

3.2.5 DOCUMENTATION OF THE PLANNING PROCESS

Project Staff documented all steps taken in the development of the Plan. These steps include the planning process, how the public was involved, the timeframe for preparing the Plan, development planning activities, data collection, how the risk assessment and vulnerability assessments were developed, how each part of the mitigation strategy was developed, how the plan maintenance procedures were established, and the process of plan adoption.

Meeting documentation includes: sign-in sheets, agendas, and meeting summaries. Appendix 6 is a compilation of the Agendas and Attendance by the Planning Team and Advisory Committee meetings. All other documentation is located in the offices of EMA.