



#### 4.0 PLANNING PROCESS

This section includes a delineation of various DMA 2000 regulatory requirements, as well as an identification of key stakeholders and planning team members within the City of Paso Robles. In addition, the necessary public involvement meetings and actions that were applied to this process are summarized.

#### 4.1 DMA 2000 REQUIREMENTS

The table below summarizes the DMA 2000 requirements for documentation of the planning process. These requirements are addressed in the following text.

**TABLE 4-1  
DMA 2000 REQUIREMENTS – PLANNING PROCESS**

<b>PLANNING PROCESS:</b> §201.6(b): <i>An open public involvement process is essential to the development of an effective plan.</i>	
<b>Documentation of the Planning Process</b>	
<i>Requirement §201.6(b): In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process <b>shall</b> include:</i>	
<ol style="list-style-type: none"> <li>(1) <i>An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval;</i></li> <li>(2) <i>An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia and other private and non-profit interests to be involved in the planning process; and</i></li> <li>(3) <i>Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.</i></li> </ol>	
<i>Requirement §201.6(c)(1): [The plan shall document] the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.</i>	
<b>Element</b>	
A.	Does the plan provide a narrative description of the process followed to prepare the plan?
B.	Does the plan indicate who was involved in the planning process? (For example, who led the development at the staff level and were there any external contributors such as contractors? Who participated on the plan committee, provided information, reviewed drafts, etc.?)
C.	Does the plan indicate how the public was involved? (Was the public provided an opportunity to comment on the plan during the drafting stage and prior to the plan approval?)
D.	Was there an opportunity for neighboring communities, agencies, businesses, academia, nonprofits, and other interested parties to be involved in the planning process?
E.	Does the planning process describe the review and incorporation, if appropriate, of existing plans, studies, reports, and technical information?

Source: FEMA, March 2004.

#### 4.2 PLANNING PROCESS

The City of Paso Robles hired URS Corporation (URS) to assist with the development of this Plan. The first step in the planning process was to establish a Planning Team comprised of existing City agencies, elected officials and federal representatives. Ed Gallagher, Housing Programs Manager for the City, served as the primary point of



contact for the City and as primary point of contact for the public. The Planning Team was formed as an advisory body to undertake the planning process and meeting dates were set for all members of the committee and interested parties to attend. Local jurisdictional representatives included the individuals listed in Section 4.3 below.

The Planning Team also provided an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as business, academia and other private and non-profit interests to be involved in the planning process. Some of those parties are listed in Section 4.5 below.

Once the Planning Team was organized, the following four-step planning process was implemented:

1. **Organize Resources** – From the beginning of the process, the City of Paso Robles focused on the resources needed for a successful mitigation planning process. Essential steps included organizing interested members of the community as well as the technical expertise required during the planning process
2. **Assess Risks** – Next the City identified the characteristics and potential consequences of hazards. Special attention was focused on the number of affected community for each hazard and what impacts were important to community assets.
3. **Mitigation Planning** – After understanding the risks posed by each hazard, the City determined priorities and assessed various methods to avoid or minimize any undesired effects. The result of this study was a hazard mitigation plan and strategy for implementation.
4. **Implementation of Plan and Monitoring Progress** – The next step for the City is implementation and to ensure the success of an on-going program to minimize hazard impacts to the community. Periodic evaluations will be conducted and revisions will be incorporated as needed.

The Plan was prepared primarily during the six-month period from June 2004 to November 2004. During this period, the Hazard Mitigation Planning Team Leader, Ed Gallagher, organized a number of meetings for the Hazard Mitigation Planning Team (HMPT), other interested parties, and the planning consultant (URS Corporation). All parties worked very closely together during the preparation period.

#### **HMPT Meeting #1**

In order to initiate efforts to bring the Plan into compliance with DMA 2000, a meeting of the HMPT and other interested parties was held on June 3, 2004. Eleven individuals attended the meeting, including the HMPT Leader, two Paso Robles City Council members, the City Manager, Police Chief, Fire Chief, three other City staff, and three consulting team staff. Topics addressed at the meeting included the following:

- Background
- Why Pre-Disaster Mitigation Planning?
- Creating the Plan
- Phase 1 – Organize Resources
- Phase 2 – Assess Risks
- Next Steps
- Q&A

A URS presentation designed for the City discussed the objectives of DMA 2000, the hazard mitigation planning process, the public outreach process, and the steps involved in developing the Plan and achieving the City's goals. The presentation also entailed a review of GIS as a tool for identifying and mapping known hazards in the City, and



discussed the need for the HMPT to network with other people in their city, other agencies, as well as other professionals who might have specialized knowledge on hazards that may affect the City.

