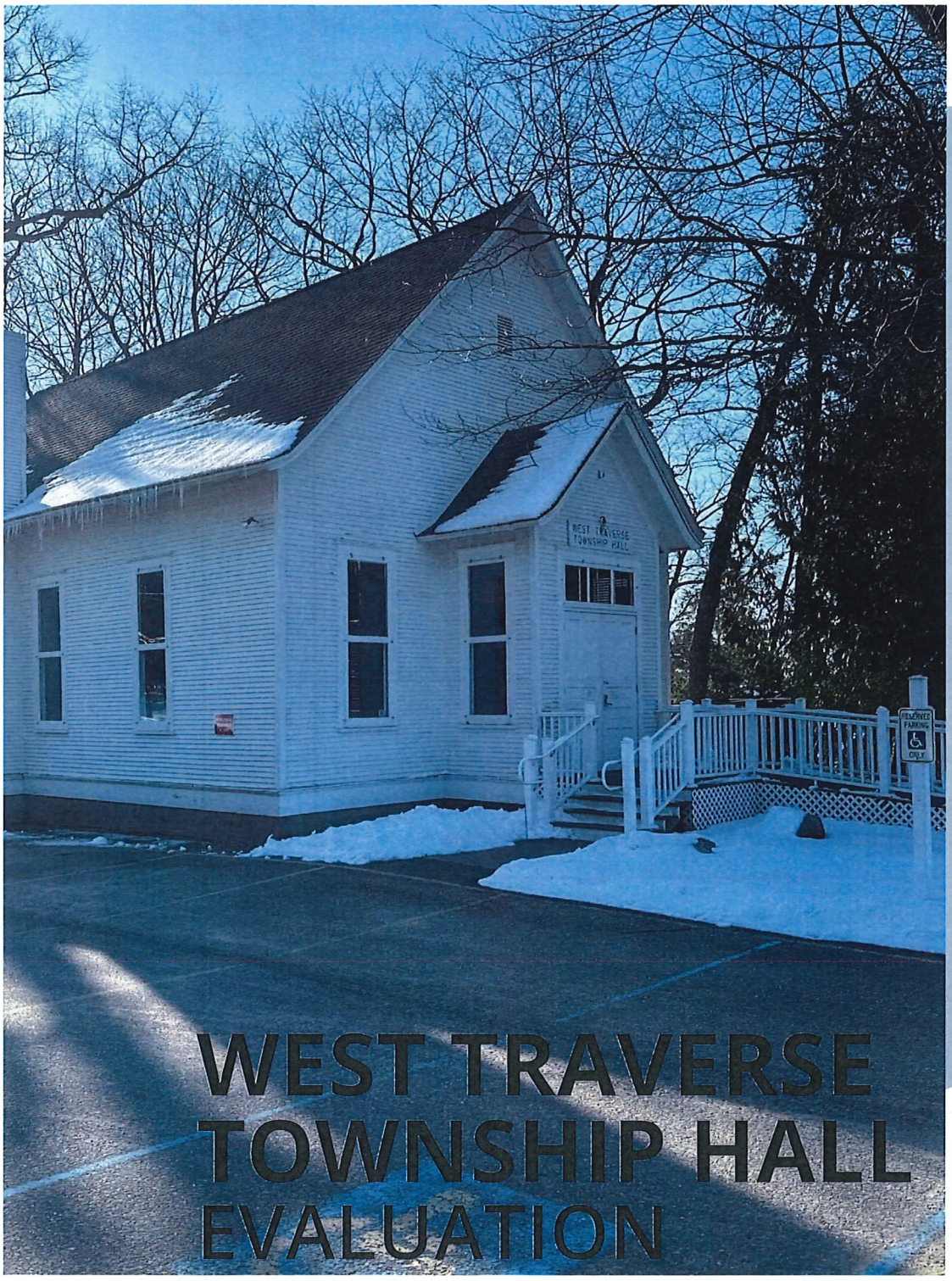


CRAFTMARK

ATTENTIVE BUILDERS

WEST TRAVERSE TOWNSHIP HALL EVALUATION

June 26, 2025

Prepared for
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OVERVIEW

Craftmark Construction was contracted by West Traverse Township to provide a professional assessment of the existing Township Hall located at 8001 S Lake Shore Drive. The purpose of this evaluation is to support a discussion of 3 main objectives of what to do with the West Traverse Township Hall.

