



Downtown Oxford Oxford, Michigan

Preparing for Construction

Technical Assistance Guide

Prepared for:



A service provided with support from





Downtown Professionals Network

Franklin, Tennessee USA

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Preparing for Construction

Introduction

Construction and redevelopment projects in traditional downtowns and commercial districts pose menacing challenges to commerce and the community's way-of-life.

The potential for disruptions and the need for stakeholders to work together are already recognized by many of the players who will be involved in efforts to minimize disruptions to Downtown Oxford. The technical assistance visit, underwritten by Main Street Oakland County, was designed to bring stakeholders together, to identify potential challenges and opportunities, and to foster increased levels of awareness, communication and cooperation among stakeholders who will play a role in overcoming challenges.

While there is probably no realistic means of completely avoiding disruptions and inconveniences caused by a major reconstruction and enhancement project, there are ways to mitigate a project's adverse impacts. In fact, Downtown Oxford have unique features and assets in place that suggest it is well positioned to survive – or even thrive – during the project's construction including:

- ► A mix of businesses that includes specialty retailers, personal service providers and eating & drinking establishments that are likely to continue generating traffic during construction, and that could tap into the new market represented by the construction crew.
- ▶ Parking conveniently located in public lots immediately behind businesses in the core downtown area that will continue to be available even as the project progresses through its various phases.
- ► Existing communications systems, tools and resources including a new Oxford Downtown Development Authority (DDA)/Main Street website in development and a popular Facebook page that can serve as portals and be integrated as part of a comprehensive project communications system.
- ▶ Designation of the Oxford DDA/Main Street executive director to serve as a liaison and go-to source for information and to address business issues and concerns.

The project will also offer new opportunities for Oxford DDA/Main Street, the Village of Oxford, downtown businesses and other community partners to work together, to experiment with new projects and events, to involve new partners, and to initiate new management, business assistance and communications systems strategies and tools that could – or should – extend even beyond the construction project's completion.

This document summarizes best practices, ideas, suggestions and recommendations for Oxford DDA/Main Street, the Village of Oxford, and community organizations and stakeholders who have an interest in minimizing disruptions and working toward the project's successful completion.

Downtown Oxford

Oxford, Michigan

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General Project Information

Project Scope and Timeline

The Village of Oxford and its downtown have the unique opportunity to reevaluate the way vehicles and people interact within the community. The Michigan Department of Transportation (MDOT) M-24 project, scheduled for construction in 2020, includes provisions for:

- Pedestrian Safety
- Pedestrian Crossings
- Noise Abatement
- Traffic Calming
- Sense of Place

Preliminary staging plans for reconstruction of the roadway anticipate the east side of M-24 will be reconstructed first, followed by the west side, with two lanes of traffic moving south maintained during the duration of the project.

(MDOT) has indicated a desire to have final designs and the bid package completed by the fourth quarter of 2018. The process to ready these documents will involve important decision-making processes and yield more valuable information regarding the project's final design, staging and timeline.

As more information is forthcoming, It will be critical that Oxford DDA/Main Street, the Village of Oxford and other project partners move swiftly to disseminate and broadcast information to stakeholders, businesses and the community as staging plans and schedules are finalized.









Concept Illustrations

Action Agenda

Roundtable discussions, sessions with project stakeholders and a tour of the project area conducted during the site visit provided insight on issues and concerns of downtown Oxford business community members and stakeholders. Key issues, concerns and opportunities expressed by local participants revealed mutual goals and priorities that provide a strong basis for important decision-making processes, and upon which stakeholders from all sectors and walks of life can rally, work together and move forward.

- ► Complete a quality project in a timely fashion.
- Minimize disruptions to businesses and the Downtown Oxford way of life.
- ▶ Retain customers and businesses.

Using these mutual goals and priorities as a foundation upon which to build, and recognizing that advanced planning and communication will be key to addressing concerns shared by Oxford business community members and stakeholders, a five-point "Action Agenda" provides a framework for concerted and cooperative efforts addressing:

- 1. Logistics and Awareness
- 2. Parking and Access
- 3. Communications
- 4. Marketing and Promotion
- 5. Business and Building Owner Issues

The Action Agenda that follows is offered to build upon research and planning efforts already being undertaken by the Village of Oxford, Oxford DDA/Main Street, the local M-24 Task Force, and other community partners.



