

Section 7

Plan Monitoring and Maintenance

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7.1 Interim Final Rule Requirement for Plan Monitoring and Maintenance

Requirement §201.6(c)(4)(i): *[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*

Requirement §201.6(c)(4)(ii): *[The plan shall include 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.*

Requirement §201.6(c)(4)(iii): *[The plan maintenance process shall include a] discussion on how the community will continue public participation in the plan maintenance process.*

7.2 Method for Monitoring the Plan

This Plan will be monitored by the Sussex County Division of Emergency Management (SCDEM) for several related purposes:

- Maintain the currency of hazard and risk information
- Ensure that mitigation projects and actions reflect the priorities of Sussex County and stakeholders
- To comply with the Federal Emergency Management Agency (FEMA) and the State of New Jersey requirements for plan maintenance and maintain Sussex County's eligibility for federal disaster assistance and mitigation grants

The Sussex County Emergency Management Coordinator will continuously monitor the Plan with respect to the purposes noted above, according to the schedule described in Section 7.3, and with respect to the update triggers noted in Section 7.5 below.

Specifically, monitoring activities will consist of:

- Soliciting and reviewing reports from participating municipalities regarding status of implementation of action items from the Plan. Status reports will indicate if projects have been:
 - Scoped and/or documented for FEMA grant applications;
 - Submitted for FEMA funding programs;
 - Approved (or denied approval) for FEMA funding;
 - Documented for funding by other means (e.g., municipal capital improvement plans);
 - Funded (or not approved for funding) by other means;
 - Under construction;
 - Completed; and
 - (for completed projects only) Subject to hazard conditions such that avoided losses can be documented.
- Tracking progress of sources of improved or revised data for use in subsequent Plan updates on an annual (at a minimum) basis.
- Preparing a report of the status of implementation of action items from the Plan and the availability of improved or revised data. The report will include recommendations to the Hazard Mitigation Working Group regarding the need and/or advantages of undertaking updates to all or part of the Plan prior to the five-year required update (see Section 7.4).

7.3 Schedule for Monitoring the Plan

Informal Plan monitoring activities will be ongoing. In addition to the FEMA mandated five-year update cycle, the Sussex County Emergency Management Coordinator or their designee (Coordinator) will perform monitoring activities for the Plan as described in Section 7.2 every six months, or more often as circumstances require.

In addition to the scheduled reports, the Coordinator will convene meetings after damage-causing natural hazard events to review the effects of such events. Based on those effects, adjustments to the mitigation priorities identified in Section 6 may be made or additional event-specific actions identified.

7.4 Method and Schedule for Evaluating and Updating the Plan

[Note to Reviewers: The missing dates in Section 7.4 will be provided once these events have occurred]

Comprehensive evaluation of and updates to this Plan will be undertaken on a five-year cycle (at a minimum). This Plan was adopted on [Insert Date], and thus must undergo a formal FEMA-compliant update process by [Insert Date + 5 years]. Approximately one year prior to the five-year anniversary of Plan adoption or sooner if circumstances require, the Coordinator will initiate a comprehensive review of the Plan with particular attention to FEMA guidance.

The criteria to be used in this evaluation include (but are not limited to) the following:

- Assessing whether or not goals and objectives in the Plan address current and expected conditions;
- Determining if there are any changes in risk factors and/or data that would be relevant to hazards in Sussex County;
- Determining if capabilities have changed relative to the county and municipalities' ability to plan and implement hazard mitigation projects;
- Determining if significant changes have occurred in the availability of funding at federal and state levels to support hazard mitigation planning and implementation; and
- Results in implementing the Plan per monitoring reports (per Sections 7.2 and 7.3).

The Coordinator will prepare a report (1) describing the updated requirements; (2) summarizing the staff evaluation of the Plan, highlighting areas that require updating and explaining the reasons why the updates are needed, and; (3) providing detailed recommendations about how the Plan should be updated, noting any technical work that may be required.

The report will sequentially be provided to the Sussex County Hazard Mitigation Working Group (HMWG) and Sussex County Board of Chosen Freeholders for consideration. The report will also be posted on the SCDEM website for public review and comment.

The Sussex County HMWG and the Board of Chosen Freeholders will review the report and recommendations and advise the Coordinator how to proceed on the individual recommendations for the updates. The Coordinator will initiate activities to carry out the recommendations, and will prepare draft updates to the Plan on a schedule determined in cooperation with the Sussex County HMWG and Board of Chosen Freeholders.

When the draft updates are completed, the Sussex County HMWG will be convened to conduct the comprehensive evaluation and revision. The Sussex County HMWG and County Coordinator will produce a final draft of the updated Plan for consideration by the Board. The Board will review the updated Plan, indicate any desired changes, approve and adopt the Plan in sufficient time to meet FEMA requirements.

7.5 Circumstances that will Initiate Plan Review and Updates

This section identifies the circumstances or conditions under which SCDEM will initiate Plan reviews and updates.

