

## MEMORANDUM OF UNDERSTANDING

### I. Purpose and Scope

As part of the Neighborhood Planning Program, this Memorandum of Understanding (MOU) is executed between the City of Spokane Planning Services Department and the authorized representative of the Logan Neighborhood to ensure the planning process is conducted in accordance with generally accepted planning principles and is an accurate reflection of the neighborhood's values as defined by residents and other stakeholders.

This MOU sets out the roles and responsibilities of all parties in neighborhood planning in conformance with city code and policies. The MOU identifies the work to be performed by the Logan Neighborhood Planning Stakeholder Team and by the Planning Services Department. Specific planning tasks, schedules, and finished products will be identified in a Work Program or Scope of Work.

### II. Logan Neighborhood Planning Stakeholder Team Responsibilities under this MOU:

- Recognize that the City of Spokane Comprehensive Plan is the framework under which the neighborhood will plan. The neighborhood plan\* must be consistent with Comprehensive Plan goals and policies.
- Form a Stakeholder Team with a broad cross-section of neighborhood interests and backgrounds, in consultation with the Planning Services Department.
- Complete the Abbreviated Planning Process, which includes participation in the Neighborhood Action Committee (NAC) process, prior to beginning work on a plan.
- Collaborate with the Planning Services Department to develop goals, priority projects, work program, and budget.
- Organize regular meetings of the Stakeholder Team in coordination with the Planning Services Department.
- Recruit participants for meetings, including the development of a mailing list, distribution of flyers, establishment of web-based or other electronic distribution systems, and placement of meeting announcements in neighborhood newsletters/ web sites.
- Facilitate the discussion of findings, conclusions and recommendations with neighborhood stakeholders to reach consensus for the plan.
- Submit the proposed plan to the City for interdepartmental review.
- Incorporate interdepartmental comments into the proposed plan as may be appropriate.
- Submit the proposed plan to Plan Commission and City Council for review and consideration.
- Understand that as the legislative authority of our City, the Spokane City Council can choose to adopt, modify, or remand the plan for changes.
- After adoption, continue to work towards plan implementation, including publicizing the plan to neighborhood interests and ensure new community members are aware of the action and or project plan and its contents.

*\* For the purposes of this MOU, the term "plan" refers to either an action plan, project plan, or topic specific plan.*

**III. Planning Services Department Responsibilities under this MOU:**

- Assign a planning staff member to provide oversight and guidance to the planning effort.
- Facilitate the development of neighborhood goals, priority projects, work program, and budget.
- Facilitate evaluation of consultants and/ or university teams with the Stakeholder Team.
- Negotiate and manage all consultant/ university contracts, scopes of work, and deliverables.
- Attend and participate in stakeholder meetings.
- Provide support and facilitation, when necessary, for stakeholder meetings and public outreach activities.
- Assist with producing any necessary materials, handouts, etc. needed for public planning meetings.
- Provide assistance and quality control oversight with the creation of the plan, including review, editing, and formatting.
- Manage other City departments' involvement during plan development and coordinate the City interdepartmental review.
- Work with the stakeholder manager and/or stakeholders to prepare for presentations of the plan at Plan Commission and City Council meetings.

**IV. Funding**

Funding for Neighborhood Planning is provided by public funds as managed by the City of Spokane Planning Services Department. Contracts, including tasks and deliverables, for planning consultants and/or universities will be overseen and managed by the Planning Services Department.

**V. Effective Date and Signature**

This MOU shall be effective upon the signature of the City of Spokane Planning Services Department and Logan Neighborhood authorized officials. It shall be in effect two years from the date of signature. The City of Spokane Planning Services Department and Logan Neighborhood indicate agreement with this MOU by their signatures.

City of Spokane  
Planning Services



Date  
5/2/2012

Logan Neighborhood  
Planning, Stakeholder Manager



Date  
3/30/2012

Logan Neighborhood  
Council Chair



Date  
3-31-2012

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