



W6860 Parkview Drive
Greenville, WI 54942

Michael J. D. Brown
Community & Economic
Development Director

Phone (920) 757-5151 Ext 2000
Fax (920) 757-0543
www:TownofGreenville.com
e-mail: mbrown@townofgreenville.com

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Request for Proposal/Request for Qualification for Town of Greenville Zoning Ordinance Update

The Town of Greenville, WI recently adopted its new 2040 Comprehensive Plan in July 2019. It recently updated its Subdivision Control Ordinance and now has initiated a complete rewrite of its Zoning Ordinance in order to implement the Comprehensive Plan. The Town is seeking proposals/qualifications from qualified firms for this project.

Project Background

The Town Board has directed staff to complete the rewrite utilizing Town staff for the majority of the project. Ordinance language content will be developed by staff, the Planning Commission and Town Board. The Town has also initiated a public involvement process that it will manage. However, there are technical components of the project the Town requires a consultant for which include the following:

1. Development of graphics/images. The Town desires the ordinance to have graphics and images to assist with defining the text of the document. It is unknown at this time how many graphics/images will be required but it is the Town's goal to combine similar code requirements into as few graphics/images as possible.
2. Definitions. Updates to existing, creation of new and elimination of definitions are required to correspond to the ordinance language and graphics/images.
3. Ordinance Testing. The ordinance will need to be tested to make sure there are no abnormalities and the regulations created don't cause major issues or are inconsistent with the Comprehensive Plan. Staff will lead the testing, but assistance is requested.

Alternate:

4. Architectural Design. The Town has interest in completing sub-area plans for various areas in town and developing architectural design requirements for those various areas. If these sub-area plans are completed, the Town desires architectural design ordinance language to be developed. The scope of these plans have been defined and is included within a separate RFP/RFQ but include the Urban Core, Heritage and Gateway areas as identified in the 2040 Comprehensive Plan.

Submission Requirements

The following documents and information shall be submitted by January 6, 2020 via email as a PDF to mbrown@townofgreenville.com.

1. Firm Qualifications to include
 - a. Firm's experience developing zoning ordinances - provide 3 current project examples and contact information for references for each project.
 - b. Staff members assigned to the project and their qualifications.
2. Timeline for completion.
3. Cost estimate for development of:
 - a. Graphics/images
 - b. Definitions
 - c. Testing
 - d. Architectural design ordinance language

Website Links

2040 Comprehensive Plan:

http://www.townofgreenville.com/departments/community_development/land_use_and_conservation/index.php

Zoning Ordinance Update Website:

http://www.townofgreenville.com/zoning_ordinance_update.php

Please contact Michael J. D. Brown for a copy of the Zoning Ordinance 1st Rough Draft

Questions

Contact Michael J. D. Brown, Community and Economic Development Director at mbrown@townofgreenville.com or 920-757-5151 ext. 2000.