# Instructions for Completing City/County Annex Template

The jurisdictional annex templates for the 2018 *Chelan County Hazard Mitigation Plan* update will be completed in three phases. **This document provides instructions for the first phase of the template for city and county governments.**

A Note About Formatting:

The template for the annex is a Microsoft Word document in a format that will be used in the final plan. Partners are asked to use this template so that a uniform product will be completed for each partner.

Content should be entered within the yellow, highlighted text that is currently in the template, rather than creating text in another document and pasting it into the template. Text from another source will alter the style and formatting of the document.

The numbering in the document will be updated when completed annexes are combined into the final document. Please do not adjust any of this numbering.

The target timeline for phase completion is as follows:

* **Phase 1**—Profile, Trends, Previous Plan Status, and Information Sources
	+ Deployed: Late October 2018
	+ **Due: November 30, 2018**
* **Phase 2**—Capability Assessment and Information Sources
	+ Deployed: Early December 2018
	+ **Due: TBD**
* **Phase 3**—Risk Ranking, Action Plan, and Information Sources
	+ Phase 3 Jurisdictional Annex Workshop: Late January 2019
	+ **Due: TBD**

**Please direct any questions and return your completed Phase 1 template by November 30, 2018 to:**

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PHASE 1 INSTRUCTIONS

## Chapter Title

In the chapter title at the top of Page 1, type in the complete official name of your municipality (City of Pleasantville, West County, etc.). Please do not change the chapter number. Revise only the jurisdiction name.

## Hazard Mitigation Plan Point of Contact

Provide the name, title, mailing address, telephone number, and e-mail address for the primary point of contact for your jurisdiction. This should be the person responsible for monitoring, evaluating and updating the annex for your jurisdiction. This person should also be the principle liaison between your jurisdiction and the Steering Committee overseeing development of this plan.

In addition, designate an alternate point of contact. This would be a person to contact should the primary point of contact be unavailable or no longer employed by the jurisdiction.

*Note: Both of these contacts should match the contacts that were designated in your jurisdiction’s letter of intent to participate in this planning process. If you have changed the primary or secondary contact, please let the planning team know by inserting a comment into the document.*

Jurisdiction Profile

Provide information specific to your jurisdiction as indicated, in a style similar to the examples provided below. This should be information that will not be provided in the overall mitigation plan document.

### Location

Describe the community’s location, size and prominent features, similarly to the example below

The City of Jones is in the northwest portion of Smith County, along the Pacific Coast in northern California. It is almost 300 miles of San Francisco. The city’s total area is 4.2 square miles, with boundaries generally extending north-south from State Highway 111 to the Johnson River and east-west from Coast Road to East Frank Avenue. The City of Allen is to the north, unincorporated county is to the west, the City of Bethany is to the south, and the Pacific Ocean is to the west.

Jones is home to the University of Arbor, Bickerson Manufacturing, and the western portion of Soosoo National Park.

### History

Describe the community’s history, focusing on economy and development, and note its year of incorporation, similarly to the example below

The City of Jones was incorporated in 1858. The area was settled during the gold rush in the 1850s as a supply center for miners. As the gold rush died down, timber and fishing became the area's major economic resources. By 1913, the Jones Teachers College, a predecessor to today's University of Arbor, was founded. Recently, the presence of the college has come to shape Jones’ population into a young and educated demographic. In 1981 the City developed the Jones Marsh and Wildlife sanctuary, an environmentally friendly sewage treatment enhancement system.

With numerous annexations since its original incorporation, the city’s area has almost doubled. Today it features a commercial core in the center of the city, with mostly residential areas to the north and south, the university to the west and the national park on the east.

### Climate

Describe the community’s key climate characteristics, similarly to the example below

Jones’ weather is typical of the Northern California coast, with mild summers and cool, wet winters. It rarely freezes in the winter and it is rarely hot in the summer. Annual average rainfall is over 40 inches, with 80 percent of that falling from November through April. The average year-round temperature is 59ºF. Humidity averages 72 to 87 percent. Prevailing winds are from the north, and average 5 mph.

### Governing Body Format

Describe the community’s key governance elements, similarly to the example below

The City of Jones is governed by a five-member city council. The City consists of six departments: Finance, Environmental Services, Community Development, Public Works, Police and the City Manager's Office. The City has 13 commissions and task forces, which report to the City Council.

The City Council assumes responsibility for the adoption of this plan; the City Manager will oversee its implementation.

