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SECTION 7 PLAN MAINTENANCE PROCEDURES

This section presents the plan maintenance process that includes the following (CRS Step 10):

- A section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan over a five-year cycle
- A process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate
- A discussion on how the community will continue public participation in the plan maintenance process.

The plan maintenance strategy is the formal process that will ensure that the Flood Management Plan (FMP) remains an active and relevant document and that the Township of Brick maintains its eligibility for both the Community Rating System and applicable funding sources. It includes a schedule for monitoring and evaluating the plan annually and producing an updated plan every five years. The strategy also describes how public participation will be integrated throughout the plan maintenance and implementation process. It explains how the mitigation strategies outlined in this plan will be incorporated into existing planning mechanisms and programs, such as comprehensive land-use planning processes, capital improvement planning, and building code enforcement and implementation. The plan's format allows sections to be reviewed and updated when new data become available, resulting in a plan that will remain current and relevant.

7.1 Monitoring, Evaluating, and Updating the Plan

The procedures for monitoring, evaluating, and updating the plan are provided below.

7.1.1 Monitoring

The Planning Committee shall be responsible for monitoring progress on and evaluating the effectiveness of the FMP as well as documenting annual progress.

Understanding that individual commitments change over time, each department/agency and its representatives are responsible for informing the Township of Brick CRS Coordinator of any changes in representation by formal letter. The CRS Coordinator will strive to keep the Planning Committee makeup as a uniform representation of planning partners and stakeholders within the planning area. The CRS Coordinator shall maintain the current membership of the Planning Committee in publicly accessible Township records.

The Planning Committee representatives shall be expected to document the following, as needed and as appropriate:

- Flood-related hazard events and losses occurring in the Township, including their nature and extent, and the effects that flood mitigation actions have had on impacts and losses
- Progress on the implementation of mitigation actions, including efforts to obtain outside funding for mitigation actions
- Any obstacles or impediments to the implementation of actions
- Additional mitigation actions believed to be appropriate and feasible
- Public and stakeholder input and comment on the plan



7.1.2 Evaluating

The evaluation of the FMP is an assessment of whether the planning process and actions have been effective, if the FMP goals are being reached, and whether changes are needed. The FMP will be evaluated on a semi-annual basis to determine the effectiveness of the programs, and to reflect changes that may affect mitigation priorities or available funding. This will be provided in the form of semi-annual progress reports prepared and made publically available to document action status after each of the two meetings per year.

The minimum task of the ongoing annual planning committee meeting will be the evaluation of the progress of its individual action plan during a 6-month performance period. This review will include the following:

- Summary of any flood hazard events that occurred during the performance period and the impact these events had on the planning area
- Review of mitigation success stories
- Review of continuing public involvement
- Brief discussion about why targeted strategies were not completed
- Re-evaluation of the action plan to determine if the timeline for identified projects needs to be amended (such as changing a long-term project to a short-term one because of new funding)
- Recommendations for new projects
- Changes in or potential for new funding options (grant opportunities)
- Impact of any other planning programs or initiatives that involve flood-related hazard mitigation.

The planning team has created a template for preparing a progress report (see Appendix D). The plan maintenance planning committee will provide feedback to the planning team on items included in the template. The Planning Committee will then prepare a formal annual report on the progress of the plan. This report should be used as follows:

- Posted on the Township website page dedicated to the FMP
- Provided to the local media through a press release
- Presented to the Township of Brick Council to inform them of the progress of mitigation initiatives implemented during the reporting period
- Provided as part of the CRS annual re-certification package. The CRS requires an annual recertification to be submitted by October 1 of every calendar year for which the community has not received a formal audit. To meet this recertification timeline, the Planning Committee will strive to complete progress reports between June and September each year.

Annual progress reporting is credited under CRS Step 10.

7.1.3 Updating

The Township of Brick intends to update the FMP on a five-year cycle from the date of initial plan adoption (CRS Step 10). This cycle may be accelerated to less than five years based on the following triggers:

- A Presidential Disaster Declaration that impacts the planning area
- A hazard event that causes loss of life
- A comprehensive update of the Township's Master Plan.