- On the recommendation of the Coordinator or on its own initiative, the Sussex County Board of Chosen Freeholders may initiate a Plan review at any time
- At approximately the six-month anniversary of the initial Plan adoption, and every six months thereafter
- After natural hazard events that appear to significantly change the apparent risk to Sussex County assets, operations, and/or constituents

7.6 Other Local Planning Mechanisms

It should be noted that Sussex County has limited land use planning and zoning authority, so the county has few opportunities to incorporate this Plan into other local mechanisms, such as zoning and subdivision ordinances, or comprehensive land use plans. This plan will be incorporated, to the extent possible, into the County Open Space and Recreation Plan and the Sussex County Capital Improvement Program. In addition, the SCDDEM will work with individual municipalities to incorporate the recommendations of the Plan into local comprehensive planning and capital improvement programs.

Participating municipalities in this Plan will work to incorporate the goals of this Plan into the next update of relevant plans and regulations, including comprehensive plans, zoning codes, and capital improvement plans. Table 7.6-1 shows dates of upcoming municipal updates to these plans and documents. It should be noted that counties and municipalities are not empowered to make alterations or improvements to the state's building code, the Uniform Construction Code.

Table 7.6-1: Scheduled Updates to Relevant Plans and Documents

Plan or Document	Next Update
Andover Borough Master Plan	2008
Andover Borough Zoning Plan	2006
Andover Borough Capital Improvement Plan	Annually
Andover Township Master Plan	2010
Andover Township Zoning Plan	2009
Andover Township Capital Improvement Plan	Annually
Branchville Borough Master Plan	2006
Branchville Borough Zoning Plan	2007
Branchville Borough Capital Improvement Plan	Annually
Byram Township Master Plan	2010
Byram Township Zoning Plan	2008
Byram Township Capital Improvement Plan	Annually
Frankford Township Master Plan	2010
Frankford Township Zoning Plan	2005
Frankford Township Capital Improvement Plan	Annually
Franklin Borough Master Plan	2009
Franklin Borough Zoning Plan	2010
Franklin Borough Capital Improvement Plan	Annually
Fredon Township Master Plan	2010
Fredon Township Zoning Plan	2010
Fredon Township Capital Improvement Plan	Annually
Green Township Master Plan	2009
Green Township Zoning Plan	2009
Green Township Capital Improvement Plan	Annually
Hamburg Borough Master Plan	2008
Hamburg Borough Zoning Plan	2005
Hamburg Borough Capital Improvement Plan	Annually
Hampton Township Master Plan	2010

Plan or Document	Next Update
Hampton Township Zoning Plan	2010
Hampton Township Capital Improvement Plan	Annually
Hardyston Township Master Plan	2011
Hardyston Township Zoning Plan	2009
Hardyston Township Capital Improvement Plan	Annually
Hopatcong Borough Master Plan	2008
Hopatcong Borough Zoning Plan	2010
Hopatcong Borough Capital Improvement Plan	Annually
Lafayette Township Master Plan	2010
Lafayette Township Zoning Plan	2010
Lafayette Township Capital Improvement Plan	Annually
Montague Township Master Plan	2009
Montague Township Zoning Plan	2011
Montague Township Capital Improvement Plan	Annually
Newton Town Master Plan	2009
Newton Town Zoning Plan	2011
Newton Town Capital Improvement Plan	Annually
Ogdensburg Borough Master Plan	2008
Ogdensburg Borough Zoning Plan	2009
Ogdensburg Borough Capital Improvement Plan	Annually
Sandyston Township Master Plan	2008
Sandyston Township Zoning Plan	2005
Sandyston Township Capital Improvement Plan	Annually
Sparta Township Master Plan	2008
Sparta Township Zoning Plan	2008
Sparta Township Capital Improvement Plan	Annually
Stanhope Borough Master Plan	2009
Stanhope Borough Zoning Plan	2008
Stanhope Borough Capital Improvement Plan	Annually
Stillwater Township Master Plan	2010
Stillwater Township Zoning Plan	2010
Stillwater Township Capital Improvement Plan	Annually
Sussex Borough Master Plan	2009
Sussex Borough Zoning Plan	2009
Sussex Borough Capital Improvement Plan	Annually
Vernon Township Master Plan	2010
Vernon Township Zoning Plan	2010
Vernon Township Capital Improvement Plan	Annually
Walpack Township Master Plan	2009
Walpack Township Zoning Plan	2009
Walpack Township Master Plan	Annually
Wantage Township Zoning Plan	2010
Wantage Township Capital Improvement Plan	2010
Wantage Township Master Plan	Annually

7.7 Continued Public Involvement

As noted above, this Plan will be evaluated and updated periodically and when certain triggering events occur. Sussex County will utilize public notices and a centralized website in an effort to include the public in the update process. In addition, the SCDEM will undertake public outreach and awareness activities as outlined in the Mitigation Action Plan that will include continuing updates on the progress of implementing the Plan and future updates.