

2019 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 2019.

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
Review New Native Landscape Design. Determine changes that will be made.	Meetings held throughout the first quarter to review design provided by paid consultant, determining what suggestions we take and create a new design	Missy, Cassie, Jake and Jim	2/19	4/19		
Spring Clean-up scheduled	Team walk about in April/May goal to have gardens spruced by Founders Day - May 18 th – Workbee arranged	Jim/Cassie	3/19	5/19	6 at least	*\$30 lunch and refreshments for volunteers
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 ned and decorations	Missy, Cassie Judy C.	6/19	6/19	5	

1. Project/Activity: Continued from previous page						
Tasks	Measurable	Person Responsible	Start/End Dates	# of Vols.		Budget
Interpretive/History Sign Project	Have signs placed M59/Livingston Gardens	Cassie/Roscoe	2018	5/19		\$1268 Projection Remaining on project \$1,018.00 Flagstar Grant to be received Flagstar - \$756.00 paid by HDDA to begin project Leaving \$768 Remains due on signs upon receipt*
Finalization of updated text and updated pictures obtained for signage	Pictures obtained and Text Finalized	Roscoe	2/19	2/19		
Meet with Lisa Burkhart at Highland Township for final approval on signage placement	Meeting with Lisa Burkhart	Missy/Cassie	2/19	3/19		
Arrangement made to place signs one received	Arrangements made and contractor hired.	Cassie	3/19	4/19		500.00
Continue to Market/Fundraise for streetscape improvements	Promo and Org Committees planning events for 2018\	Missy, Cassie	1/18	12/18	Promo/Org	
Total Budget for this project is based on money fundraised and a \$1018.00 Grant. \$768.00 remains due at delivery of signs and will be transferred over from last year's approved amount.						\$1268

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	1/19	12/19	Board	\$15,000
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		
Total Budget for this Project						\$15,000

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 Diane Woods, HVCA or Dale	01/19	05/19	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 \$16,268 of which \$15,000 will be allocated from current operating budget, \$768 from last years fundraised to be transferred to this year and the Flagstar Grant of \$1018.