



# Work Plan 2012

## Design Committee

Chairperson: Rick Hamill

**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 the 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 2012

1. Move forward with the Milford Rd/ E. Livingston Rd. Streetscape Design 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: Develop street designs and plans for Highland Station & Milford Road Sidewalk/Parking					
Tasks	Measurable	Person Responsible	Start/End Dates	# of Vols.	Budget
Continue to work with designer on the Bid Package for Milford Rd./E. Livingston Rd. Streetscape.	Bids out for work	Committee, Staff & Consultant	1/12 04/12		\$35,000 (Sidewalk Budget)
Develop package for presentation to Township Board for support of Funding	Bonding/Borrowing sanctioned by Township Board. We have had initial presentation and plan to meet w/township board in a work session	Committee, Staff & Consultants	9/11 2/12		--
Share design plan when available with community including property owners, township and county	Community meetings held	Committee, Staff & Consultants	01/12 04/12		\$2000 (Sidewalk budget)
Ongoing Project Review. Including details such as light poles, benches, misc .streetscape items	Actual items selected for installation	Committee, Staff & Consultants	01/12 5/12		
Presentation to Planning Commission	Final reports	Committee, Staff & Cons			
<b>Total Budget for this project</b>					<b>Sidewalk Budget</b>

<b>2. Project/Activity: Review Current Highland Station Zoning Ordinance</b>						
<b>Tasks</b>	<b>Measurable</b>	<b>Person Responsible</b>	<b>Start/End Dates</b>	<b># of Vols.</b>	<b>Budget</b>	
Review current zoning language to see where clarification is needed and improvement can be made	Summary of recommendations created	Committee & Staff	02/12 9/12			
Make Recommendations to Township Planning Commission	Formal report created & printed	Committee & Staff	10/12 12/12		\$500	
<b>Total Budget for this project</b>						<b>\$500.00</b>

<b>3. Project/Activity: Highland Station Façade Program</b>						
<b>Tasks</b>	<b>Measurable</b>	<b>Person Responsible</b>	<b>Start/End Dates</b>	<b># of Vols.</b>	<b>Budget</b>	
Review current façade program and make recommendations to make more accessible to businesses	Recommendation implemented	Committee	04/12 08/12		\$6,500	
Evaluate potential buildings/businesses that may benefit from the MSOC Design Assistance Program	Businesses approached and recommendation made	Committee	Ongoing			
<b>Offer to provide basic design assistance to possible candidates</b>	<b>Basic assistance provided as needed</b>	<b>Committee &amp; Staff</b>	<b>Ongoing</b>		<b>\$5000</b>	
<b>Build a Digital marketing model of the Milford Rd. Corridor</b>	<b>Model delivered to org Committee to implement</b>	<b>Committee &amp; Staff</b>	<b>01/12 06/12</b>		<b>\$4,500</b>	
<b>Total Budget for this project</b>						<b>\$6,500</b>

**The above projects result in a projected budget need of \$6,500 for Design Committee activities for the 2012 fiscal/calendar year, excluding consulting fees.**