Appendix C

Self-Assessment Checklists

The Self-Assessment Checklists included in this appendix are designed to provide airport managers and land use planners with a framework to evaluate local airport land use compatibility conditions and develop or revise compatibility regulations. The individual questions posed are based on the strategies outlined in Chapter 3 of the Guidebook.

Checklist No. 1 is intended specifically for the airport manager. The questions provide a systematic process to help the airport manager recognize the airport’s role in the community and identify key stakeholders that may support or detract from airport land use compatibility initiatives. The checklist worksheet also highlights the interrelationship between airport plans and local community plans and the need for land use plans to be consistent with current airport plans. This checklist will also help the airport manager explore areas where communication, education and outreach may be needed before attempting to improve the status quo.

Checklist No. 2 is intended for the local planner but may also be used by the airport manager either independently or in conjunction with the local planner in charge of developing airport land use compatibility regulations. The checklist focuses on three key areas: 1) drafting airport land use compatibility regulations; 2) getting regulations adopted; and 3) implementing the regulations. The first set of questions seeks to determine the effectiveness of existing airport compatibility regulations and the need for local jurisdictions to establish or enhance regulations. The second section focuses on identifying challenges to adoption and working with stakeholders toward common goals. The implementation checklist worksheet guides the user through the process of evaluating land use development proposals within the airport environs to determine whether a proposed project would be compatible with airport operations.

Both Self-Assessment Checklists are intended to provide users with a better understanding of the airport’s context within the community, effectiveness of current planning practices, and steps toward effective land use planning.

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| Self-Assessment Checklist No. 1: Airport Manager/Airport Sponsor  Note: Several questions in this checklist may require input from others within the organization. Also see Self-Assessment Checklist No. 2 for additional questions to ask yourself or work with local planners to answer. | |
| Airport Context | |
| Airport Role | Notes |
| What aviation and other services does the airport provide for the community? |  |
| What economic or other benefits does the airport provide to the community? |  |
| What businesses in the community rely on your airport? |  |
| Stakeholders | Notes |
| What communities does the airport serve? |  |
| What jurisdictions are affected by airport operations? |  |
| Do you know who owns the property around your airport? |  |
| Who are the airport’s supporters in the community? |  |
| Who are the airport’s detractors? |  |
| Do you know what services the state aviation agency provides? If yes, do you involve them when necessary to voice state perspectives on difficult local land use development decisions? |  |
| Community Concerns | Notes |
| How often are noise complaints received? |  |
| How do you track them? |  |
| What locations generate the complaints? |  |
| What types of aircraft activity produce complaints? |  |
| How do you acknowledge and respond to complaints? |  |
| What other concerns do people have about the airport? |  |
| Relationship to Local Plans | Notes |
| Which local land use jurisdictions are within the influence area of the airport (e.g., the extents of FAR Part 77 surfaces, traffic patterns, noise impacts)? |  |
| How does the comprehensive plan of each jurisdiction describe the airport’s role? |  |
| Are airport goals aligned with community goals for growth and development? |  |
| What specific policies does the community plan set for the airport? |  |
| Are land use designations for future development compatible with airport operations? |  |
| Coordination and Outreach | Notes |
| Are you able to express why airport land use compatibility is important to your airport and the community? |  |
| Do you keep local planners and decisionmakers informed about airport activities (e.g., development plans, operational changes) and compatibility concerns? |  |
| Have you set the groundwork for beginning preparation of a land use compatibility ordinance through regular communication with the planning director and discussion of why the ordinance is important? |  |
| Do you understand the review process for land use development near the airport and are you a part of it? |  |
| Are airport interests adequately represented at public meetings where land use decisions are made? |  |
| Do you have a website where the public can learn about the airport? |  |
| Do you prepare regular fact sheets containing information about airport activity? |  |
| Do you publish a newsletter directed toward the general public? |  |
| What facilities or events do you host to attract the general public to the airport? |  |
| Do you get involved in statewide airport managers’ associations or other regional, state, or national organizations that support general aviation airports? |  |

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| Self-Assessment Checklist No. 2: Local Planners/Planning Agency  Note: Several questions in this checklist may require input from others within the organization. | | |
| 2.1 Drafting Local Airport Land Use Compatibility Regulations | | |
| Background | Notes |
| Is there a state requirement or enabling legislation for airport compatibility zoning? |  |
| Does the state have a model ordinance that can serve as the basis for the local ordinance? |  |
| Does the existing ordinance, if there is one, comply with state mandates? |  |
| If there isn’t an existing local ordinance, why not? |  |
| Are there existing local land use ordinances or regulations that airport compatibility provisions can be added to or is a separate airport zoning ordinance necessary? |  |
| Have the existing ordinances or regulations prevented incompatible development near the airport? |  |
| Process | Notes |
| Who will take the lead in drafting the regulations? |  |
| Does staff have the expertise necessary for drafting an airport compatibility ordinance or is a consultant needed? |  |
| What funding is available for the effort? |  |

