



## 24. PLAN MAINTENANCE AND IMPLEMENTATION PROCEDURES

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This chapter outlines the strategy to ensure that the Local Hazard Mitigation Plan (LHMP) remains a dynamic and relevant document. The plan maintenance strategy includes a preliminary schedule for the annual monitoring and evaluation of the plan. This chapter details the integration of public participation throughout the plan maintenance and implementation process. It also explains how the mitigation actions outlined in this plan update will be incorporated into existing planning mechanisms and programs, such as the general plan, capital improvement planning, and the enforcement and implementation of building codes.

### 24.1 LHMP COORDINATOR AND CITY POINT OF CONTACT

The LHMP Coordinator is assigned to manage the maintenance and update of the plan during its approval period (the five-year period between FEMA’s approval of the plan and its expiration), with the following responsibilities:

- Convene stakeholders accountable for the oversight of the LHMP implementation
- Act as the primary contact for inquiries related to the plan and its execution
- Facilitate the integration of additional information into the plan
- Oversee the monitoring, evaluation, and updating tasks outlined in this section

Currently, the City’s Department of Emergency Management (DEM) holds the responsibility for the development, maintenance, and overall implementation of the LHMP. The DEM Director has assigned one of the Department’s Staff Officers as the LHMP Coordinator. Contact information for the current LHMP Coordinator is available below:

Infrastructure, Recovery and Mitigation Staff Officer  
City/County of Honolulu  
Department of Emergency Management  
650 King Street  
Honolulu, HI 96813  
(808) 723-8960

The LHMP Coordinator is the primary point of contact for questions about the plan and its implementation, and for requesting changes to the plan, including updates to existing content or the incorporation of additional information.



## 24.2 MAINTENANCE AND IMPLEMENTATION TASKS

To ensure the LHMP remains a relevant and dynamic document that accurately captures the priorities, concerns, and impacts on the City, DEM collaborated with stakeholders at the conclusion of the LHMP update process to solicit input on strategies for maintaining stakeholder engagement and ensuring the integration of the LHMP into the City's policies, practices and projects throughout the five-year cycle of the plan. This section outlines the methods the City will use to maintain and implement the plan and was developed based on stakeholder input received.

### 24.2.1 MONITORING

The City will continue to work through stakeholder agencies that participated in the plan update process to monitor and document annual progress on the plan. Monitoring activities may include virtual or in-person meetings to discuss the progress on implementing the mitigation strategy and achieving the plan's goals, conducting site visits for active projects to observe the current status of actions, and/or periodic reporting as a function of efforts to monitor the plan.

Monitoring mitigation activities be accomplished internally within DEM via electronic survey tools, which will enable participants to:

- Directly access mitigation actions
- Quickly update the status of each action
- Document successes or obstacles to implementation
- Add or delete projects to maintain mitigation strategy implementation

In addition to monitoring the progress on the implementation of mitigation actions, the LHMP Coordinator will hold an annual meeting to review the LHMP. At a minimum, the annual meeting will include the following:

- Review the LHMP goals and identify any changes in priority.
- Review the Risk Assessment and identify any new data or information that should be integrated.
- Review the approved Mitigation Strategy, provide a status summary of implementation, and review the effectiveness of completed actions based on the information collected from the implementing organizations.
- Provide an overview of active disaster response and recovery efforts, if applicable.
- Solicit projects for inclusion in upcoming grant cycles.

### 24.2.2 EVALUATING

Evaluation of the mitigation plan involves assessing whether the planning process and actions identified have been effective, whether the LHMP goals are being achieved, and whether changes are needed. The LHMP



Coordinator will consult with stakeholder agencies to evaluate the effectiveness of the plan implementation and to identify changes that could affect mitigation priorities or available funding.