- **Objective 1:** Update and Modify Existing Hall to Meet The Stated Business Requirements
- **Objective 2:** Construct New Purpose Built Township Hall
- **Objective 3:** Viability of Current Township Hall to be Repurposed as a Cultural Center for Activities in West Traverse Township

This evaluation outlines general findings and offers conceptual recommendations to help determine appropriate next steps for updating or modifying the existing building.

The Township Hall is an aging facility that presents numerous challenges in accommodating the operational and safety needs of the Township. Major functional challenges include:

1. **Inadequate Office Space:** The absence of individual offices makes it difficult to conduct confidential conversations or private meetings with constituents.
2. **Insufficient and Insecure Record Storage:** Current storage is undersized, lacks adequate security, and does not offer protection from potential casualty loss such as fire or water damage.
3. **Code Compliance and Safety:** The building predates many current codes and accessibility laws. Any remodeling would likely require code upgrades, including ADA compliance, fire suppression, and energy efficiency.

Extensive remodeling to address these issues is not feasible. One major contributing factor is that exisiting conditions in the building do not comply with current building codes. Any significant alteration to the structure would subject the building to modern building codes. Minor modifications outside the reach of building code compliance will not solve the issue of general lack of space. Lifting the building or expanding the footprint is also not a viable option due to the restrictive size of the property the building is occupying.

OVERVIEW

During our review, several costly safety concerns were identified that must be addressed for continued use of the building. These include but are not limited to: general rot, energy efficiency, security, fire suppression, and ADA compliance. In addition to those concerns there is a need for several items to be addressed immediately to prevent further degeneration of the building, and to protect the township from potential liability.

Craftmark Construction has performed a general visual inspection of both interior and exterior building conditions. This included feedback from local electricians, HVAC technicians, ADA compliance consultants, asbestos testing professionals, and others familiar with designing and planning community use spaces. The Township Hall faces limitations for continued use in its current state. While selective maintenance can prolong the building's usability, a comprehensive solution will likely require more substantial investment or alternative planning. This evaluation is intended as a starting point to help guide a preliminary discussion regarding next steps and developing a plan of action.

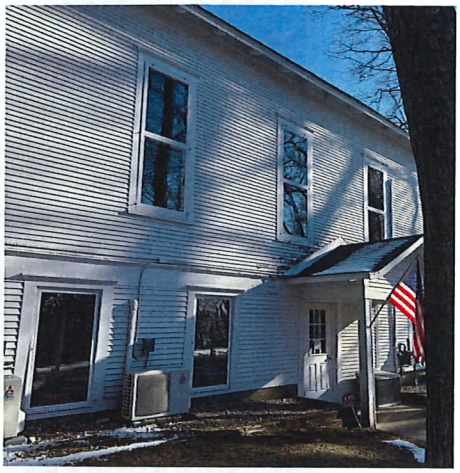
Below is a summary of notable findings that require immediate action. Prices for estimated cost to fix are not contract prices rather a rough estimate of potential costs.





During the course of our visual inspection, general maintenance issues were observed throughout both the interior and exterior of the building. Inside the building, the floors were found to be uneven in various locations. While the extent of the issue varies, it is noticeable in several areas and may impact accessibility (see photos). Additional interior issues include broken blinds, outdated finishes, and worn hardware, all of which contribute to a general sense of deferred maintenance. On the exterior, the paint is visibly deteriorated, with areas showing peeling and wear that expose the underlying material to potential weather-related damage. A broken section of lattice was noted, as well as a damaged handrail. These items not only detract from the building's appearance but may also present safety concerns if left unaddressed.

OBJECTIVE 1: UPDATE AND MODIFY EXISTING HALL TO MEET THE STATED BUSINESS REQUIREMENTS





The level of alteration to be completed may impact the listed items required to be brought up to code by county.

Building Code Status

Due to its age, the current facility is not subject to all modern building codes. However, should the township choose to bring the building up to code, this would involve updates such as:

- Installation of modern insulation
- Accessible parking
- Stair handrails (northeast entrance)
- Stair tread visual contrast
- Service counter
- Signage to include - exits, public bathroom signs
- Current interior stairs are not compliant, public use is not recommended
- Door handle hardware
- Accessible route
- Replacement of historic windows
- Exterior deck, stairs and ramp may require reconfiguration to be up to date
- Other updates based on system assessments below

STRUCTURAL ASSESSMENT

FOUNDATION



(1) Observations

Two relatively large foundation cracks exist near the Northeast and Northwest corners of the foundation. These are likely caused by settling and compression of surrounding soils on the North side of the building due to the proximity to Lake Street and the amount of traffic that passes there. Minor cracks are present elsewhere.



