



## SECTION 3. PLANNING PROCESS

### 3.1 Introduction

This section includes a description of the planning process used to update the Sussex County HMP, including how it was prepared, who was involved in the process, and how the public was involved.

To ensure that the HMP met the requirements of the DMA 2000, as well as to support the long term goal of having all jurisdictions in the County covered under a comprehensive and cohesive county-wide DMA 2000 plan, an approach to the planning process and plan documentation was developed to achieve the following:

- The HMP will be multi-jurisdictional and consider natural and human-caused hazards facing Sussex County, thereby satisfying the natural hazards mitigation planning requirements specified in DMA 2000. Sussex County invited all municipalities in the county to join with them in the preparation of the Sussex County HMP. Sussex County and all its municipalities are participating in the HMP as indicated in Table 3-1 below.
- The HMP shall be developed following the process outlined by DMA 2000, FEMA regulations, and prevailing FEMA and NJOEM guidance. Following this process ensures all the requirements are met and support HMP review.

**Table 3-1. Participating Sussex County Jurisdictions**

Jurisdictions		
Andover Borough	Hamburg Borough	Sandyston Township
Andover Township	Hampton Township	Sparta Township
Branchville Borough	Hardyston Township	Stanhope Borough
Byram Township	Hopatcong Borough	Stillwater Township
Frankford Township	Lafayette Township	Sussex Borough
Franklin Borough	Montague Township	Vernon Township
Fredon Township	Town of Newton	Walpack Township
Green Township	Ogdensburg Borough	Wantage Township
Sussex County		

The Sussex County HMP update was written using the best available information obtained from a wide variety of sources. Throughout the HMP update process, a concerted effort was made to gather information from municipal and regional agencies and staff as well as stakeholders, federal and state agencies, and the residents of the County. The HMP Steering and Planning Committees 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 hazard mitigation strategies identified in this HMP have been developed through an extensive planning process involving local, county and regional agencies, county residents and stakeholders.

This section of the HMP describes the mitigation planning process, including (1) Planning Partnership – Organization and Activity; (2) Stakeholder Outreach and Involvement; (3) Public Participation – Citizen





Involvement; (4) Integration and Coordination with Existing Mitigation Efforts and Programs; and (5) Continued Public and Stakeholder Involvement.

## 3.2 Planning Partnership - Organization and Activity

Many parties supported the preparation of this HMP update: the Steering Committee, Planning Committee, stakeholders and planning consultant. This planning process does not represent the start of hazard risk management in the county; rather it is part of an ongoing process that various state, county and local agencies and individuals have continued to embrace. A summary of the past and ongoing mitigation efforts is provided in Section 6, as well as in Volume II Section 9, to give an historical perspective of the county and local activities implemented to reduce vulnerability to hazards in the planning area.

This section of the HMP identifies how the planning process was organized with the many “planning partners” involved, and outlines the major activities that were conducted in the development of this HMP update.

### 3.2.1 ORGANIZATION OF PLANNING PARTNERSHIP

Recognizing the need to manage risk within the county, and to meet the requirements of the DMA 2000, the Sussex County’s Sheriff’s Office, Division of Emergency Management (DEM) led the update to the 2011 Sussex County Multi-Jurisdictional Hazard Mitigation Plan. On January 21, 2014 Sussex County was notified by NJOEM that their application for a planning grant to update their 2011 HMP under FEMA’s Hazard Mitigation Grant Program (HMGP 4086) was approved. The County selected a contract planning consultant (Tetra Tech Inc. – Morris Plains, NJ) to guide the County and participating jurisdictions through the HMP update process. A contract between Tetra Tech Inc. (Tetra Tech) and the County was executed in December 2014. Specifically Tetra Tech, 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 (Steering Committee, Planning Committee, stakeholder, public and other);
- Review and update of the hazards of concern, and hazard profiling and risk assessment;
- Assistance with the review and update of mitigation planning goals and objectives;
- Assistance with the review of progress of past mitigation strategies;
- Assistance with the screening of mitigation actions and the identification of appropriate actions;
- Assistance with the prioritization of mitigation actions; and
- Authoring of the draft and final HMP documents

In January 2015, Sussex County’s Sheriff’s Office DEM notified all 24 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. All 24 municipalities returned their Letter of Intent to Participate (refer to Appendix C).

To facilitate HMP development, with support from their contract planning consultant, Sussex County developed a Steering Committee to provide guidance and direction to the planning effort, and to ensure the resulting document will be embraced both politically and by the constituency within the planning area. All municipalities participating in the plan update authorized the Steering Committee to perform certain activities



on their behalf, via the Letter of Intent to Participate (FEMA mitigation planning “combination model”). Steering Committee members are identified in Table 3-2. The Steering Committee was charged with:

- Providing guidance and overseeing the planning process on behalf of the general planning partnership.
- Attending and participating in Steering Committee meetings.
- Assisting with the development and completion of certain planning elements, including:
  - Reviewing and updating the hazards of concern;
  - Developing a public and stakeholder outreach program;
  - Assuring the data and information used in the plan update process is best available;
  - Reviewing and updating the hazard mitigation planning goals and objectives;
  - Identifying and screening of appropriate mitigation strategies and activities;
  - Reviewing and updating the plan maintenance procedures; and
- Reviewing and commenting on plan documents prior to submission to NJOEM and FEMA.

