
TECHNICAL MEMORANDUM

TO: Criag Horton, City Manager

FROM: Caitlyn Habben, AICP/Wade Trim

DATE: December 9, 2025

RE: City of Imlay City Parks and Recreation Plan 2023-2027 Amendment

IMC 6000.25F
Docs\Reports\Task 14 Parks & Recreation Amendment

1.0 DESCRIPTION OF THE PLANNING PROCESS

1.1 Planning Process Description and Input Process

As part of the Parks and Recreation Plan Amendment, the Parks and Recreation Board held a public hearing on November 11, 2025, inviting the public to provide additional input. The notice was published in the local newspaper, advertised at City Hall, as well as the City website. At the public hearing, no members of the public were present. The Board discussed the proposed Amendment to the Parks and Recreation Plan and requested the following additional revisions:

- Add safety features to the downtown depot pavilion.
- For goals to the Lamb Steel Park, include language regarding maintenance of pool area, maintenance and repair of splash pad area, improvements to water facilities to improve efficiency of water use, energy efficiency, water retention, sustainability, and resiliency.

The Parks and Recreation Board then made a recommendation to the City Commission to adopt the Parks and Recreation Plan Amendment. The final step in the process was to notify Lapeer County and GLS Region V about the adoption of the amendment.

2.0 AMENDED GOALS, OBJECTIVES OR ACTION PLAN

In Section VI of the current Parks and Recreation Plan, there are specific Parks and Recreation goals and objectives. With the addition of the two recreational facilities in this Amendment, the following content should be added to the plan.

2.1 Parks and Recreation Strategy (Goals and Objectives)

2.1.1 Downtown Depot Pavillion

Enhancing this park space with additional features would make it a more accommodating venue for hosting events. These improvements include the following:

- ✚ Additional picnic tables, benches, or other seating arrangements.
- ✚ Provide universal design seating.
- ✚ Purchase a temporary or portable stage.
- ✚ Purchase passive recreational activities such as chess/check boards, yard games like cornhole, etc.
- ✚ Construct more permanent bathroom amenities.
- ✚ Install drinking fountain for people and pets.
- ✚ Installation of temporary and/ permanent art displays.
- ✚ Additional security and safety features to improve access and prevent harm of public facilities.

2.1.2 Old DPW Building / Community Center

This facility can include general improvements such as:

- ✚ Purchase and install pedestrian amenities from the sidewalk along East Third Street and community center such as benches, trash cans, landscaping, etc.
- ✚ Installing universal design seating area.
- ✚ Purchasing equipment for hosting indoor events like compactable seating and tables, built-in sound system, projector/screen hookups, free public Wi-Fi, charging stations, portable stage, etc. for events like the farmers market, concerts, Kringle market, and much more.
- ✚ Provide improvements and/or equipment to have the facility provide permanent vendor small indoor market space, incubator space, education or co-opts, use of shareable commercial kitchen, etc. This could include items like modular stall dividers, lockable rental spaces, walk-in cooler, commercial kitchen equipment, demo kitchen areas, indoor hydroponic garden, indoor herb garden, non-profit office incubator space, etc.
- ✚ Purchasing of indoor recreational equipment such as folded mats (wrestling or tumble safety), pickleball courts, basketball equipment, volleyball equipment, etc.
- ✚ Make sure of safety of the facility through improvements to exterior lighting, cameras, locks, etc.
- ✚ Install adjacent outdoor entertainment areas such as decorative patio, outdoor seating, retractable glass garage doors, landscaping, string lighting, community fire pits, small children play area, etc.
- ✚ Improvements to be energy independent/sustainability and educational opportunities like installation of recycling or composting bins, solar panels, and green infrastructure projects (green roof, rainwater collection system, pollinator friendly gardens).
- ✚ Explore purchasing of vendor or facility booking/management software for various events at the community center.
- ✚ Installation of temporary and/or permanent art displays.

2.1.3 Lamb Steele Park

The primary function of this park is the community pool and splashpad. Passive recreation areas are also provided.

To further accommodate families and capitalize on its prime downtown location, the following should be considered:

- ✚ Provide benches and grills.
- ✚ Construct a skate park.
- ✚ Renovate pool building to provide universal access to changing rooms.
- ✚ Pavilion for parties around site.
- ✚ Provide ADA access to Norlin's Pool.
- ✚ Explore and implement sustainable practices to improve water efficiency, energy conservation, water retention, and water quality such as smart pool technology, water recycling system, etc.
- ✚ Continue to provide maintenance and replacement of swimming pool facilities and equipment.
- ✚ Explore adding swimming pool enhancements such as LED lighting, smart pool technology, etc.
- ✚ Continue to provide maintenance and replacement of splash pad area.
- ✚ Explore changes and enhancements for recreation enrichments in splash pad area.

2.2 Five-Year Action Program

Within the Action Plan, the below content would be added to the Plan Summary table in the current Parks and Recreation Plan.

| Table 2.1. Plan Summary | | | | |
|-------------------------|-------------------------------------|---------------------------------------|-----------|-------------------------|
| Year | Name of Park | Type of Improvement | Cost | Funding |
| 2026 | Downtown Depot Pavilion | Purchase of portable stage | \$25,000 | Grants/General Fund |
| | | Purchase of portable stage | \$10,000 | Grants/General Fund |
| | | Passive recreation activities | \$5,000 | General Funds/Donations |
| | | Permanent bathrooms | \$150,000 | Grants/General Fund |
| | | Drinking fountains | \$20,000 | Grants/General Fund |
| | | Art displays | Variable | Donations |
| | | Maintenance | Variable | General Fund |
| 2026 | Old DPW Building / Community Center | Pedestrian amenities near sidewalk | \$10,000 | General Fund |
| | | Equipment for hosting indoor events | Variable | Grants/General Fund |
| | | Improvements or equipment for vendors | Variable | Grants/General Fund |
| | | Indoor recreational equipment | Variable | Grants/General Fund |

| Year | Name of Park | Type of Improvement | Cost | Funding |
|------|--------------|--|-----------|-------------------------------|
| | | Equipment and improvements for safety | \$200,000 | Grants/General Fund |
| | | Education and sustainability improvements | Variable | Grants/General Fund |
| | | Purchase of facility management software | Variable | General Fund |
| | | Art displays | Variable | Donations |
| | | Maintenance | Variable | General Fund |
| 2024 | Lamb Steele | ADA access to Norlin's Pool, renovated building at Norlin's Pool | \$300,000 | Lamb/Steele Fund |
| 2026 | | Pavilion for parties | \$200,000 | Grants/General Fund/Donations |
| | | Equipment to enhance sustainability and efficiency of splash pad and swimming pool | Variable | Grants/General Fund |
| 2027 | | Explore replacement of splash pad facilities | Variable | Grants/General Fund |

3.0 DESCRIPTION OF ANY OTHER AMENDED PLAN ELEMENTS

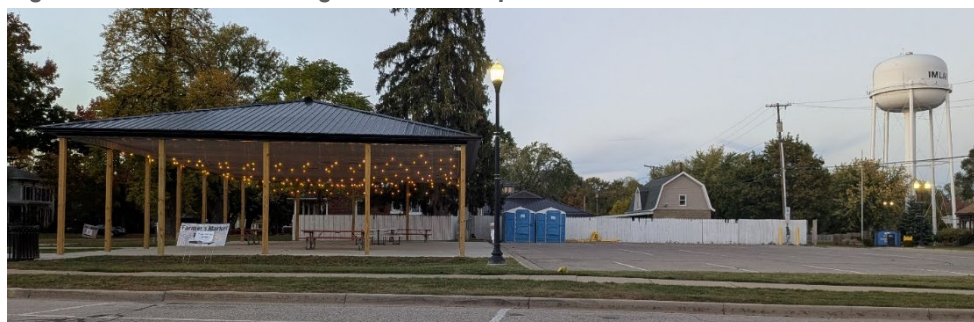
3.1 Park and Recreation Facility Inventory Additions

There are two additional Parks and Recreation facilities that should be added to the inventory noted in the plan. These features are the downtown depot pavilion and old DPW building.

3.1.1 Downtown Depot Pavilion

The downtown depot pavilion is located in downtown Imlay City at the intersection of East Third Street and North Main Street. This pavilion (40 feet by 60 feet) provides sheltered outdoor event space with electricity and picnic tables. This facility hosts events like concerts under the pavilion, farmers market, and other fun events. This property is located near the public with street parking, public parking lot area, and temporary porta potty for local bathroom facilities.

Figure 3.1. Picture Featuring Downtown Depot Pavilion



3.1.2 Old DPW Building / Community Center

The old DPW building is located in downtown Imlay City between East Third Street and the railroad. This 5,000-square foot building was remodeled in fall of 2025 to be utilized as a community center. The existing site includes the existing building and parking lot area. This indoor facility can function as an event space, community meeting space, incubator space, as well as includes indoor pickleball courts, indoor recreation, and much more.

Figure 3.2. Picture Featuring the Old DPW Building



Table 3-1. City Park Classification

| Park | Size | Park Type |
|-------------------------|------------|-----------|
| Downtown Depot Pavilion | 0.11 acres | Mini-Park |
| Old DPW Building | 0.80 acres | Mini-Park |

3.2 Parks and Recreation Inventory Analysis

Within the existing Parks and Recreation Plan, the Parks and Recreation Inventory's subsection on existing Mini-Park Facilities should be amended to include these two additional aerial maps of the downtown depot pavilion and old DPW building.

