

Section I : Overview

NOTE:

This section of the Emergency Services Coordinating Agency Regional Natural Hazards Mitigation Plan contains general, multi-jurisdictional information regarding the region as well as a description of the planning process.

The statements regarding natural hazards and historical disaster events as well as the information contained in the multi-jurisdictional community profile depict the average conditions within the region.

Please refer to Section III of this Plan for jurisdiction-specific information for the seven Cities and three Special Purpose Districts in north King County and south Snohomish County participating in this Plan.

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Introduction

The members of the Emergency Services Coordinating Agency (ESCA) have dealt with natural disasters on both a local and regional basis. These have included earthquakes, local flooding, landslides, severe storms, and wildland-urban interface fires. In addition, the region has the potential to be subjected to damage from tsunami or seiche as well as volcano eruption.

During the Inaugural Day Windstorm in 1993, the area experienced winds of more than 40 m.p.h. with gusts of 66 m.p.h. As a result, 225,000 people lost power and were without electricity for a week or more. This affected both personal lives and business operations in the area.

More recently, south King County experienced a windstorm in December 2003 that included windgusts of as much as 80 m.p.h. 180,000 people were without power at least overnight, and about 110,000 would be without power for as much as four days.

While 100-year floods are relatively rare in this area, urban flooding is common among all jurisdictions and occurs on a nearly annual basis. In addition, three jurisdictions include properties on the Puget Sound shoreline and experience occasional shoreline flooding events. Photos of urban flooding from 1996 may be found in Section III, Mountlake Terrace.

The Nisqually Earthquake, in 2001, caused only minor damage in the north King and south Snohomish Counties area, but it provided a graphic reminder that this region is Earthquake Country and that we must be prepared. It should be noted that the occurrence of one earthquake does not lessen the threat of future earthquakes.

Overall, this area has been very fortunate and has not experienced any major natural disasters in the last twenty years. This does not mean that we are safe from natural hazards, however, and the local governments and special purpose districts are committed to mitigating against natural disasters to the best of their abilities.

What is natural hazard mitigation?

Natural hazard mitigation is the development and implementation of activities designed to reduce or eliminate losses resulting from natural hazards.

Why develop a natural hazards mitigation strategy?

Developing a mitigation strategy for the north King and south Snohomish Counties region is another step in the planning process that began with the Cities' Emergency Operations Plan. These Plans were developed by ESCA and provide consistent and coordinated procedures for the Cities.

The regional overview of this Plan provides a foundation for coordination and collaboration between the seven Cities and three Special Purpose Districts included in this document. It is the groundwork for identifying mitigation strategies and future mitigation projects as a means to assist in meeting the requirements of various federal assistance programs.

The rising cost of responding to and recovering from natural disasters has resulted in a renewed interest in identifying effective ways to reduce the vulnerability to natural hazards and the disasters these hazards can create. Natural hazard mitigation plans assist communities in identifying the hazards that could impact them, determining the vulnerability of the community to these hazards, and identifying mitigation strategies to prevent or reduce the impacts these hazards pose to the community through a coordinated, multi-jurisdictional approach.

It should be noted, too, that while the Cities and Special Purpose Districts have eight natural hazards in common, and are all likely to be affected during a significant regional disaster, the level of threat for each hazard varies between the Plan participants. These differences are recognized and are accounted for in the breakouts included in Section III.

What are the benefits of hazard mitigation?

The information contained in this Plan is applicable for the region and serves to provide the framework for natural hazard mitigation among the participants. This is one more step in the emergency management cycle of *planning, response, recovery, and mitigation*. It is also consistent with the existing long-term commitment to mutual aid agreements, first responder agreements, and coordinating inter-jurisdictional cooperation in disaster response.

Hazard mitigation planning is intended to:

- **Save lives and property.**
Communities can save lives and reduce property damage from natural hazards through mitigation actions, such as moving families and their homes out of harm's way, limiting development, and/or regulating the type of construction or structures allowed in certain areas.
- **Reduce vulnerability to future hazards.**
By having a mitigation strategy in place, communities are better prepared to take proper steps that will permanently reduce the risk of future losses.
- **Facilitate post-disaster funding.**
By identifying mitigation strategies and projects before the next disaster, communities will be in a better position to obtain post-disaster funding because much of the background work necessary for funding assistance will already be in place.

