

APPENDIX C

MEETING MINUTES AND PLANNING PROCESS DOCUMENTATION

Introduction

This summary provides a brief overview of the meetings held in Manatee County for the Post Disaster Redevelopment Plan (PDRP) development process and a description of accomplishments achieved throughout the planning process. Detailed meeting minutes were taken for each of the meetings discussed below and provide a more in depth account of the topics discussed and the issues identified during these meeting.

April 22, 2008 – Initial Conference Call with Manatee County and PBS&J

Before any meetings were conducted, the PBS&J project team and Manatee County staff members participated in a conference call to accomplish the following objectives:

- Provide introductions of the PBS&J project team members and Manatee County staff
- Schedule a Kickoff Meeting for the project with the county
- Begin data collection efforts with the county

It was decided that the Kickoff Meeting would be held May 22 in conjunction with the Tampa Bay Regional Planning Council's Regional PDRP meeting (May 20) and with Manatee County's annual Emergency Management Summit (May 22).

May 21, 2008 – Meetings with Key Stakeholders from Manatee County

Nathan Slaughter and Lisa Flax from the PBS&J project team traveled to Bradenton, FL in advance of the Kickoff Meeting to conduct one-on-one interviews with available department heads and stakeholders from Manatee County to discuss the Post-Disaster Redevelopment Planning project. The purpose of the one-on-one interviews was to explain the project to the department heads and stakeholders that will play a critical role in the development of the plan. The meetings also served as brainstorming sessions to identify potential elements to include in the plan and issues that these community leaders think should be addressed in the plan.

Interviews were conducted with the following participants:

- Director of the Manatee County Economic Development Council
- Director of the Building Department
- Director of the Planning Department
- Deputy County Administrator
- Director of Utilities and Public Works
- Director of Community Services

With each of these meetings, participants identified key issues that they wanted to see included in the plan. Many of these issues led to the Goals, Issues and Recovery and Redevelopment Actions included in the plan.

May 22, 2008 – Kickoff Meeting at Emergency Management Summit and meeting with Manatee County Planning staff

Serving as the official project kickoff in Manatee County, Nathan Slaughter, from PBS&J, and Michael Wood, Manatee County’s Pilot Coordinator, presented a session on the PDRP project at the annual Manatee County Emergency Management Summit. The Summit was attended by over 85 participants from Manatee County government, local municipal governments and elected officials.

Mr. Slaughter and Mr. Wood provided an overview of the pilot program, presented the project schedule and timeline and solicited feedback from the audience through the completion of a PDRP Issues Identification worksheet that was distributed at the meeting. Issues identified at this meeting were also used as a springboard for the actions that have been included in the plan.

Following the presentation at the EM Summit, the PBS&J project team met with 7 members of the Manatee County Planning staff to identify key issues to be included in the plan. Key issues discussed included:

- Ideas for topics to be covered in the Vulnerability Assessment
- Coordination of PDRP development with LMS update requirements
- Identification of non-conforming land uses including mobile home parks

August 4, 2008 - Planning Policy and Coordination Work Group (First Meeting)

Manatee County established a Planning Policy and Coordination work group to serve as the steering committee for the PDRP effort. This group of planners from Manatee County and the municipal jurisdictions are responsible for reviewing draft sections of the PDRP and providing insight and direction for the entire PDRP planning process.

At the first meeting of the work group, Michael Wood gave an overview of the work done to date including an overview of previous meetings, data collection efforts, and a summary of the plan review and analysis conducted by PBS&J. Mr. Slaughter gave an overview of the vulnerability assessment that was to be conducted over the next few weeks and solicited feedback from the work group for elements to be included in the assessment. Meeting participants provided many good thoughts and ideas for items to include in the assessment. This meeting was also used to brainstorm for elements to include in the plan and issues that needed to be addressed through this planning process.

August 15, 2008 – Historic Preservation Topic-Specific Meeting

Throughout the planning process, the Pilot Coordinator for Manatee County, Michael Wood has conducted PDRP topic-specific meetings with certain Manatee County staff members and stakeholders to discuss the project and solicit feedback. One such meeting occurred on August 15, 2008 when Mr. Wood met with members of Manatee County’s Historic Preservation Committee. Items discussed at this meeting have been incorporated into the Recovery and Redevelopment Action Plan.

September 15, 2008 – Environmental Topic-Specific Meeting

Another PDRP topic-specific meeting occurred on September 15, 2008 when Mr. Wood met with Manatee County environmental staff members to discuss post disaster concerns and issues that need to

be addressed through the planning process. Items discussed at this meeting can be found in the meeting minutes.

