

2021 Work Plans

Design Committee

Chairperson: Stephanie Legg

Cassie as of 01/2021

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 2021.

1. Continue to maintain and add amenities to the Milford Rd/E. Livingston Road Streetscape Design Project
2. Seasonal Decor & Plantings
3. Restoration and Preservation. Class
4. Banner Program
5. Placemaking/Design Improvements
6. Facade Improvement and Signage Program and Promote
7. Readdress Building Surveys
8. Gateway Arch

1. Project/Activity: Continue to maintain and enhance Milford Rd/E. Livingston Rd Streetscape Design Project.							
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	New Projected 8/2021	Budget
Hold meeting and review and confirm plan maintenance plan for 2021 and review additions of new plants	Meeting held Missy, Cassie, Discussion with Board New Plan Adopt a Garden	Missy/ Stephanie Cassie	2/21	11/21	5 core Then Adopt a garden program volunteers		
Arrange a planting day	Arranged	Cassie			Several Vol	\$50 for refreshments	
Purchase Annuals & Mulch		Cassie Tina Swanson		6/18		Actual Spent \$1235.02	\$800

1. Project/Activity: Continue to maintain and enhance Milford Rd/E. Livingston Rd Streetscape Design Project.						
Tasks	Measurable	Person Responsible	Start/End Dates	# of Vols.	New Projected 8/2021	Budget
Native Landscaping Service Co	Maintain Existing Garden Hired Brien's Landscaping Service	Cassie	02/21		New Projection \$4760	\$7250
Additional Plants to be added into native gardens/redo any garden beds	No new natives added Bulbs ordered 2022 Donation to Garden Club	Cassie		7/21	Actual to date \$700	\$3760
Irrigation	Kris K Hired	Missy/ Cassie	6/21	11/21	1	\$4,000
Budget for this Project					New Projection \$11,000	15,800

2. Project/Activity: Seasonal Decor & Plantings -							
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	New Projected 8/2021	Budget
Christmas Lighting Depot Park		Stephanie/ Missy	On going	On going		\$1,410	\$3,500
Christmas Lighting (Tree) and Station House		Missy	On going	On Going		\$3,453	\$4,500
Collaboration of Highland Garden Club continuing to enhance the beauty of the street scape with plantings such as containers in front of business and the Gateway.	Design Committee and Highland Garden Club work together determining involvement of streetscape need and decorations and Seasonal Flowers and Decorations.	Cassie/Judy Cooper				Mums, straw and stalks to do this year	\$1,500
Budget for this Project						New Projection \$6,500	\$9.500

3. Restoration and Preservation Class							
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	New Projected Budget	Budget
Window Restoration Workshop	Date Scheduled/Space Secured	Cassie	3/21				\$1000
Refreshments for our guests	8 hour workshop						\$100
Total Budget for this project						-0-	1,100.00

4. Project/Activity: Banner Program							
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	New Projected Budget	Budget
Continue Military Banner Program	Military Program,	Cassie	06/21	11/21	1		Self funded
Additional Banners	Non-Event related Banners to go up intermittently when events are upcoming	Cassie/Missy					\$1,000
Budget for this Project					TBD		\$1,000

5. Project/Activity: Placemaking/Design Improvements							
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	New Projected Budget	Budget
Additions of placemaking and design improvements	Matching funds for upcoming MSOC Design Grants, additions of furniture, signage or artwork to the downtown	Stephanie/ Missy/ Cassie					\$5,000
Hold Quarterly meeting for design improvements idea workshop	Bring the design Committee together for a discussion ideas on improvements or additions	Stephanie/ Missy					
Complete Historical Sign Project and installation	Flagstar grant awarded Sept 2020 for 25 Historical Signs for the DDA District,	Stephanie/ Cassie					
Budget for this Project (Currently)					TBD	\$5,000	\$5,000

6. Project/Activity: Highland Station Sign and Facade Grant Program

Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	New Projected Budget	Budget
Facade Grant & Sign Grant		DDA Board					\$6,500
Rewrite/Update Facade Grant application and informational packet		Stephanie					
Evaluate Potential buildings/businesses that may benefit from the MSOC Design Assistance Program	Businesses Approached and recommendation made	Stephanie/Cassie					
Research sponsorship program to assist with Facade/Sign Grant Program	Sponsorship secured	Cassie					
Total Budget for this Program						\$6500	\$6,500

7. Project/Activity: The Gateway Arch							
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	New Projected Budget	Budget
Visit with fabricator to determine material selections and approve finalized design	In Person Meeting with all board members to discuss arch provide refreshments	Stephanie/ Missy			Board	\$0	\$100
Hold meetings with entities to discuss progression of manufacturing	Update for all parties to ensure deadlines are being met and all parties have clear communication	Stephanie/ Missy			Arch Board		
Hold meetings with entities to discuss progression of site preparation	Update for all parties to ensure deadlines are being met and all parties have clear communication	Stephanie/ Missy			Arch Board		
Completion ceremony (move to promotions)	Community event to celebrate the completion of the gateway arch	Stephanie/ Missy				This program has come to a stand still. Scott Berrels has not been successful in securing a structural engineer	
Total Budget for this Program						0	\$100

The above projects result in a project budget of \$39,000. **New Projection \$29,000**