- **Speed recovery.**
By developing a mitigation strategy, communities can identify post-disaster mitigation opportunities in advance of a disaster. Further, communities can develop recovery plans and policies to minimize the number of decisions that must be made while under the stress of responding to and recovering from a disaster.
- **Demonstrate commitment to improving community health and safety.**
Developing a mitigation strategy demonstrates a community's commitment to safeguarding its citizens and protecting its economic and environmental well-being.
- **Demonstrate accountability and regional coordination.**
Each jurisdiction is responsible for mitigation projects within their scope and boundaries. This includes identifying, prioritizing, funding, completing and evaluating mitigation projects.

The jurisdictions also have an ongoing commitment to regional cooperation to the greatest extent possible. To this end, the jurisdictions will continue to look for opportunities to action regionally and in partnership with each other. This allows for problem-solving at the regional level and gaining maximum benefit from potential funding sources.

Who does the natural hazards mitigation plan benefit?

The *North King and South Snohomish Counties Regional Mitigation Plan* was developed, written, and adopted as a multi-jurisdictional natural hazards mitigation plan for the benefit of ESCA's seven member cities, plus the Edmonds School District, the Port of Edmonds, and Olympic View Water and Sewer District.

The ten jurisdictions are all located in close proximity to each other. As a result, the Plan participants have ongoing, working relationships and recognize that they have a vested interest in coordinating mitigation efforts. It is anticipated that this cooperation will continue to develop and improve in the years to come. The results of these cooperative efforts will benefit the Cities and Special Purpose Jurisdictions as well as the citizens served by these agencies.

Each jurisdiction is responsible for identifying, planning, obtaining financing, and completing their own mitigation activities. To the greatest extent possible, the jurisdictions will coordinate efforts through existing interlocal agreements and inter-governmental jurisdictions.

To further the efforts of regional coordination, this Plan was offered to both King and Snohomish Counties for review and consistency.

Natural hazards land use policy in Washington

Planning for natural hazards in Washington has taken shape over the past 30 years, beginning with the State Environmental Policy Act (1971) and the Shorelines Management Act (1971), and followed by the State Building Code Act (1974, 1985), and the Growth Management Act (1991). It is an integral element of Washington's statewide land use planning program which focuses on appropriate land use controls in critical areas that are prone to natural disasters, along with keeping up with the latest technology in construction methods to mitigate potential natural disasters.

Support for natural hazards mitigation

The primary responsibility for the development and implementation of mitigation strategies and policies lies with local jurisdictions. However, local jurisdictions are not alone; various partners and resources exist at the state and federal levels to assist local government in the development of mitigation strategies and plans. Within Washington State, the Washington Military Department, Emergency Management Division is the lead agency for providing hazard mitigation planning assistance to local jurisdictions.

Plan Methodology

Because of the similarity in hazards within the north King and south Snohomish County region, the jurisdictions decided to create the *North King and South Snohomish Counties Regional Mitigation Plan* to meet the goals in the following ways:

- The Plan meets the requirements as specified in the Disaster Mitigation Act of 2000.
- The Plan is developed following the process outlined by the Disaster Mitigation Act of 2000.
- The Plan is multi-jurisdictional to promote and enhance regional efforts for emergency response, planning, recovery, and mitigation among the jurisdictions.
- All participating jurisdictions have a Mitigation Plan that is complete, comprehensive, and consistent with other existing emergency management documents.

The *North King and South Snohomish Counties Regional Mitigation Plan* was written using the best possible information obtained from a wide variety of sources. Throughout the planning process, a concerted effort was made to gather information from the seven ESCA Cities, the four participating Special Purpose Districts, and the region's stakeholders: citizens, businesses, other government jurisdictions and agencies.

Among others, information was solicited from regional partners such as Stevens Hospital, SNOCOM, Snohomish Fire District #1, Northshore Fire District, Snohomish County PUD, Alderwood Water District, Puget Sound Energy, and the Washington State Ferry System.

The natural hazards mitigation strategies contained within this Plan are the result of a lengthy and extensive planning process involving seven Cities, three Special Districts, key partners, and a cross-section of the business community and local citizens.

Establishment of the ESCA Natural Hazards Mitigation Planning Committee

Upon receipt of the Pre-Disaster Mitigation Planning Grant for all-hazards planning, the ESCA Natural Hazards Mitigation Planning Committee was formed to assist in meeting the planning requirements and to keep the mitigation planning project on schedule. This committee was charged with the following responsibilities:

- Identify Plan development goals and objectives.
- Establish a timeline for Plan completion.

