



Coordination and Communication Fact Sheet

*One of the recommendations of the Maryland SJRIS was to develop a series of fact sheets that deal with compatibility planning factors and associated tools. This fact sheet deals with the **coordination / communication** compatibility factor and tools / strategies available to the state, communities, and military installations to effectively manage related issues. The Maryland SJRIS identified coordination / communication as one of five compatibility factors with statewide applicability. This was based on the number of compatibility issues identified at locations where JLUS's have been completed and the likelihood that it would be an issue at other community / military locations in the State without a completed JLUS.*

A brief overview of each type of tool / strategy is provided to assist in communicating a general understanding of the tool's intent. It will be up to each group of stakeholders to determine the best assortment of tools applicable to their specific situation.

Coordination and Communication Compatibility Factor


Coordination / communication refers to the programs, processes and plans that promote interagency communication and coordination. Interagency communication serves the general welfare by promoting a more comprehensive planning process inclusive of all affected stakeholders. Interagency coordination also seeks to develop and include mutually beneficial policies for both communities and the military in local planning documents, such as comprehensive plans.

Coordination and Communication Tools / Strategies

Memorandum of Understanding. A Memorandum of Understanding (MOU) is an agreement between two or more government entities. The governing bodies of the participating public agencies must take appropriate legal actions, often adoption of an ordinance or resolution, before such agreements become effective. The purpose of an MOU is to establish a formal framework for coordination and cooperation. These agreements may also assign roles and responsibilities for all the signatories of the agreement. MOUs are also known as Joint Powers Agreements, Interlocal Agreements, or Memorandum of Agreement (MOA).

Establish a JLUS Coordination Committee. Establish a JLUS Coordination Committee to maintain efficient and effective coordination among the JLUS partners and to oversee the implementation of JLUS recommendations. The JLUS Coordination Committee should meet on a regular basis and be responsible for establishing effective and timely means of communication for the purpose of coordinating and addressing compatibility concerns and issues.

Provide Mutual Briefings. To perpetually enhance support and cooperation and reinforce the partnership between Maryland military installations and local jurisdictions, bases should annually present a "state of the installation" briefing including strategic goals, operational changes, and proposed construction projects that may impact the greater community to the Study Area county commissions and city councils. The counties and cities should provide annual briefings to nearby



military installations of changes within the communities that may impact the installation including comprehensive plans, master plans, transportation plans, zoning, development projects, and capital improvement plans.

Conduct Quarterly Planning Coordination Meetings. Installation Planning Organizations and the local jurisdiction planning department heads should conduct quarterly meetings to share short- and long-term visions and goals. Topics would include changes in federal agency, Department of Defense, and installation policy / guidelines as they apply to development outside the fence line; real property development at bases; and changes to local comprehensive plans, master plans, transportation plans, zoning, development projects, and capital improvement plans.

Develop and Maintain a Repository of Requirements Documentation to Inform the Community Planning Decision-Making Process. Installation Planning Organizations should develop and maintain a repository of non-classified requirements documentation relevant to planning and development outside the fence line. Requirements documentation may include information related to vertical obstructions, frequency spectrum, energy development, and bird and wildlife attractants. The repository should be available to study area jurisdictions to ensure development is compatible with military operations.

Include Military Installation in an Advisory Capacity to Local Planning Commissions and Development Advisory Committees. Establish a formal agreement between all Maryland study area jurisdictions and nearby military installations to formalize a process that provides copies of certain types of development proposals, rezoning, and other land use or regulation changes for lands located within the military influence area for review and comment. The agreement should address an effective method that promotes a communication and coordination process that can be maintained and reproduced in the future. This supports a proactive approach for identifying potential conflicts early in the proposed development application. Review periods shall conform to existing community processes for providing comment.

Formalize Development Review Coordination. Consider formalizing coordination processes to ensure long-term consistency in information sharing and communication between local jurisdictions and agencies with military installations that will also supplement existing coordination requirements in overlay district regulations. Establish an MOA to formalize processes for military installation review and comment on development proposals, rezoning applications, other land use or regulation changes or master plans that may pose operational impacts on military installations. The MOA should outline an effective process that promotes communication and coordination that can be maintained and replicated in the future. The MOA should provide a proactive approach for identifying potential conflicts with the military as early in the development review process as possible.

Strengthen Outreach to Jurisdictions within Military Influence Area (MIA). Military installations should develop and implement a plan to strengthen outreach efforts and coordination with all jurisdictions within their MIA. Outreach should include press releases, notification of events, education, and operational changes and anomalies outside of normal procedures that may impact nearby jurisdictions. Outreach should employ community meetings, area newspapers, television, radio, jurisdiction websites, social media, and other outreach methods.

Make Military Installation Points of Contact More Widely Known. Advertise and increase awareness of installation Public Affairs Office and other contact numbers for all community complaints and inquiries. Communication procedures, including methods for providing input, posing inquiries, and expected response time should be made publicly available through the military installation and local jurisdiction websites, social media sources, and posted in public facilities such as community centers, municipal buildings, and local newsletters.

Establish and Formalize Coordination Procedures and Protocols. Establish an MOA to formalize procedures, protocols, and points of contact for the coordinated and timely dissemination of security and safety information reciprocally between military installations and nearby jurisdiction law enforcement offices and emergency management departments that affect areas outside and inside the fence line. Ensure that all MOA's are current and updated.

Expand Communication Efforts with All Jurisdictions within the Area. Update jurisdictions' and regional planning organizations' websites to include military installations, their mission, location, links to the installation webpages, contact information for key organizations, and relevant installation activities potentially affecting the communities.