October 23, 2008 – Planning Policy and Coordination Work Group (Second Meeting)

The second meeting of the Planning Policy and Coordination Work Group was held in order to present the findings of the Vulnerability and Capacity Assessments and to begin discussion of the draft “Needs and Goals” and “Recovery and Redevelopment Actions” identified for the PDRP.

The draft “Needs and Goals” and “Recovery and Redevelopment Actions” were determined by the following methods:

1. Feedback collected through the series of meeting held from the beginning of the project (one-on-one interviews, EM Summit, Planning Policy and Coordination Work Group and topic specific meetings held by the Pilot Coordinator)
2. Review of the PDRP guidance materials provided by the State of Florida
3. Review of other existing PDRP plans and Disaster Recovery plans
4. Collaboration with other Pilot Communities

Another result of this meeting was the creation of a list of action items to be completed by the work group. The list was drafted following this meeting and distributed to meeting participants via email. These action items are included in the meeting minutes.

April 14, 2009 – Board of County Commissioners PDRP Work Session – Status Report and Guest Presentation

On April 14 and 15, 2009, Manatee County hosted Mayor Lyda Ann Thomas from Galveston Texas, and Jeff Sjostrom, Executive Director of the Galveston Economic Development Partnership for a series of meetings designed for local elected officials, County staff, citizens and other interested stakeholders to hear first-hand about the challenges and success of the on-going recovery and redevelopment of the City of Galveston after Hurricane Ike made landfall on Galveston Island, Texas September 13, 2008.

The purpose of these meetings was to help attendees learn from the Mayor and Mr. Sjostrom’s experiences and to consider the effects of such a disaster in Manatee County. The meetings proved to be quite successful for helping the County identify issues to include in the plan and potential recovery and redevelopment actions.

One of the meetings held during their visit included a Work Session for the Manatee County Board of County Commissioners. This meeting was held so that the Board and other elected officials from the region could hear about the specific issues that faced the Mayor, as an elected official, following Hurricane Ike. Mayor Thomas offered advice and ideas for the elected officials to consider as they develop their PDRP and as they prepare for disasters that may impact the County in the future.

April 15, 2009 – Manatee Business Roundtable

On the morning of April 15, 2009, Manatee County held a roundtable discussion session at the Palmetto Library. The featured guest was Mr. Jeffrey Sjostrom, Executive Director of the Galveston Economic Development Partnership. The purpose of the Business Roundtable discussion was to learn from the

impacts of Hurricane Ike on the economy of Galveston, Texas and to begin to understand and discuss the economic issues and opportunities Manatee County will face after a disaster and determine methods for a successful rebound.

May 28, 2009 – Meeting with Local Land Use Planners and Attorneys

This meeting was cancelled. The Land Use Planners and Attorneys were directed on June 2, 2009 to download the updated PDRP and submit comments to the Planning Department by June 9, 2009.

Other highlights from Manatee County

Many of accomplishments and successes in the Manatee County PDRP planning effort have been achieved outside the formal structure of meetings and work groups. The following list provides a brief summary of some of these accomplishments.

1. In addition to naming a Pilot Coordinator for the project, the County has hired a Mitigation Planner to coordinate the development of the PDRP, among other job duties.
2. The County's GIS department has contributed significant time and resources to providing maps and analysis for the vulnerability assessment section of the PDRP.
3. The County's Pilot Coordinator has given numerous status updates and project overview presentations to the Manatee County Board of County Commissioners and the Manatee County Council of Governments.
4. The County has proposed in their 2010 budget to include funding for consultant services for assistance in moving forward with the implementation of the PDRP.
5. Increased public input for the PDRP will take place with PDRP public workshops scheduled in March and April.

All minutes and notes from meetings and calls held during the PDRP planning process are provided below.

Initial conference call with Manatee County staff

Tuesday April 22, 2008

10:00 AM – 11:00 AM

Participants:

Manatee County

Michael Wood, Comprehensive Planning Administrator, Comprehensive Planning Division

Don Herme, Contingency Planner, Emergency Management Division

Kathleen Thompson, Manatee County Planning

Paul Hrebenach, Senior GIS Analyst, Manatee County Planning

PBS&J

Darrin Punchard, Senior Project Manager

Lisa Flax, Project Manager

Nathan Slaughter, Senior Planner

Nathan Slaughter, PBS&J's Project Manager for the Manatee County PDRP Pilot Project initiated the conference call by asking the Manatee County staff members to introduce themselves. Following the

introductions, he then asked Michael Wood to provide an overview of work done by Manatee County staff members to date on the PDRP project. Mr. Wood stated that so far, the only work done has been to brief staff members and various local organizations (COG, School Board) on the pilot project. Next, the PBS&J staff members provided introductions and examples of past work related to this project.