- Ensure that the Plan meets the requirements of the Disaster Mitigation Act of 2000.
- Assist in coordinating local efforts in gathering information for inclusion in the Plan.
- Oversee the public involvement process at the local level.

ESCA Natural Hazards Mitigation Planning Committee Members

- Carter Hawley, Assistant City Manager, City of Kenmore
- Emilie Heck, City of Kenmore
- Gary Starks, Mayor, City of Brier
- Duane Bowman, Director of Community Development, City of Edmonds
- Ron Hough, Planning Manager, City of Lynnwood
- Harry Dahm, Operations Manager, City of Lynnwood
- Tom Rogers, City of Mill Creek
- Christi Amrine, City of Mill Creek
- Shane Hope, Director of Community Development, City of Mountlake Terrace
- Paula Schwartz, Associate Planner, City of Mountlake Terrace
- Randy Burns, Public Works Director, Town of Woodway
- Clint Goodison, Edmonds School District
- Roger Eberhart, General Manager, Olympic View Water and Sewer District
- Hank Bynaker, Marina Manager, Port of Edmonds

The ESCA Natural Hazards Mitigation Planning Committee met the fourth Wednesday of each month, beginning in July 2003. The work concluded in May 2004.

The meetings provided regular opportunities to gather and share information, assess vulnerabilities, identify critical facilities, and assist in developing mitigation strategies. They also maintained continuity throughout the process to ensure that jurisdiction-specific natural hazards vulnerability information and mitigation strategies were incorporated into the Plan.

Input from Stakeholders and Citizens

The ESCA Natural Hazards Mitigation Planning Committee held a series of meetings at the local level to solicit input from the stakeholders and citizens of the community.

A regional meeting was held during work hours to ensure that community members had adequate opportunity to participate in the process. This was to provide access for businesses, shift workers, and others who are unlikely to attend an evening meeting.

October 22, 2003 at 10:30 a.m.

Regional meeting. Open to all interested parties.

Location:

ESCA offices
23607 Highway 99, Suite 3C
Edmonds, WA

In addition, late afternoon and evening meetings were held at the local levels.

October 23, 2003 at 7:00 p.m

Lynnwood local meeting

Location:

Lynnwood City Hall
19100 – 44th Ave W
Lynnwood, WA

October 29, 2003 at 7:00 p.m.

Kenmore local meeting.

Held in concert with Northshore Fire District.

Location:

Kenmore Fire Station
18030 73rd Ave
Kenmore, WA

October 29, 2003 at 7:00 p.m.

Coordinated meeting.

City of Edmonds
Edmonds School District
Olympic View Water and Sewer District
Port of Edmonds

Location:

Edmonds City Hall
7110 - 210th St. SW
Edmonds, WA

November 3, 2003 at 4:00 p.m.

Mill Creek local meeting.

Location:

Mill Creek City Hall
15728 Mill Creek Blvd.
Mill Creek, WA

November 13, 2003 at 4:00 p.m.

Woodway local meeting.

Location:

Woodway Town Hall
23920 - 113th Pl W
Woodway, WA

December 9, 2003 at 7:00 p.m.

Mountlake Terrace local meeting.

Location:

Mountlake Terrace City Hall
23204 – 58th Ave W
Mountlake Terrace, WA

December 16, 2003 at 7:00 p.m.

Brier local meeting.

Location:

Brier City Hall
2901 228th St SW
Brier, WA

A press release was sent to local and regional newspapers on October 14, 2003. The release provided information regarding the background for the Mitigation Plan, the purpose of the meetings, and a request for public participation and input.

For those individuals who were unable to attend any of the public input meetings, a further opportunity to provide input was provided. ESCA posted background information, a series of questions, and feedback forms on ESCA's website. Newspaper articles, jurisdictional postings, and websites maintained by the participating jurisdictions directed interested parties to this information and solicited feedback. Plan participants also maintained printed materials at the front desk of each jurisdiction to provide public access to the information and solicit public input.

Hazard-specific Research

During the course of the plan development process, a large amount of information and data was collected for eight natural disasters: drought, earthquake, flood, landslide, severe storm, tsunami and seiche, volcanoes, and wildland-urban interface fire.

Sources for this information included local records, existing Hazard Identification and Vulnerability Assessments (HIVA) and emergency management plans, local agencies, the Internet, emergency management publications, and government agencies at all levels.

