



TOWN COUNCIL STUDY SESSION AGENDA
June 23, 2025
5:00 PM

I. Study Session Items

1. Douglas County School District Update - Erin Kane - 30 minutes
2. Douglas County Hazard Mitigation Plan Update - Epp/Hogan, 30 minutes
3. NLC Conference Update - Wilks - 30 minutes

II. Staff Updates

III. Town Council Updates/Items



MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Emily Hogan, Assistant Town Manager
DATE: June 23, 2025
SUBJECT: Douglas County Hazard Mitigation Plan Update

ISSUE:

Natural Hazard Mitigation Plans form the foundation for a community's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. The planning process is as important as the plan itself. It creates a framework for risk-based decision making to reduce damage to lives, property, and the economy from future disasters. Hazard mitigation is sustained action taken to reduce or eliminate long-term risk to people and their property from hazards.

In 2020, the Town participated in the creation of a Natural Hazard Mitigation Plan (the "Plan") with Douglas County. This Plan must be updated every five years.

FISCAL/BUDGET IMPACT:

None – staff time only.

BACKGROUND:

Hazard mitigation planning reduces the risk to people and property, and reduces the cost of recovering from a disaster. A hazard mitigation plan can help communities become more sustainable and disaster-resistant by focusing efforts on the hazards, disaster-prone areas, and identifying appropriate mitigation actions. Effective mitigation planning and efforts can break the cycle of disaster damage, reconstruction, and repeated damage.

In 2020, the Town partnered with Douglas County (the "County") to create the Plan, which is intended to help the area prepare for, respond to, and recover from hazard events and disasters. Additionally, the Plan enables the Town and the County to maintain their eligibility for federal mitigation grant funding from the Federal Emergency Management Agency. The Plan addresses a variety of potential hazards that could affect our residents, businesses, and other institutions.

Since the Plan must be updated every five years, the County has requested that the Town agree to renew its partnership with the County to update the Plan.

RECOMMENDATION:

Partner with the County to update the Plan to identify projects that can reduce damages from future natural hazards. The Plan will include a risk assessment and hazard-mitigation strategy. The Plan will address the Town's and County's risk to flooding, severe storms, severe winter storms, extreme temperatures, wildfires, and other natural hazards. Mitigation projects and

initiatives will be addressed to identify these risks to both public and private property.

REQUESTED DIRECTION:

Staff is seeking direction from Council on whether to participate in the 2025 Local Natural Hazard Mitigation Plan Update.

ATTACHMENT:

1. Douglas County Local Planning Committee LOIP
2. HMP Local Planning Committee Invitation

Please provide a signed Letter of Intent to Participate as noted below on your jurisdictional letterhead.
Return to: Jessica.Stokes@tetrattech.com

[DATE]

To: Mike Alexander, Director
Douglas County Office of Emergency Management

Subject: Douglas County Hazard Mitigation Plan Update - Authorization and Letter of Intent to Participate
[Your Jurisdiction Name]

Dear Mr. Alexander:

This is to confirm that the [Jurisdiction Name] is committed to participating in the Douglas County Hazard Mitigation Plan (HMP) update project. By way of this letter, the [Jurisdiction Name]:

1. Authorizes Douglas County and the Douglas County Hazard Mitigation Core Planning Team (“Core Planning Team”), to guide and direct this planning process, perform certain parts of the planning process, and prepare certain parts of the plan documents on our behalf.
2. Agrees to meet the minimum requirements of jurisdictional participation (a.k.a. the Local Planning Committee Member Expectations), specifically:
 - Execute and return this “Authorization and Letter of Intent to Participate” letter to Jessica Stokes at Tetra Tech via email at Jessica.Stokes@tetrattech.com.
 - Identify jurisdictional representatives to serve as the planning point of contacts (POC), below. These people will be responsible for representing their community and assuring that these participation expectations are met by their community.
 - Support the Core Planning Team selected to oversee the development of this plan.
 - Provide representation at jurisdictional Local Planning Committee meetings (~ 3 meetings over 6-8 months, including a Kick-Off Meeting and a Mitigation Strategy Workshop).
 - Provide data and information about your community as requested by the Core Planning Team or the contract consultant, including:
 - Structure and facility inventory data
 - Identification of new development and anticipated development
 - Identification of natural hazard risk areas
 - Identification of natural hazard events and losses that have impacted your community in the last five years
 - Identification of plans, studies, reports and ordinances addressing natural hazard risk
 - Identify mitigation activity in your community in the last five years, including progress on previously identified mitigation actions.
 - Support public outreach efforts in your community which may include:
 - Providing notices of the planning project on your jurisdictional website with links to a county project website

- Providing notice of the planning project, the availability of Plan documents, and notice of public meetings via available local media (e.g., newsletters, flyers, email blasts, social media, etc.)
 - Advertising and supporting public meetings in your area.
 - Supporting outreach to National Flood Insurance Program (NFIP) Repetitive Loss and Severe Repetitive Loss property owners in your community.
 - Assist with the identification of stakeholders within your community that should be informed and potentially involved with the planning process.
 - Completing data and information collection survey forms in a timely manner.
 - Identify specific mitigation actions to address each of the natural hazards posing significant (or high or medium) risk to your community.
 - Involve your local NFIP Floodplain Administrator in the planning process.
 - Review draft Plan sections when requested and provide comment and input as appropriate.
 - Adopt the Plan by resolution of their governing body after FEMA conditional approval.
 - Periodically provide the Core Planning Team with reports of jurisdictional staff and volunteer labor spent on the planning process.
3. Assigns the following persons to be the Points of Contact for our jurisdiction. We understand that these POCs are responsible for assuring jurisdictional representation at jurisdictional Planning Committee meetings and assuring that the other minimum requirements of jurisdictional participation, as detailed in the Local Planning Committee Member Expectations above, are met.

