

**BRONZEVILLE ADVISORY COMMITTEE
REVIEW PROCESS PROCEDURE¹**

*For RFPs, Listings, and Unsolicited Offers of RACM or City-Owned
Development Properties² in the Bronzeville Market Area³*

- I. DCD notifies BAC and local BID⁴ of its intent to issue an RFP, to list, or to accept unsolicited offers for development properties in the Bronzeville market area.**
- A.** DCD Real Estate, DCD Planning and Department of Neighborhood Services collaborate on drafting the RFPs and listings.
 - B.** DCD presents to BAC & BID⁵ proposed RFPs, proposed listings or information regarding unsolicited offers that DCD receives.
 - C.** BAC reviews and comments.
 - D.** BAC makes BAC recommendations. To recommend, BAC may request more information or seek community input. Timing to be discussed with DCD depending on circumstances (e.g. unsolicited offers may have deadlines).
 - E.** If BAC makes recommendations, BAC shall vote and agree to the recommendations prior to issuance. BAC recommendations are advisory understanding that RACM Board and Council approval are required for RACM sales and Council approval is required for City sales.
- II. For RFP responses and for responses to listings.**
- A.** DCD Real Estate provides summary to BAC and local BID⁶ regarding responses to RFPs and responses to listings. The summary will include comments from DCD's Real Estate and Planning Divisions relating to:
 - 1. Design of the new building or renovation of the existing building.
 - 2. Analysis of how the proposed use is or is not consistent with the Redevelopment Plan and Area Plan.
 - 3. What if any Board of Zoning Appeal or City Plan Commission approvals may be required.
 - 4. Whether any buyer policy violations under MCO 304-49 exist.
 - 5. What if any nearby development projects are known to DCD at the time of presentation,

¹ BAC review process procedure may be modified accordingly per BAC majority approval.

² "**Development 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. See MCO 304-49-1-b.

³ "Bronzeville market area" shall include those development properties within the Bronzeville cultural and entertainment district and the surrounding areas within the Bronzeville business improvement district (BID).

⁴ Where possible under Wisconsin open meetings/records law. Where BID or BID member is likely RFP respondent, DCD notifies BID after RFP is posted. Not applicable where BID or BID member is buyer under unsolicited offer.

⁵ See footnote 4.

⁶ Where possible under Wisconsin open meetings/records law. Not applicable where BID or BID member is RFP respondent.

to the extent possible.

- B. BAC reviews summary and responses to RFPs/listings in a timely fashion.
- C. BAC may request more information or seek community input. Timing to be discussed with DCD depending on circumstances.
- D. BAC may request proposed buyers to appear before BAC for interview and questions.
 - 1. BAC shall focus the line of questioning to the buyer or developer to the fullest extent possible.
 - 2. Barring exceptions at the discretion of BAC, participation in interview questioning shall be limited to BAC members.
- E. BAC may convene in closed session per Wis. Stat. 19.85(1)(e) to conduct specified public business whenever competitive or bargaining reasons require a closed session. The committee may then reconvene into open session.
- F. If BAC makes recommendations, BAC shall vote and agree to the recommendations prior to issuance. BAC recommendations are advisory understanding that RACM Board and Council approval are required for RACM sales and Council approval is required for City sales.
 - 1. BAC may recommend to DCD and RACM rejecting any number or all proposals and may recommend reissuance of an RFP or listing. Such recommendations are to be in consultation with DCD.
 - 2. BAC shall use its judgment to provide recommendations on a case-by-case basis based on criteria that BAC shall establish.

III. BAC Appearance at RACM or Council Committee. Per Council Resolution File # 100626, BAC may request appearance at a RACM Board hearing and send a representative to the RACM Board to provide RACM with BAC's approved comments and BAC approved recommendations regarding goals, needs, and desires of the Bronzeville community and BAC recommendations. BAC may request appearance at a Common Council Committee hearing and send a representative to the Council Committee to provide the Council with BAC's approved comments and BAC approved recommendations regarding goals, needs, and desires of the Bronzeville community and BAC recommendations.

IV. The local alderperson may hold her own constituent meetings or meetings with DCD, RACM or buyers.