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Plan Development Process

The Disaster Mitigation Act of 2000

In the past, federal legislation has provided funding for disaster relief, recovery, and hazard mitigation planning. The Disaster Mitigation Act of 2000 is the latest legislation to improve the planning process. It reinforces the importance of mitigation planning and emphasizes planning for disasters *before* they occur.

The Disaster Mitigation Act is intended to facilitate cooperation between state and local authorities and to encourage coordinated efforts between jurisdictions. The Act encourages and rewards local and state pre-disaster planning and promotes sustainability as a strategy for disaster resistance.

To implement the new Disaster Mitigation Act requirements, the Federal Emergency Management Agency (FEMA) prepared an Interim Final Rule, published in the Federal Registry on February 26, 2002, at 44 CFR Parts 201 and 206, which establishes planning and funding criteria for state and local governments.

The primary purpose of hazard mitigation is to identify community policies, actions, and tools for implementation over the long-term that will result in a reduction in risk and potential future losses community-wide. This is accomplished by using a systematic process of learning about the hazards that can affect the community, setting clear goals, identifying appropriate actions, following through with an effective mitigation strategy, and keeping the Plan current.

Mitigation: The development and implementation of activities designed to reduce or eliminate losses.

Planning: The act or process of making or carrying out plans; establishing goals, policies, or procedures for a social or economic unit.

Hazard Mitigation (as defined by the Disaster Mitigation Act of 2000): Any sustained action taken to reduce or eliminate the long-term risk to human life and property from hazards.

Local Involvement

Ten jurisdictions in north King and south Snohomish Counties participated in this Mitigation Plan. They are: the Cities of Kenmore, Brier, Edmonds, Lynnwood, Mill Creek, Mountlake Terrace, and Woodway, and the Edmonds School District, Olympic View Water and Sewer District, and the Port of Edmonds.

Each jurisdiction contributed to plan development through dedicated staff time to oversee the development of the Plan, assist in writing the Plan, and/or compiling jurisdiction-specific information contained in the Plan.

Public Notification

In addition to each jurisdiction posting meeting notices in accordance with local Codes and Ordinances, press releases were sent to local and regional newspapers. These include:

- African-American Business Journal
- Asian Focus
- Edmonds Paper
- Enterprise
- Everett Herald
- Filipino American Herald
- Hispanic News
- International Examiner
- Kenmore/Bothell Reporter
- Korean Central Daily
- Korean Times
- Mill Creek View
- New Asian Journal
- North American Post
- Northwest Asian Weekly
- Puget Sound Business Journal
- Seattle Medium
- Seattle P-I, City Desk
- Seattle P-I, North Bureau
- Seattle Times, City Desk
- Seattle Times, North Bureau
- The Facts
- The Skanner

Important dates and elements in the plan development process

July 18, 2002 – ESCA Planning Workshop

Representatives from three ESCA Cities met with Hazard Mitigation personnel from Washington State Emergency Management Division.

September 19, 2002 – ESCA Plan Overview

Representatives from five ESCA Cities, plus three Special Districts, met with personnel from Washington State Emergency Management Division.

April 8, 2003 – ESCA Planning Meeting

Representatives from five ESCA cities, plus two Special Districts and one community partner met to discuss the Hazard Mitigation grant process.

April 15, 2003 – Submitted Pre-Disaster Mitigation Grant Application

April 22, 2003 – Letters of Commitment for Disaster Mitigation Planning Project

Received from:

- City of Kenmore
- City of Brier
- City of Edmonds
- City of Mill Creek
- City of Mountlake Terrace
- Edmonds School District
- Port of Edmonds

April 23, 2003 – Letters of Commitment for Disaster Mitigation Planning Project

Received from:

- City of Lynnwood
- Town of Woodway

July 1, 2003 – Mitigation Coordinator hired

This person was hired to coordinate and oversee the development of the *North King and South Snohomish Counties Regional Mitigation Plan*. This position was paid for by the Pre-Disaster Mitigation Grant and is funded only for the duration of the Mitigation Plan process.

July 30, 2003 – Pre-Disaster Mitigation Planning Meeting

The participating jurisdictions met with the Coordinator to discuss the development process and coordinate efforts.

August 1, 2003 – Emergency Management Services Agreement

Olympic View Water and Sewer District signed an agreement with ESCA to participate in the *North King and South Snohomish Counties Regional Mitigation Plan*.

August 21, 2003 – Received Pre-Disaster Mitigation Grant Agreement from Washington State Emergency Management Division.