A Planning Committee was assembled to represent each of the municipalities participating in the HMP update, with one primary representative and an alternate point of contact from each of the 26 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 a Steering Committee to represent the jurisdiction in the completion of certain planning elements. Table 3-2 lists the current municipal members of the Planning Committee at the time of this HMP’s publication. Please note that the Steering Committee members are also part of the overall project Planning Committee, fulfilling these responsibilities on behalf of Sussex County. This ‘planning partnership’ (Steering and Planning Committees) were charged with the following:

- Represent their jurisdiction throughout the planning process;
- Assure participation of all department and functions within their jurisdiction that have a stake in mitigation (e.g., planning, engineering, code enforcement, police and emergency services, public works, etc.);
- Assist in gathering information for inclusion in the HMP update, including the use of previously developed reports and data;
- Support and promote the public involvement process;
- Report on progress of mitigation actions identified in prior or existing HMPs, as applicable;
- Identify, develop and prioritize appropriate mitigation initiatives;
- Report on progress of integration of prior or existing HMPs into other planning processes and municipal operations;
- Develop and author a jurisdictional annex for their jurisdiction;
- Review, amend, and approve all sections of the plan update; and
- Adopt, implement and maintain the plan update.

**Table 3-2. Steering and Planning Committee Members**

Organization	Name	Title	Municipal POC	
			POC	Alternate POC
Sussex County Sheriff’s Office, Division of Emergency Management	Sheriff Michael F. Strada	Sheriff, Emergency Management Coordinator	Steering Committee	
Sussex County Sheriff’s Office, Division of Emergency Management	Corporal Mark Vogel	Deputy Emergency Management Coordinator	Steering Committee	
Sussex County	Scott House	Director	Steering Committee	





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Organization	Name	Title	Municipal POC	
Division of Public Works				
Sussex County County Administrator	Ronald Tappan	County Administrator	Steering Committee	
Sussex County Engineering Department	William J. Koppenaar	Assistant County Engineer	Steering Committee	
Sussex County Department of Central and Shared Services	Ronald L. Tappan	Administrator	Steering Committee	
Sussex County Division of Planning	Eric Snyder	Planning Director	Steering Committee	
Sussex County EMS	Rourke Day	EMS Coordinator	Steering Committee	
Andover Borough	John Hoag	Deputy OEM	X	
	Beth Brothman	Municipal Clerk/Registrar		X
Andover Township	Chief Eric Danielson	Emergency Management Coordinator	X	
	Ptl. Georgios Laoudis	Deputy Coordinator		X
Branchville Borough	Jeff Lewis	OEM Coordinator	X	
	Christopher Franek	Deputy OEM		X
Byram Township	Joseph Sabatini	Township Manager	X	
	James Oscovitch	Mayor		X
Frankford Township	Patricia Bussow	Municipal Clerk	X	
	TBD			
Franklin Borough	Jim Williams	OEM Coordinator	X	
	Brian VanDenBroek	DPW Supervisor		X
Fredon Township	John A. W. Richardson	Township Committeeman/OEM Coordinator	X	
	Virgil Rome	Deputy OEM		X
Green Township	Linda Peralta	Clerk/Administrator	X	
	Peg Phillips	Mayor		X
Hamburg Borough	Keith Sukennikoff	OEM Coordinator	X	
	Michael Schneider	DPW/Road Supervisor		X
Hampton Township	Eileen Klose	Township Administrator	X	
	Edward Hayes	OEM Coordinator		X
Hardyston Township	William Hickerson	OEM Coordinator	X	
	Marianne Smith	Township Manager		X
Hopatcong Borough	Sylvia Petillo	Mayor/OEM Coordinator	X	
	Robert Elia	Borough Administrator		X
Lafayette Township	Rich Hughes	OEM Coordinator	X	
	Bill Macko	Deputy OEM Coordinator		X
Montague Township	Jesse Brace-Revak	OEM Coordinator	X	
	Eileen DeFabiis	Municipal Clerk		X
Town of Newton	Kenneth Teets	OEM Coordinator	X	
	Debra Millikin	Deputy Town Manager		X
Ogdensburg Borough	Steven Ciasullo	Mayor	X	
	Phyllis Drouin	RMC		X
Sandyston Township	Stanley J. Dukus	Deputy OEM Coordinator	X	
	Amanda F. Lobban	Municipal Clerk		X





Organization	Name	Title	Municipal POC	
Sparta Township	Ernest Reigstad	Police Chief	X	
	Eric Powell	Municipal Engineer		X
Stanhope Borough	Brian McNeilly	Borough Administrator	X	
	Eric Keller	Borough Engineer		X
Stillwater Township	George Scott	Mayor	X	
	Lynda Knott	Municipal Clerk		X
Sussex Borough	Floyd Southard	OEM Coordinator	X	
	Mark Zsack	Borough Administrator		X
Vernon Township	Harry Shortway	Mayor	X	
	Ken Clark	OEM Coordinator		X
Walpack Township	Victor Maglio	Mayor	X	
	N/A			
Wantage Township	TBD	Clerk/Administrator	X	
	Joseph Konopinski	OEM Coordinator		X

Notes: OEM = Office of Emergency Management

It is noted that the Letter of Intent to Participate identifies the above “Planning Partner Expectations” as serving to identify those activities comprising overall participation by jurisdictions throughout the planning process. It is recognized that the jurisdictions in Sussex 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 Sussex 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 purposes and intent of mitigation planning.

