



## SECTION 3. PLANNING PROCESS

### 2019 HMP Update Changes

- All aspects of the Planning Process were updated for the 2019 HMP.

### 3.1 INTRODUCTION

This section includes a description of the planning process used to update the 2014 Burlington County HMP, including how it was prepared, who was involved in the process, and how the public was involved. To ensure that the HMP met the requirements of DMA 2000, as well as to support the long-term goal of having all jurisdictions in the county covered under a comprehensive and cohesive county-wide DMA 2000 plan, an approach to the planning process and plan documentation was developed to achieve the following:

- The HMP will be multi-jurisdictional and consider natural hazards facing Burlington County, thereby satisfying the natural hazards mitigation planning requirements specified in DMA 2000. Burlington County invited all municipalities in the county to join with them in the preparation of the Burlington County HMP update. Burlington County and all its municipalities participated in the HMP as indicated in Table 3-1 below. The plan will consider all-natural hazards of concern facing the area, thereby satisfying the natural hazards mitigation planning requirements specified in DMA 2000.
- The HMP shall be developed following the process outlined by DMA 2000, FEMA regulations, and prevailing FEMA guidance. Following this process ensures all the requirements are met and support HMP review.

**Table 3-1. Participating Burlington County Jurisdictions**

Jurisdictions		
City of Beverly	Township of Florence	Township of Southampton
City of Bordentown	Township of Hainesport	Township of Springfield
City of Burlington	Township of Lumberton	Township of Tabernacle
Township of Bass River	Township of Mansfield	Township of Washington
Township of Bordentown	Township of Maple Shade	Township of Westampton
Township of Burlington	Township of Medford	Township of Willingboro
Township of Chesterfield	Township of Moorestown	Township of Woodland
Township of Cinnaminson	Township of Mount Holly	Borough of Fieldsboro
Township of Delanco	Township of Mount Laurel	Borough of Medford Lakes
Township of Delran	Township of New Hanover	Borough of Palmyra
Township of Eastampton	Township of North Hanover	Borough of Pemberton
Township of Edgewater Park	Township of Pemberton	Borough of Riverton
Township of Evesham	Township of Riverside	Borough of Wrightstown
	Township of Shamong	



The Burlington County HMP update was written using the best available information obtained from a wide variety of sources. Throughout the HMP update process, a concerted effort was made to gather information from municipal and regional agencies and staff as well as stakeholders, federal and state agencies, and the residents of the county. The HMP Steering and Planning Committees solicited information from local agencies and individuals with specific knowledge of certain natural hazards and past historical events, as well as considering planning and zoning codes, ordinances, and other recent planning decisions. The hazard mitigation strategies identified in this HMP have been developed through an extensive planning process involving local, county and regional agencies, county residents and stakeholders.

This section of the HMP describes the mitigation planning process, including (1) Planning Partnership – Organization and Activity; (2) Stakeholder Outreach and Involvement; (3) Public Participation – Citizen Involvement; (4) Integration and Coordination with Existing Mitigation Efforts and Programs; and (5) Continued Public and Stakeholder Involvement.

## **3.2 PLANNING PARTNERSHIP - ORGANIZATION AND ACTIVITY**

Many parties supported the preparation of this HMP update: the Steering Committee, Planning Committee, stakeholders and planning consultant. This planning process does not represent the start of hazard risk management in the county; rather it is part of an ongoing process that various state, county and local agencies and individuals have continued to embrace. A summary of the past and ongoing mitigation efforts is provided in Section 6 (Mitigation Strategy), as well as in Volume II Section 9 (Jurisdictional Annexes), to give an historical perspective of the county and local activities implemented to reduce vulnerability to hazards in the planning area.

This subsection of the HMP identifies how the planning process was organized with the many “planning partners” involved, and outlines the major activities that were conducted in the development of this HMP update.

### **3.2.1 Organization of Planning Partnership**

Recognizing the need to manage risk within the county, and to meet the requirements of the DMA 2000, the Burlington County Office of Emergency Management led the update to the 2014 Burlington County HMP. Burlington County applied for and was awarded a multi-jurisdictional planning grant under the FEMA Pre-Disaster Mitigation program (PDMC-PL-02-NJ-2015-02), which has supported the development of the update of the Burlington County HMP.

Project management and grant administration has been the responsibility of the Burlington County Office of Emergency Management. A contract consultant (Tetra Tech, Inc.) was selected to guide the County and participating jurisdictions through the HMP update process. A contract between Tetra Tech, Inc. (Tetra Tech) and Burlington County was executed on August 9, 2017. Specifically, Tetra Tech, the “contract consultant”, was tasked with:

- Assisting with the organization of a Steering and Planning Committee;
- Assisting with the development and implementation of a public and stakeholder outreach program;
- Data collection;
- Facilitation and attendance at meetings (steering committee, planning committee, stakeholder, public and other);
- Review and update of the hazards of concern, and hazard profiling and risk assessment;
- Assistance with the review and update of mitigation planning goals and objectives;
- Assistance with the review of progress of past mitigation strategies;
- Assistance with the screening of mitigation actions and the identification of appropriate actions;



- Assistance with the prioritization of mitigation actions; and
- Authoring of the draft and final HMP documents.

In September 2017, Burlington County notified all 40 municipalities within the county of the pending planning process and invited them to formally participate. Municipalities were provided with a copy of the Planning Partner Expectations and asked to formally notify the county of their intent to participate (via a Letter of Intent) and to identify a planning point of contact to serve on a Planning Committee and represent the interests of their respective community. All 40 municipalities returned their Letter of Intent to Participate (refer to Appendix C – Participation Matrix).

