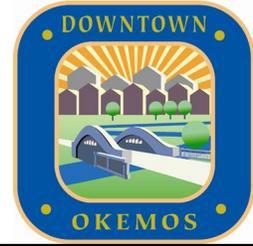




AGENDA
CHARTER TOWNSHIP OF MERIDIAN
Downtown Development Authority

August 7, 2023 7:30 AM
Municipal Building
5151 Marsh Road, Okemos



1. CALL MEETING TO ORDER
2. ROLL CALL
3. MISSION: The Meridian Township DDA mission is to beautify and revitalize downtown Okemos as a very desirable place to shop, live, and do business. It is a commitment to promoting and improved quality of life by creating a friendly, walkable community embracing the natural aesthetics of the river and parks.
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES – July 10th, 2023
6. PUBLIC REMARKS
7. FINANCIAL REPORT
 - A. Monthly Financials
8. AUTHORIZATION OF PAYMENTS
 - A. Consumers Energy Bill August 2023
9. OLD BUSINESS
 - A. Establishment of Façade Improvement Program and Application
 - B. DDA Savings and Additional Earnings Report
 - C. 2024 DDA Budget
10. NEW BUSINESS
 - A. New DDA Sign and DDA Logo
11. REPORTS
 - A. Township Board
 - B. Township Manager
 - C. Planning Commission
 - D. Chair
 - E. Staff
12. OPEN DISCUSSION/BOARD COMMENTS
13. PUBLIC REMARKS
14. NEXT MEETING DATE

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting:
Township Manager Frank L. Walsh, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall

Providing a safe and welcoming, sustainable, prime community.





AGENDA
CHARTER TOWNSHIP OF MERIDIAN
Downtown Development Authority

August 7, 2023 7:30 AM
Municipal Building
5151 Marsh Road, Okemos



-
- A. September 11, 2023, 7:30 am – Central Fire Station 5000 Okemos Road,
Okemos, MI 48864
15. ADJOURNMENT

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting:
Township Manager Frank L. Walsh, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall

Providing a safe and welcoming, sustainable, prime community.



Charter Township of Meridian
Downtown Development Authority (DDA)
Central Fire Station, 5000 Okemos Road, Okemos, MI 48864
Monday, July 10, 2023 – Minutes

Members

Present: Don Romain, Supervisor Jackson, Peter Campbell, Bill Cawood and Angela Wright

Members

Absent: Tom Stanko, Renee Korrey and Jim Spanos

Staff

Present: Neighborhoods & Economic Development Director Amber Clark, Township Manager Walsh, Administrative Intern Will Christy and Executive Assistant Michelle Prinz

Others

Present: Planning Commissioner Mark Blumer

1. CALL MEETING TO ORDER

Member Campbell called the meeting to order and read the mission statement at 7:44am.

2. APPROVAL OF THE AGENDA

Member Cawood stated that the top of the agenda says 2022 and asked that it be changed to say July 10, 2023. Also, the agenda listed the minutes from 2022 and asked that it be changed to say June 2, 2023.

MOTION BY MEMBER ROMAIN TO APPROVE THE AMENDED AGENDA. SUPPORTED BY SUPERVISOR JACKSON. MOTION APPROVED 5-0.

3. APPROVAL MEETING MINUTES OF JUNE 2, 2023

MOTION BY SUPERVISOR JACKSON TO APPROVE THE MINUTES. SUPPORTED BY MEMBER ROMAIN. MOTION APPROVED 5-0.

4. PUBLIC REMARKS

None.

5. FINANCIAL REPORT

A. Monthly Financial Report

Director Clark reported the bank statements were not available yet and would give a report in August.

6. AUTHORIZATION OF PAYMENTS

A. Consumers Energy Bill July 2023

MOTION BY MEMBER CAWOOD TO APPROVE THE PAYMENT OF THE JULY 2023 CONSUMERS ENERGY BILL OF \$28.81. SUPPORTED BY MEMBER WRIGHT. MOTION APPROVED 5-0.

7. OLD BUSINESS

None.

8. NEW BUSINESS

A. Establishment of Façade Improvement Program

Director Clark reviewed the first draft of the program guidelines. It would consist of a 50% match grant for a business (not residential) in the DDA district or a 30% match if the project includes public space improvements. The program would not exceed \$20,000 per building every 10 years. Grant applicants must focus on the exterior of the building with an 18 month project completion time frame. The DDA discussed that singular painting would be ineligible and the general purpose of the grant would not be expected to be regular maintenance, but improvements to the property. The DDA will have final approval on the grants. At the next meeting, guideline updates will be shared along with an application.

B. Potential DDA Savings and Additional Earnings

Member Wright discussed different options through Independent Bank to allow the DDA fund balance to earn interest. Savings/checking and CD options were discussed. There was consensus around earning interest on the money. She will bring back her recommendations at the next meeting.

C. 2024 DDA Budget

Director Clark reviewed the 2024 DDA budget draft. Discussion was to eliminate expenses pertaining to communications, special events and water. Adding an expense of \$7,500 in case of another street light removal. The budget draft will be re-written for the next meeting to add in projected TIF allocations, change appropriations to expenses and possibly add interest revenue.

D. Commissioner Training Packet Materials

Director Clark discussed that all members of planning boards need to review the attached documents as part of the best practice which represents our certification through Redevelopment Ready Communities. Following the review, please send your comments to Director Clark.

9. REPORTS

A. Township Board

Supervisor Jackson reported on the following:

- Final adoption of the three marihuana ordinances
- Redevelopment Ready Communities Recertification housing updates
- Preparing for the 2024 Budget

B. Township Manager

Manager Walsh reported on the following:

- Hiring a new Finance Director and an Election Administrator

- Town Hall building renovation is going well and is ahead of schedule-September 1 move in expected
- Local Road Program is going well
- Received \$5 million grant for a Senior Center from the State of Michigan
- Township Board is writing a letter of support to the MSU hiring committee for the hiring of MSU Interim President Teresa K. Woodruff, Ph.D.

C. Planning Commission

Commissioner Blumer reported the Planning Commission meeting for tonight is canceled. They are working on the Master Plan. Discussion was had regarding holding a joint meeting between the Planning Commission and the Township Board in August to discuss the Master Plan.

D. Chair Report

None.

E. Staff Report

Director Clark reported on the following:

- Held ribbon cutting for Woodward Way
- Updating development projects monthly form
- Submitted RAP grant for the Village of Okemos-announcements will come at the end of August
- New business-Yello Waffle opening on Marsh Road

10. OPEN DISCUSSION/BOARD COMMENTS

None.

11. PUBLIC REMARKS

None.

12. NEXT MEETING DATE

- a. August 7, 2023, 7:30am-Central Fire Station, Community Room, 5000 Okemos Road

13. ADJOURNMENT

The meeting was adjourned at 9:15 am without objection.



230 W Main St
Ionia, MI 48846

Statement Ending 06/30/2023

MERIDIAN CHARTER TOWNSHIP

Page 1 of 2

Account Number: XXXXXXX5474

>001980 6056556 0001 93443 10Z

MERIDIAN CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
ACCOUNTS PAYABLE
5151 MARSH RD
OKEMOS MI 48864-1104

Managing Your Accounts



Okemos



800.355.0641



IndependentBank.com



Take advantage of Independent Bank's Certificate of Deposit (CD) specials! Visit IndependentBank.com/information-center/current-rates or your local banking office for current terms and rates.

Summary of Accounts

Account Type	Account Number	Ending Balance
Business Freedom Checking	XXXXXXXX5474	\$139,427.56

Business Freedom Checking-XXXXXXXX5474

Account Summary

Date	Description	Amount
06/01/2023	Beginning Balance	\$141,946.61
	1 Credit(s) This Period	\$9.76
	2 Debit(s) This Period	\$2,528.81
06/30/2023	Ending Balance	\$139,427.56

Other Credits

Date	Description	Amount
06/15/2023	Deposit	\$9.76

Other Debits

Date	Description	Amount
06/08/2023	External Withdrawal CONSUMERS ENERGY DIRECT DEBITING - ENERGYBILL	\$28.81

Checks Cleared

Check Nbr	Date	Amount
1142	06/26/2023	\$2,500.00

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount
06/01/2023	\$141,946.61	06/15/2023	\$141,927.56
06/08/2023	\$141,917.80	06/26/2023	\$139,427.56





To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: August 7, 2023
RE: Downtown Development Authority Façade Improvement and Grant Program

Recent discussions of financial support of the Village of Okemos has created a new discussion regarding how the Downtown Development Authority will support redevelopment in our downtown. The DDA's primary purpose is to correct and prevent deterioration and promote economic growth within this district. Other purposes of a DDA include reversing declining property values, improving the overall business climate and increasing employment opportunities. Many of these can be economic development tools we use to create a program to incentivize tenancy, redevelopment, and management of the district.

Included with this memo is a copy of possible Façade Improvement Program & Application that has seen success in nearby communities. This could help existing property owners update their buildings in conjunction with the Match on Main program that we are eligible for due to our active status as a Redevelopment Ready Community. If the DDA aligns with a financial partner like Independent Bank, the opportunities to elevate new or existing businesses in the district will expand. Our hope is the DDA will take under discussion this potential funding mechanism and approve a façade improvement program for the district.

Your concurrence is appreciated.

Motion: Move to adopt the Façade Improvement and Grant Program including the application for new or existing commercial enterprises in the DDA district to submit for formal review.



DDA FAÇADE IMPROVEMENT PROGRAM GUIDELINES

The Charter Township of Meridian Downtown Development Authority (DDA) formally institutes an established the Façade Improvement Grant Program (FIP) to stimulate appropriate improvements to the exterior of downtown commercial buildings.

The DDA finds that the creation and maintenance of an attractive downtown is a public purpose which can be achieved in part through improvements to building facades. The Downtown Development Authority district is comprised of physical property starting on the western boundary of Okemos and Grand River Avenue intersection, to its eastern boundary at Okemos and Marsh Road. The district continues south of Grand River avenue to include Ferguson and Wonch Park's, through the roundabout at Hamilton road back to Marsh road. This district, first established in 2005 is pivotal to the economic health of the community because of its rich history with the establishment of the Village of Okemos, the age of the established area, the conditions of the district currently, whether perceived or actual. Downtown Development Authority has the mission to beautify and revitalize downtown Okemos as a very desirable place to shop, live, and do business. It is a commitment to promoting and improved quality of life by creating a friendly, walkable community embracing the natural aesthetics of the river and parks.

The intent of the FIP will be to strengthen the economic viability of the downtown development authority, invest in the invested business district, and provide financial incentives for improving the exterior appearance of its buildings. The FIP is not for general building maintenance projects, but for façade beautification investments, updates, and expansions. The FIP provides an opportunity to create an approved aesthetic that enhances the unique atmosphere that Downtown Meridian Township can offer the community. It is important to the aesthetic enhancement of downtown, that building design treatments be compatible with each other and promotes the brand of Meridian Charter Township as, a Prime Community.

Program Description:

Subject to funding availability and project approval, the DDA may reimburse up to **50%** of the cost of improvements to the exterior building façade. Except as otherwise noted in these guidelines, the total reimbursement for a Standard Façade Improvement Grant may not exceed **\$20,000.00 per building** per project or the cost of exterior face improvements, whichever is less, every 10 years.

Standard Façade Improvement Grant:

This type of grant (reimbursement) is given for work which is consistent with the DDA Façade Improvement Program Guidelines.

Subject to funding availability and based on a separate vote of approval by the Downtown Development Authority of Meridian Charter Township, the reimbursement may be increased by 20 % above that awarded for the Standard Façade Improvement Grant, for existing buildings within the district. New buildings will not be eligible for the 20% rehabilitation increase.

Who is an Eligible Applicant?

Owners, tenants with owner's approval, or both who have commercial property located within the Downtown Development Authority District may apply for FIP funds. See attached map of DDA District. This includes the Downtown Development Authority or Public agencies that own and or operate commercial property within the district.

What is an Eligible Building or Property?

Any existing commercial building located within the DDA District which is owned or used by an eligible applicant is considered eligible for FIP funds. Also eligible is landscaping adjacent to such a structure. Newly constructed buildings and additions to existing structures are also eligible subject to funding availability and the limitation listed under Eligible Exterior/Façade Improvements below. All taxes and special assessments must be current to be eligible for façade grant improvement funds (Proposed Addition: at the time of grant approval and disbursement of funds).

