



## Champaign County Hazard Mitigation Plan Planning Team

### *APPROVED AS DISTRIBUTED*

1 **Date:** June 5, 2008  
2 **Time:** 10:30 a.m.  
3 **Place:** Regional Planning Commission  
4 Large Conference Room  
5 Brookens Administrative Center  
6 1776 East Washington Street  
7 Urbana, IL 61802  
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9 **Members Present:** Steve Clarkson, Dan Culkin, John Dwyer, Jeremy Leevey, Rob Kowalski, Bob Mahrt,  
10 Robert Myers, Todd Short, Von Young  
11 **Members Absent:** Bill Keller, John Barker, Tony Foster, Terry Hitt  
12 **Others Present:** Lt. Dave Nelson (UI Police)  
13 **CCRPC Staff:** Susan Monte, Andrew Levy, Mary Cummings

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### *MINUTES*

#### 1. Call to Order and Roll Call

17 Ms. Monte called the meeting to order at 10:40 a.m. and noted that Mr. Keller had been requested to  
18 be a trainee at a conference in Ohio. Roll was taken by written record and a quorum was declared  
19 present.  
20

#### 2. Approval of Agenda

22 **There being no changes or additions, Mr. Clarkson made the motion to approve the agenda as**  
23 **distributed. Mr. Mahrt seconded the motion. Upon vote, the motion carried unanimously.**  
24

#### 3. Approval of Minutes – April 3, 2008

26 Ms. Monte distributed revised minutes that indicated present and absent members correctly and the  
27 Illinois Emergency Management Agency (IEMA) was corrected and spelled out. There being no  
28 changes or additions, **Mr. Kowalski made the motion to approve the minutes as distributed. Mr.**  
29 **Culkin seconded the motion. Upon vote, the motion carried unanimously.**  
30

#### 4. Project Status

32 Ms. Monte reported that the organizational stage of the project began in December 2007, and since  
33 then, staff has accomplished necessary requirements. She stated that 27 jurisdictions, including the  
34 University of Illinois, Parkland College, unincorporated Champaign County and 24 municipalities  
35 within, or partially within the County, are now participating with developing the plan. She announced  
36 that this amounts to 100% participation from all geographical areas in Champaign County. She  
37 indicated that 17 municipalities not directly represented on this planning team have forwarded signed  
38 resolutions authorizing the Champaign County Regional Planning Commission to represent that  
39 municipality in preparing the plan.  
40

41 Ms. Monte introduced a new member from the University of Illinois, Todd Short, who replaces the  
42 retiring Kip Mecum, and Lt. Dave Nelson from the University Police department. She introduced  
43 Zachary Kennedy, UIUC Urban Planning graduate student, the intern assisting with the project for  
44 this summer.

1 Ms. Monte has spoken with representatives from IEMA to ensure FEMA requirements for this project  
2 are met and about an advisory group that has been identified. Members of this advisory group include  
3 representatives of all school districts in the County, the Forest Preserve District, local hospitals,  
4 American Red Cross, Geological Survey, Soil and Water Conservation District, and the local office of  
5 the Illinois Department of Natural Resources. She explained that this advisory group would receive  
6 draft documents for review at certain points during the plan development process. She stated that  
7 IEMA was pleased to hear of the formation of this advisory group. She said that members of the  
8 advisory group would not be required to attend Planning Team meetings, but would receive necessary  
9 project documents and communications via e-mail.

10  
11 Ms. Monte reported that the HMP website is now fully functional and includes a home page, a  
12 meetings page, a documents page that will contain the planning document, and links to other plans as  
13 well as the FEMA site, and a public participation page that allows input on-line. She pointed out that  
14 both the Planning Team and Advisory Group are listed without contact information. She requested  
15 any feedback regarding improvements to the website.

16  
17 Ms. Monte distributed a feedback sheet entitled 'Item 5' in the packet distributed to Planning Team  
18 members, and requested that information about existing plans and documents for each jurisdiction be  
19 made available on this form. She requested that members indicate existing plans and documents that  
20 could relate to hazard mitigation actions, such as capital improvement plans, comprehensive plans,  
21 etc. She pointed out that other types of documents that may be useful include building codes, storm  
22 water management plans, drainage ordinances, and others.

23  
24 Concerning public participation, Ms. Monte explained that this is an important aspect of the  
25 development of this plan, and that allowances for the public to participate need to occur in each stage  
26 of the plan, including during the organizational stage. She stated that public participation has been  
27 requested through notices in the newspaper concerning these meetings and she has personally  
28 attended town meetings to explain this process. She added that a press release would be going to the  
29 various news agencies soon and that our website is open to the public 24/7. She would discuss  
30 further other public forum options later in the agenda.

31  
32 Ms. Monte announced that staff needs an additional week to refine a first draft of the first  
33 organization stage of plan development activity, and that, and that such draft could be available for  
34 forwarding soon.

