Compatible Use Study: Planning Process

A Compatible Use Study represents a community-driven strategic planning and implementation process to define and guide compatible development between a community and military installation.

INITIATE → **ORGANIZE** → **PLAN** → **IMPLEMENT**

Continuous dialogue and information sharing
among installation, community, and other stakeholders.

INITIATE

- Communities are encouraged to engage the Department of Defense Office of Local Defense Community Cooperation (OLDCC) for technical and/or financial assistance to undertake a Compatible Use Study and implement recommended actions. If financial assistance is needed, the community will identify an appropriate study sponsor and grantee to work with the assigned OLDCC Project Manager for guidance to prepare and submit a federal grant application.
- To receive technical and/or financial assistance from OLDCC to undertake a Compatible Use Study, the following shall apply.
  - o Community leadership or installation commander initiates the project.
  - o Community leadership and the installation commander must both support the initiative.
  - o Community leadership is encouraged to adopt a resolution indicating support for the development of a Compatible Use Study and due diligence to carry out the recommendations.
  - o In addition to confirming support and willingness to participate, the Installation command leadership provides the community with technical documents to define military operations and requirements and identifies primary concerns and issues that currently, or may in the future with no action, adversely impact continued military operations.
- The community identified study sponsor will lead the compatible use planning process. A state or local government, or a regional organization that is an entity of state or local government, is an appropriate study sponsor and eligible to receive OLDCC technical and/or federal funding assistance.
- The study sponsor reviews technical documents from the installation that provide a description of military operations and the affected geographic area to identify affected local jurisdictions and proposed study area.

ORGANIZE

- Stakeholders are organized around identified compatibility issues to be addressed.
- Formalize partnerships via a charter or Memorandum of Agreement.
- The study sponsor forms a joint policy advisory committee of project stakeholders to oversee the Compatible Use planning process. The committee can include public/private leadership and Installation Commander as an Ex-Officio member.
- The study sponsor also forms a Technical Working Group comprised of staff and subject matter experts, including appropriate installation staff. Examples of other group members are included in Figure 1: Typical Committee Structure and Example Participants.
- Consider a working group subcommittee(s), as necessary, to support targeted focus on very specific compatibility issue(s). Refer to Typical Committee Structure (below) for more insight on possible committee participants and responsibilities.

PLAN

- Conduct public meetings to help the affected communities understand the extent of the compatibility issues and convene the Policy and Technical advisory committees to deliberate and reconcile issues and develop an action plan.
- Develop a work plan to address identified compatibility issues through data collection and analysis, public engagement, and conflict resolution.
- Identify communities' strengths, weaknesses, opportunities, and threats (SWOT) to identify and prioritize goals, objectives, and actions to be taken.
- Assemble resources and technical advisors to begin study activities
  - Existing and future community development patterns are assessed within an agreed-upon geographic area that represents the military operations footprint.
  - Information is shared with the community and stakeholder groups through focus groups, public hearings, etc.
- The Compatible Use Study should include:
  - Identification of existing and potential future conflicts between community development and military operations based upon an evaluation of an array of compatibility factors;
  - Identification of potential community and installation actions that may reduce, eliminate, or prevent conflict between current military operations and community development, both existing and future; and
  - An implementation plan to identify and prioritize specific actions to address both existing and future compatibility issues. The Implementation plan should include a description of actions, responsible party(s), time horizon, i.e., short-, mid-and long-term, and potential funding sources.

IMPLEMENT

- Identify and establish a community organizational structure, such as an implementation committee, to oversee and monitor progress with implementation actions.
  - Consider a Memorandum of Understanding or Memorandum of Agreement among study participants, including the installation, to formalize the organizational structure and ensure continued communication and coordination to carry out implementation actions.
- Prioritize recommendations to carry out and identify appropriate implementation tools, which may include:
  - Incorporating study recommendations into the local government's comprehensive plan;
  - Adopting suggested regulations including zoning code updates, updates to the zoning map, etc.

- o Identifying opportunities for compatible use partnerships that allow for the acquisition of select development rights; and
  - o Seeking federal, state, or other funding assistance to support implementation activities.
- Contact OLDCC Project Manager to discuss opportunities for continued technical and/or financial support for implementation actions, as needed.
- Evaluate implementation status on an annual basis to assess progress.
- Evaluate the need for a Compatible Use Study update should military operations change, or community growth and development patterns significantly change.

TYPICAL COMMITTEE STRUCTURE

The following chart illustrates a typical organizational structure for a Compatible Use Study. This illustration provides interested parties an overview of stakeholder roles and how various groups may fit into the overall process. The study sponsor may form subcommittees based on the specific needs of a policy committee, technical committee, and community.

Illustration Credit: This graphic was adopted from the Typical Committee Structure illustration included in OLDCC's Compatible Use and Installation Resilience: Grantee Guide.

Figure 1: Typical Committee Structure and Example Participants

Responsibilities

Control
Coordination
Accountability
Grant Management

Policy Direction
Study Design/Oversight
Budget Approval
Monitoring
Report Adoption

Technical Issues
Alternatives
Report Development
Recommendations

Study Applicant

Policy Committee

Technical Committee

Example Participants

Council of Governments
Metropolitan Planning Org.
City/County Planning Commission
Airport Authority
Congressional Field Offices

City Officials
County Officials
Economic Development Entity
Base Leadership
Private Sector Leaders

Local and Base Planners
Community Staff
Business Reps
Residents
Realtors
Emergency Planning Dept.
Energy Offices

Subcommittee **Subcommittee** **Subcommittee**