To facilitate HMP development, with support from their contract planning consultant, Burlington County developed a Steering Committee to provide guidance and direction to the planning effort, and to ensure the resulting document will be embraced both politically and by the constituency within the planning area. All municipalities participating in the plan update authorized the Steering Committee to perform certain activities on their behalf, via the Letter of Intent to participate (FEMA mitigation planning “combination model”). Steering Committee members are identified in Table 3-2. The Steering Committee was charged with:

- Providing guidance and overseeing the planning process on behalf of the general planning partnership.
- Attending and participating in Steering Committee meetings.
- Assisting with the development and completion of certain planning elements, including:
  - Reviewing and updating the hazards of concern;
  - Developing a public and stakeholder outreach program;
  - Assuring the data and information used in the plan update process is best available;
  - Reviewing and updating the hazard mitigation planning goals and objectives;
  - Identifying and screening of appropriate mitigation strategies and activities;
  - Reviewing and updating plan maintenance procedures; and
- Reviewing and commenting on plan documents prior to submission to NJOEM and FEMA.

A Planning Committee was assembled to represent each of the municipalities participating in the HMP update, with one primary representative and an alternate point of contact from each of the 40 participating municipalities. Each municipality received a copy of the “Planning Partner Expectations” which outlined the responsibilities of the participants and the agreement of the partners to authorize a Steering Committee to represent the jurisdiction in the completion of certain planning elements. Table 3-2 lists the current municipal members of the Planning Committee at the time of this HMP’s publication. Please note that the Steering Committee members are also part of the overall project Planning Committee, fulfilling these responsibilities on behalf of Burlington County. This ‘planning partnership’ (Steering and Planning Committees) were charged with the following:

- Represent their jurisdiction throughout the planning process;
- Assure participation of all department and functions within their jurisdiction that have a stake in mitigation (e.g., planning, engineering, code enforcement, police and emergency services, public works, etc.);
- Assist in gathering information for inclusion in the HMP update, including the use of previously developed reports and data;
- Support and promote the public involvement process;
- Report on progress of mitigation actions identified in prior or existing HMPs, as applicable;
- Identify, develop and prioritize appropriate mitigation initiatives;
- Report on progress of integration of prior or existing HMPs into other planning processes and municipal operations;
- Support and develop a jurisdictional annex for their jurisdiction;



- Review, amend, and approve all sections of the plan update; and
- Adopt, implement and maintain the plan update.

**Table 3-2. Burlington County Hazard Mitigation Planning Partnership**

Organization	Name	Title	Municipal POC	
			Primary POC	Alternate POC
Burlington County Office of Emergency Management	Kevin Shoppas	Coordinator	Steering Committee	
	Wayne Comegno	Deputy Coordinator	Steering Committee	
	David Rickert	GIS	Steering Committee	
	Justin Wright	Planner	Steering Committee	
	Colleen Ekey	Planning Aide	Steering Committee	
Burlington County Roads and Bridges	John Janis Jr.	Road Supervisor	Steering Committee	
Burlington County Engineering	Joe Brickley	County Engineer	Steering Committee	
Burlington County Parks	John Smith	Superintendent of Parks	Steering Committee	
Burlington County Department of Resource Conservation	Mary Pat Robbie	Director (Acting)	Steering Committee	
Burlington County Freeholders Office	Todd Wirth	Administration	Steering Committee	
	Christine Brown	Assistant PIO	Steering Committee	
Burlington County Public Safety	John Drinkard	Director (Acting)	Steering Committee	
	Howard Black	Deputy Director (Acting)	Steering Committee	
	Laura Murray	Administrative Assistant	Steering Committee	
Burlington County Health Department	Holly Cucuzzella	Director	Steering Committee	
	Jessica Czepeil	Public Health Nurse	Steering Committee	
	Lauren Ernst	Public Health Planner	Steering Committee	
Township of Bass River	Sally Bourguignon	OEM Coordinator	X	
	Amanda Somes	Municipal Clerk		X
City of Beverly	Kevin Richards	OEM Coordinator	X	
	Rich Wolbert	Public Safety Director		X
City of Bordentown	James Lynch, Jr.	Mayor / EMC	X	
	Brian Maugeri, Sr.	Deputy EMC		X
Township of Bordentown	Sgt. Salvatore Guido	OEM Coordinator	X	
	Michael Theokas	Administrator		X
City of Burlington	Frank Caruso	EMC	X	
	Kenneth Shine, Assoc. DBIA, CFM	Project Manager		X
Township of Burlington	Dave Ekelburg	OEM Coordinator	X	
	Scott Hatfield	Township Engineer		X
Township of Chesterfield	Chief Kyle Wilson	Police Department / OEM	X	
	Glenn Riccardi	Construction Code Official		X
Township of Cinnaminson	Danny Norman	Director of OEM	X	
	Todd Day	Township Engineer		X



Organization	Name	Title	Municipal POC	
			Primary POC	Alternate POC
Township of Delanco	Janice Lohr	Assistant Administrator / Municipal Clerk	X	
	Michael Templeton	Twp. Committeeman		X
Township of Delran	Walter Bauer	EMC	X	
	Joseph Cunningham	Deputy Fire Chief		X
Township of Eastampton	David Shaw	EMC	X	
	Eric Schubiger	Township Manager		X
Township of Edgewater Park	Patrick Daly	OEM Coordinator	X	
	Chief Gene Di Filippo	Police Chief/Acting Twp. Administrator		X
Township of Evesham	Chief Carl Bittenbender	Fire Chief / OEM Coordinator	X	
	Nancy Jamanow	Community Development Director		X
Borough of Fieldsboro	David R. Hansell	Mayor	X	
	Patrice Hansell	Municipal Clerk		X
Township of Florence	Philip Drangula	OEM	X	
	Richard Brook	Administrator		X
Township of Hainesport	William Boettcher	OEM Coordinator	X	
	William Challenger	Deputy OEM Coordinator		X
Township of Lumberton	Daniel Januseski	OEM Coordinator	X	
	Brandon Umba	Administrator		X
Township of Mansfield	Douglas Borgstrom	Fire Official/EMC	X	
	Linda Semus	Municipal Clerk/Registrar		X
Township of Maple Shade	Joseph Andl	Township Manager	X	
	Kevin Rijs, P.P., AICP	Community Development Director		X
Township of Medford	Robert Dovi	Lt. EMC	X	
	Thomas Thorn	Chief Deputy EMC		X
Borough of Medford Lakes	Dr. Robert Burton	Borough Manager	X	
	Mark McIntosh	Borough Clerk		X
Township of Moorestown	Chief Lee Lieber	Police Chief / OEM Coordinator	X	
	Jason Witkowski	Patrolman, Deputy OEM		X
Township of Mount Holly	Joshua Brown	Township Manager	X	
	Ryan Donnelly	OEM Coordinator		X
Township of Mount Laurel	Ronald Devlin	EMC	X	
	John Colucci	Fire Chief/Deputy EMC		X
Township of New Hanover	Pat Murphy	OEM Coordinator	X	
	Kyle Tuliano	Deputy OEM		X
Township of North Hanover	Richard Mellor	EMC/Police	X	
	Alexandra DeGood	Zoning Officer/Construction		X
Borough of Palmyra	Tracy Kilmer	Deputy OEM Coordinator	X	
	Richard Dreby	OEM Executive Coordinator		X
Borough of Pemberton	Chad Bozoski	EMC / Fire Chief	X	



