STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

GRETCHEN WHITMER
GOVERNOR

BEVERLY WALKER-GRIFFEA
DIRECTOR

December 19, 2024

Jessica Thomas
Charter Township of Shelby
14975 21 Mile Rd
Shelby Twp, MI 48315

RE: License #: CD500411688 and SD500411689
Summer Recreation Day Camp
14975 21 Mile Road
Shelby Twp, MI 48315

Dear Ms. Thomas:

Attached is the Addendum to the Original Licensing Study Report for the above referenced facility.

Please review the enclosed documentation for accuracy and contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the licensing office at 517-284-9730.

Sincerely,

James Vanden Heuvel

James Vanden Heuvel, Lead Licensing Consultant
Camp Licensing Unit
105 W. Allegan St. 2nd Floor
Lansing, MI 48933
616-901-3730

enclosure

MICHIGAN DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
CAMP LICENSING UNIT
ADDENDUM TO ORIGINAL LICENSING STUDY REPORT

I. IDENTIFYING INFORMATION

License #:	CD500411688
Licensee Name:	Charter Township of Shelby
Licensee Address:	14975 21 Mile Rd Shelby Twp, MI 48315
Licensee Telephone #:	(586) 731-0300
Licensee Designee:	Jessica Thomas
Name of Facility:	Summer Recreation Day Camp
Facility Address:	14975 21 Mile Road Shelby Twp, MI 48315
Facility Telephone #:	(586) 803-2085
Capacity:	90
Program Type:	CHILD CAMP - DAY

II. Purpose of Addendum

A written request was received on 7/17/24 to modify the capacity of the children's camp license and children's campsite license from 75 campers to 85 campers.

III. Methodology

07/17/2024	Contact: Document Received
11/25/2024	Contact: Face to Face
12/19/2024	File Review

IV. Description of Findings and Conclusions

On 7/17/24, the department received a letter written by administrative director, Jessica Thomas. The letter requested a change in camper capacity for the campsite license number SD500411689 and program license CD500411688. The letter requested an increased capacity from 75 to 85 campers. The letter included descriptions of indoor and outdoor facility space to support the request for increased capacity. Ms. Thomas wrote "we have 7 different rooms for campers, including a full size gymnasium and large cafeteria. She wrote the facility has 4 urinals, 3 stalls, and 6 sinks for the male gender and 7 stalls and 6 sinks for the female gender. She wrote the outdoor pavilion is 50' x 21 surrounded by a a baseball diamond, pickleball courts and a large open field.

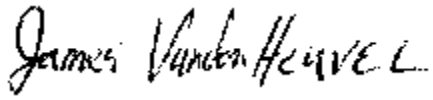
On 11/25/24, I completed an onsite review of the facility with Ms. Thomas. The facility is described as a large single story multipurpose community and activity center. The facility building is a shared use community center with recreational programs for citizens across the lifespan. Portions of the building were being occupied by adult citizens in a variety of social, fitness, and recreational activities. Ms. Thomas provided access to classroom/meeting rooms she described as camp locations designated during the summer for children's camp. The indoor spaces and rooms are as follows: club room (21x29=609sq/ft), RM1/2 (26x20=520sq/ft), RM4/5 (30x20=600sq/ft), RM6 (25x30=750sq/ft), Gym (101 x71=7171sq/ft), activities room/café (50x65=3250sq/ft), and Wiertz Room (45x25=1125sq/ft), and outside pavilion (50x21=1050sq/ft). The male and female bathrooms had five stalls and 4 sinks. In addition, the male and female locker rooms adjacent to the gym had an additional 2 sinks and 2 stalls each. Ms. Thomas stated the camp had requested an increase in capacity because the community need is high and there are wait lists of campers. She stated she was interested in determining the maximum capacity of the facility for children's camp. Ms. Thomas agreed that the maximum capacity would be 90 campers which is supported by the day camp methodology of 35 sq/ft per camper indoor space, acreage of outside space, and sufficient ratio of bathrooms.

The outside space included tennis/pickle ball courts, ball diamonds, and large open fields for camp activities. The outdoor activity space was approximately 2.8 acres of open recreation space.

I reviewed the licensing files including the original licensing report. The report indicated the facility was originally licensed in 2022. The original license capacity was listed at 50 campers. The camp organization requested a modification to the capacity from 50 to 75 campers 4/27/23. An onsite review of the space was completed on 5/3/23 and the increase was granted.

V. Recommendation

I recommend an increased capacity on the children's campsite and camp program license from 75 to 90.



12/19/24

James Vanden Heuvel Date
Lead Licensing Consultant