Where a building under one ownership is divided into more than one unit for purposes of commercial tenancy, each separate unit which has an individual storefront façade and an independent ground floor entry shall be eligible to receive FIP funds; provided however, that FIP funds shall not exceed **(\$20,000.00)** for the entire building, subject to funding availability, for a Standard Façade Improvement Grant.

If the owner or principal tenant of a building which has and uses storefront façade frontage of more than sixty (60) feet applies for FIP funding, the DDA at its discretion may award additional funds as it determines reasonable but not more than a total of **(\$20,000.00)** for any one project.

Public Spaces Amenity Bonus:

If sufficient funds are available, and based upon a separate vote of approval by the Board of Directors, a rebate may be increased to **20%** above that awarded for the Standard Façade Improvement Grant, if the improvement will include public spaces and amenities that address the following:

- Free Wi-Fi Connectivity and Broadband Services
- Walkability and accessibility site improvements
- Green infrastructure to address site development improvements
- Electric Charging stations

Program Financing:

The DDA will reimburse **50%** (up to \$20,000.00) of total eligible FIP expenses, or **70%** (up to \$30,000.00) for all projects with Public Spaces Amenity in restoration projects once approved by the Downtown Development Authority.

Design Guidelines:

Projects approved for Façade Improvement Program funds must comply with the U.S. Secretary of Interior's Standards for Rehabilitation and/or all applicable Meridian Charter Township Code of Ordinances and building codes. Most projects will need a building permit, and some may require site plan approval by the Meridian Charter Township Planning Commission and Township Board.

Eligible Exterior/Façade Improvements:

Materials and wages for improvements to the front, rear and side facades of eligible buildings, when completed in conjunction with a significant renovation project, such as, but not limited to the following items;

- carpentry
- masonry cleaning
- removal/demolition
- awnings
- doors/entryways
- storefront constructions
- painting
- lighting
- signs
- landscaping adjacent to structure

- sidewalks (from the public sidewalk to the business)
- asphaltting of customer/public parking area

Project Prioritization:

Applications containing the following characteristics will have priority funding appropriation:

- New projects (1st Time Applicant)
- Scope and size of project (larger projects that achieve desired outcomes)
- Retail, recreation, and entertainment businesses
- Projects identified on corner lots
- Projects in which the building is owner-occupied
- Projects containing a high ratio of private to public dollars
- Projects preserving community institutions
- Projects that include increase public space and amenities as listed in the Public Spaces Amenity Bonus
- Projects designed to resolve deteriorated/inappropriate/unsightly conditions that have existed for many years (boarded windows, deteriorated electrical fixtures, etc.)
- Projects that will complete the improvement of a block or portion of a block (ex. Replacement of an inappropriate façade on a block containing many well-preserved or improved facades)

Ineligible Expenses:

General maintenance and property management items are not eligible for the FIP. Other items that are not specifically stated under eligible expenses such as but not limited to the following items:

- General building maintenance projects like a singular painting update
- Expenses incurred *within 60 days* prior to the DDA's review and approval of an FIP application
- Property acquisition
- Mortgage or land contract refinancing
- Loan fees
- Meridian Township Planning Department site plan, building and sign permit fees
- Construction of new building additions except for façade portion
- (Sealing of parking lots)
- (Murals)
- Appraiser, attorney, interior decorator fees
- Wages paid to the applicant or relatives of the applicant unless licensed to perform such work
- Furnishing, trade fixtures, display cases, counters or other items taxed as "personal property" or any other interior improvements
- Wages paid to applicant, relatives, or friends for work associated with the façade improvement (e.g. payments under the table)
- Any portion of expenses for which applicant pays contractor in merchandise or in-kind services
- Reusable or removable items
- Site improvements done in conjunction with an approved project submitted by the Downtown Development Authority District
- Any portion of expenses for which applicant pays contractor in merchandise or service

Timetable:

Unless otherwise agreed in writing when the project is approved for FIP funding, in the event the actual physical construction on a project has not commenced within 90 days and been completed within six months of the DDA funding commitment, the DDA will re-evaluate the status of the project. At its discretion, the DDA reserves the right to cancel or extend the funding commitment.

Other Program Guidelines

1. The DDA will give priority to commercial/income producing buildings over those owned or used by public agencies.
2. (a) Within a 10 year period, a property owner and/or tenant with property owner's approval may apply for FIP funds to renovate a building façade.

(b) The total amount rebated to a property owner and/or tenant for the same building during a 10 year period may not exceed \$20,000.00.
3. At the DDA's discretion and with a majority vote of the Downtown Development Authority Board, an exception to any FIP guideline may be granted due to special conditions or situations which were not apparent at earlier date.
4. Not intended for general maintenance, this is at the discretion of DDA.

Application, Approval, and Payment Procedures.

1. Contact the Meridian Charter Township Downtown Development Authority Façade Improvement Grant Program for information and application packet between 8:00 a.m. – 4:30 p.m. Monday through Friday. The application and information packet may also be found online at <https://www.meridian.mi.us/government/boards-and-commissions/downtown-development-authority>
2. Review proposed façade improvement design with the DDA staff liaison, Planning Staff and Downtown Development Authority Chairperson.
3. Submit completed application, design plans, cost estimates to the DDA staff person at 5151 Marsh Road, Okemos, MI 48864. The DDA accepts applications throughout the year.
4. The application is reviewed by staff to verify that the location is within the DDA district. Staff will provide a preliminary review outlining how well the project meets the program objectives.
5. **CONSTRUCTION WORK BEGUN BEFORE ISSUANCE OF A BUILDING PERMIT (IF REQUIRED) AND PRIOR TO THE DDA'S REVIEW AND APPROVAL WILL NOT BE CONSIDERED ELIGIBLE FOR REIMBURSEMENT GRANT FUNDING.**
6. The applicant must submit a detailed plan illustrating proposed improvements. At this point, the applicant should obtain any necessary permits from the Village and complete a site-plan review with the Planning Director as needed.
7. If the application meets program objectives the applicant will be notified that his/her project has been accepted for consideration.
8. Each application shall be reviewed by Planning Staff, Downtown Development Authority Staff liaison. A written recommendation for approval, modification or rejection shall be

prepared for consideration by the DDA at their next regular meeting.

4

9. Applicant must show proof of payment for full reimbursement (cancelled check) and completed work must be signed off by the building inspector if building permit was required.
10. If grantee sells/removes said property prior to five years, repayment of Façade grant will be paid to the DDA on a prorated basis. The grantee will agree to these terms through the signing of a Development and Reimbursement Façade Improvement Agreement.

Post Façade Improvement Approval Procedure

- Execute a Development and Reimbursement Façade Improvement Agreement.
- Any changes in the scope of work must be approved by the DDA prior to construction/installation.
- All approved changes in work verification shall be attached to the original site plan in the form of an addendum and dated.
- Township and DDA staff may conduct periodic inspections to ensure compliance with the site plan and adopted eligible activities. Any questions or concerns will be directed to the applicant.
- Projects must be completed within one (1) year and six (6) months of notification of project approval by the DDA. Only under extenuating circumstances, an extension of time to complete the project can be requested in writing and may be awarded by the DDA.
- Upon completion of the project improvement, DDA staff will photograph the new façade and submit it to the DDA to ensure that all components of the site plan are met.
- After final project inspection, the DDA Board will review and approve the project, the applicant be reimbursed for the approved grant amount.
- Any business or organization that receives funds from a Façade grant or Façade Maintenance grant will be required to display a 5"x 5" window decal that indicates the project was funded in part by the DDA. The window decal should be displayed in a front window or in the lobby of the business for the duration of the time that funds are being received (5 years maximum).



FACADE IMPROVEMENT PROGRAM APPLICATION

1. Is the business that you are applying for improvements located in the Downtown Development Authority District of Meridian Charter Township? _____
YES NO

2. Provide the business name:

3. Provide the business address:

4. Provide the business mailing address if different than above:

5. Are you the property owner? _____
YES NO

6. If you are not the building owner please provide the building owner's name

7. Building Owner Telephone (if different than above)

6. If you are not the property owner please provide a copy of the written statement from the property owner granting the allowance for the building improvements. A lack of approval from the property owner may disqualify approval from the DDA for the use of the program.

7. Name of Best Contact Person for the project (if different than above):

8. Contact Person's Address (If different than above)

9. Contact Person's Phone Number: _____

Contact Person's Email: _____

13. Has the Rehabilitation/Improvement project begun? _____
YES NO

14. What is the total estimated project cost?:

15. Provide a description of the Improvement project:

16. Provide cost breakdowns by major categories(For example: architectural fees, engineering fees, signs, awning, painting, repair, carpentry, electrical, etc., and attachment to this application.

15. What is the proposed project start date?: _____

16. What is the estimated date of completion?: _____

17. How will the project be financed? Please provide a statement and copy of proof of project financing. The Meridian DDA Facade and Grant Program is a matching grant program. Funding support of a project must accompany a match of finances from the developer, property owner, banking institution, etc.

18. The project will involve the building's: 15. Street Front Façade ____ Exterior Side ____
Exterior Rear Wall ____ Roof ____ Other _____

16. Will the project involve a new sign? Yes ____ No ____

18. Would this project be considered "Maintenance" as opposed to Facade Improvement? The DDA may not finance a project that falls into a category similar to traditional or regular building maintenance.

- 19. Please submit three copies of the project design if available.
- 20. Please submit one photograph of the existing facade.

By signing below, the applicant affirms that:

- A. The information submitted herein is true and accurate to the best of my (our) knowledge.
- B. I (we) have read and understand the conditions of the Meridian Charter Township Downtown Development Authority Façade Improvement and Grant Program and agree to abide by its conditions and guidelines.
- C. I (we) understand that if this application is approved, any changes, alterations or modifications to the approved façade design must be authorized in writing by the DDA. Any and all improvements must meet the standards and conditions of the Township’s Code of Ordinances. Payment of permits will not be included in the overall project costs. I (we) understand that certain improvements may require inspections and associated fees, which will be managed solely by me(us). If unauthorized changes are made, I (we) understand that the DDA may withdraw its funding commitment.
- D. I (we) understand that if this project is not completed within the scope of the timetable (12 months), the DDA can withdraw its funding commitment. I (we) understand that I (we) can reapply, however, the application will be subject to funding availability at the time of reapplication. _____

Applicant’s Signature _____

Date _____

Applicant’s Signature _____

For the Use of the DDA	
Date Received:	
Received By:	
Is the Application Complete?	



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: August 7, 2023
RE: DDA Discussion for Additional Savings Account and Earnings

At our last meeting discussion circulated around new additional earnings and savings. Presented in the packet is a recap of those possible earnings.

Your concurrence is appreciated.

Motion: Move to select _____ as the additional savings account for the Downtown Development Authority. Authorize staff to work with Independent bank, our bank of record to finalize all necessary paperwork.



Week of July 17, 2023

<u>Certificates of Deposit</u>	<u>Rate</u>
7 – 31 Days	4.60%
32 – 89 Days	4.68%
90 – 119 Days	4.75%
120 – 149 Days	4.77%
150 – 179 Days	4.78%
180 – 269 Days	4.85%
270 – 359 Days	4.85%
360 Days	4.85%
18 Months	4.66%
24 Months	4.46%

Penalty for early withdrawal

<u>CDARS</u>	<u>Rate</u>
4 Weeks (28 Days)	4.20%
13 Weeks (91 Days)	4.35%
26 Weeks (182 Days)	4.45%
52 Weeks (364 Days)	4.45%
2 Years (728 Days)	4.01%
3 Years (1092 Days)	3.69%
5 Years (1820 Days)	3.34%

CDARS orders must be placed by 12:00pm on Mondays for Thursday settlement

Penalty for early withdrawal

<u>Business Flex Checking</u>	<u>Rate</u>
\$0-\$99,999.99	0.40%
\$100,000-\$249,999.99	1.15%
\$250,000-\$499,999.99	1.85%
\$500,000-\$999,999.99	2.45%
\$1,000,000-\$2,499,999.99	3.05%
\$2,500,000+	3.70%

<u>Insured Cash Sweep (ICS)</u>	<u>Rate</u>
ICS (0-\$499,999.99)	0.95%
ICS (\$500,000-\$999,999.99)	1.75%
ICS (\$1,000,000-\$2,499,999.99)	2.70%
ICS (\$2,500,000+)	3.45%

<u>Money Market Savings</u>	<u>Rate</u>
\$0-\$99,999.99	0.45%
\$100,000-\$249,999.99	1.30%
\$250,000-\$499,999.99	1.90%
\$500,000-\$999,999.99	2.40%
\$1,000,000-\$2,499,999.99	2.85%
\$2,500,000+	3.55%

<u>FDIC Coverage for Government Entities:</u>	
\$250,000 Checking	
\$250,000 Savings/CD	
\$500,000 total available	
CDARS and ICS fully FDIC Insured	

CD interest is non-compounding and paid at maturity.

