

## I. Purpose

As part of the Comprehensive Planning Program, a Memorandum of Understanding (MOU) must be executed between the City of San Antonio Planning and Development Services Department and the authorized representative(s) of the Camp Bullis Planning Team. The Sector Plan created as a result of this MOU will be presented to Planning Commission and City Council for adoption as a component of the City's Comprehensive Master Plan.

Plans and the planning process should be a collaborative effort with many different stakeholders involved in its creation. Plans are developed based on the sector's goals, current land uses, best planning practices, input by City department and agency representative(s) and the City of San Antonio's Master Plan Policies. Upon completion, plans represent the collective vision for a sector that addresses the preferred method and form of future growth, and ideas for sector improvement. Upon plan adoption, the future land use plan component will be utilized by the City when evaluating zoning decisions; zoning must be consistent with an adopted Sector, Community or Neighborhood Plan. Additionally, priority projects are considered for recommendation as a part of the Annual Improvement Project Report. This report is forwarded to City Council. However, adopted plans do serve as a guide and **do not include a specific financial commitment by the City.**

The intent of this MOU is to ensure the Camp Bullis Sector Plan is developed in an open manner involving neighborhood stakeholders, is consistent with City policies, and is an accurate reflection of the sector's values. Its purpose is to form a working relationship between the sector community and the Planning and Development Services Department.

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 and Development Services Department. Planning tasks, schedules, and finished products are identified in the Work Program (see Attachment 1).

## II. Responsibilities

A general list of responsibilities follows:

### PLANNING TEAM RESPONSIBILITIES

1. Assist the Planning and Development Services Department recruit a Planning Team. The Planning Team should include representatives from neighborhood stakeholder groups including: residents, neighborhood associations, community groups, property owners, institutions, businesses, schools, etc. The final composition of the Planning Team will be approved by the Planning and Development Services Director.
2. Finalize the Work Program with the Planning and Development Services Department.
3. Organize regular meetings of the Planning Team in coordination with the Planning and Development Services Department.
4. Assist the Planning and Development Services Department with organizing public meetings to develop the plan.
5. Identify the sector's resources available to support the planning effort including meeting venues and committee chairs, if needed.

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## Camp Bullis Sector Plan

### Memorandum of Understanding

February 2010

6. 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, etc.
7. Assist with verifying existing land uses in the planning area.
8. Assist the Planning and Development Services Department in development of the plan content, including formulating the necessary strategies and action steps.
9. Gain the support of area stakeholders for the recommendations found within the plan.
10. Provide support for the proposed plan at Planning Commission and City Council.
11. After adoption of the plan update, publicize the plan to community groups and ensure new community members are aware of the plan and its contents.
12. After adoption, develop a Coordinating Committee to monitor and work towards plan implementation.
13. Advocate for plan implementation and consistency with adopted plan at public hearings before the Planning Commission, Zoning Commission, Board of Adjustment, and City Council. Encourage voluntary compliance of plan in the extraterritorial jurisdiction of San Antonio, where zoning is not allowed.

### **PLANNING & DEVELOPMENT SERVICES DEPARTMENT STAFF RESPONSIBILITIES**

1. Discuss planning principles and concepts as the plan is developed.
2. Assign at least one planning staff member to provide technical assistance with developing the Sector Plan.
3. Develop, and field verify, Existing Land Use as necessary.
4. Help the Planning Team coordinate and advertise their meetings.
5. Work with the Planning Team to design and facilitate a work program.
6. Coordinate and facilitate community/public meetings with the assistance of Matrix Design Group and the Planning Team; provide flyer copies for distribution by hand and submit press releases to local papers regarding any public meetings.
7. Provide any necessary materials, handouts, etc. needed for public meetings.
8. Prepare a final, updated land use plan based on City Master Plan Policies, Planning Best Practices, Planning Team input, and public input.
9. Coordinate the City interdepartmental review, including review by Zoning section staff and the City Attorney.
10. Present the plan to Planning Commission and City Council.

