

STAFF-SUMMARIZED SCOPE OF WORK

ADDRESS: 100 MICHIGAN AVE (REFERRED TO AS 44 MICHIGAN AVE ON APPLICATION)

MEETING DATE: 02-11-2026

APPLICATION NUMBER: HDC2025-00757 and HDC2025-00758

HISTORIC DISTRICT: CAPITOL PARK

APPLICANT: ALI S. NASER, SIGN CONTRACTOR

ARCHITECT: N/A

OWNER: MICHIGAN FIRST CREDIT UNION

DATE OF PROVISIONALLY COMPLETE APPLICATION: 12/23/25

SCOPE PHRASE FOR AGENDA: INSTALL SIGNAGE

PUBLIC HEARING PER 21-2-77: NO

STAFF SUMMARY OF SCOPE OF WORK:

Based on staff review of the submitted documents, the following work is proposed:

- Install three signs, each with four corner screws (anchor bolts with 3” screws) and tape strips between bolts (VHB 3M Tape strips).
 - Sign 1: Cover sign on south facade that currently reads “First Independence Bank” with ACM (aluminum composite material) rectangular sign that reads “Michigan First Credit Union.”
 - Sign 2: Cover sign on west facade that currently states “First Independence Bank” with ACM (aluminum composite material) rectangular sign that reads, “Michigan First Credit Union.”
 - Sign 3: Cover the old logo with the new logo, using ACM, at the chamfered corner of the building between the south and west sides.

MISSING INFORMATION, CLARIFICATION, OR OTHER ISSUES RELATING TO A COMPLETE SCOPE OF WORK:

- ***Confirm application’s cardinal directions***—application’s text says “south” and “east,” and the renderings are labeled (incorrectly) “south” and “west.” 1/29/26: Contractor provided a new rendering correctly labeled. The new rendering also shows the chamfered corner more clearly.
- ***Will the signs be lit? If so, will they light internally or have light directed on them? If the latter, are lights already in place?*** The contractor clarified that the signs will not be lit (email 1/29/26).
- Additionally, the applicant clarified that the large decals in the two-story windows shown on the application are not included in this application’s scope of work.