WEST TRAVERSE TOWNSHIP

Project Centennial Design Phase 5 minutes

January 9, 2026

Olson called January 9, 2026, Special Design Phase Meeting Four to order at 1:33 p.m. at the West Traverse Township Hall.

Roll Call – Olson J., Murphy, Keiser, Stone, Peters, Olson S., Hollingsworth

Absent: Green

Visitors: none

Pledge of Allegiance was recited by all.

Public comments – none

Approve January 2, 2026, Design Phase Four Meeting Minutes – Motion made by Murphy to approve the minutes as presented. Hollingsworth seconded. All aye.

Project Centennial Design Planning Meeting Four: Olson turned the meeting over to Elaine Keiser at 1:35 p.m. with her West Traverse Township Schematic Design Meeting Agenda noting the goal is to review the preliminary spatial programming of the building and discuss the Wire Frame rendering.

On-going Agenda Items

- Status of Site Survey – Conversion complete

Items to Review

- Review the site design work – Elaine explained the "conversion" process, how it is formatted, placement of the building on the site with functions such as sun relation, road/neighbor noise, wind, slope, line of sight and suggested placement of the building on the west side of parking lot. Discussion regarding best placement was had by the committee. Questions about number of parking spaces, parking lot condition, parking lot flow, size of parking spaces, if parking spaces would be angled, straight, etc. Olson will inquire with ZA Lane about any Zoning Ordinance restrictions/limitations for parking spaces. Location of handicap parking was also reviewed.

- Review the Schematic floor plan – The committee reviewed the floor plan discussing office sizes, 10x10, kitchen, traveling office, overall footprint and it was noted that drinking fountains were added by the restrooms.

- Review the Wire Frame Exterior Elevations – The committee reviewed the elevations, discussed pitch, roof lines, and main wall height noting it needs to allow for air flow and lights.

- Discuss the time/cost needed to provide renderings – Elaine provided the committee with a Proposal for 3D modeling and renderings showing varying levels of service descriptions that are available. The committee decided to table a decision and add it to the Township February Board meeting to decide which level of rendering would be necessary.

Conclusion

- Outline goals for next meeting
- Set date for next meeting – see below
- Client Homework – none
- Client Questions – none
- Review and document any selections

Public/Board Comments – none

Next meeting – January 16, 2026, 1:30 p.m. at the West Traverse Township Hall

Adjourn - Olson, J., asked for a motion to adjourn the meeting. Hollingsworth made the motion to adjourn at 3:23 p.m. Murphy seconded.

Respectively submitted by: Jay Olson

Transcribed by:

Amy Peters

Proposed: January 9, 2026
Approved: January 1-16-26