

WEST TRAVERSE TOWNSHIP
Thorne Swift/Parks & Recreation Committee
February 18, 2026 – 5:00 PM-**Approved meeting minutes**

1. Call to order

Member J. Baker called the meeting to order at 5:01 PM.

2. Roll Call

Present: J. Baker, Mooradian, Arbaugh, DeCamp

Absent: Hammond, S. Baker, Ford, Corlew

Staff Present: Ken Lane, Zoning Administrator

Guests Present: Tim Knutsen, Beckett & Raeder, Joseph Olson, Township Clerk

3. Approve minutes of:

a. October 15, 2025

Motion by Member DeCamp, second by Member Mooradian, to approve the October 15, 2025, minutes as presented. The motion was approved unanimously.

b. January 21, 2026

Motion by Member J. Baker, second by Member DeCamp, to approve the January 21, 2026, minutes as presented. The motion was approved unanimously.

4. Old Business

a. Recreation concept proposal—Township property discussion

Zoning Administrator Lane stated that he had shared with his colleagues at Beckett & Raeder the Committee's discussion at the January meeting relating to a recreational component across the Township's properties on Lake Road to coincide with the new Township Hall project. He added that his colleague at Beckett & Raeder, Tim Knutsen, will be presenting a proposal to create a recreational project plan based on that discussion and the Committee's ideas and suggestions.

Zoning Administrator Lane added that the Township properties on Lake Road were inventoried in the Township Recreation Plan, but specific projects were not included because it was unclear how the new Township Hall would be designed when the plan was being drafted. He added that there are broad goals and action items in the Recreation Plan that can be applied to recreational facilities across the Township properties, but the plan can also be amended to include a more specific project. He further added that the project plan proposed by Beckett & Raeder will allow the Committee to determine if an amendment is needed. Zoning Administrator Lane stated that grant applications for recreational facilities that will coincide with the new Township Hall are likely to be viewed favorably by the MDNR.

Tim Knutsen, a landscape architect with Beckett & Raeder, introduced himself and described other recreational projects that he has worked in the area, including for the cities of Harbor Springs and Petoskey. He added that development of the Township properties on Lake Road with recreational components including trails, improved walkways, playground and picnic areas, along with possible preservation of the historic Township Hall, combined with the new Project Centennial, can help to form a strong identity and a center of activity for the Township.

Proposed: February 26, 2026

Approved: April 15, 2026

Tim Knutsen presented a proposal to create a recreational project plan that included 5 steps: (1) project kickoff and creation of base plan; (2) creation of a conceptual plan; (3) holding of a community open house; (4) creation of a preferred or final plan; and (5) preparation of a summary report. He also presented completed recreational project plans from Boyne City and East Bay Township that were shown on the overhead projector.

Member DeCamp asked if the Township Hall project would become part of the recreational component plan.

Township Clerk Olson stated that the Township Hall project will remain separate and will be financed separately.

Zoning Administrator Lane stated that grant applications for the recreational component will reference the new Township Hall, which will add points to such applications, but if grant funding is received it can only be used for the recreational component. He added that the new Township Hall project, although separate, will provide a catalyst for MDNR grant applications.

Member Mooradian asked if grant funding is available for the development of the recreational project plan proposed by Beckett & Raeder.

Tim Knutsen responded that he did not believe so, because it will be conceptual.

Zoning Administrator Lane stated that he would do some research and provide a definitive answer at the next Committee meeting.

The Committee thanked Tim Knutsen for attending and presenting the proposal. The Committee noted that four of its members were not in attendance, so action on the proposal was postponed to allow those absent members an opportunity to review it at the March meeting.

b. “Township 80”—access and parking area

Member S. Baker had notified the Committee that she was unable to attend tonight’s meeting. She also shared some information about preliminary thoughts relating to the Little Traverse Conservancy purchasing the Township 80 to coincide with its acquisition of adjacent property.

Zoning Administrator Lane stated that based on the information provided by Member S. Baker, work on any grant applications for a parking area or improvements to Griffin Drive should be postponed.

The Committee agreed to postpone further work or consideration of a grant application for a parking area or improvements to Griffin Drive pending further discussions by the Township Board with the Little Traverse Conservancy.

5. New Business

None.

6. Set date for next meeting

March 18, 2026

7. Public comments

None.

8. Committee member Comments

None.

9. Adjourn

Motion by Member DeCamp, second by Member Arbaugh, to adjourn the meeting at 5:50 PM.
The motion was unanimously approved.

Submitted by: Ken Lane, Planning & Zoning Administrator