



**DESIGN COMMITTEE
2026 WORKPLANS**

Chairperson: Cassie
Committee: Roscoe
 Andy
 Michael Zeolla

UPDATED 08/11/25
\$65,800 PROJECTED 2026 BUDGET

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 2026.

1. Streetscape Flowerbeds
2. Seasonal Décor
3. Banner Program
4. Façade Improvement
5. Signage Grants
6. Completion of Highland Station Boardwalk Connection
7. Outdoor Art Gallery
8. Building Survey
9. Gateway sign & Sculpture
10. Future Projects

1. Project/Activity: Streetscape Flowerbeds						
Projected Outcome: Create a beautiful downtown with unified flowerbeds that are reviewed and maintained annually						
Tasks	Measurable	Person Responsible	Start/End Dates		# of Volunteers	Budget
Annual review	Meet, review, plan maintenance and new plantings, including native gardens	Cassie	Feb	March		
Purchase Annuals & Mulch	Chose color palette, flowers, mulch & purchase	Cassie	May	June		\$3,000
Annual Maintenance	Approve contractor Currently, Brien's Services 248 685 7276	Cassie	Feb	March		\$6,800
Additional Flowers	Review beds and plan for additional flowers	Cassie	Feb	March		\$1,000
Planting Day	Adopt a Garden Volunteer plant & all other gardens	Cassie	May	June	Adopt a Garden volunteers Plus 2 to 3	
Irrigation of Plantings	Review contract annually. Currently, 3-year contract with Kris Kopacki	Cassie/Missy	May	Nov		\$4,000
Budget for this project						\$14,800

2. Project/Activity: Seasonal Décor						
Project Outcome: Change decorations based on seasons to help attract families and friends Downtown						
Tasks	Measurable	Person Re- sponsible	Start/End Dates		# of Vols.	Budget
Christmas Tree, Veterans Pk, Steeple Hall Lights & Decorations	Contract for installation & Removal of decorations. Currently, Leclerc/Kopacki	Cassie Missy Leclerc Kopacki	Oct	March		\$6,000
Tunnel of Lights	Planning, maintenance, purchase lights	Cassie Dale/Kris	Aug	Oct		\$600
Tunnel of Lights	Install, maintain, remove tunnel of lights	Cassie Kris/Dale	Aug	March		\$600
Street Pole Lights	Snowflakes Light display installed	Cassie Leclerc	Aug	Nov		\$3,800
Highland Garden Club Seasonal decorations	Work with Highland Garden Club work to determine holiday streetscape decora- tions & seasonal flowers	Cassie/Judy	March	Oct		\$3,000
Budget for this project						\$14,000
3. Project/Activity: Banner Program						
Projected Outcome: Maintain and refresh banners for a unified look throughout the downtown district						
Tasks	Measurable	Person Respon- sible	Start/End Dates		# of Vols.	Budget
Banner maintenance	Replace hardware or weathered banners	Cassie Missy/Dale	On going			\$1,000

All Banners	Sounds like Summer, Farmers Market, Flags, Haunted Highland, Winter, S. Business Dist.	Cassie Missy	On going			\$4,000
Art Project Banners	Local Hero Banners	Missy	2025	2025		\$4,000
Budget for this Project						\$9,000
4. Project/Activity: Facade Improvement Grant Program, two 50% match grants up to \$5,000 each						
Projected Outcome: Promote business owners to update or improve their business facade						
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Review Façade Applications	Review appl, update with any new requirements	Committee	March	Dec		
Promote & accept applications	Market, Promote, seek applications from businesses that are less than 5 years old	Committee	May	July		
Prepare Contracts	Review applications, award to one business, complete contracts	Committee Missy	May	Oct	2 grants of \$5,000 each	\$10,000
Distribute Grants	Publicize grant recipient	Missy Harmony	May	Dec		
Total Budget for this Program						\$10,000

5. Project/Activity: Signage Grant Program; Two 50% matching grants not to exceed \$1,500 each						
Projected Outcome: Promote business owners to install or update their business sign						
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Review Sign grant Applications	Review appl, update with any new requirements	Committee	March	Dec		
Promote & accept applications	Market, Promote, seek applications from businesses that are less than 5 years old	Committee	May	July		
Prepare Contracts	Review applications, award to one business, complete contracts	Committee Missy	May	Oct	2 grants \$1,500 each	\$3,000
Distribute Grants	Publicize grant recipient	Missy Harmony	May	Dec		
Total Budget for this Program						\$3,000
6. Project/Activity: Construction of Signs and Pillars for the Highland Station Boardwalk						
Projected Outcome: Finish the connection that makes all Downtown walkable and accessible to all businesses						
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Bid Process for signs and pillars	Publish, receive, & award bid to contractor	Cassie/Rick Mike Zeolla	Jan	March	3	
Funding	Research & apply for grants, loans	Cassie/Rick Jenny	Jan	June		

Construction	Sign contract & complete construction	Cassie/Rick Contractor	July	Dec			\$30,000
Total Budget	Capital Improvement budget line not included in Design budget						\$30,000

7. Project/Activity: Downtown Outdoor Art Gallery
Project Outcome: Engage local Artist to provide visitors downtown with art to view

Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Notes	Budget
Annual Review of Art Gallery	Design Committee Meet quarterly to discuss Possibilities of an art gallery	Committee	Jan	Dec			
Outdoor Art Gallery	At Steeple Hall, work with HVCA to complete	Cassie Rick Mike Z	March	Dec			\$15,000
Flagstar Grant	Extra funds may be available	Missy				\$2,500	
Total Budget							\$15,000

8. Project/Activity: Building Survey
Project Outcome: Create a current historical building survey for possible historical registry

Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Notes	Budget
Update building survey	Old survey, historical society, hire intern	Cassie/Roscoe/Michael	Jan	Dec	Committee		\$5,000
Total Budget						PT Seasonal budget not included in Design budget	5,000

9. Project/Activity: Gateway Sign and Sculptures

Project Outcome: Work with Sheetz development to install Downtown gateway sign							
<i>Tasks</i>	<i>Measurable</i>	<i>Person Re-sponsible</i>	<i>Start/End Dates</i>		<i># of Vols.</i>	<i>Notes</i>	<i>Budget</i>
Design		Committee					
Bid		Cassie					
Construct and Install		Contractor					\$40,000
Total Budget	Capital Improvement budget line not included in Design budget						\$40,000

10. Project/Activity: Future Placemaking/Design Improvement Projects

<i>Tasks</i>	<i>Measurable</i>	<i>Person Respon-sible</i>	<i>Start/End Dates</i>		<i># of Vols.</i>	<i>Notes</i>	<i>Budget</i>
Engineer Consultant Fees	Contracts for sidewalk continuation for pedestrian connectivity		2026	2030		Professional Services budget line	\$25,000
Sculpture at Library Round About	2026-2028						\$20,000
Tree Ordinance Installation	2026-2028						\$10,000
National Register Nomination Historic	2026-2028 after historic building survey						\$10,000
Placemaking Initiative @ 3 corners	2026-2028						\$30,000
Way Finding Pedes-trian Signage	2026-2028						\$30,000
Total Budget							