The status of the LHMP will be discussed and documented at the annual plan review meeting approximately one year from the date of local adoption of this update and successively thereafter. The LHMP Coordinator will be responsible for contacting participants, coordinating the annual plan review meeting, and soliciting input regarding progress toward meeting plan goals and objectives. These evaluations will assess whether:

- Goals and objectives address current and expected conditions
- The nature or magnitude of the risks has changed
- Implementation problems are present, such as technical, political, legal, or coordination issues with other agencies
- Outcomes have occurred as expected
- Changes in local resources impacted plan implementation (e.g., funding, personnel, and equipment)

Finally, stakeholders will evaluate how other programs and policies have conflicted with or augmented planned or implemented mitigation actions and will identify policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions (see 21.2.2). Other programs and policies can include those that address:

- Economic development
- Environmental preservation
- Historic preservation
- Redevelopment
- Health and safety
- Recreation
- Land use and zoning
- Public education and outreach
- Transportation

The LHMP Coordinator will be responsible for preparing an annual LHMP progress report for each year of the approval period based on the information provided by stakeholders and other information as appropriate. These annual reports will provide data for the five-year update of this LHMP and will assist in pinpointing any implementation challenges. All decisions regarding removing actions from the Mitigation Action Plan should be documented in the annual report.

Following any major disasters, the LHMP will be evaluated and revised to determine if the recommended actions remain relevant and appropriate. The risk assessment will also be revisited to see if any changes are necessary based on the pattern of disaster damage or if data listed in the hazard profiles of this plan has been collected to



facilitate the risk assessment. This is an opportunity to increase the community’s disaster resistance and build a better and stronger community.

### 24.2.3 UPDATING

Hazard mitigation plans are required to be reviewed, revised as appropriate, and resubmitted for approval per 44 CFR 201.6.d.3; this ensures the City remains eligible for benefits awarded under the Disaster Mitigation Act of 2000. It is the intent of the City to update this plan on a five-year cycle from the date of initial plan adoption.

Table 24-1 provides an example of the steps to take for each year of the 5-year cycle to update and maintain the plan. During year 3, the City should start the process to secure funding to update the plan. In year 4 the planning process will begin to update the LHMP. Year 5 will consist of finalizing the LHMP update. Following each five-year update of the mitigation plan, the updated plan will be distributed for public comment. After all comments are addressed, the LHMP will be revised and distributed to stakeholder agencies, the general public, HI-EMA, and FEMA.

Table 24-1. Recommend Five-Year Maintenance Schedule

Planning Cycle Year	Recommended Action(s)
Year 1	LHMP Coordinator continues public engagement to raise awareness of the plan and convenes stakeholders for the first annual meeting. Stakeholders begin action implementation.
Year 2	LHMP Coordinator pursues funding to update the LHMP. Activities from year 1 are continued.
Year 3	Funding is secured and LHMP is initiated. Activities from year 1 are continued.
Year 4	LHMP update continues. Activities from year 1 are continued.
Year 5	LHMP update is finalized, approved by FEMA, and locally adopted. A new five-year cycle begins.

Updates to the plan may be made throughout the 5-year cycle based on feedback from stakeholders and the annual review. These changes required approval by the DEM Director or designee before they are incorporated into the plan.

### 24.2.4 INTEGRATING THE LHMP INTO PLANNING MECHANISMS

Integrating hazard mitigation into a community's existing plans, policies, codes, and programs is essential for fostering development patterns or redevelopment that minimize risk from identified hazards. Effective mitigation occurs when hazard awareness and risk management strategies are seamlessly incorporated into public activities and decision-making processes. Within the City, numerous existing plans and programs support hazard risk management. Therefore, it is imperative that this LHMP integrates, coordinates with, and complements those established plans and programs. The Capability Assessment provides a summary and description of the existing plans, programs, and regulatory mechanisms at all levels of government (federal, state, and City) that support hazard mitigation within the City.



As appropriate, other planning processes and programs that may be coordinated with or informed by information in the LHMP include the following:

- Comprehensive Emergency Management Plan
- Training and exercise of emergency response plans
- Capital improvement programs
- Community design guidelines
- Community development plans
- Stormwater management programs
- Community wildfire protection plans
- Public information and educational programs

The checklist presented in Table 24-2, adapted from FEMA’s 2013 Local Mitigation Handbook, will help participants in the City’s hazard mitigation program analyze how hazard mitigation is integrated into plans, ordinances, regulations, and policies.

