

**Hillsboro 2020 Vision Implementation Committee
Meeting #4 Summary**

**Monday, May 14, 2001
6:00 – 8:00 p.m.**

Members present:

John Coulter, Chair
Shirley Huffman, Vice Chair
Dan Aberg
Manuel Castaneda
Barbara Hanson
John Hartner
Marilynn Helzerman
Pastor Tim Huber
Shirley Huffman
Darell Lumaco
Chrissie Manion
Rick Van Beveren
Diane Walton

Elected Officials / City Staff / Consultants:

Councilor Cynthia O'Donnell
Rob Massar, City of Hillsboro
Sarah Jo Chaplen, City of Hillsboro
Erik Jensen, City of Hillsboro
Steven Ames, Consultant
Jason Robertson, Barney & Worth, Inc.
Michele Neary, Barney & Worth, Inc.

1. Opening Remarks

John Coulter, Chair, opened the meeting and welcomed the Committee. He issued each Vision Implementation Committee member 25 Town Hall flyers for distribution to associates, businesses, and acquaintances.

2. Town Hall Preparation

Steven Ames reviewed the Town Hall program and talking points for all presenters. He then reviewed draft "volunteer" and "feedback" forms. He said both forms will be distributed at the door, and as with other handouts for the evening, they would be translated into Spanish. He added that one of the most important goals of the event was to recruit volunteers and encourage citizens to get involved in Vision implementation.

Ames said volunteer and feedback forms would be received at any time during the meeting, and that participants would be reminded to complete them during the Q & A portion of the Town Hall. Ideally, forms will be turned in at the door as people leave. He asked Committee members helping with set-up to arrive by 4:00 PM, as lead partners would begin setting-up shortly thereafter.

He then asked Committee members to comment on the forms and program. Committee suggestions and questions included:

- Marilyn Helzerman asked if a mailing address and phone number would be added to the volunteer form. *ANSWER:* Yes.
- John Hartner wondered if the VIC was prepared for success. He asked what would happen if 100 people signed-up as volunteers. How they would be

contacted and when? He also asked how Lead Partner table-specific sign-up sheets and general volunteer forms would be consolidated. *ANSWER: People signing-up at the Town Hall will be added to the Vision 2020 volunteer database. After the Town Hall, lead partners will receive a reminder letter indicating that there is a list of people available to help them with their implementation projects. New sign-ups will be contacted within 30 days of the Town Hall to let them know their names have been forwarded to the appropriate entity(ies). The volunteer form will also be revised to let people know information they provided will be entered into the 2020 volunteer database. Lead Partners setting-up display tables will be contacted prior to the event and asked to supply copies of their volunteer rosters to the planning team following the Town Hall. The Vision Implementation Committee Steering Committee will meet again after the Town Hall to further discuss volunteer coordination.*

3. How the Implementation Committee has Fulfilled its Charge

Jason Robertson reviewed the Charge Fulfillment portion of the Draft 2020 Vision and Action Plan Annual Progress Report (pages 2-3). He said the Charge consisted of various elements, and explained the different activities the Committee had undertaken to complete their assignment. He asked Committee members if they had questions or concerns about the approach or methods. All agreed the Charge had been met.

4. Final Report – Committee Discussion

Robertson reviewed the Draft 2020 Vision and Action Plan Annual Progress Report. The Committee was asked to carefully review the Draft and provide feedback to Erik Jensen no later than Friday, May 25. Not all report components have been completed (i.e. Public Feedback from Town Hall meeting). Missing pieces will be added following the Town Hall meeting, along with Committee input from the draft. Once the planning team has incorporated Committee feedback, an updated and formatted report will be presented to the Steering Committee in mid-June. The planning team will then revise the report and reissue it to the Committee members for final approval in late June. Upon Committee member approval, the Annual Report will be forwarded to Hillsboro City Council.

The Committee was asked to provide feedback to Erik Jensen via e-mail. Questions about report content or format can be forwarded to Jason Robertson via e-mail or phone.

5. Addressing Lead Partner Requests

Coulter reviewed the proposed structure for responding to lead partner requests. He said there were three types of responses needed. The first type pertains to requests to modify the *Hillsboro 2020 Vision and Action Plan*. He said there were eight such requests in year one, and that the Committee's charge requires review of each one before forwarding recommended changes to City Council. He then reviewed each proposed change.

