

SECTION 3: PLANNING PROCESS

INTRODUCTION

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

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

1. Consider all natural hazards facing the community, thereby satisfying the natural hazards mitigation planning requirements specified in DMA 2000. In addition, the human-caused hazard, vehicular accidents (including hazardous materials in transit), will be evaluated.
2. Develop the process outlined by DMA 2000, FEMA regulations, and FEMA and NYSEMO guidance. By following this process it will ensure that all requirements are met and support the review of the HMP.

The Village's HMP was written using the best available information obtained from a wide variety of sources. Throughout its 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 Village. 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 zoning codes, ordinances, and other recent planning decisions. The natural hazard mitigation strategies identified have been developed through an extensive planning process involving county and local agencies, municipal officials and staff, and the citizens of the Village.

This section 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 the HMP; the Planning Committee and other stakeholders involved in the process are presented below.

Planning Committee Involvement and Efforts

On February 12, 2005, the Village, in conjunction with the WCOEM, conducted a hazard analysis using HAZNY. On February 15, 2005, the Village also applied for funding under the Pre-Disaster Mitigation Competitive FY05 Grant Program to aid in the development of an HMP. NYSEMO awarded the Village a Pre-Disaster Mitigation Grant on October 17, 2005. In February 2006, at a Village Board of Trustees (BOT) meeting, the public was informed of the grant and the process to be followed in creating the HMP. The BOT approved acceptance of the grant and the Village formulated a group of key Village agencies and residents now known as the Planning Committee. Members of the Planning Committee, with support from municipal staff, outside agencies, and a consultant, identified and profiled hazards; determined hazard rankings; estimated potential exposure or losses; evaluated development trends; and developed appropriate mitigation strategies, goals, and actions.



The Planning Committee was also charged with the following:

- 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
- Develop, revise, adopt, and maintain the plan

In addition to public participation meetings there was a great deal of communication between Planning Committee members through electronic mail (email) or by phone, which helped to maintain communication between meetings. Each member of the Planning Committee reviewed the HMP and supported interaction with other stakeholders and assisted with public involvement efforts.

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

After completion, implementation and ongoing maintenance will become a function of the Planning Committee. The Planning Committee will review and accept public comment as part of an annual review and as part of 5 year mitigation plan updates. Table 3-1 shows the members of the planning committee (as of June 2007).

Table 3-1. Planning Committee Members

Name	Title	Organization
Bill Vesio	Mayor	Village of Briarcliff Manor
Michael Blau	Village Manager/ Emergency Manager	Village of Briarcliff Manor
Ingrid Richards	Assistant Village Manager	Village of Briarcliff Manor
Carl LaBruzzi	Fire Chief	Village of Briarcliff Manor
Doug Cacciola	Assistant Fire Chief	Village of Briarcliff Manor
Norman Campion	Police Chief	Village of Briarcliff Manor
David Turiano	Building Inspector/ Village Engineer	Village of Briarcliff Manor
Edward Torhan	Superintendent of Public Works	Village of Briarcliff Manor
Bob Willoughby	School Safety / Village of Briarcliff Manor School District	Village of Briarcliff Manor
Neil Sweeting	County Hazard Mitigation Coordinator	Westchester County Office of Emergency Management



Table 3-2 presents a summary of Planning Committee efforts implemented during the development process. It also identifies which DMA 2000 requirements the activities satisfy.