Ultimately, jurisdictional participation is evidenced by a completed annex (chapter) of the HMP update (Section 9) 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 HMP update via resolution.

Appendix C identifies those individuals who represented their municipalities during this planning effort, and indicates how they contributed to the planning process. This matrix is intended to give a broad overview of who attended meetings and when input was provided. All participants were encouraged to attend the Kick-off Meeting, Jurisdictional Annex Workshop and FEMA/NJOEM Mitigation Workshop. During the planning process the planning consultant contacted each participant to offer support, explain the process, and to facilitate the submittal and review of critical documents.

It is noted that all municipalities actively participate in the National Flood Insurance Program (NFIP), and have a designated NFIP Floodplain Administrator (FPA). All FPAs have been informed of the planning process, reviewed the plan documents, and provided direct input to the plan update. Local FPAs are identified in the “Administrative and Technical” portion of the local Capability Assessments presented within the jurisdictional annexes in Section 9, as well as in Appendix C.



### 3.2.2 PLANNING PARTNERSHIP ACTIVITIES

Members of the planning partnership (individually and as a whole), as well as key stakeholders, convened and/or communicated regularly to share information and participate in workshops to identify hazards; assess risks; review existing inventories of and identify new critical facilities; assist in updating and developing new mitigation goals and strategies; and provide continuity through the process to ensure that natural hazards vulnerability information and appropriate mitigation strategies were incorporated. All members of the planning partnership had the opportunity to review the draft plan and supported interaction with other stakeholders, and assisted with public involvement efforts.

A summary of Planning and Steering Committee meetings held and key milestones met during the development of the HMP update is included in Table 3-3. It also identifies which DMA 2000 requirements the activities satisfy. Documentation of meetings (agendas, sign-in sheets, minutes, etc.) may be found in Appendix B. This summary table identifies only the formal meetings held during plan development, and does not reflect the planning activities conducted by individuals and groups throughout the planning process. In addition to these meetings there was a great deal of communication between Planning Committee members and the contract consultant through individual local meetings, electronic mail (email), and by phone.

After completion of the HMP update, implementation and ongoing maintenance will become a function of the planning partnership (Steering and Planning Committees) as described in Section 7. The planning partnership is responsible for reviewing the HMP, solicit and consider public comment as part of the five year mitigation plan update.

**Table 3-3. Summary of Planning Outreach**

Date	Activity/ DMA 2000 Requirement	Key Outcomes/Purpose	Attendees
November 25, 2014	1b, 2	Sussex County Board of Chosen Freeholders award contract for hazard mitigation plan update (public meeting).	Sussex County Board of Chosen Freeholders
January 8, 2015	1b, 1c, 2, 3a, 4a	<u>Pre-Kick Off Meeting #1</u> : Meeting with Sussex County Sheriff's Office DEM to discuss the hazard mitigation planning process, municipal participation expectations, schedule, Steering Committee, and upcoming meetings.	Sussex County DEM: Corporal Mark Vogel, Deputy OEM Coordinator; Tetra Tech: Paul Miller and Alison Miskiman
January 22, 2015	1b, 1c, 2, 3a, 4a	<u>Steering Committee Meeting #1</u> : The Steering Committee guidelines were addressed, hazards of concern exercise conducted, public/stakeholder outreach was discussed and data collection (spatial data and planning data) initiated.	Refer to Appendix B for sign-in sheet and meeting agenda.
April 1, 2015	1c, 2, 3a-c, 3e, 4a, 4b	<u>Planning Committee Meeting #1 / Municipal Kick-Off Meeting</u> : Presentation and discussion on the planning process, and discussion regarding municipal participation expectations. Initial data and information gathering including distribution of worksheets on a CD for completion to each municipality.	Refer to Appendix B for sign-in sheet and meeting agenda.
April 15, 2015	2, 4a	<u>Steering Committee Meeting #2 (Conference Call)</u> : Discussion and revision of 2011 goals and objectives	Refer to Appendix B for sign-in sheet and meeting agenda.
April 23, 2015	2, 3b, 3c, 3e, 4a, 4b	<u>Annex Workshop #1 (morning and afternoon session)</u> : The updated goals and objectives were presented to the Planning Committee for review and comment. A Strengths, Weaknesses, Opportunities and Obstacles (SWOO) exercise and mitigation strategy workshop was conducted. Tools and resources were distributed. The	Refer to Appendix B for sign-in sheet and meeting agenda.