Government Banking

West Michigan
 Jeff Case, ACPFIM
 616.902.7493
jcase@ibcp.com

East Michigan
 Ben Stone, CTP, ACPFIM
 248.743.7329
bstone@ibcp.com



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: August 7, 2023
RE: Downtown Development Authority 2024 Proposed Budget

The attached proposed budget is prepared for the DDA member's consideration. Since 2018 a proposed budget has not been presented to the DDA for a formal review of how the Tax Increment Financing revenue that is generated in the district will be utilized over the course of a year. In past years a budget has been proposed with several art and beautification uses associated in the budget. In 2020 members of the DDA felt that expenditures for flowers, irrigation and art were not the necessary focus, as the DDA hoped the Village of Okemos mixed use development would be under construction and adequate or other beautification projects could be underway. The suggestion of staff is to at this time adopt an annual budget noting potential sources and uses of funding. In addition to supporting the redevelopment of the "Village of Okemos" site, there remain obsolete buildings and deterioration of other sites in the DDA. Please review the attached budget and prepare to offer suggestions on the appropriate allocations based on the project description.

Your concurrence is appreciated.

Motion: Move to adopt the attached budget for 2024. Include the annual budget on the Downtown Authority website and submit to the Township Board.

**Fund 900 - DOWNTOWN DEVELOPMENT
AUTHORITY**

<u>REVENUE</u>			
900-000.000-402.000	CURRENT PROPERTY TAXES	\$41,851.92	Based on 2022 DDA ANNUAL REPORT
900-000.000-506.000	GRANT REVENUE	\$0.00	
900-000.000-638.222	DDA DOWNTOWN EVENTS	\$0.00	
900-000.000-671.000	MISCELLANEOUS	\$0.00	
900-000.000-696.000	OTHR FINANCING SRCE-BOND PROCEEDS	\$0.00	
	Current Bank Fund Balance	\$139,427.56	
Total Revenue By DEC 2023		\$139,427.56	

Total Revenue By Mar 2024

\$181,279.48

*sum of March allocation of property tax revenue 2024 with Dec 2023 fund balance.

<u>EXPENSES</u>			
900-000.000-728.000	OPERATING SUPPLIES	\$3,000.00	
900-000.000-820.000	CONTRACTUAL SERVICES	\$5,000.00	Streetlights
900-000.000-825.000	CONFERENCES/DUES/TRAINING	\$125.00	MICHIGAN DOWNTOWN ASSC.
900-000.000.000.000	GRANT EXPENDITURES	\$5,000.00	DDA MATCH ON MAIN 10%
900-000.000-851.000	COMMUNICATIONS	\$0.00	
900-000.000-890.000	SPECIAL EVENTS	\$0.00	
900-000.000-920.000	UTILITIES-WATER	\$0.00	
900-000.000-922.000	UTILITIES-STREET LIGHTS(CE)	\$1,800.00	Consumers Energy Payments
900-000.000-974.000	CONSTRUCTION/DESIGN/IMPROVEMENTS	\$7,500.00	

Total Expenses

\$22,425.00

Ending Fund Balance by Dec 2024

\$158,854.48



To: Downtown Development Authority Members
From: Neighborhoods & Economic Development Director Amber Clark
Date: August 7, 2023
RE: New DDA Welcome Sign and Logo

The completed Okemos Road Bridge construction is a vast improvement in traffic efficiency, safety, and pedestrian mobility into the Downtown District. The southern entrance to the DDA begins at about Mount Hope and Okemos road intersections, including Wonch and Ferguson Parks. After a 16 month construction project we have had inquires about installing the DDA Welcome sign that said "Welcome to Okemos" and included the DDA's logo. Included with this memo are images of the DDA Welcome sign. The wood sign has seen better days and with all the new Township signs being installed this is a great time to discuss the future of the DDA's welcome sign. Our mission states beautification, revitalization, desirability, walkable, friendly place for people and business. The state of the current sign does not support the adopted mission of the DDA. To support the cohesion of Meridian Township, recognizing that each community is only allowed on Downtown Development District, our promise as the Downtown Development Authority is to the Okemos village and Meridian Township. We are the only downtown Meridian Township will ever have and including signage that highlights our Township efforts of new signage would be in line with the mission and directive. Today's discussion will center on the following:

1. Will the DDA purchase a new sign?
2. Will the DDA desire a new logo?
3. What type of sign would the DDA be interested in purchasing
4. What proposed locations would the DDA support for the sign to be installed?
5. When would the DDA like to begin this project?

Your concurrence is appreciated.

WELCOME

DOWNTOWN



OKEMOS

CONSUMERS SUPPORT
OF
AMERICAN BUSINESS

OME





RE: Corbin Sign Specs and Prices

Melissa Massie

Thu 7/27/2023 2:28 PM

To: Amber Clark <clark@meridian.mi.us>

📎 1 attachments (6 MB)

MTMI_DesignIntentDoc_v7.pdf;

Sorry it took a little longer to get back to you!

I'm attaching the specs document that will give you measurements and technical specifications for the signs.

The sign we have here in front of PD and the Municipal Building is on page 13, the IX-4. These signs are \$1,750.

The nicer one with the stone pillars at Central Park South is on page 17, MP-1. These signs are \$18,600.

The basic park sign we have at Newton Road Park is on page 18, MP-2. These signs are \$1,850.

Please note these prices only include fabrication and installation costs, this will not include any lighting and electrical costs if you decide you want the sign illuminated.

Let me know if you have any other questions!



Melissa Massie

Director of Project Management & Operations

massie@meridian.mi.us

W 517.853.4456

5151 Marsh Road | Okemos, MI 48864

meridian.mi.us

From: Amber Clark <clark@meridian.mi.us>

Sent: Wednesday, July 26, 2023 5:05 PM

To: Melissa Massie <massie@meridian.mi.us>

Subject: Corbin Sign Specs and Prices

Hey

I am taking up the issue of a new DDA sign at the next DDA meeting on August 7th. Can you send me the specs and options of the two smaller types of signs we have purchased? The signs I am referring to are the general location signs (like the one for PD or the Parks in Town). I'd also like to see the cost and specs for a fancier sign like the one at Central Park. Do you have access to that info?

Thanks in advance friend!

Amber Clark

Neighborhood and Economic Development Director

clark@meridian.mi.us

Office: 517.853.4568



MERIDIAN TOWNSHIP

WAYFINDING SIGNAGE

DESIGN INTENT DRAWINGS

April, 2022
Version 7

415 S Union, Second Floor, Traverse City, MI 49684 | corbindesign.com | (231) 947-1236

All ideas, designs, represented by these drawings are owned by, and property of Meridian Township. None of these ideas, designs, arrangements or plans shall be used by or disclosed to any person, firm or corporation for any purpose without the written permission of Meridian Township and Corbin Design.

CORBIN
DESIGN

SECTION 10 14 00 – FABRICATION SPECIFICATIONS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes specifications related to fabrication and installation of exterior project signage.
1. Sign type details are listed in the Design Intent Drawings. Design drawings are provided to the Fabricator in PDF format, or in Adobe Illustrator 22.1.
 2. Sign Location Plans are general in nature and not to scale. They reflect locations deemed desirable for the effectiveness of the overall wayfinding plan. Sign location plans are provided to the Fabricator in PDF format
 3. The Sign Message Schedule includes sign type, exact messaging, layout details, and provides additional installation or graphic layout information specific to each sign location. Sign message schedules are prepared in FileMaker. Fabricator will be provided information in PDF format sorted by sign type and by sign number. Data is also available exported into an Excel file. A link to the FileMaker database can also be supplied.
 4. The materials, products, equipment and performance specifications within these documents describe the standard of required function, dimension, appearance, performance and quality to be met by the Fabricator.
- B. Fabricator's responsibilities:
1. Engineer, fabricate and install all signage and graphics per the final documents provided at contract award.
 2. Be knowledgeable of relevant federal, state and local code requirements, and be responsible for ensuring that all signs meet current local, state and federal codes, especially, but not limited to, ADA and Fire/Life Safety codes.
 3. Perform complete structural design and engineering of the signs and incorporate all the safety features necessary to adequately support the sign for its intended use and purpose, as required for approvals and permits, and to protect the Owner. All signs shall meet local, state and federal codes. Engineered shop drawings for project signage shall be reviewed, stamped and signed by a local state-registered engineer. Shop drawings are to be provided for all sign elements.
 4. Engineer all signs, banners and mounting devices, unless otherwise indicated, to withstand the required wind load (normal to the sign, in addition to the weight of the sign) as specified by ASCE, American Society of Civil Engineers, or greater as per local, state or federal code.

1.2 WARRANTY

5. Signs listed in the sign message schedule should match those on the sign location plan. Fabricator to notify the Designer and Owner's Representative of any discrepancies before manufacturing the signage.
 6. Visit the site to observe existing conditions, verify mounting conditions and space availability, take field measurements and verify all signage locations with Owner's Representative prior to starting fabrication.
 7. Develop graphic proofs of all sign faces using messaging from Sign Message Schedule.
 8. Secure any and all necessary permits for signage installation.
 9. Work with the Owner's Representative to secure any necessary variances.
 10. Notify the Owner's Representative immediately if any discrepancies exist within the Construction Documents or field conditions.
 11. Provide all submittals outlined in the specifications in a timely fashion and according to the agreed upon contract schedule.
 12. Work with the Owner's Representative to coordinate with other trades performing work on site.
 13. Maintain all project related files such that the Owner may reorder additional signs for a minimum of 10 years after the completion of the work.
- A. Extend in writing all manufacturers' warranties.
- B. Obtain a minimum five (5) year extended warranty on all paint and powder coat applications.
- C. Obtain a minimum eight (8) year warranty on all custom color vinyl or flood-coated vinyl applications. Vinyl shall not fade excessively, discolor, crack, peel, blister, or loose reflectivity.
- D. Obtain a minimum five (5) year warranty on all applied vinyl applications. Vinyl shall not fade, discolor, delaminate, crack or curl.
- E. Provide a written full replacement warranty for five (5) years starting from the completion of installation that all signs will be free of defects due to craft work and materials including, but not limited to:
1. Bubbling, chalking, rusting or other disintegration of the sign panel, graphics or of the edges.
 2. Corrosion appearing beneath paint surfaces of panels, brackets, posts or other support assemblies (except as an obvious result of vandalism or other external damage).

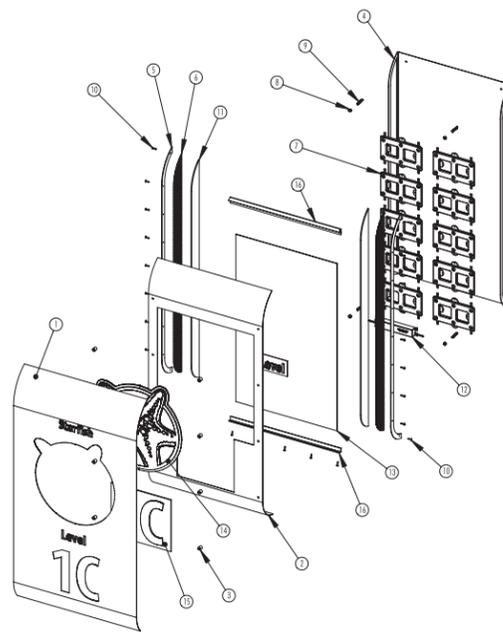
1.3 DESIGN RIGHTS

3. Corrosion of fasteners.
 4. The assemblies not remaining true and plumb on their supports.
 5. Fading, chalking and discoloration of the colors and finishes within the vinyl and paint manufacturer's stated warranty period.
 6. Peeling, delamination or warping ("oil canning").
 7. Repair and reinstallation of signage due to failed mountings.
- F. Repair or replace, including installation, any defective signs or hardware, which develop during the warranty period and repair any damage to other work due to such imperfections at no charge to the Owner and to the Owner's satisfaction.
- G. The Fabricator will be required to fully replace all signs that are in error relative to the working documents (sign message schedule and sign type drawings) that were submitted to the Fabricator upon award of contract.
- A. The Fabricator is hereby granted limited right to the designs as shown and specified herein for the sole purpose of completing contractual obligations to fabricate and install project signage. Fabricator may not manufacture, reproduce or exhibit these designs, or modify them for any other purpose without prior written consent from both the Owner/ Owner's Representative and the Designer.

