

CHARTER TOWNSHIP OF HIGHLAND  
DOWNTOWN DEVELOPMENT AUTHORITY  
Record of the November 2, 2005 Meeting  
Highland Station

**Members Present:** Keith Rhodes (Chairman), Sharon Greene, Jim Gorman, Susan Happel, Roscoe Smith, Gail Perrin, Patricia Pilchowski (Township Supervisor),

**Members Absent:** Neil Kajy

**Staff Present:** Jill Bahm (HDDA Director)

**Visitors Present:** David Blossey, Sue Grissim, Jim Allie, Carole Litzelman, Paul Young, Mick Bell, Larry Shew, Susan Bennett, Russell Lewis (Main Street Oakland County), Lynn Olivier, Mat Gaberty (Road Commission of Oakland County)

**Chairman Rhodes called the meeting to order at 5:35 p.m.**

**Approve Meeting Minutes of October 5, 2005:  
Motion by Pilchowski, seconded by Happel, to approve the minutes of October 5, 2005 as amended. Motion carried, 7-0.**

**Members Mike Hickox and Paul Mecklenborg arrived at 5:40 p.m.**

**Financial Report:** Ms. Happel stated that there is currently \$98,610.32 in assets through October 2005.

**Old Business:**

Light Fixture Policy: Ms. Bahm is working with the light fixture manufacturers on identifying compatible styles and getting pricing.

Sparks in the Park: Ms. Bahm reminded the board that the "Call to the Public " meeting for Sparks is Nov. 9 at 7 p.m., at the Township Hall. Mr. Rhodes asked the board to think of people or groups who might be interested in taking over Sparks and encouraging them to come to next week's meeting. The HDDA would certainly take a supporting role if people are interested in taking over this event.

Temporary Library Sign: Ms. Perrin said the library is still working on a sign proposal.

**New Business:**

Board Appointment: Ms. Pilchowski reported that five excellent applicants were interviewed for the open positions on the HDDA board. She has elected to fill two of the three open seats with Susan Bennett and Scott Oppmann. Ms. Pilchowski asked all board members to send her a letter of their intent to continue serving as HDDA Board members

by November 17. Her goal is to have a HDDA board filled with committed and enthusiastic board members.

Mr. Rhodes added that with Highland being a Main Street community, the level of commitment is greater. He also wants to make sure we have an active, committed board. New committee members will be looking to the rest of the board for leadership.

Main Street Oakland County Update: Ms. Bahm filled in the board on upcoming training opportunities, including the Design Workshop on November 16-17. Board member training, called Main Street 101, will be held after the first of the year.

### **Committee Reports:**

Design: Mr. Mecklenborg reported that the design committee will start meeting in December.

Economic Restructuring: Mr. Gorman and Mr. Smith have laid out a format to share available properties with prospective developers and business owners.

Organization: No report

Promotion: Ms. Happel and Ms. Pilchowski met to discuss a meeting schedule and basic premises for their committee.

### **Community Reports:**

Ms. Greene shared information on a meeting scheduled for November 8 to plan a weekend-long event for Highland, to be held September 2006.

Ms. Pilchowski reported that Highland Recreation Area is hopefully going to be moved up to a management project with the MDNR. She also reported that Ray Polidori has been appointed to fill the term of Larry Pepera as Trustee. There are open seats on the Planning Commission and Zoning Board of Appeals.

### **Development District Reviews:**

Mr. Shew discussed his proposed site plan, located on the west side of N. Milford Rd. The design will be implemented in two phases, with the second phase done after sewers come through the Highland Station area. Parking is shown on-street, but mainly will be provided in the back of the buildings, keeping the buildings as close to the street as possible. This makes the project more pedestrian-friendly. Mr. Shew explained that his original design was one large building, but now the thinking is to build three smaller buildings, more reminiscent of the homes that are in the area. In response to a question about the historic home on the northern parcel, Mr Shew explained that studies are still ongoing over the relocation of that historic home. Ms. Pilchowski noted that the sewer plans are on track. Ms. Bahm reminded the board that the Township is holding an informational meeting regarding sewers at 7 p.m. on November 15 at the Highland Station House.

The proposed buildings are to be set back approximately fifteen feet. The historic building on the south end may be expanded and an outdoor court may be added. The renderings include design details such as porches, glass display windows and some details similar to nearby homes. Mr. Shew talked about the interest in office space, but he really wants to attract retail users.

Mr. Gaberty, Road Commission of Oakland County, explained how its Planning and Development Department works. They are working with a new perspective called "Context Sensitive Design." The RCOC wants to help communities realize their visions. He described that Milford Rd. has been identified on the Master Road Right-of-Way Plan for 120 ft. This ROW is intended to preserve enough room for future community needs. He shared a preliminary drawing, which indicated a three-lane road, on-street parking, curb and gutter, green space, eight ft. sidewalks, resulting in a 104 ft. ROW. He noted that this proposal is a draft, and has not been approved by the RCOC.

Mr. Lewis noted that the design committee has a large task ahead of itself. He asked if the township wants to be a "hamlet" and retain the character. He encouraged the township to be firm in the vision. He thinks Mr. Shew's project has captured some of the elements of a hamlet in terms of the three smaller buildings. He noted that there are many design decisions that need to be made, and that the staff of MSOC will be happy to assist the HDDA.

Mr. Shew noted that prospective tenants, who will own their spaces, are ready to go. He feels that revitalization would be furthered by people seeing new construction taking place. Mr. Rhodes called for a work session that would help balance the timing needs of the developer with the needs of the community to have design decisions addressed. Ms. Bahm will work on setting up a meeting for next week.

**Adjournment: Motion by Smith, seconded by Perrin, to adjourn the meeting at 7:25 p.m. Motion carried 9-0**