

Section 03: Planning Process

Contents

Section 03: Planning Process.....	1
3.1 Requirements for the Planning Process.....	1
3.2 Description of the Planning Process.....	1
3.2.1 Data Sources Used for Plan Preparation.....	2
3.2.2 How the Plan was Prepared (Overview).....	2
3.3 Involvement by the Public and Other Interested Parties.....	9
3.3.1 Public Involvement in the Planning Process.....	9
3.3.2 Other Interested Parties Involvement in the Planning Process.....	10
3.4 Review and Incorporation of Plans, Studies, and Other Information.....	11
3.4.1 Federal Government.....	11
3.4.2 State of North Dakota.....	12
3.4.3 Ward County.....	14
3.4.4. Municipal.....	16

3.1 Requirements for the Planning Process

§201.6(b): An open public involvement process is essential to the development of an effective plan. In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process shall include:

- (1) An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval;*
- (2) An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia, and other private, and non-profit interests to be involved in the planning process; and*
- (3) Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.*

§201.6(c)(1): [The plan shall document] the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.

3.2 Description of the Planning Process

This sub-section describes the planning process that was used to develop this Plan.

Ward County, North Dakota Hazard Mitigation Plan
Section 03: Planning Process

3.2.1 Data Sources Used for Plan Preparation

As required by the guidance, this Plan is an update to the 2013 Plan. As such, all applicable data that remains accurate and relevant has been incorporated into this Plan. Where data is no longer applicable or accurate, it has been replaced with current data, or with data that is applicable.

In addition to the 2013 Plan, a variety of data sources were used to update this Plan, including:

- Ward County Emergency Management Agency;
- Leadership and staff of the participating jurisdictions;
- Ward County Highway Department;
- North Dakota Department of Emergency Services;
- North Dakota State Water Commission;
- First District Health Unit;
- Minot State University;
- National Weather Service;
- Federal Emergency Management Agency; and
- US Forest Service.

A complete listing of data used can be found in Section 3.4.

3.2.2 How the Plan was Prepared (Overview)

The Ward County Hazard Mitigation Plan was prepared in accordance with the process established in the *State and Local Mitigation Planning How-to Guides* (FEMA Publication Series 386) produced by the Federal Emergency Management Agency (FEMA), and the requirements of 44 CFR, §201.6. The process established in the FEMA 386 guides includes four basic steps.

Step 1: Organize resources

Step 2: Assess risks

Step 3: Develop a mitigation plan (update)

Step 4: Implement the plan and monitor progress

3.2.2.1 Step 1: Organize Resources

This Plan was developed through the guidance of the Ward County Department of Emergency Management. At the beginning of the process, a consulting firm, Witt O'Brien's, LLC, was hired to facilitate the planning process, to provide technical support to the County and municipalities, and to produce the plan update document.

Representatives from each participating jurisdiction served on the Advisory Committee (the Committee) that guided the update of this Plan. The Committee was comprised of representatives from municipalities and public entities that wished to participate in the planning effort. These representatives had knowledge of their jurisdiction's risks and vulnerabilities. The duties and responsibilities of the Committee consisted

**Ward County, North Dakota Hazard Mitigation Plan
Section 03: Planning Process**

of: representing their municipality/agency/department’s interests, serving as the point of contact for their municipality/agency/department, and completing necessary planning tasks, including data collection, identification of local mitigation actions, and reviewing draft and final products. The Committee identified the most significant hazards for a risk assessment to be completed.

