



# **Old Library Site Reuse Task Force Recommendations & Findings**

**September 2019**



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## Executive Summary

The Task Force appointed by the City Commission of Winter Park was appointed on March 11, 2019 for the purposes of evaluating the reuse of the library site located at 450 East New England Avenue. Since its inception, the committee has held ten public meetings, interviewed numerous stakeholder groups, and solicited comment both at the meetings and through the city's website and social media.

## Recommendations

The Task Force primarily recommends study of the feasibility and options of relocating a majority of City Hall to the old library site, either temporarily or permanently.

- Maintains the ceremonial heart of city function at the current City Hall site, while moving a low impact use to the old library site.
- Allows the property to be retained in keeping with public comment received regarding the site.
- This is a stated municipal need in the Five Year Capital Improvement Plan for the City of Winter Park.
- Provides an efficient and financially responsible way to provide temporary or permanent space sufficient for the office needs of City Hall.
- Offers the flexibility and opportunity to pursue the numerous interesting non-profit, arts, cultural, business, and educational ventures brought by the stakeholders and citizens.

## Findings

- The city is fortunate to have many services and offerings available provided by government, private market, and non-profit partners. While there are no crucial holes in service offerings in the city, there may be interesting gaps that the city could explore accommodating through its existing assets.
- The old library site offers numerous opportunities but the question of purpose of the site from a financial standpoint should be reviewed. Determining if the purpose of the site is to maximize financial return or utilize the site for a community purpose, would greatly simplify any ultimate choice of use.
- While the primary recommendation is studied, continuing efforts to formulate consensus through public outreach, are encouraged.



## Task Force Members

The City Commission appointed five members to the Old Library Site Reuse Task Force. Together they represent over 125 years of residency in the city along with their career highlights and accomplishments.

### **Miguel de Arcos**

Managing Partner at Central Parc Group Commercial Real Estate Development

Winter Park Resident for 23 years.

### **John Caron**

Former Chief Marketing Officer for Darden and Past President of Olive Garden

Winter Park Resident for 17 years.

### **David Lamm**

CEO Lamm & Company Partners

Winter Park Resident 30

### **John "Jack" Miles**

Former Secretary of the Florida Department of Management Services. Member of the Executive Advisory Boards of DocuSign Inc and Global Mentor Network.

Winter Park Resident for 19 years.

### **Marjorie Bekaert Thomas**

President of Ivanhoe Broadcast News

Winter Park Resident for 37 years.

### **Staff Liaisons:**

Kyle Dudgeon, Assistant Division Director Economic Development/CRA

Jennifer Kissel-Guittard, Budget Analyst

Peter Moore, Division Director of the Office of Management & Budget

## Description of Site & Study History

### Site Description Details

The old library site, located at 460 E. New England Avenue, is 1.75 acres in size with an approximate 33,000 SF building on the site. A description of the site and its applicable details related to zoning and land use, are located in Appendix A.

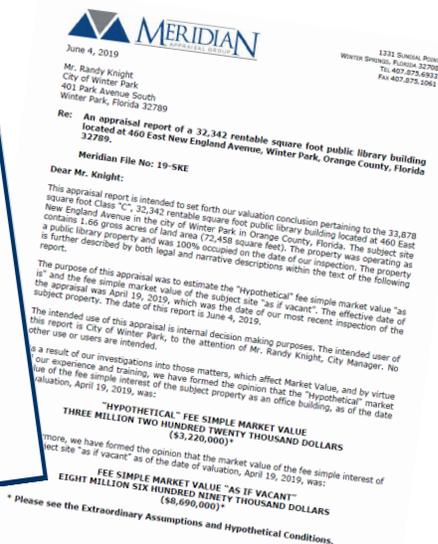
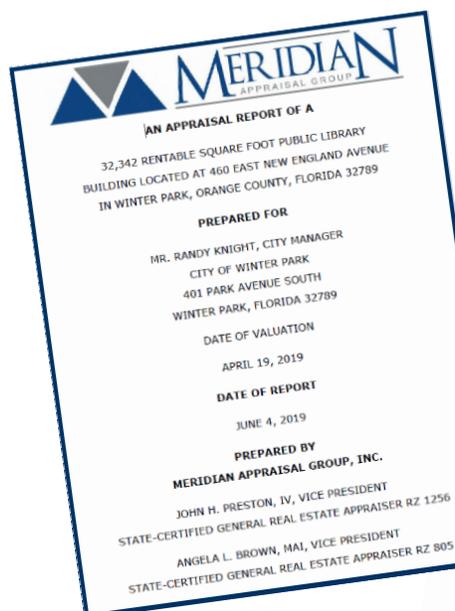
### Former studies and findings

The Task Force reviewed a number of previous studies and efforts related to the site in order to build context and a better understanding of former concepts. A brief explanation of these documents as well as a link to all documents utilized by the Task Force during the study period are located in Appendix B.

### The 2019 Site Appraisal

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 luxury condominiums. Under the R-4 zoning, the size of the property could be expanded to over 70,000 SF and with the addition of a parking deck, forty-one condos could be built on the site. 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. Currently the R-4 zoning is a grandfathered use at the site, but has been removed from the zoning code and will no longer be allowed in the future. The lower valuation reflects the market reality of needing to provide substantially more parking and renovation for a traditional office user of the existing structure.

While appraisers are required to deliver an opinion on highest and best use in dollar terms, an appraisal should not be viewed as an endorsement for any development type but a framework to understand relative value. Put simply, if the property was to be used for another use, or a lesser intensity, then the sale value would decline.



## Public Comment & Stakeholder Review

Citizen and public comment was solicited at all ten public meetings as well as provision for comments advertised through the city's website and social media. Numerous public comments were made in person or through email regarding the efforts of the Task Force and those have been summarized in Appendix C.

The old library site played quite strongly in the memories and nostalgia of many people in the city. Often expressions of happy times spent at the library were expressed. Overwhelming, most public comment related to maintaining some sort of city control over the site. It was unclear as to whether the passion for the site meant the building and land, or if just retaining ownership of the land was important. Few people spoke to any aesthetic benefit of the structure, but many did speak to keeping property for city and community use. Many non-profit or social services related functions such as, museum space, theater, seniors programs, youth activities, branch



library, business incubator, event center, restaurant, additional park greenspace, and rooftop venue were all mentioned.

As part of the Task Force process some stakeholders contacted the Task Force while others were asked to attend. Often these groups were suggested because of their historic association with the property or because they were experts in fields related to areas of potential use.

Below are summary highlights of stakeholders that provided information or presented at public meetings regarding their interest or opinions related to the site. These summary highlights have been approved by the stakeholders and the dates of attendance have been added so that an interested reader may access minutes associated with the meetings or request public audio recordings.

#### Winter Park Public Library (May 22, 2019)



The Winter Park Public Library (WPPL) represented by Interim Director Cynthia Wood and Assistant Director Sabrina Bernat, attended the public meeting to address Task Force member questions regarding any potential needs of the library. The WPPL stated that the process of developing the new library space at the Canopy will be more than sufficient to meet their needs and is being designed to accommodate future growth so they do not foresee any need for maintaining space at the old

library site location. The Task Force had received public comment that perhaps a branch location could be maintained at the old library site location but the WPPL stated that it would create operational difficulties for staffing, create additional costs to support both locations, and would still require significant funds to renovate the old site to make it usable over the long-term.

#### Parks & Recreation Department (June 5, 2019)

The Parks & Recreation Department of the City of Winter Park was represented by Parks & Recreation Director Jason Seeley and Family Services Manager Cathleen Daus. The Task Force asked the Parks Department to attend in order to gauge the interest in adding to park space as well as better understanding the social programs offered to all ages by the Parks Department as there had been public comment regarding creating space for senior programs. The Parks Department stated that the concurrency requirement for parkland in Winter Park was that 10 acres of greenspace should be provided for every 1,000 residents. Currently the city is exceeding that goal with a ratio of 13.1 acres per 1,000. They also stated that the ten-to-one goal is already considerably higher than the area norm which tends to be half that figure. In addition to Dinky Dock Park across the street from the old library site, there are two more parks just to the east on Fairbanks/Aloma and then Central Park just a few blocks to the west. With the proximity to the main road of Fairbanks, and limited parking availability nearby, making it a visited park space would also be difficult. They did mention that beautifying the view shed along Fairbanks would be a good idea and creating that connectivity along the north side for pedestrian traffic, would be advisable. If the goal of adding parkland was of significant interest then they suggested that if the site is sold, the proceeds could go to benefit or expand existing parks, or purchase additional parkland elsewhere.

In response to Task Force and public comments about programming provided by the City of Winter Park, the Parks Department stated that they had not had any space

constraints in their ability to offer programs at the existing Community Center and they also provided a summary of the programs they offer. Much like the WPPL, they said that trying to split program offerings between the existing Community Center and the old library site would incur significant staff costs as well as renovation funding to make the split site programming work. Currently the Community Center recovers half its annual operating cost of \$800,000 and this is considered quite good in the industry.

#### Rollins College (June 19, 2019)

Rollins College has often been discussed as a logical buyer for the old library site. The proximity to their campus and existing portfolio of properties make it a convenient location. The Task Force invited Ed Kania, Vice President of Business and Finance & Treasurer for the college to attend and comment on the site. Mr. Kania stated that Rollins had no plans to purchase the property and that they rarely entered into long-term leases, generally preferring to buy property outright. He stated that the school is currently in the midst of their longer term capital planning which included the new dorm and parking garage construction, expansion of the Alford Inn, as well as their plans for the Innovation Triangle, which could potentially include them moving The Crummer School and the Cornell Museum to their property holdings at the Lawrence Center site. They stated that all their parking needs for this project should be accommodated by freed up spaces in the SunTrust parking garage and that they may end with surplus spaces that could be considered for municipal use. Mr. Kania also said that he could see Rollins partnering with the city in innovative town-and-gown projects and programs dealing with the arts, businesses, or incubators, but that he did not have any specific suggestion at this time.



