



MEMO

To: Indra Winqest
Director of Parks & Recreation
893 Southwood Blvd.
Incline Village, NV 89451

Date: July 28, 2017

From: Dave Hammel

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**Project Name/
Number:** Incline Village M.P. / 2016.026.01

Copy To: Stephanie Grigsby, Ken Ballard file

Re: Parasol Building Reuse
recommendations

Indra,

Per our conversation a few weeks ago, we have put together some recommendations for the re-purposing of the Parasol building for use as programmed and office spaces if the District chooses to modify the building lease. In addition, some spaces at the recreation center can be relocated to Parasol and that would free up space for more recreation related programming at the existing recreation center. The Parasol building is adjacent to the recreation center campus and is ideally located for use by the community. We have reviewed Ken Ballard's assessment and agree with his observations.

To put this in context, the master planning team held several public meetings and focus groups interviews last year. From these meetings and interviews it became clear that the existing recreation center has become over taxed and no longer can provide all the services being asked of it. The potential use of the Parasol building could provide immediate relief for some of the existing challenges at the Recreation Center. Based on existing use patterns, and input from the community, we already know that there are many programs at capacity; physical spaces that are not optimal due to space constraints; or the District is not able to provide new programs because they do not have appropriate space for the activity. The potential of having access to additional building space would provide an immediate benefit to the community by housing new, expanded, or relocated programs.

Existing Deficiencies

The Recreation Center's biggest challenge is the limitation of only one fitness room, and a highly-used weight room area. The fitness room is overcrowded with equipment for the various classes desired by the community. As a result, the room is not optimally designed for a yoga experience, lacks space for movement, and requires guests to transport spin cycles from a remote storage location through the lobby and down the hall for class set up. We had several comment cards requesting these issues be addressed.

The weight room is overcrowded primarily due to the changed way in which people workout now compared to how they used the room when it was originally designed. Current workout regimes use more resistance and body weight training which is attempted within the space designed for weight training. Additional space is now needed for non-traditional weight training such as resistance bands, medicine balls, body weight, TRX, kettle bells, etc.

Use of the lobby for unstructured teen use, waiting areas, and socialization space is creating conflict between the desired uses. Many community centers provide a space for teens to gather and recreate/socialize. These spaces often act as after school programs. The existing lobby is the de facto teen area for Incline Village/Crystal Bay, since no other program exists. However, the lobby is deficient in that it has very little space for these activities, is loud, and perhaps most importantly has no separation between teens and adults. The Parasol building spaces could handle after school programs very easily and reduce the conflicts at the recreation center.

The existing staff offices are overcrowded and two staff are working in office spaces designed for one person. This space may be better configured to provide recreational activity. If the main staff offices here could be located in the Parasol building, then this space could be re-proposed as an additional Fitness room for Spin classes, Yoga, or other Group Exercise activities. This would have an immediate effect on programming flexibility and increased revenue. Remodeling of this area would be fairly nominal in cost, including some changes to the HVAC system.

Potential New Programs

Additional fitness programs, on-going meditation classes, expanded before and after school programs, and arts and crafts programs were requested by the community at the first Community Services Master Plan Workshop. Space within the Parasol could be used for many of these activities and programs could be implemented as soon as this summer. The Recreation Center is not optimal for meditation classes or massage therapy due to the busy nature of the building and the noise from other activities. The Parasol could allow regular meditation class offerings, and more private rooms for massage therapy.

There is also opportunity to do enrichment classes such as music, drawing, photography, Spanish or other language classes, etc., that could be conducted in the existing Parasol multi-purpose rooms and reach members of the community who may not currently use the Recreation Center.

The Parasol has an existing kitchen which has been used in the past for cooking classes. This amenity could be used for children's cooking classes and camps as well as adult cooking classes, wine pairing seminars, and other food related activities. Some small renovation may be necessary to enhance the kitchen to a more learning environment. Through the use of mirrors or a video camera system, students could easily watch a demonstration from the cooking station.

The existing Parasol meetings rooms and multi-purpose facilities could also create a secondary opportunity to generate some revenue by renting out meeting space for local or corporate events and meetings when not in use. The facility could host family reunions, birthday parties and other events at a price point much less than The Chateau, and perhaps with different food and beverage services.