Figure 3-3 Park Boundary and Inventory of Features Located at the Downtown Depot Pavilion

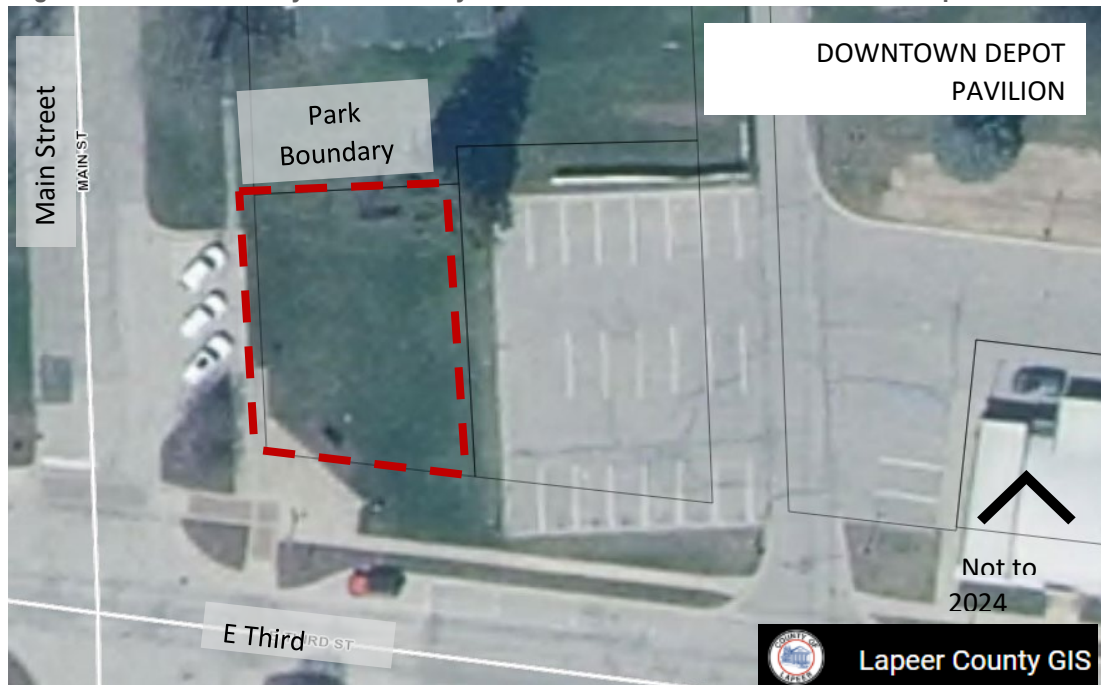


Figure 3-4. The Park Boundary and Inventory of Features Located at the Old DPW Building



3.3 Barrier-Free Evaluation

3.3.1 Downtown Depot Pavilion (Ranking: 4)

The downtown depot pavilion is a paved area that has direct access from the sidewalks along the roadway and into the neighboring parking lot. The pavilion is level and has barrier-free access. There are several picnic tables located under the pavilion.

3.3.2 Old DPW Building / Community Center (Ranking: 4)

The old DPW building has a recreation facility that is updated to have ADA accessible facility. Restroom facilities and common areas meet ADA requirements required by the Michigan Building Code.



Attachment A. Public Hearing and Notice Documents

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Legal Announcements

ATTICA TOWNSHIP NOTICE OF PUBLIC HEARING ATTICA TOWNSHIP ZONING BOARD OF APPEALS

Notice is hereby given that the Attica Township Zoning Board of Appeals will hold a public re-hearing on Monday, November 10, 2025 beginning at 6:30 p.m., or as soon thereafter as the agenda allows, at the Attica Township Hall, 4350 Peppermill Road, Attica, MI 48412. The purpose of the re-hearing is to receive public comments on a request submitted by David Vasbinder for a variance from the zoning ordinance to build a garage and deck that does not meet the setbacks on a non-conforming lot in the R-1 district. The property is located at 4795 Northway Dr., Attica, MI 48412. (Parcel ID #44-003-300-006-00)

A complete copy of the application for the proposed variance may be examined at the Attica Township Hall, Monday through Thursday, from 9 a.m. until 1 p.m. Written comments may be sent to the Zoning Board of Appeals, at the address above, prior to the hearing. Verbal comments will be taken during the public hearing.

The notice is published pursuant to the requirements of Michigan Zoning Enabling Act,

Public Act Number 110 of 2006, as amended.