#### Winter Park Historical Association (July 17, 2019)



Susan Skolfield, the Executive Director of the Winter Park Historical Association came and spoke to the Task Force. Currently the Historical Association has about 17,000 visitors annually and is provided 1,000 SF at the Farmers' Market for their exhibition area and has office space provided by the Morse-Genius Foundation just off of Interlachen Ave. She stated that they would prefer to remain in their current location as they are concerned that attendance at the museum would decline if they were not in close proximity to the higher traffic areas of Park Avenue and the Farmers' Market.

However, they added that if they had additional space at the old library site, then they would consider a permanent exhibit space of about 1,000 SF in addition to their space at the Farmers' Market. If they had to relocate, having 2,500 SF of space would be helpful to them so that they could have a permanent display space of 1,000

SF, a rotating exhibit space of 1,000 SF, and 500 SF for workspace and a meeting room.

#### City Management (July 17, 2019)

City Manager, Randy Knight, attended at the request of the Task Force to address any municipal needs that the current site could accommodate. Mr. Knight said that a new or renovated City Hall is the only municipal need listed in any long-term plans and that the library site could likely accommodate some or all of the current functions performed at City Hall. There have been proposals in the past to look at rebuilding a denser project on the City Hall site that would allow for refurbished office space but also add some retail elements to the block. While this would aid economic activity in the area, it would likely be controversial. Staff has looked into potentially relocating some functions to the old library site but has not performed in-depth study on this option. The square footages of the two properties are similar and most of the functions in City Hall could be run out of the old library site while potentially preserving the ceremonial features, like the Commission Chambers, on the current City Hall site. The city's Capital Improvement Plan has \$12.5 million identified for City Hall but with recent voted debt service issued to support the Canopy, the likelihood of additional voted debt passing, is low. If the old library site renovation is accomplished for about \$5 million, the city can raise \$2.5 million in debt without a referendum and fund additional improvements from reserves.

#### Winter Park Playhouse

Staff held conversations with the Winter Park Playhouse and while they liked the site as a prospect for a build-to-suit, where they would demo the existing building and build a theater as well as partner with other non-profits. Unfortunately, their 2-3 year timetable for needing new space would not match the city's availability for the site and so they declined to pursue the property at this time.



#### Edyth Bush Charitable Foundation

David Odahowski, President and CEO of the Edyth Bush Charitable Foundation, attended a number of the Task Force meetings and submitted a letter with his thoughts regarding the site. His letter outlines some questions the city would need to consider especially as it concerns utilizing the site as a haven for non-profit groups. These thoughts included concerns about how would selection of non-profits be evaluated, what kinds of non-profits should be pursued, the financial constraints of non-profits to pay market rent, and the public relations difficulty of removing non-profits if lease terms were not met. Overall, he stated that the current property is unremarkable and any reuse of this property should take into consideration its contribution as a gateway into the downtown. A copy of that letter is attached as part of Appendix C.

### Development Community

The Task Force did not receive any in-person presentation from the private market or development community but did receive some email and telephone inquiries. The developers that built the Douglas Grand at New York and Morse, called and said that they would potentially be a buyer of the site with the intention to refurbish the existing building, turn the first two floors to office, and provide some sort of residential concept on the third floor. They did not offer a price but did disclose that they thought somewhere within the range of the appraisal was agreeable. City staff also received inquiries from a tenant looking to renovate the building to become a two story climbing gym. The Task Force declined to recommend moving forward with any public solicitation that could gauge private market interest, preferring to review municipal and community concepts first, as public comment regarding the property, consistently argued against selling the site. Ground leases were also discussed by the Task Force, however a lease would need to be for forty years or more to be considered comparable to an outright sale.

### The Exchange (August 28, 2019)



A group represented by John Rivers (owner of 4Rivers), John Rife (founder of East End Marketplace), Wade Miller (architect with ACi), and Tracy Liffey (owner of New General) presented a concept for a multi-leveled program and business model that would include community gathering spaces (food, café, retail, art and theater), office co-work space and rooftop amenities. Their idea grew out of volunteer meetings that they coordinated with nine other

community and business leaders/entrepreneurs across disciplines of private business, education, non-profit, technology, design, and architecture. They stated a need for an indoor place in Winter Park to gather, work, interact and share ideas. Their concept is to adaptively reuse the existing Library building, programming the space with market-driven monetary "anchors" such as a restaurant/food hall, café, retail, book store, art gallery and office space (City Hall, offices/Co-Work) to support art and culture programming such as a community theater and arts space, maker space, skill-building incubator space, lending library, history museum and teaching garden. Because of the cost of space along Park Avenue is so high, they felt this space would provide multi-generational entrepreneurs opportunity to test innovative concepts in a supportive market environment. They also suggested utilizing the rooftop to collect solar energy, become a teaching garden space, and provide a public view of the surrounding landscape. They suggested several parking options, namely shared/leased spaces with Rollins/Alfond, existing surface parking, or the addition of a 2-story lined parking structure along Fairbanks. They stressed the above uses are financially viable markets that are underserved in Winter Park and can ignite new community driven destinations in this and other potential redevelopment locations throughout Winter Park. The group suggested the Task Force consider this concept

and further explore it to determine its viability and develop more specifics of how the building can fit and function with this proposed business model. A copy of their presentation to the Task Force can be found by following the historical files link located in Appendix B.

Winter Park Day Nursery (September 11, 2019)

The Winter Park Day Nursery attended and explained their operation and perceived interest in the old library site. They provide childcare services to sixty-four children out of their existing site to families that either live or work in Winter Park, with the majority being at or below 200% of the poverty line. They have been constrained by space and often have a waiting list that exceeds their total capacity. At 5,000 SF, they are looking to expand to 10,000 SF as well as approximately 2,000 SF for an outdoor playground area. They said that their interest in the existing site is flexible and that they would be happy to take up space in the existing old library building, or partner with other non-profits and demolish the existing building and build-to-suit. They indicated that they would be willing to discuss a lease of the land and that they did not need to be the owners of the property. They also disclosed that they had spoken in past years with the Winter Park Playhouse about the synergies of partnering together at the site, as their services normally conclude by the time the Playhouse would become active at the site, thereby reducing parking demand.





## Examination of Uses

The Task Force discussed many types of uses that could potentially be located on the old library site and debated the feasibility and constraints of these different options.

### Retail

Retail vacancy rate in Winter Park is one of the lowest in the region at 3.4% and an average lease rate of \$32.06 per SF. Compared to the Metro area's rate of 4.5% and lease of \$17.56, the city commands a premium and this use could do well in the city. However, like many of the other uses, parking, noise, and traffic flow could become a problem. In addition, there is little adjacency to the major shopping node of Park Ave. and retail may struggle to attract foot traffic at this location. Most retail concepts are successful because of adjacency to other food uses, and restaurants would aggravate the negatives of this site for retail. Like office, parking would have to double to accommodate code; however, a careful look at tenancy may mitigate noise pollution. If retail use was desired, the city could still retain ownership through a long-term ground lease or have the improvements managed and rent the property directly.

### Restaurant/Food Hall

Winter Park is well known for being a restaurant and dining location and a number of public comments were received about food related activities at the site. While restaurant and food hall concepts certainly fit within the dining niche that largely defines Winter Park and could be easily accessed by both Rollins College and the Alford Inn, the location poses some difficulties, such as parking constraints, proximity to neighbors, and traffic flow. The parking constraints would need to be addressed, as a single restaurant user would not need the entire 3-story building, there would be other tenancy needing parking spaces that the existing sixty-eight would not be able to accommodate. The building could be removed and a single restaurant built on site, that would correct the parking issue, but the impact to neighbors would still be a concern and the cost to a potential buyer to purchase the property for a single tenant restaurant would be prohibitive.

### Event Space

Some public input reflected the desire to consider this location as additional event space. Overall, event space in the city is limited, and any venue close to the downtown would likely do well. However, the property suffers the same constraints that parking issues, noise, hours of operation, and traffic flow would bring.

There were public comments about the concept of utilizing the roof of the existing structure to provide a rooftop venue space. This could be coupled with any of the other uses and provide potential event and gathering space, with a view. Unfortunately, the structural engineers that were part of the roof expansion third floor, indicated that the roof was not designed to ever hold any weight and that numerous, significant improvements would need to be made all throughout the core structure of the building, affecting the trusses, stairwells, elevator shaft, columns, and foundation of the building. Beyond the practical considerations of trying to retrofit

the building, the issues of noise and parking would still remain and need to be addressed.

### Luxury Condos

Luxury Condos or high-end residential housing was listed in the appraisal as the highest-and-best-use option to maximize return on a sale of the property. However, the scale of any property built to R-4 zoning caused concerns for the Task Force. While residential condo use would provide the smallest parking impact and fit within the density of the Alford Inn just to the west it would be difficult to retain any control or ownership over the property as residential projects are difficult on a ground-lease format.