1.4 SUBMITTALS

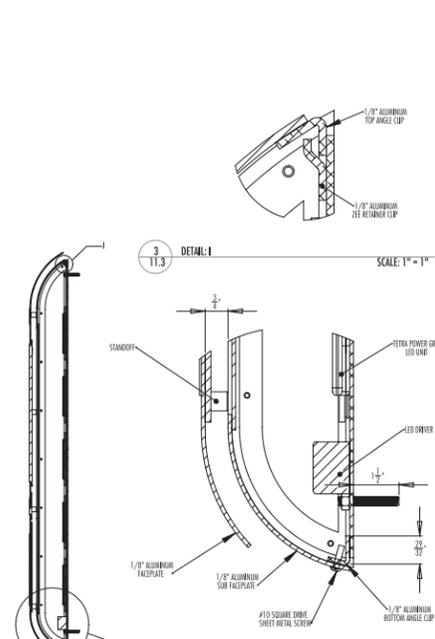
- A. Pre-Fabrication Submittals: Submit the following to the Owner's Representatives and Designer for review and approval prior to commencing with signage fabrication.
1. Shop Drawings: Detailed engineered shop drawings for each sign type are to be submitted as electronic PDF no larger than 11" x 17". Final Shop Drawings are to be stamped by an Engineer licensed in the state to ensure structural integrity and safety. The shop drawings for each sign type shall illustrate/describe the following:
 - a. Elevations and cross sections – front, sides, top and back; side sections; internal structure section/details; enlarged details such as of extrusions, push-through letter mounting, mounting plate; and access panel, etc.; with all final dimensions and call-outs for:
 - b. Components – construction details/information related to individual elements
 - c. Materials – color, type, gauge, and thickness (including substrates and overlays)

- d. Finishes – color, type of product, manufacturer, and sheen
- e. Fonts, graphics specifications and message fields
- f. Exploded view, unless otherwise indicated – isometric view with components, materials, and finishes.
- g. Cross-section of corners – one illustration for each corner condition. Items to be illustrated: seams, joints, layers, internal support and fasteners.
- h. Mounting/installation details – provide foundation cross-sections (including hardware), bracket/post details, elevations, materials, finishes and fasteners.
- i. Electrical details are to be provided for all elements that require electricity. Specific items to be listed are:
 - 1) Light source and/or fixture type and manufacturer
 - 2) Power supply (transformer)
 - 3) Amperage and voltage per sign
 - 4) Electrical service required (source)
 - 5) Electric Eye and Timer
- j. Lighting detail – provide an internal view of light fixtures, LED layout, transformers, external cut-off switch, light sensor, and timer.
- k. Foundation details – provide detailed foundation details including all concrete and reinforcement specifications.
- l. Engineering for wind load
- m. Removable panels (where applicable)
- n. Identify any dimensional or other changes in the overall sign required by virtue of the fabrication materials, techniques and/or engineering.



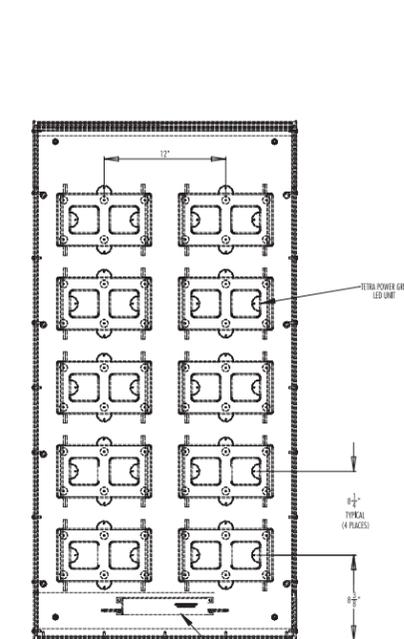
11.2 EXPLODED VIEW & BOM

Exploded View



11.3 DETAIL: F

Cross-section View



11.7 ELEVATION - LED LAYOUT

Lighting Detail

2. Samples: Submit three (3) 5" x 5" samples of each material listed in the design intent material specifications using actual substrate materials for review and approval. One will be returned, one kept by the Owner's Representative and one kept in the Designer's records.
 - a. Label the back of every sample with the project name, sample designation and fabricator name.
 - b. The Owner's Representative and Designer reserve the right to reject any sample and require additional samples as necessary to obtain final approval.
3. Keystroke Proofs: Provide a proofing document of final production keystroke output for all sign messages to verify line breaks, character and word spacing, and interline spacing.
 - a. The proofs are to be scaled production art files, not full sized.
 - b. Layouts are to be organized by sign type and by sign number within each sign type group.
 - c. Each layout is to be identified with the corresponding sign number.

4. Schedule: Provide a detailed fabrication and installation schedule.
 - a. Include all pertinent dates and milestones such as submittal delivery dates, required approval dates, fabrication dates and installation dates.
 - b. Include all lead times for materials and third-party supplied items.
 - c. Allow a minimum of 15 business days for Owner Representative and Designer review with one round of revisions built in unless otherwise noted within the bid schedule.
 - d. Include submittal delivery dates.
- B. During Fabrication Submittals:
 1. Fabricator is required to maintain the detailed fabrication and installation schedule, submitting weekly updates as changes occur.
 2. Upon request, Fabricator is to submit photo documentation of signage at various stages of fabrication and installation. Review of these photos does not rule out rejection of the sign during the punch list if they do not meet fabrication requirements.

- C. Post-Fabrication Submittals: Upon completion of the initial installation, the following are to be submitted to the Owner's Representatives.
 1. Maintenance instructions and manuals for all sign components (lighting, paint, etc.), along with final amended shop drawings, as-installed sign location plans and approved keystroke documents.
 2. Instructions for maintenance and waxing of painted, powder coated and fiberglass elements.
 3. Templates for all insert based signs, utilizing standard software for the Owner's use in printing replacement inserts.
 4. One (1) pint of each finish paint color for touch-up purposes.
 5. Labeled, spare keys to master keyed locks on directory or kiosk signage.
 6. Warranty documentation, as outlined above.

1.5 QUALITY ASSURANCE

- A. The materials, products, equipment and performance specifications described within, establish a high quality standard of required function, dimension, appearance, performance and quality to be met by the Fabricator.
- B. Materials used for this project shall be new materials, not reconditioned.
- C. Fabricator shall only use workforce skilled and experienced with the products, fabrication methods, and installation requirements outlined for this project.
- D. Fabrication and installation is to withstand severe abuse and souvenir theft vandalism, but not less than the equivalent of resisting simple hand implements and tools (screwdrivers, knives, coins, keys, and similar items), and adult physical force. It is the fabricator's responsibility to suggest alternate fabrication or installation methods, should they be deemed necessary to hinder theft or vandalism.
- E. Regulatory Requirements: Signage shall meet or exceed requirements of all current applicable local, state and federal codes, including, but not limited to:
 1. MUTCD standards manual, 2009 edition with the 2012 revisions;
 2. 2010 Americans with Disabilities Act Standards for Accessible Design, including local modifications and amendments; and
 3. Local and State Building and Fire Codes.

1.6 DELIVERIES, STORAGE AND MATERIAL HANDLING

- A. Pack, wrap, crate, bundle, box, bag, or otherwise package, handle, transport, and store all fabricated work as necessary to provide protection from damage.
- B. Provide clear and legible identifying information on all product packaging to ensure proper on-site identification and installation.
- C. Recommend covering all sign faces with a low-tack protective vinyl cover, to be removed after installation. This is to help minimize minor scratches and nicks that happen during unpacking and installation.
- D. Coordinate the delivery and secure storage of signs with the Owner's Representative to meet deadlines.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Substitution:
1. No substitution will be considered unless the Owner's Representative and Designer have received written request for approval.
 2. Equal or better equipment or method may be recommended, but fabricator will be required to provide full documentation, upon request, establishing such a substitution's equality or superiority as measured in: compliance with the visual design intent, cost, ease of maintenance, and performance.
 3. The Owner's Representative and Designer's decision of approval or disapproval of a proposed substitution shall be final.
- B. Approved manufacturers include:
1. Acrylic Polyurethane Paint: Matthews Paint Company or Akzo Nobel
 2. Powder Coating: PPG Duranar or Akzo Nobel Interpon
 3. Exterior Vinyl: 3M or Oracal
 4. Exterior Perforated Vinyl: 3M
 5. Acrylic Sheets: Rohm and Hass Co, Acrylite or equal.
 6. Panaflex: 3M or equivalent
 7. LED lighting system: General Electric, SloanLED, Philips, US LED or equivalent
 8. Exterior Extrusions: SignComp, Charleston Industries or equivalent
 9. Exterior Tactile signs: Gravoply or equivalent
 10. Stainless Steel Strapping System: Band-It or equivalent
 11. Banner Hanging System: Banner Saver
 12. High Pressure Laminate: Fossil Industries, i-Zone, Trespa
 13. Fiberglass Embedded Panel: Pannier Graphics
 14. Electronic Message Centers: Daktronics, Firewatch, Vantage LED
 15. Adhesive Silicone: Dow Corning or equivalent
 16. Adhesive Tape: Polyfoam or "Isotac" by 3M or equivalent

2.2 Materials

- A. Aluminum: suitable for ornamental work. Finish to be smooth and free of imperfections. Alloy based upon structural requirements of the signage design.
- B. Aluminum sheet: .125" minimum thickness unless otherwise specified.
- C. Aluminum plate: .25" minimum thickness unless otherwise specified.

- D. Structural Steel: galvanized rolled steel or equal as required to meet structural requirements.
- E. Acrylic sheet: varying colors and thicknesses as noted on design intent drawings, 2447 is standard for use in LED illuminated sign types, 7328 is standard for use in Fluorescent illuminated sign types.
- F. Illumination: per design drawings as LED or high-output fluorescent lamps with 800 MA, exterior UL rated electronic ballasts per specifications. Specifications for T-8 lamps are specific to the 60,000 hour T-8 lamp.
- G. Day/Night perforated vinyl: 3M custom color vinyl; flood-coating perforated vinyl is not an acceptable solution unless noted within the design intent drawings.
- H. Adhesive vinyl: opaque color, reflective color, translucent color and transparent color.
- I. Electric Eye and Timer as indicated by the Owner's Representative.
- J. Exterior grade paint: acrylic polyurethane paint in solid and metallic colors with primer and Super Satin Clearcoat finish.
- K. Matthew's Paint reflective white paint or 3M Matte White Light Enhancement Film.
- L. Miscellaneous mounting hardware: including but not limited to, screws, bolts, stainless steel cable, hinges, and adhesives.
- M. Labels: Only labels required by law are permitted on the exterior of the sign face.
1. Labels shall not be on the primary messaging faces of the sign, unless dictated so by the local ordinance.
 2. Labels shall be located in a position as discreet as possible.
 3. No other labels are permitted on the signs.
 4. Fabricator contact information may be placed inside the sign on the access panel.
- N. Fiberglass panels with embedded artwork are to be fabricated using minimal 1/8" thick fiberglass panel with permanently embedded digital graphics. The panel must be a solid, one-piece panel with all graphic elements inseparable from the fiberglass in which they are embedded.
- O. All printed graphics shall be printed at a minimum of 1200 DPI using exterior grade UV inks.
- P. High pressure laminate: Digital graphic surface papers encapsulated with melamine resins are pressed over a portion of recycled post-consumer kraft paper core sheets impregnated with phenolic resin. These sheets are bonded under pressures greater than 1200 pounds per square inch

and at temperatures approaching 300°F (149°C). The 0.040" backs are sanded to facilitate bonding to other substrates.

