

Land Use Planning and Development Committee Checklist

Overview

This checklist was developed as part of the North Central Texas Council of Governments Recovery Planning project in 2020. The project included development of a recovery framework guidance document, jurisdiction recovery plan template, and recovery toolkit of resources to help local jurisdictions plan for recovery. This checklist is one item included in the recovery toolkit.

Purpose

This checklist tool is intended to be used post-disaster. It can serve as a job aid to guide emergency managers and committee staff through recovery. The checklist is not exhaustive, but it outlines many of the critical activities to address recovery challenges in the area of land use planning and development and provides a means for tracking ongoing progress. Not all activities listed may be applicable to every disaster, but the checklist serves as a general guide to identify and prioritize recovery activities.

Use

This checklist can be edited as users see fit. The committee lead agency is responsible for compiling the status of activities and maintaining the checklist document. Updated versions should be provided to the Local Disaster Recovery Manager (LDRM) and Recovery Coordination Task Force periodically or as requested. Previous versions should be archived for future reference.

Contents

This document contains the following components:

- **Committee Roster:** This form documents when the committee and/or subcommittees were activated and maintains relevant contact information.
- **Checklists.** The checklist is divided into the following sections:
 - **Startup Activities.** These tasks should be completed by committee staff once activated and reviewed at the beginning of each planning period.
 - **Transition from Response to Recovery.** These tasks should be completed to help ensure a smooth transition from response operations to recovery. Many of these tasks focus on addressing issues that may carry over from the response phase.
 - **Short-term Recovery.** These tasks should be initiated within the first 8 weeks post-disaster. Some items will carry over into the long-term recovery phase, depending on the situation.
 - **Long-term Recovery.** These tasks will be important to consider throughout the months and possibly years following a major disaster. Because each disaster situation is different, committees should review these tasks periodically during the short-term recovery phase to determine whether they should be addressed earlier in the recovery process.

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Land Use Planning and Development Committee Roster

The Land Use Planning and Development Committee's goal is to facilitate repair and reconstruction in an orderly, safe, and timely manner. The Committee provides recommendations on appropriate procedures and requirements for rebuilding and works to ensure quality construction and adherence to codes. It also reviews and recommends potential updates or revisions to current land use strategies in order to lessen the impacts from future damages.

Land Use Planning and Development Committee

- Activation Date: _____
- Committee Lead Name, Title, and Agency: _____
- Phone and Email: _____
- Position Reports to: Recovery Coordination Task Force

Damage Assessment Subcommittee

- Activation Date: _____
- Subcommittee Lead Name, Title, and Agency: _____
- Phone and Email: _____
- Position Reports to: Land Use Planning and Development Committee Lead

Inspections and Permitting Subcommittee

- Activation Date: _____
- Subcommittee Lead Name, Title, and Agency: _____
- Phone and Email: _____
- Position Reports to: Land Use Planning and Development Committee Lead

Community Engagement and Long-term Planning Subcommittee

- Activation Date: _____
- Subcommittee Lead Name, Title, and Agency: _____
- Phone and Email: _____
- Position Reports to: Land Use Planning and Development Committee Lead

Hazard Mitigation Subcommittee

- Activation Date: _____
- Subcommittee Lead Name, Title, and Agency: _____
- Phone and Email: _____
- Position Reports to: Land Use Planning and Development Committee Lead

Land Use Planning and Development Committee Checklist

Name: _____

Date: _____ Planning Timeframe: _____ to _____

Startup Activities

Tasks	Comments/Notes	Status
1. Assign a Committee representative(s) to the Recovery Coordination Task Force.		<input type="checkbox"/> Complete
2. Review and update this Checklist.		<input type="checkbox"/> Complete
3. Obtain a situation briefing and/or special instructions from the Recovery Coordination Task Force and the LDRM: a. Summary of the recovery organization and active Committees/Subcommittees b. Involvement of outside agencies, stakeholders, and organizations c. Review current Incident Action Plan or Recovery Action Plan d. Clarify any issues regarding your assignment		<input type="checkbox"/> Complete
4. Review overall Committee objectives: a. Perform damage assessments. b. Conduct building inspections. c. Engage community members in rebuilding efforts. d. Facilitate the review of current and future land use strategies. e. Ensure pre-disaster planning and mitigation activities are ongoing.		<input type="checkbox"/> Complete
5. Brief staff on objectives and issues, including the following: a. Size and complexity of the incident b. Situation c. Expectations d. Recovery activities e. Special concerns		<input type="checkbox"/> Complete
6. Determine incident objectives for the next planning timeframe and determine tactics.		<input type="checkbox"/> Complete
7. Activate appropriate Subcommittees, make assignments, and distribute relevant information.		<input type="checkbox"/> Complete

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Date: _____ Planning Timeframe: _____ to _____

Tasks	Comments/Notes	Status
8. Prepare and submit a preliminary Committee status report to the Recovery Coordination Task Force.		<input type="checkbox"/> Complete
9. Conduct a meeting with staff to receive status reports to determine appropriate recovery levels, then set the time for the next briefing.		<input type="checkbox"/> Complete

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Transition from Response to Recovery

