2/27/26

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ARCHITECT, INC.

Your dream, our team

West Traverse Township
Design Development Meeting Agenda

Friday February 27, 2026

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

Items to Review

- Floor plans
  - ☐ Election layouts C and D
- Building sections – STORAGE ROOMS UPDATED
- Interior color directions -
- Exterior materials – JAMES HARDIE
- Reflected Ceiling Plans
  - ☐ Materials
  - ☐ Acoustics – CARPET TILE / ACOUSTIC WOOD CEILING - MEETING HALL
- Upcoming MEP meeting to discuss HVAC options.
- Timeline – BIDDING PROCESS

Conclusion:

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

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231.439.0472 ■ www.ekarchitect.com

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West Traverse Township Timeline
Schedule of Events

February:
1. Continue Design Development Phase
2. Finish Design Development Phase
3. Submit plans to Nealis Engineering

March:
1. Begin Construction Documents Phase
2. Await Nealis Engineering to begin MEP's

April:
1. Continue Construction Documents phase
2. Nealis Engineering begins MEP's

May:
1. Continue Construction Documents Phase
2. Nealis Engineering will complete engineering plans
3. Begin Bidding & Negotiations Phase
4. Begin Bidding Phase May 18th — General contractor
5. Bidding Open House May 21st

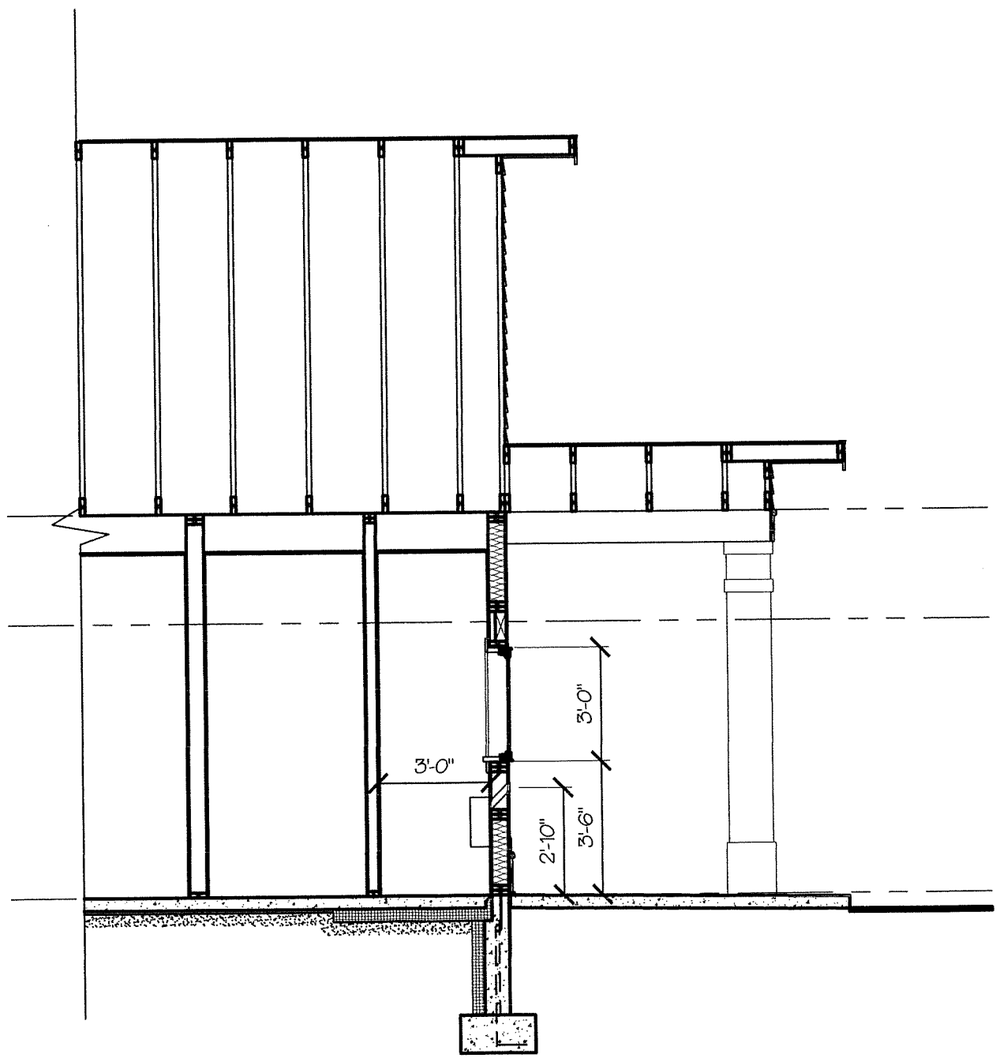
June:
1. Continue Bidding & Negotiations Phase
2. Bid Open House June 1st
3. Construction Bids are due June 8th
4. Release bonds for bid (6 – 8 weeks)
5. Construction Bid Review
6. Select Contractor for Construction
7. EK out of country June 18th to July 3rd.

July:
1. Continue Bidding & Negotiations Phase
2. Negotiate Construction Contract Agreement
3. Await Bonds
4. Complete Bidding & Negotiations Phase

August:
1. Finalize Bonds
2. Construction Administration Phase Begins — Start Construction