Mr. Slaughter then initiated the discussion about when to schedule the kickoff meeting. He indicated that it may be best to have the meeting on either May 21 or 22 to coincide with the regional PRDP planning meeting being held by the Tampa Bay Regional Planning Council on May 20. After discussions amongst Manatee County staff, it was decided that May 22 may be the selected date so that the PDRP kickoff meeting can be held in conjunction with the Manatee County EM Summit.

Mr. Slaughter stated that he would send Mr. Wood examples of other PDRP Planning Groups so that he could get a better idea of who participated in these groups in other jurisdictions.

The next item of discussion was regarding the initiation of data collection efforts. Meeting participants discussed what sorts of plans, studies and GIS data will need to be submitted by the County to PBS&J for the project. Manatee County agreed to send a list of all of the GIS information available and PBS&J would let them know what data they will need. The County also agreed to provide a hard copy of the Comprehensive Plan and a digital copy of the Comprehensive Emergency Management Plan. PBS&J stated that they would review the information that is readily available on the County's website (Local Mitigation Strategy, other plans) and would let the County know if they needed any other documents.

The final item of discussion was centered on how PBS&J and the County anticipate involving the public in this project. There are no specific requirements about how this should be done other than the State has requested that Pilot Communities and their consultants be creative in involving the public. Mr. Wood indicated that, as a planner, he understood the importance of involving the public in the planning process but stated that there needs to be a carefully thought-out plan for how this should be done. PBS&J agreed to develop some ideas on how to best involve the public and would share those with the County at a later date.

At the conclusion of the conference call, Manatee County and PBS&J staff revisited the major issues identified throughout the call and made assignments for items that needed follow-up.

**Contractor Meetings with Key Stakeholders
Wednesday May 21, 2008**

On May 21, 2008, Nathan Slaughter (Senior Planner) and Lisa Flax (Project Manager) from PBS&J traveled to Bradenton, FL to conduct one-on-one meetings with available department heads and stakeholders from Manatee County to discuss the Post-Disaster Redevelopment Planning (PDRP) project. The series of thirty-minute meetings were held a day in advance of the Manatee County Emergency Management Summit at which Mr. Slaughter, along with Michael Wood from the Manatee County Comprehensive Planning Department, gave a presentation about the PDRP project.

The purpose of the one-on-one meetings was to explain the project to the department heads and stakeholders that will play a critical role in the development of the plan. Another purpose of the meetings was to begin brainstorming on potential elements to include in the plan and issues that these community leaders think should be addressed in the plan.

The following provides a list of the meetings that were held and the people that attended those meetings. Discussions regarding the issues identified at those meetings have also been documented below.

Meeting Schedule and Participants:

10:30 – 11:00 AM

Manatee County Economic Development Council
Chamber of Commerce Office
Meeting with: Nancy Engle and Sharon Hillstrom

General Notes and Issues Identified:

- If small businesses do not have a loan from the bank, then they likely do not have commercial insurance. Commercial insurance is very expensive. The ED Council is concerned that not enough businesses have commercial insurance.
- The Economic Development Council (ED Council) would like to see a study conducted of how many businesses have commercial insurance.
- The ED Council has developed a disaster recovery directory and of the 7,000 businesses in the County, only about 400 have registered.
- Need to do more outreach to businesses to encourage the need to have a disaster recovery plan for their business. Many businesses do not have such plans because of a lack of resources to do so.
- Reach out to people that businesses trust (bankers, attorneys, CPAs, insurance agents) to encourage them to encourage the businesses they represent to have a plan.
- The ED Council has placed on their website resources that are available to businesses (such as the Disaster Recovery Directory). They would like to have more outreach done to promote the resources.

11:30 – 12:00 PM

Building Department
Meeting with: John Barnott

General Notes and Issues Identified:

- The County has a debris management plan.
- The County has post-disaster plan for the building department. Mr. Barnott thinks the PDRP process will be helpful for updating his plan as well.
- Retirees/locals make for good post disaster assistance (debris monitors, etc). Mr. Barnott wants to organize a group of “on-call” locals to assist with post disaster recovery/redevelopment jobs.

