

City of Viroqua
Request for Proposals
Comprehensive Plan Update
Released 9-12-2024
Response to Questions 9-30-2024

Alternate Plans (HPP and Outdoor Recreation) Questions and Answers

1. Could you provide additional information on what you're looking for with the Historic Preservation Plan? There is very little information within the RFP. Could you help us understand if this is intended to be: (1) another chapter within the Comprehensive Plan that provides policy guidance on historic preservation; (2) a standalone document that includes some kind of historical property-by-property survey; or (3) some other type of historic preservation plan intended to be used as part of work in conjunction with the State Historical Society? If it's easier, could you provide us with an example plan that illustrates the desired outcomes and components of this effort.
 - A. **Please see accompanying document titled "Historic Preservation Plan: Background and Scope". The HPP is intended to be a standalone document but should work in concert with the Comprehensive Plan. It is not being created to work in conjunction with the State Historical Society. The city is open to discussion on how best to approach the HPP in relation to the Comprehensive Plan and what elements the HPP should include.**

2. Does Viroqua have existing historic preservation planning documents this plan would build upon?
 - A. **This would be the City's first Historic Preservation Plan. However, the City's Historic Preservation Commission has been active and productive for many years and would have other materials to build on. This includes:**
 1. **Viroqua Heritage Buildings Survey (June 2001)**
 2. **Historic Preservation Ordinance**
 3. **Documents Two Historic Districts**
 4. **Inventory of Local Historic Landmarks**

3. Do you have a mapped historical preservation area already in which the Historic Preservation Plan would be based on, or would the plan be exploring and identifying where those areas may be located?
 - A. **Please see accompanying document titled "Historic Preservation Plan: Background and Scope". Specifically, see elements #9 and #10 on page 2. The intention of the HPP is to identify areas for *future* research and survey.**

4. Is it expected for the Comprehensive Plan and the two alternate plans (Historic Preservation & Recreation Plan) to begin and end concurrently or is it possible to have slightly different timelines for each plan completion, assuming award of more than one plan.
 - A. **The city believes there may be time, effort, and/or cost-efficiencies gained by running the three planning processes concurrently. However, the city is open to the recommendations of consultants on how best to proceed.**

5. Does the City have an existing adopted Comprehensive Outdoor Recreation Plan? If so, does the city believe that there are wholistic and substantial changes needed to past plan (rewrite) or would this be more of an update process to the existing plan?
 - A. **The City's last Outdoor Recreation Plan was for 2001-2005. While there may be some value there to build on, the Parks and Recreation Director is recommending a full rewrite.**

6. What does the city envision the collaboration process looking like with the County as they develop their new Comprehensive Plan? Would there be recurring meetings, just a few meetings, or just the distribution of materials for review on either side?
 - A. **Currently, the city does not know what the best approach is for collaborating or communicating with the County with regards to their Comp Planning process. The city is seeking a consultant that would provide guidance on this matter.**

7. It was noted that Vernon County is currently working on a Housing Study. Is that being done by the RPC in conjunction with the County's Comprehensive Plan or is there a separate entity doing that project? If so, which entity?
 - A. **The Housing Study is being conducted in partnership with Vernon County UW-Extension. The staff person is Hannah Altimus.**

8. Who is the appropriate contact person at Vernon County regarding their county-wide comprehensive plan?
 - A. **Cassandra Hanan, Vernon County Coordinator**

General Questions

9. What is the City's level of comfort in using virtual meeting technology? It is anticipated that some staff, commission, committee, and public meetings may need to take place virtually and we are curious if the city is open to that idea and has the technology to support such meetings.
 - A. **We are very comfortable with this approach and have excellent technology to support virtual meetings.**

10. Is the City amenable to virtual meetings between the selected consultant and Project Coordinator and/or Project Steering Committee?
 - A. **We are very comfortable with this approach and have excellent technology to support virtual meetings.**

11. Other than a Comprehensive Plan Update project page on the city's website, what other digital platforms is the city planning to utilize to provide information related the project?

A. The city has a Facebook page and YouTube Channel. Our website will be fully updated by the end of 2024. We also have strong relations with the local media to help support the effort.

12. Is it envisioned that City staff could conduct some of the public engagement sessions as part of the planning process with support and guidance provided by the consultant? We have found great success in a variety of different types of public engagement strategies and were curious if staff felt they could lead some of these efforts during the planning process or if it was desired that the consultant lead, facilitate, and attend all public engagement efforts.

A. A key expectation of the consulting firm is to lead the public engagement sessions. We are open to discussing the concept of City staff assisting or taking a secondary role with some of the sessions, if necessary.

13. Will the selected consultant be working primarily with the Project Coordinator, or will there be a Project Steering Committee involved throughout the project (e.g., the City Plan Commission)?

A. The selected consultant will be working predominantly with the Project Coordinator, but the City Plan Commission will be fully involved. The specific balance of responsibilities for each has yet to be determined. We are open to recommendations on best practices from the selected consultant.