September to June 2027:
1. Continue Construction Administration Phase

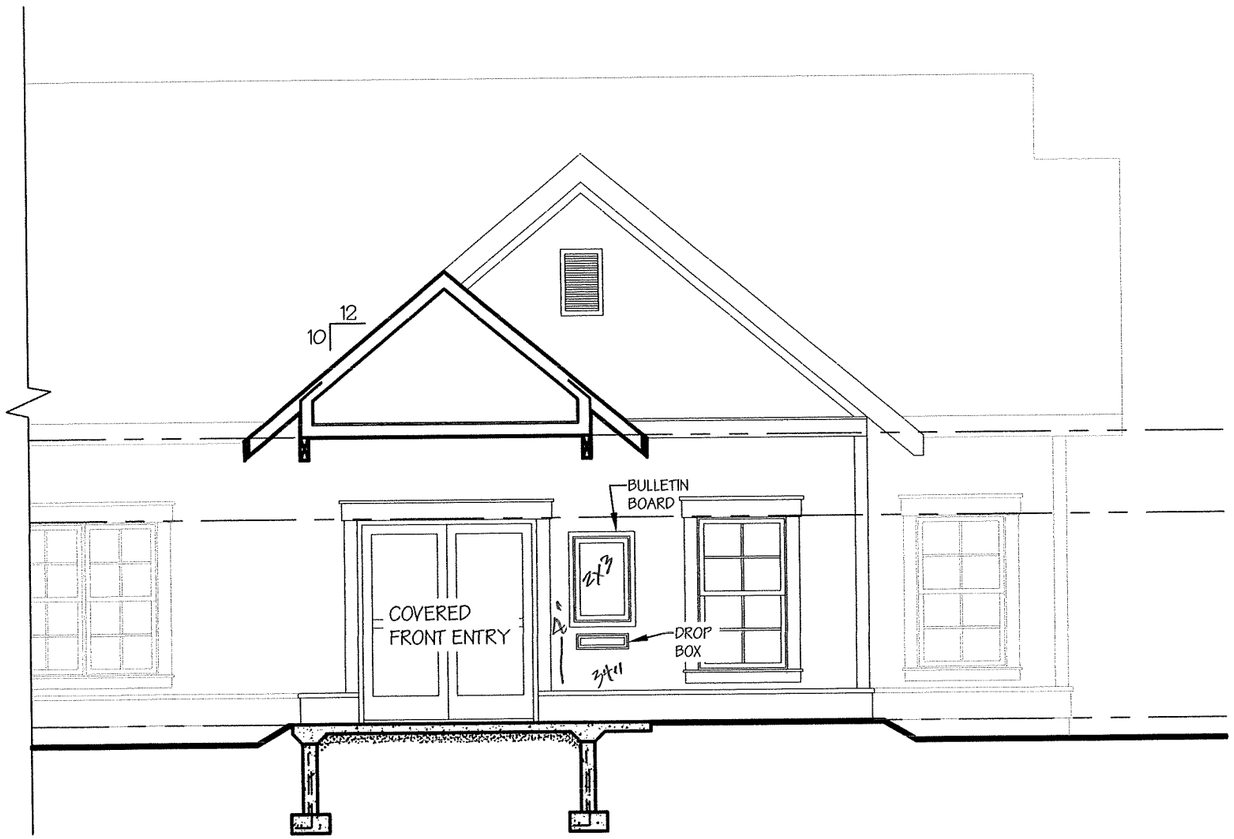
2/27/26



DROPBOX / WINDOW SECTION

SCALE: 1/4" = 1'-0"

2/27/26



BUILDING SECTION

SCALE: 3/16" = 1'-0"

2/13/26
38 S

2/27/26

COATS

MEETING
ROOM
(48 PEOPLE)

