

STAFF REPORT SPECIAL MEETING

AGENDA DATE: July 27, 2026

DEPARTMENT: Leisure Services & Community
Sustainability

TITLE:

17 South M Discussion

SUMMARY:

Staff is seeking direction on future facility use of 17 South M after its relocation and Commission desired next steps.

BACKGROUND AND JUSTIFICATION:

The 17 South M building is an approximately 2,100-square-foot facility that historically served as the primary office location for the City's Leisure Services Department. At its peak, the building accommodated a staff of 18 employees across a limited number of offices, including four offices and a storage closet on the second floor, and three offices and a kitchen on the first floor. While the building met the department's basic administrative needs for several years, its configuration, size, and infrastructure have become increasingly inadequate for modern operational demands.

The current layout lacks several essential components of a functional municipal office environment. These deficiencies include the absence of a dedicated conference room for planning and interdepartmental coordination, inadequate break room facilities for staff, and the lack of an elevator — an accessibility limitation that restricts full use of the second floor. Additionally, workspace constraints prevent efficient departmental organization and limit the City's ability to adapt the building for new or expanded operations.

Recent cost estimates prepared for both limited renovations and full building renovations, including potential structural additions, illustrate the level of investment required to bring the facility into compliance with contemporary functional standards. Preliminary assessments by the project engineer and architect indicate that all estimates are based on conceptual designs and remain subject to change due to market conditions, labor availability, material costs, and the evolution of the final design. Nevertheless, the range of renovation options demonstrates that substantial upgrades would be necessary to support any future use requiring modern building systems, accessibility improvements, or reconfigured interior space.

Given these conditions, staff is seeking Commission direction regarding the most appropriate and beneficial future use of the building. Several potential scenarios have been identified for discussion, including repurposing the facility for a city department or other municipal function under either a full or partial renovation model, converting the building into a visitor center or museum, or utilizing the facility for Parking Customer Service operations with additional potential leasable space. Each option varies in renovation scope and associated cost, making Commission input essential as the city evaluates the long-term role of the 17 South M building in serving residents, visitors, and municipal operations.

Any option, if passed, will be added to the FY 2027 CIP.

MOTION:

N/A

ATTACHMENT(S):

Cost Estimate – Full Renovation
Cost Estimate – Limited Renovation
Permit Application 23-1493 (May 10 2023)
Permit Card 23-1493 (May 10 2023)