(2) Recommended Action

Cracks should be sealed so as to mitigate further cracking due to water infiltration and freeze/thaw cycles. This can be done with a single parge coat on the entire exposed foundation. This will help prolong the life of the foundation as the original is quite porous resulting in significant degradation. This will continue to degenerate with time.

- Seal minor foundation cracks to prevent further deterioration.
- Investigate and address sources of water infiltration.
- Monitor floor unevenness for any changes; no immediate corrective action needed if movement is not active.



(3) Estimated Cost to Fix

$8,493.75

STRUCTURAL ASSESSMENT

Roofing

(1) Observations

The existing asphalt roof is in relatively good condition as of now. However, it does have some moss accumulation. The moss growing on the roof will hold moisture against the surface which we want to be dry and to dry out after rain. In addition to that, the roots from the moss greatly reduce the lifespan of asphalt shingles as they break apart the surfaces granulates.

(2) Recomended Actions

- Removing the moss can be accomplished by a method called "soft washing ". A chemical is applied to the moss, which kills it, and then it dries up and falls off.

(3) Estimated Cost to Fix

$4,500

Siding

(1) Observations

The existing siding is painted wood and is showing signs of deterioration. Peeling paint, rot and spots that retain moisture allowing moss to grow. Isolated spots of rot need to be addressed on the siding, storm windows and trim.

(2) Recommended Actions

- These areas will need to be filled, replaced or repaired.
- Then the entirety of the building should be painted. In several areas, the existing paint has completely peeled away from the wood siding.

(3) Estimated Cost to Fix

$58,125

STRUCTURAL ASSESSMENT

Windows & Doors

(1) Observations

The existing windows and main exterior door are not energy efficient. The windows are single pane. The storm windows help with protecting the windows from weather but they themselves are showing signs of rot and need to be repaired.





(2) Recommended Actions

- Replace existing single-pane windows with energy-efficient windows.
- Repair or replace deteriorated storm windows.
- Upgrade main exterior door to an insulated, weather-rated model for improved energy efficiency and durability.
- Install or replace weatherstripping and caulking as needed around all window and door openings.



(3) Estimated Cost to Fix

$8,125 to repair existing

STRUCTURAL ASSESSMENT

Water Infiltration

(1) Observations

The stairwell shows signs of water infiltration. This needs to be chased down and repaired to prevent further damage and if mold is present it will need to be remediated.





(2) Recommended Actions

- Conduct a targeted investigation to identify source(s) of water entry.
- Repair building envelope at point of infiltration.
- Dry and seal affected stairwell surfaces to prevent further damage.
- If mold is present, perform professional mold remediation and air-quality treatment as needed.

(3) Estimated Cost to Fix

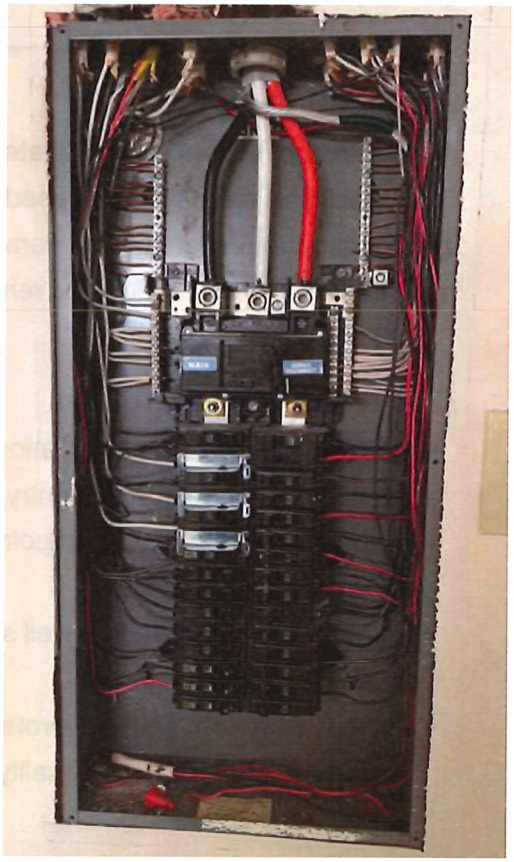
$2,500 (assumes no rot nor mold)

