

ORDINANCE NO. 38-26

AN ORDINANCE AUTHORIZING THE MAYOR TO SOLICIT REQUEST FOR PROPOSALS (RFP'S) TO LEASE THE CITY OWNED BUILDING LOCATED AT 406 S. BROADWAY STREET, MEDINA, OHIO AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

- SEC. 1:** That the Mayor is hereby authorized and directed to solicit Request for Proposals (RFP's) from interested parties to lease the City owned building at 406 S. Broadway Street, Medina, Ohio, and to award RFP to the successful bidder.
- SEC. 2:** That a copy of the Request for Proposals is marked Exhibit A, attached hereto and incorporated herein.
- SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 4:** That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason to be able to obtain a new occupant as early as possible; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: March 9, 2026

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: March 9, 2026

SIGNED: James A. Shields
Mayor



CITY OF MEDINA

132 N. Elmwood Ave. Medina, OH 44256
330-722-9023

OKD. 38-26
Exh. A

REQUEST FOR PROPOSALS - LEASE OF CITY OWNED PROPERTY 406 SOUTH BROADWAY STREET DATE, 2026

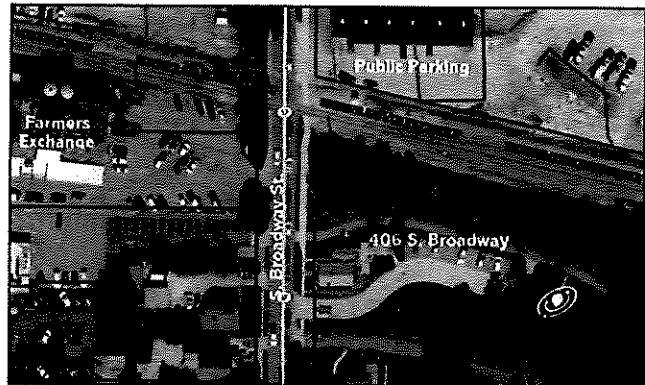
A. PURPOSE OF REQUEST FOR PROPOSALS (RFP)

The City of Medina (hereinafter referred to as the "City") is the owner of a property located at 406 South Broadway Street, Medina, OH 44256 (Parcel Number 028-19D-01-117). This RFP seeks proposals from interested parties for the lease of the City owned building on the property. Proposals will be considered from both non-profit organizations and commercial businesses interested in tenancy of the building.

B. BUILDING AND PROPERTY DESCRIPTION

The site is located on the east side of South Broadway Street, south of the railroad tracks, in the City's South Town District, as shown in the adjacent Location Map.

The lease area will include the building and, if needed for the proposed use, the attached deck and adjacent patio area. Per Medina County Auditor records, the building has a first floor of 1,000 sq. ft., a second floor of 374 sq. ft., and a basement of 818 sq. ft. In addition, the rear of the building includes a 336 sq. ft. deck and a 576 sq. ft. patio.

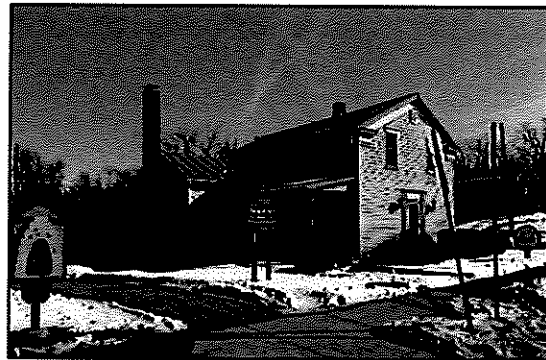


Location Map - 406 S. Broadway St.

The City will not authorize demolition of the existing structure, however tenant improvements may be permitted.

The property also includes:

- 11 parking spaces to the east of the building, which are available to the general public.
- A section of a 2.1 mile multi-use path that will be extended by an additional 0.4 miles north of the property in 2026.
- The beginning point of The Helios Project, an educational program that takes visitors on a scaled journey along the multi-use path from the Sun, through the solar system, and beyond.



Building Picture - 406 S. Broadway St.

In addition, the property directly to the north, on the north side of the railroad tracks, includes a 28-space public parking lot.

C. CITY GOALS AND OBJECTIVES

The City has identified the following goals and objectives for the lease area:

1. The site should be activated to support the vibrancy of South Town.
2. The use must provide some community benefit in the form of enhancement of park facilities, public services, economic development purposes, revenue to support City operations, or other similar benefit.
3. The building is of historical significance to the City and there is strong interest in preserving and honoring the history and architecture of the space.
4. The site and any potential proposed tenant within should be viable and sustainable.

The City is committed to ensuring that, through its lease, the building emerges as a vibrant and viable establishment that provides sustained community benefits to the South Town. To that end, the City is accepting proposals from any interested parties (both non-profit organizations and commercial businesses). Based on the criteria set forth in this RFP, City staff will identify the top-ranked proposals and present them to City Council for consideration.

D. SUBMITAL REQUIREMENTS

Three hard copies of the proposal and one electronic copy of the proposal shall be submitted, including:

1. **Cover Letter and Executive Summary** – A Cover Letter and concise executive summary of the proposal. The letter must be signed by a person authorized to obligate the proposer to fulfil the commitments contained in the proposal.
2. **Proposed Use** – A detailed description of the proposed use of the property, including the following, as applicable:
 - a. A narrative of the proposed project plan for the lease area, including the type(s) of use(s).
 - b. Concept floor plan, images, photographs, and/or maps to help convey the vision for the lease area and proposed business program.
 - c. A description of any proposed tenant improvement investments, including a preliminary estimate of any anticipated costs.
3. **Community Benefits** – A description of any community benefits provided by the proposed use and how these benefits may be sustained over time by the proposer.
4. **Project Schedule** – A preliminary project timeline upon lease, setting forth anticipated dates to conduct any necessary tenant improvements and open for occupancy.
5. **Proposed Lease Terms** – The proposed lease terms including monthly rent and term of the lease. Monthly rent and lease terms included in the RFP are in no way binding to the City and both will be open to negotiation.

*The City is seeking no more than a five (5) year initial lease term.

E. EVALUATION CRITERIA

The following criteria, in no particular order of priority, will be used to evaluate proposals:

1. Submittal of all stated "Submittal Requirements" in Section D of this RFP.
2. Quality of proposed use and business plan.
3. Community benefits of the proposal including, but not limited to, park enhancement, facilitation of recreation, historic preservation, education, services to those in need, and employment opportunities for the disadvantaged.
4. Project schedule including the time necessary to commence operations and the proposer's understanding of the necessary steps to open their doors.
5. Proposed lease terms including lease amount, lease length, and necessary tenant improvements (if applicable).

F. SITE WALKTHROUGH

There will be an optional site walkthrough of the building at 406 South Broadway Street, Medina, OH 44256 on *DATE, 2026*, between the hours of *X a.m. and X a.m.*

G. PROPOSAL DELIVERY LOCATION AND DEADLINE

At least three hard copies of the proposal and one digital copy of the proposal in Adobe PDF or Microsoft Word format shall be submitted in a sealed envelope or container. Sealed proposals will be received by the City of Medina Community Development Director at City Hall, 132 North Elmwood Avenue, Medina, OH 44256 until *X pm on DATE, 2026*, at which time proposals will be publicly opened and announced.

H. QUESTIONS

Please direct questions regarding proposals to:

Andrew Dutton
Community Development Director
adutton@medinaoh.org
(330) 722-9023