

MEMORANDUM OF UNDERSTANDING

I. Purpose and Scope

As part of the Neighborhood Planning Program, this Memorandum of Understanding (MOU) has been prepared by the City of Spokane Planning Services Department in cooperation with authorized representative(s) of the Shiloh Hills Neighborhood Council to document the parties' mutual desire 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 Shiloh Hills 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. Shiloh Hills Neighborhood Planning Stakeholder Team Responsibilities under this MOU:

- Recognize that the City of Spokane Comprehensive Plan is the framework under which the Shiloh Hills Neighborhood will plan. The neighborhood plan* must be consistent with Comprehensive Plan goals and policies.
- Conduct and manage the collaboration of one, unified planning process for the Shiloh Hills Neighborhood to develop common goals, priority projects, work program, budget and products/plan.
- Collaborate with the Planning Services Department to develop the work program, goals, priority projects, and budget.
- Form a Stakeholder Team to represent a broad cross-section of neighborhood interests and backgrounds from the neighborhood. The Steering Committee for this group will work in consultation with the Planning Services Department.
- Organize regular meetings of the Steering Committee and 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.
- Complete the Abbreviated Planning Process prior to beginning work on a plan.
- 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.

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

- 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.

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

- Assign a planning staff member to provide oversight and guidance to the planning effort.
- Communicate with Steering Committee on the development of coalition goals, priority projects, work program and budget.
- Assist in setting up interviews of consultants and/or university teams with the Steering Committee and assist in determining a best fit for the Neighborhoods' planning goals.
- Negotiate and manage all consultant/ university contracts, scopes of work, and deliverables.
- Facilitate the development of neighborhood goals, priority projects, work program, and budget.
- Attend and participate in Steering Committee as needed and all stakeholder meetings.
- Provide support and facilitation, when necessary, for stakeholder meetings and public outreach activities.
- Review and assist with producing any necessary materials, handouts, etc. needed for public planning meetings.
- Provide assistance with the creation of the plan, including review, editing and formatting as needed and collaborate with the Steering Committee and Consultant on "quality control."
- Act as liaison with City departments' involvement during plan development and coordinate the City interdepartmental review.
- Work with the Neighborhoods' Stakeholder Manager's and Steering Committee 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. For funding purposes, contracts, including tasks and deliverables for planning consultants and/or universities will be overseen and managed by the Planning Services Department.

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