

Eastern Triangle Community Plan Memorandum of Understanding

May 2008

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 Community Development Department and the authorized representative(s) of the Eastern Triangle Community Planning Team. The plan created as a result of this MOU will be presented to Planning Commission and City Council for consideration and adoption.

Plans and the planning process should be a collaborative effort with many different stakeholders involved in its creation. Plans are developed based on the community's goals, current land uses, best planning practices, input by City department and agency representative(s) and the City of San Antonio's Master Plan Policies. Upon completion, plans represent the collective vision for a community that addresses their preferred method and form of future growth, and ideas for community improvement. All adopted plans should address land use, community facilities, and transportation networks. Upon plan adoption, the future land use plan component will be utilized by the City when evaluating zoning decisions; zoning must be consistent with an adopted Community or Neighborhood Plan. Additionally, priority projects are considered for recommendation as a part of the Annual Improvement Project Report. This report is forwarded to City Council. However, adopted plans do serve as a guide and **do not include a specific financial commitment by the City.**

The intent of this MOU is to ensure the Eastern Triangle Community 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 Department.

This MOU sets out the responsibilities of all parties. The MOU identifies the work to be performed by the Planning Team and by the Planning and Community Development Department. Planning tasks, schedules, and finished products are identified in the Work Program (see Attachment 1).

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 Planning Director.
2. Develop the Work Program with the Planning and Community Development Department.

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3. Organize regular meetings of the Planning Team in coordination with the Planning and Community Development Department.
4. Assist the Planning and Community Development Department with organizing public meetings to develop the plan.
5. Identify the community resources available to support the planning effort including meeting venues and committee chairs, if needed.
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, etc.
7. Assist with verifying existing land uses in the planning area.
8. Assist the Planning Department in development of the plan content, including formulating the necessary strategies and action steps.
9. Gain the support of neighborhood stakeholders for the recommendations found within the plan.
10. Work with the Planning and Community Development Department to incorporate interdepartmental and agency comments into the proposed plan.
11. Submit the proposed plan to Planning Commission and City Council for consideration.
12. After adoption, develop a Coordinating Committee to monitor and work towards plan implementation.
13. After adoption, publicize the plan to neighborhood interests and ensure new community members are aware of the plan and its contents.

PLANNING DEPARTMENT STAFF RESPONSIBILITIES

1. Assign planning staff to provide technical assistance to the planning effort.
2. Collect, analyze, and interpret data regarding the planning area.
3. Coordinate and facilitate community meetings with the assistance of the planning team.
4. Provide any necessary materials, handouts, maps, etc. needed for public planning meetings.
5. Work with the community to collect and analyze data and develop goals and implementation strategies.
6. Provide assistance with the creation of the community plan including review, editing, and formatting, and publishing the final document.
7. Coordinate with other City departments, public agencies, and other stakeholders during plan development.
8. Coordinate the City interdepartmental and agency review process.
9. Prepare for plan consideration by Planning Commission and City Council.

Director of Planning

Name: Patrick Howard
Signature: Patrick Howard
Date: 9/5/08

Chair of Planning Team

Name: Alan Kufner
Signature: Don Martinez
Date: May 8, 2008

Eastern Triangle Community Plan

WORK PROGRAM

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1. March/April 2008: Forming Coalitions and Gathering Information

- Create and organize the Planning Team
- Create and finalize the Work Program and Planning Schedule
- 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.

2. May 2008: Identify the Public Issues

- Sign the Memorandum of Understanding.
- Planning Team and staff initiate and complete land use verification.
- Neighborhood capacity building workshop.
- Staff organizes, with Planning Team assistance, a **public meeting** to identify strengths, weaknesses, opportunities, and threats in the community and to build capacity for neighborhood association through membership recruitment for existing neighborhood associations and for community members not currently covered by a neighborhood association.
- Staff and Planning Team begin to make arrangements for Plan Creation meetings to occur in 2008.
- Staff and Planning Team identify stakeholders to involve in the Plan Creation process.

3. June/July/August 2008: Plan Creation

- Staff organizes, with Planning Team assistance, a Land Use Planning **public meeting** to develop a land use map and associated text.
- Staff organizes, with Planning Team assistance, a Planning Workshop to identify preferred goals and objectives for economic development and housing.
- Staff organizes, with Planning Team assistance, a Planning Workshop to identify preferred goals and objectives for transportation, infrastructure, and drainage concerns
- Staff organizes, with Planning Team assistance, a Planning Workshop to identify preferred goals and objectives for crime and public safety.
- Staff organizes, with Planning Team assistance, a Planning Workshop to identify preferred goals and objectives for linear creeks/parks and community facilities.