ELECTRICAL SYSTEM ASSESSMENT

(1) Observations

Overall, the electrical system is functional and not immediately hazardous. However, several issues were identified that should be addressed to improve safety, efficiency, and code compliance:

1. Neutral Wires in Panel: Several neutral wires are doubled under single termination points. Each should be given its own terminal. This is a simple correction, and adequate space exists in the panel.
2. Lighting: Fixtures are outdated. Upgrading to energy-efficient, uniform-color LED lighting is highly recommended.
3. Emergency Lighting: No exit or emergency lighting is present. Code requires these features, especially for assembly-type occupancy.
4. GFCI Protection: GFCI outlets are missing in several required locations (kitchen, bathrooms, within 6 feet of sinks, exterior, etc.). These need to be installed for safety and code compliance.
5. Water Pipe Bonding: The metal incoming city water pipe should be electrically bonded, which is a straightforward correction.
6. Ceiling Wiring: Above the drop ceiling in the auditorium, non-metallic (Romex) wiring is used improperly. This should be replaced with metallic-clad (MC) cable and properly supported.





7. Improper Breaker Configuration: A couple of breakers are tied together with a partial nail. These need to be replaced with proper two-pole breakers.
8. Bathroom Outlet: The upstairs bathroom lacks an outlet. Code requires a 20A GFCI-protected outlet within 3 feet of the sink. This may involve circuit routing and drywall repair.

(2) Recommended Actions

- Separate neutral wires into individual terminal points in the panel.
- Upgrade to energy-efficient, uniform-color LED lighting.
- Install exit and emergency lighting to meet code for assembly occupancy.
- Add GFCI outlets in required areas.
- Bond the incoming metal water pipe to the electrical system.
- Replace Romex above ceiling with properly supported MC (metal-clad) cable.
- Replace improvised breakers with correct two-pole breakers.
- Install 20A GFCI-protected outlet in the upstairs bathroom (may require wall fishing and drywall patching).

(3) Estimated Cost to Fix

$12,500

HVAC & PLUMBING SYSTEM ASSESSMENT

HVAC

(1) Observations

System appears to be in good working condition. No observed code violations or performance issues.

(2) Recommended Actions

- No immediate action required. Recommend regular maintenance and servicing.

(3) Estimated Cost to Fix

- N/A

Plumbing

(1) Observations

Plumbing system is functional. No code violations or signs of leaks or performance issues.

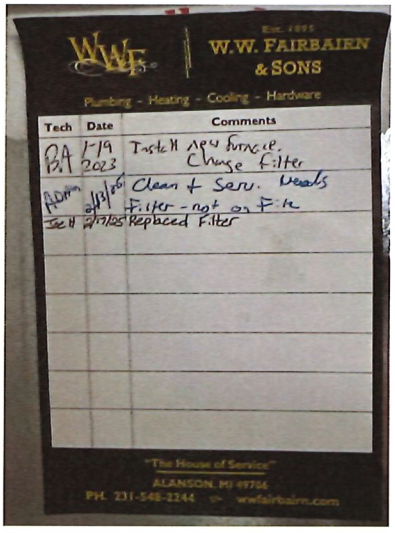
(2) Recommended Actions

- No action required at this time. Continue periodic monitoring and maintenance.

(3) Estimated Cost to Fix

- N/A





SAFETY/ACCESSIBILITY ASSESSMENT

(1) Observations

Although the community is considered safe, several security enhancements are recommended to safeguard township assets, staff, and sensitive materials.

- Access Control: Doors lack deadbolts and access control systems such as keypads, electronic locks, motion detectors, buzzers, or glass breaks.
- Emergency Egress: Current layout provides only a small ground-floor window as a secondary egress option for staff located in corner offices—this presents a safety concern.
- Surveillance: No security camera systems were observed. Installing cameras would provide deterrence against theft and vandalism and enhance security monitoring.

(2) Recommended Actions

- Install deadbolts and/or electronic access control systems on key entry points to restrict and monitor access.
- Evaluate corner office egress options; consider enlarging windows or adding a secondary egress door if feasible.
- Install a basic surveillance camera system covering key exterior and interior areas.