35  
36 **5. Old Business – None**

37  
38 **6. New Business**

39 ***A. Meeting Schedule***

40 Ms. Monte explained that in reviewing the tasks for this process, fewer planning team meetings than  
41 originally planned for would be needed. She included in the packet a revised meeting schedule  
42 through October 2009. She pointed out that after the next planning meeting, there could be a public  
43 open house on a date to be decided.

44  
45 ***B. Existing Plans and Documents of Participating Jurisdiction***

46 Ms. Monte stated that she would appreciate additional information from the Item 5 form mentioned  
47 earlier, including any corrections to the table. She pointed out that additional information may be  
48 necessary that could impact flooding, or requirements about construction and future plans for capital  
49 development. She stated that it may not be necessary to have a physical copy of the documents  
50 especially if they are available on line, with the exception of capital improvement plans.

1 Ms. Monte requested any Capital Improvement Plans that exist in the various agencies, but not  
2 necessarily a hard copy would be required – possibly a website address is all that is needed. She  
3 explained that we would be referring to this information when the mitigation strategies and  
4 implementation measures are developed, and that this was part of the process of becoming aware of  
5 existing information. Concerning flood plain management, Ms. Monte would collect information  
6 regarding regulations of smaller jurisdictions.  
7

### 8 **C. Risk Assessment**

9 Ms. Monte explained that Risk Assessment represents the current stage of activity in this plan and  
10 that there are four separate types of components in the risk assessment process. She pointed to the  
11 worksheets that were distributed that summarize all the activities in which the planning process is  
12 engaged. She announced that to date all existing hazards have been identified for the County in the  
13 various jurisdictions and they are consistent based on the larger framework of the State plan. She  
14 explained that the general categories include severe storms, tornados, earthquakes, floods, winter  
15 storms, draught, and extreme heat. She pointed out that the flood events would be further broken  
16 down into sub-categories.  
17

18 Mr. Myers asked if other hazards would be included, namely biological or technological hazards. Ms.  
19 Monte explained that there had to be a limit to the scope of this study and that other hazards would  
20 need to be included as part of a separate mitigation planning project.  
21

#### 22 *1. Hazard Identification and Hazard Profiling*

23 Ms. Monte stated that we have identified the hazards and described them and the largest variable  
24 hazard will be flooding. The risk assessment report will include have additional documentation  
25 that describes all flooding hazards.  
26

27 Ms. Monte stated that we are in the process of profiling hazards, i.e. describing the location of  
28 each hazard, their occurrences and extent of damage. She explained that we would profile the  
29 probability of when and if they would occur. She stated that staff is utilizing FEMA software,  
30 HAZUS MH software, which is disaster loss estimation methodology software. She pointed out  
31 that the software is geared toward earthquakes, floods and wind hazards and staff would be using  
32 the software to profile hazards and assess the vulnerability.  
33

34 Ms. Monte explained Worksheet #3a, Inventory Assets. She would be requesting from each  
35 jurisdiction a listing of critical facilities, i.e. fire and police stations, sewage treatment plants,  
36 water treatment plants, pumping stations, schools, day care centers, hospitals, retirement homes,  
37 senior care facilities, major roads and bridges, critical utility sites (substations), and any  
38 hazardous material storage area. She distributed a listing to each member of their respective  
39 jurisdictions and emphasized that this information would be treated as very confidential and not  
40 be published on-line or elsewhere. She requested that Planning Team members provide any  
41 changes to these lists with regard to each jurisdiction.  
42

43 Mr. Kennedy requested that any bridge information be indicated on the map. He also noted that  
44 some of the facilities listed were void of physical addresses and he requested that information.  
45

46 Mr. Short asked if there would be a threshold quantity for hazardous materials housed in certain  
47 buildings and facilities. He pointed out that there are 350 buildings on the University campus and  
48 there may be some hazardous materials in many buildings. He asked if a list of all buildings that  
49 housed hazardous materials would be necessary and Mr. Kennedy stated that it would be. Mr.  
50 Short stated that the Department of Homeland Security is requiring jurisdictions to report certain  
51 quantifiable amounts of hazardous materials that the Division of Research Safety has been

1 partially running. He added that the deadline is March 17, 2009. Ms. Monte stated that those  
2 standards would be suitable.

3  
4 Concerning the documentation needed, Mr. Young pointed out that the same document for  
5 reporting to one agency should be sufficient for this reporting.

6  
7 *2. Critical Facilities*

8 With regard to the risk assessment process, Ms. Monte explained that critical facilities are one  
9 factor that will be considered. She stated that staff is looking at the flood plain and any critical  
10 facilities that are located in the 100 year flood plain. She stated that staff would be addressing  
11 how vulnerable each of these critical facilities might be to certain hazards. She noted that we  
12 would also be examining the residential areas in the flood plain and will make note of that  
13 information. She stated that this is what the new software would be compiling.

14  
15 Mr. Culken asked if the facilities only would need to be labeled and not the quantity of hazardous  
16 materials located inside the facility. Ms. Monte would investigate exactly what is required and  
17 would report back to the Planning Team as soon as possible concerning the hazardous questions.