Table 1: Ward County Hazard Mitigation Plan Advisory Committee Membership

Ward County Hazard Mitigation Plan Advisory Committee Members		
Name	Title	Municipality/Agency/Department/Organization
Chris Burnside	Council Member	City of Berthold
Diane Fugere	Auditor	City of Burlington
Jeanine Kabanuk	Mayor	City of Burlington
Chris Helseth	Council Member	City of Carpio
Darrell Francis	Fire Chief	City of Des Lacs Fire Department
Jody Askvig	Auditor	City of Des Lacs
Nicole Michalenko	Auditor	City of Donnybrook
Jason Keen	Council Member	City of Donnybrook
Bill Gagnon	Council Member	City of Douglas
Anita Porter	Auditor	City of Douglas
Jamie Livingston	Council Member	City of Kenmare
Marki Ellis	Floodplain Administrator	City of Kenmare
Scott Zieman	Council Member	City of Makoti
Tyler Stafslie	Mayor	City of Makoti
Jason Olson	Chief	City of Minot Police Department
John Hocking	Captain	City of Minot Fire Department
Lonnie Sather	Battalion Chief	City of Minot Fire Department
Penny Johnson	Treasurer	City of Minot
Shaun Simpka	Alderman	City of Minot
Jody Reinisch	Mayor	City of Ryder
Justin Dreher	Council Member	City of Ryder
Susan Schmidt	Auditor	City of Sawyer
Ken Yarbrough	Public Works Director	City of Sawyer
Eileen Darkow	Council Member	City of Sawyer
Jason Vaagen	Auditor	City of Surrey
Keith Hegney	Public Works	City of Surrey
Jose Estrada	Emergency Preparedness	First District Health Unit
Curt Olson	Manager	Montana-Dakota Utilities
MSgt Nicholas Malard	EM Specialist	Minot Air Force Base
Evelyn Hildebrand	Volunteer	American Red Cross
Dennis Snodgrass	Emergency Preparedness	Trinity Hospital
Randy Schwan	Vice President	Trinity Health
Tom Rafferty	Member Services Manager	Verendrye

Ward County, North Dakota Hazard Mitigation Plan
Section 03: Planning Process

Ward County Hazard Mitigation Plan Advisory Committee Members		
Name	Title	Municipality/Agency/Department/Organization
Amanda Schooling*	Director	Ward County Emergency Management
Kris Weber*	Assistant Director	Ward County Emergency Management
Julie Eisenbraun*	EM Specialist	Ward County Emergency Management
Robert Roed	Captain	Ward County Sheriff's Department
Don Trueblood	Electric Operations Supervisor	Xcel Energy
Shawn Sipma	Agent	Farmers Union Insurance
Mary Carlson	Board Member	Lord's Cupboard Food Pantry
John Wolsky	Writer	The Minot Voice
Mark Lyman	PR Specialist	Odney
Al Hanson	Regional Coordinator	North Dakota Department of Emergency Services

It should be noted that many members of the Advisory Committee are responsible for multiple roles as part of their job. The floodplain administrator may also be the planning director as well as the permitting officer, etc. This varies based on the jurisdiction's size and needs. The Ward County Emergency Management Offices also enforces floodplain management, updating flood ordinances, training, and public outreach for the County and other jurisdictions.

Meeting Schedule

There were several meetings conducted during the development of the Plan Update, including two meetings with the Plan Advisory Committee that were also open to the public.

In addition, separate meetings were held for each participating jurisdiction where discussions were focused on the specific area. Only the planning participants specific to the jurisdiction attended the jurisdiction meetings.

There was also one separate public meeting in order to provide additional opportunity for public comment. Nine people attended the public meeting. Information was provided on the planning process as well as other information specific to their communities; however, there were no comments received.

These meetings are described in further detail in the table below. The meetings focused primarily on the review of work-in-progress for the development of the Plan. However, in some cases, the meetings were working sessions for identification of potential mitigation actions for each participating jurisdiction.