Date	Activity/ DMA 2000 Requirement	Key Outcomes/Purpose	Attendees
		workshop guided participants on how to identify and prioritize a comprehensive range of mitigation alternatives as a result of historic losses, current risk; and discuss integration of mitigation. Worksheet-focus sessions were held after the main workshop to allow plan participants to obtain further guidance on worksheets distributed at the kick-off meeting.	
May 21, 2015	4b	<u>FEMA/NJOEM Mitigation Strategy Meeting</u> : NJOEM and presented on mitigation strategy development, plan maintenance, and plan integration.	Refer to Appendix B for the sign-in sheet and agenda.
September 9, 2015	2, 4b	<u>Mitigation Action Webinar</u> : A webinar/conference call was open to all plan participants to provide SWOO results and further assist with the identification and documentation of new mitigation actions.	Byram and Wantage. Refer to Appendix B for the agenda.
September 15, 2015	2, 4b	<u>Municipal Annex Support Meeting</u> : Local data collection support meeting to assist with the completion of worksheets and the municipal annexes: Andover, Frankford, Franklin, Fredon, Montague, and Stillwater.	Refer to Appendix B for the sign-in sheet.
October 28, 2015	2, 4b	<u>Municipal Annex Support Meeting</u> : Local data collection support meeting to assist Ogdensburg with the completion of worksheets and the municipal annex.	Refer to Appendix B for the sign-in sheet.
October 30, 2015	2, 4b	<u>Municipal Annex Support Meeting</u> : Local data collection support meeting to assist Lafayette with the completion of worksheets and the municipal annex.	Refer to Appendix B for the sign-in sheet.
November 9, 2015	2, 4b	<u>Steering Committee Meeting #3</u> : A status update on municipal participation was discussed; county worksheets were worked as a committee; public and stakeholder outreach was discussed; and next steps.	Refer to Appendix B for the sign-in sheet and agenda.
December 15, 2015	1b, 2	<u>Emergency Management Coordinators Meeting</u> : The hazard mitigation plan status and stakeholder outreach was discussed as part of the agenda to the quarterly emergency management coordinators meeting.	Refer to Appendix B for the sign-in sheet.
January 14, 2016	1b, 2	<u>Local Emergency Planning Committee/County Working Group Meeting</u> : The hazard mitigation plan status and stakeholder outreach was discussed as part of the agenda to the quarterly emergency management coordinators meeting.	Refer to Appendix B for the sign-in sheet.
January 2016	3d	Results of the critical facility exposure analysis for the flood hazard were provided to plan participants via email to assist with the identification of new mitigation actions. Draft annexes were also distributed via email for review and sign-off.	
April 8, 2016	5a-c	<u>County Draft Plan Review Meeting (Conference Call)</u> : Discuss draft Plan comments; discuss plan maintenance review and discussion; next steps to post the Draft Plan for public review and comment	Refer to Appendix B for the agenda.
XXX 2016	2	Draft Plan posted to County website	Public and Stakeholders
TBD		<u>Board of Chosen Freeholders Meeting</u> : Public meeting to announce the draft plan available for public review and comment.	
TBD	4b, 4c, 5b	All jurisdictions receive public and stakeholder comments for consideration and update mitigation strategy as needed; jurisdictional annexes finalized	All plan participants
TBD	2	Plan submitted to NJOEM and FEMA Region II	NJOEM, FEMA Region II



Date	Activity/ DMA 2000 Requirement	Key Outcomes/Purpose	Attendees

Note: DEM = Division of Emergency Management  
 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

### 3.3 STAKEHOLDER OUTREACH AND INVOLVEMENT

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

Diligent efforts were made to assure broad regional, county and local representation in this planning process. To that end, a comprehensive list of stakeholders was developed with the support of the Steering and Planning Committee. Stakeholder outreach was performed early on, and continually throughout, the planning process. Information and input provided by these stakeholders has been included throughout this HMP update where appropriate, as identified in the references.

This summary discusses the various stakeholders that were invited to participate in the development of this HMP update, and how these stakeholders participated and contributed to the HMP. It should be noted that this summary listing cannot possibly represent the sum total of stakeholders that were aware of and/or contributed to this HMP update, as outreach efforts were being made, both formally and informally, throughout the process by the many planning partners involved in the effort, and documentation of all such efforts is impossible. Instead, this summary is intended to demonstrate the scope and breadth of the stakeholder outreach efforts made during the plan update process.

The municipal OEM Coordinators, the Local Emergency Planning Committee (LEPC) members, and members of the County Working Group (CWG) are key stakeholders to this HMP update. These stakeholders are experts in their field and enhance Sussex County’s emergency management capabilities. The Sussex County Deputy Emergency Management Coordinator presented at these meetings (December 2015 and January 2016) to encourage participation and solicit input. Meeting sign-in sheets may be found in Appendix B.

- New Jersey State Police
- County Departments
  - DEM
  - Administrator







- County Counsel
- Engineer
- Health
- Sheriff's Department
- County Freeholders
- Local OEM Coordinators
- Law enforcement
- Fire services
- EMS
- Keogh-Dwyer Correctional Facility
- Atlantic Health/Newton Medical Center

Sussex County is governed by a five-member Board of Chosen Freeholders. The members are elected at large to serve three-year terms. The Freeholders are the center of legislative and administrative responsibility in Sussex County. As legislators they draw up and adopt a budget, and in the role of administrators, they are responsible for spending the funds they have appropriated. On November 2015, the Sussex County Board of Chosen Freeholders awarded the contract for hazard mitigation plan update (public meeting).

Sussex County published an article in the December 1, 2015 County Email Newsletter regarding the HMP update. It provides information on the planning process and encourages citizen and stakeholder participation and input by taking the on-line surveys available. Refer to Appendix D.