Organization	Name	Title	Municipal POC	
			Primary POC	Alternate POC
	Donna Mull	Borough Administrator / Clerk		X
Township of Pemberton	Craig Augustoni	OEM Coordinator	X	
	Dennis Gonzalez	Business Administrator		X
Township of Riverside	Meghan Jack	Township Administrator	X	
	Susan Dydek	Clerk		X
Borough of Riverton	Scott Reed	Fire Chief / OEM	X	
	Michelle Hack	Borough Clerk		X
Township of Shamong	John Lyons	OEM Coordinator	X	
	Susan Onorato	Administrator		X
Township of Southampton	Kathleen Hoffman	Administrator/Township Clerk	X	
	Charles Oatman	Director of Public Works		X
Township of Springfield	Eric Trout	Chief of Police / OEM Coordinator	X	
	J. Paul Keller	Manager/Administrative		X
Township of Tabernacle	Robert Sunbury	OEM Coordinator	X	
	Douglas Cramer, CPWM	Township Administrator		X
Township of Washington	David Simpson	OEM Coordinator	X	
	To be determined	To be determined		X
Township of Westhampton	Daryl Caulfield	OEM Coordinator	X	
	Chief Craig Farnsworth	Emergency Services		X
Township of Willingboro	John Carroll	EMC	X	
	Richard Brevogel	Acting Twp. Manager		X
Township of Woodland	Shawn Viscardi	OEM Coordinator	X	
	Tom Toth	Deputy OEM Coordinator		X
Borough of Wrightstown	James Ingling	Deputy OEM Coordinator	X	
	William Bird	OEM Coordinator		X

Notes: POC = Point of Contact;

The jurisdictional Letter of Intent to participate identifies the above planning partner expectations as serving to identify those activities comprising overall participation by jurisdictions throughout the planning process. It is recognized that the jurisdictions in Burlington County have differing levels of capabilities and resources available to apply to the planning process, and further have differing exposure and vulnerability to the natural hazard risks being considered in this HMP. It was Burlington County’s intent to encourage participation by all-inclusive jurisdictions, and to accommodate their specific needs and limitations while still meeting the intents and purpose of participation. Such accommodations have included the establishment of a Steering Committee and engaging a contract consultant to assume certain elements of the planning process on behalf of the jurisdictions, and to provide additional and alternative mechanisms to meet the purposes and intent of mitigation planning.

Ultimately, jurisdictional participation is evidenced by a completed annex (chapter) of the HMP update (Section 9) wherein the jurisdiction has identified their planning points of contact, evaluated their risk to the hazards of concern, identified their capabilities to effect mitigation in their community, and identified and prioritized an appropriate suite of mitigation initiatives, actions, and projects to mitigate their natural hazard risk; and eventually by the adoption of the HMP update via resolution.



Appendix C (Participation Matrix) identifies those individuals who represented their municipalities during this planning effort, and indicates how they contributed to the planning process. This matrix is intended to give a broad overview of who attended meetings and when input was provided. All participants were encouraged to attend the Kick-off Meeting, Jurisdictional Annex Workshop and FEMA/NJOEM Mitigation Workshop. During the planning process the planning consultant contacted each participant to offer support, explain the process, and to facilitate the submittal and review of critical documents.

It is noted that all municipalities actively participate in the National Flood Insurance Program (NFIP), and have a designated NFIP Floodplain Administrator (FPA). All known FPAs were informed of the planning process, reviewed the plan documents, and provided direct input to the plan update. Local FPAs are identified in the Points of Contact and Administrative and Technical portions of the jurisdictional annexes in Section 9 (Jurisdictional Annexes).

### 3.2.2 Planning Partnership Activities

Members of the planning partnership (individually and as a whole), as well as key stakeholders, convened and/or communicated regularly to share information and participate in workshops to identify hazards; assess risks; review existing inventories of and identify new critical facilities; assist in updating and developing new mitigation goals and strategies; and provide continuity through the process to ensure that natural hazards vulnerability information and appropriate mitigation strategies were incorporated. All members of the planning partnership had the opportunity to review the draft plan and supported interaction with other stakeholders, and assisted with public involvement efforts.

A summary of Planning and Steering Committee meetings held and key milestones met during the development of the HMP update is included in Table 3-3. It also identifies which DMA 2000 requirements the activities satisfy. Documentation of meetings (agendas, sign-in sheets, and minutes where available) may be found in Appendix B (Meeting Documentation). Table 3-3 identifies only the formal meetings held during plan development, and does not reflect the planning activities conducted by individuals and groups throughout the planning process. In addition to these meetings there was a great deal of communication between Planning Committee members and the contract consultant through individual local meetings, electronic mail (email), and by phone.

