WEST TRAVERSE TOWNSHIP
Project Centennial Design Phase
Meeting 7
Township Hall

January 23, 2026
1:30 p.m. – 3:00 p.m.

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Please sign in
4. Approve January 16, 2026, Design Phase mtg 6 mins
5. Public Comments
6. Project Centennial Design Planning Meeting 7
   - Actions per attached Elaine Keiser Agenda
   - HELD MID-ITEM 6 Public comment
7. Public Comments
8. Set Next meeting date 2/6/26 @ 1:30pm
9. Adjourn 3:20p

Township Residents and taxpayers are encouraged to attend Board meetings. Your interest and input are important to us. Agenda items must be called in (526-7361)by Thursday prior to the meeting date. Comments on agenda items are limited to two (2) minutes prior to the Board vote. Brief comments are also welcome during 'Public Comments".

elaine · keiser
ARCHITECT, INC.

Your dream, our team

West Traverse Township
Design Development Meeting Agenda

Friday January 23, 2026
30

The goal of this meeting is to review the design development drawings of the building.

Ongoing Agenda Items

- None at this time

Items to Review

- Begin the design development phase
  - ☐ Review the site plan
  - ☐ Review the floor plan
  - ☐ Design review of the elevations

Conclusion:

- Outline goals for next meeting:
  - ☐ _____
  - ☐ _____
- Set date for next meeting _____
- Client homework
- Client questions?
- Review and document any selections

Elaine Keiser Architect, Inc ■ 2076 M-119 ■ Petoskey, MI 49770
231.439.0472 ■ www.ekarchitect.com

Clerk

From: Clerk
Sent: Friday, January 30, 2026 8:49 AM
To: [redacted]
Cc: Treasurer; [redacted]
Subject: RE: Questions for Friday 1/30 New Hall Design meeting

[redacted]

Take a look below for my comments.

Thank you for your active participation in the project. It makes a difference!

Jay

From: [redacted]
Sent: Thursday, January 29, 2026 5:34 PM
To: Clerk <clerk@westtraversetownship.gov>
Cc: Treasurer <treasurer@westtraversetownship.gov>; [redacted]
Subject: Questions for Friday 1/30 New Hall Design meeting

Hl Jay:

Here are some questions for tomorrows New Hall design meeting:

1. Are there baby changing stations in both the Men's and Women's bathrooms?

   JHO: We have been working in the Design Phase of the project. Interior level of detail, beyond the footprint of the required spaces, will come next. We'll address these type questions at that time.

2. Is there an adult changing bench somewhere in the facility? (Elderly or severely handicapped individuals with care givers who can help change them)

   JHO: Same as above.

3. Would it be possible to remove the urinal fixture in the men's room and make the bathrooms single stall, gender neutral with baby changing station and adult changing benches in both? (Ask Elaine Keiser how many actual toilets the facility needs to have)

   JHO: In the earlier Design Phase meetings, we have discussed the layout, sizing requirements, etc. which has resulted in the current layout. The rest of the comments will be addressed as noted above.

4. Can the exterior windows have crown moulding on them to replicate the historical trim over the existing town hall windows.

   JHO: Keeping overall cost in mind, I have been a big proponent of incorporating queues into the exterior presentation and to the extent appropriate reflect key design details in the new office building that evoke the appearance of the old Hall. Long way of saying, I agree with you.

Regarding a non-profit taking over the old town hall, do you have a diagram of the current town hall with dimensions on it that I can share with the other Preservation49740.org team?

There was great interest in being the non-profit you are looking for, but concerns about repairs needed to the building that are causing some hesitation right now.

JHO: [redacted] I am really excited to hear that there is this "bubbling" interest in what I have been asking for all these months and want to help any way I can to move this forward.

Yes, I can get the Hall dimensions. I would be very interested in meeting with the 49740 committee. That way I can address questions, share my vision, and get a fuller sense of the topics needing attention.

Please let me know if that is possible and I will make myself available any time to meet with the committee.

Thanks!