**Table 24-2. Safe Growth Check List**

Planning Mechanisms			How is it being done or how will this be utilized in the future?
	Yes	No	
<b>Operating, City, and Capital Improvement Program Budgets</b>			
When constructing upcoming budgets, are hazard mitigation actions funded as budget allows?			
Are construction projects evaluated to see if they meet the hazard mitigation goals?			
Does the City review mitigation actions when allocating funding during annual budget adoption processes?			
Do budgets limit expenditures on projects that would encourage development in areas vulnerable to natural hazards?			
Do infrastructure policies limit extension of existing facilities and services that would encourage development in areas vulnerable to natural hazards?			
Do budgets provide funding for hazard mitigation projects identified in the LHMP?			
<b>Human Resource Manual</b>			
Do any job descriptions specifically include identifying and/or implementing mitigation projects/actions or other efforts to reduce natural hazard risk?			



Planning Mechanisms	Yes	No	How is it being done or how will this be utilized in the future?
<b>Building and Zoning Ordinances</b>			
Prior to zoning changes or development permitting, does the City review the LHMP and other hazard analyses to ensure consistent and compatible land use?			
Does the zoning ordinance discourage development or redevelopment within natural areas, including wetlands, floodways, and floodplains?			
Does the zoning ordinance contain natural overlay zones that set conditions for hazard prone areas?			
Does the zoning ordinance require developers to take additional actions to mitigate natural hazard risk?			
Do rezoning procedures recognize natural hazard areas as limits on zoning changes that allow greater intensity or density of use?			
Does the zoning ordinance prohibit development within or filling of wetlands, floodways, and floodplains?			
<b>Subdivision Regulations</b>			
Do the subdivision regulations restrict the subdivision of land within or adjacent to natural hazard areas?			
Do the regulations provide for conservation subdivisions or cluster subdivisions in order to conserve environmental resources?			
Do the regulations allow density transfers where hazard areas exist?			
<b>Comprehensive Plan</b>			
Are the goals and policies of the plan related to those of the LHMP?			
Does the future land use map clearly identify natural hazard areas?			
Does the plan provide adequate space for expected future growth in areas located outside natural hazard areas?			
<b>Land Use</b>			
Does the future land use map clearly identify natural hazard areas?			
Do the land use policies discourage development or redevelopment in natural hazard areas?			
<b>Transportation Plan</b>			
Does the transportation plan limit access to hazard areas?			
Is transportation policy used to guide growth to safe locations?			
Are transportation systems designed to function under disaster conditions (e.g., evacuation)?			



Planning Mechanisms	Yes	No	How is it being done or how will this be utilized in the future?
<b>Environmental Management</b>			
Are environmental systems that protect development from hazards identified and mapped?			
Do environmental policies maintain and restore protective ecosystems?			
Do environmental policies provide incentives to development located outside protective ecosystems?			
<b>Grant Applications</b>			
Are data and maps used as supporting documentation in grant applications?			
<b>City Ordinances</b>			
Is hazard mitigation a priority when updating City ordinances?			
<b>Economic Development</b>			
Does the local economic development group consider information regarding identified hazard areas when assisting new businesses in finding a location?			
<b>Public Education and Outreach</b>			
Does the City have any public outreach mechanisms/ programs in place to inform citizens on natural hazards, risk, and ways to protect themselves during such events?			

### 24.2.5 CONTINUED PUBLIC INVOLVEMENT

Throughout the update of the 2025 LHMP, DEM in partnership with other City agencies and stakeholders hosted a variety of virtual webinars to engage the public in the planning process. To assist with continued engagement over the course of the plan’s five-year cycle, DEM will make the LHMP available online for public access. The plan will be hosted on DEM’s website: <https://www.honolulu.gov/dem/>.

To enhance public engagement and further the discussions initiated during the 2025 LHMP update, DEM will continue utilizing its website, mass notification system, and social media platforms (Facebook, X, Instagram) to inform the public about natural hazards, to provide opportunities to share information regarding risks identified in the LHMP, and to promote workshops to educate the public and keep them aware of the dangers of hazards

The LHMP Coordinator will be responsible for receiving, tracking, and filing public comments regarding the LHMP. The public will have an opportunity to comment on the plan via the hazard mitigation website at any time. The LHMP Coordinator will ensure that:

- Public and stakeholder comments and input on the plan, and hazard mitigation in general, are collected, recorded, and addressed as appropriate.



- Information regarding the LHMP is maintained and updated as appropriate on the DEM website.
- Public notices, including media releases, are made (as appropriate) to inform the public of the availability of the plan, particularly during plan update cycles.