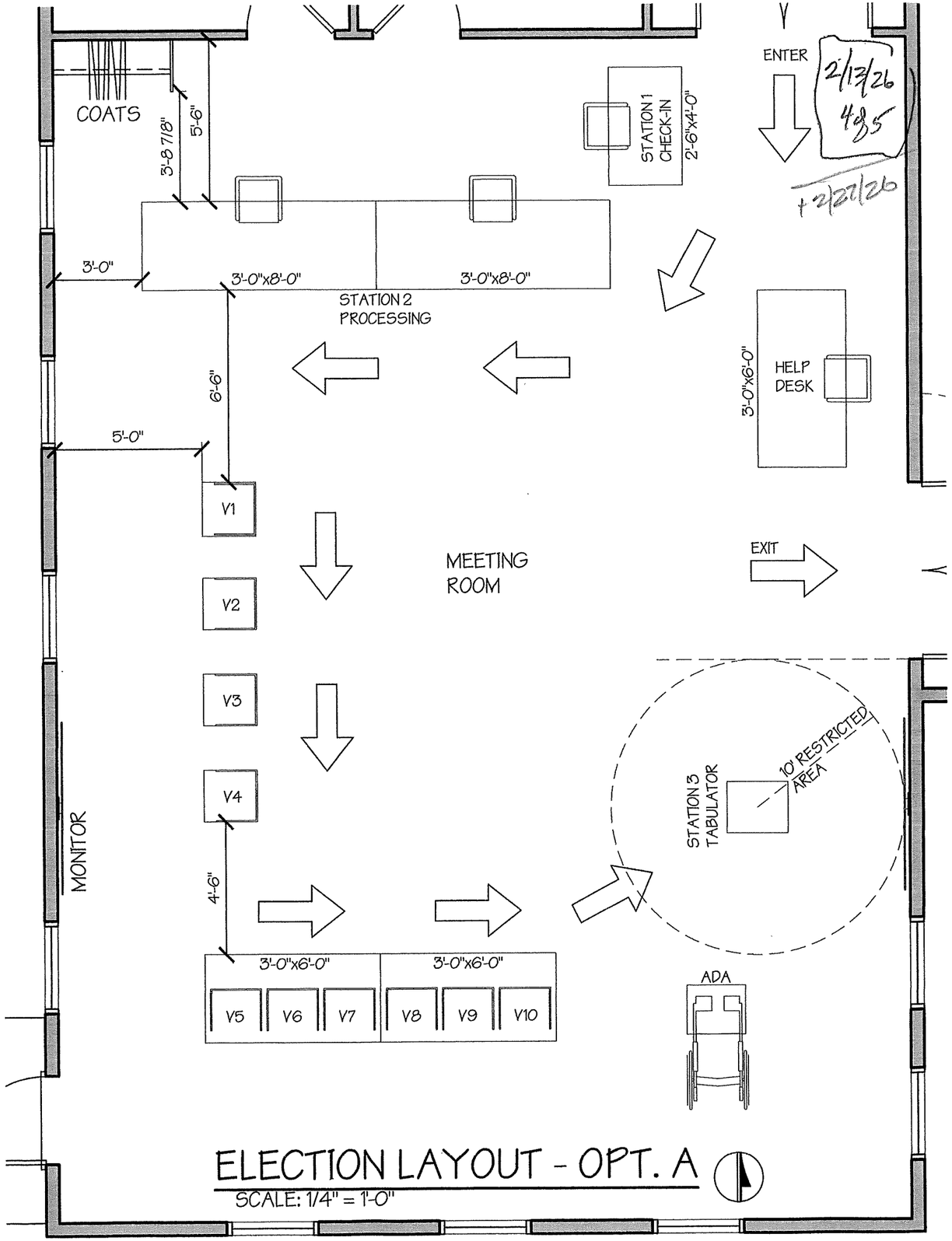
PODIUM

MONITOR

MONITOR

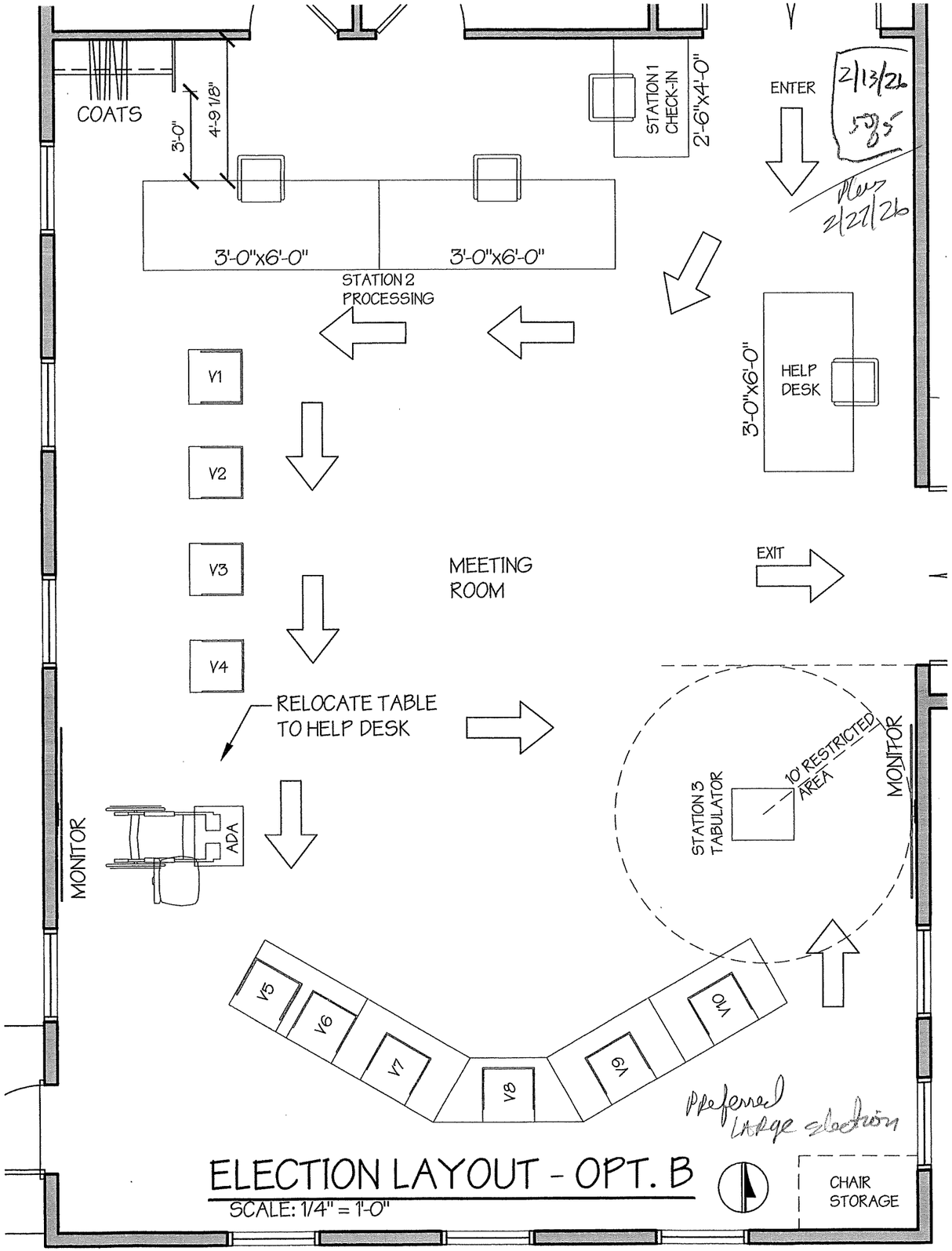
MEETING HALL LAYOUT

SCALE: 1/4" = 1'-0"



