



Work Plan 2010

Design Committee

Chairperson: Paul Mecklenborg

Design means getting Highland Station into top physical shape. An inviting atmosphere conveys a positive visual message about the commercial district and what it has to offer. Good maintenance practices are key in the downtown district, enhancing the physical appearance of Highland Station by rehabilitating historic buildings, encouraging appropriate new construction, developing sensitive design management systems, and long-term planning.

The Design Committee has identified the following projects for 2010:

1. Move forward with the E. Livingston Rd. Design and Storm Water Management project.
2. Review the Highland Station zoning ordinance and make recommendations to improve functions.
3. Review Façade Improvement program and promote to the business community.

1. Project/Activity: E. Livingston Rd. Design and Storm Water Management project.					
Tasks	Measurable	Person Responsible	Start/End Dates		Budget
Continue to work with designer on physical plan for both appearance and function.	Final report/recommendations received	Committee, Staff & Consultants	01/10	06/10	20,600
Research other possible grant opportunities.	Possible grants assessed and applied for if applicable	Staff & Consultants	Ongoing		
Share design plan when available with community including property owners, township and county.	Community meetings held	Committee, Staff & Consultants	07/10	09/10	500
Develop a working budget.	Working project budget created	Staff & Consultants	09/10	11/10	
Hire appropriate traffic consultant.	Traffic consultant hired	Committee	02/10	05/10	2,500
Total Budget					\$23,600

2. Project/Activity: Review current Highland Station Zoning Ordinance					
Tasks	Measurable	Person Responsible	Start/End Dates		Budget
Review current zoning language to see where clarification is needed and improvements can be made.	Summary of recommendations created	Committee & Staff	02/10	05/10	
Review other communities zoning to see current best practices.	Various zoning policies reviewed and considered for Township	Committee	Ongoing		
Make recommendations to Township Planning Commission.	Formal report created & printed	Committee & Staff	05/10	06/10	500
Total Budget					\$500

3. Project/Activity: Highland Station Façade Program					
Tasks	Measurable	Person Responsible	Start/End Dates		Budget
Research other communities façade programs and marketing materials for best practices.	Various packets collected and reviewed	Committee	02/10	04/10	
Review current façade program and make recommendations to make more accessible to businesses.	Recommendations implemented	Committee	04/10	05/10	19,500
Evaluate potential buildings/businesses that may benefit from the MSOC Design Assistance Program.	Businesses approached and recommendations made	Committee	Ongoing		
Offer to provide basic design assistance to possible candidates.	Basic assistance provided as needed	Committee & Staff	Ongoing		1,500
Review marketing materials and make improvements.	Recommendations given to Org Committee to implement	Committee & Staff	04/10	06/10	
Total Budget					\$21,000

The above projects result in a projected budget need of \$45,100.00 for Design Committee activities for the 2010 fiscal/calendar year, excluding consulting fees.