### Office

Office Class	Winter Park			Metro Orlando Area		
	# Units	Vacancy %	Rate per SF	# Units	Vacancy %	Rate per SF
<b>A</b>	8	3.7%	\$ 26.36	228	7.3%	\$ 27.13
<b>B</b>	159	2.8%	\$ 28.15	3,411	7.3%	\$ 20.37
<b>C</b>	416	2.7%	\$ 21.53	5,262	4.8%	\$ 18.53
<b>Total</b>	583	2.8%	\$ 25.83	8,901	6.6%	\$ 21.32

Winter Park has one of the lowest vacancy rates (2.8%) coupled with one of the highest lease rates (\$25.83 per SF) in the Metro Orlando Area. With a lack of Class A office space (1.4% of total) and an aging office inventory, new office in Winter Park would be marketable. Additionally, office offers a lower impact of use based on peak demand hours as well as quantity of visitors and impact on traffic. Due to the lower peak demand parking requirements, the fact that most office users have left by the evening hours, and that traffic flow and noise pollution would be light, office would work well at the old library site. Despite the lower parking impact, office still requires about four parking spaces per 1,000 SF of building space. With 68 current spaces, the number of spaces would have to be doubled to attract most conventional office tenants. If office use was desired, the city could still retain ownership through a long-term ground lease or have the improvements managed and rent the property directly.

### Greenspace/Park

With the city's association and focus on parks, it is conceivable that simply demolishing the existing building and providing greenspace, is an option. As mentioned previously, the city already exceeds its desired greenspace standard and there are other park locations nearby. However, turning the site to greenspace is probably one of the cheapest ways to retain ownership of a site where no clear immediate need has been determined for its use. It would cost approximately \$70,000 - \$120,000 to demo the building and sod the lot. This would be the most inactive use of space, so traffic, parking, and noise are not an issue.



### Municipal Uses

City Hall is approximately 30,000 SF and is listed in the city's Capital Improvement Plan as a long-term project estimated to cost \$12.5 million. The old library site could provide either temporary or permanent space of a good portion of City Hall's space needs, while being a low impact user of the site. This would also offer flexibility to reimagine the current City Hall site and take advantage of monetizing the better asset. Moving portions of City Hall to the old library site would still require addressing parking concerns, however the demand for parking needed by City Hall would be about eighty – ninety spaces. Noise pollution would be similar to regular office use and traffic flow would be light. This would also allow the city to keep both sites under ownership and provide a credible use of the scale of the property at the old library site.

### Incubators/Accelerators

These business concepts are often developed in an attempt to create entrepreneurial activity, lower barriers to entry into a market, provide educational and business assistance, and develop networking opportunities. Many incubators already exist in the region, the largest being those provided by UCF and their many satellite locations throughout the Orlando Metropolitan Area. Often they are structured as public-private partnerships, or sponsored by educational or large private companies. They typically require significant subsidy to operate and also require onsite management staffing. While an incubator could certainly fit within one of the floor plates of the existing library structure, a sponsor would be needed to make this option viable. If Winter Park desired to launch its own incubator, inquiries with the larger institutional players such as Rollins, Full Sail, Advent Health, or some of the non-profit foundations, would need to be made.

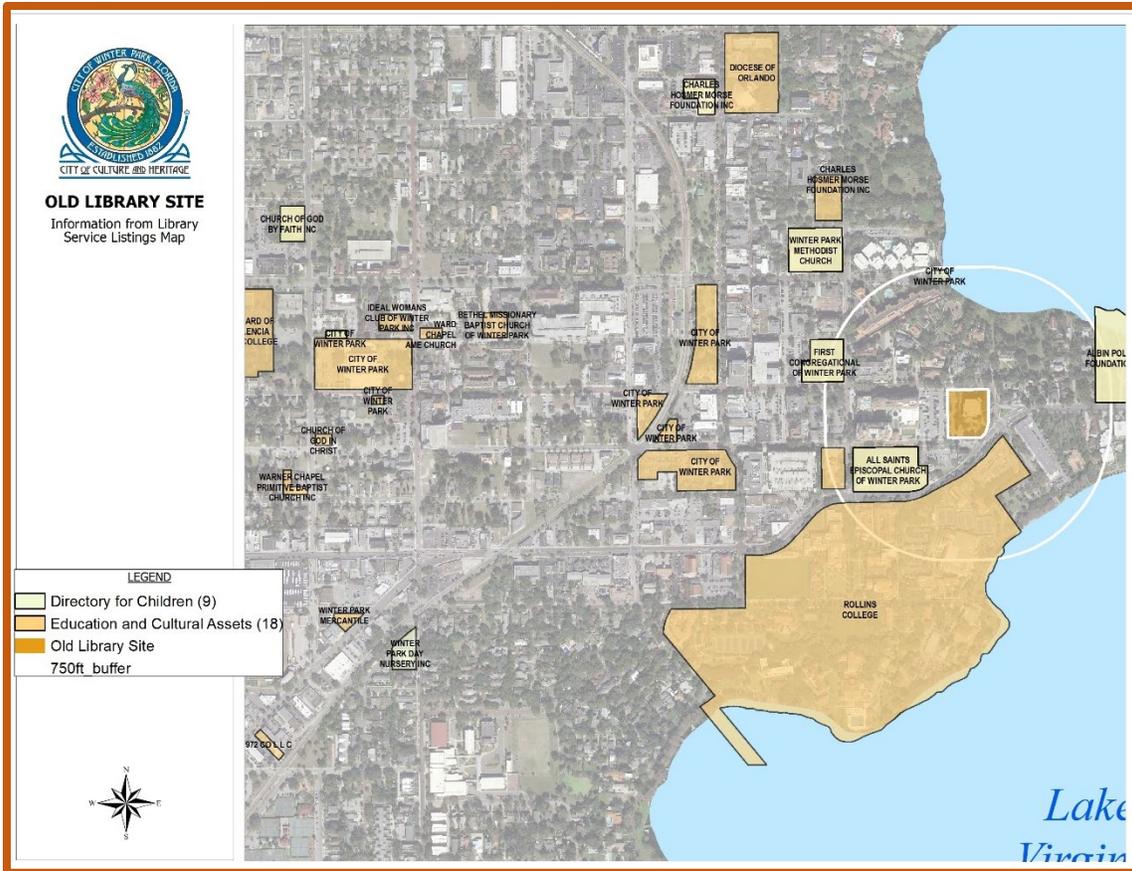
Throughout the region there are a number of existing incubator, accelerator, and co-work concepts. The following chart outlines the majority of the major sites and their locations.

## Central Florida Incubator & Accelerator Space

Name	Type	Location	Name	Type	Location
Seminole State College Business Incubation Program	Incubator	Sanford, Florida	Co.World (Canvs)	CoWorking Space	Winter Park, Orlando
Florida High Tech Corridor	Accelerator	Heathrow, Florida	WeWork	CoWorking Space	Winter Park, Orlando
InBIA (International Business Innovation Association)	Accelerator	Orlando, Florida	Regus	CoWorking Space	Winter Park
Starter Studio	Accelerator	Orlando, Florida			
Orlando Tech	Accelerator	Orlando, Florida			
Prospera	Accelerator	Orlando, Florida			
National Entrepreneur Center	Incubator	Orlando, Florida			
University of Central Florida	Incubator	Apopka, Daytona Springs, Kissimmee, Orlando, Winter Springs			
			*Source: Florida Trend, Florida Business Incubator Association		

### Social Services

For the purposes of classification, social services discuss those types of use that are encompassed by youth, adult, and senior programs. This may mean children’s programs, senior events and activities, community sporting and recreational areas, health and fitness, and community aid. The city already provides a robust number of programs for all ages at the Community Center as well as health, fitness, and recreational options throughout the numerous playing fields and athletic venues. The recently completed Center for Health & Wellbeing also offers a host of fitness and wellness options and is just up the road from this site. The Parks Department also mentioned that trying to offer additional services at another location would cause additional cost and operational difficulties. While social services are of community benefit, there would be little opportunity for financial sustainability and if the city retained ownership of the property and provided space for services, those would have to be actively managed and maintained. In an attempt to look at proximity of services and area offerings, the map below shows the immediate adjacency of the municipal, religious, cultural, and institutional partners that already offer services in the area.



### Non-Profit Arts & Culture

General in category, the impact on the site would vary greatly depending upon the type of non-profits locating to the site. The primary difficulty, beyond the issues of financial sustainability and management, are the scope and scale of the tenants relative to the size of the current building. At 33,000 SF, the old library site is quite large and most non-profits would need smaller spaces or just take up portions of each floor. This requires active and on-going management as well as careful consideration for all the concerns raised by the Edyth Bush Charitable Foundation as it pertains to who gets selected, how would subsidy be supported, and what happens when a non-profit cannot meet their obligations to a municipal landlord. Perhaps the best way to consider the non-profit, arts and culture factor would be to consider them as an ancillary component to another use. Depending upon the type, arts and cultural organizations could have a varying impact on parking, traffic, and noise at the site. Performance based organizations and theaters might struggle with parking and the noise impact at night could be a concern. Museum and exhibit based concepts would likely generate little traffic, be low noise, and lower parking demand. Winter Park has many quality arts and cultural institutions and continued collaboration on this front is encouraged but likely to require a champion or core user of space to move this option forward.



## Site Constraints & Concerns

### The Problem with Parking

Parking remains perhaps the biggest impediment to any re-imagining of the old library site. With only sixty-eight spaces currently provided, the existing building with 33,000 SF of space only has a parking ratio of two spaces per 1,000 SF of space. Any redevelopment of the site would require a renovated or new building to meet parking code. At a Floor-Area-Ratio (FAR) of 45%, the constraints of parking for a traditional office user desiring a four to one ratio would only allow a building of 15,000 – 20,000 SF with surface parking.

