

2022 Work Plans Design Committee

Updated 1/19/22

Chairperson: Cassie Blascyk

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. Facade Improvement and Signage Program and Promote
6. Gateway Arch/Gateway
7. Building Survey
8. Placemaking Design Improvements (If funding available)

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.	Budget
Hold meeting and review and confirm plan maintenance plan for 2021 and review additions of new plants		Cassie	2/22	3/22	Committee volunteers	
Arrange a planting day	Arranged	Cassie			5 to 6	\$50
Purchase Annuals & Mulch		Cassie		6/18		\$1300

1. Project/Activity: Continue to maintain and enhance Milford Rd/E. Livingston Rd Streetscape Design Project. (Con't)

Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Native Landscaping Service Co.		Cassie/Missy	2/22	3/22		\$5,000
Additional plants to be added into native gardens/redo any garden beds	Color palet and choice of flowers choose	Cassie/Tina Swanson				\$750
Planting Day	Adopt a Garden Volunteer plant and general volunteers for unadopted gardens				Adopt a Garden volunteers 2 to 3 extra	
Irrigation		Missy/Cassie	6/21	11/21		\$4000
Budget for this project						11,100

2. Project/Activity: Seasonal Decor & Plantings -

Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Christmas Lighting Depot Park		Missy/Cassie Rick	On going	On going		\$1,547
Christmas Lighting (Tree) and Station House		Missy	On going	On Going		\$3,453

2. Project/Activity: Seasonal Decor & Plantings -CON'T

Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Tunnel of Lights Arrangements	Lighting size and color chosen and secured, arrangement made to install	Cassie/Missy				Will need to move money to this item
Installation	Tunnel constructed, lights installed	Kris K (co) Dale Feigley				
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				\$1,500
Budget for this Project						\$6,500

3. Restoration and Preservation Class

Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Window Restoration Workshop	Date Scheduled/Space Secured	Cassie	3/21			\$1000
Refreshments for our guests	8 hour workshop					\$200
Total Budget for this project						1,200

4. Project/Activity: Banner Program						
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Continue Military Banner Program	Military Program,	Cassie	06/21	11/21	1	Self funded
Additional Banners along milford road near south end of district	Possible \$2500 Grant Locations determined Banner poles equipped with hardware Banners purchased installation secured	Cassie/Missy/ Dale/			\$2500 Flag Star Grant fmay be available to reduce price	\$5,000
Art Project banners discussion	Work with hvca for a potential local art banner program					No budget yet
Budget for this Project					TBD	\$5,000

5. Project/Activity: Facade Improvement and Signage Grant Program						
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Facade Grant & Sign Grant		DDA Board				\$13,000

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				
5. Project/Activity: Facade Improvement and Signage Grant Program (CON'T)						
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Research sponsorship program to assist with Facade/Sign Grant Program	Sponsorship secured	Cassie				
Total Budget for this Program						\$13,000

6. Project/Activity: The Gateway Arch/Entry way Sign (This Project has taken a turn in another direction) Being evaluated for art/signage at key points in district)							
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Adi't notes	Budget
Determine which project to pursue	Arch/Entry sign/Art Sculptures	Board			Committee	Discussion Stages	
Visit with fabricator to determine material selections and approve finalized design	In Person Meeting with all board members to discuss arch provide refreshments	Missy/ Cassie			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	CassieMissy			Design/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	Cassie/Missy			Design/Board		
Completion ceremony (move to promotions)	Community event to celebrate the completion of the gateway arch	Matt and Cheryl Barnes Missy & Cassie					
Total Budget for this Program						0	

7. Project/Activity: Building Survey (Review)

Tasks	Measurable	Person Responsible	Start/End Dates	# of Vols.	Adl notes	Budget
Locate old survey	Old survey located	Cassie/Committe		Committee	Discussion Stages	
Update survey	Survey updated	Cassie/Committe		Committee	\$0	
Total Budget						0

The above projects 1 - 7 result in a projected budget of. \$36,900 for the 2022 fiscal/calendar year

Please see project 8, if funding allows for this year or in future years

8. Project/Activity: Placemaking/Design Improvements (To consider when funding available)						
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Mural Project	Possible Matching funds for upcoming MSOC Design Grants \$2500 - Research, bid and Secure artist	Stephanie/ Missy/Cassie			\$2500 Flag Star Grant fmay be available to reduce price	\$10,000
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 instatllation	Flagstar grant awarded Sept 2020 for 25 Historical Signs for the DDA District,	Stephanie/ Cassie				
Budget for this Project					If Funding Allows	\$10,000

Toal for all projects would be \$46,900