After completion of the HMP update, implementation and ongoing maintenance will become a function of the planning partnership (Steering and Planning Committees) as described in Section 7 (Plan Maintenance). The planning partnership is responsible for reviewing the HMP, soliciting and considering public comment as part of the five year HMP update.

**Table 3-3. Summary of Planning Outreach**

Date	Activity/ DMA 2000 Requirement	Key Outcomes/Purpose	Participants
August 9, 2017	1b, 2	Burlington County resolution to select contract planning consultant to update Multi-Jurisdictional Mitigation Plan	Board of Chosen Freeholders
September 22, 2017	1b, 1c, 2, 3a, 4a	<u>Pre-Kick Off Meeting #1</u> : Meeting with Burlington County Department of Public Safety/OEM to discuss the hazard mitigation planning process, municipal participation expectations, schedule, Steering Committee, and upcoming meetings.	Burlington County Department of Public Safety/OEM and GIS: Public Safety: J. Drinkard, H. Blank; OEM: S. King, W. Comegno; GIS: D. Rickert; Tetra Tech: Paul Miller
November 8, 2017	1b, 1c, 2, 3a, 4a	<u>Steering Committee Meeting #1</u> : The Steering Committee guidelines were addressed, hazards of concern exercise conducted, public/stakeholder outreach was discussed and	Refer to Appendix B (Meeting Documentation).



Table 3-3. Summary of Planning Outreach

Date	Activity/ DMA 2000 Requirement	Key Outcomes/Purpose	Participants
		data collection (spatial data and planning data) initiated. Goals and objectives were reviewed and discussed and a new goal was added to this update.	
November 30, 2017	1c, 2, 3a-c, 3e, 4a, 4b	<u>Planning Committee Meeting #1 / Municipal Kick-Off Meetings (two meetings 2PM and 7PM):</u> Presentation and discussion on the planning process, and discussion regarding municipal participation expectations. Initial data and information gathering conducted including distribution of worksheets on a CD for each municipality to complete.	Refer to Appendix B (Meeting Documentation).
December 7, 2017	1c, 2, 3a-c, 3e, 4a, 4b	<u>Planning Committee Meeting #1 Make Up - Conference Call:</u> A conference call was conducted for municipalities who were unable to attend the November 30 planning meetings. Attendees were provided all materials including the CD prior to this conference call. All participants received similar information that was presented at the November 30 <sup>th</sup> meeting	Refer to Appendix B (Meeting Documentation).
January 25, 2018	3a, 4b	<u>Steering Committee Meeting #2:</u> The following topics were discussed during this committee meeting: municipal participation; progress on 2014 HMP mitigation actions; public outreach; upcoming meetings confirmation.	Refer to Appendix B (Meeting Documentation).
January 25, 2018	1b	<u>Webinar: Stormwater Management:</u> There are commonalities between data gathered for the Burlington County Hazard Mitigation Plan and the requirements of a municipal stormwater program. This webinar addressed how a municipality can take advantage of these efficiencies to improve water quality, reduce flooding, and comply with NJ permit and stormwater regulations.	Voluntary webinar offered to all municipalities.
March 1, 2018	2, 3d, 4a, 4b, 5a, 5b	<u>Annex Workshop and FEMA/NJOEM Mitigation Strategy Meeting:</u> The updated goals and objectives were presented to the Planning Committee for review. Worksheet #7 - New Action Worksheet was provided to all participants. NJOEM and FEMA Region 2 presented on mitigation strategy development, plan maintenance, and plan integration. Additional tools and resources were distributed (e.g., mitigation catalog). This meeting encouraged participants to identify and prioritize a comprehensive range of mitigation alternatives as a result of historic losses; and discuss integration of mitigation. Continued public outreach and promotion of the Citizen Survey was encouraged to all participants.	Refer to Appendix B (Meeting Documentation).
March 15, 2018	3b, 3c, 4b, 4c	Results of the risk assessment were distributed to plan participants to assist with the identification of new mitigation actions.	Participating municipalities
March 29, 2018	2, 4b	A Strengths, Weaknesses, Opportunities and Obstacles (SWOO) exercise and mitigation strategy workshop was conducted. Tools and resources were distributed. The workshop guided participants on how to identify and prioritize a comprehensive range of mitigation alternatives as a result of historic losses, current risk; and discuss integration of mitigation.	Refer to Appendix B (Meeting Documentation).
May 1, 2018	4b, 4c	<u>Jurisdictional Annex Workshop Conference Call</u>	Refer to Appendix B (Meeting Documentation).
August 2018 through November 2018	2, 3b, 3c, 3e, 4a, 4b	<u>Municipal Outreach and Guidance:</u> contact was made with each participating municipality to review their draft annex and provide support in finalizing the annex.	Participating municipalities
March 4, 2019	5a, 5b, 5c	<u>Steering Committee Meeting:</u> discussed HMP title, annex progress, plan maintenance and Draft HMP	Burlington County Department of Public Safety/OEM: K. Shoppas, J.





**Table 3-3. Summary of Planning Outreach**

Date	Activity/ DMA 2000 Requirement	Key Outcomes/Purpose	Participants
			Wright, W. Comegno, C. Ekey; Tetra Tech: P. Miller, H. Apgar
March 8, 2019	1b	Draft sections of the HMP posted to County website (as available) for participant, stakeholder and public review.	Public and all plan participants
TBD	2	HMP submitted to NJOEM and FEMA Region II	NJOEM and FEMA Region II
Upon plan approval by FEMA	1a	HMP adoption by resolution by the governing bodies of the County and all participating municipalities	All plan participants

Each number in column 2 identifies specific DMA 2000 requirements, as follows:

