WEST TRAVERSE TOWNSHIP
Project Centennial Design Phase 11 minutes
March 13, 2026

Olson called March 13, 2026, Special Design Phase Meeting 10 to order at 1:30 p.m. at the West Traverse Township Hall.

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

Participants:

Visitors: Mac Jacobs

Pledge of Allegiance was recited by all.

Approve February 27, 2026, Design Phase Ten Meeting Minutes –Motion made by Hollingsworth to approve the minutes with corrections. Murphy seconded. All ayes.

Public comments: Mac Jacobs likes design, shared concerns, would the committee consider exploring less costly options and suggested easier website access.

Project Centennial Design Planning Meeting Eleven:

Olson, J., turned the meeting over to Elaine Keiser at 1:35 p.m. with her West Traverse Township Design Development Meeting Agenda.

Items to Review :

Exterior Material Selections: Keiser presented exterior elevation drawings**.**

- Exterior Siding – The committee discussed the difference between cedar shingles and shakes as well as options for siding. The committee agreed that James Hardie is the best choice.

- Exterior Trim – the committee discussed the use of Azek trim and its durability with all agreeing that Azek is the preferred trim.

- Soffits – the committee discussed various options for the soffit such as white PVC as it is low maintenance.

- Entry Ceilings – the committee agreed on painted PVC for the entry ceilings.

- Roofing – the committee looked at various shingle manufacturers such as Certain Teed. They have a 30-year warranty and selected “Evergreen” as the shingle color.

Exterior Colors for siding, roofing, accents, entry ceilings – the committee discussed various

color options for the exterior; white exterior, black corbels, green roof and black exterior hardware, lights, door handles, etc.

Windows manufacturers, operation, color – Keiser discussed the quality of Kolbe Windows, their high design rating, durability and the use of aluminum frames on all windows. The committee decided that the windows on the west & south side except for south windows in waiting area, of the building will be fixed but all others, east & north will open to allow for air flow. Screens are included. The committee eliminated the side light on the employee entrance door as a cost saving measure.

Entry Door manufacturer, color – the committee agreed that the doors will be glass with aluminum frame, how the doors will operate and a panic bar for security on the front door.

Conclusion

- Outline goals for next meeting – Interior colors

- Set date for next meeting – Next meeting dates will be Friday, March 27, 2026, to cover interior options.

- Client Homework – consider questions for HVAC

- Client Questions –

- Review and document any selections - none

Public/Board Comments – no public comment. Hollingsworth addressed the public's concern about utilizing other property versus the use of the existing parking lot for the new Township Hall. Keiser noted that the sewer system had been moved to a different location to decrease costs and discussed potential retaining walls. Olson, S., questioned the necessity of an adult changing table and is a baby size changing table required by code.

Next meeting –March 27, 2026, at 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 3:05 p.m. Murphy seconded.

Respectively submitted by: Jay Olson

Transcribed by:

Amy Peters

Proposed: March 13, 2026
Approved: March 27, 2026