

Chapter 3 – Planning Process

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3.1 Organization

The 2017 City of Alabaster Floodplain Management Plan (FMP) was developed in accordance with the National Flood Insurance Program’s Community Rating System CRS Coordinator’s Manual (FEMA, FIA-15/2017), Activity 510 “Floodplain Management Planning.” The corresponding FMP chapters for each of the 10 CRS Planning Steps are described in the table below. Supporting documentation, Appendices A – H, accompany the main document and are noted throughout.

Table 3-1. 10-Step Planning Process

FMP Chapters	CRS Planning Step
Chapter 1 – Introduction	
Chapter 2 – Community Profile	
Chapter 3 – The Planning Process	Step 1: Organize to prepare the plan Step 2: Involve the public Step 3: Coordinate
Chapter 4 – Risk Assessment	Step 4: Assess the hazard Step 5: Assess the problem
Chapter 5 – Mitigation Strategy	Step 6: Set goals Step 7: Review possible activities Step 8: Draft an action plan
Chapter 6 – Plan Maintenance	Step 9: Adopt the plan Step 10: Implement, evaluate, revise

Floodplain Management Planning Committee

Prior to beginning the plan drafting process, the Alabaster City Council adopted Resolution 071017-A on July 10, 2017, which created the City of Alabaster Floodplain Management Planning Committee (FMPC). (A copy of this signed resolution is in Appendix A). The Council resolution appoints seven members to oversee the preparation of this plan and its ongoing implementation and maintenance. Among the seven members, the initial appointments include Brett Tucker, the City Engineer and Floodplain Administrator who serves as Chairman, and Sherri Proctor, the Planning and

Zoning Coordinator, who are actively involved in the floodplain management planning and implementation processes.

The FMPC members, from various City departments, have been assigned lead responsibility for plan development and implementation. They have expertise in the following six categories of floodplain management activities:

- 1) Preventive measures (e.g., land use and development codes and ordinances);
- 2) Property protection (e.g., building elevation and floodproofing);
- 3) Natural resources protection;
- 4) Emergency services;
- 5) Structural flood control projects; and
- 6) Public information.

Table 3-2 “Floodplain Management Planning Committee” shows the initial membership that participated in the drafting phase of this plan. Their meeting attendance is documented in Appendix E. In some circumstances, the appointed FMPC member may have designated an alternative member to attend the FMPC meeting.

Table 3-2. City of Alabaster Floodplain Management Committee

MEMBERS

<u>Representative</u>	<u>Position/Department</u>	<u>Role/Expertise</u>
Brett Tucker	City Engineer	Property Protection
Mark Harris	Public Works	Structural Projects
Ben Williams	Parks & Recreation	Natural Resources Protection
Sherrri Proctor	Planning & Zoning	Preventive Measures
Patrick Johnson	Information Technology	Public Information
Mike Jones	Police Department	Emergency Services
Mike Waits	Fire Department	Emergency Services

The process began with step 1 of the 10 step CRS planning process, which was conducted through the organization of the FMPC by the City Council. The FMPC met five times throughout the drafting phase of the plan. All meetings were held at City Hall and were open to the public. At each meeting, committee members would review and discuss plan materials presented by the planning team. The materials covered all of the key steps of the floodplain management planning process, as described in Table 3-3 below. Although the FMPC met to review and plan for all chapters of the plan, it was especially important that the key steps of the planning process, Steps 4-8 were sufficiently discussed. The table below shows at which meetings the key steps were covered.

Table 3-3. Key Steps at FMPC Meetings

FMPC Meetings	Chapters Reviewed	CRS Key Planning Steps
1. Tuesday, 8/1/2017	1. Introduction 6. Plan Maintenance	
2. Tuesday, 10/17/2017	2. Community Profile 4. Part I. Risk Assessment	Step 4. Assess the hazard
3. Tuesday, 12/12/2017	4 Part II. Risk Assessment	Step 5. Assess the problem
4. Tuesday, 3/13/2018	5 Part I. Mitigation Strategy	Step 6. Set goals Step 7. Review possible activities
5. Tuesday, 5/15/2018	5 Part II. Mitigation Strategy	Step 8. Draft an action plan

Meeting materials, including agendas, slide presentations, committee exercises, and supplemental information were made available to FMPC members and the general public via the project website. Appendix E includes meeting agendas and sign in sheets.