**Ward County, North Dakota Hazard Mitigation Plan
Section 03: Planning Process**

Table 2: Ward County Hazard Mitigation Plan Meeting Schedule & Summary

Ward County Hazard Mitigation Plan Meeting Schedule & Summary		
Date	Meeting Name	Meeting Summary
February 16, 2017	Advisory Committee Meeting	Overview of plan update process and requirements; completed hazard identification exercise; discussed how risk assessment would be conducted; discussed idea of conducting capability assessment survey
April 24, 2017	Advisory Committee Meeting	Overview of progress to date; completed qualitative/quantitative risk assessment determination exercise; determined updates to hazard mitigation goals
June 21, 2017	Municipality Meeting City of Berthold	Determined mitigation actions for jurisdiction; prioritized actions within strategy; completed capability assessment worksheet for jurisdiction; discussed next steps and path to plan adoption
June 21, 2017	Municipality Meeting City of Carpio	Determined mitigation actions for jurisdiction; prioritized actions within strategy; completed capability assessment worksheet for jurisdiction; discussed next steps and path to plan adoption
June 21, 2017	Municipality Meeting City of Donnybrook	Determined mitigation actions for jurisdiction; prioritized actions within strategy; completed capability assessment worksheet for jurisdiction; discussed next steps and path to plan adoption
June 21, 2017	Municipality Meeting City of Kenmare	Determined mitigation actions for jurisdiction; prioritized actions within strategy; completed capability assessment worksheet for jurisdiction; discussed next steps and path to plan adoption
June 22, 2017	Municipality Meeting City of Burlington	Determined mitigation actions for jurisdiction; prioritized actions within strategy; completed capability assessment worksheet for jurisdiction; discussed next steps and path to plan adoption
June 22, 2017	Municipality Meeting City of Des Lacs	Determined mitigation actions for jurisdiction; prioritized actions within strategy; completed capability assessment worksheet for jurisdiction; discussed next steps and path to plan adoption
June 22, 2017	Municipality Meeting City of Sawyer	Determined mitigation actions for jurisdiction; prioritized actions within strategy; completed capability assessment worksheet for jurisdiction; discussed next steps and path to plan adoption

Ward County, North Dakota Hazard Mitigation Plan
Section 03: Planning Process

Ward County Hazard Mitigation Plan Meeting Schedule & Summary		
Date	Meeting Name	Meeting Summary
June 22, 2017	Municipality Meeting City of Surrey	Determined mitigation actions for jurisdiction; prioritized actions within strategy; completed capability assessment worksheet for jurisdiction; discussed next steps and path to plan adoption
June 23, 2017	Municipality Meeting City of Douglas	Determined mitigation actions for jurisdiction; prioritized actions within strategy; completed capability assessment worksheet for jurisdiction; discussed next steps and path to plan adoption
June 23, 2017	Municipality Meeting City of Makoti	Determined mitigation actions for jurisdiction; prioritized actions within strategy; completed capability assessment worksheet for jurisdiction; discussed next steps and path to plan adoption
June 23, 2017	Municipality Meeting City of Minot	Determined mitigation actions for jurisdiction; prioritized actions within strategy; completed capability assessment worksheet for jurisdiction; discussed next steps and path to plan adoption
June 23 2017	Municipality Meeting City of Ryder	Determined mitigation actions for jurisdiction; prioritized actions within strategy; completed capability assessment worksheet for jurisdiction; discussed next steps and path to plan adoption
June 23, 2017	Municipality Meeting Ward County	Determined mitigation actions for jurisdiction; prioritized actions within strategy; completed capability assessment worksheet for jurisdiction; discussed next steps and path to plan adoption
August 03, 2017	Advisory Committee Meeting (virtual)	Review of initial draft plan by committee members
August 31, 2017	Public review and comment	Review of initial draft plan by public
October 2017	LEPC review and comment	Review of final draft plan by the LEPC (prior to submission to NDDES)
	Public review and comment	Review of final draft plan by public
June 12, 2018	Municipality Meeting City of Berthold	Public meeting to adopt plan
June 4, 2018	Municipality Meeting City of Carpio	Public meeting to adopt plan
Date is Pending	Municipality Meeting City of Donnybrook	Public meeting to adopt plan
June 11, 2018	Municipality Meeting City of Kenmare	Public meeting to adopt plan
June 4, 2018	Municipality Meeting City of Burlington	Public meeting to adopt plan