(3) Estimated Cost to Fix

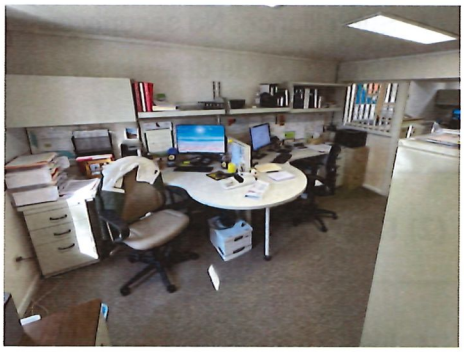
$7,125

ADA COMPLIANCE

How and to what extent the standards apply is determined by the scope of a project, the elements and spaces altered. Only those elements or spaces altered are required to comply, but alterations made to areas containing a primary function (a major activity for which a facility is intended) also require an accessible path of travel.



This property does not contain any amenities which are listed on the National Register of Historic Places or a state or local registry of historic elements.





(1) Observations

General Accessibility & Layout

- Open floor plan lacks privacy and acoustic control for staff.
- No historic registry constraints present.
- Building expansion is limited by zoning, site layout, and costs.

Interior Routes, Doors & Maneuvering

- Multiple doors have non-compliant hardware (tight grasping/twisting required).
- Clear widths at many doors are less than 32".
- Maneuvering clearances lacking on push/pull sides of multiple doors (e.g., kitchenette, ECC, clerk/secretary, vestibule, D-1, D-2, D-3).
- Vestibule door spacing is less than 48" when both doors are open.
- Entrance thresholds exceed ½".
- Protruding objects along routes exceed 4" depth between 27"-80" height.
- No compliant tactile signage on interior doors.
- Tactile egress signage not present at required locations.
- Interior stair between levels is non-compliant.
- Handrails do not meet ADA standards.
- Sales/service counter lacks a 36" high accessible portion.
- Interior door surfaces within 10" of floor are not smooth (D-1 vestibule).
- Required turning spaces not provided (upper/lower restrooms, ECC, kitchenette).

Kitchenette

- Sink height exceeds 34"; lacks knee/toe clearance.
- Reachable items are outside the 15"-48" height range.
- Turning space not provided.

Restrooms (Upper & Lower Levels)

- Signage with braille and symbols is missing.
- Insufficient turning radius.
- Toilet centerline spacing from side wall is non-compliant.
- Grab bars not installed or incorrect.
- Pipes are not insulated.
- Flush controls not properly located.
- Paper dispensers not within compliant reach ranges.

Exterior Access & Parking

- Lot P2 accessible spaces lack firm/stable ground.
- No striping or aisle markings; no van space.
- Signage missing or installed at incorrect height.
- Slope of accessible parking exceeds 2% (1:50).
- Access route from D-3 to D-2 is not compliant.
- Directional signage from accessible parking to entry is missing.
- Entrance ramp (R-1) >6" rise but lacks edge protection.
- Building entrance door thresholds exceed height limits.
- Maneuvering clearances and hardware at doors D-1, D-2, D-3 are non-compliant.

Drinking Fountains

- Insufficient number or lack of high/low level options (if any are provided).

Stage Access

- No accessible route to or from stage and kitchenette (lift required).

(2) Recommended Actions

Interior

- Replace all non-compliant hardware with ADA levers.
- Widen doors or reframe to meet 32" minimum where feasible.
- Modify vestibule spacing or replace one door with automatic opener.
- Add platform lift to connect stage/kitchenette.
- Add compliant handrails and tactile signage.
- Modify restrooms and kitchenette for turning radius, fixtures, grab bars, pipe insulation, accessible counters, etc.
- Remove or modify protruding objects.

Exterior

- Regrade or resurface parking lot for firmness and slope.
- Stripe accessible and van spaces with signage at required height.
- Provide compliant edge protection on ramp R-1.
- Adjust thresholds, hardware, and maneuvering clearances at entry doors.
- Add directional signage and establish accessible route between D-3 and D-2.