18  
19 Ms. Monte stated that the risk assessment stage of the project is important and that it will form  
20 the basis for decisions during the remainder of the project. She reiterated that natural hazards  
21 have been identified and are being profiled at this time. She explained that an inventory of the  
22 assets would be completed this summer as well as estimating losses, which would utilize the new  
23 software. Staff will keep the planning team informed of the progress of this project, and if there  
24 are further questions, staff would contact the members before the next meeting. She encouraged  
25 the members to contact staff if there were questions.

26  
27 Ms. Monte announced that the City of Urbana has a mitigation plan that they are updating at this  
28 time and their current document is viewable through a link on the HMP website through  
29 [www.ccrpc.org](http://www.ccrpc.org). She mentioned that there is a link to the Illinois State Natural Hazard Mitigation  
30 Plan, which is broad in scope, as another example to use as a guide.

31  
32 Mr. Mahrt asked how services that are not included within a village district would be defined.  
33 Ms. Monte stated that one of the jurisdictions within the County would be all those areas that are  
34 unincorporated. She explained that this plan would have a category for all services that are  
35 considered in the unincorporated jurisdiction of the County.

36  
37 Ms. Monte pointed out that the need to meet FEMA requirements with regard to listing  
38 information about critical facilities for each jurisdiction..

39  
40 Questions arose concerning the definition of health facilities and what criteria to use for nursing  
41 homes, walk-in clinics, assisted living facilities, hospitals, emergency facilities, etc. Ms. Monte  
42 stated that staff would identify a standard for all jurisdictions to use concerning these types of  
43 facilities and report that information to you as soon as possible. She quoted from correspondence  
44 from FEMA and their stand is that "Since each community is different, there is no exhaustive list  
45 regarding what should be considered a critical facility. However, a number of uses that are  
46 probably on nearly everyone's list includes ..."

47  
48 Mr. Kowalski pointed out that we should look at items in two different groups – facilities that are  
49 critical in the response and then those that need extra attention during emergencies. He stated  
50 that nursing homes would not be a place to assist with responses, but facilities that would need  
51 additional attention during hazards. Ms. Monte stated that this would tie in with implementation  
52 and strategies.

1 **D. Public Open House or Public Forum**

2 Ms. Monte stated that staff would be planning a public participation event and formats for the event  
3 may include an open house, which she has investigated from other mitigation plans from around the  
4 state. She pointed out that various ideas have different levels of success, if you base success by the  
5 rate of attendance. She stated that there are advantages to each type of public participation. She  
6 explained that a public forum would gather people together to discuss issues of concern regarding  
7 natural hazard mitigation planning. She stated that anticipated questions could include “what can be  
8 done”, “what’s going on” and “what can they do”; however, they most likely won’t have much to say  
9 about the mitigation planning process.

10  
11 Mr. Clarkson stated that the public may be interested in the types of projects that would come out of  
12 this type of planning, i.e. storm shelters in mobile home parks, as one example. He pointed out that  
13 their interests would include why the mitigation plan is being completed and what would be the  
14 results, more than what the hazards are. He added that most residents know what the problems are  
15 and just want to know what we are going to do about them. He suggested outlining the hazards that  
16 have been discussed for inclusion in the document and ask the public if there is anything that needs to  
17 be added.

18  
19 Discussion took place on how to market a public meeting/forum in the individual jurisdictions. Ms.  
20 Monte pointed out that we need to involve the public at each stage of this process and a public forum  
21 in the planning portion of this project is what she is referring to at this time. She suggested a call-  
22 radio program discussing the mitigation planning process and field questions from the public during  
23 the interview. She stated that a public open house could still be planned and further discussion should  
24 take place at the next meeting. She requested that if there are any other ideas that would to increase  
25 public participation, she invited the members to contact her at any time.

26  
27 Mr. Clarkson stated that the members could discuss this at the meetings of their respective governing  
28 bodies and announce several public opportunities. Mr. Short added that an announcement on the  
29 UIUC homepage would be a low-cost announcement and hold an event on the quad, which has great  
30 pedestrian traffic.

31  
32 Mr. Kowalski agreed that putting something on a website to gather public input warrants further  
33 discussion. He stated that the City of Champaign is in the process of developing such an initiative to  
34 gather public input concerning redesigning other overpass corridors around the area. He pointed out  
35 that many people would rather give a comment through a website instead of taking time to come to an  
36 open house.

37  
38 Mr. Myers stated that other entities may wish to be involved in this planning process including  
39 insurance companies, social service providers, contractors, etc. He requested that we consider a direct  
40 mailing to market this planning process to them.

41  
42 Ms. Monte asked if the committee preferred e-mail packets or hard copy. **It was the consensus of**  
43 **those present to receive e-mail information.**

44  
45 **7. Public Participation – None**

46  
47 **8. Other Business – None**

48  
49 **9. Adjournment**

50 There being no further business, Ms. Monte adjourned the meeting at 11:45 a.m.