Task	Subcommittee	Comments/Notes	Status
10. Activate damage assessment teams to collect information on the amount, extent, and type of damage caused by the disaster using windshield surveys, aerial surveys, etc. and the Public Property Site Assessment Worksheet (Texas Division of Emergency Management DEM-25).	Damage Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
11. Work with local GIS resources to obtain current maps for affected areas and ensure damage assessment data is uploaded to maps in order to share damage intelligence.	Damage Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
12. Assess the need for additional certified inspectors and engineers and implement a mutual aid process if necessary.	Inspections and Permitting		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
13. Establish a method to indicate building safety status with building owners and the general public (e.g., green, yellow, or red placards to communicate okay to occupy, restricted entry, or unsafe to occupy).	Inspections and Permitting		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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Short-term Recovery

Task	Subcommittee	Comments/Notes	Status
14. Activate damage assessment teams to collect information on the amount, extent, and type of damage caused by the disaster using windshield surveys, aerial surveys, etc. and the Public Property Site Assessment Worksheet (Texas Division of Emergency Management DEM-25).	Damage Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
15. Maintain damage assessment data and GIS systems.	Damage Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
16. Work with the Texas Department of Insurance to collect data on insurance coverage for affected areas.	Damage Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
17. Ensure a data sharing mechanism exists between damage assessment teams and pertinent local, state, and federal partners.	Damage Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
18. Provide a local representative to accompany any federal and/or state inspection teams conducting preliminary damage assessments (PDAs). The local representative will ensure that all damaged areas, estimated repair costs, insurance entitlements, and hazard mitigation opportunities are identified. Additionally, transportation for assessment teams should be provided.	Damage Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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Task	Subcommittee	Comments/Notes	Status
19. Continue to monitor the need for additional certified inspectors and engineers and implement a mutual aid process if necessary.	Inspections and Permitting		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
20. Implement processes to expedite permitting (potentially including waiving fees, implementing surge staffing in permitting office, establishing field permitting centers, etc.).	Inspections and Permitting		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
21. Develop procedures and criteria for allowing temporary permits for campers, recreational vehicles, and temporary shelters on property owners' land for a specified period.	Inspections and Permitting		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
22. Depending on the size of the affected area and accessibility to the permitting office, consider opening a separate or mobile recovery one-stop shop permitting center exclusively for dealing with disaster repair and rebuilding permits.	Inspections and Permitting		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
23. Provide affected residents with information on proper permitting procedures and required contractor licensing to prevent the use of unlicensed contractors.	Inspections and Permitting		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
24. Coordinate with the Housing Committee to evaluate the need for construction moratoria, reconstruction phasing, and other policies to pace construction.	Damage Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
25. Initiate community engagement by coordinating events that solicit input and feedback on community objectives for recovery and rebuilding.	Community Engagement and Long-term Planning		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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Long-term Recovery

Task	Subcommittee	Comments/Notes	Status
26. Develop processes to collect, analyze, and present disaster damage assessment results to incorporate into public-facing resources for elected officials and the public and recommend mitigation measures that could lessen impacts in the future.	Damage Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
27. Conduct public meetings to engage the community on rebuilding issues and gather public input on recovery priorities.	Community Engagement and Long-term Planning		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
28. Review the existing Hazard Mitigation Plan to identify potential opportunities for mitigation projects and programs.	Hazard Mitigation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
29. Identify properties or structures for abatement that constitute a public safety hazard or that have endured damage beyond repair.	Damage Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
30. Review and assess repetitive loss properties and consider abatement options and/or potential ordinance or zoning changes.	Hazard Mitigation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
31. Consider the cost benefit of future technology implements to enhance damage assessments (e.g., increased camera coverage, use of drones, electronic field data collection and transfer).	Damage Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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Task	Subcommittee	Comments/Notes	Status
32. Coordinate with the Damage Assessment Subcommittee to cross-reference damage assessment data to permit applications to ensure property owners are making progress on repairs. Gaps may indicate that affected residents are not receiving sufficient resources for permit applications or there are other barriers to progress, such as fees or contractor shortages.	Inspections and Permitting		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
33. Widely distribute information on any amended construction permit application processes to the public.	Inspections and Permitting		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
34. Review existing zoning and ordinance provisions to identify possible roadblocks and ways to lift restrictions to expedite recovery efforts.	Community Engagement and Long-term Planning		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
35. Monitor possible contractor scams by unlicensed contractors by maintaining a list of known unlicensed contractor offenders and provide outreach to residents to warn them against scams and unlicensed contractors.	Inspections and Permitting		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
36. Coordinate information sharing and resources with state and federal partners, including the FEMA Community Planning and Capacity Building Recovery Support Function.	Community Engagement and Long-term Planning		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
37. Conduct public meetings to engage the community on rebuilding issues and gather public input on potential recovery projects and strategies.	Community Engagement and Long-term Planning		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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38. Engage the Recovery Task Force, other Recovery Committees, and local recovery partners-including government organizations, Voluntary Organizations Active in Disaster (VOAD), and nongovernmental organizations (NGOs)-to identify long-term recovery programs, gaps in recovery efforts, and other projects and initiatives to inform the Recovery Strategy.	Community Engagement and Long-term Planning		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
39. Identify mitigation goals, objectives, and proposed projects to incorporate into the Recovery Strategy.	Hazard Mitigation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
40. Support coordination of projects funded by FEMA Hazard Mitigation Assistance (HMA) programs.	Hazard Mitigation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
41. Develop a draft Recovery Strategy document, coordinate internal reviews, and conduct public outreach for public input. Prepare and present the Strategy for adoption by elected officials.	Community Engagement and Long-term Planning		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
42. Track Recovery Strategy implementation and milestones and prepare updates and reports for elected officials and the public.	Community Engagement and Long-term Planning		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing