2022 MIXED-USE TAX INCREMENTAL DISTRICT CREATION NO. 9
CITY OF STOUGHTON, WI

Draft Timetable – 12/16/21

ACTION DATE	STEP
Dec.	City will provide Ehlers with the maps, list of projects and costs, a list of the parcel tax key #'s within the District, pertinent parcel information, etc.
	Ehlers will prepare & provide the City with a feasibility analysis report, options, and/or draft project plan document.
	Planning Commission makes a motion to call for a public hearing (optional)
Feb. 15	Ehlers' will e-mail a Notice to Official City Newspaper of organizational JRB meeting & public hearing. (cc: City)
	Ehlers will e-mail & mail notification letters, along with required enclosures, to overlapping taxing jurisdictions of JRB organizational meeting & public hearing, as well as the agenda - to be posted by the City. (cc: City & attorney) *(Letters must be postmarked prior to first publication).*
Feb.	Ehlers will provide City, overlapping taxing entities, and/or City Attorney with [revised] draft Project Plan document, if not yet provided and/or necessary, as well as agenda language (City to post) & resolution (City to distribute) for first meetings, and will also request legal opinion of the plan.
Feb. 24	First Publication of Public Hearing & JRB Meeting Notice *(Week prior to second notice & at least 5 days prior to JRB meeting)*
March 3	Second Publication of Public Hearing & JRB Meeting Notice. *(At least 7 days prior to public hearing & in a separate week than the first notice; publications must be in consecutive weeks)*
March 14	Joint Review Board meets to review plan, appoint chairperson and public member and set next meeting date. *(Prior to public hearing & within 14 days of the public hearing notice publication)*
	Planning Commission Public Hearing on Project Plan and approval of TID boundary. *(Within 14 days of second publication)*
	Planning Commission reviews Project Plan & approval of District Project Plan and boundaries.
March	Ehlers will provide City & City Attorney with revised draft Project Plan, if necessary, as well as agenda language (City to post) & resolution (City to distribute) for Common Council meeting. Also request legal opinion from City Attorney approving the Project Plan (to be inserted into the plan prior to the Common Council meeting).
April 12	Common Council reviews Project Plan & adopts resolution approving District Project Plan and boundaries. *(at least 14 days after hearing),*
April 15	Ehlers' will e-mail a Class 1 Notice to Official City Newspaper of JRB meeting. (cc: City)
	Ehlers will e-mail notices & required attachments to JRB of the final meeting, along with the Agenda (City to post). (cc: City & Attorney) *(Letters/documents are not required to be sent prior to the meeting).*
April 21	Publication of JRB Meeting Notice *(At least 5 days prior to meeting)*
April 26 – May 24	Joint Review Board meets to consider approval *of* District Project Plan and boundaries *(Within 45 days of notification of meeting / receipt of Planning Commission & Common Council resolutions)*
May – Oct.	Ehlers will notify the DOR within 60 days of approval that the TID creation took place. Ehlers will then gather prepare, and submit state forms & required documents to the state, once the **2022** assessed parcel values available (following the BOR) & we receive all remaining maps, legal descriptions, parcel information, documents, etc. from the City. **DOR filing deadline October 31.**

Planning Commission meets: 2nd Monday's @ 6 p.m.
Common Council meets: 2nd & 4th Tuesday's @ 7 p.m.
Official City Newspaper is: Stoughton Courier Hub & publishes Thursday's, with a deadline of Friday via unglegals@wcinet.com