2.3 FABRICATION

- A. Details on design drawings indicate a design approach for sign structure but do not necessarily include all fabrication details required for the complete structural integrity of the signs, including consideration for static, dynamic and erection loads during handling, erecting, and service at the installed locations.
- B. Site-verify all locations to determine special installation requirements, uneven footing needs based on sloped grades. Field verify measurements for wall mounted and glass mounted signage, etc. prior to fabrication.
- C. Fabricate signage such that major components of the sign can be removed and replaced with similar components. Incorporate this changeability such that it does not promote vandalism, but can be done by a qualified maintenance crew.
- D. Within fabrication tolerances, allow for expansion and contraction of materials due to temperature changes as appropriate to the project location.
- E. Construction Methodology:
1. The drawings call for a variety of fabrication techniques.
 2. Sign faces are to be fabricated using aluminum plate of varying thicknesses, as specified on design drawings, with a minimum thickness of .125 inches unless otherwise noted.
 3. Push-through copy:
 - a. Routed push-through copy from a single sheet of white acrylic.
 - b. Acrylic to have a minimum thickness of 3/8".
 - c. Acrylic to be pushed through 1/16" unless otherwise noted on design drawing.
 - d. Letters and shapes that are routed out and bonded to a separate acrylic sheet are not acceptable.
 - e. Acrylic is to be attached to the interior of the sign using mechanical fasteners.
 - f. All letter knock-outs (interior of letter forms) are to be stud mounted through the acrylic.
 - g. Acceptable spacing between the push-through acrylic and the cutout aluminum is 1/32" for copy 12" or smaller. Copy larger than 12" may have alternate spacing to allow for the change in material expansion.
 - h. The edges and corners of routed letterforms shall be sharp and true. Letterforms with nicked, cut, ragged, rounded (positive or negative) corners, and similar disfigurements will not be acceptable.

4. Conceal all fasteners except for access panels or where approved otherwise by Owner's Representative and Designer. Access panel fasteners are to be stainless steel, tamper resistant, counter-sunk flush screws, painted to match adjacent finish.
5. All hardware and fasteners within reach shall be vandal resistant.
6. Any sign faces smaller than 8' by 20' are to be fabricated from 1 piece of seamless material.
7. To prevent electrolysis, separate all ferrous and non-ferrous materials with a non-conductive gasket or barrier and utilize stainless steel fasteners as required.
8. Welded joints:
 - a. Exposed welded joints must be filled and ground smooth so that there is no seam visible when painted.
 - b. Dimensional and structural welding defects will not be accepted, including but not limited to: poor weld contours, including excessive bead convexity and reinforcement, and considerable concavity or undersized welds; cracks; undercutting; porosity; incomplete fusion; inadequate penetration; spatter; and non-metallic inclusions.
 - c. Welding is to be performed by AWS (or similar) certified personnel, following AWS Standard Welding Procedure Specifications (SWPSs) for steel, aluminum, and stainless steel as appropriate.
9. Non-welded joints between various portions of signs must have a tight, hairline-type appearance, without gaps. Provide sufficient fastenings to preclude looseness, racking, or similar movement.
10. Exposed acrylic edges are to be finished such that no saw marks are visible.
11. Drain holes:
 - a. Provide drain holes as needed to prevent accumulation of water within signs.
 - b. Holes must be inconspicuous and located such that drainage does not occur onto signs, or other surfaces subject to staining.
 - c. Provide internal system of baffles to prevent "light leaks" through drain holes of illuminated signs.
 - d. Use color-coordinated stainless steel bug mesh screen over drain holes or vents.
12. Non-illuminated sign faces are to have lettering and graphics created as surface-applied vinyl typography unless otherwise noted in the design drawings.
13. Visible metal joints must adhere to a fit tolerance of .01".

14. Channel letters:
 - a. Non-illuminated faces must be .125" aluminum.
 - b. Channel letter returns must be a minimum of .080" aluminum.
 - c. Face-lit channel letters mounted on the first or second story of a building shall be trimless.
 - d. Face-lit channel letters installed on the third floor or higher of a building may use a low-profile trim cap.
 - e. Jewel trim is not acceptable.
 - f. Raceways are not acceptable unless specifically noted on the design intent drawing or if approved by the Owner. Approved raceways must be painted the same color as the wall on which the raceway will be mounted.
 - g. Acrylic must fit snugly into the letter return.
15. Sign panels shall be appropriately pre-drilled/pre-cut before priming and painting or coating.

F. Painting:

1. Metal surfaces are to be painted per the most recent Matthews Paint or Akzo Nobel product bulletins.
2. Paint preparation of all metal surfaces of the sign to include removal of all scratches and imperfections, sanding and chemical etching.
3. Substrate cleaning, preparation, paint application and paint thickness to be in strict compliance with Matthews Paint or Akzo Nobel published recommendations.
4. Aluminum and Steel surfaces to be properly covered with a primer.
5. Acceleration of the drying process is not allowed.
6. All paint and powder coat finishes to be a satin finish unless otherwise noted in the design drawings.
7. All painted surfaces to have a clearcoat finish to add UV protection and protection from the elements.

G. Illumination & Electrical:

1. Perform the complete electrical design for illuminated signs.
 - a. Illuminated signs shall be designed by an electrical engineer.
 - b. Illuminated signs shall be fabricated and wired to be compliant with current UL® listing requirements.
 - c. Illuminated signs shall be UL® Certified.

2. The disconnect switch is to be located in an inconspicuous location, not visible from the primary face(s) of the sign.
3. Fabricator to verify location of power and electrical feed with the Owner's Representative prior to sign fabrication.
4. All internally illuminated signs and channel letters shall be painted white on the interior using Matthews' reflective white paint, or shall be lined with 3M's Matte White Light Enhancement Film, to enhance and evenly distribute light.
5. Provide concealed access panel in an accessible location on all internally illuminated sign cabinets. Panels are to be flush, lightproof and watertight.
6. Internally illuminated signs are to have adequate internal system of ventilation to assure a uniform dissipation of heat from electrical components of electrically powered and illuminated signs, heat (solar) absorption by sign and other sources.
7. Any openings in exterior surfaces must be internally baffled to prevent light leaks and prevent entry of rain, snow, wind-blown debris, and other foreign matter, and are to be covered with color-coordinated insect screen on the interior of the face.
8. House all electrical components within sign cabinets, except for remote transformers as dictated by the Owner's Representative. All wiring and raceways within the sign are to be completely enclosed.
9. Transformers for channel letters shall be remote transformers wherever possible. If remote transformers are not applicable, then all electrical components shall be contained within the channel letter itself.
10. Internal illumination by lamps is required to provide adequate and even illumination over the face of the sign without hot spots or shadows.
11. Illumination to be provided by LED or Fluorescent lamps as specified on design drawings.
 - a. Signs wired with high output lamps are to include spring-loaded static strips between each lamp.
 - b. Internally illuminated channel letters shall be illuminated using LED, unless otherwise noted on the design drawings.
12. LED, lamps or other internal hardware must not be visible through the translucent letterforms and graphics.
13. All internally illuminated signs are to have a master timer with photoelectric eye on/off control to turn the sign on at night and off in the morning, and on during dark conditions. Location of timer to be approved by the Owner's Representative.
14. Test and verify all illumination within the shop environment prior to shipping signs to site.

H. Fonts/Typefaces:

1. Fonts used within the Designer's programs were purchased by and are licensed to the Designer. It is the responsibility of the fabricator to purchase the specified licensed fonts for use within this program. See the design intent typography page for the specific fonts.
2. The fabricator is responsible for spacing the letters (Kerning) to meet ADA code requirements.
3. Letter height/cap height is based upon the height of the capital letter "E" or any capital character that has a flat top and base.
4. Under no circumstances are typefaces to be electronically distorted ("squeezed" or "extended") for purposes of fitting to the specified sign or general alteration of the sign face composition unless noted in the drawings. This includes (but is not limited to) stretching, squeezing, tilting, outlining or shadowing.
5. Ligatures are to be turned off.
6. Apostrophes and quotation marks are to be used, not footmarks and inches. Note that there is a difference in most fonts.
7. Fabricator to reference spacing within the Design Intent Drawing package. Layout of copy is critical for the proper function of the wayfinding signage. Any typesetting concerns or issues are to be brought to the Designer for resolution recommendations.
8. Fabricator is responsible for correcting any typesetting errors that may be necessary.

I. Silk-screen, digital printing and vinyl copy:

1. All letterforms, symbols or graphics shall be reproduced either by photographic or computer-generated means.
2. Cutting shall be done such that edges and corners of finished letterforms will be straight, sharp and true.
3. Letterforms with nicked, cut, ragged, rounded corners, and similar disfigurements will not be acceptable.
4. Copy is to match the sheen of the copy panel background (satin).
5. Surface of letters shall be uniform in color finish, and free from pinholes and other imperfections.
6. Silk-screened images shall be executed with photo-processed screens prepared from original electronic art.
7. Use only weather-resistant coating materials that are compatible with substrates.
8. Silk-screening shall be highest quality, with sharp lines and no sawtooths or uneven ink coverage.
9. Images shall be uniform in color and ink thickness.
10. Images shall be free from squeegee marks and lines resulting from improper print stroke or screen off contact height.

PART 3 - EXECUTION

3.1 DEMOLITION

- A. It is required that the fabricator remove existing signs as identified in the bidding documents.
- B. Fabricator is to remove all below grade footings and foundations completely and fill with compacted soil. OR Fabricator is to remove below-grade footings and foundations to a minimum depth of 8" below grade and repair landscaping.
- C. For individual letters, Fabricator is to remove the sign, fill holes, power wash the façade and touch-up paint as required.
- D. If there are electrical connections, they must be properly terminated.
- E. Fabricator is responsible for disposal of existing signage. Recycling is recommended. Open dumping is prohibited. Coordinate with Owner's Representative.
- F. Fabricator is to repair and bring to consistent look with surrounding area, any areas damaged or left exposed in an unfinished condition due to the removal of a sign.

3.2 INSTALLATION

- A. Permits and Variances:
 1. Research relevant local code requirements and honor the same in fabrication and installation.
 2. Secure any and all necessary permits for signage installation. Coordinate with the Owner to secure variances, should any be required.
 3. Coordinate with the Owner to have all underground utilities properly located and marked. Any damage to below-grade utilities or structures for which the Owner or Owner's Representative has provided adequate location information is the responsibility of the Fabricator.
- B. Site Visit:
 1. Ensure that every building-mounted sign location has the necessary blocking for safe and secure mounting. Where additional blocking is needed, recommend changes and additional associated costs, and receive approval prior to beginning installation.

2. The final Sign Message Schedule and Sign Location Plan shall be consulted together and shall be approved by the Owner to determine the precise location for each sign. Any necessary adjustments will be made with the approval of the Owner.
- C. If installation subcontractors are utilized, the Fabricator must provide a company representative to act as on-site supervisor through the duration of the installation process to oversee any subcontracted installation work.
- D. Fabricator to maintain current signage and directional information during installation in order to continue to provide proper wayfinding. This can be done through the use of temporary signs, or vinyl over existing sign faces.
- E. Fabricator to coordinate delivery of signage with the Owner's Representative.
- F. Fabricator to provide a site logistics plan indicating the work areas, proposed equipment and power sources, extent and duration of street closures, and schedule time/dates of the respective sign installations. This schedule is to be updated on a weekly basis if changes occur.
- G. Electrical:
1. The Owner or Owner's Representative will be responsible for providing a power source to within 10 feet of the base of each sign requiring power (either at grade or below grade). OR The Fabricator is responsible for subcontracting an electrician to pull power from the source to the sign location. The Owner will work with the Fabricator to identify the preferred junction location.
 2. Power is to be 120 or 277 (LED illumination should be 120) volts at 60 cycles unless otherwise noted by the Owner's Representative. Fabricator to confirm based upon location source with the Owner's Representative.
 3. Manipulate the existing conduit to its proper location, install an external disconnect, extend the conduit through the concrete base (or posts) to align with the point of hookup, and run the power supply through it.
 4. Conduit running from the disconnect to the sign shall travel within the concrete base, not on its surface.
 5. Perform final hook-up. This may not be an excluded service from the bid return.
- H. Masonry/Footings:
1. All concrete bases for signage are to be poured in place from thoroughly mixed and agitated concrete.
 2. Footings are to extend beneath the frost line, or deeper to meet local code.