Previous work done through the 2015 study by the WPPL or rendering concepts by local architects, have all looked at the possibility of providing a parking deck or garage fronting Fairbanks. This would allow the existing sized structure to potentially be within code but may cause issues with FAR rules as parking structures are counted towards FAR requirements. There is an exception that parking that is for public use, would not count towards FAR requirements, however the parking used to meet code requirements of any user, would still be included. In addition to the code issues related to structured parking, the presence of a deck would add massing along Fairbanks Avenue and limit landscaping and greenspace connectivity along the north side of the road.

In 2018, the City Commission amended the parking code to allow developments to use available parking capacity in other lots or areas to count towards requirements as long as they are within 750 feet. Unfortunately, there is limited parking availability that is not already spoken for with the Alfond Inn next door and Rollins College's new garage to the south of Fairbanks. It is likely that the SunTrust garage, also owned by Rollins, could have available spaces for lease once the college's redevelopment plans are completed, however that garage is just outside the parking code radius at 850 feet.

If there is any desire to attempt to create more parking at the old library site for any potential reuse, there are a couple of options that could be considered:

- a) Construct Structured Parking: This is expensive at \$20,000 – 30,000 per space, and would add massing to the property while creating potential conflicts with code as it relates to maximum FAR. However it would be the most effective method of providing convenient required parking space.
- b) Add Surface Parking: The existing site has significant hardscape areas that could be reduced to potentially add an additional 14-16 spaces. While this does not get near the four to one ratio that is often minimally provided, it would add some new space at almost no cost.
- c) Change the Parking Code: The code was expanded last year to allow 750 feet, adding 100 feet would allow the site to access additional capacity in the SunTrust garage. While this is simple in suggestion, it may be difficult to effect as other impacts city-wide would need to be considered. Additionally the



distance to the parking would allow reuse to meet code, but it may not end up being utilized due to its inconvenient distance.

- d) Partner with Hotel Valet: Perhaps viewed as a mitigating factor, it may be possible to explore if the valet offered at the Alford Inn next door could be utilized by any user of the old library site. This would be a convenient partnership but it would have to be considered whether this could count toward any code requirements.

### Traffic & Noise

After parking concerns, hotly debated issues of traffic and noise pollution, remain a concern. With Fairbanks Ave., being a state road controlled by the Florida Department of Transportation (FDOT), the local ability to make any structural changes, is limited. Adjacent to the site, sits residential single-family homes for which traffic impacts and noise pollution are a real concern. Unfortunately, there is little that can be done to mitigate noise and traffic issues other than carefully considering which types of uses would bring the least amount of impact to the area. Uses such as Retail, Event/Performance, and Restaurants would likely create peak parking and traffic concerns, and the hours of operation could have unwelcome noise impacts during the evenings on the nearby residents. Uses such as Office, Residential, and Municipal, would have lower impacts and would likely cause less interference.

It should be noted that currently, about 700 people a day do visit the old library site, even with its limited parking. In addition, a major hotel sits across the street and actively runs a valet and many special events. This is an area of town that is used to a certain level of activity and any considered use should be evaluated on being better or worse than the current situation.

### "Unremarkable" The Existing Building

The existing 33,000 SF building has been called unremarkable in its architecture. Not ugly, but not anyone's favorite either. Built in 1978, it has some different design features that make the existing 33,000 SF less efficient. Wall angles that are more or less than 90 degrees, create odd interior spaces, and the pass-through circle which used to house the tree growing in the middle of the building, causes noise impacts between the floors and uses up floor space. The exterior may also need to be updated and additional windows would add more natural light. It is unclear from public comment received if the passions regarding keeping the property pertain to the building itself or just to the city retaining ownership of the land. If the building is to be kept and reused, the constraints of the building design may limit function and also the value of the leasable space.

Contrary to the concerns mentioned, there are niche markets and uses that like to take authentic structures and repurpose them. Farmers' Markets and Food Halls are notably for doing this and there may be users of this site that would find it appealing.



## Task Force Recommendation

The Task Force primarily recommends study of the feasibility and options of relocating all or a portion of City Hall to the old library site, either temporarily or permanently. Of all the needs presented, the renovation or rebuild of City Hall was the only reuse that provided financial sustainability, sufficient occupancy to utilize the existing site, mitigated many of the constraints at the site, still preserves opportunity for viable partnerships, and was an existing stated need.

- **Stated Need & Financial Considerations:** A rebuilt or renovated City Hall is listed in the 5-Year Adopted Capital Plan and estimated at a total of \$12.5 million. Reviews by Lamm & Co as well as historic studies have estimated that \$4.5 - \$5.5 million may be sufficient to renovate the existing old library site for generic office use. These were not formal estimates but provide general guidelines for the scope of any rehabilitation and factors such as associated landscaping, parking, technology, and exterior façade changes, would all add to this amount.

At about \$5 million, providing office space at the old library site would cut in half the planned capital cost of providing for City Hall's future accommodation. With the recent passage of additional voter debt service to fund the Canopy project, it is unlikely that any new voter debt would be feasible in the near future, and funding \$12.5 million in improvements would deplete reserves.

- **The Right Fit:** Many suggestions brought forward by the community and various stakeholders required only smaller portions or pieces of the site to accommodate their stated interests. At 33,000 SF, the old library site is a large facility to program for any use that does not involve turning the property over to the private market either through sale or lease. City Hall's comparable size, and some preliminary space needs study work, shows that much of the city's functions (excluding the chamber) could be accommodated at the site with approximately 4,000 to 5,000 of SF of unassigned space left over. This space needs fit should not be considered a final plan but rather an attempt to see if the majority of the office functions of City Hall can be accommodated at the old library site. If the recommendation of this Task Force is taken to move forward with further investigation, the specific details of the feasibility of the relocation of offices and functions can be further explored. The space needs fit study is attached as Appendix D.
- **Mitigates Site Constraints:** City Hall, as an office user, would be a low impact use and improving upon traffic, noise, and parking at the old library site. Given that the library current receives about 700 visitors daily, relocating City Hall would actually be a reduction in overall traffic impact to the area. With approximately sixty-five to seventy-five employees on site at any one time, the limited parking capacity would be tight but could accommodate function. Some examination of the current hardscape at the old library site could also



yield about fourteen to sixteen additional parking spaces bringing the total available to about eighty-four. This would provide enough space for employees as well as visitors. The issue of noise and proximity to neighbors is also improved as City Hall functions predominately between the weekday working hours of 8 AM to 5 PM.

- **Retains the Property:** Utilizing the old library site for City Hall allows the property to be retained for municipal use and fits within comments received by the public. Through public comment and email, a predominate theme was that the site should not be sold but retained for some public/community use. While many comments could be considered expressions of fear of change, a number of interesting proposals and uses were submitted for consideration, and examining these options seems important to the community.
- **Honors History:** City Hall site is a contributing building on the national register of historic places. Keeping a portion of City Hall, either architecturally, ceremonially, or functionally at the current City Hall site honors the history of City Hall at its current location while moving the back of house functions of running the city, to the old library site. Careful consideration of how this is actually handled, as complete space needs studies and managerial discussions regarding how to optimize city functions when portions of City Hall are split to multiple locations, may effect what portions can move and which should stay.
- **Preserves Flexibility:** Whether City Hall moves temporarily or permanently to the old library site, exploration of this option preserves the ability to be flexible in continuing to pursue partnerships and shared use concepts brought forward by the community. Not only is there potential for shared use with City Hall at the old library site, dependent upon the space needs required, but it also allows the City Hall site to be considered as part of the solution when it comes to considering the best use of city assets and community good. Having two sites to consider allows uses to be placed where they are most feasible and beneficial to the city and its stakeholders.

***The Task Force proposes looking at two potential scenarios:***

- Temporarily relocate City Hall functions to the old library site while the existing City Hall is renovated. The availability of swing space allows municipal functions to continue with limited disruption while maximizing the efficiency of renovating the existing site without having to work around employees in an occupied building. Minimal investment could be made into the old library building to make it functional while City Hall is renovated.
- Permanently locate most of the functions of City Hall to the old library site while retaining the ceremonial heart of the city at its traditional location. At similar sizes, the old library building could likely accommodate the office needs of City Hall, while the entry features, some offices, and Commission Chambers



could be retained at the current City Hall site. It is also conceivable that a floor or half a floor would still be available in the old library building to accommodate community partner uses that would mix well with City Hall functions, such as a museum, bookstore, incubator, or art display space. This locates a low impact tenant to the old library building, mitigating concerns about parking and noise, retains both sites under city ownership, and provides flexibility to continue to explore partnership and community improvement opportunities at the old library and City Hall sites.

The Task Force proposes the following Next Steps:

- Perform studies to determine the renovation scenarios and space needs options available for the temporary and/or permanent relocation of City Hall. This will lay the groundwork for applying solid data to the operational and financial considerations of this recommendation.
- Determine policy guidelines from the City Commission regarding the issues that are outlined in Task Force Findings.
  - Interesting Gaps
  - Financial Flexibility
  - Continued Public Dialogue

## Task Force Findings

### Interesting Gaps

The Task Force found that there was no single gap in the community offerings already available in the City of Winter Park that the old library site needs to accommodate. Greenspace already exceeds requirement. Numerous non-profits, religious, and municipal sources already provide active children, adult and senior programs. The city is in excellent financial standing with reserves expected to top \$15 million in the city's General Fund or over 26% of annual reoccurring operating expenses, so there is no pressure to maximize the profit on the property. Similarly, no compelling need was brought forward that any sale of the property could support. Many residents and stakeholders brought forward ideas for concepts that may be interesting, but few of them were viable on their own without significant subsidy and most only needed smaller portions of the existing site to be able to function. Making the suggestions become reality would require a model for their viability and a champion to push them forward.