Working together, the Village of Oxford and Oxford DDA/Main Street, along with community partners and stakeholders, have an opportunity to shape resulting strategies and participate in the resulting Action Agenda's effective implementation to survive – or even thrive – during construction.

1. Logistics and Awareness

Concerns regarding pedestrian access and the potential for delays associated with most all projects of this magnitude – and a host of other issues that could potentially cause disruptions to M-24 (Washington Street) commerce and the Downtown Oxford way of life – may effectively be addressed through advanced planning and project troubleshooting. The project's bid documents and contract ultimately awarded by MDOT will help to set expectations and the means for providing access to downtown businesses. Still, coordination and communication with MDOT and the project contractor throughout the duration of the project will be critical to minizing disruptions and delays.

Construction Logistics and Awareness Issues:

- ▶ More detailed information regarding the project's staging and scheduling, along with more definitive plans for traffic control, signage and other logistics, are likely to evolve as part of the final design, procurement and preconstruction processes. Information and plans must be promptly communicated to the business community as decisions are made, and as plans and schedules are finalized.
- Contract provisions and plans to maintain pedestrian access to downtown businesses will be vital to their livelihood during construction.
- ► Special attention and cooperation with local law enforcement, schools and other organizations may be required to ensure safety and maintain traffic flow in and surrounding the construction zone.

Proposed Actions:

- ► Remain plugged in to all decision-making processes and progress meetings, and share information with the business community.
- ▶ Become familiar with the project's work documents, bid documents and contract, and work with MDOT's assigned project engineer/manager to monitor and provide input, where necessary and appropriate, regarding work methods, scheduling, staging and special provisions. Examples include:
 - Provisions for extended or weekend work days, with the awareness and consideration for residences in and immediately surrounding the work zone. For example, certain evening or weekend work to demolish and install specific sidewalk sections or to complete utility installations and hook-ups might be encouraged in certain instances to minimize the amount of time a business would be without access or necessary utilities.
 - Possible adjustments to the traffic management plan to maintain vehicular access and traffic across key intersections and to public parking lots to the maximum extent practicable



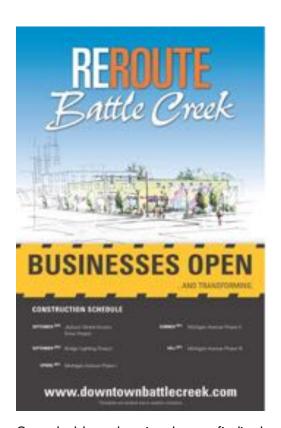
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Downtown Oxford | Preparing for Construction

Action Agenda

1. Logistics and Awareness

- Pedestrian access provisions to maintain access to downtown buildings to the maximum extent possible, and that should include prescriptive methods for sidewalk removal and reconstruction that maintain access to businesses.
- Special accommodations for deliveries to certain businesses, especially those serviced by large haul vehicles that may be required to access parking lots and delivery areas from side streets.
- Requirements for notice of planned utility disruptions, typically requiring that businesses be notified by the contractor at least 48 hours in advance.
- ► Once schedules and staging plans are finalized, create a project-branded poster for display at high-traffic locations throughout the community to publicize plans, show available access routes and parking areas, and remind everyone that Downtown Oxford is "open for business."
- ► Communicate information to downtown property and business owners as decisions, plans, schedules, changes, etc. are considered and finalized; and throughout the course of the project.
- ▶ Work with schools, local law enforcement and other organizations to monitor safety, security, traffic patterns and pedestrian routes; and communicate changes in traffic patterns and access as the project progresses through its phases.



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2. Parking and Access

Parking in a downtown business district is almost always a concern—and one that intensifies during construction projects. More than 40 parking spaces on M-24 will be temporarily removed during construction of the project, likely increasing utilization and demand of the most convenient spaces remaining in public parking lots located to the rears of buildings in the core downtown area. Project partners, the contractor and downtown business owners must work together to devise and implement a downtown parking management strategy that directs downtown customers to the most convenient parking areas, and once they have parked, to direct them as pedestrians to downtown businesses. Such a plan must also consider the parking needs of downtown residents and employees, and the project's contractor and subcontractors.

A downtown parking utilization study already underway should be completed and an inventory of downtown parking areas should be mapped and managed to meet the needs of the downtown's many different user groups.

