



City Commission Virtual Work Session

Agenda

February 10, 2022 @ 1:00 pm

Virtual

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/bpm and include virtual meeting instructions.

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

please note

Times are projected and subject to change.

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1. **Call to Order**
 2. **Discussion Item(s)**
 - a. Request for guidance on drafting a Letter of Interest (LOI) for the City-owned property at the Old Library Site located at 460 E New England Avenue. 2 hours
 3. **Adjournment**



City Commission agenda item

item type Discussion Item(s)	meeting date February 10, 2022
prepared by Peter Moore	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective Fiscal Stewardship Intelligent Growth & Development Investment in Public Assets & Infrastructure	

subject

Request for guidance on drafting a Letter of Interest (LOI) for the City-owned property at the Old Library Site located at 460 E New England Avenue.

motion / recommendation

Grant permission to draft a request for letters of interest with direction by the Commission on general deal points for interested parties.

background

Between April and September 2019, the Commission fashioned an old library site task force to review its potential opportunities as the new library and event center moved forward. Several discussions were held articulating the potential use by the city, partnering with outside organizations, a straight sale of the property, and others. Ultimately the site served to address no glaring need at the time and found continued efforts to formulate consensus through public outreach was encouraged. This included identifying guidance on the use, ownership, and benefits of the site.

Use: In general, simplicity around the types of uses that would be allowed on the property. This includes; but not limited to, clarity on residential, retail on the first or other floors, agreement on the inclusion of a (public) parking garage. Should any of these items reach consensus, staff is also seeking clarity on whether the use would be provided inside the existing building or demolished in favor of a new structure.

Ownership: The Task Force heard from several members of the community regarding

retainage of the property. This would imply a lease or civic use of the property. Unless there is general consensus by the Commission, open ended guidance on this point may elicit a higher response.

Benefit: Clarification on whether the site should be either maximizing financial return or utilization of the site for a community purpose. Put differently, would the site be financially self-sustaining or require subsidy by the city.

[alternatives / other considerations](#)

Do not consider an LOI at this time

[fiscal impact](#)

The 2019 appraisal was completed by Meridian Appraisal Group and provided two values for the property. The first valuation of the property at \$8.7 million, was based on selling the property for its highest and best use which according to current zoning would be R-4 luxury condominiums. Under this designation, the size of the property could be expanded

If the property was sold as-is, then the value would be \$3.2 million. This appraisal highlighted the difficulty of the site to generate considerable revenue from a sale unless it was used for more denser applications. Both appraisals were generated to determine relative value, and not an indication of endorsement. Previous estimates to make the existing structure operational for general office use, ranged from \$4 - \$6 million. Currently the city has \$300k in ARPA funds allocated to make improvements to the roof and AC system if warranted.

ATTACHMENTS:

[Old Library Site LOI draft template for discussion.pdf](#)

REQUEST FOR LETTERS OF INTEREST
460 EAST NEW ENGLAND AVENUE, WINTER PARK, FLORIDA

Release Date: X

Due Date: X



Request for Letters of Interest

The City of Winter Park is soliciting Letters of Interest (LOI) for the future use of the city's property located at 460 East New England Avenue, also called the 'Old Library Site'. The property has been exclusively used for municipal purposes since 1979 as the former site of the Winter Park Library. Significant public investment was made to a new Library and Event Center leaving the future use of the property for discussion. The future use of the property should have features that attract the general public and demonstrate a connection to the vibrancy and charm of Winter Park and the downtown.

The City would like to gauge private sector interest in the property. LOIs are being sought to help determine the type and extent of interest in the

future use of the property, provide opportunities for interested parties to identify other entities that may be interested in participating, and to potentially inform the preparation and issuance of a Request for Proposal (RFP), if warranted.