- 1a – Prerequisite – Adoption by the Local Governing Body
- 1b – Public Participation
- 2 – Planning Process – Documentation of the Planning Process
- 3a – Risk Assessment – Identifying Hazards
- 3b – Risk Assessment – Profiling Hazard Events
- 3c – Risk Assessment – Assessing Vulnerability: Identifying Assets
- 3d – Risk Assessment – Assessing Vulnerability: Estimating Potential Losses
- 3e – Risk Assessment – Assessing Vulnerability: Analyzing Development Trends
- 4a – Mitigation Strategy – Local Hazard Mitigation Goals
- 4b – Mitigation Strategy – Identification and Analysis of Mitigation Measures
- 4c – Mitigation Strategy – Implementation of Mitigation Measures
- 5a – Plan Maintenance Procedures – Monitoring, Evaluating, and Updating the Plan
- 5b – Plan Maintenance Procedures – Implementation through Existing Programs
- 5c – Plan Maintenance Procedures – Continued Public Involvement

### 3.3 STAKEHOLDER OUTREACH AND INVOLVEMENT

Stakeholders are the individuals, agencies, and jurisdictions that have a vested interest in the recommendations of the hazard mitigation plan, including all planning partners. This section presents (1) municipal involvement, (2) state and regional agency involvement, (3) public participation – citizen involvement, and outreach to business, utility, educational, transportation, human services, and other stakeholders.

Diligent efforts were made to assure broad regional, county and local representation in this planning process. To that end, a comprehensive list of stakeholders was developed with the support of the Steering Committee. Stakeholder outreach was performed early on, and continually throughout the planning process. Information and input provided by these stakeholders has been included throughout this HMP update where appropriate, as identified in the references.

The following is a list of the various stakeholders that were invited to participate in the development of this plan, along with a summary of how these stakeholders participated and contributed. This summary listing does not represent the total of stakeholders that were aware of and contributed to this HMP update, as outreach efforts were being made, both formally and informally, throughout the process by the many planning partners involved in the effort, and documentation of all such efforts is impossible. Instead, this summary is intended to demonstrate the scope and breadth of the stakeholder outreach efforts made during the plan update process.

#### 3.3.1 Federal Agencies

**FEMA Region II:** Provided updated planning guidance; provided summary and detailed NFIP data for planning area; presented at the March 2018 Mitigation Strategy workshop; conducted plan review.

Information regarding hazard identification and the risk assessment for this HMP update was also requested and received or incorporated by reference from the following agencies and organizations:



- National Centers for Environmental Information (NCEI)
- National Hurricane Center (NHC)
- National Oceanic and Atmospheric Administration (NOAA)
- National Weather Service (NWS)
- Storm Prediction Center (SPC)
- U.S. Army Corps of Engineers (USACE)
- U.S. Census Bureau
- U.S. Department of Agriculture (USDA)
- U.S. Environmental Protection Agency (USEPA)
- U.S. Geological Survey (USGS)

### 3.3.2 State Agencies

**New Jersey Office of Emergency Management (NJOEM):** Administered planning grant; provided updated planning guidance; attended meetings including presenting at the March 2018 Mitigation Strategy workshop; offered technical assistance; provided review of the draft HMP update.

**New Jersey Department of Environmental Protection (NJDEP):** Provided data and information.

### 3.3.3 Burlington County Departments

Several county departments were represented on the Steering Committee and involved in the HMP update planning process. Please see Appendix C (Participation Matrix) for further details regarding regional and local stakeholder agencies. All responses to the stakeholder surveys may be found in Appendix D (Public and Stakeholder Outreach).

**Burlington County Office of Emergency Management (OEM):** The Burlington County OEM coordinated the development of the HMP update, reaching out to all municipalities and county departments to solicit involvement in the planning process. The Burlington County OEM has been identified as the ongoing Burlington County Hazard Mitigation Plan Coordinator (see Section 7 – Plan Maintenance) and served in this role throughout the update planning process. In addition to the OEM Director, individuals from OEM served on the Steering Committee. The HMP Coordinator ensured broad outreach and involvement from numerous Burlington County departments including regular communications regarding the HMP and its status. The Burlington County OEM provided data, reviewed sections, contributed to the mitigation strategy, coordinated efforts with the municipalities to ensure their full participation, and were notified and/or took the stakeholder survey.



The HMP was discussed at several Local Emergency Planning Committee (LEPC) meetings held by OEM. This included:

- Burlington County LEPC meeting on March 30, 2017
- Burlington County LEPC meeting on June 30, 2017



- Burlington County LEPC meeting on August 30, 2017
- Burlington County LEPC meeting on March 29, 2018
- Municipal LEPC meeting at Delanco Township on April 30, 2018
- Municipal LEPC meeting at Riverside Township on June 4, 2018
- Burlington County LEPC meeting on June 20, 2018
- Municipal LEPC meeting at Moorestown Township on September 12, 2018
- Municipal LEPC meeting at Burlington (city) on October 2, 2018
- Burlington County LEPC meeting on October 4, 2018
- Municipal LEPC meeting at Mt. Laurel Township on November 1, 2018
- Municipal LEPC meeting at Medford Township on December 4, 2018
- Burlington County LEPC meeting on December 8, 2018

**Burlington County Division of Roads and Bridges:** The County Division of Roads and Bridges, part of the Department of Public Works, had one representative on the Steering Committee. In addition to their role as Steering Committee member, the Division provided information and data, contributed to the County Profile (Section 4), and updated the following: capability assessment, previous mitigation strategy, and updated mitigation strategy. The Division also reviewed draft sections of the HMP prior to public review.

**Burlington County Division of Parks:** The Superintendent of the Burlington County Division of Parks was a member of the Steering Committee. In addition, the superintendent provided information and data, contributed to the County Profile (Section 4), and updated the following: capability assessment, previous mitigation strategy, and updated mitigation strategy. The Division also reviewed draft sections of the HMP prior to public review.

**Burlington County Department of Resource Conservation:** The Director of the Department of Resource Conservation was a member of the Steering Committee. In addition, the director provided information and data, contributed to the County Profile (Section 4), and updated the following: capability assessment, previous mitigation strategy, and updated mitigation strategy. The Division also reviewed draft sections of the HMP prior to public review.