It will not be the intent of future updates to develop a complete new FMP for the planning area. The update will, at a minimum, include the following elements:

- The update process will be convened through a steering or planning committee.
- The hazard risk assessment will be reviewed and, if necessary, updated using best available information and technologies.
- The action plan will be reviewed and revised to account for any initiatives completed, dropped, or changed and to account for changes in the risk assessment or new policies identified under other planning mechanisms (such as the comprehensive plan).
- The draft update will be sent to appropriate agencies and organizations for comment.
- The public will be given an opportunity to comment on the update prior to adoption.
- The Brick Township Council will adopt the updated plan.

It is the Township's intention to fully integrate this FMP into the Ocean County Hazard Mitigation Plan at some time. This will allow for a uniform update cycle for both plans and eliminate redundant planning.

7.2 Plan Implementation

The effectiveness of the FMP depends on its implementation and incorporation of its action items into existing local plans, policies and programs. Together, the action items in the Plan provide a framework for activities that the Township of Brick can implement over the next five years. The Planning Committee has established goals and objectives and have prioritized mitigation initiatives that will be implemented through existing plans, policies, and programs. Further, the sample adoption resolution (located in Section 2) includes a resolution item stating the intent of the local governing body to incorporate mitigation planning as an integral component of government and partner operations.

The principal role of the planning committee in this plan maintenance strategy will be to review the semi-annual progress reports and provide input to the Township's Planning Board on possible enhancements to be considered at the next update. Future plan updates will be overseen by a committee of similar composition to that of the original committee based on the availability of stakeholders. The committee's role will be to review the progress report in an effort to identify issues needing to be addressed by future plan updates.

7.2.1 Incorporation into Other Planning Mechanisms

The information on hazard, risk, vulnerability, and mitigation contained in this plan is based on the best science and technology available at the time this plan was prepared. The Brick Township Master Plan is considered to be an integral part of this plan. Additionally, the Township, through adoption of a flood damage protection ordinance, has planned for the impact of flooding. The plan development process provided the opportunity to review and expand on policies in these planning mechanisms. The Master Plan and the FMP are complementary documents that work together to achieve the goal of reducing risk exposure. An update to a Master Plan may trigger an update to the FMP.

The Township of Brick will create a linkage between the FMP and the Master Plan by identifying a mitigation initiative as such and giving that initiative a high priority.

Other planning processes and programs to be coordinated with the recommendations of the FMP include the following:

- Ocean County Hazard Mitigation Plan



- Township of Brick Master Plan
- Emergency response plans
- Capital improvement plans
- Municipal codes
- Community design guidelines
- Community recovery and resiliency plans
- Watershed management plans

Some action items do not need to be implemented through regulation. Instead, these items can be implemented through the creation of new educational programs, continued interagency coordination, or improved public participation. As information becomes available from other planning mechanisms that can enhance this plan, that information will be incorporated via the update process.

7.3 Continuing Public Involvement

The public will continue to be apprised of the plan's progress through the Township of Brick municipal website and by providing copies of the semi-annual progress reports to the media. The website will not only house the final plan and semi-annual progress reports, it will become the one-stop shop for information regarding the plan and plan implementation. Copies of the plan will be distributed to the Township library.

The Brick Township CRS Coordinator will be responsible for receiving, tracking, and filing public comments regarding this FMP. The public will have the opportunity to comment on the plan at the review meeting of the FMP and during the 5-year plan update. Additional meetings may also be held as deemed necessary by the Committee. The purpose of these meetings would be to provide an opportunity for the public to express concerns, opinions, and ideas about the flood management plan.

Upon initiation of future update processes, a new public involvement strategy will be initiated based on guidance from a new planning committee. This strategy will be based on the needs and capabilities of the Township of Brick at the time of the update. At a minimum, this strategy will include the use of local media outlets within the planning area.