August 27, 2003 – Pre-Disaster Mitigation Planning Meeting

The participating jurisdictions met with the Coordinator to discuss progress and establish next steps in the planning process.

September 19, 2003 – Submitted HIVA to Washington State EMD for feedback

September 24, 2003 – Pre-Disaster Mitigation Planning Meeting

The participating jurisdictions met with the Coordinator to discuss progress and establish next steps in the planning process. Public input meeting dates were set for most jurisdictions.

October 22, 2003 – Regional Public Input Meeting

This meeting was held at the ESCA offices. Press releases were sent out for this meeting as well as the rest of the meeting schedule. In addition to posting on the ESCA website, individual jurisdictions posted for this meeting in accordance with local codes and ordinances. Staff from each jurisdiction attended, as did ESCA staff. There was no public representation.

October 23, 2003 – Lynnwood Public Input Meeting

The City of Lynnwood direct-mailed about 120 flyers to community stakeholders and posted the meeting notices in accordance with City Ordinances. The meeting was held at Lynnwood City Hall. Three people attended from the public in addition to City and ESCA Staff members. Two of the attendees and one other person (who did not attend the meeting) submitted comments, the former at the meeting, and the latter via email.

October 29, 2003 – Kenmore Public Input Meeting

Kenmore coordinated the Public Input Meeting to include Northshore Fire District. (Northshore Fire District is developing a Mitigation Plan with King County.)

Press releases were sent out for this meeting, and an article was published in the local paper. In addition, the City of Kenmore posted the meeting information in accordance with City Ordinances. The meeting was held at the Fire Station. Staff from the City of Kenmore, the Northshore Fire District, and ESCA were available. No one from the public attended.

October 29, 2003 – Edmonds Coordinated Public Input Meeting

A combined meeting was held for the City of Edmonds, Edmonds School District, Olympic View Water, and the Port of Edmonds.

Each of the jurisdictions posted the meeting information in accordance with local Codes and Ordinances. Three people attended the meeting, in addition to Staff from each of the jurisdictions. Two of the attendees submitted comments.

November 6, 2003 – Mill Creek Public Input Meeting

A meeting was held from 4:00 to 6:00 p.m. Two citizens and a Councilmember attended, as well as members of two community partners: Everett School District and Fire District #7. In addition, several staff members were there.

The presentation was very interactive, and the attendees asked questions throughout the presentation. By the end of the event, all attendees had a better understanding of mitigation and the planning process.

Two people submitted comments after the meeting. City staff will continue to solicit input from the public.

November 13, 2003 – Woodway Public Input Meeting

A meeting was held from 4:00 to 6:00 p.m. Staff and an ESCA representative were present.

December 9, 2003 – Mountlake Terrace Public Input Meeting

A meeting was held at 7:00 p.m. in the Council Chambers. Three people attended in addition to Mountlake Terrace staff.

December 11, 2003 – Brier Mitigation Committee

A meeting was held with Brier's Mayor, two City Councilmembers, and four Planning Commission Members as well as ESCA's Mitigation Coordinator to discuss and organize the work that needed to be done on Brier's Plan.

December 16, 2003 – Brier Public Input Meeting

The public input meeting was held in conjunction with the City's regular City Council Meeting. Five members of the public were present. No comments were submitted.

December 17, 2003 – Pre-Disaster Mitigation Planning Meeting

The participating jurisdictions met with the Coordinator to discuss progress and establish next steps in the planning process.

January 8, 2004 at 7:30 p.m. – Brier Working Committee Meeting

Three members of the Committee met with the Mayor of Brier and the ESCA Mitigation Coordinator to discuss progress on the Plan and develop the next steps to keep Brier's development on track.

January 21, 2004 at 7:30 p.m. – Brier Working Committee meeting with Planning Commission

After the Planning Commission's regular session, they recessed to a work session on the Mitigation Plan. Members of the Working Committee were present, as was the ESCA Mitigation Coordinator, to provide background information to the Planning Commission. The Commissioners were solicited for their input regarding potential mitigation projects.

January 27, 2004 – Pre-Disaster Mitigation Planning Meeting

The participating jurisdictions met with the Coordinator to discuss mitigation action items and next steps in the process.

February 25, 2004 – Pre-Disaster Mitigation Planning Meeting

The participating jurisdictions met with the Coordinator to discuss progress and shared information and suggestions for mitigation action items. Began setting public hearing dates and reviews with Councils and Boards.

March 15, 2004 – Town of Woodway Public Hearing and Plan Adoption

The Town of Woodway held a public hearing regarding the Regional Mitigation Plan.