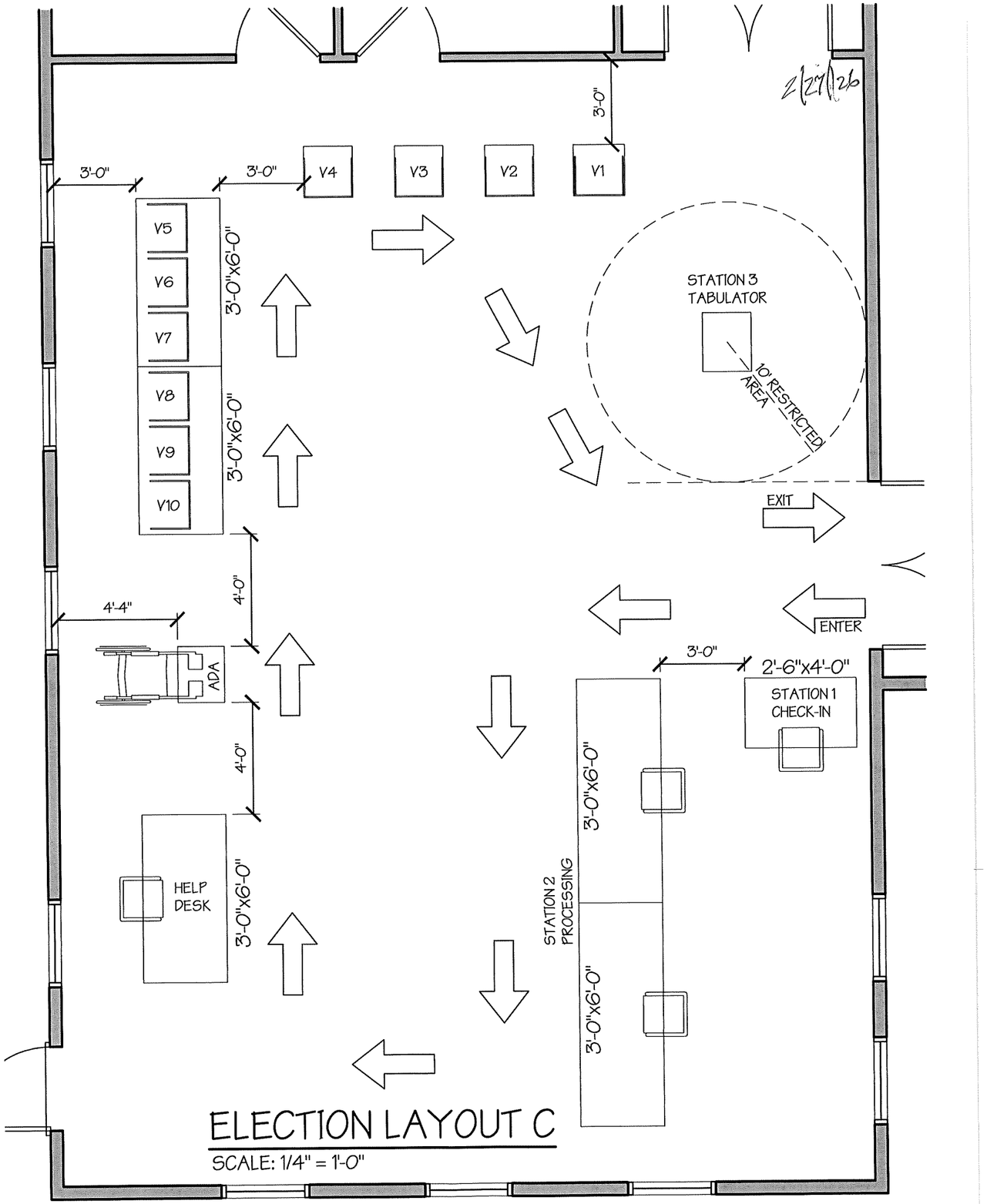
ELECTION LAYOUT - OPT. A

SCALE: 1/4" = 1'-0"



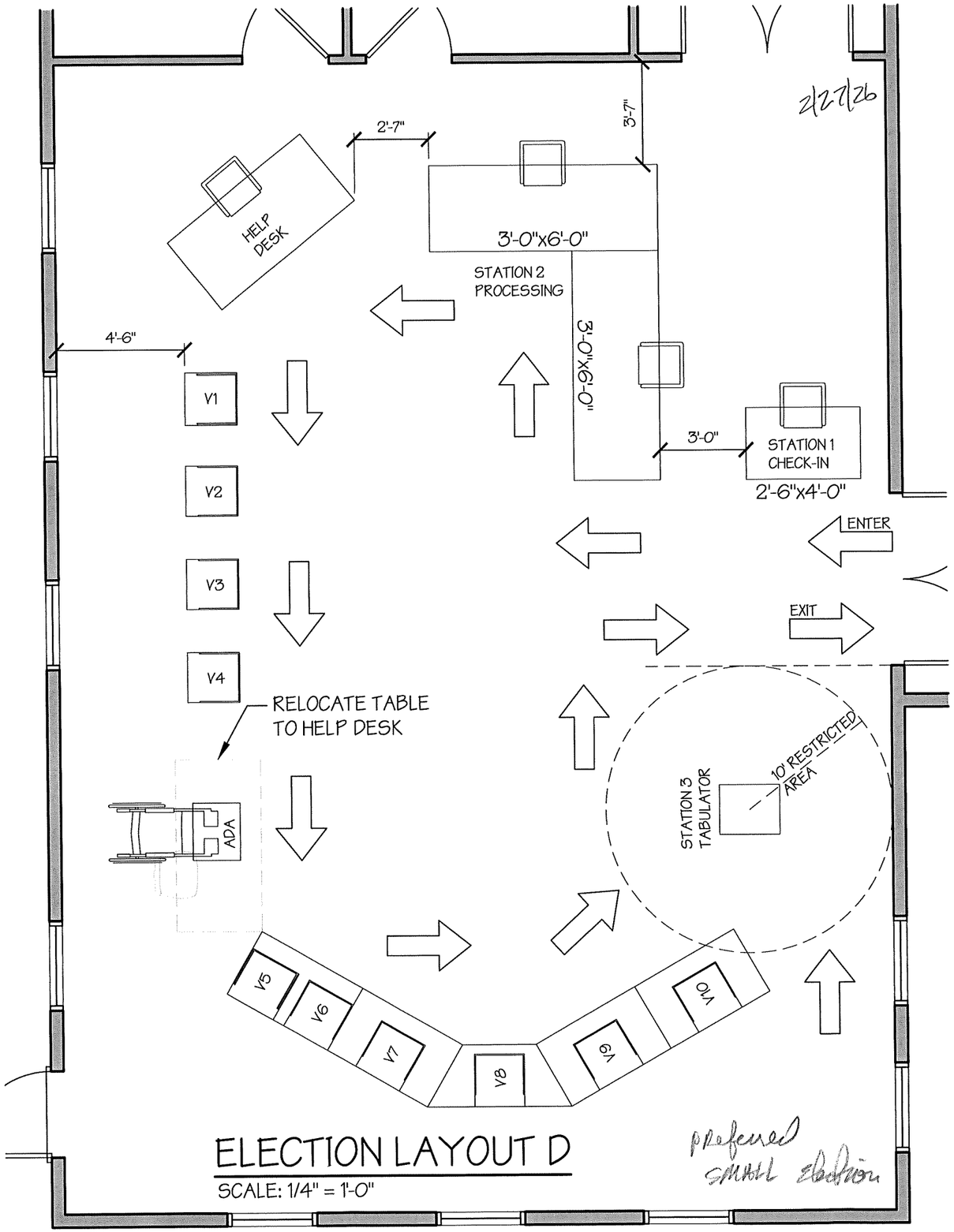
ELECTION LAYOUT - OPT. B

SCALE: 1/4" = 1'-0"

