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

GRETCHEN WHITMER
GOVERNOR

BEVERLY WALKER-GRIFFEA
DIRECTOR

6/11/2026

Megan Duby
Jack E. Kirksey Recreation Center
15100 Hubbard
Livonia, MI 48154

RE: License #: SD820296594 and CD820296593
Camp Swoosh / Jack E. Kirksey Recreation Center
15100 Hubbard
Livonia, MI 48154

Dear Megan Duby:

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

Please review the enclosed documentation for accuracy and contact me with any questions. If I am not available and you need to speak to someone immediately, please contact the Camp Licensing Unit at 833-665-8116 or at MiLEAP-Camps@Michigan.gov.

Sincerely,

James Vanden Heuvel

James Vanden Heuvel, Lead Camp 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
ADDENDUM TO ORIGINAL LICENSING STUDY REPORT

I. IDENTIFYING INFORMATION

License #:	SD820296594 CD820296593
Licensee Name:	Jack E. Kirksey Recreation Center
Licensee Address:	15100 Hubbard Livonia, MI 48154
Licensee Telephone #:	734-466-2415
Administrator:	Megan Duby
Name of Facility:	Jack E. Kirksey Recreation Center
Facility Address:	15100 Hubbard Livonia, MI 48154
Facility Telephone #:	734-466-2415
Capacity:	160
Program Type:	CAMP SITE – DAY CHILDREN'S CAMP-DAY

II. Purpose of Addendum

The camp requested a capacity change from the licensed capacity of 80 to 160.

III. Methodology

04/15/2026	Contact-Document Received
04/28/2026	Inspection Completed – Onsite
06/11/2026	Licensing File Review

IV. Description of Findings and Conclusions

On 4/15/2026, the department received a request to modify the capacity of the above referenced day camp and campsite licenses. The request read "Livonia Parks and Recreation formally request an increase in our licensed capacity for our summer camp program, Camp Swoosh, located at the Kirksey Recreation Center. This request is based on recent facility improvements and construction that have expanded our usable program space. With these enhancements, we are seeking approval to increase our current capacity from 80 campers to 180 campers.

On 4/28/26, I conducted an onsite inspection at the facility and toured the indoor and outdoor spaces with Megan Duby. Ms. Duby identified the indoor spaces used for day camp as follows:

Indoor Spaces	Square Footage
Activity room #1	2,726 sq/ft
Activity room #2	1927 sq/ft
Party Rooms	1280sq/ft
Climbing Wall Area	450 sq/ft

In addition to the indoor spaces designated, Ms. Duby advised that campers have access to the family locker room with 10 toilets, and at times campers would have access to locker room bathrooms under supervision. The female bathrooms included women's first floor with 4 toilets and locker room with 8 toilets. The male bathrooms included a locker room with 9 (5 toilets and 4 urinals), and 4 units on the first floor. The day campers also have access to outdoor bathroom building located closer to the outdoor space.

The outdoor environment for the day camp/campsite was located through the parking lot and included approximately 3.5 acres of outdoor recreation space including playground, open fields, roller rink, and sand volleyball courts.

I observed a section of the parking lot of the community center that includes vehicle traffic. Ms. Duby stated campers are escorted across the parking lot and service drive. She stated the new senior community center addition on the building has increased some traffic in the parking lot but generally it is not a problem. I advised with the increased capacity request and the traveling through populated parking lots with traffic, there is increased hazard. I requested additional considerations to

mitigate the risks associated for campers as they travel from the indoor building to the outdoor campsite environment.

On 6/10/26, I reviewed the additional information provided by Ms. Duby for accommodating the concerns of parking lot risk and proposed capacity. Ms. Duby had provided a detail about signage and crosswalk areas for the campers with stop/yield signs as well as procedures for camp staff training. including barricade plan addressing some traffic risks. The map revealed annotated cones that will be removed and inserted daily, barricade locations for blocking traffic flows, and identified crosswalk area. In addition, I reviewed the document titled “Camp Swoosh 2026-Transition Policy” with the purpose of use “when transitioning between the Kirksey Recreation Center , the pavilion, and outdoor activity areas”. The policy includes details about safety procedures with moving groups of campers between the indoor and outdoor environments. The procedures include details about staff responsibilities, supervision and accounting of campers, and cohorting with the expressed purpose of a safe, organized, and well-supervised transition process. Ms. Duby stated the request has been modified to 160 campers rather than the previously mentioned 180 campers.

On 6/11/26, I conducted a review of the licensing record and the Bureau Information Tracking System (BITS). The BITS search revealed that Camp Swoosh had a capacity for the program license of 80 campers and the campsite license 80 campers. I reviewed the licensing file for original addendum reports. I reviewed a report titled “Addendum to Original Licensing Study Report” dated 11/21/2023. The report revealed the camp administrator had requested a modification to the original capacity of camp and campsite due to a discrepancy between the program and the site license capacity. The program license had a capacity of 60 and the site license had a capacity of 40. The report included onsite inspection and record review resulting in a capacity change to 70 campers for both program and site license. I reviewed a 2nd report titled “Addendum to Original Licensing Study Report” dated 4/8/2024. The report revealed a modification of the capacity of the camp and campsite license from 70 to 80 campers. The report included onsite inspection and records search.

The department uses a methodology of adequate indoor shelter environment, adequate outdoor environment, and bathrooms available for camper use to determine the capacity of day camp and campsite licenses. To determine adequacy of indoor space, the department uses a 35 sq/ft per camper standard, the outdoor environment is minimum of 75sq/ft per camper, and bathrooms is based on the table in R400.11307. If there are greater restrictions based on local or state laws or codes, the those are required to be followed.

V. Recommendation

I recommend the capacity terms of the children’s camp program and campsite licenses to be modified from 80 to the approved capacity of 160.

James Vanden Heuvel 6/11/26

James Vanden Heuvel Date
Lead Licensing Consultant