1/30/26

West Traverse Township Building Cost Worksheet

Costs are an estimate for planning purposes.
Actual costs may vary depending on final material selections.
date: 1-23-26

Building Areas:													
Finished main floor	4100	sq. ft.	at	$ 600.00	per sq. ft.	=	$ 2,460,000.00	at	$ 700.00	per sq. ft.	=	$ 2,870,000.00
							$ 2,460,000.00					$ 2,870,000.00
Exterior areas:													
covered entry	250	sq. ft.	at	$ 600.00	per sq. ft.	=	$ 150,000.00	at	$ 700.00	per sq. ft.	=	$ 175,000.00
							$ 150,000.00					$ 175,000.00
total square feet	4350												
						Total Building Cost =	**$ 2,610,000.00**				Total Building Cost =	**$ 3,045,000.00**
						Budget Amount =	$ 2,400,000.00					
						Difference	$ 210,000.00					

Difference between $600 and $700 per sq. ft. = $ 435,000.00

Additional Items:
furnishings
moving & storage costs
design fees
demolition

1/30/26

MORRIS
16-15-10-300-015
7997 S. LAKESHORE DRIVE

EXISTING SHED

Found 5/8" Rerod, Capped #33983
5' North Of True Location
Due To Concrete Well Bases

22" Maple

(3) WELL HEADS

37.73'

LINE OF TREES

WIRE FENCE

NORTH 470.25' (R)
N00°47'06"E 470.22' (M)

432.48'

WIRE FENCE

680

673

681

681

PROPOSED SEPTIC FIELD LOCATION

20' SIDE SETBACK

TREE TO BE REMOVED

12" Pine

SNOW STORAGE

SNOW STORAGE

SNOW STORAGE

672

670

668

75'-6"

14" Pine

TREE TO BE REMOVED

SERVICE AREA

SNOW STORAGE

675

TOWNSHIP OF WEST TRAVERSE
16-15-10-300-016
5686 LAKE ROAD
AREA ZONED PUBLIC DISTRICT

TURN AROUND SPACE

STAFF ENTRY

170'-0"

24'-0"

ELEC. METER

PROPOSED BUILDING
4,100 SQUARE FEET

FLAG POLE

24'-0"

24'-0"

75'-0"

21'-6"

24'-0"

20'-0"

MAIN ENTRY

10'-0"

40' REAR SETBACK

N89°44'28"W 198.72' (M)
WEST 198.00' (R)

LAKE ROAD

EX. GATE

ENLARGED ENTRY DRIVE

24'-0"

40'-0"

PROPOSED STONE RETAINING WALL

30 'FRONT' SPACES

24'-0"

17 'BACK' SPACES

8'-0"

24'-0"

668

40' FRONT SETBACK

10'-0"

20'-0"

665

STORM WATER RETENTION / SNOW STORAGE

STORM WATER RETENTION / SNOW STORAGE

STORM WATER RETENTION / SNOW STORAGE

20' SIDE SETBACK

EAST 198.00' (R)
S89°41'13"E 198.16' (M)

PROPOSED SURFACE DRAINAGE LOCATION

17" Pine

TREE TO BE REMOVED

32.73'

S00°42'58"W 470.03' (M)
SOUTH 470.25' (R)

437.29'

669

667

669

670

675

680

681

BENCH MARK
TOP OF 5/8" REROD, CAPPED #33983
ELEV = 665.00' 1988 NAVD

TOWNSHIP OF
WEST TRAVERSE
16-15-10-300-033

NORTH LINE OF LAKE ROAD AS MONUMENTED

66.00' (R)
66.00' (M)

