- The public has been informed of the mitigation planning process through media coverage and articles appearing throughout the planning process. Copies of these articles may be found in Appendix C.
- On September 24, 2009 draft sections of the HMP were posted on the Saratoga County website for public review and comment. All public comments were directed to Daniel Miller for collection and review by the planning committee.
- In order to facilitate coordination and communication between the Planning Committee and citizens and involve the public in the planning process, the Plan will be available to the public through a variety of venues. A printed version of the Plan will be maintained at Saratoga County Office of Emergency Services.

Figure 3-1. Screenshot of the Hazard Mitigation Plan Link on the Saratoga County Government Website



Source: <http://www.saratogacountyny.gov/subpage.asp?pageid=385>

Figure 3-2. Screenshot of the Saratoga County Hazard Mitigation Plan Public Website

The screenshot shows a Mozilla Firefox browser window displaying the Saratoga County Government website. The address bar shows the URL: <http://www.saratogacountyny.gov/subpage.asp?pageid=385>. The website header features the text "Saratoga County Government" and "New York State" with a map of the state. Below the header is a banner image with the text "A great place for... families, visitors & employers". The main content area is titled "All-Hazards Mitigation Plan - Background and General Information". On the left side, there is a navigation menu with a "Choose department" dropdown and a "Select" button. The menu items are: Home, Departments, Board of Supervisors, County Initiatives, and Articles. The main text under "Background" states: "The Saratoga County Office of Emergency Services is leading the creation of a comprehensive all-hazards mitigation plan for the County and its inclusive municipalities. The creation of this plan will allow the County and participating municipalities to be eligible for future mitigation funding from FEMA. This is an opportunity for the County to create a detailed plan that will address a variety of". The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Out..., Kick Off Meeting I - 0..., Section 3 Planning Pr..., Saratoga County - M...), and the system clock showing 5:00 PM.

Source: <http://www.saratogacountyny.gov/departments.asp?did=97>

Specific comments and input received from the public and stakeholders are presented in Appendix C.

The community had an opportunity to comment on the draft HMP before submittal to NYSEMO/FEMA. The HMP was posted on the public website on September 24, 2009 for review and was available at the Saratoga County Office of Emergency Services.

COORDINATION WITH EXISTING PLANNING EFFORTS AND PROGRAMS

Local municipalities are charged with the development of local HMPs required under Section 322 of the Stafford Act by New York. Therefore, the Planning Committee coordinated the development of this HMP. In New York, Article 2B Section 23 of State Executive Law authorizes local communities to prepare local disaster plans based on the contention that local municipalities are best equipped to assess their strengths and weaknesses, opportunities, and constraints. Local governments have intimate knowledge of the local geography, and in a disaster, local government personnel are on the front lines providing personnel and equipment to support the community. Saratoga County and the participating jurisdictions are involved in this above program, hence the development of this Plan.

Examples of other hazard mitigation programs in which County is involved with are the National Flood Insurance Program (NFIP), and the Hazard Mitigation Grant Program (HMGP). These programs assist the County in receiving funding for flood mitigation projects and flood insurance (the HMGP also can provide funds to mitigate other natural hazards). Data from the County, based on participation in these programs, was incorporated in the risk assessment in Section 5 and used to identify mitigation options in Section 9. Continued involvement in these flood-related programs will help to administer funds and resources to support this HMP.

HAZARD MITIGATION GRANT PROGRAM

Participation in FEMA 404 HMGP may cover mitigation activities including raising, removing, relocating or replacing structures within flood hazard areas.

NATIONAL FLOOD INSURANCE PROGRAM

Established in 1968, the NFIP provides federally-backed flood insurance to residents of communities that enact and enforce regulations that more carefully regulate development within floodplain areas. For individual property owners to be eligible to buy the federally-backed flood insurance, their property must be located within a community that participates in NFIP.