Ward County, North Dakota Hazard Mitigation Plan
Section 03: Planning Process

Ward County Hazard Mitigation Plan Meeting Schedule & Summary		
Date	Meeting Name	Meeting Summary
Date is Pending	Municipality Meeting City of Des Lacs	Public meeting to adopt plan
Date is Pending	Municipality Meeting City of Sawyer	Public meeting to adopt plan
Date is Pending	Municipality Meeting City of Surrey	Public meeting to adopt plan
June 4, 2018	Municipality Meeting City of Douglas	Public meeting to adopt plan
June 5, 2018	Municipality Meeting City of Makoti	Public meeting to adopt plan
Date is Pending	Municipality Meeting City of Minot	Public meeting to adopt plan
June 4, 2018	Municipality Meeting City of Ryder	Public meeting to adopt plan
May 15, 2018	Municipality Meeting Ward County	Public meeting to adopt plan

Appendix C contains documentation for Committee meetings including agendas, sign-in sheets, presentation materials, and meeting notes as appropriate.

3.2.2.2 Step 2: Assess Risks

In accordance with general mitigation planning practice, as well as the process FEMA established in its *How-to Guides*, the risk assessment forms the basis for this Plan by quantifying and rationalizing information about how hazards affect Ward County and the municipalities.

The processes used to complete the hazard identification and risk assessments, and the results of these activities, are described in Sections 04-16 of this Plan. The assessment contains several aspects of the risks of hazards faced by the planning area:

- The hazards that are most likely to affect the planning area;
- How often those hazards are expected to impact the planning area;
- The expected severity of those hazards;
- What areas of the planning area are likely to be affected by those hazards;
- How the planning area’s assets, operations, people, and infrastructure may be impacted by those hazards; and
- The expected future losses if the identified risks are not mitigated.

The Advisory Committee first considered all hazards with the potential to impact the planning area. An exercise was held at the Committee’s Kickoff Meeting detailing the hazards considered in the 2013 Plan,

Ward County, North Dakota Hazard Mitigation Plan
Section 03: Planning Process

the hazards considered in other planning efforts (including the State Hazard Mitigation Plan), and a listing of additional hazards that could be considered for inclusion in the Plan. Committee members were asked to consider the hazard history, to consider any other hazards that were not included in the initial listing, and to provide their thoughts on which hazards should be included in the Plan.

Next, through examination by and discussion among the members, the Committee validated the list of hazards to those that were considered the most relevant for this type of planning process. These hazards are as follows:

- Communicable Disease;
- Drought;
- Fire;
- Flood;
- Landslides (county only);
- Severe Summer Storms;
- Severe Winter Storms; and
- Hazardous Materials Incidents.

These are considered by the Committee to represent the predominant risks to the planning area.

These profiled hazards were further analyzed, to determine the actual risk to the planning area, residents, and assets from these hazards. The list was further refined, to analyze those hazards which were determined to pose the most significant risks to the participating jurisdictions and their assets. All profiled hazards received a qualitative risk assessment. The hazards selected by the Committee to receive a quantitative risk assessment were:

- Communicable Disease;
- Fire;
- Flood;
- Severe Summer Storms;
- Severe Winter Storms; and
- Hazardous Materials Incidents.

For each of these hazards the Witt O'Brien's, LLC performed detailed risk assessments, i.e. calculations of future expected damages, expressed in dollars where appropriate. These results were presented to the Committee in the initial draft of the updated Plan. The results of the risk assessment were also made available to the public during the public review and comment periods (see sub-section 3.3). The full process and results of this work is presented in the Risk Assessment portion of this Plan.

Ward County, North Dakota Hazard Mitigation Plan
Section 03: Planning Process

3.2.2.3 Step 3: Develop the Mitigation Plan

In response to the results of the risk assessment, the Committee validated the goals of the 2013 Plan, no revisions or changes. The jurisdictional capability assessment was updated to affirm the baseline capability and capacity of the planning area to implement hazard mitigation projects.

