

2023 Work Plans

Design Committee

Created 9/19/22
Updated 12/22

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 2023.

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
7. Way Finding Signs
8. Building Survey
9. 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 to review and confirm maintenance plan for 2023 as well as review additions of new plants		Cassie	2/23	3/23	Committee volunteers	
Purchase Annuals & Mulch		Cassie		6/23		\$1500
Brien's Services currently 248 685 7276		Cassie	2/23	3/23		\$6,000

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
Additional plants to be added into native gardens/redo any garden beds	Color palette and choice of flowers chosen	Cassie/Tina Swanson				\$500
Planting Day	Adopt a Garden Volunteer plant and general volunteers for unadopted gardens				Adopt a Garden volunteers 2 to 3 extra	
Irrigation		Missy/Cassie	6/23	11/23		\$5000
Budget for this project						\$13,050

2. Project/Activity: Seasonal Decor & Plantings -

Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Christmas Lighting Depot Park		Cassie Rick	On going	On going		\$1,650
Christmas Lighting (Tree) and Station House		Missy/Leclerc	On going	On Going		\$3,500
Tunnel of Lights Arrangements	Lighting size and color chosen and secured, arrangement made to install	Cassie/Dale/ Kris K	On going	On Going		\$600

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

Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Installation Tunnel of Lights	Tunnel constructed, lights installed	Kris K Dale Feigley				\$300
Street Pole Lights (Snowflakes?)	Light display chosen	Cassie/leclerc	8/23	11/23		\$3500
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				\$1,800
Budget for this Project						11,350

3. Restoration and Preservation Class						
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Window Restoration Workshop	Date Scheduled/Space Secured	Cassie	5/23			1445
Refreshments for our guests	8 hour workshop					\$300
Total Budget for this project						\$1745

4. Project/Activity: Banner Program						
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Vinyl wraps or painted telephone poles on south side	Resource chosen or artists chosen	Cassie/Missy/Jenny/Roscoe			4	\$5,000
Banner maintenance	Replace hardware or weathered banners	Cassie/Missy/Dale/				\$2,000
Art Project banners discussion	Work with hvca for a potential local art banner program (schools)	Missy/Sioux Trillo				No budget yet
Budget for this Project					TBD	\$7,000

5. Project/Activity: Facade Improvement and Signage Grant Program

Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Facade Grant & Sign Grant	Keep an eye out for Businesses may be able to utilize	DDA Board				\$13,000
Research sponsorship program to assist with Facade/Sign Grant Program	Sponsorship secured	Cassie				
Total Budget for this Program						\$13,000

6. Project/Activity: The Gateways Signage/Sculptures

<i>Tasks</i>	<i>Measurable</i>	<i>Person Responsible</i>	<i>Start/End Dates</i>		<i># of Vols.</i>	<i>Budget</i>
<i>Entry Signs/Art Sculptures</i>	<i>Begin Research</i>	<i>Board/ HVCA-Sioux</i>			<i>Committee</i>	<i>Amount to be determined</i>
Grant Writing Research -Arts	Grant located and applied for	Cassie/Jenny HVCA-Sioux	1/23	2/23	2	
Completion ceremony May want to involved promotions committee	Community event to celebrate the completion of the Sign or Sculptures	Matt and Cheryl Barnes Missy & Cassie	Not There Yet			
Total Budget for this Program						

7. Project/Activity: Wayfinding							
Tasks	Measurable	Person Respon- sible	Start/End Dates		# of Vols.	Adl notes	Budget
<i>Research and Best Prac- tices —-Completed</i>	<i>Contacted other down- towns and used Ortonville as a model</i>	<i>Cassie/ Committe</i>	<i>1/22</i>	<i>7/22</i>	<i>1</i>		
<i>Requested Tech Visit from Oakland County Completed</i>	<i>Tech Visit Requested</i>	<i>Missy</i>	<i>05/22</i>	<i>5/22</i>	<i>1</i>	<i>We will re- ceive \$5,000 towards Phase 1</i>	<i>\$5,000</i>
<i>Bid Process - Completed</i>	<i>Project gone to bid</i>	<i>Cassie/ Committe</i>	<i>11/22</i>	<i>12/2 2</i>	<i>1</i>		
<i>Bids Discussed</i>	<i>Awarded</i>	<i>Missy/ Committee</i>	<i>1/25/23</i>				
<i>Grant Research - In Process</i>	<i>Grant research</i>	<i>Cassie/Jen- ny</i>	<i>01/23</i>	<i>12/2 3</i>			
<i>Estimated Budget for com- pletion</i>	DO NOT INCLUDE IN THIS YEAR'S BUDGET					<i>Estimation only</i>	<i>\$100,000</i>
Total Budget 2023						In addition to Tech Visit	\$5,000

8. Project/Activity: Building Survey (Review)							
<i>Tasks</i>	<i>Measurable</i>	<i>Person Responsible</i>	<i>Start/End Dates</i>		<i># of Vols.</i>	<i>Adl notes</i>	<i>Budget</i>
<i>Locate old survey</i>	<i>Old survey located</i>	<i>Cassie/Committee</i>			<i>Committee</i>	<i>Discussion Stages</i>	
<i>Update survey</i>	<i>Survey updated</i>	<i>Missy put a plan together to start process</i>	<i>2/2023</i>	<i>10/23</i>	<i>2 New Ones</i>		
<i>Total Budget</i>							<i>0</i>

The above projects 1 - 8 result in a projected budget of. \$51,145 for the 2023 fiscal/calendar year

Please see project 9, on Page 9 if funding allows for this year or in future years.

9. Project/Activity: Placemaking/Design Improvements (To consider when funding available)

\$2500 FLAG STAR GRANT MAY BE AVAILABLE TO REDUCE PRICE (\$2,500)

Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
<i>Hold Quarterly meeting for design improvements idea workshop</i>	<i>Design Committee Meet and discuss ideas and possibilities</i>					
<i>Additional Mural near Train Bridge</i>	<i>Possible Matching funds for upcoming MSOC Design Grants \$2500 - Research, bid and Secure artist</i>	<i>Roscoe/Missy/Cassie</i>	<i>1/23</i>	<i>12/23</i>	<i>4</i>	<i>\$10,000</i>
<i>String Lighting Project on E. Livingston Road - Research</i>	<i>Possible Matching funds for upcoming MSOC Design Grants \$2500 - Research, bid and Secure artist</i>	<i>Roscoe/Missy/Cassie</i>	<i>1/23</i>	<i>12/23</i>	<i>4</i>	
Budget for this Project					<i>If Funding Allows</i>	<i>\$10,000</i>

If Mural program No, 8 is elected for next year there will be an additional \$10,000 approx.

