

# 2020 Work Plans

Chairperson: Stephanie Legg

## Design Committee 2/27/20

**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 2020.

1. Continue to maintain and add amenities to the Milford Rd/E. Livingston Road Streetscape Design Project.
2. Continue to review the Highland Station Zoning Ordinance and make recommendation to improve functions.
3. Façade Improvement and Signage Program and Promote.
4. Banner Program
5. Placemaking
6. Update Building Survey

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 that was put into place Fall 2019.	Meeting held to finalize and setup cleanup and planting (New plants to be paid for)	Missy, Cassie, Jake and Jim	2/20	4/20		\$500
Spring Clean-up scheduled Native planting?	Team walk about in Apri/May goal to have gardens spruced by Founders Day - May 18 <sup>th</sup> – Workbee arranged	Jim/Cassie	3/20	5/20	6 at least	*\$40 lunch and refreshments for volunteers
Annuals and wood chips purchased	Ordered and delivered	Cassie				\$600
Arrange a planting day	Plant day arranged (maybe same day as Native)	Missy, Cassie	3/20	5/20	12	
Collaboration of Highland Beautification Committee continuing to enhance the beauty of the street scape with plantings, such as containers in front of businesses and the Gateway.	Design Committee and Highland Beatification work together determining involvement of streetscape need and decorations Fall Flowers	Missy, Cassie Judy C.	6/19	6/19	5	\$500

**1. Project/Activity: Continued from previous page**

Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Determine how many maintenance People needed	Determined how many needed and pay.	Missy, Cassie	3/20	5/20		Reflected in Maintenance category
Budget for this Project						1640.00

**2. Project/Activity: Review Current Highland Station Zoning Ordinance -**

Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Continue to review current zoning language to see where clarification may be needed and feedback from businesses considered	Simplify building/planning process through one-stop ready.	Rick & Roscoe	On going	On going		
Make recommendations to Township Planning Commission	Formal report created and printed	Rick & Roscoe				
Budget for ths Project						0

**3. Project/Activity: Highland Station Sign and Façade Grant Program**

Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Consider opening up to entire district	Boundaries Increased	DDA Board	10/19	10/19	Board	\$15,000
Evaluate potential buildings/ businesses that may benefit from the MSOC Design Assistance Program	Businesses approached and recommendations made	Cassie, Matt	1/20	1/20	3 to 4	
Research sponsorship program to assist with Façade/Sign Grant Program.	Sponsorship secured	Cassie	1/20	12/20		
<b>Total Budget for this Project</b>						<b>\$15,000</b>

<b>3. Project/Activity: Restoration and Preservation Class</b>						
<b>Tasks</b>	<b>Measurable</b>	<b>Person Responsible</b>	<b>Start/End Dates</b>		<b># of Vols.</b>	<b>Budget</b>
Window Restoration Workshop	Date Scheduled/Space Secured	Cassie				\$1000
Refreshments for our guests	8 hour workshop					\$100
<b>Total Budget for this Project</b>						<b>\$1100</b>

<b>4. Project/Activity: Banner Program</b>						
<b>Tasks</b>	<b>Measurable</b>	<b>Person Responsible</b>	<b>Start/End Dates</b>		<b># of Vols.</b>	<b>Budget</b>
Continue Military Banner Program	Military Program	Dale, Cassie	06/20	11/20	4	Self funded
Using the program as a fundraiser	what type of Banner program pursued will determine the fundraising approach	Cassie/Michael Z.				
<b>Budget for this Project (Currently)</b>					TBD	Self Funded

<b>5. Project/Activity: Placemaking</b>						
<b>Tasks</b>	<b>Measurable</b>	<b>Person Responsible</b>	<b>Start/End Dates</b>		<b># of Vols.</b>	<b>Budget</b>
The Arch	Board Discussion regarding approval of arch build	Board	09/19	12/20		
Scarecrow Contest	Anyone can participate in the District.	Karen/ Cassie	8/20	11/20		\$200
<b>Budget for this Project (Currently)</b>					TBD	\$200

6. Project/Activity: Readdress Building Surveys - Core/District						
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Review Initial Bldg Survey	Hold meeting	Stephanie Missy, Cassie,	3/20	4/20		
Determine Next Steps	Frist Step contact MSOC for One Stop Ready resource	Stephanie, Missy				
Plan to take action	Process put in place to gather district and Core - determine task responsibility.	Stephanie				

Project 6 will be reviewed and steps assigned/planned by chair in March mtg.

The above projects result in a project budget of \$17,940