For a community to be eligible in NFIP, it must adopt and enforce a floodplain management ordinance to regulate proposed development in floodplains and officially designate a local floodplain coordinator/administrator. The intent of the program is to ensure that new construction does not exacerbate existing flood hazards and is designed to better withstand flooding. All jurisdictions in Saratoga County participate in the NFIP. The communities also have Flood Insurance Rate Maps (FIRM) that at a minimum show floodways, 100-year flood zones, and 500-year flood zones. Mitigation activities related to this program are included in Section 9 and data from FEMA Region II regarding NFIP Insurance Reports was used in the risk assessment for the flood hazard included in Section 5.

Each municipality in the county has a local floodplain manager. All floodplain managers have been informed of the planning process, reviewed the plan documents, and provided direct input to the Plan. Table 3-8 summarizes the designated Floodplain Administrators for each jurisdiction.

Table 3-8. Saratoga County Floodplain Administrators

Organization	Name	Title
City of Mechanicville	John Holland	Code Enforcement Officer
City of Saratoga Springs	Paul Male	City Engineer
Town of Ballston	Tom Johnson	Building Inspector
Town of Charlton	Alan Grattidge	Supervisor
Town of Clifton Park	Steven Myers	Director of Building
Town of Corinth	Fred C. Mann Jr.	Code Enforcement Officer
Town of Day	Mary Ann Johnson	Supervisor
Town of Edinburg	Not Participating	Not Participating
Town of Galway	George Hargrave	Supervisor
Town of Greenfield	Gerard McKenna	Building Official/Code Enforcement Officer
Town of Hadley	Albert Brooks	Building Inspector
Town of Halfmoon	Lindsay Zepko	Planner/Storm Water Management Officer
Town of Malta	Tim Murphy	Code Enforcement Officer
Town of Milton	Wayne Howe	Sr. Code Enforcement Officer
Town of Moreau	F. Joseph Patricke	Building Inspector/Code Enforcement
Town of Northumberland	Richard E. Colazza	Building and Code Enforcement Office
Town of Providence	TBD	Supervisor
Town of Saratoga	Gil Albert	Code Enforcement Officer
Town of Stillwater	Dave Conners	Building Inspector
Town of Waterford	Raymond Carmel	Building Inspector
Town of Wilton	Keith R. Manz, Kate Maynard, Larry Gordon	Director of Pro and Engineering
Village of Ballston Spa	Randy Lloyd	Building/zoning officer
Village of Corinth	John Jacon	Building Code Enforcement
Village of Galway	Not Participating	Not Participating
Village of Round Lake	Bob Gizzi	Code Enforcement Office
Village of Schuylerville	John Sherman	Mayor
Village of South Glens Falls	Joe Potenchey	Building Inspector
Village of Stillwater	Ernest Martin	Mayor
Village of Victory	Mark A. Dennison	Building Inspector
Village of Waterford	Robert Lowther	Zoning Commission

Source: updated by local contacts.

COMMUNITY RATING SYSTEM (CRS)

The NFIP has been successful in protecting property owners who acquire flood insurance through the program from catastrophic financial losses due to flooding, and in requiring that new buildings constructed within 100-year flood plains are better protected from flood damage.

In the 1990s, the Flood Insurance Administration (FIA) established the CRS to encourage local governments to increase their standards for floodplain development. The goal of this program is to

encourage communities, through flood insurance rate adjustments, to implement standards above and beyond the minimum required in order to:

- Reduce losses from floods
- Facilitate accurate insurance ratings
- Promote public awareness of the availability of flood insurance

CRS is a voluntary program designed to reward participating jurisdictions for their efforts to create more disaster-resistant communities using the principles of sustainable development and management. While none of the communities in Saratoga County are currently participating in the program, by enrolling in CRS, county municipalities can leverage greater flood protection while receiving flood insurance discounts. Active involvement in this program is included as a mitigation activity in Section 9.

INTEGRATION OF EXISTING DATA AND PLANS INTO MITIGATION PLAN

The mitigation plan integrates local and federal data as discussed below.

LOCAL DATA

The Planning Committee reviewed and incorporated existing data and plans to support the mitigation plan. A number of electronic and hard copy documents were made available to support the planning process. A complete listing is included in Table 3-9.