March 23, 2004 – City of Mill Creek Council Study Session

The City Council reviewed the Mitigation Plan and approved the document for Public Hearing at the next regular Council meeting.

March 24, 2004 – Pre-Disaster Mitigation Planning Meeting

Reviewed progress and discussed mitigation projects. Finished setting review dates.

April 13 – City of Mill Creek Plan Adoption

The Council had the Mitigation Plan on their agenda for consideration. The Council adopted resolution approving the Plan subject to approval by Washington State and FEMA.

April 19 – Olympic View Water and Sewer District Commission Meeting

The Commission met and discussed the Mitigation Plan. The Commission made changes to the Resolution and continued approval of the Plan to the next meeting on May 3.

April 19 – City of Kenmore Work Session

The City Council reviewed the Mitigation Plan and approved the document for the agenda at the next regular Council meeting.

April 21, 2004 – City of Brier Planning Commission Briefing

The Brier Planning Commission reviewed the Mitigation Plan. At the end of the meeting, the Commission forwarded the Plan to the Council with a recommendation to adopt the draft.

April 26 – City of Edmonds Plan Approval

The Council reviewed the Mitigation Plan and approved the Plan to be forwarded to Washington State EMD and FEMA for review. A Public Hearing and formal adoption will occur after FEMA approves the document.

April 27 – City of Kenmore Plan Adoption

The Council held a public hearing and approved the Plan to be forwarded to Washington State EMD and FEMA for review and approval.

May 3 – Olympic View Water and Sewer District Commission Meeting

The Commission approved the Resolution approving the Mitigation Plan pending approval by the State of Washington and FEMA.

May 4, 2004 – City of Brier Work Session

The Brier City Council reviewed the Mitigation Plan. At the end of the discussion, the Commission forwarded the Plan to the May 18 Council meeting agenda for action.

May 13, 2004 – City of Mountlake Terrace Work Session

The Mountlake Terrace City Council reviewed the Mitigation Plan. At the end of the discussion, the Commission forwarded the Plan to the June 7 Council meeting agenda for public hearing and action.

May 24, 2004 – Port of Edmonds Commission Meeting

The Port of Edmonds approved the Mitigation Plan pending approval by the State of Washington and FEMA.

May 25, 2004 – City of Brier Council Meeting

The Brier City Council approved the Mitigation Plan pending approval by the State of Washington and FEMA.

June 7, 2004 – City of Lynnwood Work Session

The Lynnwood City Council reviewed the Mitigation Plan. At the end of the discussion, the Commission forwarded the Plan to the June 14 Council meeting agenda for action.

June 7, 2004 – City of Mountlake Terrace Work Session

The Mountlake Terrace City Council approved the Mitigation Plan pending final approval by the State of Washington and FEMA.

June 8, 2004 – Edmonds School District Board Meeting

The School Board passed Resolution #04-11 approving the Mitigation Plan.

June 14, 2004 – City of Lynnwood Council Meeting

The Lynnwood City Council passed Resolution 2004-13 approving the Mitigation Plan.

June 30, 2004 – Promulgated Plan delivered to Washington State Military Department, Emergency Management Division, Camp Murray

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Plan Adoption

Early Support

Early in the planning process, each participating jurisdiction provided a Letter of Intent or contract to confirm their participation in the Regional Mitigation Plan.

Agency/Jurisdiction	Type of Document	Date of Document
Kenmore	Letter of Intent	April 21, 2003
Brier	Letter of Intent	April 21, 2003
Edmonds	Letter of Intent	April 22, 2003
Lynnwood	Letter of Intent	April 23, 2003
Mill Creek	Letter of Intent	April 22, 2003
Mountlake Terrace	Letter of Intent	April 22, 2003
Woodway	Letter of Intent	April 23, 2003
Edmonds School District	Letter of Intent	April 22, 2003
Olympic View Water & Sewer District	Contract	August 1, 2003
Port of Edmonds	Letter of Intent	April 22, 2003

Organizations and Decision Making

The ten jurisdictions each utilize one of three forms of government: Mayor-Council, Council-Manager, and Elected Board.

Mayor-Council Form of Government¹

This form of government, also known as a “strong mayor,” provides for the direct election of a Mayor by the populace. The Mayor has responsibility for managing day-to-day operations of the City or Town.