3. All footings or bases should be poured within a form and level with grade unless otherwise specified in the design drawings or as specified by state or local code.
 4. Foundation/footings should not extend above grade more than 2" and exposed edges should be finished with a bevel to prevent chipping, unless otherwise indicated in Design Intent Drawings.
 5. It's recommended that the concrete be floated by machine or hand before finishing in order to embed larger aggregates especially when part of the footing or base extends above ground.
 6. Concrete surface should have a smooth or brushed finish grade appearance. Match the finish appearance of connecting concrete surfaces when applicable.
 7. All concrete bases and footings should be edged to break any bond with the form and create a neat appearance. All forms should be removed once the concrete has properly cured.
 8. Provide the necessary templates, mounting plates and hardware for concrete and masonry bases.
 9. All masonry (concrete block, poured concrete, brick, slab, veneer, mortar, etc.) is to be properly treated and protected to maintain the structural integrity of the masonry work with exposure to all environmental conditions found at the site. For exposed or visible masonry, this shall include the application of protective sealers or similar finishes to diminish the effects of close-proximity sprinkling or irrigation systems.
 10. Wet concrete with footers and posts must fully cure in place before signage is installed on the footers or mounted to the posts.
- I. Mounting:
1. Signs are to be mounted on J-bolt footings or breakaway bases, centered on the concrete base or footing, and engineered per code, unless otherwise specified in the design drawings or required by code.
 2. Fabricator to use stainless steel 300 series for all bolts, nuts, washers and other fasteners,
 3. Fabricator is required to specify mounting hardware and anchoring per the engineering of the signage. The visual appearance of the sign is not to be compromised from that shown in the design drawings.
 4. Install all signage products such that there are no misalignments between visible components. Sign elements intended to be removable or changeable after installation must function as intended without binding, sticking or blocking.

5. All signs to be mounted level and true, and within the guidelines of applicable local, state and federal codes including, but not limited to, the 2010 Standards for Accessible Design (ADA) and fire/life safety codes, where applicable.
 - a. If signs are to be installed in a parking garage where the structural elements are not level due to the grade of the garage, the Owner is to decide whether the sign should be mounted level or aligned with the structural elements.
- J. Locating Signs:
1. Fabricator's installers must have applicable understanding of the 2010 Standards for Accessible Design (ADA) mounting guidelines, city zoning and other applicable federal, state and local codes, general sign locating practices, and any particular unique installations.
 2. Installers are to follow the regulations, noted guidelines, and architectural details around an installation location for the best visual placement.
 3. Keep a reasonable distance from protruding objects.
 4. Any signage that is improperly located is to be moved to the proper location, and all repairs to wall surfaces and signage are to be handled by the Fabricator.
 5. If the installers are unable to make a decision about any sign locations, they can contact the Designer, providing a graphic representation of the questionable area, or contact the Owner's Representative for on-site options. If there is a code requirement regarding the sign location, the installer must notify the Owner's Representative of the requirement.
- K. Upon completion of installation, Fabricator is to remove any protective covering, tape, or installation hardware. Fabricator is then to clean the sign per the manufacturer recommendations, ensuring that sign is clean from dirt, stains, fingerprints, tape residue, etc.
- L. All exposed hardware is to be touch-up painted on site as required immediately following installation prior to punch list.
- M. All minor blemishes or marring are to be repaired such that the repairs are imperceptible. Components having permanent, non-removable scratches or defects are to be replaced completely.

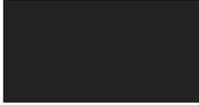
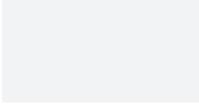
- N. Site Safety and Restoration:
1. Fabricators are responsible for their own safety during the installation period.
 2. Maintain a safe environment for pedestrians and vehicular traffic during the installation period, following OSHA safety standards as necessary.
 3. Keep the Owner's premises and the adjoining premises, driveways and streets clean and clear.
 4. Job site shall be left safe, neat and clean at the completion of each day's operation.
 5. In addition to maintaining old or temporary signs for their directional or informational purposes, Fabricator is to maintain signage that meets or exceeds MUTCD and local standards during the installation period.
 6. At the completion of work, remove all rubbish, tools, equipment, and surplus materials, from and about the premises, and leave the site as originally found.
 7. Repair or correct damage to other contractors' work resulting from signage installation work.

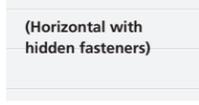
3.2 PUNCH LIST

- A. The Fabricator's onsite representative is to complete a walk through with the Owner's Representative immediately following installation to identify any errors, such as construction or installation issues. Such errors are to be corrected in a timely manner, and to the satisfaction of the Owner's Representative.
- B. Fully replace all signs that are in error relative to the working documents (final sign message schedule and design drawings).
- C. Correct any installation misalignments at no charge.
- D. If the Fabricator agrees to a timeline for the Designer's punch list trip, and then does not complete their scope of work in time for the site visit, requiring the trip to be delayed, the Fabricator will be responsible for associated charges in rescheduling.

END OF SECTION

Color Palette

					
① Navy	② Green	③ Orange	④ Black	⑤ White	⑥ Off White
Pantone®: PMS 2945C	PMS 377C	PMS 166C	Neutral Black U	---	---
Matthews Paint: ---	---	---	---	---	MP00015 Polar White
Vinyl: ---	---	---	---	---	---
Powdercoating: ---	---	---	---	---	RAL 9003 Signal White

		
⑦ Light Blue	⑧ Corrugated Metal	⑨ Stone Veneer
Pantone®: PMS 2905C	---	n/a
Matthews Paint: ---	MP00015 Polar White	n/a
Vinyl: ---	---	n/a
Powdercoating: ---	RAL 9003 Signal White	Culture Stone - Melrose or approved alternate

Fabricator is responsible for matching all colors and materials as specified and are required to provide the Owner color and material samples for approval.

CAUTION!
CONSISTENT AND ACCURATE COLOR REPRODUCTION IN THIS DOCUMENT CANNOT BE ASSURED DUE TO THE LIMITATIONS OF COLOR COPYING TECHNOLOGY.

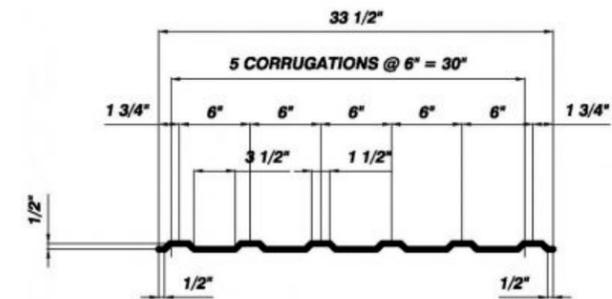
The Coated Pantone Matching System® and Matthews Acrylic Polyurethane are used for specifying signage color matches. (In the absence of actual sign material color chip reference sets, actual specified product color swatches should be referenced for color matching.)

Shown here are approximations of the primary signage background colors and supporting accent colors. Actual color finishes on signage must be satin or low luster (not shiny or glossy) and exclusively a premium acrylic polyurethane.

Signage paints produced by Matthews Paint Company are to be the standard reference.

Vinyl Films from 3M are to be the standard.

Color application varies per sign type. Refer to specific design intent drawings for application details.



Sample Corrugated Metal Panel (or approved alternate)

Corrugated Metals Inc.
www.corrugated-metals.com
Style: Harvest Panel

GRAPHICS STANDARDS

SCALE: 3/8"=1'

COLOR CODE

-  ① Navy
-  ② Green
-  ③ Orange
-  ④ Black
-  ⑤ White
-  ⑥ Off White
-  ⑦ Light Blue
-  ⑧ Corrugated Metal
-  ⑨ Stone

NOTES

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DATE	DESCRIPTION
06.02.21	Submission
07.12.21	Revision
04.01.22	Revision
04.27.22	Revision

Typography

Nexa Bold - Regular

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890

Cambria Bold Italic

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890

Symbols



Artwork



CORBIN
DESIGN

415 S Union, Second Floor
Traverse City, MI 49684
(231) 947-1236

SIGN TYPE ARRAY

NOT TO SCALE

COLOR CODE

- ① Navy
- ② Green
- ③ Orange
- ④ Black
- ⑤ White
- ⑥ Off White
- ⑦ Light Blue
- ⑧ Corrugated Metal
- ⑨ Stone

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04.27.22	Revision



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DESIGN

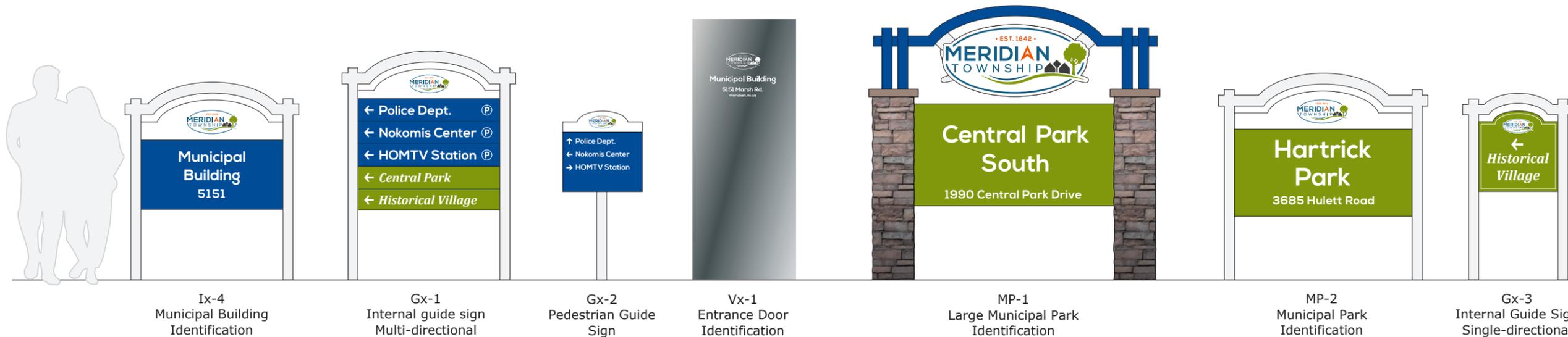
415 S Union, Second Floor
Traverse City, MI 49684
(231) 947-1236



Ix-2a
Municipal Campus Identification
with message board

Ix-2b
Municipal Campus
Identification

Ix-1
City Welcome Sign



Ix-4
Municipal Building
Identification

Gx-1
Internal guide sign
Multi-directional

Gx-2
Pedestrian Guide
Sign

Vx-1
Entrance Door
Identification

MP-1
Large Municipal Park
Identification

MP-2
Municipal Park
Identification

Gx-3
Internal Guide Sign
Single-directional

**CONSTRUCTION
DETAIL**

SCALE: 3/8"=1'

COLOR CODE

- ① Navy
- ② Green
- ③ Orange
- ④ Black
- ⑤ White
- ⑥ Off White
- ⑦ Light Blue
- ⑧ Corrugated Metal
- ⑨ Stone