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*The Planning and Development Services Director and the Planning Team may modify the following Work Program as necessary in order to adjust to any unforeseen events within the city organization or the community.*

**1. January 2010**

- Hold 1st Planning Team meeting and organize Planning Team
- Matrix Design Group in collaboration with staff begin one-on-one stakeholder interviews
- Develop a work program and finalize.
- Staff develop a Land Use Plan framework
- Staff organize the Sector Plan Technical Committee

**2. February 2010**

- Hold 2<sup>nd</sup> and 3<sup>rd</sup> Planning Team meeting
- Sign Memorandum of Understanding
- Staff and Matrix Design Group work on draft document and Future Land Use Plan

**3. March 2010**

- Hold 4<sup>th</sup> and 5<sup>th</sup> Planning Team meetings
- Hold 1<sup>st</sup> Public Meeting to gather public feedback and update working document as needed
- Create an updated Land Use Map with accompanying text.
- Review draft plan text, determine if it needs to be expanded, and update if necessary.
- Staff and Matrix Design Group brief City Council on draft plan

**4. April 2010**

- Planning Team works to publicize a public meeting to seek input on the updated plan and arrangements for meeting refreshments, location, etc.
- Hold 6<sup>th</sup> Planning Team meeting
- Hold 2<sup>nd</sup> public meeting to receive public input on the draft plan
- Staff organizes review of the plan with the relevant City Departments and Technical Committee
- Staff and Matrix Design Group create a final Camp Bullis Sector Plan based on Planning Team input, public meeting input, Technical Committee review, and best planning practices
- Staff and Matrix Design Group brief Planning Commission and Zoning Commission

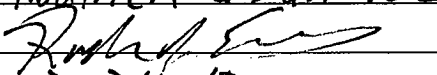
**5. May 2010**

- Staff and Matrix Design Group prepare the Camp Bullis Sector Plan for consideration by Planning Commission and City Council.

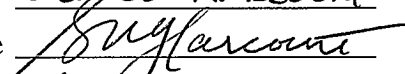
**6. May 2010 and beyond: Plan Implementation**

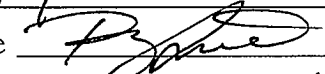
- The Planning Team continues to promote the plan to area stakeholders, newcomers, and plan partners and works on plan implementation.
- Staff forwards notices of plan amendment applications and zoning changes to the Planning Team.

Director of Planning & Development

Name Roderick J Sanchez  
Signature   
Date 3-24-10

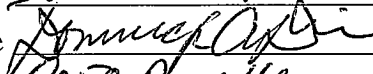
Planning Team Members

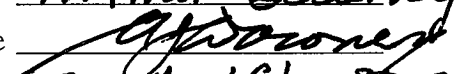
Name (PRINT) George Harcourt  
Signature   
Address 40 NE 200 410 #607  
Phone Number 210 804 4845  
Zip Code 78216  
Email Address george.harcourt@gabb-ellis.com  
Date 9 FEB 2010

Name (PRINT) Ryan Smith  
Signature   
Address 2013 Broadway 78205  
Phone Number 210-541-9790  
Zip Code 78215  
Email Address rsmith@cross-co.com  
Date 2/9/2010

Stakeholder Type \_\_\_\_\_

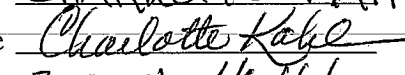
Stakeholder Type North Chamber representative

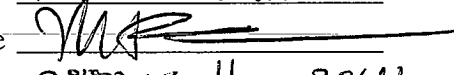
Name (PRINT) Dominick A. DINA  
Signature   
Address 9050 Ryelle  
Phone Number (210) 273-9082  
Zip Code 78250  
Email Address dadina@subell.net  
Date 02.09.2010