Parking and Access Issues:

- ► M-24 on-street parking will be temporarily removed during the project's construction. The most convenient parking remaining in public lots should be reserved for downtown customers, with residents and employees encouraged to park in alternate or more remote areas that might even be specifically designated for these uses.
- ► An effective downtown parking strategy and plan must address the parking needs of the downtown's many users, including customers, residents, visitors and employees.
- ➤ Signage installed for the project should be intended to direct customers to available parking, but should also recognize that motorists become pedestrians the moment they step out of a vehicle. Consideration should be given to both motorist-oriented signage to direct customers and visitors to available parking; and to pedestrian-oriented signage that will facilitate safe pedestrian access from parking areas, to designated pedestrian pathways, to building entrances.

Proposed Actions:

- ► Promote "Good Neighbor, Good Business" practices on the part of downtown business owners and employees, as could include an ongoing awareness campaign that promotes "Customer First" parking policies and provisions.
- ► Complete the parking study underway and prepare a map to:
 - Identify parking areas and spaces to be reserved for customer parking, with special consideration for additional short-term or handicap accessible spaces that might be needed.







Consideration should be given to pedestrianoriented signage that will facilitate safe pedestrian access from parking areas, to designated pedestrian pathways, to building entrances.

2. Parking and Access

- Identify suitable parking spaces and/or areas for employee parking. These lots and spaces should be within a reasonable and safe walking distance and, if to be used by employees parking at night, these lots, spaces and access routes should be well lit.
- Identify appropriate areas for contractor and subcontractor parking; and work with MDOT and the project contractor to ensure that construction worker and subcontractor vehicles are parked in designated areas – not in lots and spaces reserved for customers.
- ► Create a map clearly identifying parking lots and spaces designated for customer, employee and downtown resident parking. Make personal visits to each downtown business to distribute the map and encourage business owners and managers to participate and even require their employees to park in designated employee lots and spaces.
- ▶ Identify and recommend suitable locations to accommodate the parking and staging needs of the construction contractor. A continuous effort will be required to monitor and enforce contractor parking, especially as subcontractors from various trades come and go throughout the course of the project.
- Work with property owners, business owners and the Village to further enhance and maintain parking areas, alleyways and alternative pedestrian passageways throughout the course of the construction project. The creation and placement of construction and wayfinding signage to identify alternate routes and access points to the downtown, including points along the Glaspie Street detour route, and to identify public parking areas and pedestrian pathways will be important.
- ► Encourage building and business owners to keep storefront display windows and exterior building lighting illuminated into the evening and nighttime hours to compensate for streetlights removed during the construction period.



Create and distribute a map clearly identifying parking lots and spaces designated for customer, employee and downtown resident parking.

3. Communications System

Coordination and communication are hallmarks of nearly every successful community initiative, and the effectiveness of programs and activities in these areas are almost certain to dictate the level of success experienced in efforts to minimize adverse impacts of the M-24 reconstruction project in Downtown Oxford. Responsibilities for coordination and communication must be clearly established and followed, and every effort must be made to keep the business community informed as part of an efficient and consistent communications plan.

Construction Coordination and Communication Issues:

- Business owners and managers need information to make important decisions affecting their businesses during the time leading up to and during the project. In some cases, changes in the project schedule, scope, etc., will require that businesses and/or property owners be notified almost immediately.
- ► The project schedule will need to be updated on a frequent and as-needed basis, and impacts on the business community, especially those created by changes in schedule, scope, etc., must continually be assessed and communicated.
- ► The DDA/Main Street Executive Director, as the designated primary point of contact for the project, will play a key role in facilitating communications, liaising with businesses, responding to inquiries and concerns, and interfacing with project engineers and contractors. The organization should carefully consider options for support staff to compensate for the additional responsibility and time requirement placed on the director.
- Area residents must continually be reminded and assured that Downtown Oxford will remain accessible, safe and fun – and "open for business."

Proposed Actions:

- ► Create news releases that include necessary technical information and start/end dates, but also include information about improvements and progress being made and the fact businesses will remain open during the project and include a quote from a project leader explaining all the benefits of the project. Include renderings of the project, and use illustrations, diagrams and video clips as part of a social media-driven education component, to help illustrate the benefits and demonstrate to the community what will be accomplished as part of this historic project.
- Schedule a regular, periodic (i.e., weekly or bi-weekly) "Construction Coffee" involving project officials to meet with and provide updates to downtown business community members as the project progresses through its various phases.



