



Oregon

Tina Kotek, Governor

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November 7, 2023

City of Gearhart

Attn: Leonard Brogden, Floodplain Administrator
Angoleana Brien, Planning and Building Assistant

698 Pacific Way
Gearhart, Or. 97138



Subject: Community Assistance Contact Follow up letter for City of Gearhart

Dear Leonard and Angoleana:

We would like to thank you for meeting with us on **June 28, 2023**. I have reviewed our notes from our call and below is a list of the follow-up actions for your community and us (DLCD) to undertake to complete the Community Assistance Contact (CAC) process.

DLCD follow-up actions:

1. Provide the city with DLCD Model Floodplain Development Permit – **attached**.
2. Provide the city with Example Floodplain Development Permits – see below links:
 - a. [Floodplain Development Permit \(corvallisoregon.gov\)](http://corvallisoregon.gov)
 - b. [Floodplain Development Permit - Benton County](#)
3. Provide the city with example Standard Operating Procedures (SOP) – **attached**.
4. Review the city's Floodplain Development Code and provide DLCD Model Floodplain Ordinance and Checklist – **attached**.
5. Send invitation to city staff to join DLCD's Floodplain Managers listserv – **completed**. **Please let us know if you need the invitation resent.**
6. Provide the city with FEMA guidance on Fill in the floodplain - See [NFIP Technical Bulletin 10 - Reasonably Safe from Flooding Requirements \(fema.gov\)](#) (updated March 2023). This contains Best Practices (Section 6) to assist local officials in making the NFIP required "reasonably safe" determination that buildings constructed on fill will be reasonably safe from flooding.
7. Provide the city with FEMA guidance documents on Substantial Improvement and Substantial Damage. See below links:
 - a. [Substantial Improvement/Substantial Damage Desk Reference \(fema.gov\)](#). **See Section 6.4 (pg. 84) Tables 6-1a and 6-1b Compliance Matrix for Common Improvements and Repairs**
 - b. [Answers to Questions About Substantially Improved/Substantially Damaged Buildings FEMA 213](#)

- c. [Substantial Damage Quick Guide.pdf](#)
8. Provide the city with information on FEMA Hazard Mitigation Grants. Note, most Mitigation and Planning Grants require a local Hazard Mitigation Plan. See “Is a Mitigation Plan Required?” at link: [Mitigation Planning and Grants | FEMA.gov](#). Additional resources include:
 - a. Hazard Mitigation Grant Program (HMGP) Guidance document – **attached**.
 - b. FEMA BRIC website: <https://www.fema.gov/grants/mitigation/building-resilient-infrastructure-communities/before-apply>.
 - c. FEMA Flood Mitigation Assistance (FMA):
<https://www.fema.gov/grants/mitigation/floods/before-you-apply>.
9. Provide the city with FEMA guidance on Managing Floodplain Development in Approximate Zone A Areas – See https://www.fema.gov/sites/default/files/documents/fema_approx-zone-a-guide.pdf
10. Provide the city with materials to assist in Community Outreach (blog, website, or mailer) to provide flood information to your community.
 - a. See Understanding Tsunamis and the NFIP and Tsunami Exposure Snapshot for Gearhart, Oregon - **attached**.
 - b. See example website [Flood Info | City of Vernonia \(vernonia-or.gov\)](#).

Note: DLCDC has a large inventory of flyers, brochures, and other outreach documents, so please contact us if you are looking for materials on a specific topic.

Community follow-up actions:

1. Review the example Standard Operating Procedures (SOPs) and develop written SOPs for floodplain permitting and record keeping, tailored to the city, by Deadline **February 7, 2024**. This is to the benefit if other staff are processing floodplain permits or if new staff are hired and for public awareness for consistency. SOPs may be in a format suitable for your community use such as summary bullet form, decision tree, or detailed format.
2. Review example permits and Oregon model floodplain permit and create a city floodplain development permit by Deadline **February 7, 2024**. The Floodplain development permit should include both Structural and Non-Structural Development Activities and a Section for Substantial Improvement/Damage determinations.
3. The City will update their current floodplain regulations utilizing the language in the Oregon Model Flood Hazard Ordinance as a basis for the minimum standards required to be included, and in alignment with the review recommendations made by DLCDC (Oregon Model Flood Ordinance and Checklist enclosed with this letter), and discussed with your community during the CAC

meeting, by Deadline **May 7, 2024**. Note, if I missed something in my review, please let me know. The community may choose to adopt higher regulatory standards in addition to minimum NFIP standards. If your community needs an extension to this date, please email me with request and we can assist.

4. Optional: Attend Floodplain Trainings. DLCD Floodplain Managers listserv will announce upcoming trainings including Substantial Improvement/Substantial Damage (2 hours), and a 4 day, L0273 "Managing Floodplain Development thru the NFIP" training previously only offered in Emmitsburg, Maryland.

Additional helpful links include:

- FFRMS): <https://www.fema.gov/floodplain-management/intergovernmental/federal-flood-risk-management-standard>
- FEMA Bi-Op ESA Implementation Plan: <https://www.fema.gov/about/organization/region-10/oregon/nfip-esa-integration>. DLCD staff will issue occasional updates on the Oregon Bi-Op via our DLCD List Serv.

I would like to acknowledge the efforts your community has undertaken to ensuring that any development that occurs within the floodplain meets the required standards for the National Flood Insurance Program (NFIP). Please forward DLCD staff your community's follow up items (preferably in bulk email). After tasks are completed, we will prepare a CAC summary report with our findings. Please let us know if you have any questions or if I missed any action items from our meeting.

Sincerely,

Deanna Wright

Deanna Wright, Oregon State NFIP Coordinator

Deanna.wright@dlcd.oregon.gov

971-718-7473

cc: Chad Sweet, via email to chadsweet@cityofgearhart.com
Brett Estes, DLCD Regional Representative via email to brett.estes@dlcd.oregon.gov
Mayor Kerry Smith, via email to mayorsmith@cityofgearhart.com
Karen Wood-McGuinness, Senior Floodplain Management Specialist, FEMA Region X, via email to karen.wood-mcguinness@fema.dhs.gov

Encl.: DLCD model floodplain permit; Example SOPs for Floodplain Permitting; DLCD Model Flood Hazard Ordinance; Oregon Model Flood Ordinance Checklist (Local Floodplain Regulation Review Tool); Hazard Mitigation Grant Program 2023 Guidance Document; Understanding Tsunamis and the NFIP; Tsunami Exposure Snapshot