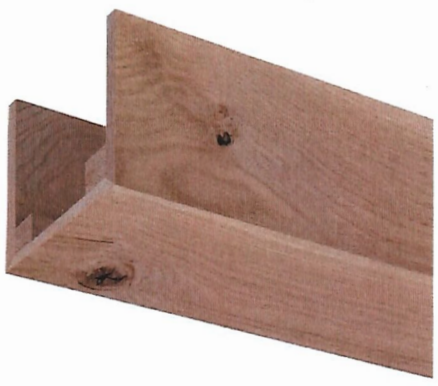


ELECTION LAYOUT C

SCALE: 1/4" = 1'-0"


2/27/26
2'-7"
3'-7"
HELP DESK
3'-0"x6'-0"
STATION 2
PROCESSING
4'-6"
3'-0"x6'-0"
V1
V2
V3
V4
3'-0"
STATION 1
CHECK-IN
2'-6"x4'-0"
ENTER
EXIT
RELOCATE TABLE
TO HELP DESK
ADA
STATION 3
TABULATOR
10' RESTRICTED
AREA
V5
V6
V7
V8
V9
V10
ELECTION LAYOUT D
SCALE: 1/4" = 1'-0"
prefered
SMALL Election

Wedding Hall
2/27/26
1 of 3



FAUX WOOD BEAM



FAUX WOOD BEAM WITH SHIPLAP OR BEADBOARD INSET



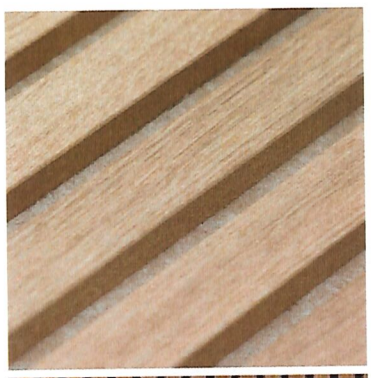
FAUX WOOD BEAM ON DRYWALL CEILING

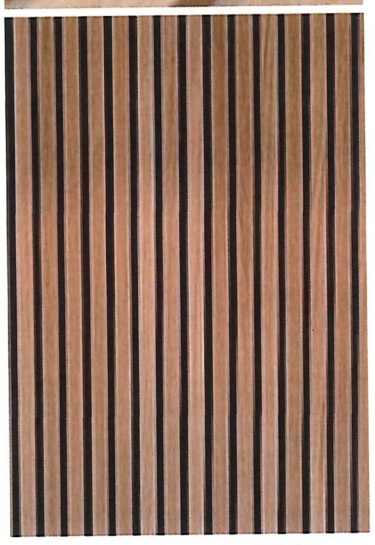


FAUX WOOD BEAM COFFERED CEILING
WITH SHIPLAP OR BEADBOARD INSET

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4/22/26
2 of 3
meeting Hall

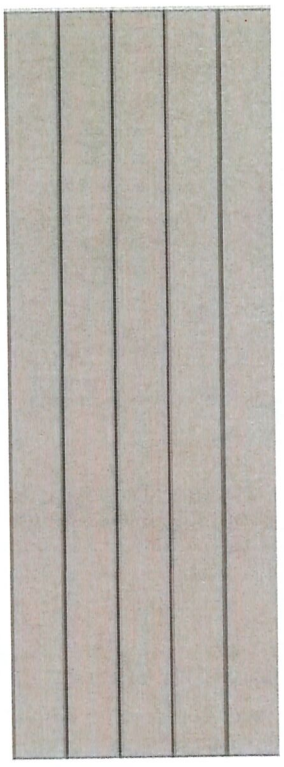




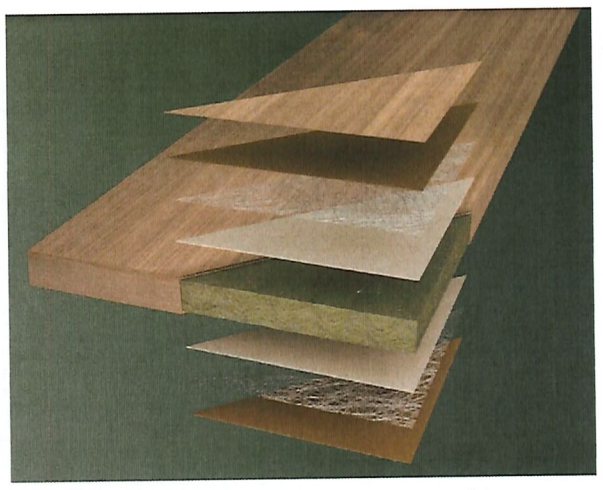
WOOD LOOK SLATS WITH FELT BACKING



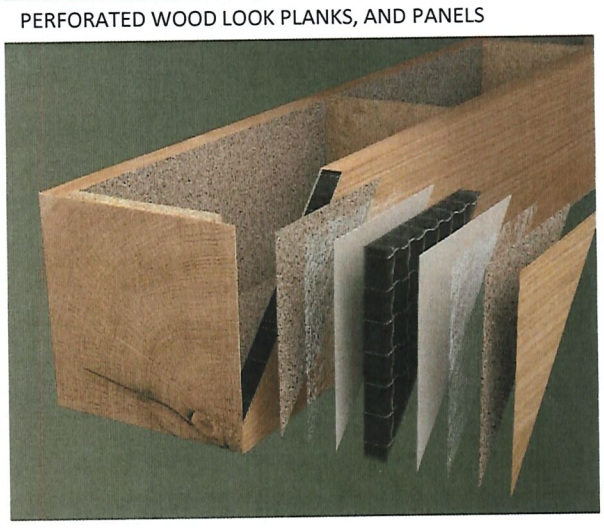
ACOUSTIC WOOD WOOL



FELT PANEL



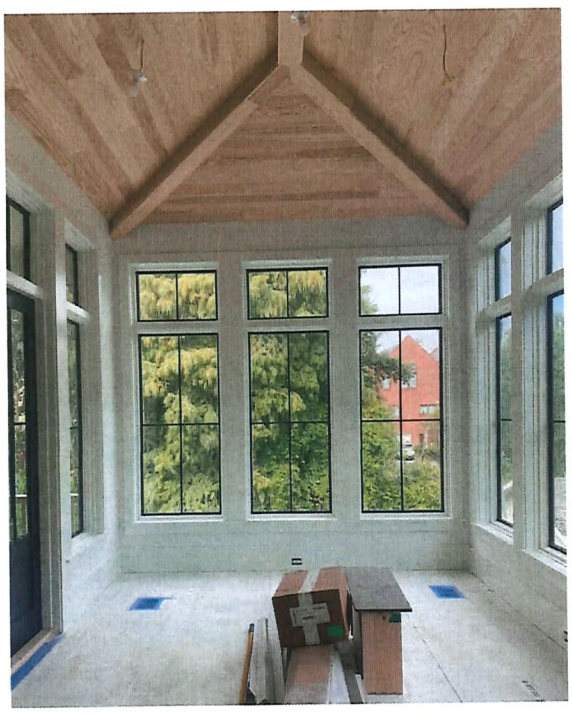
PERFORMATED WOOD LOOK PLANKS, AND PANELS



PERFORATED WOOD LOOK BEAMS

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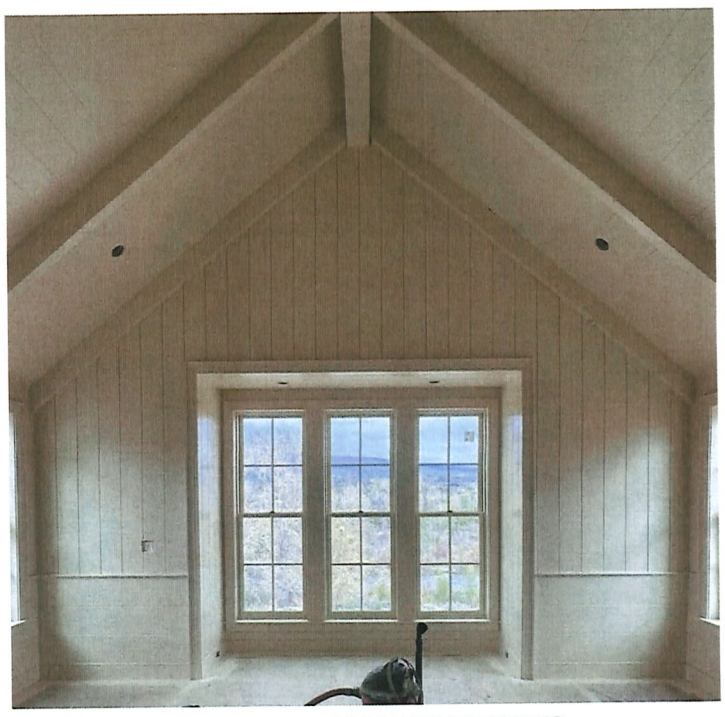
2/27/26
383
Mockery Hall