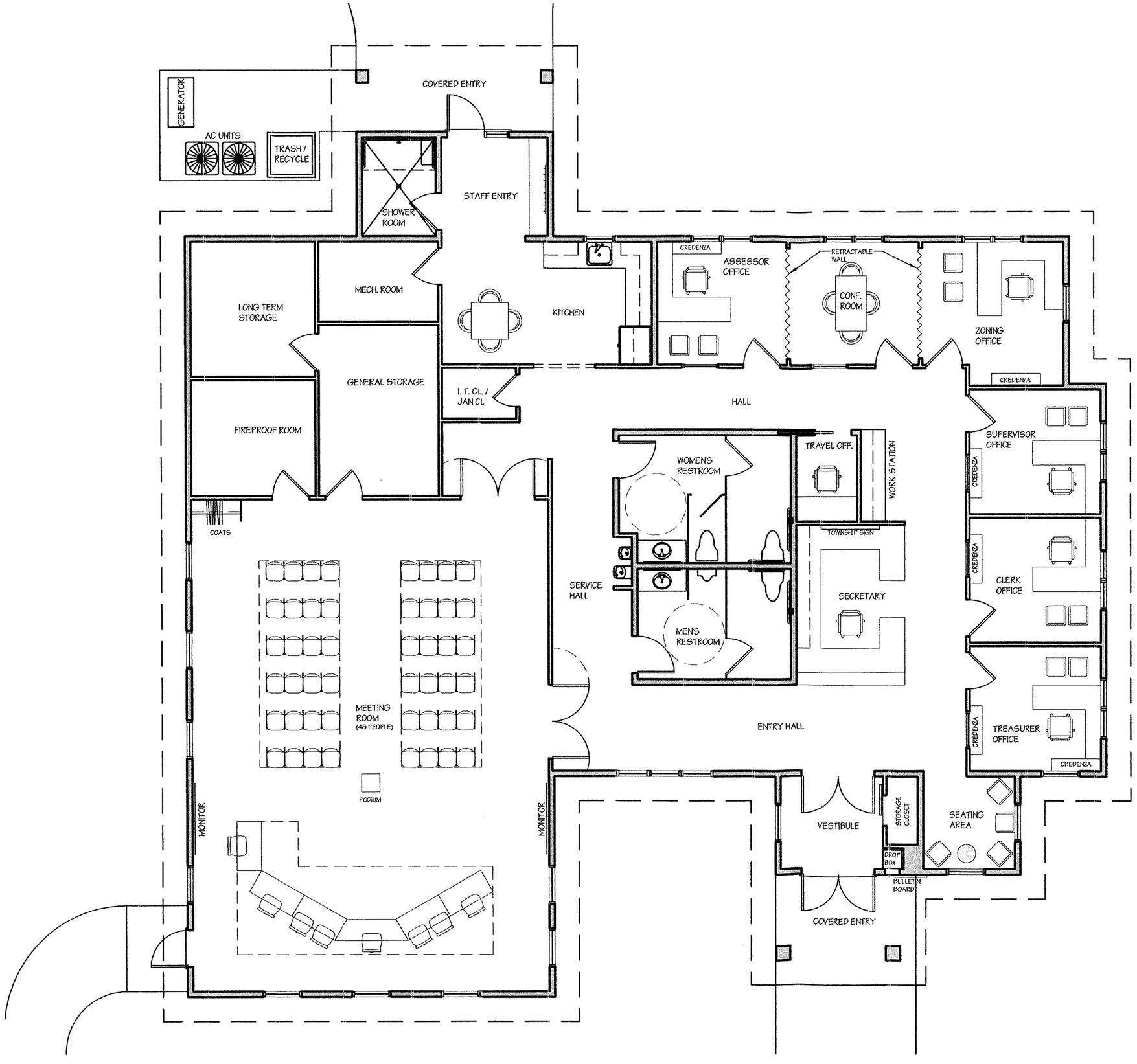
SOUTH LINE OF SECTION 10

32.75'

Found 5/8" Rerod, Capped #33983

P.P.

11/30/26



OCCUPANT LOAD

PER MBC TABLE 1004.1.2	AREA	PEOPLE
ADMIN BUSINESS AREA (B) - 100 SF/PERSON	2,765	28
ASSEMBLY AREA (A3) CONCENTRATED 7 SF/ PERSON	222	32
ASSEMBLY AREA (A3) TABLES/CHAIRS 15 SF/ PERSON	130	9
OVERALL BUILDING TOTAL:		69

2021 MICHIGAN PLUMBING CODE

TABLE 403.1

	WATER CLOSETS	LAVATORIES
BUSINESS AREAS (69 PEOPLE) 1 W.C. PER 25 FOR THE FIRST 50 OCCUPANTS, 1 PER 50 THEREAFTER 1 LAV PER 40 FOR THE FIRST 80 OCCUPANTS, 1 PER 80 THEREAFTER	4 TOTAL	2 TOTAL

FLOOR PLAN

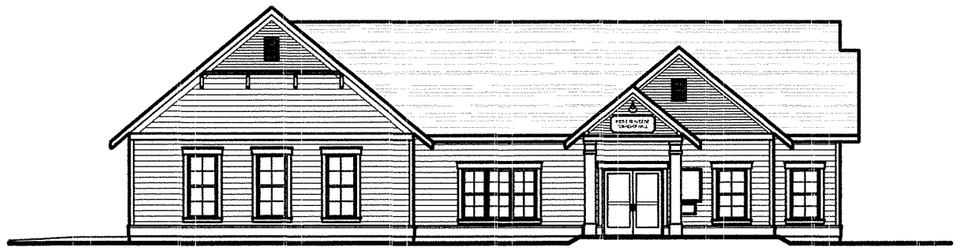
SCALE: 1/8" = 1'-0"
4,100 SQ.FT.

