



**REQUEST FOR PROPOSALS (RFP) FOR  
VILLAGE OF FOX CROSSING ZONING ORDINANCE UPDATE**

**ISSUED: MONDAY, April 14, 2025**

**PROPOSALS DUE: MONDAY, May 1, 2025, AT 3:00 PM**

Community Development Department  
2000 Municipal Drive, Neenah, WI 54956  
[www.foxcrossingwi.gov](http://www.foxcrossingwi.gov)  
Phone (920) 720-7105

## Overview

The Village of Fox Crossing has a current population of 19,336 and is located in Winnebago County. The Fox Crossing was incorporated as a Village in 2016 from the former Town of Menasha and then consolidated with the balance of the Town of Menasha in 2017. The current zoning ordinance was originally a joint Town-County Zoning Ordinance with some modifications since the Village's incorporation. It now includes flood regulations and various other modifications. The current ordinance only allows reduced setbacks and lot sizes in a planned development (PUD). There are also limited tools addressing noise, vibration and dust controls for commercial and industrial developments. There are no provisions for accessory dwelling units (ADU) or other tools to provide for alternative housing. In addition, the current format of the zoning code is confusing. For example, the R-1 zoning district is a rural residential type of district allowing agricultural uses for larger lot sizes. The R-2 zoning district is a single-family district for homes on public sewer, the R-3 district allows duplexes and the R-4 is multiple family with various densities based on the Village's adopted comprehensive plan. The format of the ordinance is also difficult to work with.

## **Scope of Work**

The scope of work and goals for this project is to complete a new zoning ordinance that is clearer, more user friendly for staff and the general public and supporting more affordable housing while still preserving the current quality of many of the residential neighborhoods in the Village.

The new ordinance needs to reflect the Village's current comprehensive plan land use diversity and housing affordability, bike and pedestrian plans and all other supporting documents. The current zoning code requires that the Village implement many planned unit developments to address needed reduced lots sizes and setbacks and alternate residential developments such as mixed uses. The ordinances current land use matrix showing allowed uses and conditional uses is sometimes confusing and is not reflected in the zoning descriptions.

Public input will be very important. Allowing ADUs in existing low density residential districts may be controversial. The consultant is expected to work with Community Development Department staff to conduct public meetings and hearings before the Planning Commission and Village Board. The new zoning ordinance should reduce the need for PUDs and encourage higher densities and smaller lot sizes. The ordinance should have an emphasis on maximum lot sizes not minimum ones.

## **Deliverables**

The final document shall be in an editable word format acceptable to the Village with appropriate graphics

## Project Description

The chosen firm shall review, in consultation with the Community Development Staff, the current zoning ordinance and prepare revisions to reflect the above topics. The firm shall also in conjunction with Village staff conduct a survey and a series of meetings with the public, Planning Commission and Village Board prior to the development of a draft.

### Consultant Selection

A selection committee consisting of Community Development Department Staff and some Planning Commission Members and a representative from the Village Board shall review all responses to the RFP and select the most qualified consultant for further evaluation and fee negotiation.

The firm shall have experience with similar documents for other communities and shall provide references.

### Related Experience

The Consultant shall provide a list of related experiences for work on similar projects in other municipalities.

### Fee Compensation

The Consultant shall invoice the Village monthly for work completed during the previous month. Reimbursable outside costs such as blueprinting, printing, binding, photo duplication fees and costs, mileage, courier services, etc., shall be included in the compensation figure given above. Alternatives may include electronic information that is reproducible by the Village. The Village has budgeted \$22,000 for this project.

The Consultant shall include a Rate Sheet showing the fully loaded billing rates for all staff classifications proposed to provide services to the Village and propose an estimated cost to provide the requested services.

The Consultant's proposal shall consist of the following tasks:

#### **Task 1: Pre-Study / Existing Conditions**

#### **Task 2: Analysis / Feasibility Study**

#### **Task 3: Final Draft Update**

### General information

1. The successful proposer shall enter into a formal agreement with the Village.
2. The Village reserves the right to accept or reject any or all proposals and may select and negotiate with one or more proposers concurrently and enter into an agreement with such proposers who are determined by the Village to provide the services that are in the best interest of the Village. The Village reserves the right to postpone the RFP process for its own convenience, or to cancel any or all sections of this RFP.
3. Upon receipt of the proposals for consideration of the award, all documents provided shall become public records in their entirety.

4. Prior to beginning any work under this request, the consultant shall secure and maintain a Certificate of Insurance in accordance with the Insurance Requirements for Service Providers included in the Village's standard contract.
6. The Village may contact past clients for references.
7. The terms and scope of the contract will be determined on the basis of professional negotiations between the Village and the prospective consultant. If the Village and prospective consultant fail to reach a contractual agreement, the Village may negotiate with any other applicant submitting a proposal.
8. After the selection of the consultant, all applicants will be notified of the Village's decision.
9. This Request for Proposals (RFP) is being distributed with the understanding that the Consultant is fully responsible for any costs associated with the preparation of a response to this RFP.
10. All documents maps and illustrations shall become property of the Village.

#### Request for Proposals (RFP) Submittal

The deadline for consultant submittals is Monday, May 1, 2025, by 3 p.m. Please mail or hand deliver your proposal that states on the application that it is for the "Village of Fox Crossing Zoning Ordinance Update" and submit one (1) original and two (2) hard copies to:

Community Development Department  
Village of Fox Crossing  
2000 Municipal Drive  
Neenah, WI 54956

#### Staff Contact

For inquiries on this Request for Proposals, please contact:

George L. Dearborn Jr, AICP, Director of Community Development  
(920) 720-7105 or [gdearborn@foxcrossingwi.gov](mailto:gdearborn@foxcrossingwi.gov)