Refinement of Existing Programs

The Lake Tahoe School has been one of the locations for the Epic Summer Camp program. However, their anticipated construction project will not allow use of that site this summer and a new site is needed. The Parasol multi-use rooms could accommodate this program almost immediately, with very little modifications.

Senior programs could also be expanded to the Parasol building, and moving programs such as Conversation



MEMO

Café could allow the program to expand and perhaps add a lunch component. In addition, the County has been working on the idea of added Senior programming. The shared use of the Parasol building for these uses may reduce the funds needed to be spent on retrofitting the old Library and could be directed to programs.

Financial Benefits to the Community

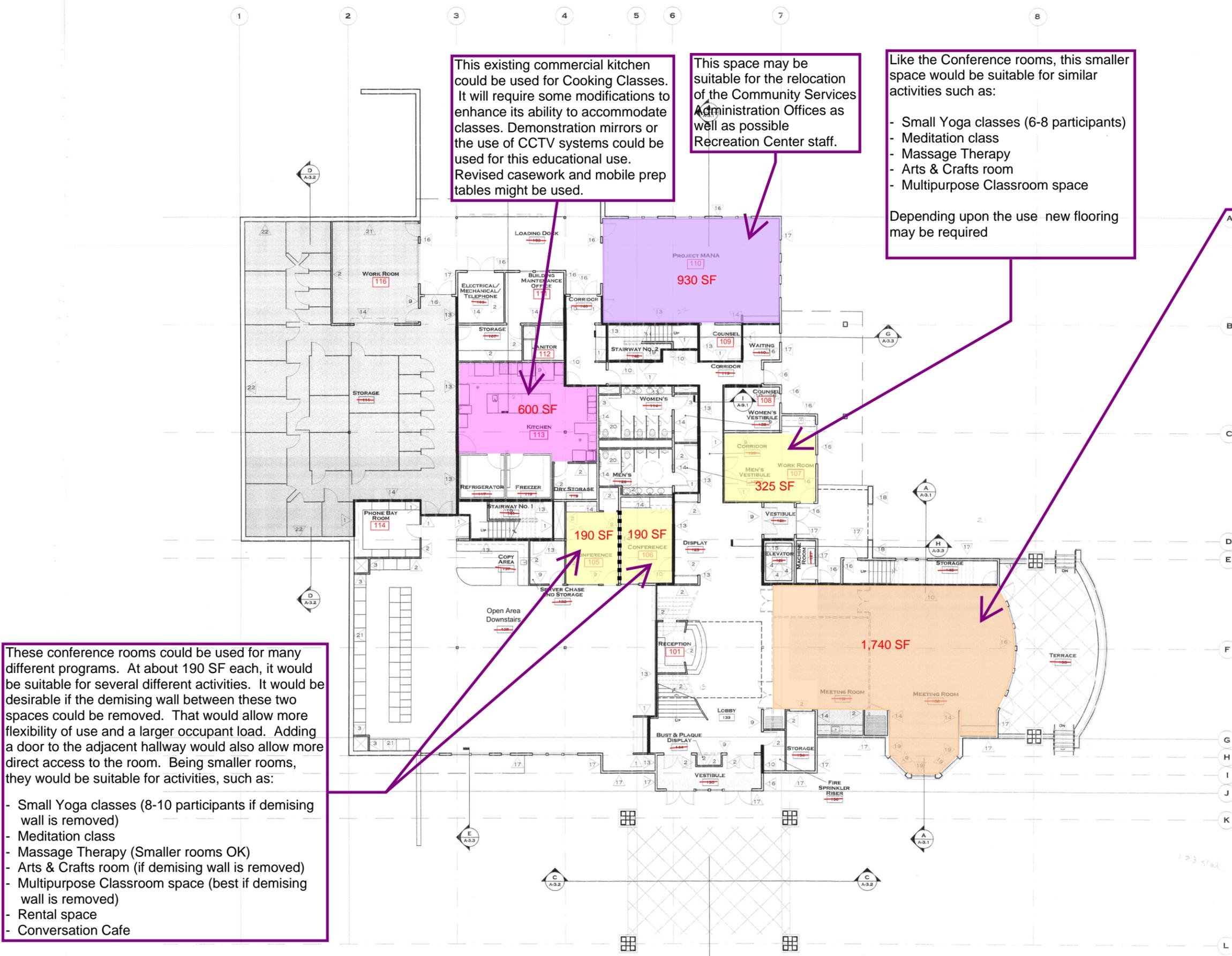
The Community Services Master Plan process is underway and is anticipated to take a year to complete. The Master Plan will provide a roadmap for the community over the next ten to twenty years. It is common in Master Planning efforts to hear from community's desires to build more or different facilities than currently exist. The ability to use an existing facility that is in good condition with little need for alterations will prove to be significantly less expensive than all new construction.