12:00 – 12:30 PM

Planning Department
Meeting with: Carol Clarke

General Notes and Issues Identified:

- Ms Clarke recommends that the PBS&J team meet with County Property Manager, Jim Staples.
 - The County should investigate partnering with another community for back-up of critical data. This should be done after the County determines what data is critical.
 - The County is interested in developing an information repository. This would be a central location where anyone could access data they need.
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12:30 – 1:00 PM

Deputy County Administrator's Office

Meeting with: Karen Windon

General Notes and Issues Identified:

- The Regional Planning Council worked with the barrier island communities to develop a Redevelopment Plan (maybe around 1999/2000).
 - The Manatee County Planning Department and the Emergency Management Division have a good working relationship and understand the importance of this plan and the benefits of tying planning and emergency management planning together.
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2:00 – 2:30 PM

Utilities/Public Works

Meeting with: Dan Gray and Brian Sharkey

General Notes and Issues Identified:

- If densities are increased in certain areas following a disaster, it will put a strain on the existing utilities.
 - The County provides water, sewer utilities and manages landfill operations. The City of Bradenton has its own water system.
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3:00 – 3:30 PM

Community Services

Meeting with: Cheri Coryea

General Notes and Issues Identified:

- There needs to be an ordinance resolution to expedite permitting or provide funds to small businesses within 120 days.
 - The County should investigate ways to quickly help residents in mobile homes that may be destroyed in a disaster. This could mean helping them rebuild in another mobile home park in a less vulnerable location or as a single family residence.
 - The Neighborhood Services Department has the ability to help other departments following disasters. They have staff and vehicles that will be available.
 - Ms. Coryea wants to investigate utilizing the Community Development Block Grant (CDBG) provision that allows for the redirection of funding for emergency uses.
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- There are several community redevelopment areas in the County: 14th Street, South County, Downtown Bradenton, Central (Bradenton), Palmetto and Bradenton Beach.
- The County needs to develop a way to quickly identify the needs of rural communities following a disaster. This can be done through improved communication and resources. The eastern portion of the County is very different than the western portion.

**Kickoff Presentation as part of the Manatee County Emergency Management Summit
Thursday May 22, 2008
11:00 AM – 11:45 AM**

As part of the Manatee County Emergency Management Summit, Nathan Slaughter of PBS&J and Michael Wood, Manatee County's Comprehensive Planning Administrator provided a 30-minute presentation on the Manatee County Post Disaster Redevelopment Plan.

Mr. Wood provided a quick overview of the project and discussed the County's role and then turned the presentation over to Mr. Slaughter.

Mr. Slaughter provided brief introductions of the PBS&J planning team and then gave an overview of the history of the statewide initiative. He indicated that because this project breaking new ground in planning and emergency management, the efforts of the Pilot Communities (including Manatee County) are being followed very closely by many interested parties nationwide including the American Planning Association and the Federal Emergency Management Agency.

He then provided an overview of the roles and responsibilities of PBS&J planning team, Manatee County and the PDRP Planning Committee. They are as follows:

PBS&J

- Meeting facilitation
- Conducting the Vulnerability and Capacity Assessments
- Plan preparation
- Case study documentation

Manatee County

- Appoint Pilot Project Coordinator
 - o Attend Coordination Meetings
- Data collection (Plans, GIS data)
- Active participation in PDRP Committee meetings
- Coordinate public participation

PDRP Committee

- Active participation in meetings
- Review and comment on drafts

Mr. Slaughter gave an overview of the importance of planning for post-disaster recovery and redevelopment. He indicated that planning helps:

- To have an organized approach to recovery and redevelopment following an event

- To facilitate the attempt to return the community to pre-disaster conditions as quickly as possible
- To ease suffering of citizens (and local government officials)
- To better position the participating jurisdictions to take full advantage of post-disaster opportunities

He also explained the difference between short- and long-term recovery. He explained that short-term recovery generally begins immediately following the disaster and last for approximately the first 30 days. During short-term recovery, those essential services needed to allow residents to return to the area are restored. Long-term recovery generally begins 60-90 days following the event and involves the rebuilding of the community. Mr. Slaughter stated that the Post-Disaster Redevelopment Plan mainly deals with long-term recovery issues. Those short-term recovery issues that can have long-term implications will be addressed as well (debris management and temporary housing elements were provided as examples.)

Mr. Slaughter then provided a short discussion about the project schedule that was provided to meeting attendees as a handout. He included an overview of the various deliverables that are due to the State throughout the process, and discussed the planning process that will be used for the project.

Mr. Slaughter asked the meeting participants to review the Issues Identification worksheet. He stated that this handout was distributed to help collect ideas from anyone who wished to share their thoughts on what elements need to be addressed in the Post-Disaster Redevelopment Plan. He stated that the completed form could be turned in to the Manatee County Planning Department.

Following the presentation, there was a 15-minute question and answer session. One meeting participant asked about how the cities within the county would be involved in the process. Mr. Wood stated that they would be invited to participate in the planning process, and stressed the importance of their participation, but that the plan was primarily being developed for the unincorporated areas of the County.