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| Existing Compatibility Issues | Notes |
| Does the airport own or have easements over land in the RPZs? |  |
| Are airport operational procedures constrained by obstructions in the runway approaches? |  |
| Are airport traffic patterns limited by nearby incompatible land uses? |  |
| Are birds or other wildlife attracted to land use features near the airport? |  |
| Are there high-intensity or risk-sensitive land uses (e.g., schools, hospitals) located near the airport? |  |
| Are there other land use features that present compatibility issues? (e.g., glare, steam, distracting lights, electrical interference) |  |
| Potential Future Compatibility Issues | Notes |
| Are community development pressures moving toward the airport? |  |
| What types of development are in demand near the airport? |  |
| Which compatibility factors (i.e., airspace protection, noise, safety for people on the ground, overflight annoyance) represent the greatest compatibility concerns? |  |
| Relationship to Comprehensive Plan | Notes |
| Does the comprehensive plan support the objectives of the airport zoning ordinance? |  |
| Are comprehensive plan changes needed in addition to an airport zoning ordinance? (e.g., to support compatibility objectives, eliminate incompatible land use designations) |  |

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| Ordinance Content | Notes |
| Airspace protection is usually most critical, but do other compatibility factors also need to be addressed based upon existing or anticipated types of conflicts? |  |
| Have you included the necessary map(s) that clearly delineate where the airport zoning ordinance must be considered in land use decisions? |  |
| Are land use proposal review procedures unique to airport land use compatibility included (e.g., Form 7460 notification to the FAA, notification to state aviation agency, review by airport manager)? |  |
| Is special information about the project that is necessary for assessing a project’s conformity with ordinance criteria clearly listed and included in the permit application? |  |
| Is it clear that the ordinance, particularly its airspace protection component, applies to temporary structures such as construction cranes? |  |
| Is it clear that the ordinance applies to reuse of existing structures? |  |
| Are provisions included for variances and, if so, are conditions for granting variances clearly described? |  |
| What special enforcement provisions are necessary (e.g., to remove airspace obstructions) |  |

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| 2.2 Getting Local Regulations Adopted | | | |
| Stakeholders | Notes | |
| Who are the decision influencers and decisionmakers? |  | |
| Is there an individual or group who will champion the ordinance adoption? |  | |
| What individuals or groups are likely to challenge adoption of the ordinance? |  | |
| Have you worked with other jurisdictions within the airport influence area to encourage them to adopt similar regulations or ordinance? |  | |
| Process | Notes | |
| Is state aviation agency review of the draft ordinance required? |  | |
| What local bodies (e.g., airport commission, planning commission) need to make recommendations on the ordinance to decisionmakers? |  | |
| Challenges to Adoption | Notes | |
| Do you know and understand the arguments of those opposed to the ordinance? |  | |
| Do you have responses for those arguments? |  | |
| Have you worked with these individuals and groups in advance of adoption hearings to respond to their questions and allay their concerns? |  | |
| Have you identified common goals among stakeholders that the ordinance would help to achieve? |  | |
| Are airport supporters ready to help reiterate the importance of the ordinance and counter the arguments against it? |  | |
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| 2.3 Implementing Local Regulations  Note: The airport would be evaluating the project with respect to the compatibility zoning requirements but may also note issues that are not captured by the ordinance. | |
| Review of Development Proposals | Notes |
| Has the project applicant notified the FAA when required for tall objects in accordance with FAR Part 77? |  |
| Has project information been forwarded to the airport manager for comment? |  |
| Do planners or zoning officers know where airport compatibility regulations apply and what restrictions they set? |  |
| Have all relevant compatibility concerns been examined? |  |
| Are any variances to the ordinance provisions being sought and, if so, can the objectives of the ordinances still be achieved if the variances are granted? |  |
| Ordinance Compliance | Notes |
| Have the applicable ordinances and overlay details been reviewed? |  |
| Has the location of the proposal been identified? |  |
| Is the proposal within the overlay or delineated/mapped area? |  |
| Is the proposal within a safety zone? |  |
| Is a variance being sought? |  |
| What is the proposed height? |  |
| Would the height violate FAR Part 77 surfaces? |  |
| Did the application include a copy of a 7460 notification or recommendation? |  |

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| Land Use | Notes |
| What is the proposed land use? |  |
| Is it a use permitted under the ordinance? |  |
| Single- or multi-family residential? |  |
| Is it a use involving public assembly or a use with vulnerable occupants? (e.g. amphitheater, school, hospital, church, residences) |  |
| Is it a use that would prompt complaints about airport operations? |  |
| Noise | Notes |
| Is the proposed use a sensitive noise receptor, such as a school, hospital, church, apartment? |  |
| Is the project within a noise contour defined in the ordinance as limiting land uses? |  |
| Wildlife | Notes |
| Is the proposed use one that would produce food waste or large dumpsters? |  |
| Does the site plan show stormwater management ponds? |  |
| Other features that may encourage wildlife congregation close to airport? |  |
| Glare, Other Interference | Notes |
| Will the proposed use interfere with aviation activity, such as solar panels, lights, illuminated signs? |  |
| Are there potential conditions that could allow for approval? (e.g. height reduction, lighting, other) |  |
| Approval | Notes |
| Do you recommend that the land use proposal be denied, or the variance not granted? |  |
| What is status of local approval? For example, has it reviewed by the local planning commission or governing body? |  |
| Enforcement | Notes |
| What local official is responsible for enforcing local regulations? |  |
| Are the regulations followed consistently? |  |
| Do you periodically check to see how well the ordinance is working-that is, have incompatible developments slipped through despite the ordinance? |  |