



**DESIGN COMMITTEE
2025 WORKPLANS**

Chairperson: Cassie
 Committee: Roscoe
 Andy
 Michael Zeolla

UPDATED 07/11/24
\$73,100 PROJECTED 2025 BUDGET

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 2025.

1. Streetscape Flowerbeds
2. Seasonal Décor & Plantings.
3. Restoration & Preservation Class
4. Banner Program
5. Façade Improvement & Signage Grants
6. Construction of Highland Station Boardwalk Connection
7. Placemaking Design Improvements
8. Building Survey
9. Future Projects

1. Project/Activity: Streetscape Flowerbeds Projected Outcome: Create a beautiful downtown with unified flowerbeds that are reviewed and maintained annually						
Tasks	Measurable	Person Re- sponsible	Start/End Dates		# of Volunteers	Budget
Annual review	Meet, review, plan maintenance and new plantings, including native gardens	Cassie	02/25	03/25		
Purchase Annuals & Mulch	Chose color palette, flowers, mulch & purchase	Cassie		06/25		\$2,500
Annual Maintenance	Approve contractor Currently, Brien's Services 248 685 7276	Cassie	02/25	03/25		\$6,000

1. Project/Activity: Streetscape Flowerbeds CON'T						
Tasks	Measurable	Person Responsible	Start/End Dates		# of Volunteers	Budget
Additional plants to be added into native garden/redo any garden beds	Color palette and choice of flowers chosen	Cassie	02/25	3/25		\$500
Planting Day	Adopt a Garden Volunteer plant & all other gardens	Cassie	05/25	06/25	Adopt a Garden volunteers Plus 2 to 3	
Irrigation of Plantings	Review contract annually. Currently, 3-year contract with Kris Kopacki	Cassie/Missy	05/25	11/25		\$6,000
Budget for this project						\$15,000
2. Project/Activity: Seasonal Décor & Plantings						
Project Outcome: Change decorations based on seasons to help attract families and friends Downtown						
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Christmas Tree, Veterans Pk, Steeple Hall Lights & Decorations	Contract for installation & Removal of decorations. Currently, Leclerc/Kopacki	Cassie Missy Leclerc Kopacki	On going	On going		\$6,000
Tunnel of Lights	Planning, maintenance, purchase lights	Cassie Dale/Kris	08/25	08/25		\$600
Tunnel of Lights	Install, maintain, remove tunnel of lights	Cassie Kris/Dale	08/25	11/25		\$600

2. Project/Activity: Seasonal Decor & Plantings CON'T						
Tasks	Measurable	Person Re- sponsible	Start/End Dates		# of Vols.	Budget
Street Pole Lights	Snowflakes Light display installed	Cassie/Leclerc	8/25	11/25		\$3,800
Highland Garden Club Seasonal decorations	Design Committee and Highland Garden Club work together to determining holiday streetscape decorations & seasonal flowers	Cassie/Judy C	03/25	11/25		\$3,000
Budget for this project						\$14,000
3. Project/Activity: Restoration and Preservation Class						
Projected Outcome: Help teach historic building owners how to keep historic						
Tasks	Measurable	Person Re- sponsible	Start/End Dates		# of Vols.	Budget
Window Restoration Workshop	Schedule & Secure space	Cassie	5/25			\$1,000
Refreshments	8 hour workshop					\$300
Total Budget for this project						\$1,300

4. Project/Activity: Banner Program						
Projected Outcome: Maintain and refresh banners for a unified look throughout the downtown district						
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Banner maintenance	Replace hardware or weathered banners	Cassie Missy/Dale	On going			
All Banners	Sounds like Summer, Farmers Market, Flags, Haunted Highland, Winter, S. Business Dist.	Cassie Missy				\$5,000
Art Project Banners	Work with HVCA or HVS for a local art banner program	Missy/HVCA	2025	2025		\$3,000
Budget for this Project						\$8,000
5. Project/Activity: Facade Improvement and Signage Grant Program						
Tasks	Measurable	Person Responsible	Start/End Dates		# of Vols.	Budget
Review Façade & Sign Applications	Review appl, update with any new requirements	Committee	3/25	12/25		
Promote & accept applications	Market, Promote, seek applications from businesses that are less than 5 years old	Committee	5/25	7/25		
Prepare Contracts	Review applications, award to one business, complete contracts	Committee Missy	5/25	10/25		\$13,000
Distribute Grants	Publicize grant recipient	Missy Harmony	5/25	12/25		
Total Budget for this Program						\$13,000

6. Project/Activity: Construction of Highland Station Boardwalk
Projected Outcome: A connection that makes all Downtown walkable and accessible to all businesses

<i>Tasks</i>	<i>Measurable</i>	<i>Person Respon- sible</i>	<i>Start/End Dates</i>		<i># of Vols.</i>	<i>Notes</i>	<i>Budget</i>
Bid Process	Publish, receive, & award bid to contractor	Cassie/Rick Mike Zeolla	8/24	11/24	3		\$525,000
Funding	Research & apply for grants, loans	Cassie/Rick Jenny	8/24	11/25			
Construction	Sign contract & complete construction	Cassie/Rick Contractor	8/24	5/25			
Total Budget	Not included in Design budget						\$525,000

7. Project/Activity: Downtown Outdoor Art Gallery
 Project Outcome: Engage local Artist to provide visitors to downtown with art to view

\$2500 Flagstar Grant may be available to obtain an extra \$2500							
<i>Tasks</i>	<i>Measurable</i>	<i>Person Re- sponsible</i>	<i>Start/End Dates</i>		<i># of Vols.</i>	<i>Notes</i>	<i>Budget</i>
Design Improvement	Design Committee Meet quarterly to discuss new Possibilities	Committee	2025	On go- ing			
Outdoor Art Gallery	At Steeple Hall, work with HVCA to complete	Cassie/Rick Mike Z					\$15,000
Total Budget							\$15,000

Projected Design 2025 Budget of **\$71,300**; doesn't include Boardwalk Connection

8. Project/Activity: Building Survey Intern with Eastern Michigan University
Project Outcome: Create a current historical building survey for possible historical registry

<i>Tasks</i>	<i>Measurable</i>	<i>Person Respon- sible</i>	<i>Start/End Dates</i>		<i># of Vols.</i>	<i>Notes</i>	<i>Budget</i>
Update building survey	Old survey, historical society, intern	Cassie/ Roscoe/ Michael			Committee		
Total Budget							5,000

9. Project/Activity: Future Placemaking/Design Improvement Projects

<i>Tasks</i>	<i>Measurable</i>	<i>Person Responsible</i>	<i>Start/End Dates</i>		<i># of Vols.</i>	<i>Notes</i>	<i>Budget</i>
Sculpture at Library Round About	2026						
Tree Ordinance Installation	2025						
	2024-2025						
National Register Nomination Historic	2026 after historic building survey						
Placemaking Initiative @ 3 corners	2024-2028						
Way Finding Pedestrian Signage	2026						
Gateway Signs/Sculptures	2026						
Total Budget							