Planning Policy and Coordination Work Group Meeting

Monday August 4, 2008

2:30 PM – 4:00 PM

Participants:

- Michael Wood, Comprehensive Planning Administrator, Comprehensive Planning Division, Manatee County
- Kathleen Thompson, Manatee County Planning
- Bob Pederson, Manatee County Planning
- Joaquin Servia, Manatee County Planning
- Don Hermey, Contingency Planner, Emergency Management Division, Manatee County
- Cheri Coryea, Manatee County Neighborhood Services
- Karen Stewart, Manatee County Economic Development
- Monica Daigle, Town of Longboat
- Tim Polk, Director of Planning and Community Development, City of Bradenton
- Lisa Marie Phillips, City of Bradenton Beach
- Nathan Slaughter, Senior Planner, PBS&J

Michael Wood began the meeting by explaining the purpose of the Planning Policy and Coordination Work Group. He stated that the group would be responsible for reviewing draft sections of the post disaster redevelopment plan (PDRP) and providing oversight and direction for the entire post disaster redevelopment planning process.

Mr. Wood gave a brief overview of the project and introduced Nathan Slaughter from the consulting firm PBS&J as the consultant that has been provided by the State to support in the overall plan development process. Mr. Slaughter gave more detail on the project and explained that the County will develop a PDRP by March 2009. He stated that many people around the country are interested in the post disaster redevelopment planning being done in Florida and in Manatee County.

Following the overview and background information, Mr. Wood asked meeting participants to introduce themselves to other members of the work group.

After the introductions, Mr. Wood provided an overview of the work complete so far on the project including:

- Previous meetings
- Plan review and analysis conducted by PBS&J
- Key stakeholder interviews conducted by PBS&J
- Data collection and analysis

Mr. Slaughter then provided an overview of the Vulnerability Assessment that will be conducted for the plan in the coming weeks. He stated that the State was requiring the County to provide an analysis of the economic, social, housing, infrastructure/public facilities vulnerabilities. He stated that there are no specific requirements for the analysis so it can be comprised of whatever elements the County deems necessary. The meeting participants then took part in a general conversation about what to include in the assessment and best places to obtain data. Items discussed included:

- Using the Tapestry program, 211 facilities to identify social vulnerability
- Working with the municipalities to improve the critical facilities database
- Developing a centralized database for PDRP related data that can be used by Planning, Public Safety, municipalities, etc.
- Using the Vulnerability Assessment developed for the PDRP as part of the information required to update the Local Mitigation Strategy

Mr. Wood asked the meeting participants to take notice of maps that had been created for the meeting and that would be included in the PDRP. The maps were created by the Manatee County GIS Department and provided graphical displays of areas of repetitive flood loss in the county, mobile homes within the Coastal Planning Area, acute medical care facilities within the Coastal Planning Area and other areas of vulnerability that useful to understanding the risks that may be faced in the County following a disaster.

Several meeting participants discussed the challenges of redevelopment following a disaster. It was noted that while the County may wish to take the opportunity to correct nonconformities caused by past development, it will be very difficult to limit or change the type of development or densities of existing development following a disaster. The political ramifications are sometimes too overwhelming.

Mr. Wood adjourned the meeting.

Environmental Topic-Specific Meeting – September 15, 2008

Follow-up email submitted by Pilot Coordinator Michael Wood after meeting with County environmental staff

Doug, Rob, Keith, Charlie, Sharon:

Thanks for meeting with me regarding the Post Disaster Redevelopment Plan.

If you have some other thoughts regarding what we discussed please send them my way.

And we will be getting together with a larger group the afternoon of October 23rd. At this point I do not have the details of that meeting set but will be coming shortly.

Below are my basic notes from the meeting;

Existing Environmental Contingency Plans

There are various environmental response plans that already exist (Oil Spill Contingency Plans). These are typically specific to one type of event at one time. The challenge is that during disaster, the typically is that they are all happening at one time.

Rob to get list of these various contingency plans to Michael. Copies would be nice or digital would be better.

I. Temporary Debris Sites

Discussion on Temporary Debris Collection Sites. Need to continue to coordinate with Gus. Some of the sites (Pride Park / Robinson) probably no longer appropriate for consideration. Concerns with how long really is temporary - impacts to neighborhoods and redevelopment efforts if operations continue beyond certain time frame. Also, concerns with mobile incineration at these sites having environmental / human health effects. Need to be cognizant of where these sites would be in relation to the where the actual debris is at - western side of the county more urbanized - more people.

II. Nextel Phone Service / 800 Mhz service

County phone plan is Nextel and this service cannot get inside the new EOC building. Discussion on use of 800 MHz radios and who has them in an emergency situation. Concern expressed for radio towers to withstand storm impact and electrical service.

