

## I. Purpose

The intent of this Memorandum of Understanding (MOU) is to form a working relationship between the MidTown Brackenridge Planning Team (Planning Team) and the City of San Antonio Planning and Development Services Department (the City). This MOU sets out the roles and responsibilities of each party. The Master Plan created as a result of this MOU will be presented to Planning Commission and City Council for adoption and will service as a guide to City Boards, Commissions and Departments as well as developers and local residents. The adopted master plan does not include any specific financial commitment by the City.

The MOU identifies the work to be performed by the Planning Team and by the Planning and Development Services Department. The planning process schedule is included as an attachment to the MOU.

## II. Roles and Responsibilities

A general list of responsibilities follows:

### **PLANNING TEAM ROLES RESPONSIBILITIES**

1. Act as primary point of contact between the neighborhoods and the Planning and Development Services Department Staff.
2. Attend and provide input at regular meetings of the planning team in coordination with the Planning and Development Services Department and Gateway Planning Group (the consultants).
3. Designate an alternate representative to the Planning Team if primary contact is unable to attend a meeting.
4. Relay information back to the neighborhood at Neighborhood Association or other community meetings.
5. Assist with recruiting participants for public meetings including the development of a mailing list, distribution of flyers, and placement of meeting announcements in neighborhood newsletters.
6. Act as a sounding board to the consultants with respect to Master Plan drafts and public meeting preparation.
7. Provide constructive feedback on Master Plan drafts as prepared by the consultants.
8. Provide support for the proposed master plan to Planning Commission and City Council for consideration.
9. After adoption, publicize the plan to neighborhood interest groups and ensure new community members are aware of the plan and its contents.

**PLANNING & DEVELOPMENT SERVICES STAFF RESPONSIBILITIES**

1. Assign a planning staff member to provide technical assistance to the planning effort.
2. Coordinate planning team meetings with the assistance of the Planning Team and consultants.
3. Act as liaison between the consultants and the planning team.
4. Ensure the plan is developed through an open and transparent process.
5. Provide any necessary materials, handouts, etc. needed for mailouts and public planning meetings.
6. Provide assistance with the development of the Master Plan as necessary.
7. Coordinate with other City departments, public agencies, and other stakeholders during plan development.
8. Coordinate the City interdepartmental review.
9. Prepare for master plan consideration by Planning Commission and City Council.

**Master Plan Planning Team and Public Meeting Schedule\***

<b>July 2010</b>		
27 <sup>th</sup> – 29 <sup>th</sup>	Stakeholder Interviews/meetings (information gathering)	Various times and locations
<b>August</b>		
2 <sup>nd</sup>	Planning Team Meeting (Master Plan Process, TIRZ 101, Roles, Next Steps)	6:00 – 8:00 PM 1 <sup>st</sup> Tee, 915 E. Mulberry
21 <sup>st</sup>	Public Workshop #1 (Developing the Vision for MidTown Brackenridge)	9:00 – Noon Tripoint, 3233 N St. Mary's
23 <sup>rd</sup>	Planning Team Meeting	6:00 – 8:00 PM 1 <sup>st</sup> Tee, 915 E. Mulberry
<b>September</b>		
27 <sup>th</sup>	Planning Team Meeting	6:00 – 8:00 PM 1 <sup>st</sup> Tee, 915 E. Mulberry
<b>October</b>		
11 <sup>th</sup>	Planning Team Meeting	6:00 – 8:00 PM 1 <sup>st</sup> Tee, 915 E. Mulberry
23 <sup>rd</sup>	Public Workshop #2 (Exploring Alternatives for MidTown Brackenridge)	9:00 – Noon Tripoint, 3233 N St. Mary's
<b>November</b>		
22	Planning Team Meeting	6:00 – 8:00 PM 1 <sup>st</sup> Tee, 915 E. Mulberry
<b>December</b>		
6 <sup>th</sup>	Planning Team Meeting	6:00 – 8:00 PM 1 <sup>st</sup> Tee, 915 E. Mulberry
11 <sup>th</sup>	Public Meeting (Unveiling the MidTown Brackenridge Master Plan)	9:00 – 10:30 Tripoint, 3233 N St. Mary's
20 <sup>th</sup>	Planning Team Meeting	6:00 – 8:00 PM 1 <sup>st</sup> Tee, 915 E. Mulberry
<b>January 2011</b>		
Begin Adoption Process: Planning Commission and City Council hearings		

*\*Meeting dates, times and locations subject to change. Please verify with Planning and Development Services Staff.*