**Burlington County Freeholders Office:** The Public Information Officer (PIO) from the Freeholder's Office was a member of the Steering Committee. In addition, the PIO provided information and data, contributed to the County Profile (Section 4), and updated the following: capability assessment, previous mitigation strategy, and updated mitigation strategy.

**Burlington County Department of Public Safety:** The Director and Deputy Director of Public Safety were members of the Steering Committee. In addition, the Department provided information and data, contributed to the County Profile (Section 4), and updated the following: capability assessment, previous mitigation strategy, and updated mitigation strategy. The Department also reviewed draft sections of the HMP prior to public review.

**Burlington County Health Department:** The Director of the County Health Department was a member of the Steering Committee. In addition, the Department provided information and data, contributed to the County Profile (Section 4), and updated the following: capability assessment, previous mitigation strategy, and updated mitigation strategy. The Department also reviewed draft sections of the HMP prior to public review.

### 3.3.4 Regional, County, and Local Stakeholders

Please see Appendix C (Participation Matrix) for further details regarding regional and local stakeholder agencies. The stakeholders listed below were directly contacted by Burlington County to take a stakeholder survey which included the identification of specific mitigation actions/projects and/or review the draft HMP. Results of the surveys can be found in Appendix D (Public and Stakeholder Outreach).



### Academia

All school districts in the county were provided the academic stakeholder survey and were invited to provide input and notified of the draft HMP review period, however no responses have been received to date.

### Ambulance/Emergency Medical Services

All ambulance and emergency medical service providers in the county were provided the Emergency Medical Services stakeholder survey and invited to provide input; however, no responses have been received to date.

### Fire Departments

All fire departments in the county were provided the fire department stakeholder survey and invited to provide input; however, no responses have been received to date.

### Hospitals and Health Care Facilities

All hospitals and health care facilities in the county were provided the hospitals and health care facilities stakeholder survey and invited to provide input; however, no responses have been received to date.

### Highway and Public Works

All highway and public works departments in the county were provided the highway and public works stakeholder survey and invited to provide input; however, no responses have been received to date.

### Law Enforcement

All law enforcement agencies in the county were provided the law enforcement stakeholder survey and invited to provide input; however, no responses have been received to date.

### Utilities

All utility providers in the county were provided the utilities stakeholder survey and invited to provide input; however, no responses have been received to date.

### Business and Commercial Interests

Businesses and commercial interests in the county were provided the Business and Commerce Stakeholder survey and invited to provide input, however no responses have been received to date.

### Additional Stakeholders

The following stakeholders were identified via email and letter from Burlington County OEM that the draft HMP was available for review and comment. No formal comments were received.

- XXXX
- County to provide final list of stakeholders

### 3.3.5 Adjacent Counties

Burlington County has made an effort to keep surrounding counties and municipalities apprised of the project and allowed the opportunity to provide input to this planning process. Specifically, the following adjoining and nearby county representatives were contacted in March 2019 to inform them about the availability of the project website, draft plan documents and surveys, and invited to provide input to the planning process. No formal comments were received from adjacent counties as of the date of the plan update.

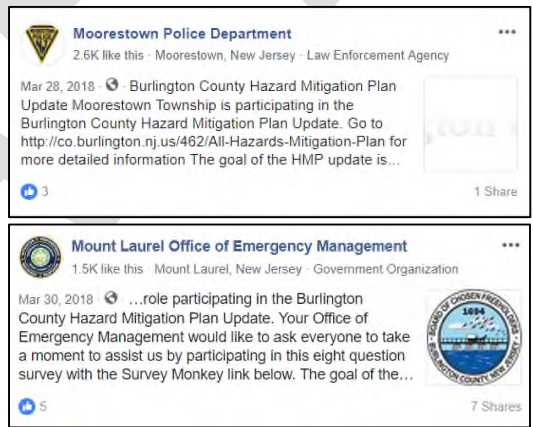


- XXXX
- This section will be filled in after the posting of the plan

### 3.4 PUBLIC PARTICIPATION - CITIZEN INVOLVEMENT

The Steering and Planning Committees made the following efforts toward public participation in the development and review of the HMP:

- The Burlington County OEM created a dedicated webpage to hazard mitigation during the 2014 HMP planning process. The public website was maintained through the last five years and updated in late 2017 to reflect the 2019 HMP update planning process as a way to facilitate communication between the Steering Committee, Planning Committee, and county residents. The website can be found here: <http://www.co.burlington.nj.us/462/All-Hazards-Mitigation-Plan>
- The public website contains a project overview, a discussion as to why the county is updating the plan, project announcements, frequently asked questions, draft documents for review and comment, and a link to the county resident and stakeholder surveys. See Figure 3-1 for a screenshot of this public website.
- The Burlington County OEM posted a link on the county home page under ‘All Hazard Mitigation Plan’ directing visitors to the draft HMP update. Further, a press release was posted to announce the open public review period. The press release is located in Appendix D.
- All municipalities with a public website were requested to post a link to the Burlington County HMP website to provide ongoing public outreach. In addition, all participating municipalities were requested to advertise the availability of the project website via local homepage links, and other available public announcement methods (e.g., Facebook, Twitter, email blasts).
  - On March 28, 2018, the Moorsetown Police Department created a Facebook post about the update, providing links to the county’s HMP webpage and a link to the citizen survey.
  - On March 30, 2018, the Mount Laurel Office of Emergency Management created a Facebook post about the update, providing links to the county’s HMP webpage and a link to the citizen survey.
  - On April 3, 2018, the Mount Laurel Sun posted an article the plan update process for Mount Laurel Township and encouraged residents to complete the citizen survey.
- An on-line hazards preparedness citizen survey was developed to gauge household preparedness that may impact the county and to assess the level of knowledge of tools and techniques to assist in reducing risk and loss of those hazards (<https://www.surveymonkey.com/r/BurlingtonCounty2018HMUpdate>). The questionnaire asked quantifiable questions about citizen perception of risk, knowledge of mitigation, and support of community programs; and also asked several demographic questions to help analyze trends. Responses were collected and provided back to plan participants for consideration in the mitigation action development. Appendix D summarizes public input received through the website, the online survey, and other sources.
- In March and April 2018, a link to the survey was published in the Beverly Bee newspaper and a social media campaign asking citizens to complete the survey was done via Nixle, Facebook posts, and Twitter. Screenshots of these posts can be found in Appendix D.