The Council, also elected, is the legislative body responsible for setting policy. Issues may be placed on the agenda by either the Council or the Mayor. The issue is presented to the Council body, and an opportunity is provided for public input. After discussion among the Council members, a vote is taken, and the majority decision is implemented.

Of those jurisdictions participating in this Mitigation Planning process, the following Cities and Towns follow the Mayor-Council form of government:

- City of Brier
- City of Edmonds
- City of Lynnwood
- Town of Woodway

Council-Manager Form of Government²

For this form of government, Council members are elected by the citizens, and the Mayor is chosen from among the elected body. The Mayor, in this capacity, does not have any additional authority, but is primarily responsible for the effective operation of Council meetings. The Mayor also acts in a ceremonial capacity and represents the body to sign resolutions and other official documents.

Council sets policy and relies on the City Manager and other staff to carry out that policy. The City Manager is in charge of ensuring the City's day-to-day operations are carried out.

Policy issues are placed on the agenda by Council members or the City Manager. In most cases, a presentation is made to the Council; an opportunity is presented for public input and Council discussion, followed by a vote. Policy is set based on the outcome of the Council's vote.

Upon policy approval, the Mayor signs a resolution enacting the policy.

Of those participating in this Plan, the following jurisdictions have the Council-Manager form of government:

- City of Kenmore
- City of Mill Creek
- City of Mountlake Terrace

Elected Board³

This form of government relies on a Board that is elected by the voters within the jurisdiction's borders. The Board is then responsible for creating policy and directing the organization's executive – General Manager, Director, or Superintendent – to carry out day-to-day operations.

Issues are placed on the agenda by Board members or by the organization's Executive. As in the previous forms of government, a presentation is made to the Board. An opportunity for public input is provided, followed by discussion by the Board. The Board then votes upon the issue, and the Executive acts in accordance with the majority's vote.

The following jurisdictions follow this form of governance:

- Edmonds School District
- Olympic View Water and Sewer District
- Port of Edmonds

Adoption

Following the jurisdiction's individual requirements, each City/Town Council or agency Board signed resolutions formally adopting the North King and South Snohomish Counties Regional Mitigation Plan. This process was done in accordance with individual requirements and in compliance with the type of organization.

Agency/Jurisdiction	Resolution Number	Date of Adoption
Kenmore	04-188	April 26, 2004
Brier	Pending FEMA approval Approved by motion.	May 25, 2004
Edmonds	Pending FEMA approval Approved by motion.	April 27, 2004
Lynnwood	2004-13	June 14, 2004
Mill Creek	2004-348	April 13, 2004
Mountlake Terrace	Pending FEMA approval Approved by motion.	June 7, 2004
Woodway	04-274	March 15, 2004
Edmonds School District	04-11	June 8, 2004
Olympic View Water & Sewer District	886	May 3, 2004
Port of Edmonds	04-02	May 24, 2004

The *North King and South Snohomish Counties Regional Mitigation Plan* was formally promulgated by signature of the Mayors of Kenmore, Brier, Edmonds, Lynnwood, Mill Creek, Mountlake Terrace, and Woodway as well as the Board Chairs of the Edmonds School District, Olympic View Water and Sewer District, and the Port of Edmonds.

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Plan Maintenance

Evaluating and Updating the Plan

The *North King and South Snohomish Counties Regional Mitigation Plan* will be evaluated and updated on a five-year cycle to determine the effectiveness of mitigation programs, projects, or other related activities and reflect changes in land development or programs that may affect mitigation priorities and/or strategies. Five-year updates will be delivered to the Washington State Hazard Mitigation Program Manager for review and forwarding to the Federal Emergency Management Agency, Region X Office.

Each jurisdiction will be responsible for reviewing and evaluating their section of the Plan on a regular basis. It is *suggested* that the jurisdictions conduct the evaluation half-way through the five-year cycle to ensure that the Plan is staying on target.

Five-Year Plan Update

Updates to the *North King and South Snohomish Counties Regional Mitigation Plan* shall be conducted on a five-year cycle. At this time, no funding sources are identified for additional ESCA staff time, so each jurisdiction will be responsible for updating their portion of the Plan.

At the end of this Plan cycle, each jurisdiction will receive both a printed and an electronic copy of the Plan. The electronic copy can be used as a template to update the Plan in 2009.

The Mayors of each of the participating municipalities, and the Chairs or Presidents of the Edmonds School District, Olympic View Water and Sewer District, and Port of Edmonds, or their designated representatives, shall approve the updated Plan. A copy of the updated Plan shall be submitted to the Washington State Hazard Mitigation Officer no later than July 31st of the update year.