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Include renderings or graphics with news releases to help illustrate the benefits and show the community what will be accomplished as part of this historic project.

3. Communications System

- ► Consider re-energizing the Block Captains network as an extension of the DDA/Main Street's ombudsman role. Work with "captains" to ensure a consistent and frequent level of door-to-door and face-to-face visits with downtown business owners as a means of demonstrating the Village of Oxford's and Oxford DDA/Main Street's commitment to communications, to periodically check-in on businesses and collect input on any conditions or circumstances that may require attention, and to distribute information on an as needed or even immediate basis.
- ▶ Design and distribute a Frequently Asked Questions (FAQ) flyer or brochure that includes a map of the project area and responses to questions that businesses and residents are most likely to ask. Two versions of the FAQ might be considered, one oriented for businesses and one for residents and visitors. The FAQ(s) should also be updated and maintained in an electronic format, available for viewing and downloading from a designated website.
- ► Consider creating and publicizing a "hotline" for project information and assistance. The DDA/Main Street Executive Director, serving in the capacity as project ombudsman, should serve as the first call, go-to person for all project-related communications; serve as a liaison between the project's many stakeholders; respond to problems that may be encountered by businesses; and, with the project manager/contractor, prepare and distribute project and schedule updates. The hotline number, which might provide a sponsorship opportunity for a local wireless carrier, should be widely published and promoted.
- Carefully consider possible needs and options for support staff to compensate for the additional responsibility and time requirement placed on the DDA/Main Street Executive Director while serving in the project ombudsman capacity.
- ▶ Develop a project communications plan and schedule for issuing project updates via media, local cable access, email, website, social media, flyers, etc.
- ▶ Identify and involve other stakeholders located both within and outside of the downtown area who will benefit from being in the "information loop" and/or can help to expand the communications network (i.e., school district, civic groups, etc.). Schedule time with local clubs and civic organizations to provide brief project updates and promote special events and activities that might be occurring during construction.
- ▶ Develop and maintain special website sections/features, and Facebook page updates and photo galleries, and maintain these vehicles as a source for the latest project information, news, and related events. Encourage businesses and other community groups and organizations to promote, link to and share project-related social media posts.



FAQ for Businesses

The Frequently Asked Questions (FAQ) for Businesses publication can be a one-sheet flyer or part of a brochure that includes a map of the project area and responses to questions that downtown business owners and employees are most likely to ask. Content examples include:

- What is the M-24 Reconstruction project?
- When will the project start?
- When will the project be completed?
- Why are we doing this?
- How will customers get to my business?
- Where should downtown employees park?
- What about downtown business deliveries?
- Will there be any disruptions to my daily business (i.e. water, utilities, etc.)?
- Beyond the streets, what other improvements are planned?
- Who is paying for this?
- Where can I find current project updates?
- I have questions who can I call?



The DDA/Main Street Executive Director, serving in the capacity as project ombudsman, should serve as the first call, go-to person for all project-related communications; serve as a liaison between the project's many stakeholders; respond to problems that may be encountered by businesses; and, with the project manager/contractor, prepare and distribute project and schedule updates.

Action Agenda

4. Marketing and Promotion

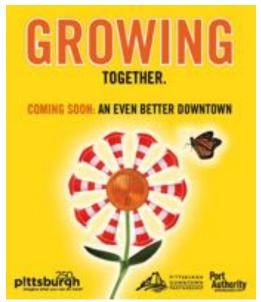
Marketing and promotion efforts that introduce new activities or construction-themed events can help to put a positive spin on the project and to remind residents and visitors that Downtown Oxford is "open for business." An identity or theme for the project should be developed and used consistently to reinforce a positive — and even "fun" — approach to the project. Visuals of improvements being completed as part of the project should also be showcased to promote the end-product. Ultimately, construction-related marketing campaign materials, activities and events will convey a strong, positive message and attract residents and visitors to witness, partake in, and connect with Oxford "history in the making."

Marketing and Promotion Issues:

- ► A special effort will be needed to remind residents and visitors that Downtown Oxford is "open for business" during and following the entire construction period.
- ► A special marketing and promotion effort is needed to reinforce the long-term positives of the project and, in the short-term, to put a positive spin on the project.

