

**Bronzeville Advisory Committee
Review Procedure Outline**

**For RFPs, Solicited Listings, and Unsolicited Listings of RACM or
City-Owned Redevelopment Properties in the Bronzeville Market Area**

1. **DCD notifies BAC of its intent to issue a RFP, solicited, or unsolicited listing in the BAC market area.**
 - A. DCD presents listing or information regarding the listing to BAC.
 - B. BAC reviews and comments.
 - C. BAC makes recommendations. BAC may hold for more information, hold for community input, approve, or deny the listing from being released to the public or offered to a buyer.

2. **DCD briefs BAC on proposals submitted, or lack thereof, in response to an RFP, solicited, or unsolicited listing.**
 - A. DCD presents all RFP proposals, solicited offers, or unsolicited offers to BAC in abridged form.
 - B. Information shall be inclusive of the number of proposals, rankings, disposition, and land use classification for each.
 - C. BAC reviews and comments. BAC can ask for more information on the proposals or offers submitted and reasons for the rankings.
 - D. BAC may convened into closed session per pursuant to s. 19.85(1)(e), Wis. Stats., for the purpose of conducting specified public business whenever competitive or bargaining reasons require a closed session. The committee may then reconvene into open session.
 - E. BAC makes recommendations. BAC may hold for more information on proposals or offers submitted; hold for community input on proposals or offers; invite the top, all, or any number of proposals or offers to come before BAC for interviews; or reject all proposals or offers. If all proposals are rejected, the listing can be reissued.

3. **BAC interviews proposers or buyers and may make recommendations.**
 - A. DCD will prepare BAC with a summary sheet on the proposers or buyers and some suggested questions to ask them.
 - B. During interviews, questions are to be directed to the buyer or developer. The focus of questions should not be directed to the contractor, architect, or any other partners that may change.
 - C. BAC may convened into closed session per pursuant to s. 19.85(1)(e), Wis. Stats., for the purpose of conducting specified public business whenever competitive or bargaining reasons require a closed session. The committee may then reconvene into open session.
 - D. BAC makes recommendations. BAC may hold for more information, hold for community input, approve a proposal or offer; or deny all proposals or offers. If all proposals are rejected, the listing can be reissued.

4. BAC conducts community meeting for input, if deem necessary.

- A. The local alderperson, DCD, and BAC may jointly hold a public community meeting, preferably offsite, in response to steps 2-3 referenced in the above steps.
- B. The local alderperson, DCD, and BAC will jointly make opening statements and may proceed to brief attendees on a listing or proposal.
- C. If applicable, proposers or buyers may attend to inform attendees of their proposal and answer questions from attendees.
- D. Meeting will be held in open session. There will be no closed session.
- E. Proper notice shall be given.
- F. Meeting shall be conducted for informational gathering purposes only with no official recommendations or action being made by BAC.

5. BAC formally issues statement on any recommendations made accordingly.

- A. City Clerk staff shall prepare a recommendation letter signed either by the Chair or Vice-Chair and submit to DCD and the local alderperson.
- B. Recommendations made by BAC are advisory.

Notes

- A. “Redevelopment property” is an improved residential lot with 5 or more housing units, a vacant residential lot suitable for 3 or more housing units, an improved commercial lot, or a vacant commercial lot suitable for commercial redevelopment.
- B. “Bronzeville market area” shall include those redevelopment properties within the Bronzeville cultural and entertainment district and the surrounding areas within the Bronzeville tax incremental district.
- C. BAC shall generally proceed with its review process in a timely fashion.
- D. BAC may request additional information and/or reject all proposals, if deemed necessary. BAC should not be pressed to make decisions right away. RFPs can be reissued.
- E. BAC shall direct questions to the buyer or developer during presentations from the buyer or developer. The focus of questions should not be directed to other parties to the buyer or developer, such as the architect or contractor. They can change.
- F. During recommendation deliberations, BAC shall use its judgement on a case by case basis. Judgement criteria shall include, but is not limited to, the redevelopment plan; community input (if applicable); contributions to African American entertainment, arts, or culture; and adherence to preferred or permitted land uses.
- G. Any information presented in closed session shall remain closed to the public.
- H. BAC review procedure and process may be modified accordingly per BAC majority approval.