



Administrative Regulations

Number AR8-25
Issue 1

Subject: Flood hazard Ordinance Enforcement Responsibilities.

I. PURPOSE:

The purpose of this regulation is to define and clarify the responsibilities for enforcing the City's flood hazard regulations set forth in Municipal Code Chapter 21.62.

II. SCOPE:

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elected offices and other independent offices and departments of the City comply with these procedures in the interest of uniformity.

III. References

LBMC Section 21.62.120 – The City Manager or his designated representative is named Floodplain Administrator to administer and implement the flood hazard provisions of Chapter 21.62.

LBMC Section 21.62.130 – Assigns the Floodplain Administrator the duties set forth in the following Sections:

- Section 21.62.140 – Requires review of all development permits, determinations that development will not adversely affect carrying capacity, that state and federal permits are obtained, and sites will be reasonably safe from flooding.
- Section 21.62.150 – Requires that base flood elevation data be obtained, reviewed and reasonably utilized from federal, state or other source if such data is not already made available through the Federal Insurance Administration or the Federal Emergency Management Agency.
- Section 21.62.155 – Where the watercourse is altered or relocated, requires notification of adjacent communities, evidence submitted to federal agencies that notification has been made, and assurances that the flood carrying capacity of the watercourse is maintained.
- Section 21.62.160 – Requires that elevation and floodproofing certifications be obtained and maintained.
- Section 21.62.175 – Requires that action be taken to remedy violations.
- Section 21.62.22OF – Requires that compliance certifications be obtained for new construction and substantial improvements to structures in coastal high hazard areas.
- Section 21.62.221 – Requires that investigations be made and construction performed in a manner that is safe from mudslide hazards.
- Section 21.62.230 – Empowers Floodplain Administrator to hear and decide requests for variances from requirements.

IV. DESIGNATED RESPONSIBILITIES

The Director of Planning and Building is hereby assigned the responsibility of the Floodplain Administrator to review all development permits for compliance with flood damage prevention requirements; for requiring that elevation and floodproofing certifications are obtained and maintained on file; for taking

action to remedy violations; for requiring compliance certifications for development in coastal high hazard areas; for requiring that construction be performed in a manner that is safe from mudslide threats; and for hearing and acting upon requests for variances.

The City Engineer is hereby assigned the responsibility of the Floodplain Administrator for maintaining and interpreting the Flood Insurance Rate Map (FIRM) and the Flood Boundary and Floodway Map (FBFM); for determining that development will not adversely affect the carrying capacity of watercourses and storm drain facilities; for determining that sites requiring a site plan review by the City Engineer are reasonably safe from flooding; for insuring that required state and federal permits are obtained; for establishing the base flood elevation based on data available from a federal or state agency or other source; for notifying adjacent communities when a watercourse is altered or relocated and ensuring that the flood capacity is maintained; and for providing technical assistance to the Director of Planning and Building in the review of requests for variances.