Table 3-2. Summary of Planning Committee Efforts

Date	Activity/DMA 2000 Requirement	Key Outcomes/Participants
2/12/05	HAZNY Working Session (3a-c)	<ul style="list-style-type: none"> The Village and the WCOEM coordinated a HAZNY process in advance of the HMP process. Representatives from emergency services, Village Management and Department Heads participated in the analysis.
2/15/05	Request for Funding	<ul style="list-style-type: none"> Applied for funds from FEMA to produce an All Hazard HMP for the Village of Briarcliff Manor.
2/2/06	BOT Meeting (1a, 1b, 2)	<ul style="list-style-type: none"> BOT meeting: <ul style="list-style-type: none"> Introduced and overviewed the Pre-Disaster Mitigation Grant and mitigation planning process for the public. Informed public that the Village Manager is authorized to enter into an agreement with NYSEMO for a grant to create an HMP.
2/02/06	BOT Authorization (1a, 2)	<ul style="list-style-type: none"> BOT authorized and entered into an agreement with NYSEMO for the preparation of the HMP.
4/3/06	Board of Trustees Meeting (1a, 1b, 2)	<ul style="list-style-type: none"> BOT meeting: Notified the public that the Village will contract with Tetra Tech EM Inc. for support for HMP development.
4/3/06	Contract with Consultant	<ul style="list-style-type: none"> Final scope of services approved and contract signed with consultant to assist in development of the HMP.
4/05/06	Hazard Mitigation Plan Work Session (2)	<ul style="list-style-type: none"> Consultant met to organize resources and discuss formation of the Planning Committee. Participant: Michael Blau (Village Manager/Emergency Manager)
4/27/06	Establishment of Planning Committee (1a, 2)	<ul style="list-style-type: none"> Planning Committee established.
5/15/06	Local Capability Assessment	<ul style="list-style-type: none"> Local Capability Assessment completed by Michael Blau (Village Manager/Emergency Manager).
5/17/06	Kick-Off Meeting (1b, 2, 3a, 3c)	<ul style="list-style-type: none"> Kick-off meeting with consultant held to support plan development. Participants: Bill Vesio (Mayor), Michael Blau (Village Manager/Emergency Manager), Carl LaBruzzi (Fire Chief), Doug Cacciola (Fire Department), Bob Willoughby (BM School District), Norman Campion (Police Chief), Edward Torhan (Department of Public Works), David Turiano (Building Inspector/Village Engineer)
7/21/06	Hazard Mitigation Plan Work Session (2, 3a-c, 4a-b)	<ul style="list-style-type: none"> Consultant presented hazard analysis and risk assessment, inventory of critical facilities and assets. Input on past, on-going and potential future mitigation strategies was requested. Participant: Ingrid Richards (Assistant Village Manager)
8/30/06	Hazard Mitigation Plan Work Session (2, 3a-c, 4a-b)	<ul style="list-style-type: none"> Consultant presented hazard analysis and risk assessment, inventory of critical facilities and assets. Input on past, on-going and potential future mitigation strategies was sought. Participants: David Turiano (Building Inspector/Village Engineer) and Gerald Quartucio, Zoning Inspector/Assistant Building Inspector
9/19/06	Distribution of Questionnaire (1b, 3a-e)	<ul style="list-style-type: none"> Questionnaire mailed to households in the Village to gauge household preparedness, level of knowledge of tools and techniques to assist in reducing risk and loss from hazards, and assist with the development of mitigation strategies.



Date	Activity/DMA 2000 Requirement	Key Outcomes/Participants
Weeks of 9/20/06 and 9/25/06	Announcement to Public about Questionnaire (1b)	<ul style="list-style-type: none"> Village advertised the questionnaire mailing on local cable channel 78 and on the Village website.
10/05/06 - 10/11/06	Announcement to Public about Questionnaire (1b)	<ul style="list-style-type: none"> Announcement placed in the local newspaper, <i>The Gazette</i>, asking residents to complete and return the questionnaire.
10/9/06	Hazard Mitigation Plan Work Session (2, 3a-c, 4a-b)	<ul style="list-style-type: none"> Consultant presented inventory data collected on past disaster impacts and critical/vulnerable facilities. Input on potential mitigation strategies was requested. Participant: Carl LaBruzzi (Fire Chief)
10/30/06	Hazard Mitigation Plan Work Session (2, 3a-c, 4a-b)	<ul style="list-style-type: none"> Consultant presented inventory data collected on past disaster impacts and critical/vulnerable facilities. Input on potential mitigation strategies was requested. Participant: Edward Torhan (Department of Public Works)
1/16/07	Mitigation Planning Session (4-a)	<ul style="list-style-type: none"> Meeting to discuss mitigation goals and objectives. Participants: Ingrid Richards (Assistant Village Manager), Consultant
3/28/07	Mitigation Planning Session	<ul style="list-style-type: none"> Meeting to refine and amend goals, objectives and mitigation strategies. Participants: Bill Vesio (Mayor), Michael Blau (Village Manager/Emergency Manager), Ingrid Richards (Assistant Village Manager), Norman Campion (Police Chief), Edward Torhan (Department of Public Works), David Turiano (Building Inspector/Village Engineer), Anthony Bauso (Assistant Facilities Director), John Cherwokas (Supervisor of Town of Ossining), Robert Meehan (Supervisor of Town of Mount Pleasant)
4/16/07	Submission of Draft Plan to NYSEMO (1a-c, 2)	<ul style="list-style-type: none"> Draft plan submitted to NYSEMO for review.
5/17/07	Public Meeting (1b)	<ul style="list-style-type: none"> Public meeting held coincident with the Board of Trustees meeting to inform public of plan status and availability, and elicit continued public input.
6/28/07	Mitigation Planning Session (2, 4a-b)	<ul style="list-style-type: none"> Meeting to review NYSEMO courtesy review of draft Plan. Participants: Michael Blau (Village Manager/Emergency Manager), Ingrid Richards (Assistant Village Manager), Norman Campion (Police Chief), Edward Torhan (Department of Public Works), David Turiano (Building Inspector/Village Engineer), Edward Lips (NYSEMO), Nadine Macura (NYSEMO), Jonathan Raser (Tetra Tech)
7/20/07	Submission of Final Plan to NYSEMO and FEMA (1a-c, 2)	<ul style="list-style-type: none"> Final plan submitted to NYSEMO and FEMA with Planning Committee and public comments included.
TBD	Final Report revised and adopted (1a-b, 2)	<ul style="list-style-type: none"> Revise final mitigation plan per NYSEMO and FEMA comments.



Date	Activity/DMA 2000 Requirement	Key Outcomes/Participants
TBD	Final Draft Approved by FEMA and NYSEMO (1a, 1b)	<ul style="list-style-type: none"> As described in the Federal Register (Volume 67, Numbers 38 and 190, Dated February 26, 2002 and October 1, 2002 respectively), Section 322 of DMA 2000 states that after November 1, 2004, only communities, tribes and states with FEMA-approved mitigation plans are eligible to receive mitigation funds following a presidential declared disaster. Having an approved plan in place will assure the Village of Briarcliff Manor is eligible to receive Hazard Mitigation Grant Program (HMGP) funds.
TBD	Plan Adoption (1a)	<ul style="list-style-type: none"> Plan to be adopted by the Village of Briarcliff Manor local government.
TBD	Plan Implementation (2, 4a-d, 5b)	<ul style="list-style-type: none"> Implementation and maintenance of plan begins.

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

Stakeholders Involved in Mitigation Planning

This section presents (1) municipal and local government involvement, (2) non-governmental stakeholder involvement, (3) state and regional agency involvement, and (4) public participation – citizen involvement.

Municipal and Local Government Involvement

The Planning Committee and/or its members meet and communicate with the WCOEM and NYSEMO regularly to obtain mitigation planning information and general guidance on HMP preparation. In addition, representatives from the adjacent Towns of Ossining and Mount Pleasant participated in a Planning Committee meeting, and were provided copies of the draft Plan for review and comment.

Non-Government Stakeholder Involvement

Throughout the planning process, local and regional stakeholders were notified of the planning effort, advised of where draft documents could be reviewed, requested to provide relevant information or input to the plan, and/or otherwise participated in the planning process.

In addition to eighty-five (85) commercial property owners and fifty-five (55) merchants (believed to represent every business in the Village as well as many in the surrounding area), the following stakeholder groups were included in this outreach effort, some of which provided substantive input to this Plan:



Industry:

- North American Phillips Corporation
- Sony Corporation
- Woodlands Farms, LLC

Roads/Highways:

- Westchester County
- State of New York
- Taconic State Park Commission

Health and Senior Care:

- Atria Briarcliff Manor, LLC
- The Garlands of Briarcliff Manor
- Elant at Brandywine, Inc.
- NYSARC, Inc.
- Phelps Memorial Hospital Center

Schools, School Districts and Universities:

- Briarcliff Manor Union Free School District
- Church of St. Theresa
- Pace University – Briarcliff Campus

Religious:

- Scarborough Presbyterian
- St. Mary's Church
- Faith Lutheran Church
- Congregation Sons of Israel
- Church of St. Theresa
- All Saints Episcopal
- Briarcliff Congregational

State and Regional Agency Involvement

Information regarding hazard identification, risk assessment, and mitigation strategies was also requested and received from the following agencies and organizations:

- American Red Cross (ARC)
- Cornell University Geographic Information Repository (CUGIR)
- FEMA
- Natural Resource Conservation Service (NRCS)
- National Weather Service (NWS)
- National Oceanic and Atmospheric Agency (NOAA)
- New York State Department of Environmental Conservation (NYSDEC)
- NYSEMO
- U.S. Geological Survey (USGS)
- WCOEM



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 HMP 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 Village.

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

- The public was informed of the hazard mitigation planning effort at the Village BOT meeting on February 2, 2006. To inform the public of the ongoing effort, updates regarding the mitigation planning process have been made at BOT meetings, including a presentation of the Draft Plan at the May 17, 2007 meeting.
- A natural hazards preparedness questionnaire was distributed by the Village to residents to gauge household preparedness for hazards that may impact the Village and to assess the level of knowledge of tools and techniques to assist in reducing risk and loss from those hazards. The Village advertised the questionnaire in the local paper, *The Gazette*, and made an announcement on the local cable channel 78 and the Village website to encourage participation.

The “Briarcliff Manor Natural Hazards Preparedness Questionnaire” was mailed to 2,300 households. The survey was completed and returned by 187 recipients, which represents greater than an eight (8) percent return rate. The questionnaire asked 22 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 Planning Committee used the survey results as a guide when establishing goals, objectives and mitigation strategies. Appendix C provides a summary of the survey and survey findings.

- In order to facilitate coordination and communication between the Planning Committee and citizens and involve the public in the planning process, the HMP has and will continue to be available to the public through a variety of venues. A printed version of the draft and final document is/will be maintained at two locations: (1) Briarcliff Manor Public Library, and (2) Briarcliff Manor Village Hall. Further, the draft and final document are/shall be available for downloading on the Village HMP website (http://www.briarcliffmanor.org/Pages/BriarcliffManorNY_Trustees/HMP/index). In all cases, the public has/will be provided instructions on how they can forward comments to the Village Administrator.



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 the state of 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.

Examples of other hazard mitigation programs in which Village is involved with are the National Flood Insurance Program (NFIP) and the Hazard Mitigation Grant Program (HMGP). These programs assist the Village in receiving funding for flood mitigation projects and flood insurance (the HMGP also can provide funds to mitigate other natural hazards). Data from the Village, based on participation in these programs, was incorporated in the risk assessment in Section 5 and used to identify mitigation options in Section 6. 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. The Village has applied for assistance through FEMA 404 HMGP to replace the existing arch culvert on Pleasantville Road crossing over the Pocantico River. In addition, the Village applied for assistance to widen the Pocantico River Channel; however, the funding provided was not sufficient.

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. The Village has enacted and enforced floodplain management ordinances as required. The community also has 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 6 and data from FEMA Region II regarding NFIP Insurance Reports was used in the risk assessment for the flood hazard included in Section 5.

The local floodplain manager in the Village is the Village Engineer/Building Inspector. The Village Engineer/Building Inspector is also a member of the Planning Committee.



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 not currently participating in the program, by enrolling in CRS, the Village can leverage greater flood protection while receiving flood insurance discounts. Active involvement in this program is included as a mitigation activity in Section 6.

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, plans and studies to support the mitigation plan. A number of electronic and hard copy documents were made available to support the planning process including:

- HAZNY analysis results
- Westchester County Geographic Information System (GIS) data
- Documentation of past mitigation actions and grant applications
- Historic maps and local inventory data
- Westchester County Comprehensive Emergency Management Plan
- Databook Westchester County, Westchester County Planning Department
- Westchester County Department of Public Works 2005 Annual Report
- Westchester County Department of Health 2004 Annual Report
- Comprehensive Plan – Village of Briarcliff Manor – May 2007
- Scarborough Road Corridor Study, July 2001

The above documents when updated need to be cross referenced with the HMP. This activity is included in Section 6 as a mitigation activity.



Federal Data

Federal 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)
- Data from the National Oceanic and Atmospheric Administration (NOAA)
- U.S. Geological System (USGS) topographic data
- 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 Village also was able to identify the relevance of mitigation planning to these existing programs. Implementation through these existing plans is identified as a specific mitigation action in several areas in Section 6.

CONTINUED PUBLIC INVOLVEMENT

The Village is committed to the continued involvement of the public. Therefore, copies will be made available for review during normal business hours at the following locations: (1) Briarcliff Manor Public Library, and (2) Briarcliff Manor Village Hall.

A notice regarding annual updates and the location of copies will be publicized annually after the Planning Committee’s annual evaluation and posted on the Village’s web site. Additionally, updates will be provided at Village BOT meetings, as appropriate.

The Assistant Village Manager is responsible for receiving, tracking, and filing public comments regarding this HMP. Contact information for the Village of Briarcliff Manor is: 1111 Pleasantville Road, Briarcliff Manor, NY 10510; Phone: 914-944-2782.

The public will have an opportunity to comment on the Plan at a meeting following the organizational meeting of the Planning Committee which will be held as a part of the annual mitigation planning evaluation process and the 5-year mitigation plan update. The Assistant Village Manager 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 Assistant Village Manager. 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.