General Property Description

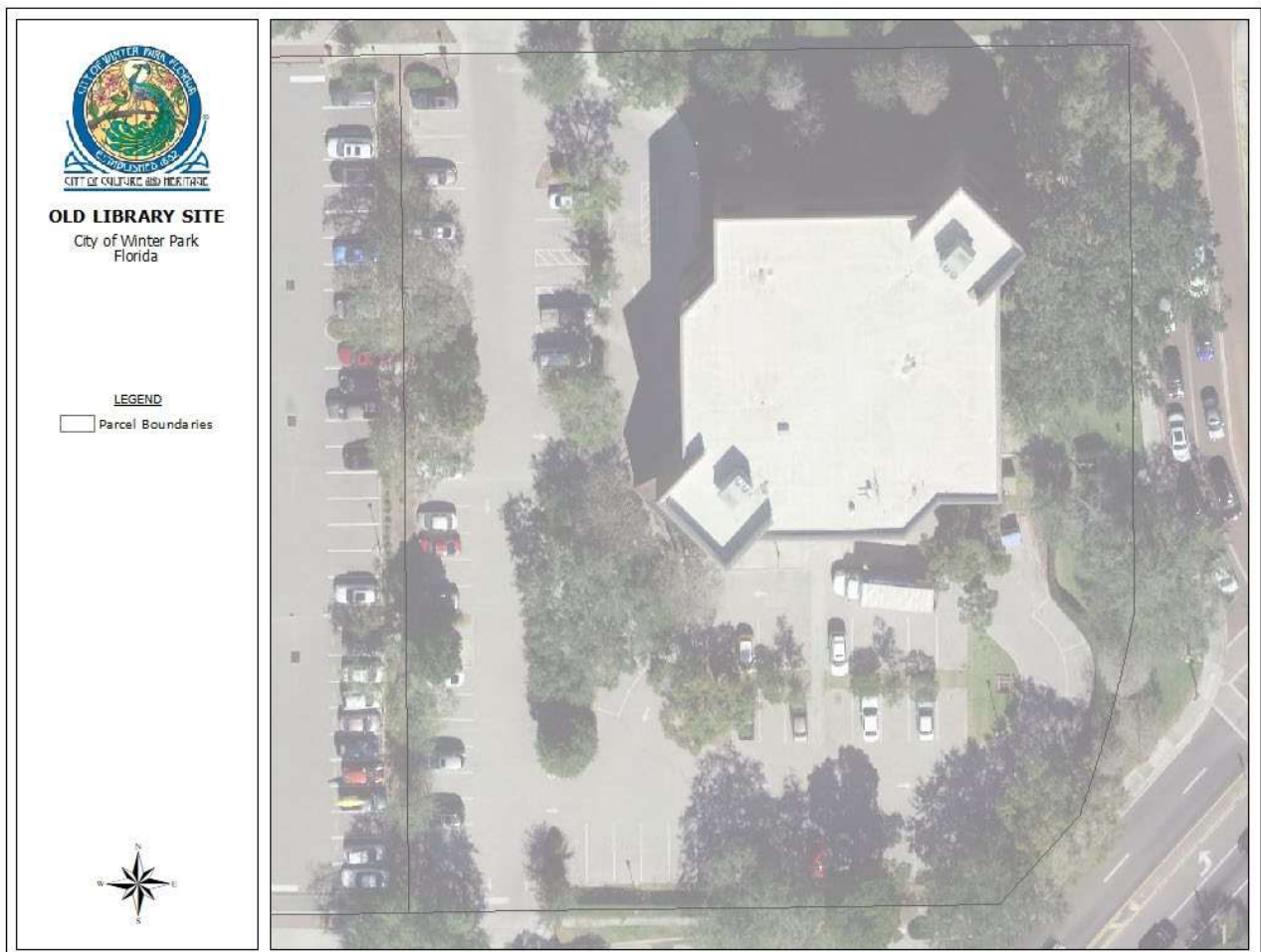
Address: 460 East New England Avenue (Parcel 05-22-30-9400-60-010)

Location: The location of the Property is bounded by East Lyman to the south, E New England Avenue to the north, Chase Avenue to the east and adjacent to the Alford Inn to the west. A map is included in this document generally depicting the property and environs.

Total Property Size: 1.75 acres

Zoning: “R-4” Residential. A discontinued use in the zoning code, but grandfathered on this property.

Land Use: Institutional



Old Library Site Task Force

The Task Force appointed by the City Commission of Winter Park was appointed on March 11, 2019 for the purposes of evaluating the site. Through its work, the committee held ten public meetings, interviewed numerous stakeholder groups, and solicited comment both at the meetings and through the city's website and social media.

Their report can be viewed here:

<https://cityofwinterpark.org/docs/government/projects/library-events-center/old-library-site-reuse-task-force-recommendations-finding-2019-09.pdf>

LOI Submittal

Letters of Interest will provide the City with the ability to better understand the type and level of interest in this property and will provide input on possible scenarios or considerations.

Submittal Components:

1. Identification – Identify the responding entity. Specify the type of business submitting the LOI (e.g. sole proprietorship, partnership, not-for-profit, corporation, etc.)
2. Contact Information – Provide the contact name, address, telephone number, and email address of the responding entity.
3. Basis of Interest – A narrative description of the overall plan and future use of the property, including community access to and use of the property, as applicable.
4. Project Description – Describe the intended use and desired changes to the site. Please include the following information:
 - Conceptual or schematic designs for use of the property
 - Preliminary or conceptual plan showing gross square footage, building heights, etc.
 - A preliminary business plan, including pro forma capital and operating budgets indicating sources of revenues and required expenditures, over an extended period of years from commencement
 - General timeframes for improvement, development and/or occupancy of the property
5. Financial Information – Do you anticipate requesting either a long-term lease or a sale of the property? Describe how the proposed project will cover all associated ongoing operating and maintenance costs, as applicable.

6. Relevant experience – Please furnish information regarding the entity’s experience for the proposed use(s).

Schedule and Process

Letters of Interest are due no later than **(date and time to be determined)**.

Electronic submittals are strongly preferred. To submit Letters of Interest, please email one (1) electronic copy in PDF format to procurement@cityofwinterpark.org.

If the responding entity is unable to submit electronically, please mail the Letter of Interest to:

**City of Winter Park Procurement Division
401 South Park Avenue
Winter Park, FL 32789**

After receipt of additional public input regarding the Letters of Interest, the City may issue a RFP, or other invitation for a specific use or possible group of uses, and take any other action determined by the City to be in the best interest, or to take no action. Receipt and acknowledgement of any LOI does not imply or provide the interested party with any right or interest in the property or expectation of any on the part of the City.