(3) Estimated Cost to Fix

$183,766.25

OBJECTIVE 2: CONSTRUCT NEW PURPOSE BUILT TOWNSHIP HALL



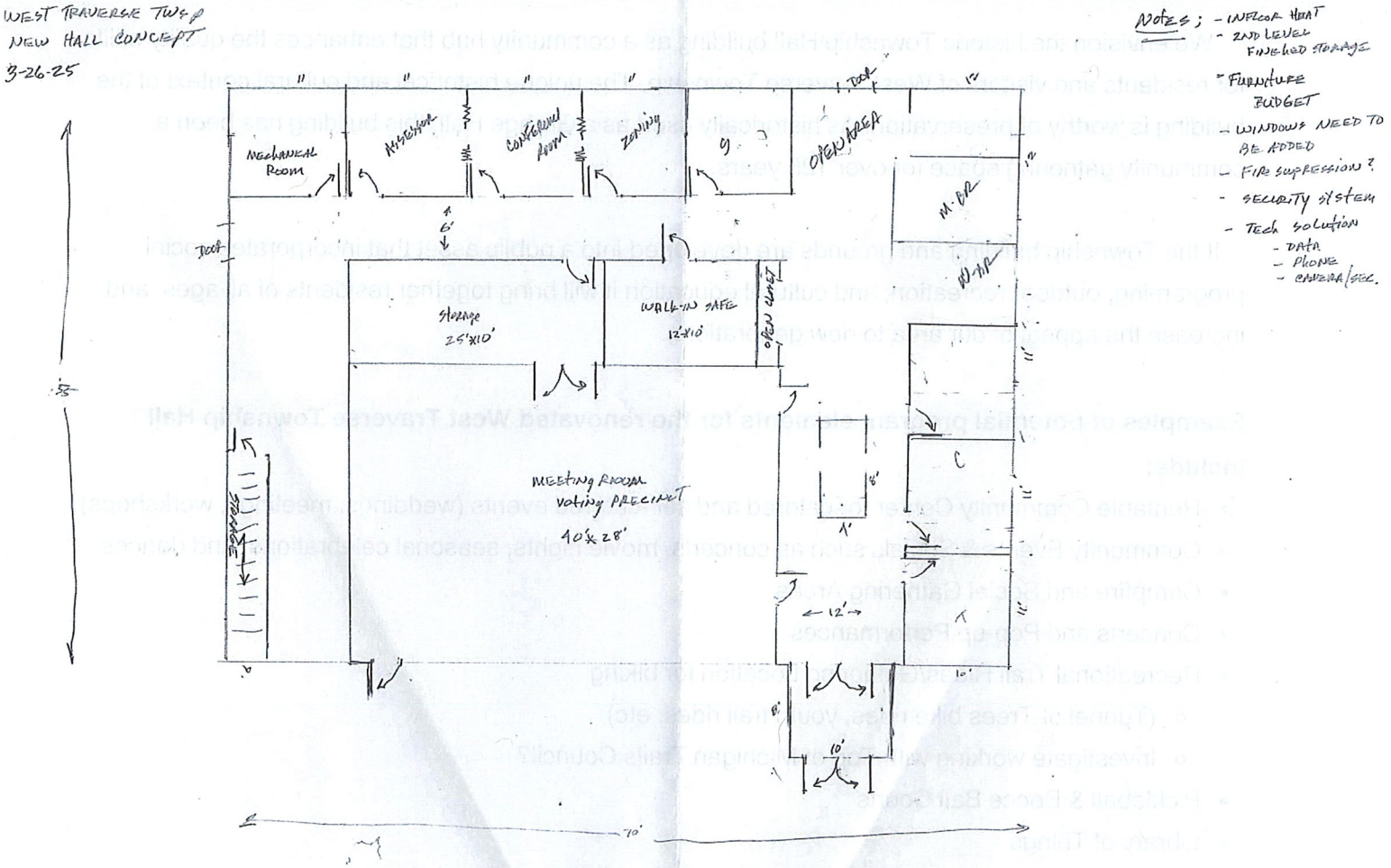
As part of our assessment, we also explored the potential for constructing a new, purpose-built Township Hall. At this stage, the vision for a new facility is still conceptual, and no finalized design or site layout has been developed. The basis for current consideration has been drawn loosely from images and general examples provided, which serve as a reference point rather than a definitive plan.

It is important to emphasize that the overall cost of new construction can vary widely depending on numerous factors ranging from architectural design and material selections to the level of finish, size, functionality, site conditions, and any unforeseen hurdles such as permitting or environmental constraints.

Attachments referenced in this section are to help guide a preliminary discussion, but should not be interpreted as proposed or recommended designs at this stage.