FAUX WOOD BEAMS WITH WOOD CLAD CEILING



SHIPLAP OR BEADBOARD CEILING

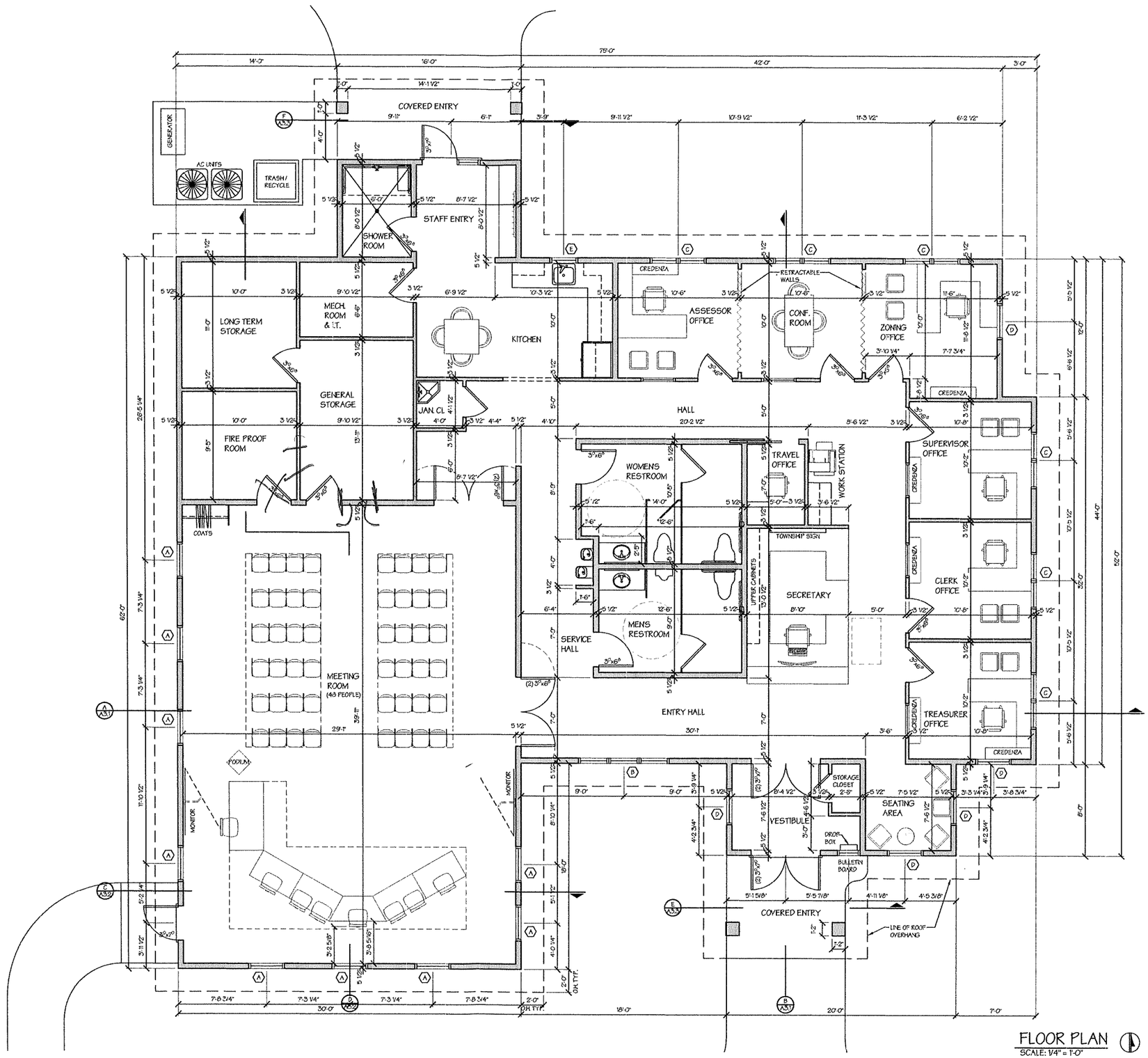


DRYWALL BEAM WITH SHIPLAP OR BEADBOARD CEILING

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2/27/26

Growing Details S



FLOOR PLAN
SCALE: 1/4" = 1'-0"

NOT FOR CONSTRUCTION

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DRN BY: JRS
REV. BY: EMK
DATE: 2-27-2026
PROJECT NO. 25.11.555