NOTES

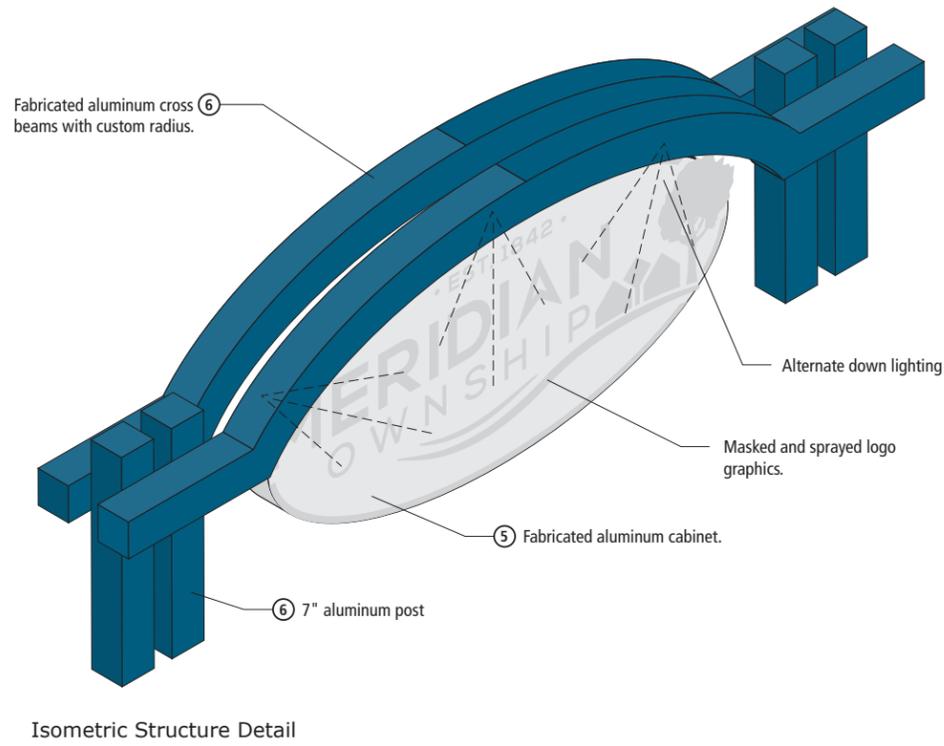
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06.02.21	Submission
07.12.21	Revision
04.01.22	Revision
04.27.22	Revision



**CORBIN
DESIGN**

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Traverse City, MI 49684
(231) 947-1236



**IX-2B
MUNICIPAL CAMPUS
IDENTIFICATION**

SCALE: 3/8"-1'

COLOR CODE

- ① Navy
- ② Green
- ③ Orange
- ④ Black
- ⑤ White
- ⑥ Off White
- ⑦ Light Blue
- ⑧ Corrugated Metal
- ⑨ Stone

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DATE	DESCRIPTION
06.02.21	Submission
07.12.21	Revision
04.01.22	Revision
04.27.22	Revision



**CORBIN
DESIGN**

415 S Union, Second Floor
Traverse City, MI 49684
(231) 947-1236

FABRICATOR TO PROVIDE
ENGINEERED SHOP DRAWINGS
FOR ENGINEER/OWNER REVIEW
AND ACCEPTANCE.

DOUBLE-SIDED SIGN FACE



**IX-1
CITY WELCOME SIGN**

SCALE: 3/8"-1'

COLOR CODE

- ① Navy
- ② Green
- ③ Orange
- ④ Black
- ⑤ White
- ⑥ Off White
- ⑦ Light Blue
- ⑧ Corrugated Metal
- ⑨ Stone

NOTES

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DATE	DESCRIPTION
06.02.21	Submission
07.12.21	Revision
09.13.21	Revision



**CORBIN
DESIGN**

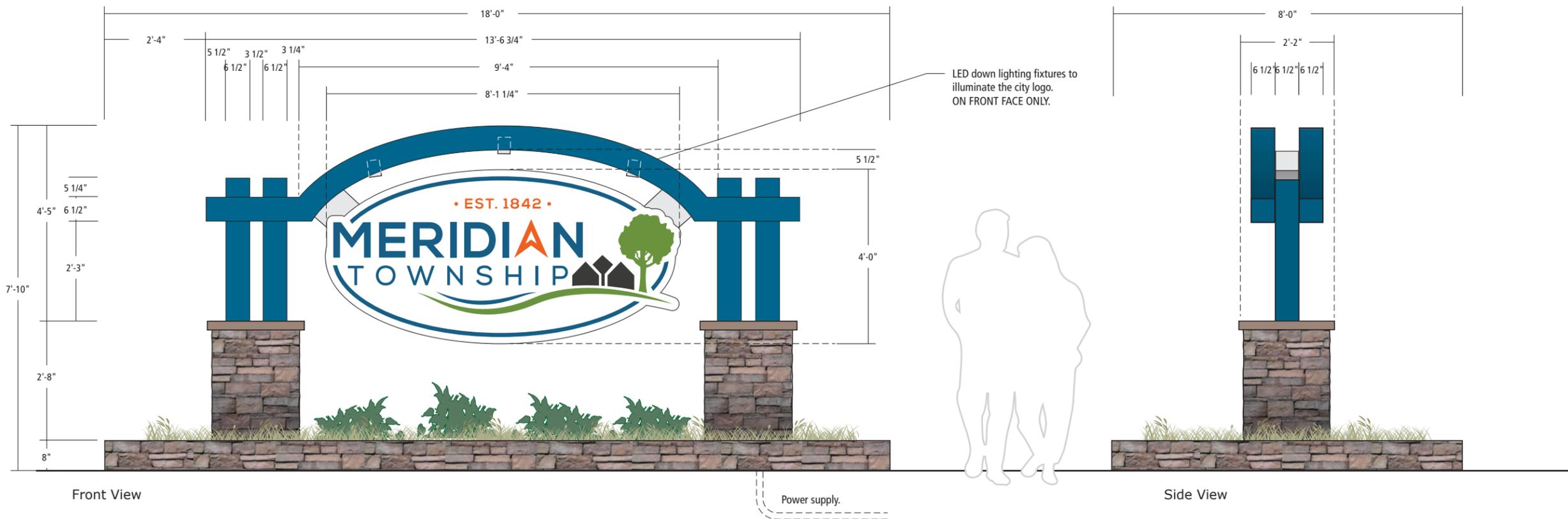
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Back View (not to scale)

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DOUBLE-SIDED SIGN FACE

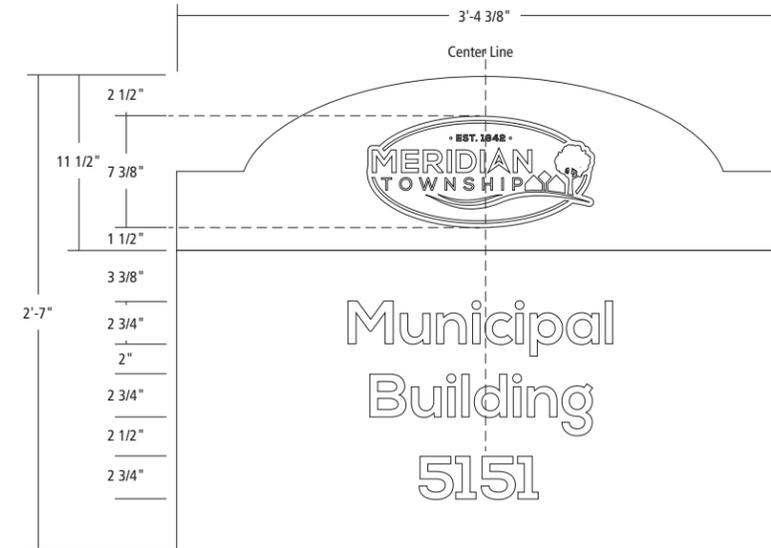


Front View

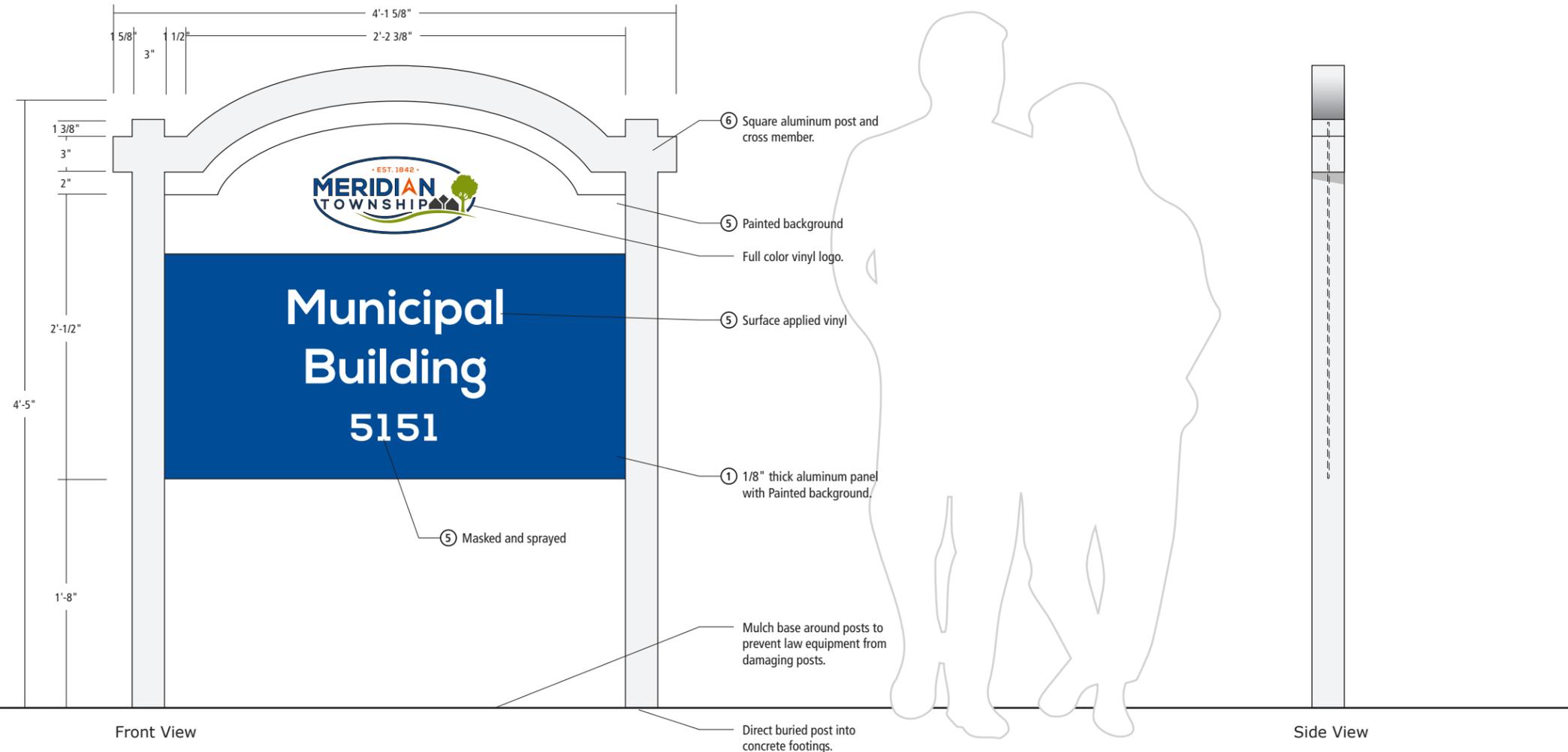
Side View

FABRICATOR TO PROVIDE ENGINEERED SHOP DRAWINGS FOR ENGINEER/OWNER REVIEW AND ACCEPTANCE.

