

Work Plans

Design Committee

Chairperson: Rick Hamill

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 2018.

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

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
Spring clean-up and evaluate the need to add color annuals throughout mixed with Native Plantings.	Teem walk about in April/May Goal to have gardens Spring/Clean up by Founders Day	Cassie Jake and Jim Lloyd Judy cooper	3/18	5/18	6	30.00 lunch or refreshments for volunteers
Research/quotes obtained for Interpretative Signage/placement	Amenities researched chosen then ordered, Township consulted for placement	Cassie, Jim and Jake	1/18	4/18	2	Fundraising \$
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 on a design and maintenance plan	Missy, Cassie Mike M.	3/18	11/18	5	

1. Project/Activity: Continued from previous page

Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Obtain quotes for Interpretative and historical signage. 1 of Each	Quotes obtained	Cassie	1/18	1/18	1	
Consult with Township about sign placements in Gardens	Township contacted and placement approved	Missy	1/18	2/18	1	
Verbiage written for historical sign	Text written	Roscoe	1/18	2/18	1	
Verbiage written for native landscaping	Text written	Jake/Jim Lloyd	1/18	2/18	1	
Continue to Market/Fundraise for streetscape improvements	Promo and Org Committees planning events for 2018	Missy, Cassie	1/18	12/18	Promo/Org	
Design the archway for entrance of Highland Station	Concept plans created for next steps.	Matt B and Oakland County Design	02/18	11/18	2 and MSOC	
Create design for public sponsorship/donation representation.	Structure for example with plaques	Glenn Morningstar	2/18	11/18	2	
Total Budget for this project is based on money fundraised. The original amount fundraised for landscaping was \$4,180. We only spent \$1,849.76 due to our fabulous volunteers. \$2331.00 remains. There is potential for more funding due to continuous fundraiser efforts. (The \$2,331.00 is expected to change by the end of the year)						\$2,331.00

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				

3. Project/Activity: Highland Station Sign and Façade Grant Program						
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Increase the budget	Budget Increased	DDA Board	1/18	12/18	Board	
Seek Sponsorships to increase the façade grant budget	Sponsorships obtain	Cassie	5/8	12/18		
Evaluate potential buildings/businesses that may benefit from the MSOC Design Assistance Program	Businesses approached and recommendations made	Cassie, Matt	1/18	12/18	3 to 4	
Research sponsorship program to assist with Façade/Sign Grant Program.	Sponsorship secured	Cassie		12/18		
<p>The amount of \$13,000 is being proposed for the Façade/Signage Grant Program. \$11,000 will be allocated from the 2018 calendar year budget and \$2,00 design designated monies rolled-over from the 2017 calendar year that was not used</p>						\$13,000

4. Project/Activity: Banner Program						
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Work with Promotions and discuss and plan a banner art program. (Local Artists?) or Spring banner program maybe military.	Decide what route to go and create plan to be implemented by spring	Missy, Cassie Depending on subject either Erin Sabo, HVCA or Dale	01/18	05/18	4	Self funded
Using the program as a fundraiser	what type of Banner program pursued will determine the fundraising approach	Cassie/Michael Z.				
Budget for this Project (Currently)					TBD	TBD

5. Project/Activity: Placemaking						
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Trash Can Art Project	Put plan in place and organize workplan for the project	Rick, Chris and Trevor V. Possible HVCA	01/18	10/18	TBD	Self funded
Chairs placed throughout downtown.	Put plan in place and organize a workplan for the project	Trevor and Cassie	1/18	10/18	TBD	TBD
Budget for this Project (Currently)					TBD	TBD

The above projects result in a project budget of \$13,000 of which \$11,000 will be allocated from current operating budget and \$2,000 of unused Design Committee Funds be carried over to this year's budget.