This issue is probably not a PDRP concern - in that 3 months post an event - the phone service should be restored. It is critically important if it is not up and running once we get to three months post an event. If not going by then - it could have negative impacts to redevelopment efforts.

III. Increase in Exotic Vegetation / County Preserves / Land Purchase Opportunities

Possible increase in exotics that could be blown into the County. Impact to county owned preservation lands - greater long term expense to remove.

Can this expense be billed back to FEMA ?

Recognize that we may have significant vegetation downed in the Preserves. Need to follow adopted management plans to eliminate fuel loads. Recognize that storms can increase native plant growth and bring increase in exotics.

Recognize that county staff live 24/7 at Duette, Emerson, Robinson (future).

Need to follow our recognized priorities in purchase of lands for inclusion in the county preservation programs.

Probably, have greater opportunities to pick up properties along major drainage features, natural and man made. Could provide for greenways / trail connections or just for stormwater retention facilities to alleviate future flooding. Especially important in older urban area.

IV. Derelict Vessels

How many boats are in Manatee County - and where are they?

Need to map concentrations of boats.

Do we have a extraction contractor to specifically handle marine debris?

Need to establish priority of what would get cleared first - who responsible in various places. Port Manatee and shipping channel / Cortez Area for fishing fleet.

V. Mining Operations / Clay Settling Ponds

Need to map where settling ponds are located in and out of county - ones that are on in-flowing streams into Manatee County.

Understand impact of a breach.

DEP - Bureau of Mines should have location of each.

Future - location of a county sanitary landfill on mining property.

Evers Reservoir - Salt Water Intrusion

Since the reservoir has been dug deeper, salt water coming over the impoundment during storm surge (extremely high tides) would collect at bottom and not be flushed resulting in contamination of the Bradenton water supply.

If you have other things to add - please let me know.

Michael

Planning Policy and Coordination Work Group

Oct 23, 2008

Meeting Notes

Stakeholders

- Major Employers
 - Number of employees at each location
 - Structural damage
 - Loss of workforce to function
 - Loss of income to employees
 - Loss of company revenues
- Capacity Assessment
 - Need Political Survey
- Specific parts to Stakeholders

Maps

- Map Social Services locations against the SLOSH and Floodplain zone (Paul)
- Map Non-homesteaded property against the SLOSH and Floodplain zone (Paul)
- Map hotel/motel property against the SLOSH and Floodplain zone (Paul)
- Map schools against the SLOSH and Floodplain zone (Paul)
- HAZUS MH
 - Map Pre FIRM (1/1/75) (Done by Nathan)
 - Map 2003 structures (To be done by Nathan and Paul)
- Frequently Flooded Roads map needs to be update (Sharon)
- Map Mines (Paul)
- Map Boating communities and marinas against the SLOSH and Floodplain zone (Sharon and then to Paul)
- Map cemeteries including abandoned cemeteries against the SLOSH and Floodplain zone (Paul)
 - *All cemeteries are mapped including the abandoned cemeteries*
- Map historic buildings not included in overlay (prior to 1949) against the SLOSH and the Floodplain zone (Paul)
- Map private companies with hazardous materials against the SLOSH and the Floodplain zone (Paul, Sharon and Don Hermey)

- Map the legal non-conforming structures against the SLOSH and the Floodplain zone (Paul and Teree)
- Map Mobile Home Parks against the SLOSH and the Floodplain zone (Paul)
- Map RV Parks against the SLOSH and the Floodplain zone (Paul)
- Migrant Camp against the SLOSH and the Floodplain zone (Paul)
- Group Homes against the SLOSH and the Floodplain zone (Paul with help from Tom Schmitt)

Outreach

- Brochure for PDRP
 - Goals and Objectives
 - Map
 - What is a PDRP?
- 2 Public Hearings
 - Draft PDRP
 - Adoption of PDRP
 - Possibly another meeting with Council of Governments
- Contact hotels/motels about a long-term commitment from FEMA for housing.
 - Check for current contracts w/FPL, Red Cross and other post-disaster help
- Compile the public information packet together prior to the event for publication.
- Marque event with a spokesperson that lived and worked through a disaster
- Outside the county
 - Hotels
 - Air traffic control
 - Server farms
 - Shipping channels, aids to navigation
 - State permitting
 - Major food storage/distribution
- Other county
 - Newspaper printing/presses
 - Broadcast facilities
- Task Force representation
 - Port/airport authorities
 - State representative staffers

- Lobbyist
- Hotel Association
- Bankers Association
- Insurance Association
- Media (as community pillar)
- Medical Community

Ordinances/Plans

- Need Recover and Reconstruction Ordinance
- The PDRP needs to direct staff to update other plans or ordinances where applicable