Action 7.1: This action refers to use of the Town Theater. The City of Hillsboro staff feels the language, as written, may restrict future efforts to implement the action. The City requests the language be expanded to ensure renovation can be completed. The City is currently investigating what will be necessary to bring the building up to code, and is seeking consultant bids for an ADA structural analysis. Regardless of the outcome of that study, the City intends to make the Town Theatre site functional again, and ensure it becomes a "third place" as called for in the Vision and Action Plan. If amended as requested, action 7.1 would read:

"A) Locate and develop an additional facility for community meeting space downtown Hillsboro. (B) Study the viability of renovating the Town Theater for a third place use. If renovation is not viable, study other third place uses for the site."

John Coulter asked the Committee if it had any question or comments. Discussion topics included:

- It was pointed out that the action was slated for the 3-5 year timeline in the Vision and Action Plan, and not for years 1-2 as written in the Committee's handout. Erik Jensen, City of Hillsboro, suggested expanding the timeline across all categories as work would likely take place in all three.
- Diane Walton asked who the City had communicated with regarding future plans for the Town Hall Theatre. Rob Massar, City of Hillsboro Assistant City Manager, said the City had spoken with a wide range of interested parties. He said there had been a real variety of development proposals forwarded to the City, but that no decision had been made regarding how to proceed.
- Several meeting participants asked for clarification regarding the meaning of "third place," Jason Robertson said a "third place" is a community meeting place – somewhere where people can gather outside of work or home.
- A request was made to define "Downtown Hillsboro" as it pertains to the action. *Answer:* The area between 1st to 6th and Oak to Lincoln.
- Jensen recommended the "cost range" category be amended to read "undetermined" as no cost estimates have been completed at this time.

The Committee approved the proposed modification to Action 7.1.

Action 29.2: The Hillsboro Chamber of Commerce requested changing the action wording to increase the likelihood of implementation. If amended, the action would read:

“Maintain an on-going database of vacant land and current list of brokers and leading agents for commercial and industrial properties.”

The Committee approved the proposed modification to Action 29.2.

Action 31.2: Chamber agreed to serve as co-lead partner with City of Hillsboro.

The Committee approved the proposed modification to Action 31.2.

Action 33.3: The Chamber thinks that the Business Education Compact is a better partner, as this is the type of work the organization does. The Business Education Compact agreed to serve as lead partner, and the Chamber will serve as a support partner.

The Committee approved the proposed modification to Action 33.3.

Action 2.1: The Chamber request that implementation be expanded to include all timeline categories.

The Committee approved the proposed modification to Action 2.1.

Action 9.1: Tuality Healthcare agreed to serve as lead partner for this action in the City’s stead.

The Committee approved the proposed modification to Action 9.1.

Action 12.1: The Chamber relinquishes its role as lead partner to the Westside Transportation Alliance.

The Committee approved the proposed modification to Action 12.1.

Action 16.5: The wording “old school district facilities and other” will be removed from the action language. This is a correction that should have been made before printing the report last year, based on a request by the Hillsboro School District.

The Committee approved the proposed modification to Action 16.5.

Requests for Vision Implementation Committee Assistance: The Committee reviewed requests for Vision Implementation Committee Assistance. The Committee approved referring requests for *clarification* to the Chair of the Vision Action Team originally responsible for developing the action. The Committee approved the process of handling requests which are deemed beyond the scope of the Vision Implementation Committee – the planning team (VIC Chair, consultants, City project manager) will put the requesting lead partner in touch with an individual or organization who might be able to assist.

6. Other Issues and Questions

Coulter distributed a Committee Evaluation Questionnaire. The Committee was asked to review the questionnaire and return it to Erik Jensen by Friday, May 25. Coulter noted that not many communities have ever gone this far in the visioning

process. The Committee wants to ensure its members feel that the process is going down the right road. The Committee was asked to evaluate how effective the Committee has been, and begin looking to the next year.

The Committee was asked to return questionnaire responses to Erik Jensen via e-mail or fax.

Jensen introduced Jose Jaime, who has translated all the Vision 2020 documents into Spanish. Coulter thanked the Committee and planning team for its efforts, and asked to Steering Committee to coordinate its next meeting time.

7. Public Comment

No public comment was heard. The meeting was adjourned at 7:33 p.m.