Estimated Cost to Build

$3-4 million


WEST TRAVERSE TWSP
NEW HALL CONCEPT
3-26-25
MECHANICAL ROOM
ASSESSOR
CONFERENCE ROOM
ZONING
OPEN AREA
M. BR
W. BR
STORAGE 25'X10'
WALK-IN SAFE 12'X10'
OPEN UNDER
MEETING ROOM voting PRECINCT 40'X28'
STORAGE
C
70'
Notes; - INFLOOR HEAT
- 2ND LEVEL FINISHED STORAGE
- FURNITURE BUDGET
- WINDOWS NEED TO BE ADDED
- FIRE SUPPRESSION?
- SECURITY SYSTEM
- Tech solution
- DATA
- PHONE
- CAMERA/SEC.

OBJECTIVE 3: VIABILITY OF CURRENT TOWNSHIP HALL TO BE REPURPOSED AS A CULTURAL CENTER

This objective assumes that the township elects to pursue the course of action described in objective two.

We envision the historic Township Hall building as a community hub that enhances the quality of life for residents and visitors of West Traverse Township. The unique historical and cultural context of the building is worthy of preservation. As historically used as a Grange Hall, this building has been a community gathering space for over 125 years.

If the Township building and grounds are developed into a public asset that incorporates social programing, outdoor recreation, and cultural education it will bring together residents of all ages, and increase the appeal of our area to new generations.

Examples of potential program elements for the renovated West Traverse Township Hall include:

- Rentable Community Center for catered and self-catered events (weddings, meetings, workshops)
- Community Events & Socials such as concerts, movie nights, seasonal celebrations, and dances
- Campfire and Social Gathering Areas
- Concerts and Pop-up Performances
- Recreational Trail Rides/Gathering Location for biking
  - (Tunnel of Trees bike rides, youth trail rides, etc)
  - Investigate working with Top of Michigan Trails Council?
- Pickleball & Bocce Ball Courts
- Library of Things
- E-bike Rental and Charging Stations
- Passive Outdoor Recreational Equipment (binoculars with bird watching guides, sleds, snowshoes, walking sticks, fishing poles, telescopes, etc)
- Little Free Library Boxes throughout the grounds
- Local History and Cultural Education Center showcasing the building's Grange heritage and township history
- Classroom or Workshop Space for arts, crafts, nature education, and lifelong learning
- Outdoor Games and Activity Zones (cornhole, oversized board games, picnic areas)

Additional Innovative Ideas

- Tribal or Indigenous Cultural Center in partnership with local tribes to share history, language, art, and stewardship practices
- Nature & Sustainability Education Center, offering programs on native plants, conservation, and local wildlife
- Remote Work or Co-Working Hub with shared office space and Wi-Fi to support seasonal residents and telecommuters
- Youth Leadership and Mentorship Programs, run in collaboration with local schools and nonprofit organizations
- Pop-up Farmers Market or Artisan Market Area to support local makers and agriculture

Funding for this project could be supported in part by grants from the Michigan Department of Natural Resources. They have multiple programs that grant money to municipalities to promote outdoor recreation access in communities. A couple that the township may be eligible for are:

- **Recreation Passport Grants** emphasize renovations to existing facilities that have outlived their useful life expectancy. These grants are between $7,500 and $150,000.
- **Michigan Natural Resources Trust Fund** grants are issued each year to provide funds for natural resource protection and outdoor recreation. Grants are between $15,000 and $400,000.
- **The Land and Water Conservation Fund** provides grants to local units of government and to the state to develop and acquire land for public outdoor recreation such as: trails, picnic areas, beaches, campgrounds, boating access and fishing areas.

Additional funding avenues may include:

- Community foundation grants
- Local business sponsorships
- Public-private partnerships
- Crowdfunding campaigns for specific features

SUMMARY OF RECOMMENDATIONS

Craftmark recommends the Township consider the following actions:

01 Build modern Township Hall Building on adjacent property. Abandon, demolish, or repurpose existing Township Hall.

02 To limit further deterioration of the building and potential liability, address immediate code, ADA, and safety issues.

03 Prioritize key cosmetic and maintenance upgrades to improve usability and public perception.

04 At this stage, we strongly recommend engaging a licensed architect to develop conceptual designs that will clarify feasibility, code compliance, and alternative options. We would be glad to recommend qualified architects or assist in the selection and interview process, with the understanding that Craftmark Construction's time for these services would be compensated accordingly.