Each jurisdiction in the planning area developed their own mitigation strategy, which is based on the hazards, risks, and vulnerabilities identified in their individual HIRA. The actions described in the strategies are all within the existing capabilities and capacities of the jurisdictions (with support from County Emergency Management, as needed), and will serve to further the mitigation, recovery, and resiliency goals of the jurisdictions.

3.2.2.4 Step 4: Implement the Plan and Monitor Progress

Finally, the Committee identified a process for on-going monitoring and revisions to the Plan over the next five years. Section 18 details the resulting monitoring, evaluation, and plan update procedures.

3.3 Involvement by the Public and Other Interested Parties

3.3.1 Public Involvement in the Planning Process

The Committee provided opportunities for public involvement and comment throughout the planning process.

The Committee was comprised of different types of agencies including but not limited to: municipal departments, non-profits entities, state agencies, businesses, educational entities, and the public. This group met several times during the process discussing, among other things, the planning requirements, incorporation of data, and data analysis.

The public was given the opportunity to participate in two planning committee meetings. In addition, a separate public meeting was held in order to provide opportunity for participation and comment. Nine people attended the public meeting. Information was provided on the planning process as well as other information specific to their communities; however, there were no comments received.

In addition, a copy of the draft plan was made available for public comment via social media by Burlington, Donnybrook and Ward County. The draft plan was also posted to the Ward County Emergency Management website. Again, no public comments were received.

Prior to the plan's submission to NDDDES, the plan was reviewed by the LEPC. There were no comments received as a result.

It is unknown why comments were not received during the planning process, other than possible lack of knowledge or interest. There are also many instances where one person has many jobs/roles and simply may not have had the time to complete a review and provide comment. Ward County should continue to

**Ward County, North Dakota Hazard Mitigation Plan
Section 03: Planning Process**

reach out to the public and other interested parties to ensure there is the opportunity for participation, possibly through surveys- even surveys through social media. In addition to the social media and website outreach, Ward County can also post participation opportunities via local newspapers, radio, and local news advertisements ensuring more of the local population is aware of the opportunity.

Although not as easily identified, there were several planning committee participants who do have the authority to regulate development. Many of the participants have multiple jobs/roles and may not have the identifying title. For instance, Ward County Emergency Management hosts a majority of the NFIP training, and other jurisdictions look to the Ward County Emergency Management Office to enforce floodplain management.

There were several groups who were invited to participate in the planning process; however, they chose not to participate. Development and emergency management officials representing the communities surrounding Ward County were specifically contacted, and asked to provide their comments and suggestions on the draft Plan. These officials were provided with a copy of the draft Plan, and were given ample time to respond to this request. There were no comments received.

Table 3: Non-Participants in the Planning Process

Non-Participants in the Planning Process	
Position/Title	Jurisdiction
Fire Chief	City of Minot
Chief Information Officer- CIO	City of Minot
Emergency Manager / Assistant Fire Chief	City of Minot
Emergency Manager	Renville County
Emergency Manager	Mandan, Hidatsa, and Arikara (MHA) Nation
Emergency Manager / Planning and Zoning	Mountrail County
Emergency Manager / Highway Department	McLean County
Emergency Manager / 911	McHenry and Pierce Counties

Documentation of these public comment periods can be found in Appendix D.

3.3.2 Other Interested Parties Involvement in the Planning Process

While a portion of the Committee was comprised of municipal and county staff and leaders, outside partners and agencies were invited and encouraged to participate in the planning process. The participants recognize that they rely on outside agencies and organizations, and that these organizations

**Ward County, North Dakota Hazard Mitigation Plan
Section 03: Planning Process**

bring valuable information to the mitigation planning process. Invitees to the planning process included neighboring communities, outside agencies, businesses, academia, private non-profits and other interested parties. The following parties participated in the Plan’s Advisory Committee:

- First District Health Unit;
- Minot Air Force Base;
- Trinity Health;
- Verendrye;
- Xcel Energy;
- Farmers Union Insurance;
- Lord’s Cupboard Food Pantry;
- The Minot Voice;
- Odney; and
- North Dakota Department of Emergency Services.