- The county and participating municipalities were requested to use their social media accounts to announce and encourage plan participation through surveys. For example, on March 19, 2018, the County OEM issued a notification through NIXLE informing residents of the plan update and advising them to complete the citizen survey. Screenshots of the social media public outreach efforts are presented in Appendix D.
- Starting in March 2019, draft sections of the plan were posted on the project website for public review and comment prior to submittal to NJOEM and FEMA. A news release was distributed on the Burlington County website announcing the availability of the draft HMP for public review and comment. In addition, links were provided to the participating jurisdictions to post on their respective websites.

Screenshots and pictures of public outreach efforts are presented in Appendix D. Public comments that have been received to date are documented in Appendix D as well.

Figure 3-1. Screenshot of the Burlington County Hazard Mitigation Webpage



Source: Burlington County Office of Emergency Management 2018

### 3.5 INCORPORATION OF EXISTING PLANS, STUDIES, REPORTS AND TECHNICAL INFORMATION

The Burlington County HMP update strived to use the best available technical information, plans, studies and reports throughout the plan process to support hazard profiling; risk and vulnerability assessment; review and evaluation of mitigation capabilities; and the identification, development and prioritization of county and local mitigation strategies.

The asset and inventory data used for the risk and vulnerability assessments is presented in the County Profile (Section 4). Details of the source of this data, along with technical information on how the data was used to develop the risk and vulnerability assessment, is presented in the Hazard Profiling and Risk Assessment Section (Section 5), specifically within Section 5.3 (Data and Methodology), as well as throughout the hazard profiles in Section 5.4. Further, the source of technical data and information used may be found within the References section.



Plans, reports and other technical information were identified and provided directly by the county, participating jurisdictions and numerous stakeholders involved in the planning effort, as well as through independent research by the planning consultant. Burlington County and participating jurisdictions were tasked with updating the inventory of their Planning and Regulatory capabilities (see Capability Assessment section of each jurisdictional annex in Section 9), and providing relevant planning and regulatory documents as applicable. Relevant documents, including plans, reports, and ordinances were reviewed to identify:

- Date of most recent adoption;
- Existing municipal capabilities;
- Needs and opportunities to develop or enhance capabilities, which may be identified within the county or local mitigation strategies;
- Mitigation-related goals or objectives considered during the development of the overall Goals [and Objectives] (see Section 6);
- Proposed, in-progress, or potential mitigation projects, actions and initiatives to be incorporated into the updated County and local mitigation strategies.

The following local regulations, codes, ordinances and plans were reviewed during this plan process in an effort to develop mitigation planning goals, objectives and mitigation strategies that are consistent across local and regional planning and regulatory mechanisms; and thus develop complementary and mutually supportive plans, including:

- Comprehensive/Master Plans
- Building Codes
- Zoning and Subdivision Ordinances
- NFIP Flood Damage Prevention Ordinances
- Site Plan Requirements
- Stormwater Management Plans
- Emergency Management and Response Plans
- Land Use and Open Space Plans
- Capital Plans
- State of New Jersey 2014 State Hazard Mitigation Plan Update

The “Legal and Regulatory” capability assessment of each participating jurisdiction is included in Section 9, Jurisdictional Annexes, and provides a listing of the local codes, ordinances, regulations, and planning mechanisms available in the jurisdictions and reviewed during this planning process.

A partial listing of the plans, reports, and technical documents reviewed in the preparation of this plan is included in Table 3-4.

**Table 3-4. Record of the Review of Existing Programs, Policies, and Technical Documents for Participating Jurisdictions**

Existing Plan, Program or Technical Document	Date	Jurisdictional Applicability
Pinelands Comprehensive Management Plan	September 2, 2014	Bass River (Twp.), Evesham (Twp.), Medford Lakes (B), Medford (Twp.), New Hanover (Twp.), North Hanover (Twp.), Pemberton (Twp.), Shamong (Twp.), Southampton (Twp.), Washington (Twp.), Woodland (Twp.), and Wrightstown (B)



Existing Plan, Program or Technical Document	Date	Jurisdictional Applicability
Bass River Township Municipal Stormwater Management Plan	April 2010	Bass River (Twp.)
City of Beverly 2014 Master Plan Reexamination Report	2014	Beverly (C)
City of Beverly Master Plan Green Buildings and Environmental Sustainability Element	March 22, 2017	Beverly (C)
Bordentown Township Master Plan Reexamination Report	December 2008	Bordentown (Twp.)
Environmental Resource Inventory for the Township of Bordentown	August 2013	Bordentown (Twp.)
City of Burlington 2010 Master Plan	June 2010	Burlington (C)
Township of Burlington Comprehensive Master Plan	July 10, 2008	Burlington (Twp.)
2017 Reexamination Report and Master Plan Amendment for Chesterfield Township	August 15, 2017	Chesterfield (Twp.)
Township of Chesterfield Municipal Stormwater Management Plan	July 21, 2006	Chesterfield (Twp.)
Eastampton Township 2016 Master Plan Reexamination Report	January 20, 2016	Eastampton (Twp.)
Open Space and Recreation Plan for the Township of Evesham	December 2012	Evesham (Twp.)
Evesham Township Redevelopment Plan	October 2013	Evesham (Twp.)
Florence Township Master Plan	April 2007	Florence (Twp.)
Reexamination Report Florence Township	2007	Florence (Twp.)
Hainesport Housing Plan Element and Fair Share Plan	December 3, 2008	Hainesport (Twp.)
Hainesport Township Reexamination of Master Plan and Development Regulations	December 3, 2008	Hainesport (Twp.)
Lumberton Township Master Plan	2009	Lumberton (Twp.)
Township of Maple Shade 2016 Master Plan Reexamination Report and Master Plan Amendment	April 27, 2016	Maple Shade (Twp.)
Master Plan Reexamination Report - Route 70 Corridor	November 11, 2014	Medford (Twp.)
Master Plan Reexamination Report & PPE Zoning Districts	December 18, 2017	Medford (Twp.)
Circulation Plan Element Township of Moorestown	April 3, 2014	Moorestown (Twp.)
2013 Master Plan Conservation Element	August 1, 2013	Moorestown (Twp.)
2009 Master Plan Open Space and Recreation Plan Element	December 3, 2009	Moorestown (Twp.)
Housing Element of the Master Plan and Fair Share Plan	December 29, 2008	Moorestown (Twp.)
Reexamination Report of the Master Plan	June 26, 2008	Moorestown (Twp.)
Master Plan Township of Moorestown	June 27, 2002	Moorestown (Twp.)
Master Plan Mount Laurel	April 20, 2006	Mount Laurel (Twp.)
General Reexamination of the Master Plan and Master Plan Amendment	October 23, 2017	Mount Laurel (Twp.)
Master Plan Township of Shamong	September 25, 2013	Shamong (Twp.)
Route 206 Area - Area in Need of Redevelopment without Condemnation and Rehabilitation Investigation Study	October 1, 2015	Shamong (Twp.)
Washington Township Master Plan	January 2007	Washington (Twp.)





