

River North Master Plan and Regulatory Plan

Memorandum of Understanding

I. Purpose

The intent of this Memorandum of Understanding (MOU) is to form a working relationship between the River North Planning Team and the Planning and Community Development Department in accordance with Chapter 35-420(b)(3) of the Unified Development Code. 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 & Community Development Department. Planning tasks, schedules, and finished products are identified in the Work Program (see Attachment 1).

This Memorandum of Understanding must be executed between the City of San Antonio Planning and Community Department and the River North Planning Team members.

The plan created as a result of this MOU will be presented to Planning Commission and City Council for adoption.

II. Responsibilities

A general list of responsibilities follows:

RIVER NORTH PLANNING TEAM RESPONSIBILITIES

1. Develop the Work Program with the Planning and Community Development Department.
2. Organize regular meetings of the planning team in coordination with the Planning and Community Development Department.
3. Assist the Planning and Community Development Department with organizing public meetings to develop the plan.
4. Identify the community resources available to support the planning effort including identifying public meeting locations and persons to serve as committee chairs, if warranted.
5. 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.
6. Review the Draft River North Master Plan and Regulatory Plan prepared by Moule & Polyzoides on behalf of the Downtown Community Development Corporation, and recommend edits to the Draft in order to prepare a final River North Master Plan and Regulatory Plan.
7. Gain the support of neighborhood stakeholders for the recommendations found within the plan.
8. Submit the proposed plan to the City for interdepartmental review.
9. Work with the Planning and Community Development Department to incorporate interdepartmental comments into the proposed plan.
10. Submit the proposed master plan to Planning Commission and City Council for consideration.

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11. Submit the proposed regulatory plan to Zoning 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 & COMMUNITY DEVELOPMENT DEPARTMENT STAFF RESPONSIBILITIES

1. Assign a planning staff member 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 River North Master Plan and Regulatory 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 review.
8. Prepare for master plan consideration by Planning Commission and City Council.
9. Prepare for regulatory plan consideration by Zoning Commission and City Council.

Director of Planning & Community Development

Name: T.C. Broadnax

Signature: _____

Date: _____

Planning Team Members

Name: Manjiri Akalkotkar

Name: David ^{Adelman} Alderman

Organization: VIA Metropolitan Transit

Organization: River North District 2

Signature: *Manjiri Akalkotkar*
7/28/2008

Signature: *David*

River North Master Plan and Regulatory Plan Memorandum of Understanding

Date: _____

Date: _____

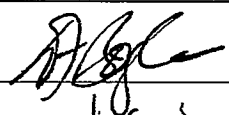
Name: Lynda Billa Burke

Name: David Bogle

Organization: San Antonio River Commission

Organization: American Institute of Architects

Signature: 

Signature: 

Date: 7/28/08

Date: 29 July '08

Name: Ben Brewer, III

Name: Ramiro Cavazos

Organization: San Antonio Downtown Alliance

Organization: San Antonio Housing Authority

Signature: 

Signature: _____

Date: 7/28/08

Date: _____

Name: Billy Cavender

Name: Timothy Cone

Organization: Cavender Cadillac

Organization: Historic Design & Review Commission

Signature: 

Signature: 

Date: 7/28/2008

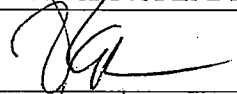
Date: 7/28/2008

Name: Quinn Edmondson

Name: George A. Geis

Organization: River North District 4

Organization: San Antonio River North Improvements Association

Signature: 

Signature: _____

Date: 7/28/08

Date: _____

Name: Carol Harris

Name: Glenn Huddleston

Organization: River North District 1

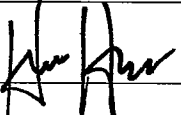
Organization: Downtown Advisory Board

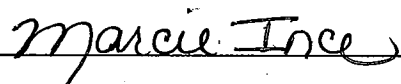
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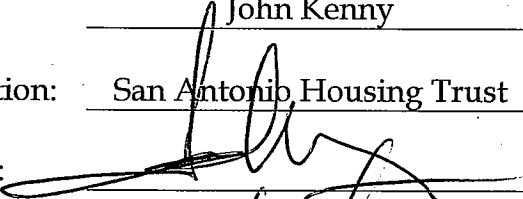
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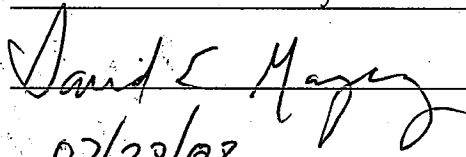
#7, #9, #11 * THAT HAVE BEEN AGREED UPON BY CONSENSUS OF ALL THE STAKEHOLDER MEMBERS OF THE PLANNING TEAM


**River North Master Plan and Regulatory Plan
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Date: _____
Name: Harper Huddleston
Organization: River North District 3
Signature: 
Date: 7/28/08

Date: _____
Name: Marcie Ince
Organization: San Antonio Conservation Society
Signature: 
Date: 7-28-08

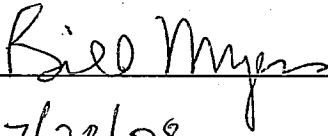
Name: John Kenny
Organization: San Antonio Housing Trust
Signature: 
Date: 2/28/08

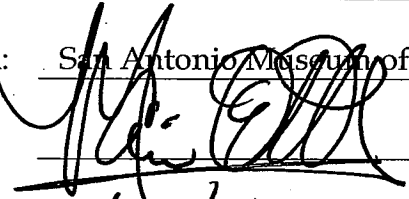
Name: David Marquez
Organization: Bexar County
Signature: 
Date: 07/28/08