3.2 Public Involvement

All of the five FMPC meetings were open meetings and well-advertised via the project website at <http://alabaster.floodplainmanagementplan.com/>.

Community Meetings

During the development of the draft plan, the City held a community meeting for the public to review the draft plan and offer public comments. This public meeting coincided with the National Night Out public event and was held October 3, 2017 from 5:30 to 7:30 PM in the Promenade South parking lot in front of Target on South Colonial Parkway in Alabaster. The City issued a media release and posted a meeting announcement on the plan website. The meeting’s purpose was to allow interested citizens, especially those subjected to flooding or living in the floodplain, to provide input on areas that are susceptible to widespread or localized flooding. The project team made available a wide assortment of FEMA brochures and locally-produced maps portraying flood prone areas. The planning team asked citizens to identify potential issues or problem areas on the maps. Community residents were also asked to complete a Community Survey (located in Appendix F) gauging interest and concern with flooding issues. Members of the Floodplain Management Planning Committee (FMPC) were in attendance and on hand to answer questions. Citizen input helps shape the plan and provides invaluable support to the planning process.

A second meeting was held on July 9, 2018 at City Hall. The purpose of this second community meeting was to present the complete draft plan and encourage the public to review the plan and provide feedback prior to Council adoption. Flood maps were placed on display, and FEMA publications related to floodplain management were made available to the public. Representatives from the Floodplain Management Planning Committee (FMPC) answered questions. Attendees were encouraged to submit written comments on the Public Review Comments form (found in Appendix F).

Additional Public Outreach Efforts

In addition to the community meeting and open-forum FMPC meetings, the planning team created a website at <http://alabaster.floodplainmanagementplan.com/> detailing the floodplain management planning process, providing up-to-date meeting information, as well as making available for download draft plan chapters, appendices, agendas, slide presentations, and other meeting materials. During the community meetings, attendees were given another opportunity to voice their concerns and encouraged to submit written comments to the FMPC.

3.3 Coordination

Coordination between the Floodplain Management Planning Committee (FMPC), and its Chairman, the City Engineer/Floodplain Administrator, with the planning consultant team was crucial to the successful development of this plan. The FMPC represents membership from diverse City departments and interests.

FMPC members completed two planning exercises. The first exercise allowed members to record their concerns on a city-wide map of all flood hazard areas. This was helpful to the planning consultants' drafting of the risk assessment. Later in the planning process, the members completed the "Alternative Mitigation Measures Exercise" (Appendix G). This exercise provided a means to review and evaluate potential floodplain mitigation measures to be selected for the Floodplain Management Action Plan (Chapter 5). The Floodplain Management Action Plan includes measures that are consistent with the six floodplain management activities recognized by the CRS Program and takes into consideration City funding and technical capabilities, among other considerations. (See Chapter 5 "Mitigation Strategy" for a complete discussion of the development of the Floodplain Management Action Plan).

In addition to coordination with various agencies, the planning team collected and reviewed applicable plans, studies and reports. Review of existing documents, data and technical information was very useful in the drafting of the plan, in that it supported the risk assessment and helped develop the mitigation strategy to further the goals of floodplain management planning. Specifically, in the drafting of Chapters 2 "Community Profile," 4 "Risk Assessment," and 5 "Mitigation Strategy" the planning team reviewed and incorporated information from the following plans and studies:

- 2016 Shelby County Multi-Jurisdictional Multi-Hazard Mitigation Plan,
- FEMA Flood Insurance Study, Shelby County, Alabama and Incorporated Areas, revised February 20, 2013,
- NFIP's Repetitive Loss Inventory,
- Alabaster Forward 2015 Comprehensive City Plan,
- City of Alabaster Subdivision and Development Regulations,
- Zoning Ordinance for the City of Alabaster,
- City of Alabaster Stormwater Management Ordinance,
- City of Alabaster Flood Hazard Ordinance, and
- City of Alabaster Building and Technical Codes.

Other county-wide outreach activities related to floodplain management planning fall under the umbrella of multi-hazard mitigation planning activities conducted by the Shelby County Emergency Management Agency (EMA). The Shelby County EMA oversees the preparation and implementation of the 2016 Shelby County Multi-Jurisdictional Multi-Hazard Mitigation Plan and subsequent updates. The Floodplain Management Planning Committee is fully supportive of county-wide activities conducted by the Shelby County EMA.