Proposed Actions:

- ▶ Work to maintain annual events at their traditional locations, or as close to those traditional locations as possible. Communities have a natural tendency to think first about relocating events to sites outside of the construction zone or even to locations completely removed from the area. As much as possible, maintain annual events at or near their traditional locations as a way of maintaining consistency, portraying a certain sense of "normalcy" amid construction activities, and attracting audiences to observe progress and changes occurring throughout the course of the project's construction.
- ▶ Develop an identity, brand or theme that will be used as a common element in all construction project-related marketing and promotional materials, activities and events to reinforce a positive message and attitude. For most communities, the theme and associated activities should be event-driven, as opposed to sales or discount-driven.
- ▶ Incorporate the campaign theme in marketing materials, advertising, special promotional products and novelty giveaway items, and encourage businesses and other project partners to adapt the theme and messaging in their own communications, advertising and marketing.
- ► Incorporate the campaign theme in informational and special wayfinding signage that might be posted at strategic locations, key gateways and community approaches to communicate to motorists that Downtown Oxford is always "Open for Business."









Develop an identity, brand or theme that will be used as a common element in all construction project-related marketing and promotional materials, activities and events to reinforce a positive message and attitude.

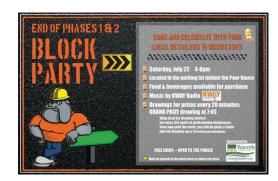
Action Agenda

4. Marketing and Promotion

- Organize an ongoing, construction theme-oriented marketing, events and publicity campaign, which could include rampedup public relations efforts, institutional advertising activities and cooperative advertising involving downtown area businesses. Examples and ideas for campaign-related activities and events include:
 - Implementing a publicity campaign using news releases, public service announcements, email blasts and other avenues to publicize – and emphasize – that Downtown Oxford is always "Open for Business."
 - Organizing and staging construction-themed publicity events, stunts and gimmicks such as a street breaking ceremony, a beach party using sand that will be used for construction, etc.
 - Creating a coloring book and novelty hard hats for kids as promotional giveaway items. The coloring book could be produced and distributed in conjunction with a monthly coloring contest with entries displayed in storefront windows.
 - Working with businesses to coordinate and cross-promote special in-store events, construction-themed drinks or entrees, etc.
 - Staging a "Touch-A-Truck" event with trucks, construction equipment, emergency vehicles, etc. for kids to sit in, crawl on and "drive."
 - Creating kids' viewing and interactive areas, which could include a giant sandbox, sand sculpture exhibits, rock collections, "Rock Band" competitions, and unique photo opportunities.
 - Hosting a mid-project Block Party to celebrate the project's halfway point, showcase progress and engage the community in fun activities staged in the new road bed prior to initiating construction on the west side of M-24.
 - Involve area youth and community groups in periodic fundraising events benefitting area non-profit organizations and causes (i.e., "Dust Buster" car wash events, storefront window-washing and decorating activities, etc.).
 - Explore opportunities to partner with a local museum or historic preservation groups to create a special living history & interpretive center display, or a walking interpretive trail with displays in storefront windows, featuring historic downtown photos, past construction projects, and "artifacts" dug up during construction. The exhibit or trail might also be coordinated with local schools to host field trips.



Work to maintain annual events at their traditional locations, or as close to those traditional locations as possible



Host a mid-project Block Party to celebrate the project's halfway point, showcase progress and engage the community in fun activities staged in the new road bed prior to the commencement of construction on the west side of M-24.

5. Building and Business Owners

Building and business owners have a huge stake in the efficient and quality completion of the M-24 Reconstruction project – and they will also be impacted most significantly. Still, other communities have demonstrated the ability to mitigate adverse impacts and overcome challenges associated with large-scale construction projects through advanced planning, cooperation and teamwork. In fact, the project will provide opportunities for the business community to rally around mutual goals and to work together in new ways that will enhance the district and downtown commerce long after the transformation of downtown is complete.

Building and Business Owner Issues:

- ► Efforts may be required to preserve and protect buildings and unique building elements and materials from possible damage (i.e., windows, fixtures, or other features).
- ► In spite of the best precautionary measures, buildings are still subject to damage.
- While sidewalks are removed, seepage into lower areas and the basements of buildings may occur during heavy or prolonged rains.
- ▶ Businesses must take responsibility to get plugged into the project communications system and should actively participate in marketing and public relations efforts that emphasize Downtown Oxford is always "open for business."
- Businesses should communicate frequently and directly with their clients and customers to "ramp up" to construction, to enhance the reach of the project's communication's system, and to alleviate potential client and customer concerns.