There were additional parties invited to participate in the planning process and decided not to participate:

- Ottertail Power Company
- American Red Cross
- Montana-Dakota Utilities

3.4 Review and Incorporation of Plans, Studies, and Other Information

3.4.1 Federal Government

Key federal sources of information and pre-existing planning work are presented in the following table.

Table 4: Federal Documents and Data Utilized in the Plan

Federal Documents and Data Utilized in the Plan	
Existing Program/Policy/Technical Documents	Method of Incorporation into the Plan
FEMA Disaster Declarations database and other general hazard data	Used in hazard identification and risk assessment (HIRA) development and history of loss data for multiple hazards
FEMA/National Flood Insurance Program Flood Maps (Flood Insurance Rate Maps, Digital Flood Insurance Rate Maps (DFIRMs))	Used in developing HIRA and mitigation strategies
FEMA Hazards US (HAZUS)	Used in developing critical facilities inventories and determining flood loss scenarios
FEMA Benefit-Cost Analysis methodology	Used in prioritizing mitigation strategy actions

Ward County, North Dakota Hazard Mitigation Plan
Section 03: Planning Process

Federal Documents and Data Utilized in the Plan	
Existing Program/Policy/Technical Documents	Method of Incorporation into the Plan
FEMA Community Status Book, Community Rating System Eligible Communities	Used in developing capability assessments and mitigation strategy
NOAA Tornado Touchdown History	Used in developing HIRA and history of loss data
National Oceanic and Atmospheric Administration (NOAA)/National Centers for Environmental Information (NCEI) database	Used in developing history and description of hazard events for multiple hazards
NOAA Storm Prediction Center	Used in developing HIRA and mitigation strategies
United States Army Corps of Engineers	Used in developing HIRA and mitigation strategies
United States Census Bureau data	Used in developing various risk assessments and establishing planning context
United States Geological Survey (USGS)	Used in developing HIRA and loss data
United States Environmental Protection Agency Toxic Release Inventory	Used in developing HIRA and mitigation strategies
United States Department of Transportation Hazardous Materials Incident Data	Used in developing HIRA and mitigation strategies
US Department of Agriculture (USDA) National Fire Plan	Used in developing HIRA
US Forest Service	Used in developing HIRA and mitigation strategies
Homeland Security Information Portal	Used in developing HIRA

3.4.2 State of North Dakota

Selected state sources of information and pre-existing planning work are presented in this section.

2014 State of North Dakota Multi-Hazard Mitigation Plan

The State of North Dakota completed the current 2014 State Multi-Hazard Mitigation Plan (SHMP) to meet the requirements of 44 CFR, § 201.4(d), which mandates that states update their mitigation plans every five years, ‘to reflect changes in development, progress in state wide mitigation efforts, and changes in priorities.’

The SHMP is the demonstration of the State of North Dakota’s commitment to reduce risks from natural hazards and serves as a guide for both state and local decision makers as they commit resources to reducing the effects of natural hazards on lives and property. It is designed to outline a strategy to reduce risks from natural hazards in North Dakota, and to aid state and local emergency management officials in developing hazard reduction programs.

Ward County, North Dakota Hazard Mitigation Plan
Section 03: Planning Process

The State of North Dakota uses the SHMP to provide data to local and regional governments to support their mitigation planning processes, and to provide guidance on best practices. The North Dakota Department of Emergency Services (NDDDES) staff also is available during the planning process to answer any questions or provide guidance and assistance.