The other element of value is that of time. If the community were to wait until the Master Plan is complete and then move toward building new facilities it would take several years, and most likely longer before the community would see any new facilities. The use of the Parasol building could provide immediate benefit to the community.

Parasol Building Plans

In the attached building plans, we have identified spaces within the building that are available and could be used for many of these identified needs. The square footage is noted on each available space and a note as to how each space could be re-purposed to enhance the current recreation center offerings. For the most part, very few changes would be necessary to accommodate the new uses.

The opportunity that is available to the District to use the Parasol building for additional and enhanced recreational programming is great. For the most part, renovation costs will be minimal, compared to building new space. Allowing space within the Recreation Center to be located in the Parasol building will open up new fitness programming improvements. Having all of this space directly connected to the recreation center would be the ideal, but as an immediate improvement for programming and offerings, this is an excellent option.



This existing commercial kitchen could be used for Cooking Classes. It will require some modifications to enhance its ability to accommodate classes. Demonstration mirrors or the use of CCTV systems could be used for this educational use. Revised casework and mobile prep tables might be used.

This space may be suitable for the relocation of the Community Services Administration Offices as well as possible Recreation Center staff.

Like the Conference rooms, this smaller space would be suitable for similar activities such as:

- Small Yoga classes (6-8 participants)
- Meditation class
- Massage Therapy
- Arts & Crafts room
- Multipurpose Classroom space

Depending upon the use new flooring may be required

These meeting rooms could be used for many different programs. At about 1,750 SF it would be suitable for several different activities.

