



**City of Cottage Grove  
Natural Hazard Mitigation Plan (NHMP)  
2022 Update**

**Organizational Meeting  
January 26, 2022 09:30– 11:00AM**

**Hybrid Meeting**

**in City Council Chambers, 400 E. Main St., and Online via**

**<https://www.gotomeet.me/RichardMeyers/natural-hazard-mitigation-plan-update-meeting>**



You can also dial in using your phone.  
United States (Toll Free): **[1 877 309 2073](tel:18773092073)**  
United States: **[+1 \(571\) 317-3129](tel:+15713173129)**

Access Code: **417-087-397**

AGENDA	
<p><b>Welcome/Introductions</b></p> <ul style="list-style-type: none"> <li>During introductions, please share your name, title, and organization.</li> </ul>	<p><b>Faye Stewart, City Eric Mongan, City</b></p>
<p><b>Project Overview</b></p> <ul style="list-style-type: none"> <li>Plan update components</li> <li>Update priorities</li> </ul>	<p><b>Pam Reber, DLCD</b></p>
<p><b>Floodplain Management Planning</b></p> <ul style="list-style-type: none"> <li>NHMP Update to align with floodplain planning activity.</li> </ul>	<p><b>Eric Mongan, City</b></p>
<p><b>Public Involvement/ Cost Share</b></p> <ul style="list-style-type: none"> <li>Steering Committee roster &amp; process. <ul style="list-style-type: none"> <li>Public engagement discussion.</li> </ul> </li> <li>Providing filled out cost share forms helps the process.</li> </ul>	<p><b>Pam Reber, DLCD</b></p>
<p><b>Public comment</b></p> <ul style="list-style-type: none"> <li><b>Please provide name and address/email address for future notices.</b></li> </ul>	<p><b>Eric Mongan, City</b></p>
<p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>Meeting schedule: Let’s choose next HMAP dates in March, May. <ul style="list-style-type: none"> <li>Information requests</li> </ul> </li> </ul>	<p><b>Pam Reber, DLCD</b></p>

**City of Cottage Grove NHMP Website**

**<https://www.cottagegroveor.gov/cd/page/natural-hazards-mitigation>**

## FEMA Local NHMP Review Tool Checklist

### ELEMENT A. PLANNING PROCESS

- A1. Does the Plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction?
- A2. Does the Plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, agencies that have the authority to regulate development as well as other interests to be involved in the planning process?
- A3. Does the Plan document how the public was involved in the planning process during the drafting stage?
- A4. Does the Plan describe the review and incorporation of existing plans, studies, reports, and technical information?
- A5. Is there discussion of how the community(ies) will continue public participation in the plan maintenance process?
- A6. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a 5-year cycle)?

### ELEMENT B. HAZARD IDENTIFICATION AND RISK ASSESSMENT

- B1. Does the Plan include a description of the type, location, and extent of all natural hazards that can affect each jurisdiction(s)?
- B2. Does the Plan include information on previous occurrences of hazard events and on the probability of future hazard events for each jurisdiction?
- B3. Is there a description of each identified hazard's impact on the community as well as an overall summary of the community's vulnerability for each jurisdiction?
- B4. Does the Plan address NFIP insured structures within the jurisdiction that have been repetitively damaged by floods?

### ELEMENT C. MITIGATION STRATEGY

- C1. Does the plan document each jurisdiction's existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs?
- C2. Does the Plan address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate?
- C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards?
- C4. Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure?
- C5. Does the Plan contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction?
- C6. Does the Plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate?

### ELEMENT D. PLAN REVIEW, EVALUATION, AND IMPLEMENTATION

- D1. Was the plan revised to reflect changes in development?
- D2. Was the plan revised to reflect progress in local mitigation efforts?
- D3. Was the plan revised to reflect changes in priorities?

### ELEMENT E. PLAN ADOPTION

- E1. Does the Plan include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval?
- E2. For multi-jurisdictional plans, has each jurisdiction requesting approval of the plan documented formal plan adoption?