The SHMP describes the state's commitment to local hazard mitigation in the following way:

Shortsighted development patterns have contributed to making some North Dakota communities extremely vulnerable to flooding, winter and summer storms, wildland fire, and other hazards. The State Hazard Mitigation Team can work with communities to reduce their vulnerability by educating about inappropriate land uses and by encouraging the acquisition, relocation, or retrofitting of existing vulnerable structures, along with the protection of valuable natural resources. If a disaster should strike any one of these communities, the State Hazard Mitigation Team can assist the community in building back better and stronger than before.

Through experience, the team has learned that communities will face significant challenges during post-disaster redevelopment on balancing the driving need for rapid recovery with implementing long-term hazard mitigation. The necessity of meeting basic needs and resettling displaced populations immediately following a disaster often overshadows the more abstract, longer-term sustainability considerations. Once full-scale reconstruction is initiated, it is difficult to modify projects in progress to meet sustainability objectives. This phenomenon highlights the need for pre-disaster mitigation planning that incorporates principles of sustainable development within the context of reconstruction so that communities can more easily rebuild in a manner that will make them less vulnerable to future hazard events and improve their residents' quality of life.

The State Hazard Mitigation Team strongly believes that much of the work in hazard mitigation and sustainable development must be carried out at the local level. It is at the local level where land use decisions are made, growth and development take place, and where the impacts of natural hazards are most direct. The team has always supported local self-sufficiency and reliance, providing assistance to communities where it is needed, but allowing local initiatives to take the lead. As noted within this plan, a major goal of the team is to build and support such local capacity and commitment.

The State Hazard Mitigation Team realizes that establishing a true statewide mitigation ethic will take hard work, and quite possibly will require major paradigm shifts among many different entities. State agencies, units of local and tribal government, non-profit organizations, businesses and industries, and private citizens will have to become more involved. This plan is meant to be the first step in that direction.

The purpose of this Multi-Hazard Mitigation Plan is to:

- Serve as a consolidated, comprehensive source of statewide hazard information
- Educate government leaders and the public on their vulnerabilities
- Prioritize and promote cost-effective mitigation solutions
- Provide guidance to organizations and agencies statewide regarding hazard mitigation
- Support requests for grant funding
- Encourage long-term community sustainability

**Ward County, North Dakota Hazard Mitigation Plan
Section 03: Planning Process**

- Improve coordination of mitigation efforts across the state.

Wherever possible, this Plan incorporates information and recommendations consistent with the State of North Dakota Multi-Hazard Mitigation Plan.

Other State of North Dakota Information and Documents

In addition to the SHMP, selected state sources of information and pre-existing planning work are presented in the table below.

Table 5: State Documents and Data Utilized

State Documents and Data Utilized	
Existing Program/Policy/Technical Documents	Method of Incorporation into the Plan
State of North Dakota Multi-Hazard Mitigation Plan (2014)	Used in development of HIRA, capability assessment, and mitigation strategy
Data from the North Dakota Department of Emergency Services	Used in development of HIRA, capability assessment, and mitigation strategy
Data from the State Water Commission	Used in development of HIRA, capability assessment, and mitigation strategy
Data from the State Department of Public Health	Used in development of HIRA, capability assessment, and mitigation strategy
Data from the ND State University System	Used in development of HIRA, capability assessment, and mitigation strategy
The Mouse River Enhanced Flood Protection Plan Preliminary Report	Used in development of HIRA and mitigation strategies
State Water Commission Strategic Plan (2011-2013)	Used in development of HIRA and mitigation strategies
Souris Basin Regional Recovery Strategy	Used in development of HIRA, capability assessments, and mitigation strategies

3.4.3 Ward County

Ward County has enacted a Home Rule Charter. From the Charter:

Subject to the limitations imposed by the North Dakota Constitution, state law, and this charter, the home rule powers of Ward County will be vested in the Board of County Commissioners. The Board of County Commissioners shall have plenary power to enact ordinances and resolutions to carry out and give effect to the express and implied powers granted in this charter and to prescribe the functions of government to be performed under this charter.