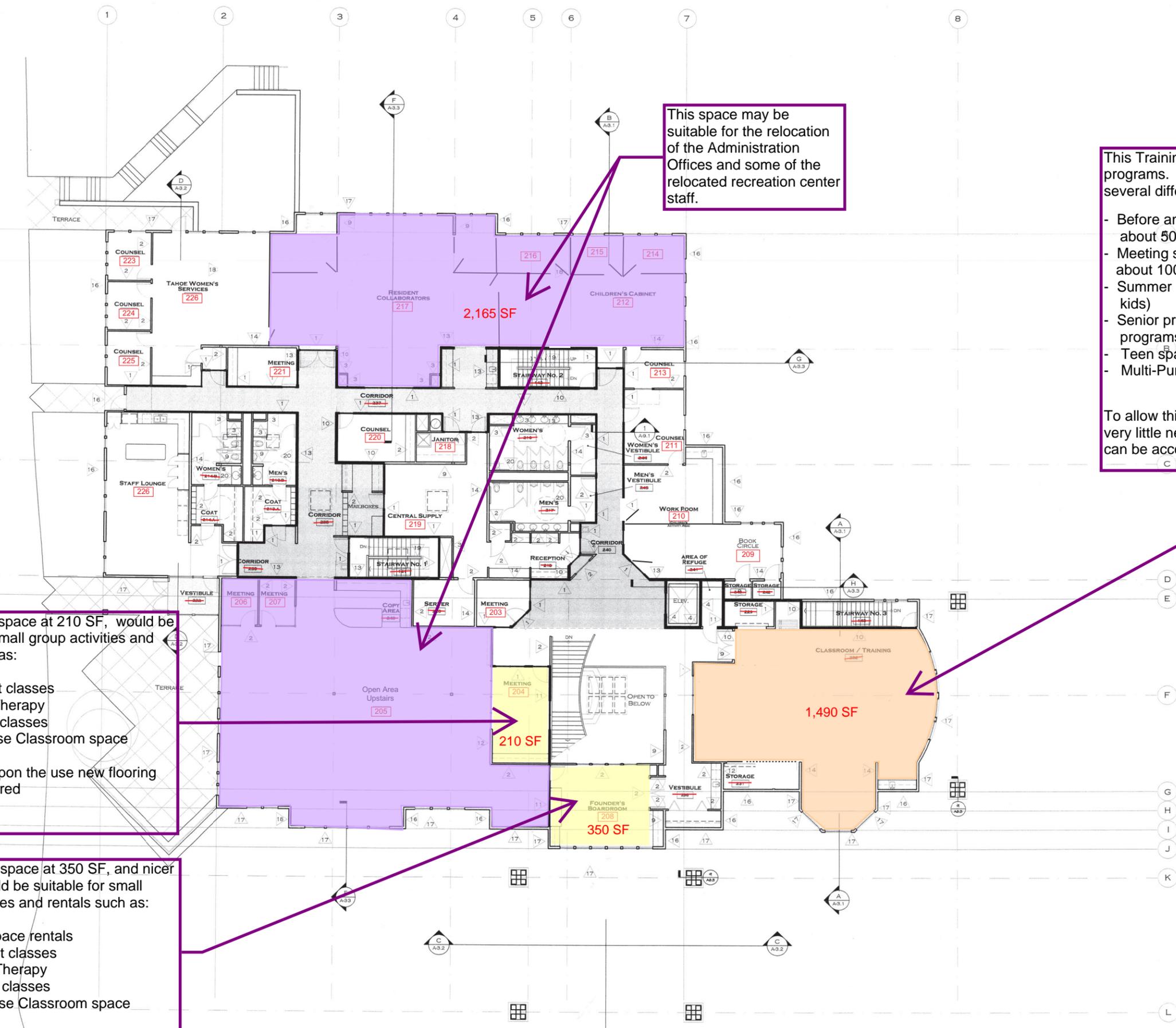
- Before and After School programs (capacity of about 50-60 kids)
- Meeting space rentals (Capacity in lecture seating about 100 and about 60 at tables and chairs)
- Summer Camp programming (Capacity of 50-60 kids)
- Senior programs (Conversation Cafe / Lunch programs)
- Teen space for games (not great for supervision)
- Multi-Purpose Classroom space

To allow this room to be used for these purposes, very little needs to be done as most of these uses can be accommodated with a carpeted floor.

These conference rooms could be used for many different programs. At about 190 SF each, it would be suitable for several different activities. It would be desirable if the demising wall between these two spaces could be removed. That would allow more flexibility of use and a larger occupant load. Adding a door to the adjacent hallway would also allow more direct access to the room. Being smaller rooms, they would be suitable for activities, such as:

- Small Yoga classes (8-10 participants if demising wall is removed)
- Meditation class
- Massage Therapy (Smaller rooms OK)
- Arts & Crafts room (if demising wall is removed)
- Multipurpose Classroom space (best if demising wall is removed)
- Rental space
- Conversation Cafe

PARASOL BUILDING - LOWER LEVEL PLAN



This space may be suitable for the relocation of the Administration Offices and some of the relocated recreation center staff.

This Training room could be used for many different programs. At about 1,500 SF it would be suitable for several different activities.

- Before and After School programs (capacity of about 50-60 kids)
- Meeting space rentals (Capacity in lecture seating about 100 and about 60 at tables and chairs)
- Summer Camp programming (Capacity of 50-60 kids)
- Senior programs (Conversation Cafe / Lunch programs)
- Teen space for games (not great for supervision)
- Multi-Purpose Classroom space

To allow this room to be used for these purposes, very little needs to be done as most of these uses can be accommodated with a carpeted floor.

This smaller space at 210 SF, would be suitable for small group activities and rentals such as:

- Enrichment classes
- Massage Therapy
- Meditation classes
- Multipurpose Classroom space

Depending upon the use new flooring may be required

This smaller space at 350 SF, and nicer finishes would be suitable for small group activities and rentals such as:

- Meeting space rentals
- Enrichment classes
- Massage Therapy
- Meditation classes
- Multipurpose Classroom space

PARASOL BUILDING - UPPER LEVEL PLAN