Primary POC:	Position/Department:
Phone Number:	Email Address:

Alternate/Secondary POC:	Position/Department:
Phone Number:	Email Address:

4. Our designated local Floodplain Administrator (FPA) under the NFIP is:

Name of NFIP FPA:	Position/Department:
Phone Number:	Email Address:

5. Meet participation expectations by including representatives from our community in the planning process. They will be invited to attend meetings, provide required information, and review the jurisdictional annex. Contact information for the different jurisdictional representatives is included below.

Name (Engineer):	Position/Department:
Email Address:	

Name (Lead Planner/Planning POC):	Position/Department:
Email Address:	

Name (Public Works):	Position/Department:
Email Address:	

Name (Emergency Management):	Position/Department:
Email Address:	

Name (Elected Official/Administrator):	Position/Department:
Email Address:	

Name (Building Department/Code Enforcement):	Position/Department:
Email Address:	

Name (Jurisdictional Clerk):	Position/Department:
Email Address:	

Name (Other Representative):	Position/Department:
Email Address:	

6. Recognizes that failure to meet the minimum participation expectations and deadlines, as determined by the Core Planning Team will result in our Jurisdiction being excluded from the planning process.

Sincerely,

[Chief Official]
[Jurisdiction]



TO: Douglas County Hazard Mitigation Plan Local Planning Committee Invitees

DATE: April 25, 2025

SUBJECT: Douglas County – Hazard Mitigation Plan Update
Invitation to Participate on the Hazard Mitigation Plan Local Planning Committee

Douglas County is preparing to update its countywide Hazard Mitigation Plan (HMP) and is inviting your municipality to participate in its 5-year regulatory update of the plan. This plan is an important part of increasing the resiliency of the County and your department and your municipality is strongly encouraged to participate in the planning process. Per Federal regulation, all local governments must have a FEMA-approved HMP in order to be eligible to apply for and receive Federal Hazard Mitigation Assistance (HMA) funding for public and private mitigation projects.

On behalf of the County, we are inviting you and your jurisdiction to participate in the five-year update of the County's HMP.

Why participate? There are numerous benefits to participating in the HMP update including:

- Increases your awareness of risk and vulnerabilities to severe weather and flooding events.
- Reduces hazard impacts – save lives, property, and money.
- CRS municipalities – helps you receive CRS Activity 510 credit.
- Helps identify implementable strategies and funding sources.
- Eligible to apply for and receive FEMA Hazard Mitigation Assistance (HMA) funding for public and private mitigation projects.
- Creates more resilient communities – bounce back from disasters faster.

The requirements and expectations for jurisdictional participation in the HMP update are summarized below and outlined in the attached Letter of Intent to Participate (LOIP). In order to formally document your intent to participate, the LOIP needs to be drafted on jurisdictional letterhead, signed by a governing official, and returned to Tetra Tech by **June 6, 2025**. Please return your completed LOIP to:

Jessica Stokes, Tetra Tech Project Manager
Jessica.Stokes@tetrattech.com



By participating in the HMP update, each jurisdiction will have requirements and expectations to fulfill throughout the planning process. This includes:

- Provide a completed LOIP.
- Assign a planning point-of-contact for your jurisdiction, who will:
 - Provide representation at regular planning group meetings and workshops.
 - Be responsible for providing data and information as requested.
 - Review and comment on data and information compiled by the contract consultant relevant to their jurisdiction.
 - Be responsible for completing plan documents specific to your jurisdiction, using provided templates with guidance and assistance by the contract consultant.
 - Assist with the identification of stakeholders within your community that should be informed and potentially involved with the planning process.
 - Facilitate public outreach efforts with citizens and local stakeholders within your community using materials provided by the contract consultant.
 - Assist with the identification of strengths, weaknesses, opportunities and obstacles to implementing natural hazard mitigation within your community.
 - Assist with the identification of past, ongoing and appropriate future mitigation strategies and activities within your jurisdiction.
 - Review and comment on plan documents, specifically the draft and final plans prior to submission to DHSEM and FEMA.
- Involve a variety of representatives from your community to assist with the plan update. This includes but not limited to: engineer, public works, floodplain administrator, planning, emergency management, building department, code official, municipal clerk, elected officials (mayor, administrator, etc.), and any other departments you would like to involve.
- Formally adopting the updated plan once approved by FEMA.

The plan update process is meant to be a collaborative effort among the various departments in your community. The planning point-of-contact is not expected to do all the work. Their role is to ensure the assigned tasks are completed by the appropriate people within the given timeframe.

We encourage your jurisdiction to review and return the attached LOIP to begin the mitigation planning process for your community and residents and continue the benefits that an HMP can provide!

Please contact me with any questions you might have regarding our plan update process.



Save the date! The project's jurisdictional kick-off meeting will be held virtually on **Thursday, May 22, 2025, at 11:00 AM**. During this meeting, we will discuss the process, benefits, expectations, and timeline of the plan update process. All jurisdictions who wish to participate in the plan update **MUST** attend this kick-off meeting, whether or not they have submitted the LOIP. Meeting details will be sent out soon.

Attachment: Letter of Intent to Participate Template for your action (to be printed on your jurisdictional letterhead, signed, and returned to Tetra Tech POC).

Sincerely,

Mike Alexander

Mike Alexander, Director
Douglas County Office of Emergency Management