PLAN EVALUATION AND UPDATE SCHEDULE 2005-2009

<u>Date</u>	<u>Required Action to be Taken</u>
September 2008	Jurisdiction(s) should investigate grant options to pay for the 5-year update. Lead agency should be identified to apply for appropriate grant(s).
January 2009	Participating jurisdictions should identify the lead, or coordinating, agency in the update process.
March 2009	Staff for each jurisdiction begin 5-year Plan update process. Each jurisdiction should develop an update of all mitigation activities and/or projects.
March – May 2009	Update Plan in cooperation with participating jurisdictions.
June 2009	Conduct at least one public meeting regarding the Plan update. Receive comments from community and key stakeholders. Revise Plan as necessary.
July 2009	Obtain approval of updated Plan by all participating jurisdictions.
July 31, 2009	Submit updated Plan to Washington State Hazard Mitigation Officer.

Continued Public Involvement

All participating entities are dedicated to the continued involvement of the public in the natural hazards mitigation process.

Copies of the *North King and South Snohomish Counties Regional Mitigation Plan* will be kept and made available for public review at the following locations:

- City/Town Hall
 - City of Kenmore
 - City of Brier
 - City of Edmonds
 - City of Lynnwood
 - City of Mill Creek
 - City of Mountlake Terrace
 - Town of Woodway
- Special Purpose District Offices
 - Edmonds School District
 - Olympic View Water and Sewer District
 - Port of Edmonds

- Libraries
 - Kenmore (King County Library System)
 - Brier (Sno-Isle Regional Library)
 - Edmonds (Sno-Isle Regional Library)
 - Lynnwood (Sno-Isle Regional Library)
 - Mill Creek (Sno-Isle Regional Library)
 - Mountlake Terrace (Sno-Isle Regional Library)

Contact information for ESCA is included in the Point of Contact information on page *ix* of the Mitigation Plan.

A notice regarding the existence and location of these copies of the *North King and South Snohomish Counties Regional Mitigation Plan* will be publicized in accordance with each jurisdiction's requirements.

A minimum of one public meeting will be held by each jurisdiction as a part of the five-year plan update. The purpose of these meetings is to provide a public forum so that citizens can express concerns, opinions, or ideas about the *North King and South Snohomish Counties Regional Mitigation Plan*.

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Plan Membership / Adding Jurisdictions

The jurisdictions within the North King and South Snohomish Counties area are committed to regional cooperation. To facilitate and expand future cooperation and regional partnerships, the *North King and South Snohomish Regional Mitigation Plan* provides the following process for jurisdictions wishing to join this Plan:

1. The jurisdiction wishing to join the Plan contacts the Regional Plan Manager (ESCA) with a request to participate.
2. The Regional Plan Manager provides the jurisdiction with a copy of the approved Plan, the local planning requirements and any other pertinent data.
3. The jurisdiction reviews the Regional Mitigation Plan and develops the portions of the Plan that are specific to the jurisdiction and required by the Regional Plan Manager to comply with the Regional Plan. This portion of the Plan must meet the requirements of 44 CFR 201.6 of the Disaster Mitigation Act of 2000 (DMA2K) including a public process.
4. The new jurisdiction submits its portions of the Hazard Mitigation Plan to the Regional Plan Manager for review and compliance with regional planning criteria.
5. The Regional Plan Manager forwards the new jurisdiction's Plan to the State Hazard Mitigation Program Manager for review and compliance with DMA2K. The Regional Plan Manager also sends certification to the State Hazard Mitigation Program Manager that the new jurisdiction meets the Regional Mitigation Plan criteria.
6. The State Hazard Mitigation Program Manager reviews the new jurisdiction's Plan for DMA2K criteria compliance in conjunction with the approved Regional Plan. If the Plan does not meet criteria, the State Hazard Mitigation Program Manager works with the jurisdiction to resolve issues until it does.
7. The State Hazard Mitigation Program Manager forwards the new jurisdiction's Plan to FEMA Region X for review and DMA2K compliance.
8. Upon approval from FEMA Region X, the new jurisdiction is considered part of the Regional Mitigation Plan and will comply with the update schedule, workgroups, planning committee and criteria in the Regional Mitigation Plan as required.

¹ Municipal Research and Services Center of Washington (MRSC). Available WWW:
<http://www.mrsc.org>.

² Ibid.

³ Ibid.