

Appendix C

PLANNING PROCESS SAMPLE MOU AND WORK PROGRAM

I. Purpose

As part of the Community Building and Neighborhood Planning Program, a Memorandum of Understanding (MOU) must be executed between the City of San Antonio Planning and Development Services Department and the authorized representative of the _____ planning area. The plan created as a result of this MOU will be presented to Planning Commission and City Council for adoption.

When adopted, plans provide guidance to City boards, commissions and departments. Adopted plans serve as a guide and do not include a specific financial commitment by the City. All adopted plans should address land use, community facilities, and transportation networks. Priority projects are considered for recommendation as a part of the Annual Improvement Project Report. This report is forwarded to City Council.

The intent of this Memorandum of Understanding is to ensure the _____ plan is developed in an open manner involving neighborhood stakeholders, consistent with City policies, and an accurate reflection of the community's values. Its purpose is to form a working relationship between the community and the Planning and Development Services Department. The Planning and Development Services Department will utilize City Master Plan Policies and Best Planning Practices in addition to input by the Planning Team and the Public in development of the Land Use Plan.

This Memorandum of Understanding sets out the responsibilities of all parties. The MOU identifies the work to be performed by the Planning Team and by the Planning and Development Services Department. Planning tasks, schedules, and finished products are identified in the Work Program.

II. Responsibilities

A general list of responsibilities follows:

NEIGHBORHOOD/COMMUNITY PLANNING TEAM RESPONSIBILITIES

1. Organize a planning team. The Planning Team should include representatives from the neighborhood stakeholders groups including: all residents, neighborhood associations, community groups, property owners, institutions, businesses, schools, etc. The final composition of the Planning Team will be approved by the Director of Planning and Development Services.
2. Develop the Work Program with the Planning and Development Services Department.
3. Organize regular meetings of the planning team in coordination with the Planning Department.

4. Assist the Planning and Development Services Department with organizing public meetings to develop the plan.
5. Identify the community resources available to support the planning effort including persons to serve as meeting facilitators and committee chairs.
6. Assist with recruiting participants for planning meetings including the development of a mailing list, distribution of flyers, and placement of meeting announcements in neighborhood newsletters.
7. Gain the support of neighborhood stakeholders for the recommendations found within the plan.
8. Submit the proposed plan to the City for interdepartmental and interagency review.
9. Work with the Planning and Development Services Department to incorporate interdepartmental comments into the proposed plan.
10. Submit the proposed plan to Planning Commission and City Council for consideration.
11. After adoption, develop a Plan Action Team to monitor and work towards plan implementation.
12. After adoption, publicize the plan to neighborhood interests and ensure new community members are aware of the plan and its contents.

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT STAFF RESPONSIBILITIES

1. Assign a staff member(s) to provide technical assistance to the planning effort.
2. Coordinate and facilitate community meetings with the assistance of the planning team.
3. Provide any necessary materials, handouts, etc. needed for public planning meetings.
4. Work with the community to collect and analyze data and develop goals and implementation strategies.
5. Provide assistance with the creation of the neighborhood plan including review, editing, and formatting.
6. Coordinate with other City departments, public agencies, and other stakeholders during plan development.
7. Coordinate the City interdepartmental and interagency review.
8. Prepare for plan consideration by Planning Commission and City Council.

Director of Planning & Development Services

Planning Team Chair

Name: _____ *Signed after selection*

Name: _____ *Signed after selection*

Signature: _____

Signature: _____

Date: _____

Date: _____

SAMPLE WORK PROGRAM

The following provides an example Work Program for a typical planning effort. Developing this schedule will be one of the first tasks of the Planning Team.

1. Months 1-2 - Getting Started

- Organize the Planning Team.
- Sign the Memorandum of Understanding.
- Finalize the planning area boundaries and the Work Program
- Planning Team begins to identify methods to publicize meetings, locate facilitators, find potential meeting facilities, etc.
- Staff begins data collection and analysis.
- Planning Team assists with current land use surveys.

2. Months 3-4 - First Public Meeting – SWOTS (Strengths, Weaknesses, Opportunities, Threats)

- Staff organizes, with Planning Team assistance, the first public meeting to identify neighborhood strengths, weaknesses, opportunities and threats.
- Planning Team works to publicize the public meeting and identify any needed facilitators.
- Planning Team completes land use surveys.

3. Month 5- Second Public Meeting - Land Use Workshop

- Staff organizes, with Planning Team assistance, a public meeting to identify future land uses for the planning area.
- Planning Team works to publicize the public meeting and identify any needed facilitators.
- Staff organizes, with Planning Team assistance, a public meeting for commercial and business property owners to review proposed land uses, if additional outreach is necessary.

4. Months 6-8 – Implementation Strategies

- Staff provides neighborhood issues identified in the first public meeting to “Consulting Experts” to recommend implementation strategies.
- Planning Team and interested community members draft goals, objectives, and action steps, timelines, partnerships, and potential funding. This may be done through workshop format or through a series of Planning Team meetings.
- Based on the consulting experts’ and Planning Team input, staff develops a first draft of the plan that identifies implementation strategies.
- Planning Team reviews draft plan and provides comments.
- Staff updates other City departments on plan issues as needed.

5. Month 9 - Interdepartmental Review

- Staff prepares, with assistance from the Planning Team, the second draft of the plan that incorporates comments from the second public meeting and work groups.

- Staff organizes City interdepartmental and interagency review of the plan document.
 - Planning Team assists with incorporating interdepartmental and interagency comments into the plan document.
6. Month 10- Third Public Meeting – Draft Plan Review/ Open House
- Staff organizes, with Planning Team assistance, the third public meeting to review the final draft of the plan with City comments incorporated.
 - Planning Team works to publicize the public meeting and identify any needed facilitators.
 - Staff, with Planning Team assistance, incorporates comments from the third meeting into the plan document.
7. Months 11-12 - Plan Adoption
- Staff prepares the plan for consideration by Planning Commission and City Council.
8. Month 13 - After Adoption
- Planning Team assists with the development of a Coordinating Group to monitor and work towards plan implementation.
 - Coordinating Group publicizes the plan to neighborhood stakeholders and newcomers.

Director of Planning & Development Services

President/Board Chair

Name: _____ *Signed after selection*

Name: _____ *Signed after selection*

Signature: _____

Signature: _____

Date: _____

Date: _____