A hazard risk identification exercise was conducted to familiarize the HMPT with the approach and concepts that would be utilized in the risk identification phase of the Plan development. The exercise identified the specific hazards the HMPT wanted to address in their Plan. A list of 22 potential hazards was initially discussed and reduced to 9 hazards considered of greatest immediate threat to the City (see Section 6.2). The potential hazards that were identified by the group for profiling (see Section 6.3) and, where possible, vulnerability assessment (see Section 6.5) included: dam failure, drought, earthquakes, expansive soils, extreme heat, flooding, land subsidence, landslides, severe winter storms, wildfires, and hazardous material shipment. There was also discussion about including other possible hazards in the assessment, but after further consideration by the HMPT, it was decided that these secondary hazards would be addressed in the primary hazards or were not of sufficient importance to consider currently.

The following main action items were determined at the end of the meeting:

- The City was tasked with preparing a letter to be sent to several local agencies that may participate in or comment on the LHMP.
- URS was tasked with contacting Barclay Maps to determine what GIS data is available for the City.
- URS was tasked with preparing a press release for the City to distribute and provide meeting materials in PDF format for posting on the City's website.
- URS was tasked with profiling the hazards identified by the HMPT to present in a preliminary analysis in the next meeting in July.
- URS was tasked with providing a capability assessment survey form for completion by the City.
- URS was tasked with preparing draft goals and objectives as well as potential actions for preliminary consideration at the next meeting in July.

See Appendix A for a copy of this meeting's sign in sheet, which demonstrates the attendees. During the approximately eight weeks prior to the next HMPT meeting, the HMPT Leader and URS focused on completing the draft risk assessment and draft capability assessment. This work required a high level of interaction between the HMPT Leader, other HMPT members, URS, and other relevant parties.

### **HMPT Meeting #2**

A second meeting of the HMPT and other interested parties was held on August 5, 2004. The meeting was attended by fifteen individuals, including the HMPT Leader, a Paso Robles City Council member, Police Chief, Fire Chief, and nine representatives from other interested organizations, and two consulting team staff. At this meeting, the HMPT was given an interim draft of the risk assessment for review and comment. Topics addressed at the meeting included the following:

- Status
- Phase 2 – Assess Risks
- Phase 3 – Mitigation Strategy
- Next Steps
- Q&A



Estimated values and analysis for the risk assessment was presented to the HMPT, to describe how values were estimated and assessed. The mitigation priorities were determined initially via an evaluation of potential mitigation actions by the HMPT Team Leader using a modified version of the STAPLEE criteria (see Section 7.2.2.1) and subsequently agreed upon by the HMPT at the third meeting.

This meeting brought up some questions regarding specific values of bridges and railways in the City, as well as the details regarding maintenance of these transportation corridors. The conclusion of this meeting tasked URS with coordinating with Caltrans and the local contact for the Union Pacific Railroad to confirm these structure locations and values in the City.

See Appendix A for a copy of this meeting's sign in sheet, which demonstrates the attendees.

During the approximately eight weeks prior to the next HMPT meeting, the HMPT Leader and URS focused on completing the draft mitigation strategy and Plan maintenance. In addition, the HMPT provided comments on the draft risk assessment. This work required a high level of interaction between the HMPT Leader, other HMPT members, URS, and other relevant parties.

### **HMPT Meeting #3**

The third meeting for the HMPT was held on September 23, 2004 to discuss the mitigation strategy and plan maintenance. The meeting was attended by seven individuals, including the HMPT Leader, two other City staff members, two representatives from other interested organizations, and two consulting team staff. At this meeting, the HMPT was given an interim draft of the mitigation strategy and plan maintenance procedures for review and comment. Topics addressed at the meeting included the following:

- Schedule
- Phase 3 – Mitigation Strategy
- Phase 4 – Implementation and Monitoring
- Next Steps
- Q&A

See Appendix A for a copy of this meeting's sign in sheet, which demonstrates the attendees.

Following the third meeting, the HMPT provided comments on the draft mitigation strategy and plan maintenance procedures. This was combined with additional sections to produce an Administrative Draft Paso Robles Hazard Mitigation Plan, which the HMPT reviewed.

Following incorporation of the HMPT comments, the Public Review Draft Paso Robles Hazard Mitigation Plan was prepared. This version of the Plan was released for comment by the public and other interested parties on October 12, 2004. A Paso Robles Planning Commission workshop, which was open to the public, was held on October 26 and signaled the end of the public comment period. Refer to Section 4.4 (Public Involvement) for details about how interested members of the community were included in the planning process.

A Paso Robles City Council meeting, which will be open to the public, is scheduled for March 15. It is anticipated that the Plan will be adopted at this meeting.

### **4.3 DIRECTLY INVOLVED PARTIES**

The City of Paso established a Hazard Mitigation Planning Team. Members of the Planning Team represented a wide range of City departments and included the following:



- Ed Gallagher      Team Leader, Housing Programs Manager, Community Development Department
- Jim Heggarty      Mayor Pro Tem
- Gary Nemeth      Council Member
- Jim App      City Manager
- Dennis Cassidy      Police Chief, Police Department
- Dennis Fansler      Public Works Department
- Ken Johnson      Fire Chief, Fire Department
- Lisa Solomon      Police Lieutenant, Police Department
- Meg Williamson      Assistant To City Manager

The City also hired a consultant, URS Corporation (URS), to assist with the planning process, analysis, and Plan preparation. URS provided expertise in the areas of risk assessment, hazard mitigation policies, and documentation. URS worked under the direction of the City throughout the process.