This highlighted for the Task Force, the presence of these many interesting options that still need to be explored but were not viable on their own. If City Hall moved to a portion of the old library site, perhaps there are other non-profit, educational, or institutional partners that could share remaining space. As highlighted by The Exchange proposal, there are interesting ways to reimagine both the old library and current City Hall site that would facilitate the arts, culture, education, dining, and attractive gathering places that were desired by those that made public comment. However, absent a large tenant, such as City Hall, the ability to sustain a building as large as the 33,000 SF of the old library, is difficult.



### Financial Flexibility Determines Use

Policy direction on the purpose of the old library site will greatly facilitate the ability to determine the best use and make efficient use of public process. All of the discussions regarding arts, culture, non-profit, and educational uses are unlikely if financial gain is paramount. This creates a decision tree depending upon the choice to maximize profit or maximize purpose. Uses such as selling the property, or putting the property out for public bid on a ground lease, would yield the greatest financial return. However many of the alternative interesting purposes proposed by stakeholders and the community such as arts & culture, social services, and incubators, all require a willingness to fund some degree of subsidy. To narrow down the issue of need, the issue of financial support needs to be addressed. Does the city desire to maximize or at least break-even in any venture involving the site, or is the city willing to greatly subsidize uses for the purpose of realizing some community benefit? Clearly any proposed use has nuances that influence financial sustainability, however the diagram below makes a general classification of where they might fall.

### Continued Public Dialogue

Many uses brought forward by the community deserve continued exploration. Continuing conversations with non-profit partners or business groups like The Exchange, could be facilitated concurrent to investigating the feasibility of moving City Hall. Whether it is determined that moving City Hall should be temporary or permanent, the city will still have public assets available to continue to pursue the options brought forward by the community. This could be community workshops once preliminary findings are concluded or asking stakeholders to present concepts to the Commission.

## Appendix A - Site Description Details

### Overview

The old library site is located at 460 E. New England Avenue in Winter Park, FL. The current zoning of the property is R-4 which is a discontinued use in the zoning code but is grandfathered on this property. The general information is sourced from the Orange County Property Appraiser and City of Winter Park.

### General Information

Acreage (Sq. Ft.)	1.75 (76,127)
Building Size (gross)	33,794
Building Date	1979
Zoning	R-4
Future Land Use	Institutional
Height	3 stories (existing max is 55 feet)
Floor Area Ratio	200%
Existing Parking	68 spaces
Ownership Type	Deed (no restrictions known)
Traffic Counts	~35,000 ADT (East Fairbanks)
Assessed Value (2018)	\$6,078,602





## Appendix B - Former studies and findings

The Task Force reviewed a number of documents related to the site and past study efforts. These documents included:

- The 2014 renovation estimate provided by Douglas Company
- The 2015 Library Task Force Report
- Excerpts from the 2009 Plan the Possibilities
- Some site planning concepts provided by ACi in 2014

These documents as well as all documents that the Task Force had access to are electronically available at:

<https://wpclouds.cityofwinterpark.org/index.php/s/Xv47Xc722pxHTuX>

In 2014, The Douglas Company provided an evaluation for the estimated cost of renovating the library site. Total renovations were valued at \$5.1 million. This provided the Task Force an early look at the cost considerations of fully renovating the site.

In 2015, a library task for was commissioned to make recommendations on the need, location, costs, and funding strategies for a new or remodeled library facility. Final recommendation by the committee was for 50,000 square feet of space and location to be moved to the north sector of the Civic Center/Martin Luther King Jr Park site. The report also discussed numerous other options such as building a larger building on site and adding a parking deck, as well as looking at concepts for how the City Hall site ties into the project. Probably the most comprehensive effort related to the site, this report also included summaries of numerous social and educational programs currently provided in the region.

Plan the Possibilities was an attempt to masterplan the location and needs of major venues such as the Library, Post Office, City Hall, and various city land holdings. Pertinence to the current Task Force is limited but provides some context that issues regarding the location and use of assets in the city has been under consideration for some time.

ACi performed work around the time of the 2015 Library Task Force and included site concepts that showed what a library expansion at the old site could look like. This provided the Task Force with context to understand how the current site could be maximized if it was deemed necessary.

## Appendix C – Public Comments

In response to the Board’s desire to actively engage residents, businesses, and stakeholders, the process focused on public involvement and feedback. These included:

48

Public comments

1491

Reaches on Facebook

10

Public meetings

## Media Coverage

Orlando  
Sentinel/GrowthSpotter

170

Website page views

The chart below emphasizes a listing of key words throughout the process. They represent the diverse dialogue had between the board and the public on a number of issues and ideas.

### PUBLIC COMMENT KEYWORD CHART



Full public and digital comments can be found on the following pages.

#	Date	Comment
1	4/24/2019	the city should find a public use for the site and not sell it.
2	4/24/2019	the site may be used as a branch to the new library, or for event space use.
3	4/24/2019	not to sell the property
4	4/24/2019	the city may find an opportunity to lease the site perhaps for rental or event space given its proximity to private lodging.
5	4/24/2019	concerns over selling the property, and questioned whether it could be used as a revenue generator for the city. She also suggested talking to John Rife about a West-end Market style development.
6	4/24/2019	suggested four options/considerations for the site including: creation of rooftop park, sell the Library site to buy the Genius Park, events center on rooftop, pedestrian bridge across Fairbanks to the new Rollins parking garage.
7	4/24/2019	shared comments on the city's previous visioning process including its emphasis on arts and culture.
8	4/24/2019	stated he would like to see the process answer the question of what do we want for the city, and how could this site make it better.
9	4/24/2019	shared concerns on new construction in the city and ecological friendliness. She also suggested whether the site was a good place for a business incubator, whether the Library would like to keep it as a branch office, or a restaurant.
10	4/24/2019	stated the city should be conscious of neighborhood identity, placemaking, and branding when considering the site.
11	4/24/2019	stated the city is a community with a college but not a college town.
12	4/24/2019	suggested that the Library may keep the old site as a branch location.
13	5/8/2019	stated there were several opportunities at the site including the possibility of an incubator space, STEM center, or senior center at this location. He provided written notes to the board
14	5/22/2019	asked how the old library site could be integrated into overall library programming. He questioned how the site could be used, while considering the overall budget, and how that could impact the city.
15	6/5/2019	stated that because the city is losing park space at MLK Park then the old library site should become park space.
16	6/5/2019	said that she was concerned about stormwater at the new library site. She also said that the comprehensive plan for the city says that if we lose park land, we must replace it. She added that a previous task force has commissioned a report by the Douglas Company that said the old library building was not usable as a renovated building. Staff clarified that the task force had been given that original report and that it did not say the building could not be renovated but that it would be expensive, at approximately \$5 - 6 million.
17	6/5/2019	expressed concern about the age of statistics regarding park space in the city as well as traffic safety and the view-shed importance of the property as an entrance to the city. Staff commented that parks area stats are updated quarterly.
18	6/19/2019	stated the property should be kept for city use. He added the potential of coordinating with the lifestyle of the chain of lakes within the city including Dinky Dock Park and including a rooftop experience at the property.
19	6/19/2019	commented that it should be kept for city use. She emphasized a premium on the property and should be considered for city or multiple civic-use purposes.
20	6/19/2019	said the site should be used for a public space and has the opportunity as a prime site to beautify Winter Park
21	6/19/2019	commented that the property should be kept for city use



22	6/19/2019	felt the city shouldn't be rushing to sell city property, and it should be kept for city use.
23	6/19/2019	shared information related to the new library tourism grant. She commented on a potential of a partnership with Rollins College for joint venture use.
24	6/19/2019	provided ideas on multiple uses for the site. They included rental space, co-working opportunities, and civic uses.
25	7/14/2019	It could be park space. It could be mixed use in that part could be green space, part could have an open venue structure that could be utilized by the city or rented to groups, residents. Rather like the Farmer's Market (minus the majority of paved area) is utilized for events.
26	7/17/2019	stated the property should be kept in city hands. She understood the city was strong financially so items such as open space or coworking should be considered.
27	7/17/2019	commented on the Historical Museum and total parking at the Farmer's Market.
28	7/17/2019	asked about the Historical Museum and if it could use the stage at the library.
29	7/17/2019	stated the Historical Museum has additional items they'd like to show in a permanent space, and could be organized decade by decade.
30	7/17/2019	said that if there was space at the library for the Historical Museum, she would make the trip as part of a circuit through downtown
31	7/17/2019	asked about the Historical Museum's cost of additional space and exhibitions.
32	7/17/2019	asked about the Historical Museum and if there was any synergy between their current archival function and the library's.
33	7/24/2019	<ol style="list-style-type: none"><li>1. Sell the property for fair market value so that the sale funds can go towards the new library and library programs.</li><li>2. Divide the building into office suites and lease them at a discounted rate to not for profit groups, charitable organizations, or use for small business start up incubators. The lease funds can go toward the new library and library programs.</li></ol>
34	7/25/2019	<p>I recently read about a request on Nextdoor app that was calling for ideas for the existing Winter Park Library. Are there any any detailed design related parameters, such as CAD/PDF drawing files of the existing building/survey, that you could distribute to assist in developing and portraying ideas for the existing library? If there are any other known or possible pertinent constraints or related contextual information regarding adjacent buildings, that would most helpful to know too.</p> <p>I am a new resident (and proud library card holder) of Winter Park and also currently a freelance architectural designer with past institutional/educational/commercial design experience in both the Northwest panhandle and in Boston since 2007- 2017. I would love to brainstorm some possibilities and share with the city any ideas I come up with. It would be great to contribute as a new resident of Winter Park!</p>
35	7/25/2019	An outdoor music venue would be great! IF that is not possible because of noise ordinance, it should be a musical theatre! Smaller venues for musical performance are so much more enjoyable then large arena style venues and it would appeal to all!



why don't we send a couple of well-fashioned suggestions for the reuse of the old library site to OldLibrarySite@cityofwinterpark.org  
The committee seems to not have come up with anything, so they are looking for feedback thru Next Door & Facebook.  
How about reusing the old site for a branch library or just a remodeled library with more parking? Or a children's library (since there are many nursery schools who walk to it now)

36 7/26/2019 They are asking for suggestions again!!