In November 2015, the HMP website was updated to include a dedicated page to the stakeholder and public survey (<http://www.sussex.nj.us/Cit-e-Access/webpage.cfm?TID=7&TPID=15483>). In April 2015, focused stakeholder group response surveys were sent to the stakeholders indicated below. The surveys were designed to garner information from a range of specific stakeholders and community members across the county, with unique questions directed towards each user group. The outreach emails also requested the stakeholders' wider participation in the development of the HMP Update, and provided links to the HMP website for further information. For more information on the focused stakeholder surveys, see **Appendix D – Public and Stakeholder Outreach**.

- Posted on County HMP web page
- Email blasts to:
  - All municipal OEM Coordinators
  - County EMS contacts
  - All fire chiefs
  - All police chiefs
  - All school districts
  - JCP&L
  - Sussex County Rural Electric
  - Sussex County Community College
  - Atlantic Health - Newton Medical Center
  - Sussex County Chamber of Commerce
  - Sussex County Office of Transit
- Facebook posts



On DATE PLACEHOLDER, the Sussex County DEM sent a request to all neighboring county emergency management offices via email and letter indicating that the draft HMP update was available for review and requesting input and comments as appropriate. Letters and emails were sent to the following counties: Morris, Passaic, and Warren Counties, New Jersey; Orange County, New York; Pike County, Pennsylvania. In addition, the County notified engaged stakeholders that the draft HMP update was also available for review and comment. These letters may be found in Appendix D.

The following subsection identifies those stakeholders that were invited to participate in the planning process, identifies the nature of their involvement, and indicates how their input was incorporated in this plan as applicable.

### Federal Agencies

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Please see Appendix C (Participation Matrix) for further details regarding federal agency participation. All responses to the surveys may be found in Appendix D.

**FEMA Region II:** Provided updated planning guidance; provided summary and detailed NFIP data for planning area; presented at the May 2015 Mitigation Strategy Workshop; conducted plan review.

*Information regarding hazard identification and the risk assessment for this HMP update was also requested and received or incorporated by reference from the following agencies and organizations:*

- National Climatic Data Center (NCDC)
- National Hurricane Center (NHC)
- National Oceanic and Atmospheric Administration (NOAA)
- National Weather Service (NWS)
- Storm Prediction Center (SPC)
- U.S. Army Corps of Engineers (USACE)
- U.S. Census Bureau
- U.S. Department of Agriculture (USDA)
- U.S. Environmental Protection Agency (USEPA)
- U.S. Geological Survey (USGS)

### State Agencies

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Please see Appendix C (Participation Matrix) for further details regarding state agency participation. All responses to the surveys may be found in Appendix D.

**New Jersey Office of Emergency Management (NJOEM):** Administered planning grant; provided updated planning guidance; attended meetings including presenting at the May 2015 Mitigation Strategy workshop; provided review of the draft HMP update.

**New Jersey Office of Homeland Security and Preparedness (NJ OHSP):** Attended the County LEPC/CWG meetings.



## Regional, County and Local Stakeholders

### Delaware River Basin Commission

The Delaware River Basin Commission (DRBC) was contacted several times to meet and discuss the Sussex County HMP update. Unfortunately, a mutually convenient date could not be determined. The DRBC was contacted via letter requesting review and comment on the draft HMP.

### New Jersey Highlands Council

The New Jersey Highlands Council was contacted via letter requesting review and comment on the draft HMP.

### County

As mentioned above, Sussex County reached out to all County departments to take the stakeholder survey. The list of these departments area presented below. In addition, each OEM Coordinator in the county was asked to distribute the stakeholder surveys via email or mailing groups. Many of the municipal OEM Coordinators are members of the Planning Committee as well as the LEPC/CWG. Their responses are listed below their stakeholder entity later in this subsection.

- PLACEHOLDER

### Health

The following hospitals and health agencies/organizations were contacted directly by Sussex County DEM to take a stakeholder survey which included the identification of specific mitigation actions/projects. In addition, other areas of involvement in the planning process are noted below.

- Atlantic Health/Newton Medical Center – member of LEPC/CWG

### Utilities

The following utilities were contacted directly by Sussex County DEM to take a stakeholder survey which included the identification of specific mitigation actions/projects. In addition, other areas of involvement in the planning process are noted below.

- PLACEHOLDER

### Fire and Emergency Medical Services

The following were contacted directly by Sussex County DEM to take a stakeholder survey which included the identification of specific mitigation actions/projects. In addition, other areas of involvement in the planning process are noted below.

- PLACEHOLDER

### Business Commerce / Non-Profit Organizations

The following were contacted directly by Sussex County DEM to take a stakeholder survey which included the identification of specific mitigation actions/projects. In addition, other areas of involvement in the planning process are noted below.

- PLACEHOLDER



Law Enforcement

The following were contacted directly by Sussex County DEM to take a stakeholder survey customized for law enforcement which included the identification of specific mitigation actions/projects. In addition, other areas of involvement in the planning process are noted below.