Name (PRINT) Arthur Downey  
Signature   
Address 730 Arch Stone Dr 78258  
Phone Number 210-447-8873  
Zip Code 78258  
Email Address adowney@ix.netcom.com  
Date 02/09/2010

Stakeholder Type \_\_\_\_\_

Stakeholder Type District 9 Neighborhood Alliance

Name (PRINT) CHARLOTTE KAHN  
Signature   
Address 2103 W. Mistletoe Ave  
Phone Number (210) 735-3503  
Zip Code 78201  
Email Address OSTROCKAH@AOL.COM  
Date 2/9/10

Name (PRINT) Mark Schnur  
Signature   
Address 2800 US Hwy 281N  
Phone Number 210-233-3451  
Zip Code \_\_\_\_\_  
Email Address mark.schnur@saws.org  
Date Feb 9 2010

Stakeholder Type historic hwy

Stakeholder Type Utility

Attachment 1 -  
Work Program

Camp Bullis Sector Plan

Name (PRINT) Jim Cannizzo  
 Signature [Signature]  
 Address 1306 Stanley Rd, Bldg 134  
 Phone Number (210) 295-9830  
 Zip Code 78234  
 Email Address jamer-cannizzo@us.army.mil  
 Date 2/9/10  
 Stakeholder Type Army

Name (PRINT) MONA Lowe  
 Signature [Signature]  
 Address P.O. Box 6903, SATX  
 Phone Number 210-240-8031 78209  
 Zip Code 78209  
 Email Address MLOWE.m3@gmail.com  
 Date 2-9-10  
 Stakeholder Type IREM Representative

Name (PRINT) Jody Sherrill  
 Signature [Signature]  
 Address 8503 KNIGHTS KNOLL  
 Phone Number 210-325-9309  
 Zip Code 78254  
 Email Address jsherrill@sbcglobal.net  
 Date 9 FEB 10  
 Stakeholder Type Planning Comm / NWA

Name (PRINT) Sue Snyder  
 Signature [Signature]  
 Address 5655 Lockhill Rd  
 Phone Number 210 316 1348  
 Zip Code 78240  
 Email Address Snyder-Mailbox@SBCGlobal.net  
 Date 2/9/10  
 Stakeholder Type Resident (OENA)

Name (PRINT) CHUCK SAXER  
 Signature [Signature]  
 Address 2426 Mill Creek Dr  
 Phone Number 210-408-1032  
 Zip Code 78231  
 Email Address cpsaxer@att.net  
 Date 9 Feb 2010  
 Stakeholder Type Neighborhood NWOD

Name (PRINT) KAY Phipps  
 Signature [Signature]  
 Address 10122 Sandly Glen  
 Phone Number 210-558-9603  
 Zip Code 78240  
 Email Address KAKEKE@AOL.com  
 Date 2-9-10  
 Stakeholder Type Neighborhood (LWA)

Name (PRINT) Julie Kelleher Stacy  
 Signature [Signature]  
 Address 223 Allen St  
 Phone Number 828-1088  
 Zip Code 78209  
 Email Address jkstacy@mac.com  
 Date Feb 9, 2010  
 Stakeholder Type Friends of Friedrich Park

Name (PRINT) BEBBE FENSTERMAKER  
 Signature [Signature]  
 Address P.O. Box 1264 Boerne 78006  
 Phone Number 830-981-4477  
 Zip Code 78006  
 Email Address mrvrictex@gmail.com  
 Date 2-9-2010  
 Stakeholder Type Rancher Hill Country Planning Association