Research

- \$ of damages for all Presidential declared disasters
- Social Vulnerability (concerns for certain populations)
 - Breakdown age groups further
 - Over 75 (old, old) per Census
 - Look for definition of disabled per Census
 - Dependent power population
 - Define (i.e. hospitals, nursing homes, special needs, group homes) (Look at American Community Census mapping)
 - College Students
 - Homeless count (HMIS)
 - Migrant
- Definition of Temporary Housing
 - *In the Manatee County “Temporary Disaster Housing Strategy” the housing is described in three ways*
 - *Short term – 21 days or less*
 - *Transitional – less than 60 days*
 - *Temporary – up to 18 months (Do we need another term for longer than 18 months?)*
 - *Does the “Temporary Disaster Housing Committee” still meet once a year?*
 - Have they obtained the require inventory of the County? (Page 3 of 10)
- Health Department (John Burns) on group homes
- Critical Facilities
 - Prioritize infrastructure
- Should the PDRP address man-made hazards?

- Research a potential moratorium on building permit fees in a post-disaster environment
 - Prioritize the need for permits (i.e. re-roofs, windows and other minor repairs)
- How does FDEP deal with permits in a post-disaster situation?
 - Need to talk to Joaquin, Laurie, Bob P., Jim Staples, and the City of Pensacola
- Redevelopment of mobile home parks in a post-disaster
- Look for sites suitable for temporary FEMA trailers.

**Planning for Visit from Galveston Guests
Notes from Conference Call 2/23/09**

Participants

Jeff Sjostrom, Executive Director of Galveston Economic Partnership

Nathan Slaughter, Project Manager, PBS&J

Lincoln Walther, Planning Director, CSA International, Inc.

Michael Wood, Administrator, Manatee County Comprehensive Planning

Sharon Tarman, Hazard Mitigation Planner, Manatee County Comprehensive Planning

Subject

Request for a guest speaker to the Manatee County Board of County Commissioners and the Council of Governments meetings on April 14th and 15th, 2009

Notes

- Pointers to Administrator and BOCC
 - What was in place prior to event?
 - The stresses of decisions and the fast pace needed to make them
 - Lessons learned
 - Media – TV, Radio, and Website
 - Getting the word out that the County is open for business
 - Notifying the citizens
 - Cleanup/debris opportunities
 - Utility status
 - Maps for Building Permit information
 - Central Point of Contact
- Development of Hurricane Recovery Task Force
 - Better prepared for post disaster event

- Business communities back up and running
- Priorities in the first 72 hours post event and beyond
 - Public safety
 - Infrastructure
 - Public Relations
 - Keep staff energized when working 24/7
 - FEMA downfall – no active plan until after the event
 - Funding and resources
 - Temporary Housing
 - Federal GO Zone
 - Business and Economic Development
 - Communications
 - Small Business Administration (SBA) is the only money for business to use to reopen
 - Need to reopen business ASAP
 - Setup 501(c)(3) for business loans
 - Loans are short term (i.e. 180 days at 5%)
 - Local Control of Funds
 - Pre-Event Bond
 - 2,500 – 3,000 businesses established in Galveston prior to Hurricane Ike
 - Only 30-35% have reopened in the 5 months post storm
 - Know your tourist season cycle
 - You may be able to direct a business when is the best time to reopen in order to be ready for the tourists
 - Businesses Need
 - GAP Financing
 - Labor Force
 - Housing for their employees
 - CDBG Funds/Grants
 - 60% Housing
 - 40% Infrastructure
- Redevelopment - 6 months post event
 - To rebuild or not rebuild

- New construction withstood the storm
- FEMA Mobile Home Parks
 - Need exit strategy of citizens from temporary mobile homes back to permanent housing
 - Plan where to locate these FEMA parks
- Pre-authorize contracts for
 - Transportation
 - Housing
 - Additional County Staff (especially for inspecting damaged buildings)
 - Back up with Houston Partners – they also effected
- Realizing that 30% of Galveston’s tax base was gone
- Inventory the physical impact/damage assessment post disaster
- Bright Spots
 - Due to the pre-planning process it helped to build resolve and the ability to stay focused on the task at hand
- Things to do:
 - Create a re-entry plan for citizens
 - To work on their homes or businesses
 - Restore water, sewer and power
- Failed
 - Underestimating resources post storm
- NEED
 - Resource allocations with the Economic Development Council
 - Importance of first initial assessment of damage – will drive numbers from then on
 - Understanding between Inconvenience or Problem
 - Need to work on Problems / Provide Resources