Key County sources of information and pre-existing planning work are presented in the table below.

**Ward County, North Dakota Hazard Mitigation Plan
Section 03: Planning Process**

Table 6: County Documents and Data Utilized

County Documents and Data Utilized	
Existing Program/Policy/Technical Documents	Method of Incorporation into the Plan
Zoning Ordinances, Construction and Building Permits Data	Used in establishing planning context, development of mitigation strategies
GIS database maps, infrastructure, hazards	Used to develop HIRA and mitigation strategies
Emergency Operations Plan (Ward County and each Jurisdiction has their own EOP)	Used to develop HIRA, capability assessments, and mitigation strategies
Data related to critical assets	Used to develop HIRA, capability assessments, and mitigation strategies
Repetitive Loss /Severe Repetitive Loss (RL/SRL) inventory and data	Used to develop HIRA, capability assessments, and mitigation strategies
Website materials (various)	Used to develop HIRA, planning context, capability assessments, and mitigation strategies
Hazard and vulnerability data	Used to develop HIRA and mitigation strategies
Ward County ground water studies	Used to develop HIRA and mitigation strategies
Ward County Debris Management Plan (Ward County and All Cities)	Used to develop HIRA, capability assessments, and mitigation strategies
Ward County Flood Action Plan (Burlington, Carpio, Donnybrook, Sawyer, and Ward County)	Used to develop HIRA, capability assessments, and mitigation strategies
Lake Darling Emergency Action Plan (Burlington, Minot, Sawyer, and Ward County)	Used to develop HIRA, capability assessments, and mitigation strategies
Ward County Shelter Plan (Ward County and All Cities)	Used to develop HIRA, capability assessments, and mitigation strategies
Minot Flood Action Plan	Used to develop HIRA, capability assessments, and mitigation strategies
Storm Water Management Plan (Burlington, Carpio, Donnybrook, Minot, and Sawyer)	Used to develop HIRA, capability assessments, and mitigation strategies

3.4.4. Municipal

Other key sources of information and pre-existing planning work, including regional and academic resources, are presented in the table following.

**Ward County, North Dakota Hazard Mitigation Plan
Section 03: Planning Process**

Table 7: Municipal Documents and Data Utilized

Municipal Documents and Data Utilized	
Existing Program/Policy/Technical Documents	Method of Incorporation into the Plan
Comprehensive Plans, land use plans/ordinances (various municipalities, as available)	Used to develop HIRA, planning context, capability assessments, and mitigation strategies
Zoning and subdivision ordinances (various municipalities, as available)	Used to develop HIRA, planning context, capability assessments, and mitigation strategies
Hazard and vulnerability data (various municipalities, as available)	Used to develop HIRA, planning context, capability assessments, and mitigation strategies
Asset valuation data (various municipalities, as available)	Used to develop HIRA, planning context, capability assessments, and mitigation strategies
Recovery plans and documents (various municipalities, as available)	Used to develop HIRA, capability assessments, and mitigation strategies
Minot Flood Action Plan	Used to develop HIRA and mitigation strategies
Storm Water Management Plan (Burlington, Carpio, Donnybrook, Minot, and Sawyer)	Used to develop HIRA, capability assessments, and mitigation strategies
Lake Darling Emergency Action Plan (Burlington, Minot, Sawyer, and Ward County)	Used to develop HIRA, capability assessments, and mitigation strategies
Shelter Plan (all jurisdictions)	Used to develop HIRA, capability assessments, and mitigation strategies

It is important to know that not all municipalities in the Plan have the same level of planning and zoning framework. For many of the municipalities, there is no official framework or document; rather, they rely on familiarity with the community or on documents published by other communities, such as the City of Minot or Ward County. Where community-specific documents and plans existed, they were reviewed and incorporated into this Plan, including those published by the City of Minot. Where no such documents and plans existed, a more informal process occurred, via conversations with local officials and others with knowledge.