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Work Program

Camp Bullis Sector Plan

<p>Name (PRINT) <u>Susan Beavin</u></p> <p>Signature <u>Susan Beavin</u></p> <p>Address <u>19807 Scenic Loop Rd</u></p> <p>Phone Number <u>210-695-6627</u></p> <p>Zip Code <u>78023</u></p> <p>Email Address <u>sheba4us@sbcglobal.net</u></p> <p>Date <u>2-9-2010</u></p> <p>Stakeholder Type <u>Historic Pres</u></p>	<p>Name (PRINT) <u>Ed Griffith</u></p> <p>Signature <u>[Signature]</u></p> <p>Address <u>3411 Magic Drive</u></p> <p>Phone Number <u>210 581-1111</u></p> <p>Zip Code <u>78229</u></p> <p>Email Address <u>egriffith@cdfsunery.com</u></p> <p>Date <u>2/9/10</u></p> <p>Stakeholder Type <u>Resident/Consultant/PEPP</u></p>
<p>Name (PRINT) <u>Kathleen Murray</u></p> <p>Signature <u>Kathleen P. Murray</u></p> <p>Address <u>5914 Old Camp Bullis Rd</u> <u>3A-TX</u></p> <p>Phone Number <u>698-2766</u></p> <p>Zip Code <u>78257</u></p> <p>Email Address <u>DKmurray@peoplepc.com</u></p> <p>Date <u>2-9-2010</u></p> <p>Stakeholder Type <u>Neighborhood</u></p>	<p>Name (PRINT) <u>SUSAN WRIGHT</u></p> <p>Signature <u>Susan Wright</u></p> <p>Address <u>15303 Artesian Oaks</u></p> <p>Phone Number <u>827 1133</u></p> <p>Zip Code <u>78232</u></p> <p>Email Address <u>swassociates@sbcglobal.net</u></p> <p>Date <u>2-9-10</u></p> <p>Stakeholder Type <u>GSABA</u></p>
<p>Name (PRINT) <u>Michael D. Moore</u></p> <p>Signature <u>Michael D. Moore</u></p> <p>Address <u>17918 Texas Emmyhwn</u></p> <p>Phone Number <u>(210) 861-2746</u></p> <p>Zip Code <u>78258</u></p> <p>Email Address <u>Ironstonedev@satt.rr.com</u></p> <p>Date <u>2-9-10</u></p> <p>Stakeholder Type <u>GSABA</u></p>	<p>Name (PRINT) <u>ROBERT J. WANDRISCO</u></p> <p>Signature <u>Robert J. Wandrisko</u></p> <p>Address <u>4784 SHAWANO OAK, SUITE 250</u></p> <p>Phone Number <u>210-493-6700</u></p> <p>Zip Code <u>78249</u></p> <p>Email Address <u>WANDRISCO@AOL.COM</u></p> <p>Date <u>2-9-10</u></p> <p>Stakeholder Type <u>SAAA</u></p>
<p>Name (PRINT) <u>James Cannizzo</u></p> <p>Signature <u>[Signature]</u></p> <p>Address <u>1306 Stanley Rd</u></p> <p>Phone Number <u>(210) 295-9830</u></p> <p>Zip Code <u>78250</u></p> <p>Email Address <u>James.Cannizzo@us.army.mil</u></p> <p>Date <u>3/28/10</u></p> <p>Stakeholder Type <u>Army</u></p>	<p>Name (PRINT) <u>Bob Liesman</u></p> <p>Signature <u>Bob Liesman</u></p> <p>Address <u>2310 Encino Hollow</u></p> <p>Phone Number <u>545-1122 (work)</u></p> <p>Zip Code <u>78259</u></p> <p>Email Address <u>bliesman@mbcengineers.com</u></p> <p>Date <u>3/28/10</u></p> <p>Stakeholder Type _____</p>

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Work Program

Camp Bullis Sector Plan

Name (PRINT) Ed Griffith  
 Signature [Signature]  
 Address 3411 Magic Dr.  
 Phone Number 210-584-1111  
 Zip Code 78229  
 Email Address egriffith@cdsmuery.com  
 Date 3/23/10  
 Stakeholder Type PEPP

Name (PRINT) Art Dooney  
 Signature [Signature]  
 Address 730 Arch Stone  
 Phone Number 210-497-8873  
 Zip Code 78258  
 Email Address \_\_\_\_\_  
 Date \_\_\_\_\_  
 Stakeholder Type \_\_\_\_\_