Proposed Actions:

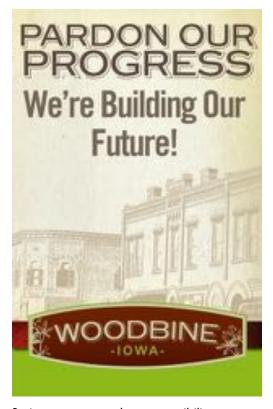
- Work with building owners, business owners and the project engineer and the contractor to identify unique building elements that may require special measures of protection in advance of the project.
- Offer suggestions and assistance to building and business owners, where appropriate, to cover, remove or otherwise protect unique building elements and features that could potentially be damaged during construction.
- ▶ Identify and promote opportunities for building owners, particularly for buildings located north of Burdick Street, to take advantage of potential cost savings for water service upgrades that could possibly be completed during sidewalk reconstruction to accommodate the future installation of suppression systems and enhance the potential for the future adaptive reuse of structures.



Work with building owners, business owners and the contractor to identify unique building elements that may require special measures of protection in advance of the project.

5. Building and Business Owners

- ► Encourage building owners, in advance of construction, to:
 - Review property insurance policies and coverage with insurance carriers to ensure proper protections are in place even in a worst-case scenario.
 - Perform an inspection of their basements and sublevels to identify possible needs for tuck-pointing or other foundation work.
 - Elevate or move any stock or equipment off the floors of building areas that may be susceptible to seepage during the construction project.
 - Photograph and/or video buildings interior and exterior – just prior to the commencement of construction so that a record of pre-construction conditions is established.
- ► Make a list of small business technical assistance and business counseling resources that might be available through area university extension offices, small business development centers, Main Street Oakland County, etc. available to downtown businesses
- ► Make a special, concerted "push" to encourage downtown business proprietors to attend and participate in ongoing business assistance, support and networking opportunities, including advance-planning meetings and the proposed "Construction Coffee" meetings.
- ▶ Encourage businesses to explore opportunities, and to work together, to create and promote cross-marketing opportunities that leverage traffic generated by key businesses that will continue to draw patrons, regardless of the construction. Certain convenience, personal care and service-oriented businesses, such as destination retailers, financial institutions, personal services providers and eating & drinking establishments, tend to have a loyal clientele that will largely be unaffected by construction.



Businesses must take responsibility to get plugged into the project communications system and should actively participate in downtown marketing and public relations efforts that emphasize the downtown is always "open for business."

Conclusion

Even the very best planning and attention to detail will not completely eliminate the chances of encountering unexpected problems and delays. Weather, for example, is always a factor. Utility disruptions and outages could occur unexpectedly and, given the extensive amount of work to be completed on infrastructure that could date back thirty years or more, surprises could inevitably pop up along the way.

The efforts of project partners and stakeholders will undoubtedly prove beneficial in efforts to overcome challenges identified in advance of the project, as well as those revolving around unexpected "surprises" that could pop up throughout the course of construction.

As Oxford DDA/Main Street, the Village of Oxford and other project partners and stakeholders move forward, they should remain mindful of these core principles:

- ▶ Don't Wait: A great deal of planning and community involvement has marked the evolution of the M-24 reconstruction project. Still, there is much work to be done and, with the project's groundbreaking on the near horizon, the time is now to plan, prepare and act.
- ► **Get Involved, Stay Involved:** Continue to provide opportunities for business persons, stakeholders and residents to get involved, and challenge them to "step up" and be part of a historic project that will set the tone for decades to come.
- Priorities and Mutual Goals: Hold fast to the fact it is in everyone's best interest to complete a quality project within a timeframe that recognizes the needs of all stakeholders.
- ▶ Plan Your Work, Work Your Plan: Be pro-active, anticipate challenges, devise a plan, and work the plan.
- ► Remember, It's an Improvement and Investment: Focus on the end-product and seize on the rare opportunity to create a quality project and "look" that will help to define Oxford and its downtown for 20, 30, 40 or more years into the future.

Working together, Oxford community partners have a rare opportunity to transform Washington Street and the community's historic downtown, to author a new chapter in the community's storied history, and to usher in a new era of progress. To that end, the M-24 Reconstruction project can serve to mark this generation's contribution to Oxford's proud heritage and promising future.



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