

MEMORANDUM OF UNDERSTANDING
JEFFERSON
Neighborhood Conservation District
Revised – March 2008

I. PURPOSE

As part of the Neighborhood Conservation District Program, a Memorandum of Understanding (MOU) must be executed between the City of San Antonio Planning and Community Development Department and the authorized representatives of the proposed **Jefferson Neighborhood Conservation District** (NCD) designation area. The zoning overlay and design standards created as a result of this MOU will be presented to the Zoning Commission for recommendation and the City Council for adoption.

Once adopted, the zoning overlay district and design standards will provide specific guidance to City Boards, Commissions, and Departments concerning new construction within the district boundary. The adopted NCD plan with design standards will address the following: 1) a specific NCD boundary based on the area's age, character, and pattern of development as enabled in the Unified Development Code (UDC) §35-335, 2) at a minimum, the required design standards listed in the Unified Development Code §35-335(e), 3) existing land uses and application of standards to the various uses, and 4) provide a listing of legal property owners. Adopted NCD plan does not include any specific financial commitment by the City.

The intent of this Memorandum of Understanding is to ensure the **Jefferson Neighborhood Conservation District** is developed in an open manner involving neighborhood stakeholders, is consistent with City policies, and represents an accurate reflection of community values. Its purpose is to form a working relationship between the community and the Planning Department.

This Memorandum of Understanding sets out the responsibilities of all parties. The MOU identifies the work to be performed by the NCD Planning Team and by the Planning and Community Development Department. Planning tasks, schedules, and finished products are identified in the Work Program (Attachment 1). **Please keep in mind that the designation process should only take 9-10 months to complete. Additionally, the lifespan of this project will be no longer than 18 months from time of execution of this MOU after which the project will be removed from the city staff work program.** This will require re-application to the NCD program at a later date to complete the designation.

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 Planning Director will approve the final stakeholder composition of the Planning Team.)*
2. Develop the Work Program with the Planning Department.

3. Organize regular meetings of the planning team in coordination with the Planning Department.
4. Identify the community resources available to support the planning effort, including meeting venue, meeting facilitators and committee chairs, if the need arises.
5. Assist the Planning Department with organization and facilitation of public meetings, and any small work group meetings needed in order to develop the plan.
6. Assist with recruiting participants for planning meetings, distribution of flyers, and placement of meeting announcements in neighborhood newsletters.
7. Gain the support of neighborhood stakeholders for the design standards developed in the NCD Plan.
8. Work with the Planning Department to incorporate Interdepartmental Review comments into the proposed NCD Plan.
9. After ordinance adoption, publicize the zoning overlay designation and design standards to the neighborhood and ensure that new community members are aware of the zoning overlay designation and its accompanying design standards.
10. Monitor construction projects located within the **Jefferson** NCD, as required.

Planning Department Staff Responsibilities

1. Assign planning staff member(s) to provide technical assistance to the designation effort.
2. Coordinate and facilitate community meetings with assistance of NCD Planning Team.
3. Provide any necessary materials, handouts, etc. for public planning meetings.
4. Work with the community to collect and analyze data, existing conditions and develop appropriate design standards.
5. Provide review, editing and formatting assistance in the creation of the NCD Plan document and design standards.
6. Coordinate with other City Departments, public agencies, and other stakeholders during NCD Plan development.
7. Coordinate, prepare and submit the proposed NCD Plan and design standards document to appropriate City departments for Interdepartmental Review, and incorporate commentary.
8. Prepare and submit the NCD Plan and design standards document for consideration by Zoning Commission and City Council.
9. Work with the City’s Information Services Department and Development Services Department to incorporate designated NCD parcels into the existing plan review system.
10. After NCD adoption, monitor construction and administer design review(s) for projects located within the **Jefferson** NCD, as required.

Director of Planning
Patrick Howard, AD

President/Board Chair/NCD Liaison

Name: _____

NCD Rep. of **Jefferson Area Neighborhood Assoc.**
Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

WORK PROGRAM

Attachment 1

Staff = NCD City staff
Planning Team = Jefferson NCD Planning Team

1. March / July 2008 - Getting Started

- Organize the Planning Team, and hold Planning Team meetings.
- Sign the Memorandum of Understanding; discuss goals and objectives for the NCD and boundaries.
- Finalize the Work Program.
- Staff begins limited data collection (mailing databases, GIS mapping, identification of character defining features) with Planning Team input.
- Complete neighborhood character analysis.
- Continue limited data collection (mailing data, character defining features, GIS mapping).
- **COMPLETE NEIGHBORHOOD CHARACTER SURVEYS**

2. July/ August 2008 – Planning Team Meetings

- **ALL NEIGHBORHOOD CHARACTER SURVEYS DUE BY AUGUST 15**
- Staff, with Planning Team Assistance, plans and coordinates First Public Meeting.
- Planning Team works to publicize and coordinate location of the public meeting.
- During meeting, all parties discuss, in more detail, the designation process, NCD district boundaries, and initial set design issues.
- Staff completes data collection (mailing databases, GIS mapping, identification of character defining features) with Planning Team input.

3. September – First Public Meeting

- Staff, with Planning Team Assistance, plans and coordinates First Public Meeting.
- Planning Team works to publicize and coordinate location of the public meeting.
- During meeting, all parties continue to discuss, in detail, the design issues.
- Planning Team to provide additional facilitators or translators as needed

4. October 2008 – Second Public Meeting

- Staff, with Planning Team Assistance, plans and coordinates Second Public Meeting.
- Planning Team works to publicize and coordinate location of the public meeting.
- During meeting, all parties continue to discuss, in detail, and finalize the design issues.
- Planning Team to provide additional facilitators or translators as needed.

5. November 2008 – Third Public Meeting **tentative**

- Staff, with Planning Team Assistance, plans and coordinates Third Public Meeting.
- Planning Team works to publicize and coordinate location of the public meeting.
- During meeting, all parties continue to discuss, in detail, and finalize the design issues.
- Planning Team to provide additional facilitators or translators as needed

WORK PROGRAM
Attachment 1 (cont'd)

6. November / December 2008 – Open House

- Staff prepares, with assistance from the Planning Team, the second draft of the plan, which incorporates comments from the First, Second and Third Public Meetings.
- Planning Team works to publicize and coordinate location of the public meeting.
- During meeting, the design standards are presented in detail. The Public is afforded a final opportunity to comment on the proposed standards.

7. November / December 2008 – NCD Plan Production / Interdepartmental Review

- Staff merges final design standard commentary in a NCD Plan document
- Staff organizes City Interdepartmental Review of the NCD Plan document and incorporates commentary from appropriate City Departments.
- Planning Team assists with incorporation of Interdepartmental Review comments into the plan document. RECEIVED

8. December / January 2009 - Ordinance Adoption

- Staff prepares the NCD plan, design standards and ordinance for consideration by Zoning Commission and City Council.
- Staff coordinates processing of NCD Plan, design standards and ordinance through Zoning Commission and City Council consideration.

10. February 2009 - Post Adoption

- Planning Team assists with the development of a Coordinating Group to monitor construction within the neighborhood
- Coordinating Group publicizes the NCD plan, designation and design standards to neighborhood stakeholders and new residents.

Director of Planning

President/Board Chair/NCD Liaison

Name: Patrick Howard, AD

NCD Rep. Name: Of Jefferson Neighborhood Assoc.

Signature: _____

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