



Design Committee CHARTER

The Design Committee's purpose is to preserve and enhance Downtown's buildings, landmarks, and public spaces while creating a welcoming, inclusive, and safe environment focused equally on the desires of the businesses and the community members.

ROLES

The role of the Design Committee is to identify ways to attract visitors to Downtown Hillsboro because of the ambiance and atmosphere, while being proactive in preventing and addressing deterrents to visitors, shoppers, and investors.

Programmatic Responsibilities:

These are the primary responsibilities of the Design Committee:

- Initiate and support placemaking activities
- Maintain continuity with infill opportunities and use of underutilized spaces
- Assist with historic building rehab and maintenance
- Create a well-defined, clean, and inviting pedestrian environment.
- Work to subsidize and support the efforts of the City of Hillsboro within the district

Programs and Projects:

The current list of programs and projects that the Design Committee is working on is available by request from the Executive Director. Some examples include:

- Façade improvements
- Garbage and litter management
- Hanging baskets
- Historic preservation
- Parking
- Public art
- Public restrooms
- Safety
- Street and Public Works
- Streetscapes
- Commons activation
- Way-finding
- Public improvements

Reoccurring Tasks

The current list of tasks that the Design Committee is responsible for is also available. Some examples include:

- Asset inventory
- Hanging basket contract

Committee Parameters

The committee should be aware of the scope of other committees and keep communication about new ideas and projects open to collaboration or handing-off when appropriate. There will be some situations where efforts should be deferred to or approved by the Executive Director and/or Board in advance. Examples of these may include: press releases, official communication with elected officials, changes to planning and strategic documents, insurance special requirements, and professional service contracts.

ORGANIZATION

The Design Committee is comprised of the employees, volunteers, and advisors that manage the visual and experiential efforts for Downtown Hillsboro. A paid employee may be assigned to support the committee with administrative tasks.

Membership

The committee will ideally be composed of volunteers that are Downtown enthusiasts, well-connected community members, artists, historians, gardeners, librarians, trades people, architects, photographers, and anyone excited about engaging the community in placemaking and life-long learning in Downtown Hillsboro. We encourage participants to solidify their involvement by becoming a committee member.

The path to becoming a committee member includes three steps:

1. Attend a least two Design Committee meetings in a three-month period.
2. Complete the general HDP volunteer orientation.
3. Complete an onboarding meeting with the committee Chair or Board liaison.

Member Expectations

For the committee to keep progressing, consistency in membership is vital. Committee members should expect to contribute the following, and if they do not, may be removed from the committee at the Chair's discretion.

- Dedicate a minimum 20 hours per calendar year to the work of the Design Committee.
- Attendance at regular meetings, without missing more than two consecutive meeting.
- Participation in at least one committee-related program or project per year.
- Put personal interests aside and represent a collaborative mentality and for the good of the Downtown district as a whole.

Chair Expectations

The Chair (or co-chairs), with the ongoing support of the Executive Director, will endeavor to maintain a functioning committee that works effectively and cohesively. This may be accomplished in the following ways:

- Dedicate a minimum of 30 hours per calendar year to lead the committee.
- Ensure that actions and deliverables of the committee fit the goals and priorities of the HDP Board and are within the scope of the committee.
- Building a sense of teamwork through consistent and intentional communication, consensus decision making, and succession planning.
- Participate in quarterly meetings of the committee chairs.
- Reach out to the Board and Executive Directors to share successes and for additional support when needed.
- Provide notes on the committee's meetings and progress to the Executive Director each month.

Board Liaison Expectations

The Board Liaison to the Design Committee is responsible for ensuring the lines of communication, transparency, and support are continuously maintained between the committee and the Board. The liaison will also take nominations for Design Committee chairs to the Board for appointment.

ACCOUNTABILITY

To instill confidence and autonomy in the responsibilities bestowed upon committees, while minimizing micromanagement, the Board expects that following accountability practices of the Promotions Committee.

Budget

The committee will be asked to participate in the annual budgeting process. All members will collectively be responsible for the management of the committee's allotted budget and, upon consensus of the committee, have the authorization to change the application of funds within that allotment. Any additional funds will need to be preapproved by the Board prior to being spent.

Proposals

The committee is welcome to propose ideas informally to directors if they are seeking feedback on projects and other operations within the scope of the committee. If projects are within the scope of the committee, approval from the Board is not necessary. Here are some examples of items that will need the official approval by the Board:

- Appointments to the position of chair of the committee.
- Projects or task forces that require professional service contracts, partnership contracts, or funding beyond the annual budget allotment.

Reporting

The committee will maintain reliable records and adequate data, using the accepted software and platforms in current use by HDP, and produce realistic reports for the Executive Director or Board when requested. These will consistently include:

- Monthly committee reports to the Executive Director at the end of each month.
- Previous year highlights to be included in the annual HDP report.

Original Adoption Date	Last Revision Date
September 18, 2018	N/A