Existing Plan, Program or Technical Document	Date	Jurisdictional Applicability
2000 Master Plan and Development Regulations Reexamination Report for Westampton Township	August 17, 2000	Westampton (Twp.)
2006 Master Plan and Development Regulations Reexamination Report for Westampton Township	September 6, 2006	Westampton (Twp.)
Housing Plan Element and Fair Share Plan 2004-2014 2012 Amendments	February 1, 2012	Westampton (Twp.)
2015 Master Plan and Development Regulations Reexamination Report for Westampton Township	April 1, 2015	Westampton (Twp.)
2002 Circulation Plan Element	April 2002	Westampton (Twp.)
Environmental Resource Inventory for the Township of Westampton	February 2011	Westampton (Twp.)
Housing Plan Element and Fair Share Plan 2004-2014 2014 Amendments	December 3, 2014	Westampton (Twp.)
Housing Plan Element and Fair Share Plan 2015-2025	October 25, 2015	Westampton (Twp.)
Open Space, Recreation and Farmland Preservation Plan	July 1, 2009	Westampton (Twp.)
2014 New Jersey State Hazard Mitigation Plan	2014	Statewide
Flood Insurance Study for Burlington County, New Jersey	December 22, 2017	Countywide

### 3.6 INTEGRATION WITH EXISTING PLANNING MECHANISMS AND PROGRAMS

Effective mitigation is achieved when hazard awareness and risk management approaches and strategies become an integral part of public activities and decision-making. Within Burlington County, there are many existing plans and programs that support hazard risk management, and thus it is critical that this hazard mitigation plan integrate, coordinate with, and complement, those existing plans and programs.

The Capability Assessment section of Section 6 (Mitigation Strategy) provides a summary and description of the existing plans, programs, and regulatory mechanisms at all levels of government (federal, state, county, and local) that support hazard mitigation within the county. Within each jurisdictional annex in Section 9, the county and each participating jurisdiction identified how they integrated hazard risk management into their existing planning, regulatory, and operational/administrative framework (*integration capabilities*) and how they intend to promote this integration (*integration actions*).

A further summary of these continued efforts to develop and promote a comprehensive and holistic approach to hazard risk management and mitigation is presented in Section 7 (Plan Maintenance).

### 3.7 CONTINUED PUBLIC INVOLVEMENT

Burlington County and participating jurisdictions are committed to the continued involvement of the public in the hazard mitigation process. This HMP update will be posted online at <http://www.co.burlington.nj.us/462/All-Hazards-Mitigation-Plan> and municipalities will be encouraged to maintain links to the plan website. Further, the county will hard copies of the HMP for review at public locations as identified on the website.

A notice regarding annual updates of the plan and the location of plan copies will be publicized annually after the Planning Partnership’s annual evaluation and posted on the public website at <http://www.co.burlington.nj.us/462/All-Hazards-Mitigation-Plan>.

Each jurisdiction’s governing body shall be responsible for receiving, tracking, and filing public comments regarding this plan.





The public will have an opportunity to comment on the HMP update as a part of the annual mitigation planning evaluation process and the next five-year mitigation plan update. The HMP Coordinator (currently Mr. Kevin Shoppas, County Emergency Management Coordinator) is responsible for coordinating the plan evaluation portion of the meeting, soliciting feedback, collecting and reviewing the comments, and ensuring their incorporation in the 5-year plan update as appropriate; however, members of the Planning Committee will assist the HMP Coordinator. Additional meetings may also be held as deemed necessary by the Planning Committee. The purpose of these meetings would be to provide the public an opportunity to express concerns, opinions, and ideas about the HMP.

Further details regarding continued public involvement are provided in Section 7 (Plan Maintenance).

After completion of this HMP update, implementation and ongoing maintenance will continue to be a function of the Planning Committee. The Planning Committee will review the plan and accept public comment as part of an annual review and as part of five-year mitigation plan updates.

A notice regarding annual updates of the plan will be publicized annually after the HMP Committee's annual evaluation and posted on the public web site.

Mr. Kevin Shoppas has been identified as the ongoing County Hazard Mitigation Plan Coordinator (see Section 7), and is responsible for receiving, tracking, and filing public comments regarding this HMP update. Contact information is:

Mailing Address: Public Safety Building County of Burlington, 1 Academy Drive, Westampton, NJ 08060

Contact Name: Kevin Shoppas

Email Address: [kshoppas@co.burlington.nj.us](mailto:kshoppas@co.burlington.nj.us)