- PLACEHOLDER

Academia

PLACEHOLDER

- 
- 

Transportation

Other Stakeholders

- 

### 3.4 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 via the Sussex County website dedicated to the HMP update. 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 Steering and Planning Committees have made the following efforts toward public participation in the development and review of the Plan:*

- Sussex County Emergency Management has created a dedicated website to hazard mitigation. This public website is being maintained as a way to facilitate communication between the Planning Committee and county residents (<http://www.sussex.nj.us/Cit-e-Access/webpage.cfm?TID=7&TPID=11091>). The website went live in October 2014 and was continuously updated throughout the planning process.  
The public website contains a project overview, project announcements, meeting materials, draft documents for review and comment, and links to the county resident and stakeholder surveys. See Figures 3-1 and 3-2 for a screenshot of this public website.
- All municipalities with a public website were requested to post a link to the County HMP website to provide ongoing public outreach. Links to the public website have been established by the following municipalities (refer to Appendix D for screenshots):
  - Green Township
- An on-line natural hazards preparedness citizen survey was developed to gauge household preparedness that may impact the county and to assess the level of knowledge of tools and techniques to assist in reducing risk and loss of those hazards (<https://www.surveymonkey.com/r/SUSSEXCOUNTYCITIZENSURVEY>). The questionnaire asked quantifiable questions about citizen perception of risk, knowledge of mitigation, and support of community programs. The questionnaire also asked several demographic questions to help analyze trends. The questionnaire has been available on the public website since January 2015, and further



advertised via county and municipal social media outlets. Responses were collected and provided back to plan participants for consideration in the mitigation action development. Response rates to date are considered good. Appendix D summarizes public input received through the website, the online survey, and other sources.

- Public meetings were held in the following municipalities to discuss the HMP update, and more specifically the jurisdictional annexes prepared by each community. Refer to Appendix D for meeting minutes where available.
  - Fredon Township – April 23, 2015 [http://www.twp.fredon.nj.us/2015/04\\_2015tcminutes.html](http://www.twp.fredon.nj.us/2015/04_2015tcminutes.html)
  - Lafayette Township – November 4, 2015
  - Sandyston Township – February 9, 2016
  - Township of Wantage - January 28, 2016
- The hazard mitigation plan update and its upcoming availability for public review was presented at the XXX Freeholders meeting.
- A hazard mitigation planning tri-fold brochure (see Appendix D) was developed to inform the public of the planning process, provide local contact information, and encourage the public to review the plan and provide input.
  - Numerous copies of the brochure were provided to all municipalities and County participants to distribute in their communities and at their offices.
  - This brochure was also distributed via email to each OEM Coordinator in the County who were asked to send out using their local email distribution lists.
  - Several communities posted the brochure on their website:
    - Byram Township:  
<http://byramtwp.org/useruploads/files/Sussex%20HMP%20update%20tri-fold%20011515.pdf>
- Sussex County used their Facebook account to announce and encourage plan participation through surveys. Screenshots of the social media public outreach efforts are presented in Appendix D.
- On INSERT DATE the Draft HMP update was posted to the public website

*Screenshots and pictures of public outreach efforts are presented in Appendix D. Public comments that have been received to date are documented in Appendix D as well.*

*The community had an opportunity to comment on the draft HMP before submittal to FEMA. The HMP was posted on the public website on INSERT DATE for review.*



Figure 3-1. Screenshot of the Sussex County Hazard Mitigation Webpage

Search this site:  Translate: [\(Disclaimer\)](#) Select Language

May 06, 2015 12:10 PM

County Government Departments Municipalities County Directory

Print this page Email this page

Sheriff

Home

Directions

County Tourism

Economic Development

Events Calendar

Newsletters & Alerts

News & Information

Meeting Schedules

Service Requests

Contact Information

Form Center

Links

F.A.Q.s

Employment Opportunities

Skylands Ride/Public Transportation

## General Information

### Sussex County, New Jersey All-Hazards Pre-Disaster Mitigation Planning Project

1. [What is Hazard Mitigation?](#)
2. [What is a Hazard Mitigation Plan?](#)
3. [Purpose & Need for The Plan](#)
4. [Outcomes: Identifying Mitigation Projects & Other Benefits](#)
5. [Participation](#)
6. [Process Overview](#)

1. [What is Hazard Mitigation?](#)

Natural hazards have the potential to cause property loss, loss of life, economic hardship, and threats to public health and safety. While an important aspect of emergency management deals with disaster recovery – those actions that a community must take to repair damages and make itself whole in the wake of a natural disaster – an equally important aspect of emergency management involves hazard mitigation.

Hazard mitigation actions are efforts taken before a disaster happens to lessen the impact that future disasters of that type will have on people and property in the community. They are things you do today to be more protected in the future. Hazard mitigation actions taken in advance of a hazard event are

Pre-Disaster Mitigation General Information

- Planning Group Information
- Participating Jurisdictions
- Meeting Schedule
- The Draft Plan
- Useful Links
- Contact Information

Source: <http://www.sussex.nj.us/Cit-e-Access/webpage.cfm?TID=7&TPID=11091>



Figure 3-2. Screenshot of Sussex County Hazard Mitigation Stakeholder and Public Surveys

The screenshot shows the Sussex County website interface. At the top, there is a search bar and a language selection dropdown. Below the navigation menu, the page title is "Sheriff Pre-Disaster Mitigation - Surveys". The main content area is titled "Stakeholder and Public Surveys" and "Sussex County, New Jersey All-Hazards Pre-Disaster Mitigation Planning Project". A message reads: "Residents, we would like your input! Please take the Citizens Preparedness Questionnaire if you are a resident of Sussex County." Below this, a URL is provided: <https://www.surveymonkey.com/r/SUSSEXCOUNTYCITIZENSURVEY>. A second message says: "Stakeholders, we would like your input! Please take the survey appropriate for your organization:" followed by a list of survey links for various sectors: Academia, Business, EMS, Fire, Law Enforcement, Medical, Social Service, Transportation, and Utilities. A sidebar on the right contains a "Page Navigation" menu with links to "Pre-Disaster Mitigation General Information", "Planning Group Information", "Participating Jurisdictions", "Meeting Schedule", "The Draft Plan", "Useful Links", "Contact Information", and "Stakeholder and Public Surveys".

