



Memorandum of Understanding

Who:

- Swift Planning Group – Kathryn Doherty-Chapman, Jodi Jacobson-Swartzfager, Zef Wagner, Brian Hurley, Rebecca Hamilton, Jake Warr
- Kenton Neighborhood Association, Meegan Watts and Steven Rupert
- Interstate Corridor Business Association- Chris Duffy

When:

- Effective from February 10th, 2013 – June 10th, 2013

What:

- The Memorandum of Understanding defines the roles and responsibilities of Swift Planning Group and the Kenton Neighborhood Association during the specified time frame.

Swift Planning group will:

- Conduct background research to better understand the contextual, political, historical and demographic qualities of the Lombard Corridor.
- Create an existing conditions report, which will be used to inform recommendations for streetscape and land use improvements along the corridor. It will also be used to identify strategies for strengthening the community identity along the corridor.
- Organize and host public engagement events and craft written and web-based surveys, which will include, but is not limited to:
 - Two neighborhood Walk-Alongs
 - One Open House
 - A series of stakeholder interviews
 - One online survey
 - At least two Coffee Talks
 - This information will be used to draft a vision for the Lombard corridor.
- Provide a final report with a set of recommendations and strategies to implement this vision.
- Will regularly meet with KNA and provide timely status updates per our workplan.

Kenton Neighborhood Association will:

- Provide space for community outreach events.

- Promote planned public engagement events through community outreach.
- Reimburse Swift Planning Group with for supplies through monetary or in-kind donations. Monetary reimbursements will not exceed \$1200.
- Meet with Swift Planning Group every two weeks, or as needed.
- Provide contact information and assist with connecting Swift Planning Group with members of the community.
- Supply and/or support the acquisition of necessary data.
- Read and provide feedback on the drafts of all deliverables within 5 business days.

Receipts and documentation for expenses will be submitted to the Kenton Neighborhood association. Kenton Neighborhood Association will reimburse Swift Planning Group within 30 days of receiving expense documentation. All reimbursements will be made before July 10th, 2013.

Swift Planning Group:

Kathryn Doherty-Chapman, Project Manager

Rebecca Hamilton, Public Outreach Coordinator

Brian Hurley, Research Lead

Jodi Jacobson-Swartfager, Design Lead

Jake Warr, Technical Lead

Zef Wagner, Editor

Date March 6th, 2013

Kenton Neighbors Association:

Steven Rupert, Land Use Chair

Meegan Watts, Co-chair

Interstate Corridor Business Association:

Chris Duffy

Date MARCH 12, 2013