4. September/October 2008: Implementation Strategies

- Staff organizes, with Planning Team assistance, a meeting for commercial and business property owners to review a draft of the land use plan (if necessary, based on previous business input).

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- Staff provides neighborhood issues identified in the first public meeting to "Consulting Experts" to recommend implementation strategies, timelines, partnerships, and funding.
- Based on the consulting experts' input, staff develops a first draft of the plan that identifies implementation strategies.
- Staff organizes, with Planning Team assistance, a third **public meeting** to present a status report and discuss implementation strategies provided by the "Consulting Experts".
- Planning Team reviews draft plan and provides comments.
- Staff updates other City departments on plan issues as needed.

5. November 2008: Interdepartmental/Agency Review

- Staff prepares, with assistance from the Planning Team, the second draft of the plan that incorporates comments from the previous public meetings and work groups.
- Staff organizes City interdepartmental and agency review of the plan document.
- Planning Team assists with incorporating interdepartmental comments into the plan document.

6. December/January 2008: Draft Plan Review/Open House

- Staff organizes, with Planning Team assistance, the fourth **public meeting** Open House Forum to public review and commentary of the final draft of the plan with City comments incorporated.
- Planning Team works to publicize the public meeting and identify any needed facilitators.
- Staff prepares Plan principles for presentation at the Open House forum.
- Staff, with Planning Team assistance, incorporates comments from the Open House.

7. February/March 2009: Plan Adoption

- Planning Team reviews final draft of plan
- Planning Director reviews final draft of plan
- Plan goes through COSA Interdepartmental Review (TAC)
- Plan is presented to Planning Commission for recommendation
- Plan presented to City Council for adoption
- Staff, with Planning Team assistance, identifies a method, and locations, for showcasing the final plan document

8. March/April 2009: 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.

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Director of Planning

Name: Patrick Howard

Signature: Patrick Howard

Date: 8 Sept 08

Planning Team Chair

Name: Dan Martinez

Signature: Dan Martinez

Date: 5/8/2008

Planning Team Members

Name: James E. McNamee

Signature: James E. McNamee

Date: 5/8/08

Name: Vivian Olivares

Signature: Vivian Olivares

Date: 5-8-08

Name: Linda Littrell

Signature: Linda Littrell

Date: 5/8/08

Name: Susan B. Gonzales

Signature: Susan G. Gonzales

Date: 5/8/08

Name: Pam Fischer

Signature: Pam Fischer

Date: 5/8/08

Name: Norma Delagarza

Signature: Norma Delagarza

Date: 06/12/08

Name: Maria Delagarza ^{Co-Chair}

Signature: Maria Delagarza

Date: 5/8/08

Name: ALDERUS J. STEWART

Signature: Alderus J. Stewart

Date: 06/12/2008

Name: MARY KOPECKI

Signature: Mary Kopecki

Date: 5-8-08

Name: Peggy J Tedford

Signature: Peggy J. Tedford

Date: 06-12-08

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Name: <u>Pam Fischer</u>	Name: <u>Steven Sand</u>
Signature: <u>Pam Fischer</u>	Signature: <u>steven sand</u>
Date: <u>6-12-08</u>	Date: <u>6-12-08</u>

Name: <u>Michael Pogur</u>	Name: <u>Mattie Kinard</u>
Signature: <u>Michael Pogur</u>	Signature: <u>Mattie Kinard</u>
Date: <u>6-12-08</u>	Date: <u>July 10, 2008</u>

Name: <u>AL BOLDT</u>	Name: <u>LENA HARRIS</u>
Signature: <u>Al Boldt</u>	Signature: <u>Lena Harris</u>
Date: <u>6-12-08</u>	Date: <u>7-10-2008</u>

Name: <u>VIVIAN OLIVARES</u>	Name: <u>MARY L. COLEMAN</u>
Signature: <u>Vivian Olivares</u>	Signature: <u>Mary L. Coleman</u>
Date: <u>6-12-08</u>	Date: <u>July 10, 2008</u>

Name: <u>Willie J Clark</u>	Name: <u>Ernestina Valdez</u>
Signature: <u>Willie Clark</u>	Signature: <u>Ernestina Valdez</u>
Date: <u>6/12/08</u>	Date: <u>7-10-08</u>

Name: <u>Jim and Toni Cardenas</u>	Name: <u>Homer Valdez</u>
Signature: <u>Toni Cardenas</u>	Signature: <u>Homer Valdez</u>
Date: <u>July 12, 2008</u>	Date: <u>7-10-08</u>

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May 2008

Name: Conrad Lamb Name: _____

Signature: _____ Signature: _____

Date: 7-10-08 Date: _____

Name: _____ Name: _____

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