



# Committee Charter

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In December 2018, the Highland Park Neighborhood Association (HPNA) decided to move forward with exploring the creation of form-based overlay protection for the Highland Park Neighborhood's historic character. This decision was made based on a formal survey of residents in December 2018. At its January 8, 2019, meeting, HPNA officers unanimously approved the formation of a committee to further study and work with governmental authorities to develop a form-based overlay and the committee's operating guidelines.

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## Preservation Steering Committee

The Preservation Steering Committee (PSC) is established to work with the Tippecanoe County Area Plan Commission (APC), Lafayette Economic Development, and the Lafayette City Council to develop a Highland Park form-based overlay ("the overlay").

The PSC will ensure that the overlay is grounded in the values and preferences of Highland Park residents and property owners. The primary responsibilities of this committee are to serve as the voice of the neighborhood and provide thoughtful comment on the development of the overlay document, including (but not limited to) requirements, standards, and implementation. Through their involvement and service, PSC members will shape Highland Park's future by respecting its past. The PSC requires annual reauthorization by the officers of HPNA.

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## Preservation Steering Committee Operating Guidelines

The Preservation Steering Committee shall be comprised of six to 12 members. Committee members shall be selected because of their tenure in the Highland Park Neighborhood, knowledge of Highland Park history, current or previous involvement with HPNA and/or neighborhood initiatives, professional expertise, and/or interest in contributing to the discussions and decisions. The chair of the committee shall be an elected HPNA officer.

A committee member will be expected to:

- Provide guidance to the APC that aligns neighborhood expectations and values, including a definition of the "Highland Park aesthetic," with the development of the overlay.
- Meet at least quarterly.
- Review draft documents and provide feedback.
- Engage non-committee neighbors in the process and solicit input through discussion.
- Distribute accurate information to neighbors on the merits of this effort.
- Attend and participate in PSC meetings. Members are asked to commit to attending at least 80 percent of meetings and not miss two consecutive meetings.

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- Prepare and present status reports and updates for HPNA meetings, as requested.
- Attend and participate in community outreach sessions such as APC meetings, Lafayette City Council meetings, or other public meetings related to the development of this overlay.

Committee meetings will be documented through written summaries and published on the HPNA website. Minutes of PSC meetings shall be publicly available on the HPNA website.

A quorum of the committee shall consist of 30 percent of the committee members. A quorum shall be required for any vote. Decisions by the committee shall be evidenced by recorded vote. A simple majority vote of committee members present shall be required to affirm decisions.

The Committee shall have the authority to represent and speak for HPNA before governmental groups and community stakeholders. All decisions by the committee shall be decisions of the Highland Park Neighborhood Association (HPNA) unless overridden by a majority vote of the officers of the HPNA.