PROJECT: WEST TRAVERSE TOWNSHIP NEW HALL
OWNER: WEST TRAVERSE TOWNSHIP
LOCATION: 5686 LAKE RD. HARBOR SPRINGS, MI 49740
TYPE: NEW CONSTRUCTION

REVISION | DATE:

MICHIGAN ARCHITECT LICENSE NO. 45879 EXPIRES 10-19-2027

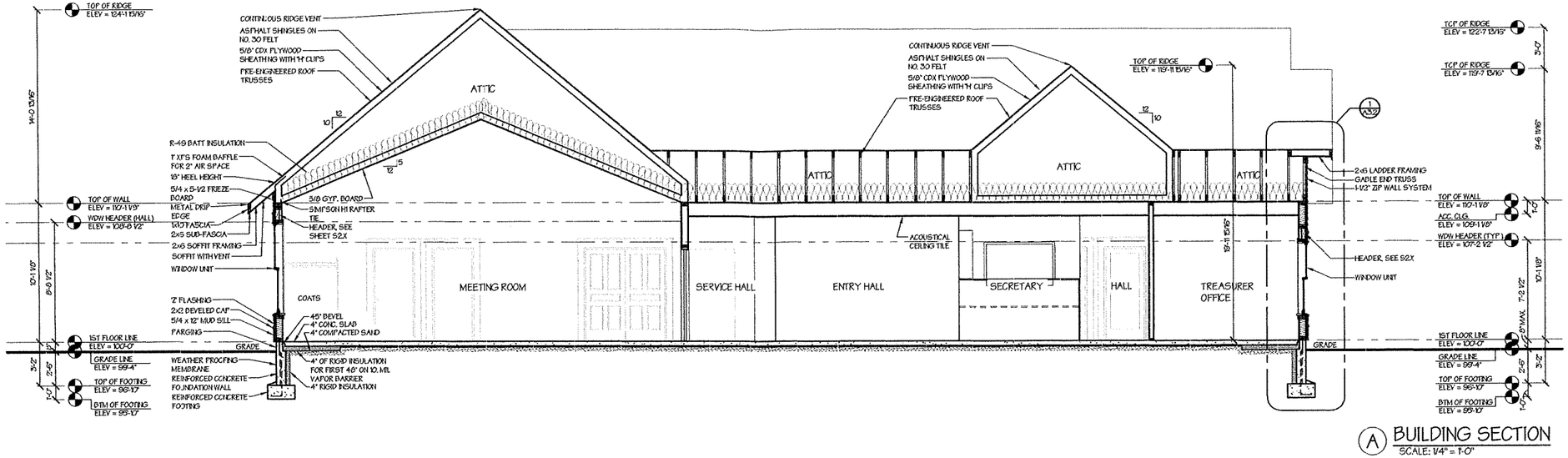
DRAWINGS NOT FOR PERMIT WITHOUT SEAL AND SIGNATURE BELOW

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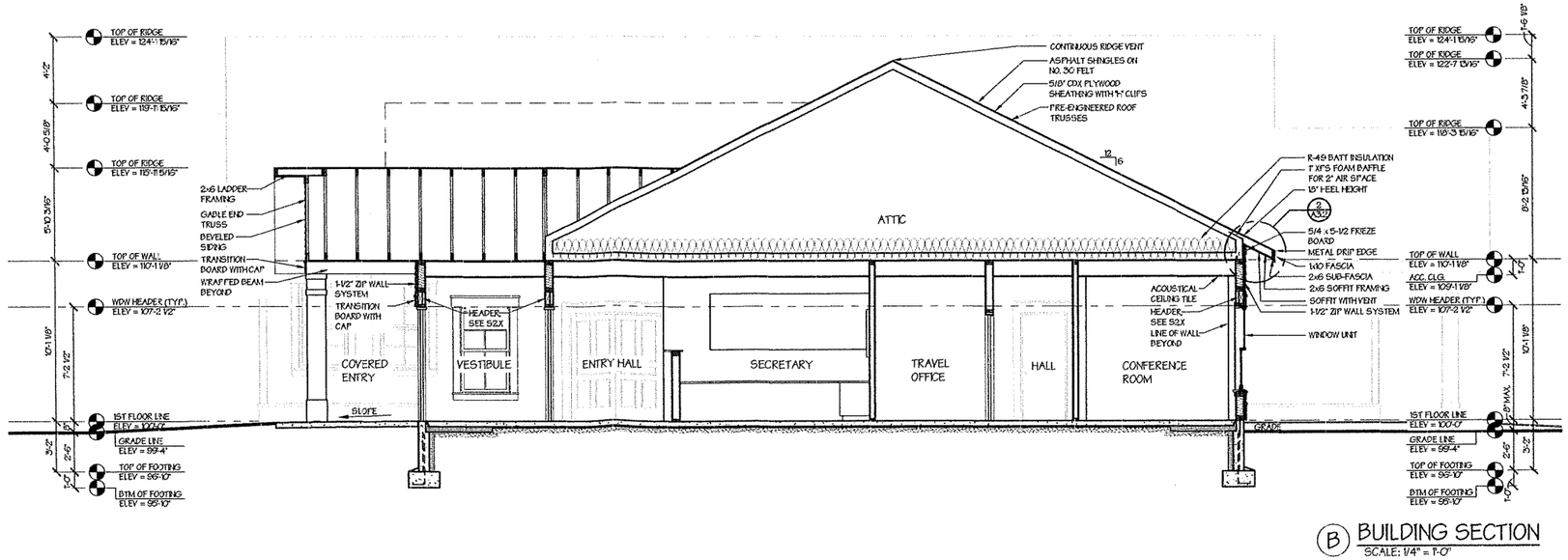
SHEET NO.
A2.1