The information contained in the Plan was provided by a wide range of sources that are cited throughout the Plan as well as in the Acknowledgement and Sources. The City staff on the HMPT provided local technical expertise in the following areas: governance; management and finance; emergency response, management, and hazard mitigation; public works; and planning and housing. The HMPT Leader reviewed preliminary drafts of the Plan, followed by the entire HMPT, as well as the public, Planning Commission, and City Council.

The HMPT Leader drafted notification letters inviting other agencies and potentially interested parties to participate in the City's HMPT. Several San Luis Obispo County departments were invited (the fire department, the planning department, and the county's Office of Emergency Services), as were local utility departments, education facilities and nearby cities. Representatives from the county and adjacent cities (i.e., Atascadero) did not choose to participate, however, one representative from the City of Pismo Beach did participate (in the August meeting), as did representatives from Caltrans, Union Pacific Railroad, and the El Paso de Robles Youth Correctional Facility.

Please refer to Appendix B for copies of the notification letters and the list of recipients.

#### **4.4 PUBLIC INVOLVEMENT**

Concurrent with the first HMPT meeting on June 3, 2004, a press release was sent to the local newspapers in early June 2004 regarding the preparation of the Plan and extending a welcome to interested organizations and the public to participate in the Plan preparation process. Information about the Plan and the meetings was also posted on the City's website.

This was repeated when the Public Review Draft Paso Robles Hazard Mitigation Plan was released for comment from the public and other interested parties on October 12, 2004. As noted above, a Paso Robles Planning Commission workshop, which was open to the public, was held on October 26 and signaled the end of the public comment period. A Paso Robles City Council meeting, which will be open to the public, is scheduled for April 2005, and it is anticipated that the Plan will be adopted.

See Section 8.3 for details regarding continued public involvement, including the release of the adopted Plan.

Refer to Appendix B for copies of the notification letters and list of recipients and Appendix C for copies of the Press Releases.



#### 4.5 OTHER INTERESTED PARTIES

As noted above, press releases were made at key stages in the planning process that provided all interested parties with the opportunity to be involved in the planning process. As shown in the Acknowledgements, six outside agencies/jurisdictions attended HMPT meetings and provided input on the Plan. Many additional agencies were also contacted during the planning process to obtain information for the risk assessment and mitigation strategy. In addition, the Planning Commission and City Council meetings were open to the public, including all interested parties.

#### 4.6 INCORPORATION OF EXISTING PLANS AND OTHER INFORMATION

Existing plans, studies, reports and technical information were incorporated throughout the planning process. This included a review and incorporation of significant information from the following key documents:

- *City of El Paso de Robles General Plan* (particularly the Land Use Element and Safety Element) – the Land Use Element of the General Plan was used to identify existing land use and future development trends, and the Safety Element was used for initial hazard identification, hazard mapping, hazard mitigation policies, and assigning the City's Hazard Action Plan to the appropriate City individuals.
- *Draft City of El Paso de Robles Emergency Response Plan* – this Plan was used to identify what the City already does to respond to hazards and this helped the HMPT to come up with new possible actions for hazard mitigation that are not already planned and/or actions that can be done prior to hazards in order to ensure that the City's Emergency Response is smooth and effective.
- *San Luis Obispo County General Plan* - The County's General Plan was used to gather information on areas adjacent to the City (i.e., future planning areas that have not been incorporated into the City, etc.) and other demographic information.
- *Draft State of California Draft Multi-Hazard Mitigation Plan* - This plan was used to insure that the City's HMP was consistent with the State's Plan.
- *FEMA Multi-Hazard Identification and Risk Assessment – A Cornerstone of the National Mitigation Plan* - This document was used for general information on the HMP process.
- *FEMA How-To Guide #1: Getting Started: Building Support For Mitigation Planning (FEMA 386-1)* - This document was used for general information on the HMP process.
- *FEMA How-To Guide #2: Understanding Your Risks – Identifying Hazards and Estimating Loss Potential (FEMA 386-2)* - This document was used for general information on the HMP process.
- *FEMA How-To Guide #3: Developing The Mitigation Plan; Identifying Mitigation Actions And Implementing Strategies (FEMA 386-3)* - This document was used for general information on the HMP process.
- *FEMA How-To Guide #4: Bringing the Plan to Life: Implementing the Hazard Mitigation Plan (FEMA 386-4)* - This document was used for general information on the HMP process.
- *FEMA Multi-Hazard Mitigation Planning Guidance Under the Disaster Mitigation Act of 2000* - This document was used for general information on the HMP process.

A complete list of the sources consulted for information is presented in Section 10, Sources.