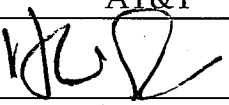
Name: Mary Kay Martinez
Organization: Central Catholic High School
Signature: 
Date: 07/28/08

Name: Cathy Meyer
Organization: Downtown Residents Association
Signature: did not endorse at this time
Date: 7-28-08

Name: Sam Mills
Organization: San Antonio Water System
Signature: _____
Date: _____

Name: Bill Meyers, AICP
Organization: American Planning Association, San Antonio Chapter
Signature: 
Date: 7/28/08

Name: Dr. Marion Oettinger
Organization: San Antonio Museum of Art
Signature: 
Date: 7/28/08

Name: Howard Peak
Organization: AT&T
Signature: 

**River North Master Plan and Regulatory Plan
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Date: _____

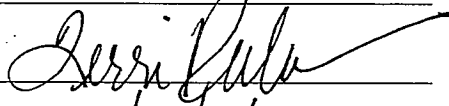
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Name: Terri Rubiola

Name: Don Ryden

Organization: River North District 5

Organization: Baptist Health System

Signature: 

Signature: 

Date: 7/28/08

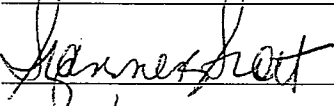
Date: 7-28-08

Name: Suzanne Scott

Name: Scott Smith

Organization: San Antonio River Authority

Organization: ~~CPS Energy~~
City Public Service

Signature: 

Signature: 

Date: 7/28/08

Date: 7/28/08

Name: Lewis T. Tarver

Name: Murray Van Eman

Organization: Public Art Committee

Organization: Planning Commission (Chair)

Signature: 

Signature: 

Date: 7-28-08

Date: 7-28-08

Name: Michael Westheimer

Organization: Zoning Commission

Signature: 

Date: 7-28-08

River North Master and Regulatory Plan Work Program

1. July 2008 – 1st Planning Team Meeting
 - Organize the Planning Team, and determine Planning Team meeting schedule.
 - Review the Memorandum of Understanding.
 - Review/finalize the Work Program.
 - Planning Team begins to identify methods to publicize meetings, find potential meeting facilities, etc.
 - Planning Team begins review of draft plan.

2. July 2008 – 2nd Planning Team Meeting
 - Review/finalize, sign the Memorandum of Understanding.
 - Finalize Public Meeting schedule.
 - Review proposed agenda for 1st Public Meeting.
 - Select chairs (point persons) for sub-committees.
 - Overview of draft plan provided by staff.

3. August 2008 – 3rd Planning Team Meeting
 - Review draft plan and incorporate any changes
 - Consultant presentation and Q&A

4. August 2008 – 1st Public Meeting – Master Plan (Vision and Plan / Chapters 1 & 2)
 - Staff organizes, with Planning Team assistance, the first public meeting to identify community's vision.
 - Planning Team works to publicize the public meeting and identify any needed facilitators.
 - Meeting to provide overview of proposed development framework for each district, work groups to discuss any proposed changes or additions, and open house format for individuals to provide comments via comment cards at stations.

5. August 2008 - Initiate Interdepartmental Review
 - Staff organizes City interdepartmental review of the plan document.

6. September 2008 – 4th Planning Team Meeting
 - Review final comments from 1nd Public Meeting and incorporate any changes to draft plan.
 - Staff provides update on Interdepartmental Review of plan, and any recommended changes.
 - Staff introduces Regulatory Plan based on updated draft plan, and discuss changes made.
 - Staff works with COSA Technical Staff to review draft Regulatory Plan.

River North Master and Regulatory Plan Work Program

7. September 2008- 2nd Public Meeting - Presentation of updated draft plan (Implementation).
 - Staff organizes, with Planning Team assistance, a public meeting to review the 1st public meeting comments and recommendation for changes/additions to the plan.
 - Planning Team works to publicize the public meeting.
 - Presentation of recommended changes, work groups to review and comment on proposed changes, and open house format to provide comments via comment cards at stations.

8. September 2008 - 5th Planning Team Meeting
 - Review final comments from 2nd Public Meeting and incorporate any changes to draft Regulatory Plan.
 - Staff works with COSA Technical Staff to review draft Regulatory Plan.

9. October 2008 - 3rd Public Meeting - Regulatory Plan
 - Staff organizes, with Planning Team assistance, the 3rd public meeting to review the draft Regulatory Plan.
 - Planning Team works to publicize the public meeting.
 - Presentation, work groups to review and comment on proposed changes, and open house format to provide comments via comment cards at stations.

10. October 2008 - 6th Planning Team Meeting
 - Review final comments from 3rd Public Meeting and incorporate any changes to draft Regulatory Plan.
 - Staff works with COSA Technical Staff to review draft Regulatory Plan.

11. October - 4th Public Meeting/Open House - Regulatory Plan
 - Staff organizes, with Planning Team assistance, a public meeting to review the 3rd public meeting comments and recommendation for changes/additions to the regulatory plan.
 - Planning Team works to publicize the public meeting.
 - Presentation of recommended changes, work groups to review and comment on proposed changes, and open house format to provide comments via comment cards at stations.

12. November/December/January 2008 - Plan Adoption
 - Staff prepares both the Vision Plan and the Regulatory Plan for consideration by Planning Commission, Zoning Commission and City Council.

13. February 2008 - After Adoption

River North Master and Regulatory Plan Work Program

- Planning Team assists with the development of a Coordinating Group to monitor and work towards plan implementation.