Source: <http://www.sussex.nj.us/Cit-e-Access/webpage.cfm?TID=7&TPID=15483>





### 3.5 INCORPORATION OF EXISTING PLANNING EFFORTS AND PROGRAMS

The Sussex County HMP update strived to use the best available technical information, plans, studies and reports throughout the plan process to support hazard profiling; risk and vulnerability assessment; review and evaluation of mitigation capabilities; and the identification, development and prioritization of county and local mitigation strategies.

The asset and inventory data used for the risk and vulnerability assessments is presented in the County Profile (Section 4). Details of the source of this data, along with technical information on how the data was used to develop the risk and vulnerability assessment, is presented in the Hazard Profiling and Risk Assessment Section (Section 5), specifically within Section 5.3 (Data and Methodology), as well as throughout the hazard profiles in Section 5.4. Further, the source of technical data and information used may be found within the References section.

Plans, reports and other technical information were identified and provided directly by the County, participating jurisdictions and numerous stakeholders involved in the planning effort, as well as through independent research by the planning consultant. The County and participating jurisdictions were tasked with updating the inventory of their Planning and Regulatory capabilities (see Capability Assessment section of each jurisdictional annex in Section 9), and providing relevant planning and regulatory documents as applicable. Relevant documents, including plans, reports, and ordinances were reviewed to identify:

- Existing municipal capabilities;
- Needs and opportunities to develop or enhance capabilities, which may be identified within the County or local mitigation strategies;
- Mitigation-related goals or objectives, considered during the development of the overall Goals [and Objectives] (see Section 6);
- Proposed, in-progress, or potential mitigation projects, actions and initiatives to be incorporated into the updated County and local mitigation strategies.

The following local regulations, codes, ordinances and plans were reviewed during this plan process in an effort to develop mitigation planning goals, objectives and mitigation strategies that are consistent across local and regional planning and regulatory mechanisms; and thus develop complementary and mutually supportive plans, including:

- Comprehensive/Master Plans
- Building Codes
- Zoning and Subdivision Ordinances
- NFIP Flood Damage Prevention Ordinances
- Site Plan Requirements
- Stormwater Management Plans
- Emergency Management and Response Plans
- Land Use and Open Space Plans
- Capital Plans
- State of New Jersey 2014 State Hazard Mitigation Plan Update

The “Legal and Regulatory” capability assessment of each participating jurisdiction is included in Section 9, Jurisdictional Annexes, and provides a listing of the local codes, ordinances, regulations, and planning mechanisms available in the jurisdictions and reviewed during this planning process.





A partial listing of the plans, reports, and technical documents reviewed in the preparation of this plan is included in Table 3-5.

**Table 3-5. Record of the Review of Existing Programs, Policies, and Technical Documents for Participating Jurisdictions**

Existing Plan, Program or Technical Document	Date	Jurisdictional Applicability
Andover Borough Housing Plan 2008	12/8/08	Andover Borough
Andover Township Master Plan Reexamination 2007	12/8/2007	Andover Twp
Andover Township Open Space and Recreation Plan 2008	3/1/2008	Andover Twp
Andover township Evaluation of Groundwater Resources	12/17/2009	Andover Twp
Andover Township Master Plan Reexamination 2010	3/22/2010	Andover Twp
Andover Township Master Plan Amendment 2010	3/22/2010	Andover Twp
Andover Township Master Plan Reexamination 2011	5/17/2011	Andover Twp
Byram Smart Growth Plan	2002	Byram Twp
Byram Master Plan 2004	12/16/2004	Byram Twp
Byram Highlands ERI	5/2011	Byram Twp
Byram Master Plan Highlands Element	10/2/2014	Byram Twp
Sussex County Comprehensive Farmland Preservation Plan	5/2008	Sussex County
Sussex County Mobility Study	Unk.	Sussex County
Sussex County OSRP	9/30/2003	Sussex County
Sussex County Strategic Growth Plan Update	11/2014	Sussex County
Sussex County Solid Waste Management Plan Amendment 2007	8/23/2007	Sussex County
Sussex County NRI	Unk.	Sussex County
Frankford Master Plan Reexamination Report 2005	3/30/05	Frankford Twp
Frankford Municipal Self Assessment Report	12/07	Frankford Twp
Franklin Borough MP Reexamination 2009	10/6/2009	Franklin Borough
Franklin Borough Housing Plan and Fair Share Plan 2010	5/13/2010	Franklin Borough
Franklin Borough Transportation Vision Plan	4/2009	Franklin Borough
Franklin Borough Main Street Revitalization	3/2006	Franklin Borough
Franklin Borough Master Plan	2003	Franklin Borough
Fredon Master Plan 2007	4/1/2007	Franklin Borough
Hampton Twp Master Plan	9/26/2002	Hampton Twp
Hardyston MP Reexamination 2014	5/2014	Hardyston Twp
Hardyston Stormwater Management Plan	3/2005	Hardyston Twp
Hardyston Highlands Preservation Area MP Element	11/2011	Hardyston Twp
Hardyston Highlands ERI	11/2011	Hardyston Twp
Hopatcong MP Reexamination 2014	4/2014	Hardyston Twp
Hopatcong Highlands ERI	4/24/2013	Hopatcong Borough
Hopatcong Env. Commission Annual Report 2013	7/30/2014	Hopatcong Borough
Hopatcong Highlands MP Element	12/2012	Hopatcong Borough
Hopatcong OSRP 2011	5/2011	Hopatcong Borough
Montague Township Master Reexamination	9/11	Montague Twp
Montague Township Opportunities and Constraints Analysis	4/19/10	Montague Twp
Newton McGuire Redevelopment Plan 2015	2/19/2015	Newton Town
Newton Annual Report 2013	2013	Newton Town
Newton Area in Need of Redevelopment Study for Newton Armory and ShopRite	6/2012	Newton Town
Newton Hicks Ave Redevelopment Plan Amendment	7/2014	Newton Town
Newton Area in Need of Redevelopment Study for McGuire Cherolet Site and Surrounding Parcels	10/2013	Newton Town