## 2022 Cottage Grove Natural Hazard Mitigation Plan Update Requirements

Responsibility/Task	DLCD	CITY
<b>Steering and Technical Advisory Committee Meetings</b>		
<ul style="list-style-type: none"> <li>• Prepare and distribute agenda 7-10 days prior to meetings via email. If a SC or TAC member does not have access to email, CITY will ensure the member receives a hard copy 5 days prior to meetings.</li> </ul>	X	Assist
<ul style="list-style-type: none"> <li>• Prepare handouts. If appropriate, distribute handouts 7-10 days prior to meetings via email. If a SC or TAC member does not have access to email, CITY will ensure the member receives a hard copy 5 days prior to meetings.</li> </ul>	X	Assist
<ul style="list-style-type: none"> <li>• Provide language for public notice of meetings if requested.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Lead and facilitate meetings.</li> </ul>	X	Assist
<ul style="list-style-type: none"> <li>• Prepare and distribute meeting notes.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Engage with local internal and external stakeholders about the project and bring their input back to the committee discussions.</li> </ul>		X
<b>Public Engagement Program</b>		
<ul style="list-style-type: none"> <li>• Execute Public Engagement Program.</li> </ul>	Assist	X
<ul style="list-style-type: none"> <li>• Lead public engagement meetings and events.</li> </ul>	Assist	X
<ul style="list-style-type: none"> <li>• Facilitate public engagement meetings and events.</li> </ul>	X	Assist
<ul style="list-style-type: none"> <li>• Provide public notice of meetings and events through a variety of means.</li> </ul>	Assist	X
<ul style="list-style-type: none"> <li>• Shepherd NHMP through Planning Commission, Board and Council work sessions and adoption process.</li> </ul>	Assist	X
<b>Plan Development</b>		
<ul style="list-style-type: none"> <li>• Gather hazard and vulnerability data, existing plans, studies, reports, and technical information.</li> </ul>	X	X
<ul style="list-style-type: none"> <li>• Provide information on climate change and its influence on hazards.</li> </ul>	X	
<ul style="list-style-type: none"> <li>• Provide GIS services.</li> </ul>		X
<ul style="list-style-type: none"> <li>• Provide assessor data.</li> </ul>		X
<ul style="list-style-type: none"> <li>• Provide other data and information.</li> </ul>		X
<ul style="list-style-type: none"> <li>• Analyze data.</li> </ul>	X	Assist
<ul style="list-style-type: none"> <li>• Write plan sections.</li> </ul>	X	Assist
<ul style="list-style-type: none"> <li>• Review plan sections.</li> </ul>	X	X
<ul style="list-style-type: none"> <li>• Edit plan sections.</li> </ul>	X	Assist
<ul style="list-style-type: none"> <li>• Finalize plan.</li> </ul>	X	
<b>Administrative Functions</b>		
<ul style="list-style-type: none"> <li>• Publish notice of meetings and events 7-10 days prior to date of occurrence.</li> </ul>		X
<ul style="list-style-type: none"> <li>• Print agenda, sign-in sheet and handouts for meetings. DLCD will print color and 11x17 handouts only if the CITY does not have capability and no commercial printer with capability is reasonably available.</li> </ul>	Assist	X
<ul style="list-style-type: none"> <li>• Develop and maintain during the update and after completion an interactive project web page and link to that page on the CITY's home page.</li> </ul>		X
<ul style="list-style-type: none"> <li>• Establish and maintain a listserv, email service, or dedicated email address accessible on the project web page for communication with the public (e.g., distribute news, receive comments).</li> </ul>		X
<ul style="list-style-type: none"> <li>• Track and accurately report cost-share in the required format at least quarterly by the deadline set by DLCD.</li> </ul>		X
<ul style="list-style-type: none"> <li>• Document the planning process by keeping copies of all agendas, sign-in sheets, notices, publications, web page updates, etc. for inclusion in the updated NHMP.</li> </ul>	X	X
<ul style="list-style-type: none"> <li>• Monitor and adjust project schedule.</li> </ul>	X	Assist
<ul style="list-style-type: none"> <li>• Handle logistics (space reservations, supplies, copies, audio/visual equipment, etc.) for Steering Committee meetings, public engagement meetings and events, etc.</li> </ul>		X

**2022 Cottage Grove Plan Update Project Conveners:**

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**2022 Cottage Grove Plan Update Project Manager:**



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