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1) How about a Science and Technology Center .. displays, interactive projects, and classes..  
2) Offer Science Fair Project technical assistance ?  
3) Reach out to the WP community for volunteers with backgrounds in related topics to participate, contribute, support and teach ??

37 7/28/2019

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I read that The City of Winter Park is looking for ideas for the Winter Park Library site on GrowthSpotter this morning. I happen to have a tenant requirement in Orlando for VITAL Climbing Gym and feel that this site might be a viable option for them if the City is willing/interested in leasing to a private entity and the cost that is associated with such (building improvements, construction, TI's, commissions, etc).

38 7/31/2019

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stated the order of options within the summary report outline should be of importance to the board. He suggested that the order establishes priority based on how information is received, and the board should take note of that.

39 8/14/2019

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advocated for activism space including art driven installations at the site, and even ideas that could be socially conscience. This may also include a learning space, flex space, or research on public initiatives. She acknowledged leadership and funding sources as would need to be identified.

40 8/14/2019

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stated the current library is in disrepair, which was a reason for the library to be moved in the first place. He commended on demolishing the old library site and selling it in order to renovate the City Hall property. He also mentioned All Saints Church as a potential partner for shared parking.

41 8/14/2019

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stated drawings are needed to articulate the vision for the new library. He agreed City Hall should be discussed as part of the discussion for the site. He also expressed concerns over traffic flow.

42 8/28/2019

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advocated for coordination with schools on art advocacy and engagement to be a consideration of the site.

43 8/28/2019

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appreciated the work of the task force, and commented on the importance of dialogue for the regeneration of city assets. He also agreed on a balance between business viability and community need at the site.

44 8/28/2019

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addressed her thoughts on the function and process of the board including it operating as a healing mechanism from the new library process. She also expressed gratitude to the board members and speakers regarding a positive process.

45 8/28/2019

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thanked staff for their work with the task force and stated that the Exchange proposal from the prior meeting may be too adventurous and dramatic and may have elements that are too difficult to practically implement, such as the rooftop venue.

46 9/11/2019



- 47 9/11/2019 said that she used to live in Winter Park and that she would love to see space for artists and painters and perhaps studio concepts. As well as the provision of meeting space for art groups to come together or to perform and present.
- 
- 48 9/11/2019 said that childcare facilities are consistent with arts and culture and education clusters in the area and that she likes the idea of kids and education.

Letter from the Edyth Bush Foundation as described on page 10:



**EDYTH BUSH  
CHARITABLE FOUNDATION**

August 13, 2019

Mr. Peter Moore  
Division Director, Office of Management & Budget  
City of Winter Park  
401 Park Avenue  
Winter Park, FL 32789

Dear Peter:

I have a conflict with attending the Old Library Re-Use Task Force Meeting. I was asked to make comments about the possible reuse of the Old Library for nonprofits.

The Edyth Bush Charitable Foundation is 46 years old, and we have had experience leasing space to nonprofits. We created the Arts and Community Service Center in the 1980s. It was located at 1900 N. Mills Avenue in Orlando. It housed the Heart of Florida United Way, Orlando Celebrity Concert Association, Consumer Credit Counseling, Florida Symphony and other organizations. It was sold in the 1990s. The Foundation also owned the Hamilton Holt building on South Knowles and leased it to Rollins College until we sold it to Rollins in the 1990s. As a side note, the Foundation owned the right of first refusal on the old four-story Pioneer Federal Building (now known as the Lawrence Center) and transferred it to Rollins to secure the entire Lawrence Center block. The Foundation also has experience funding capital costs, lease obligations and moving costs for many nonprofits.

**Here are my comments along with a report from GuideStar, a database for nonprofits. Additionally, I have included a First Quarter Office Vacancy Report from Cushman and Wakefield.**

1. The attached report from GuideStar lists 750+ nonprofits that list Winter Park, Florida as their mailing address or location. A cursory examination of the report indicates that there are some duplicate entries and some entries of organizations that are no longer in existence. It would be reasonable to estimate that 600+ of the entries are valid. What would be the criteria for a nonprofit to be housed in the old Library space?
2. I could not find a survey of Orlando nonprofits indicating their average rent per square footage. I did find a 2015 survey of the Denver metro area which showed that nonprofit organizations are paying an average of \$15 per square foot full-service gross. So, if you have a need for 5,000 square feet in Denver, you would likely spend \$75,000 annually or \$6,250 per month. The Cushman and Wakefield report shows current rents and vacancy levels for Orlando.

Address: 199 E. Welbourne Avenue, Suite 100, Winter Park, FL 32789

Phone: (407) 647-4522 | Fax: (407) 647-7716 | Web Address: [www.edythbush.org](http://www.edythbush.org)

*Edyth Bush Charitable Foundation is honored to administer the following Funds:*

Richard J. Conlee Fund | H. Clifford Lee Fund

Mr. Peter Moore  
August 13, 2019  
Page Two

3. Ted Haddock has an initiative called Kaley Square <http://kaleysquare.org/#about> housing nonprofits. I have requested information from Ted on this effort.
4. Nonprofits provide important goods and services to a community that enhances the quality of life. Most nonprofits rely on contributed income, and nonprofits do not run surpluses or have endowments to smooth out the highs and lows of their budgets. Most nonprofits look for donated space or “friendly terms,” before they engage in commercial lease activity. Would the City of Winter Park be prepared to evict a nonprofit tenant for nonpayment of rent?
5. Does the current old Library space give nonprofits access to its target client base? Homeless? Health Clinic? Social Services? Education? Arts? Is there a benefit to Winter Park to provide shared space? Is this the right location? Are centralized services something that is needed, or should nonprofits be located closer to their clients? Library patrons have very simple needs.
6. The old Library is neither attractive nor objectionable. It is, quite frankly, a very large, unremarkable brown brick building that is now located in a high-end residential neighborhood, next to a 5-star hotel and sits on property that should be a gateway to Winter Park. Its reuse should benefit its immediate surroundings and the City of Winter Park overall.

I have asked more questions than I may have answered. If I can be of further assistance to you or the Task Force, please feel free to call on me.

Sincerely,



David A. Odahowski  
President and CEO

Enclosures



## Appendix D – Preliminary Site Fit Study

The following Site Fit Study has been provided to show that the old library site can accommodate the majority of City Hall functions (excluding the Commission Chambers). While it designates preliminary concepts on office location and layout, this is not a final plan and further study would be required to work out the details of the site and operational considerations that any relocation would require.



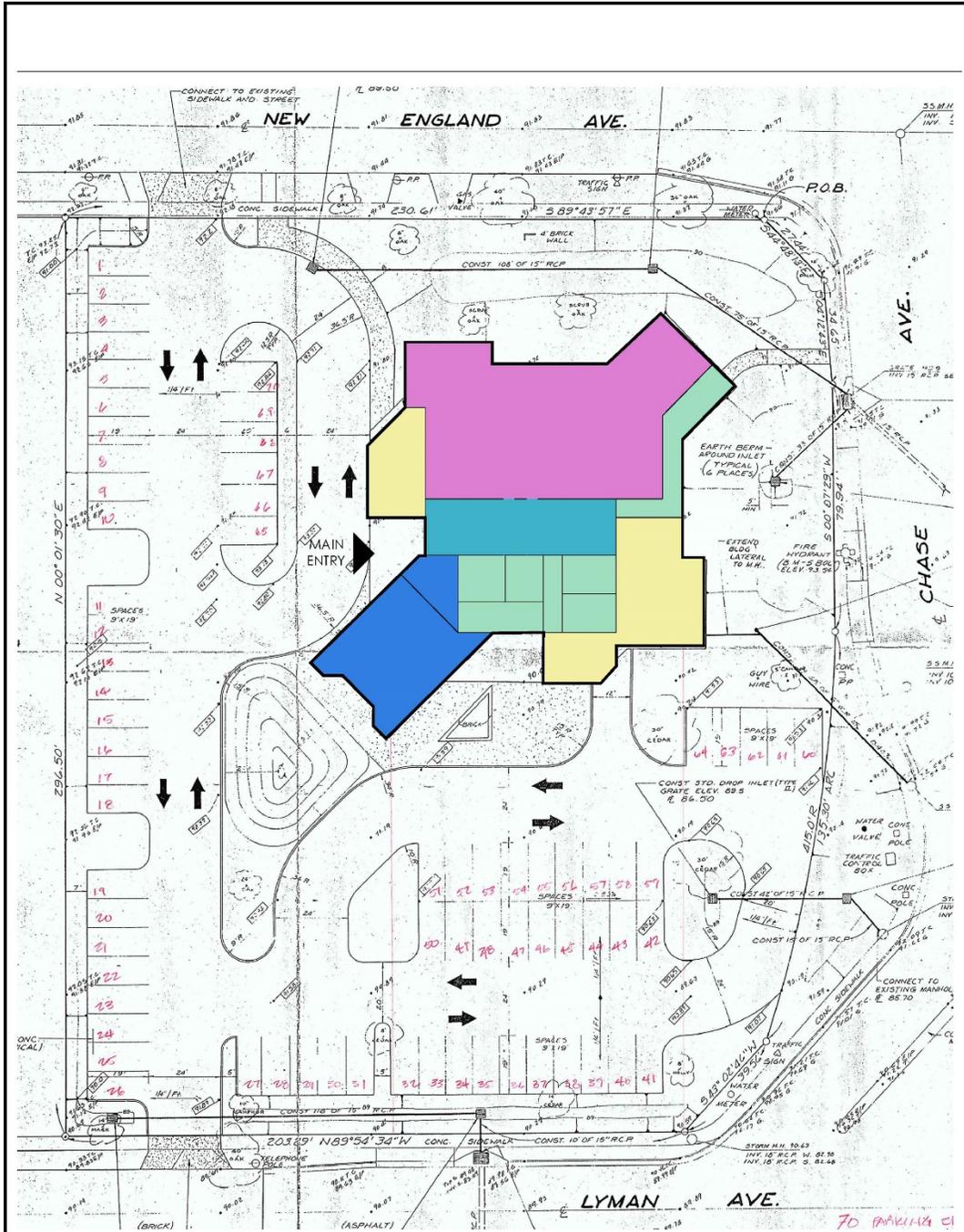
## Winter Park City Hall - Conceptual Space Allocation Program