Existing Plan, Program or Technical Document	Date	Jurisdictional Applicability
Newton Merriam Gateway Redevelopment Plan	11/09/2010	Newton Town
Newton Community Forestry Management Plan 2010-2014	Unk.	Newton Town
Newton Master Plan	8/2008	Newton Town
Newton Urban Design Plan	2007	Newton Town
Newton Sparta Avenue Redevelopment Plan	3/23/2009	Newton Town
Ogdensburg Highlands ERI	8/2011	Ogdensburg Borough
Sandyston Township Vision Statement 2010	7/10	Sandyston Twp
Sparta Twp Highlands ERI	11/2011	Sparta Twp
Sparta Twp Highlands MP Element	11/2011	Sparta Twp
Stanhope Borough Highlands ERI	2009	Stanhope Borough
Stanhope Borough Highlands MP Element	4/2012	Stanhope Borough
Stillwater Twp ERI	6/11/2014	Stillwater Twp
Stillwater MP Reexamination 2012	11/2012	Stillwater Twp
Sussex Borough Redevelopment Plan	11/26/2013	Sussex Borough
Sussex Borough master Plan	11/21/2009	Sussex Borough
Vernon Twp Master Plan	7/2010	Vernon Twp
Vernon Twp Highlands ERI	8/2012	Vernon Twp
Vernon Twp Highlands MP Element	5/2013	Vernon Twp
Wantage Twp MP Reexamination 2009	10/24/2009	Wantage Twp
Wantage Twp Housin Element and Fair Share Plan Amendment to Master Plan	12/2008	Wantage Twp
Wantage Fire Rescue Service Report	Unk.	Wantage Twp

*Reex = Re-examination; Unk. = Unknown*





### 3.6 Integration with Existing Planning Mechanisms and Programs

Effective mitigation is achieved when hazard awareness and risk management approaches and strategies become an integral part of public activities and decision-making. Within the county there are many existing plans and programs that support hazard risk management, and thus it is critical that this hazard mitigation plan integrate and coordinate with, and complement, those mechanisms.

The “Capability Assessment” section of Chapter 6 (Mitigation Strategy) provides a summary and description of the existing plans, programs and regulatory mechanisms at all levels of government (Federal, State, County and local) that support hazard mitigation within the county. Within each jurisdictional annex in Section 9, the county and each participating jurisdiction have identified how they have integrated hazard risk management into their existing planning, regulatory and operational/administrative framework (“integration capabilities”), and how they intend to promote this integration (“integration actions”).

A further summary of these continued efforts to develop and promote a comprehensive and holistic approach to hazard risk management and mitigation is presented in Section 7.

### 3.7 Continued Public Involvement

Sussex County and participating jurisdictions are committed to the continued involvement of the public in the hazard mitigation process. Therefore, copies of the HMP update will be made available for review on their HMP public website. Each jurisdiction’s main point of contact identified earlier in this section (Table 3-2) shall be responsible for receiving, tracking, and filing public comments regarding this HMP update.

The public will have an opportunity to comment on the HMP update as a part of the annual mitigation planning evaluation process and the next five-year mitigation plan update. The HMP Coordinator (currently Corporal Mark W. Vogel, Deputy OEM Coordinator) 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 HMP.

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

After completion of this HMP update, implementation and ongoing maintenance will continue to be 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 five-year mitigation plan updates.

A notice regarding annual updates of the plan will be publicized annually after the HMP Committee’s annual evaluation and posted on the public web site.

Corporal Mark W. Vogel has been identified as the ongoing County Hazard Mitigation Plan Coordinator (see Section 7), and is responsible for receiving, tracking, and filing public comments regarding this HMP Update. Contact information is:

Mailing Address:       Sussex County Sheriff’s Office, Division of Emergency Management, 135 Morris Turnpike, Newton, NJ 07860  
Contact Name:         Corporal Mark W. Vogel, Deputy OEM Coordinator  
Email Address:         [mitigation@sussexcountysheriff.com](mailto:mitigation@sussexcountysheriff.com)