2/27/26

Drawing Details



A BUILDING SECTION
SCALE: 1/4" = 1'-0"



B BUILDING SECTION
SCALE: 1/4" = 1'-0"

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MICHIGAN ARCHITECT
LICENSE NO. 4508719
EXPIRES 10-19-2027

DRAWINGS NOT FOR PERMIT WITHOUT SEAL AND SIGNATURE BELOW

REVISION	DATE

LOCATION: 5280 BOYNE RD. HARBOR SPRINGS, MI 49740

TYPE: NEW CONSTRUCTION

OWNERS: WEST TRAVERSE TOWNSHIP

PROJECT: WEST TRAVERSE TOWNSHIP NEW HALL

DRN BY: JRS

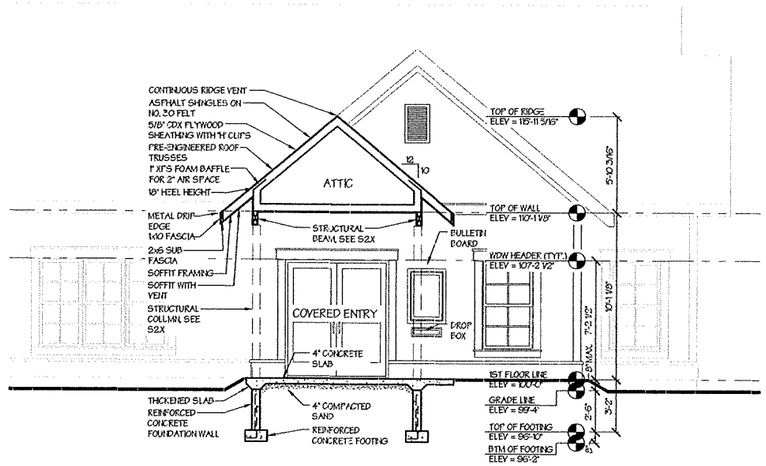
REV. BY: EMK

DATE: 2-27-2026

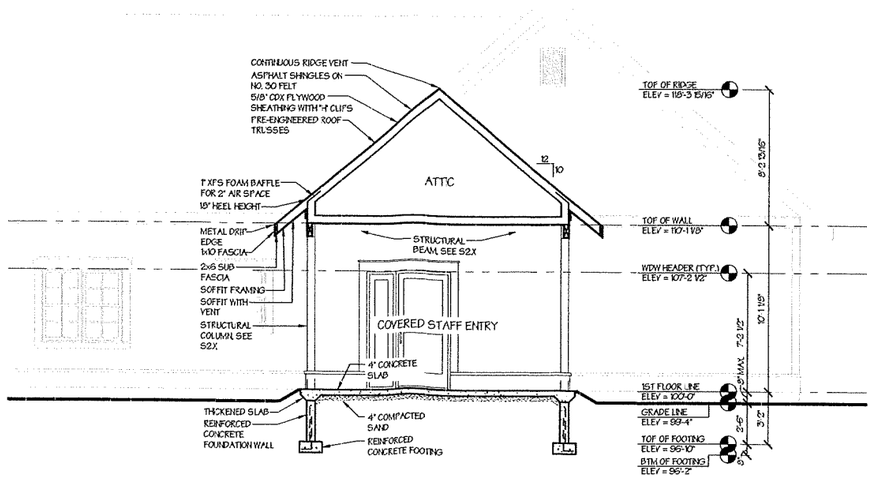
PROJECT NO. 25-11-555

SHEET NO. A3.1

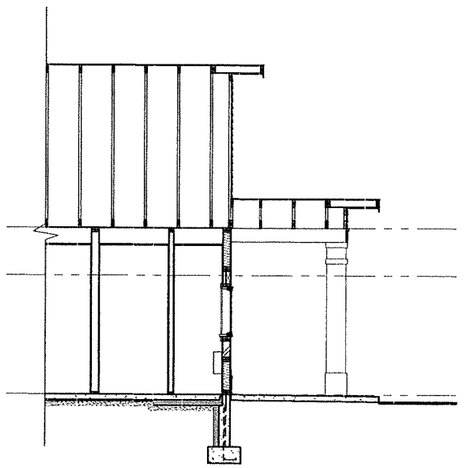
2/27/26
Grading Details



E BUILDING SECTION
SCALE: 1/4" = 1'-0"



F BUILDING SECTION
SCALE: 1/4" = 1'-0"



G BUILDING SECTION
SCALE: 1/4" = 1'-0"

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LICENSE NO. 45879
EXPIRES 10-19-2027

DRAWINGS NOT FOR PERMIT WITHOUT SEAL AND SIGNATURE BELOW

REVISION	DATE:

LOCATION:
5686 LAKE RD
HARBOR SPRINGS, MI
49740

TYPE:
NEW CONSTRUCTION

PROJECT:
WEST TRAVERSE TOWNSHIP
NEW HALL

OWNERS:
WEST TRAVERSE TOWNSHIP

DRN BY: JRS
REV. BY: EMK
DATE: 2-27-2026
PROJECT NO.
25-11-555

SHEET NO.
A3.3

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