Legend - Departments		Updated 9/23/2019			
	Finance, Utility Billing, Cashiers				
	Chapman Conference 30 Seat				
	Building Permitting, Planning + Community Dev.				
	Communications, IT				
	Mayor's Office, City Manager, City Clerk				
	Procurement, Office Of Mgmt, CRA				
	Lobby				
	Core-Stairs, Elev, Circulation, Mech, Break, Restrms, Mail/Copy, Stor.				
	Unassigned				*See note on Cover Page
Department / Space	*Adjusted Add'l Unit NSF	Existing Unit NSF	Staff	Office Type	Comments
FIRST FLOOR					
Finance	760	760	9	Open Office	
Utility Billing Cashiers	2,618	2,618	11	Open Office	
Circulation	1,013				
Subtotal	4,391	3,378			
Chapman Conference	1,200	460		24-30 Seats	Min SF for 30 seat + credenza, circulation
Breakout Space	270				Used for pre-function / break-away space
Subtotal	1,470	460			
Lobby 1st Floor + Reception/ Security	1,000	869	1		
Monumental Stair, Egress Stair, Elev, RR	1,270				
Egress Stair, Corridor	500				
Subtotal	1,770	0			
Unassigned	580				
Unassigned	1,450				
Subtotal	2,030	0			
<b>TOTAL - First Floor</b>	<b>10,661</b>	<b>8,545</b>	<b>21</b>		*See note on Cover Page

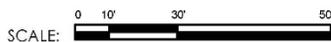
Department / Space	*Adjusted Add'l Unit NSF	Existing Unit NSF	Staff	Office Type	Comments
<b>SECOND FLOOR</b>					
Planning & Comm. Development	740	740	5	Open Office	
Sm. Conf - Fairbanks (Planning)	200	120		4-8 Seats	Min SF for ea. 4-8 seat conf
Copier Room (Planning)	300	80		Copy	Sugg for room w/ shred/ plot/ layout
Building Permitting Services	1750	1,750	18	Open Office	
Copy/ File	80	80		Copy	
Waiting/ Pre-function Area	300				Waiting area for guests/ Break-away during/after mtg's.
Circulation	1,011				
Subtotal	4381				
Communications	1,000	1,000	6	Open Office	
Lg Conf - Knowles (Communications)	650	300		13-19 Seats	Min SF for 19 seat conf.
Information Technology	1,150	1,150	11	Open Office	
Circulation	840				
Subtotal	3,640				
Lobby 2nd Floor	920	360			
Monumt. Stair, Egress Stair, Elev, RR, Mech	1,580				
Egress Stair, Corridor	500				
Subtotal	2,080				
<b>TOTAL - SECOND FLOOR</b>	<b>11,021</b>	<b>5,580</b>	<b>40</b>		<i>*See note on Cover Page</i>
<b>THIRD FLOOR</b>					
Mayor's Office	140	88	1	Private Office	Min SF for desk w/ 2 guest chairs
Sm Conf - Temple+Mayor's Conf. Rm	200	120		4-8 Seats	Min SF for 8 seat conf
City Manager & Risk	1300	1,185	4	Offices	Offices-2sm, 2lg & support spaces
Lg Conf - Chase	700	400		24 Seats	Min SF for 24 seat conf
City Clerk	180	180	1	Private Office	
Circulation	756				
Subtotal	3,276				
Procurement	500	500	3	Open Office	
Mail/ Copy/ File (Procurement)	80	80		Copy	
Office of Management & Budget	400	400	2	Open Office	



Department / Space	*Adjusted Add'l Unit NSF	Existing Unit NSF	Staff	Office Type	Comments
CRA	590	590	3	Open Office	
Sm. Conf - Rollins (CRA)	200	160		6-8 Seats	Min SF for ea. 6-8 seat conf
Copier/ File (CRA)	80	80		Copy	
Circulation	555				
Subtotal	2,405				
Lobby 2nd Floor	600	360			
Monumt. Stair, Egress Stair, Elev, RR, Mech	1,580				
Egress Stair, Corridor	500				
Subtotal	2,080				
Unassigned	720				Third Floor
Unassigned	440				Third Floor
Unassigned	1,080				Third Floor
Subtotal	2,240	0			
<b>TOTAL - THIRD FLOOR</b>	<b>10,601</b>	<b>4,143</b>	<b>14</b>		<i>*See note on Cover Page</i>
<b>*Conceptual Space Allocation Program</b>	<b>32,283</b>	<i>*See note on Cover Page</i>			