DOUBLE-SIDED SIGN FACE



Panel Layout Detail



Front View

Side View

IX-4 MUNICIPAL BUILDING IDENTIFICATION

SCALE: 1" = 1'

COLOR CODE

- ① Navy
- ② Green
- ③ Orange
- ④ Black
- ⑤ White
- ⑥ Off White
- ⑦ Light Blue
- ⑧ Corrugated Metal
- ⑨ Stone

NOTES

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DATE	DESCRIPTION
06.02.21	Submission
07.12.21	Revision
04.01.22	Revision
04.27.22	Revision



CORBIN DESIGN

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Traverse City, MI 49684
(231) 947-1236

**GX-2
PEDESTRIAN GUIDE
SIGN**

SCALE: 1" = 1'

COLOR CODE

- ① Navy
- ② Green
- ③ Orange
- ④ Black
- ⑤ White
- ⑥ Off White
- ⑦ Light Blue
- ⑧ Corrugated Metal
- ⑨ Stone

NOTES

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06.02.21	Submission
07.12.21	Revision
04.01.22	Revision
04.27.22	Revision

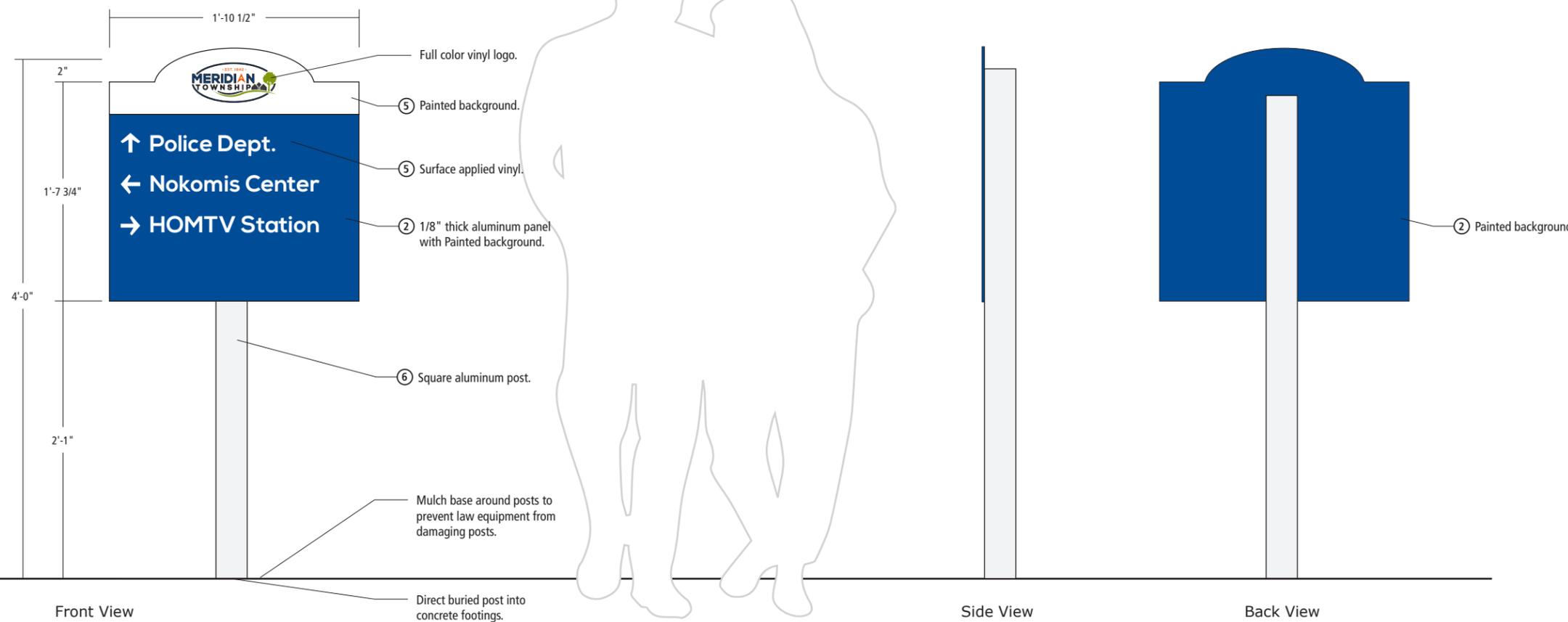
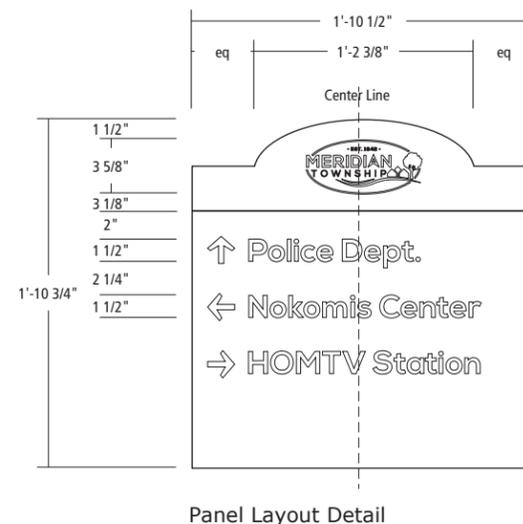


**CORBIN
DESIGN**

415 S Union, Second Floor
Traverse City, MI 49684
(231) 947-1236

FABRICATOR TO PROVIDE
ENGINEERED SHOP DRAWINGS
FOR ENGINEER/OWNER REVIEW
AND ACCEPTANCE.

SINGLE-SIDED SIGN FACE



**MP-1
LARGE MUNICIPAL
PARK IDENTIFICATION**

SCALE: 3/8"-1'

COLOR CODE

- ① Navy
- ② Green
- ③ Orange
- ④ Black
- ⑤ White
- ⑥ Off White
- ⑦ Light Blue
- ⑧ Corrugated Metal
- ⑨ Stone

NOTES

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DATE	DESCRIPTION
06.02.21	Submission
07.12.21	Revision
04.01.22	Revision
04.27.22	Revision



**CORBIN
DESIGN**

415 S Union, Second Floor
Traverse City, MI 49684
(231) 947-1236

FABRICATOR TO PROVIDE
ENGINEERED SHOP DRAWINGS
FOR ENGINEER/OWNER REVIEW
AND ACCEPTANCE.

DOUBLE-SIDED SIGN FACE

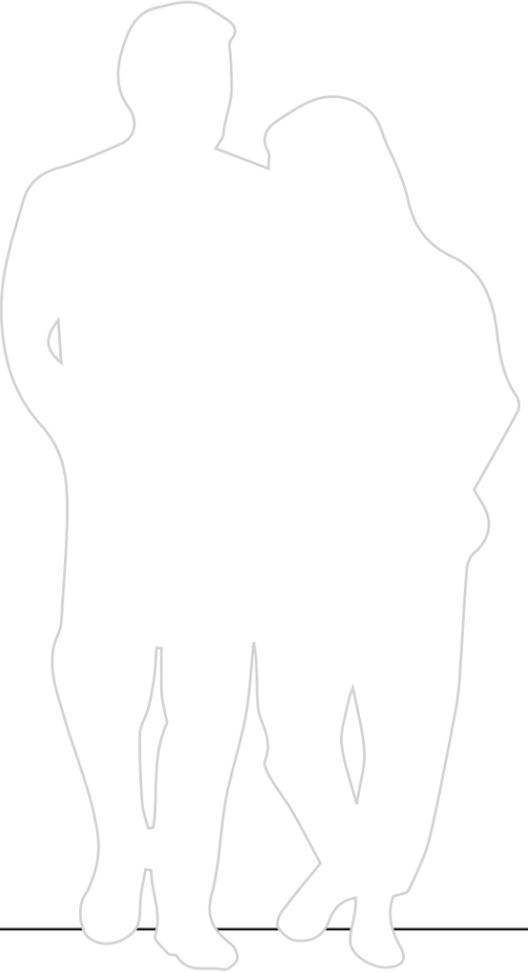


Front View

Side View

FABRICATOR TO PROVIDE
ENGINEERED SHOP DRAWINGS
FOR ENGINEER/OWNER REVIEW
AND ACCEPTANCE.

DOUBLE-SIDED SIGN FACE



Front View

Side View

Direct buried post into
concrete footings.

**MP-2
MUNICIPAL PARK
IDENTIFICATION**

SCALE: 1" = 1'

COLOR CODE

-  ① Navy
-  ② Green
-  ③ Orange
-  ④ Black
-  ⑤ White
-  ⑥ Off White
-  ⑦ Light Blue
-  ⑧ Corrugated Metal
-  ⑨ Stone

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06.02.21	Submission
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04.01.22	Revision
04.27.22	Revision



**CORBIN
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415 S Union, Second Floor
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**GX-3
INTERNAL GUIDE SIGN
SINGLE-DIRECTIONAL**

SCALE: 1" = 1'

COLOR CODE

- ① Navy
- ② Green
- ③ Orange
- ④ Black
- ⑤ White
- ⑥ Off White
- ⑦ Light Blue
- ⑧ Corrugated Metal
- ⑨ Stone

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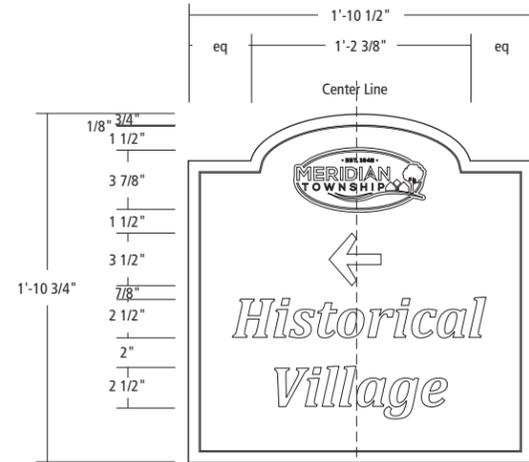


**CORBIN
DESIGN**

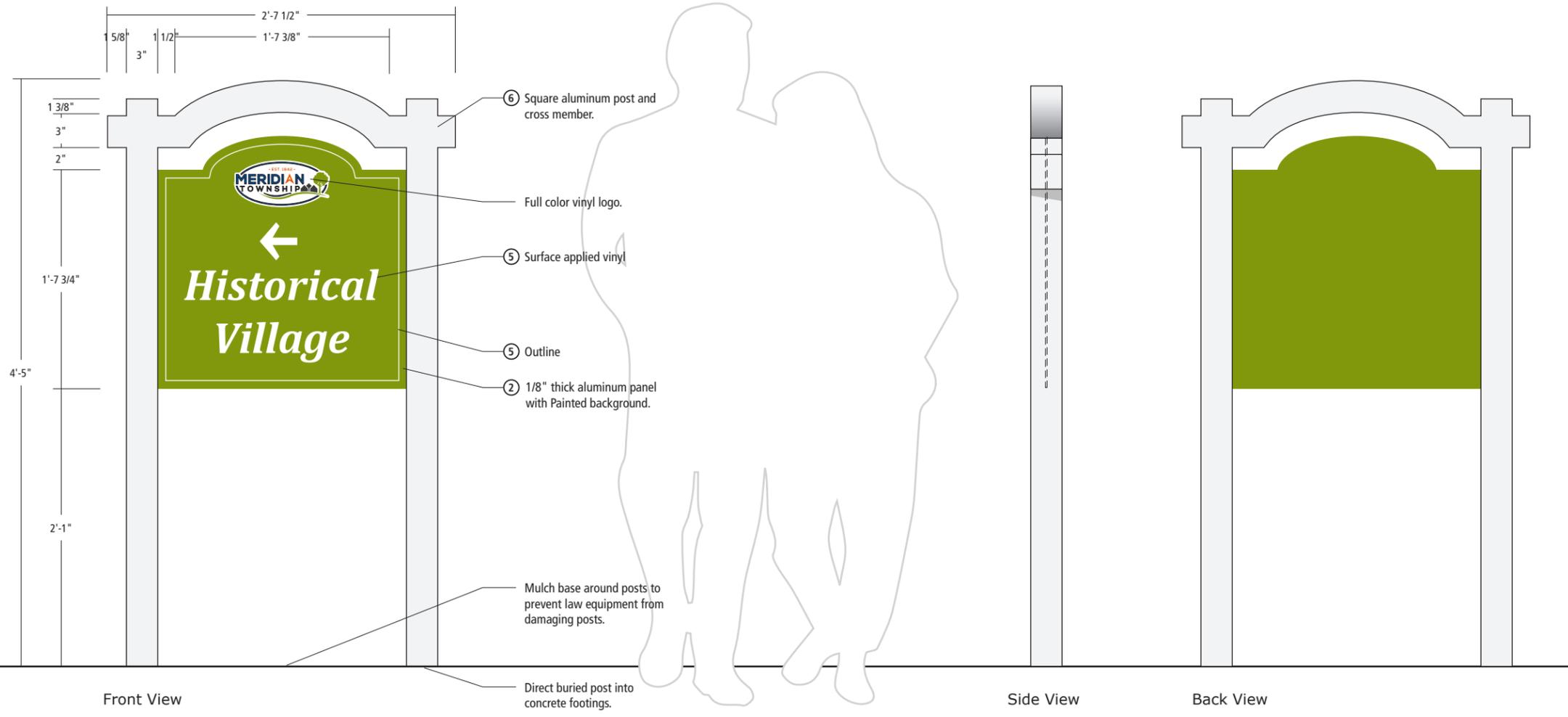
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Traverse City, MI 49684
(231) 947-1236

FABRICATOR TO PROVIDE
ENGINEERED SHOP DRAWINGS
FOR ENGINEER/OWNER REVIEW
AND ACCEPTANCE.

SINGLE-SIDED SIGN FACE



Panel Layout Detail



Front View

Direct buried post into
concrete footings.

Side View

Back View