- Saratoga County Geographic Information System (GIS) data
- Documentation of past mitigation actions and grant applications
- Historic maps and local inventory data
- Saratoga County Green Infrastructure Report

Cross-referencing this Plan with documents like those has been included in Section 9 as mitigation activities.

FEDERAL AND STATE DATA

Federal and State data was collected and used throughout the mitigation process including:

- US Census data
- HAZUS-MH provided data
- FEMA “How To” Series (386-1 to 386-4, and 386-7)
- Public laws and other programs such as the NFIP were examined to complete this Plan.

A complete list of the existing data and plans used to support this HMP is included in the references section of this document. By incorporating data from existing programs into this mitigation plan, the County also was able to identify the relevance of mitigation planning to these existing programs. Implementation of this Plan through these existing plans is identified as a specific mitigation action in several areas in Section 9 of this Plan.

REVIEW OF EXISTING REPORTS AND PLANS

A summary of the reports and plans provided by Saratoga County and reviewed in the preparation of this plan is included in the following Record of Review Matrix.

Table 3-9. Record Review (Municipalities) - Record of the review of existing programs, policies, and technical documents for participating jurisdictions (all)

Existing Program/Policy/Technical Documents	Countywide *	Ballston, Town	Ballston Spa, Village	Charlton, Town	Clifton Park, Town	Corinth, Town	Corinth, Village	Day, Town	Edinburg, Town	Galway, Town	Galway, Village	Greenfield, Town	Hadley, Town	Halfmoon, Town	Malta, Town	Mechanicville, City	Milton, Town	Moreau, Town	Northumberland, Town	Providence, Town	Round Lake, Village	Saratoga, Town	Saratoga Springs, City	Schuylerville, Village	South Glens Falls, Village	Stillwater, Town	Stillwater, Village	Victory, Village	Waterford, Town	Waterford, Village	Wilton, Town
Town of Saratoga Comprehensive Land Use Plan	✓																														
Green Infrastructure Executive Summary	✓																														
Mechanicville Revitalization Plan																✓															
Town of Stillwater FMA and Emergency Operations Plan																										✓					
Town of Moreau Comprehensive Land Use Plan																		✓													
Town and Village of Waterford Comprehensive Plan																												✓	✓		
Town and Village of Stillwater Comprehensive Plan																									✓	✓					
Town of Clifton Park Comprehensive Plan					✓																										
Saratoga Springs Comprehensive Plan																							✓								
Town of Ballston Comprehensive Plan		✓																													
Town of Halfmoon Comprehensive Plan														✓																	
Town and Village of Galway Comprehensive Plan										✓	✓																				
Town of Charlton Comprehensive Plan				✓																											
Town of Wilton Comprehensive Plan																															✓
Town of Greenfield Comprehensive Plan												✓																			
Town of Malta Updated Emergency Management Plan															✓																

Notes:
 ✓ = the Hazard Mitigation Plan consultant reviewed the program/policy/technical document
 * = this document may or may not include all jurisdictions

CONTINUED PUBLIC INVOLVEMENT

Saratoga County is committed to the continued involvement of the public. Therefore, copies of the Plan will be made available for review during normal business hours at the Saratoga County Office of Emergency Services.

A notice regarding annual updates of the Plan and the location of Plan copies will be publicized annually after the Planning Committee's annual evaluation and posted on the public website (<http://www.saratogacountyny.gov/subpage.asp?pageid=385>).

Each jurisdiction's Supervisor/Mayor or Clerk shall be responsible for receiving, tracking, and filing public comments regarding this Plan.

The public will have an opportunity to comment on the Plan as a part of the annual mitigation planning evaluation process and the 5-year mitigation plan update. The HMP Coordinator (currently Mr. Daniel Miller of Saratoga County Emergency Services) is responsible for coordinating the plan evaluation portion of the meeting, soliciting feedback, collecting and reviewing the comments, and ensuring their incorporation in the 5-year plan update as appropriate; however, members of the Planning Committee will assist the HMP Coordinator. Additional meetings may also be held as deemed necessary by the Planning Committee. The purpose of these meetings would be to provide the public an opportunity to express concerns, opinions, and ideas about the Plan.

Further details regarding continued public involvement are provided in Section 7.