### SITE REFERENCE PLAN



WINTER PARK CITY HALL

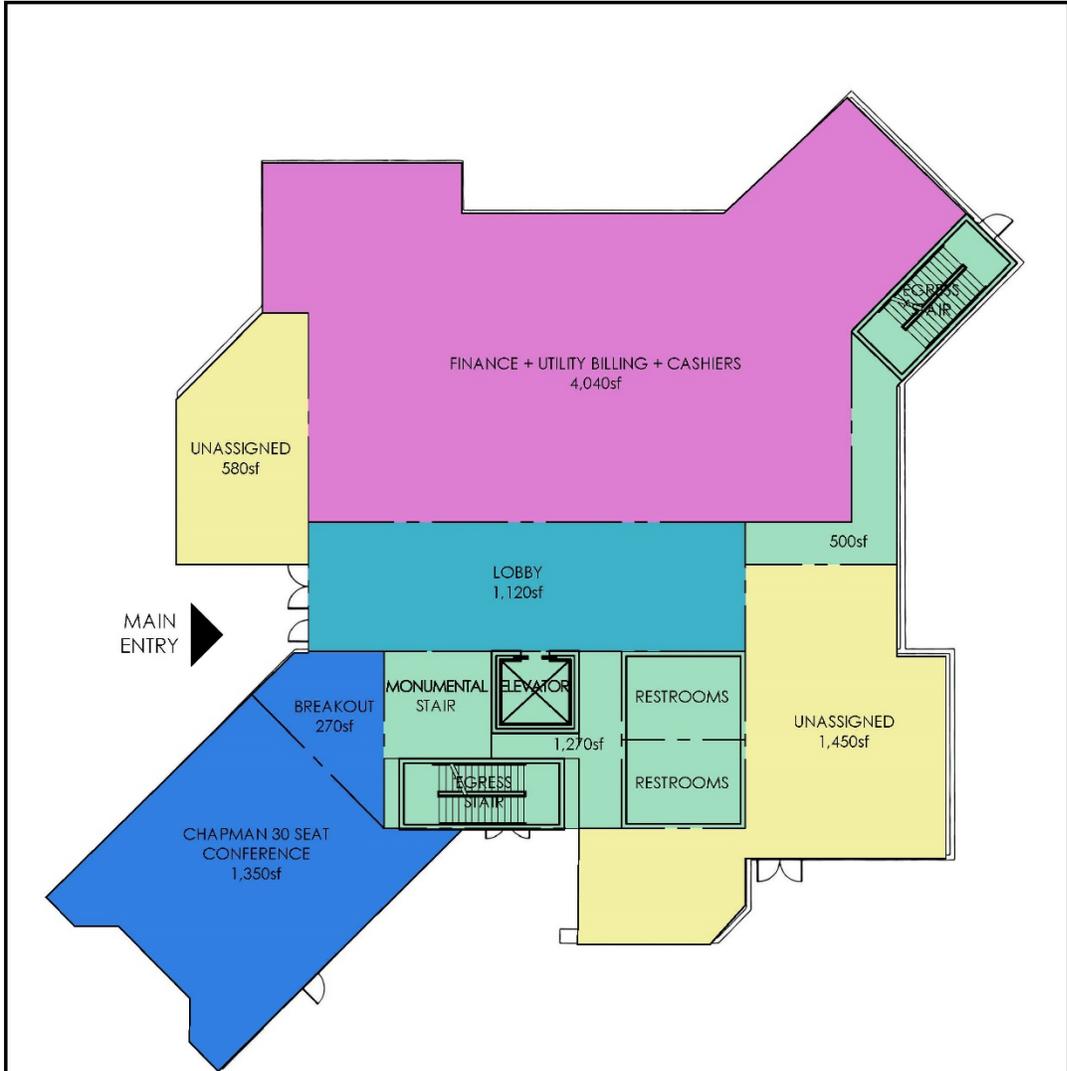
Winter Park, FL

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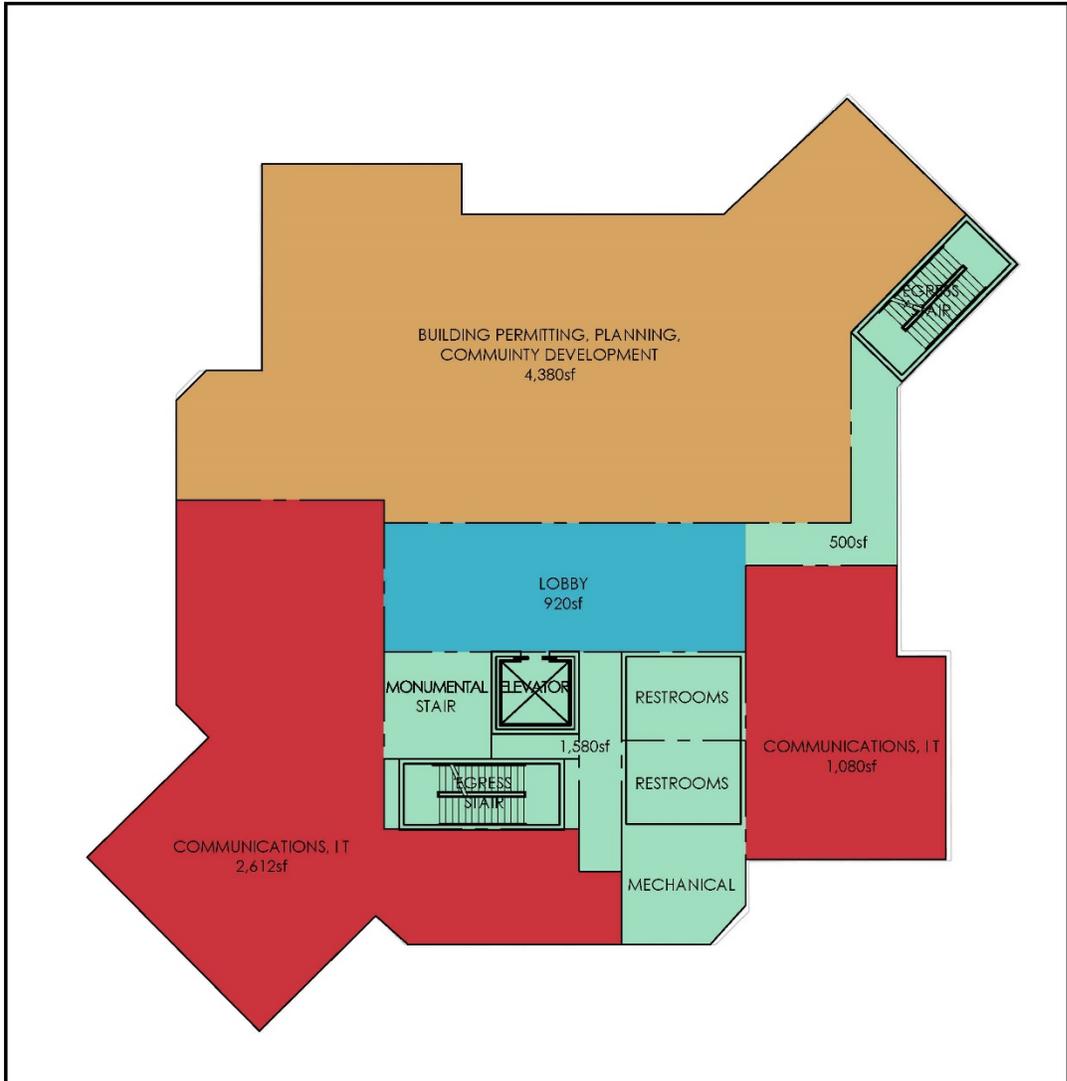


FIRST FLOOR



LEGEND:

DEPARTMENT	AREA
FINNANCE, UTILITY, BILLING, CASHIERS	4,040sf
CHAPMAN 30 SEAT CONFERENCE	1,350sf + BREAKOUT 270sf
LOBBY	1,060sf
CORE: STAIRS, ELEV, RESTROOMS	1,770sf
UNASSIGNED	2,030sf
TOTAL	9,520sf
Estimated Usable Floor Area	10,500sf



## SECOND FLOOR



SCALE: 0 5' 10' 20'

### LEGEND:

DEPARTMENT	AREA
BUILDING PERMITTING, PLANNING, COMMUNITY DEVELOPMENT	4,380sf
COMMUNICATIONS, IT	3,690sf
LOBBY	920sf
CORE: STAIRS, ELEV., RESTROOMS, MECHANICAL, STOR.	1,580sf
TOTAL	10,500sf
Estimated Usable Floor Area	11,110sf

WINTER PARK CITY HALL

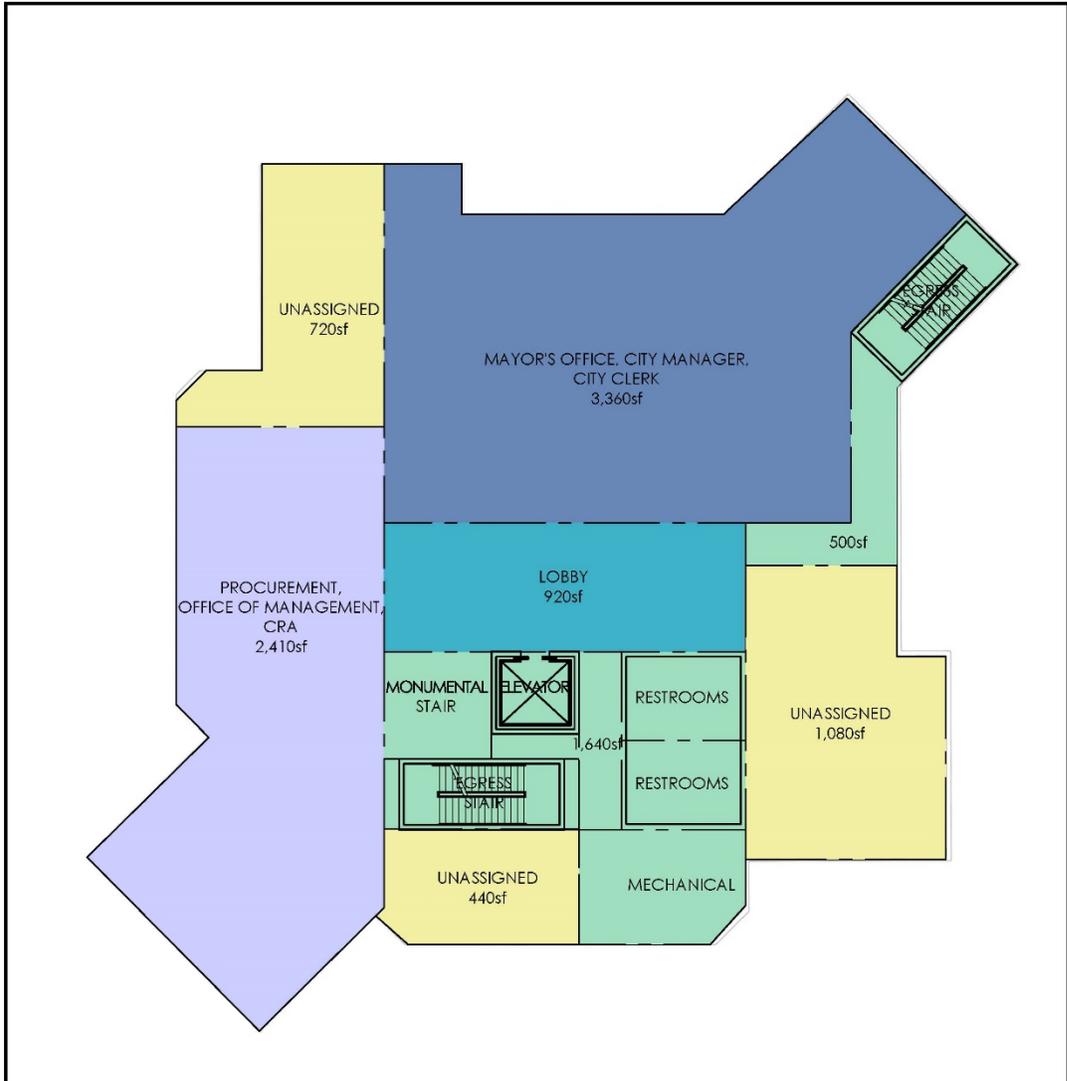
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### THIRD FLOOR



LEGEND:

DEPARTMENT	AREA
MAYOR'S OFFICE, CITY MANAGER, CITY CLERK	3,360sf
PROCUREMENT, OFFICE OF MANAGEMENT, CRA	2,410sf
LOBBY	920sf
CORE: STAIRS, ELEV., MECH, BREAK, RESTROOMS, MAIL/COPY, STOR.	1,950sf
UNASSIGNED	2,240sf
<b>TOTAL</b>	<b>10,500sf</b>
Estimated Usable Floor Area	10,500sf