**Meeting notes from Conference Call with Contractor
April 1st, 2009**

Conference Call

Michael Wood
Nathan Slaughter

Sharon Tarman

- Deadline for this Quarter’s deliverables has been moved to April 6th, 2009

- Need more detail on proposed policies/actions – look at Palm Beach County & Polk County
 - Tasks into Action Plan
 - Liking all actions
 - Timing
 - Cost Consideration – staff time
 - Leading Department Action
- Priority of what needs to happen first in a post disaster environment
 - Short term
 - Mid term
 - Long term
- Review older actions and newer action – EDIT
- Policy and procedures section (Task 7)
 - General Plan change to **Guiding Principles**
 - Financing Plan
- Send e-mail the Mayor Thomas and Mr. Sjostrom regarding their schedule, lunch order and transportation (Sharon)
- Summary statements
 - Guiding Principles for Redevelopment
 - Goals
 - Policy

Meeting Notes from Meetings with Guests from Galveston

April 14th - 15th, 2009

Speakers

Mayor Lyda Ann Thomas

Mr. Jeff Sjostrom

Quotes

- “Just remember this is a marathon not a sprint.”
- More effective planning will promote economic development.
- Preparedness is not something that you can roll up and put on the shelf.

Focus first on:

- Public Sector
- Physical needs
- City financial status
- Rebuilding
 - Infrastructure → Media

Pre-planning meetings

- Mayor has monthly meetings during hurricane season beginning June 1st. This meeting is with their partnership members.

Staff needs

- Create synergy with your staff members
- “You’ve got to keep your people together.” (800 employees)
- Planners need to be trained on assessment damage (Stafford Act)
 - 20-24,000 parcels and all assessments were done in 1½ weeks
- Need to be prepared for housing staff – contract for modular building

Infrastructure

- Bridges are important to review for redevelopment
- Galveston had no utilities for 3 weeks
- Hospital evacuation
 - 239 patients evacuated
- Coordinate with local power companies to review when the critical facilities will be online

Transportation of citizens

- Contracts with buses for transporting citizens
- Create a “Citizens Response Team” of volunteers – these individuals will be the liaisons/contacts for the citizens on the buses. They will be transported with the citizens and stay with them until they return.
- Medical students and nurses also went on the buses

Communication

- Need structure for donations
- Sheltering for citizens – used school buses to get people out but now have a contact with a private company.
- People need to know where they are going or they won’t go.
- Media is important to get the city/community backup and running
- The media did not focus on Galveston due to the national economy and the Presidential election.
- FEMA - ESF 14 process (Economic Development) is Manatee County’s ESF 18 (Business and Industry)
- Need an ESF 18 Task Force
- Need to educate the public every year
- Get the media involved NOW!!
- Don’t forget the middle income families.

FEMA

- FEMA gives a lot of support for about one month
- Damage assessment – Clarify who is doing the assessment – the community or FEMA?
- Assessment was delayed due to the lack of train FEMA staff
- Individual assistance needs work
- Clearly understand your relationship with the State and FEMA
- Does not have any resources for businesses

Economy

- Economic engines are in place
 - Tourism
 - Medical facility
 - Port (open in 18 days)
 - Shoreline protection
- Galveston has:
 - 3,000 businesses
 - 40,000 employees
 - ½ workforce commutes to the island

Financial

- City's financial status
- Business recovery side
- GAP financing "Hurricane Ike Recovery Program" – 5% 180 day loan
- Permit fees were waived by Governor
- Hotel/motel taxes were waived
- **Keep an eye on the County's financial rating.**
- Average wage for Manatee County is \$32,000

Recovery

- The City accomplished more in the first 4-5 weeks than New Orleans did in the same time period.
- Research density bump
- Re-entry
 - Look and leave policy (held 1 day and then stopped) 6 am – 6 pm then until 8 pm
- The community needs to be aggressive about obtaining funding but they have to wait until the Presidential declaration is issued.
- Contractors must register with the City.
- Schools reopened 4-5 weeks after the storm. Then some of them closed again due to the loss of students.
- Create a regional damage assessment report

SBA

- 80% of their money is for residential recovery.
- Is the only financial assistance for businesses

Businesses

- Had no flood insurance (Galveston has virtually no wind damage)
- EDC has over 200 businesses registered but there are over 6,000 businesses in Manatee County
- Don't forget the small companies

Other

- Galveston was not prepared for the 14' wall of water that came from the bay.
- The buildings may have withstood the flooding but the contents of the buildings did not.
- Citizen's Report (Need a copy)

- Galveston is a national model for preparedness
- Looting is a problem that is why a curfew is important
- Red Cross has a scenario for businesses and residents in a hurricane situation
- Need to know the process for non-profits

Environmental

- Marine debris
 - Who is responsible for the boat removal – state, city or owner
- Oyster beds have been destroyed
- Trees are gone – ancient oak and magnolias destroyed but palms survived