Name (PRINT) James Serrato  
 Signature [Signature]  
 Address 214 W. NOEVA St.  
 Phone Number 207-7684  
 Zip Code 78207  
 Email Address James.serrato@sonarimo.gov  
 Date 3/23/10  
 Stakeholder Type Police

Name (PRINT) Mac Canales  
 Signature [Signature]  
 Address 818 S Flores  
 Phone Number 210 477 6012  
 Zip Code 78204  
 Email Address Mauricio\_Canales@saiaa.org  
 Date 3/23/10  
 Stakeholder Type SAHA

Name (PRINT) Mark Schner  
 Signature [Signature]  
 Address 2800 US Hwy 281N  
 Phone Number 210-233-3451  
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 Email Address mschner@saws.org  
 Date March 23, 2010  
 Stakeholder Type Utility

Name (PRINT) Jay Millikin  
 Signature [Signature]  
 Address 150 N. Seguin Ave  
 Phone Number New Braunfels, TX 78130  
 Zip Code 78030, 221.1100  
 Email Address cctjpm@co.comal.tx.us  
 Date 3/23/10  
 Stakeholder Type Comal County Commissioner

Name (PRINT) Shanna Kilgore  
 Signature [Signature]  
 Address 11300 Expo Blvd #2317  
 Phone Number (830) 534-2614  
 Zip Code 78230  
 Email Address Shanna.Kilgore@valero.com  
 Date 3-23-10  
 Stakeholder Type Valero

Name (PRINT) \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
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 Email Address \_\_\_\_\_  
 Date \_\_\_\_\_  
 Stakeholder Type \_\_\_\_\_

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Camp Bullis Sector Plan

Name (PRINT) KATHRYN Phipps  
Signature Kathryn Phipps  
Address 10122 SANDY GLEN  
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Date 3-23-10  
Stakeholder Type NA Neighborhood Council

Name (PRINT) John Yarger  
Signature John Yarger  
Address 6923 Washita Way  
Phone Number 325-2300  
Zip Code 78256  
Email Address yargerst@sattx.rr.com  
Date 3-23-10  
Stakeholder Type HOA Board

Name (PRINT) Kathleen K Smith  
Signature Kathleen Smith  
Address 15315 Grey Fox Terrace  
Phone Number 695-4449  
Zip Code 78255  
Email Address Kathy@dksmithfamily.com  
Date 3-23-10  
Stakeholder Type Neighborhood Assn

Name (PRINT) Christina DeLa Cruz  
Signature \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Zip Code \_\_\_\_\_  
Email Address \_\_\_\_\_  
Date \_\_\_\_\_  
Stakeholder Type \_\_\_\_\_

Name (PRINT) BEBE FEUSTERMAKER  
Signature Bebe Feusterman  
Address P.O. Box 1264  
Phone Number 830 981 41202  
Zip Code 78006  
Email Address maverick@post.hotmail.com  
Date 3-23-10  
Stakeholder Type Hill Co. Planning Assn.

Name (PRINT) \_\_\_\_\_  
Signature \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Zip Code \_\_\_\_\_  
Email Address \_\_\_\_\_  
Date \_\_\_\_\_  
Stakeholder Type \_\_\_\_\_

Name (PRINT) Michelle Parlett  
Signature Michelle Parlett  
Address 100 Dalbosa  
Phone Number 210 335 0034  
Zip Code 78205  
Email Address mparlett@hcar.org  
Date 3/23/10  
Stakeholder Type Government

Name (PRINT) \_\_\_\_\_  
Signature \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
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Email Address \_\_\_\_\_  
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Date \_\_\_\_\_  
Stakeholder Type \_\_\_\_\_

Name (PRINT) \_\_\_\_\_  
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Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
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Email Address \_\_\_\_\_  
Date \_\_\_\_\_  
Stakeholder Type \_\_\_\_\_

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