Current Trends

### Population

For population data, use the most current population figure for your jurisdiction based on an official means of tracking (e.g., the U.S. Census or state office of financial management).

According to California Department of Finance, the population of Jones as of July 2018 was 17,280. Since 2010, the population has grown at an average annual rate of 1.2 percent, though that rate is declining, with an annual average of only 0.8 percent since 2015.

### Development

In the yellow-highlighted text that says “Describe trends in general,” provide a brief description of your jurisdiction’s recent development trends similar to the following example:

Anticipated development levels for Jones are low to moderate, consisting primarily of residential development. The majority of recent development has been infill. Residentially, there has been a focus on affordable housing and a push for more secondary mother-in-law units on properties.

The City of Jones adopted its general plan in July 2000. The plan focuses on issues of the greatest concern to the community. City actions, such as those relating to land use allocations, annexations, zoning, subdivision and design review, redevelopment, and capital improvements, must be consistent with the plan. Future growth and development in the city will be managed as identified in the general plan.

Complete the table titled “Recent and Expected Future Development Trends.” Please note:

* The portion of the table requesting the number of permits by year is specifically looking for development permits for new construction. If your jurisdiction does not have the ability to differentiate between permit types, please list the total number of permits and indicate “N/A” (not applicable) for the permit sub-types.
* If your jurisdiction does not have the ability to track the number of permits for each hazard area, please delete the bullet list of hazard areas and insert a qualitative description of where development has occurred.

## Status of Previous Plan Actions

***Please note that this section only applies to jurisdictions that are conducting updates to previously approved hazard mitigation plans.*** ***If your jurisdiction has not previously participated in an approved plan, this section will not appear in your annex template.***

All action items identified in prior mitigation planning efforts must be reconciled in this plan update. Action items must all be marked as ONE of the following; check the appropriate box (place an X) and provide the following information:

* **Completed—**If an action has been completed since the prior plan was prepared, please check the appropriate box and provide a date of completion in the comment section. If an action has been initiated and is an ongoing program (e.g. annual outreach event), you may mark it as completed and note that it is ongoing in the comments. If an action addresses an ongoing program you would like to continue to include in your action plan, please see the Carried Over to Plan Update bullet below.
* **Removed—**If action items are to be removed because they are no longer feasible, a reason must be given. Lack of funding does not mean that it is no longer feasible, unless the sole source of funding for an action is no longer available. Place a comment in the comment section explaining why the action is no longer feasible or barriers that prevented the action from being implemented (e.g., “Action no longer considered feasible due to lack of political support.”). If the wording and/or intent of a previously identified action is unclear, this can be a reason for removal. A change in community priorities may also be a reason for removal and should be discussed in the comments.
* **Carried Over to Plan Update—**If an action is in progress, is ongoing, or has not been initiated and you would like to carry it over to the plan update, please check the “Check if Yes” column under “Carried Over to Plan Update.” Selecting this option indicates that the action will be included in the mitigation action plan for this update. If you are carrying over an action to the update, please include a comment describing any action that has been taken or why the action was not taken (specifically, any barriers or obstacles that prevented the action from moving forward or slowed progress). Leave the last column, “Action # in Update,” blank at this point. This will be filled in after completing the updated action plan in Phase 3.

**Please ensure that you have provided a status and a comment for each action.**

## Review and Incorporation of information for this Annex

***Please note that this section will ultimately describe all information sources used to develop this annex, but that only the sources used for Phase 1 will be listed at this point. Additional sources will be added with the preparation of the Phase 2 and Phase 3 annexes.***

Existing Reports, Plans, Regulatory Tools and Other Resources

This section should describe what resources you used to complete the annex and how you used them. This may seem trivial or unimportant, but it is a requirement to pass the state and FEMA review process.

Staff and Local Stakeholder Involvement in Annex Development

This section should describe in general terms the process by which the annex was developed. Please include general discussion with a focus on who was involved and how the action plan was developed. An example is included below.

This annex was developed over the course of several months with input from many city departments including public works, public safety, planning, budget and finance, and parks and recreation. All departments were asked to contribute to the annex development through reviewing and contributing to the capability assessment, reporting on the status of previously identified actions, and participating in action identification and prioritization. An action development meeting was held on February 20, 2019 and was attended by representatives from all previously listed department as well as the City Manager’s office. Once actions had been identified and compiled in the annex, a draft was internally circulated for comment.