11/30/26



NORTH ELEVATION

SCALE: 1/16" = 1'-0"



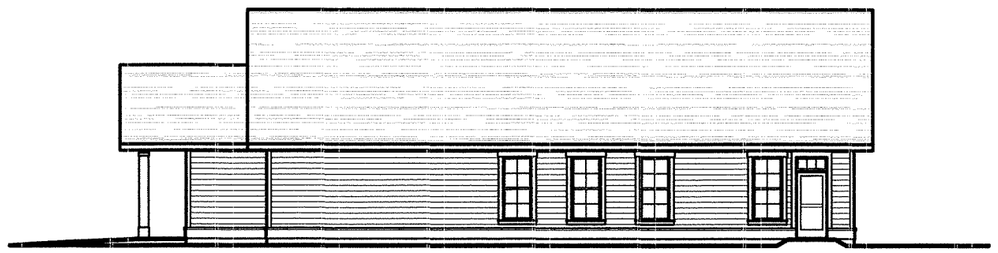
SOUTH ELEVATION

SCALE: 1/16" = 1'-0"



EAST ELEVATION

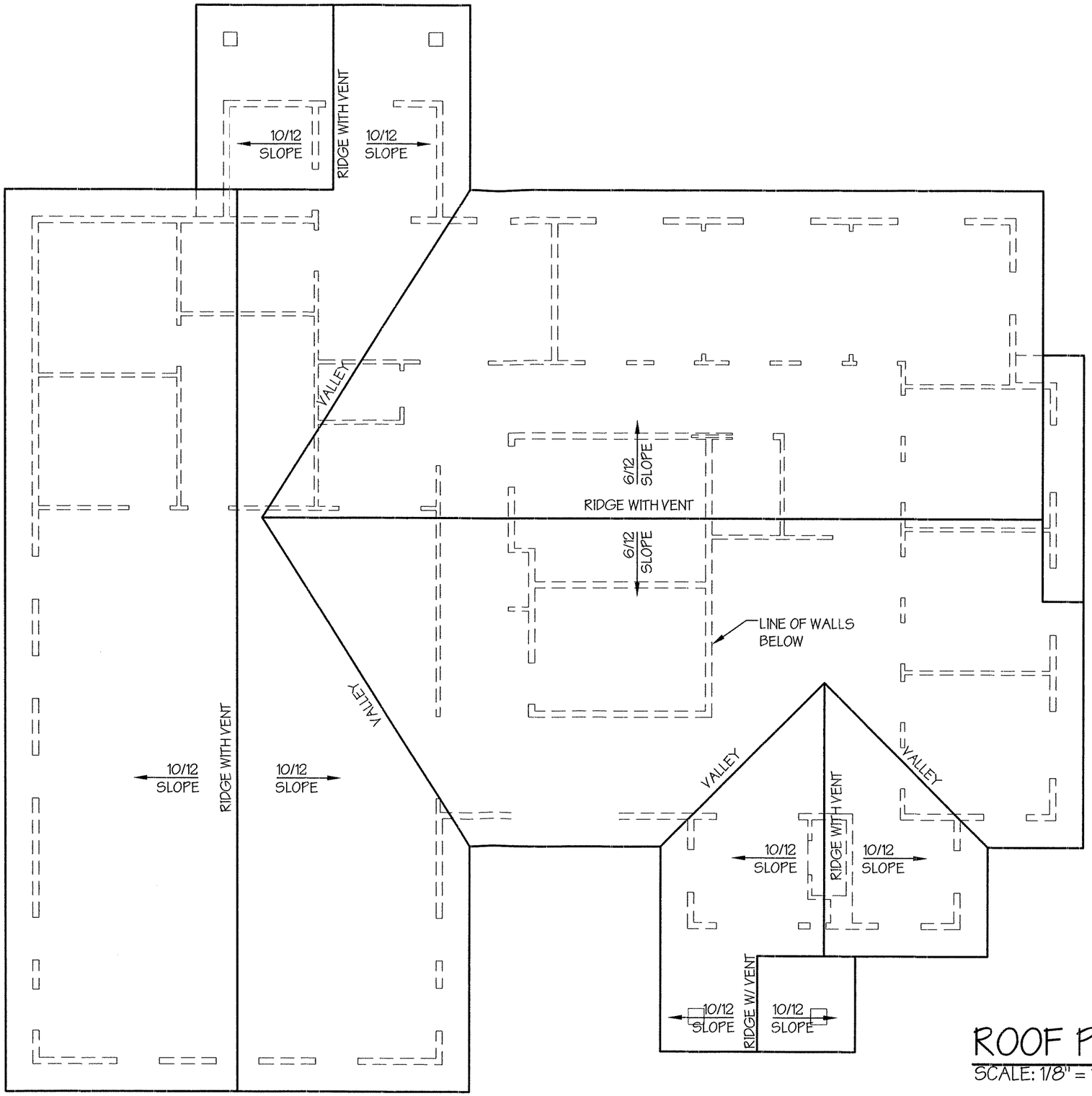
SCALE: 1/16" = 1'-0"



WEST ELEVATION

SCALE: 1/16" = 1'-0"

1/30/26



ROOF PLAN

SCALE: 1/8" = 1'-0"