Valerie Schultz
Attica Township Clerk
43-1

ALMONT TOWNSHIP BOARD REGULAR MEETING SYNOPSIS OCTOBER 13, 2025

Meeting called to order by Supervisor Groesbeck at 7:00 p.m. at 819 N. Main Street, Almont, MI. Members present were Supervisor Groesbeck, Clerk Henige, Treasurer Streeter, and Trustees Chriss, Dodge, Eschenburg, and Sweers. The following actions were taken: 1.) approved consent agenda 2.) Planning Commission Interviews 3.) approved Human Resource Policy Updates, 4.) approved Ferguson Cemetery Building Painting and door, 5.) approved Parking Lot Drains 6.) approved appointment of Deputy Supervisor. Meeting adjourned at 8:30 p.m.

Gary Groesbeck - Supervisor
Jenny Henige - Clerk
43-1

BERLIN TOWNSHIP BOARD MEETING SYNOPSIS OCTOBER 13, 2025

Meeting called to order at 7:30 p.m. by Supervisor Winn. Pledge of Allegiance recited. Members present: Klos, Parks, Winn, Christian & Wittstock. September minutes approved. Treasurer's report approved. Fire report by Chief Kirkum: 21 runs last month, open house went very well, Breakfast with Santa will be 12/7 and they are working on implementing a new burn ordinance, Planning Commission: "in-law" additions must be part of the home and pole barns will not get an address without a home building permit in place. Senior report: exercise is every Monday at 11 a.m. and cards is every Tuesday at noon; next potluck is 10/28 at noon. Park report: Halloween party was very well attended. Discussed: Road Assistance Resolution approved, an application for PA116 was approved, new Deputy Treasurer is James Pogue, and ways to slow traffic on the Allenton portion of Capac Road are being looked into. Audience: discussion about tall shrubs at Capac Road/Almont Road will be looked into. Motion to pay the bills approved. Motion to adjourn 8:10 p.m. A complete copy of the unapproved current minutes is available at the township hall during business hours and on the township website within a couple days of the meeting (once the new website is available).

Karen A. Klos, Clerk
43-1

CITY OF IMLAY CITY PUBLIC NOTICE AMENDMENT TO PARKS AND RECREATION PLAN 2023-2027

This is a notice that a copy of the draft amendment to the City of Imlay City Parks and Recreation Plan 2023-2027 is available for public review at the Imlay City Offices, located at 150 N. Main Street, Imlay City, MI 48444, as well as on the City's website at www.imlaycity.org.

A public hearing will be held by the Parks and Recreation Board on Wednesday, November 12, 2025, at 6:00 p.m., at the Imlay City Offices, located at the above-noted address. All interested persons may attend the public hearing and comment on the draft amendment to the Parks and Recreation Plan. Written comments concerning the draft Parks and Recreation Plan may be submitted to the City, to the attention of Leah May, Administrative Assistant, by Wednesday, November 12 at 4:30 p.m.

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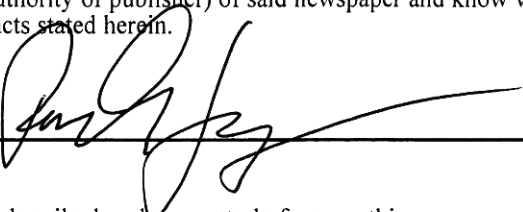
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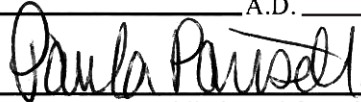
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_____, A.D. _____



Notary Public in and for said St. Clair County
acting in Lapeer County

My Commission expires _____ January 27 _____ 2026



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January 12, 2026

Ian Kempf, Commissioner
Lapeer County Board of Commissioners
255 Clay Street, Suite 301
Lapeer, Michigan 48446

SUBJECT: Amendment to Parks and Recreation Plan 2023- 2027

To whom this may concern,

Enclosed is a copy of the amendment to the City of Imlay City Community Parks & Recreation Plan 2023-2027. The Imlay City Commission adopted the plan amendment at a regular meeting on Tuesday, December 2, 2025. The plan amendment will include two additional community park areas (Downtown Depot Pavilion and Old DPW Building/Community Center) that were otherwise not listed in the adopted parks and recreation plan. The plan amendment was developed by the Imlay City Parks and Recreation Board.

If you have any questions, please contact Craig Horton, City Manager at citymanager@imlaycity.org or 810.724.2135.

Sincerely yours,

Dawn Sawicki-Franz, City Clerk/Treasurer
City of Imlay City

Enc.



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January 12, 2026

GLS Region V Planning and Development Commission
1101 Beach Street, Room 223
Flint, Michigan 48502-1470

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