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## MEMORANDUM

**To:** Highlands Council Members

**From:** Eileen Swan, Executive Director  
Dan Van Abs, Senior Director for Planning & Science  
Judith Thornton, Principal Planner

**Date:** April 4, 2008

**Subject:** Plan Conformance Summaries

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The Highlands Council has committed funds to help initial municipal efforts to understand the Regional Master Plan (RMP) and Plan Conformance as it applies to their municipality, and to develop work plans for achieving Plan Conformance. A grant package regarding Interim Municipal Assessment Grants will be released immediately after the Council reviews the following Plan Conformance overview documents.

To help municipalities understand the implications of Plan Conformance, three documents have been developed:

1. **“Frequently Asked Questions.”** A document that will help all elected and appointed officials and the general public understand municipal Plan Conformance.
2. **“Basic Plan Conformance for Municipalities.”** A summary of the requirements to achieve mandatory conformance within the 9-15 month deadline after adoption of the RMP.
3. **“Plan Conformance for Municipalities.”** A summary of the requirements for full Plan Conformance.

These documents are intended to provide a quick overview of Plan Conformance requirements for municipalities. All Plan Conformance requirements are taken directly from the RMP; the documents are summaries, not new policy. Please note that these documents are general in nature, and will be followed by detailed Plan Conformance procedures, standards and guidelines, which are currently under development. In addition, some of the terminology used in these summaries differs slightly from the RMP. Staff will be recommending GPO and Program changes to conform to the new

terms, for clarity regarding the Plan Conformance steps and requirements, but these changes are not substantive.

Basic Plan Conformance is intended primarily to assist Preservation Area municipalities in achieving mandatory conformance within the 9-15 month deadline after adoption of the RMP. Its major aim is to ensure immediate protection of Highlands resources during review of land development applications. Basic Plan Conformance does not relieve a municipality from the obligation to achieve full Plan Conformance, but simplifies pertinent upfront requirements and commits the municipality to fulfillment of the remainder in accordance with a detailed Action Plan and Implementation Schedule. The process of Basic Plan Conformance also applies to the Planning Area, but has no statutory deadline and is not mandatory.