

AMENDED MEETING NOTICE

The City of Stoughton will hold a Regular meeting of the **Planning Commission** on **Monday, September 10, 2012 at 6:00 pm** in the **Council Chambers, Second Floor, Public Safety Building, 321 S. Fourth Street, Stoughton WI.**

AGENDA

1. Call to order
 2. Consider approval of the Planning Commission meeting minutes of August 13, 2012.
 3. Council Representative Report.
 4. Meeting Summary & Status of Developments/Projects. (Page 5)
 5. Matt Oliver requests Certified Survey Map (CSM) approval for a lot line adjustment between 2225 Stone Crest Road and 2309 Autumn Crest. (Page 7)
 - Recommendation to Council
 6. Lawrence Franceschi and Kevin Doerr request a conditional use permit to operate an automobile retail sales business at 817 W. Main Street. (Page 11)
 - Public Hearing
 - Recommendation to Council
 7. Jason Jerman requests to rezone the property at 1528 W. Main Street from MR-10 Multi-Family Residential to MR-24 Multi-Family Residential. (Page 21)
 - Public Hearing
 - Recommendation to Council
 8. **Review Tax Incremental District #3, Amendment #2 Budget Project Plan.**
 - **Schedule Public Hearing**
 9. Future agenda items
 10. Adjournment
- 9/5/12mps

COMMISSIONERS:

Mayor Donna Olson, Chair
Eric Hohol, Vice-Chair
Scott Truehl

Todd Krcma
Rollie Odland

Ron Christianson
Eric Olstad

CC:PACKETS:

Rodney Scheel
Todd Krcma

Michael Stacey (3)
Mayor Donna Olson

Rollie Odland
Scott Truehl

E-MAIL NOTICES:

All Department Heads
Area Townships
City Attorney Matt Dregne
Citizen Planning Commissioners

Council members
Stoughton Hub
Peter Sveum
Bill Livick

Steve Kittelson
Derek Westby
Scott Wegner

MAIL NOTICES: Matt Oliver, 2225 Stone Crest Road, Stoughton; Rhonda Odor, 2309 Autumn Crest, Stoughton; Lawrence Franceschi, 368 Indian Bend Road, Burlington, WI., 53105; Jason Jerman, N3377 S. Oakland Road, Fort Atkinson, WI. 53538;

IF YOU ARE DISABLED & IN NEED OF ASSISTANCE, PLEASE CALL 873-6677 PRIOR TO THIS MEETING.

NOTE: AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL.

**Tax Increment District #3
Amendment #2
City of Stoughton, WI**

Prepared For:



City of Stoughton
381 East Main Street
Stoughton, WI 53589

Prepared By:

vierbicher
planners | engineers | advisors



999 Fourier Drive, Suite 201
Madison, WI 53717

DRAFT:
September 4, 2012

Tax Increment District #3 Created: November 24, 1992
Amendment #1 Adopted: October 23, 2007
Amendment #2 Adopted: [REDACTED]

Acknowledgements

City Council

Donna Olson – Mayor
Tim Swadley
David Kneebone
Elvin Swangstu
Paul Lawrence
Ron Christianson
Michael Engelberger
Tom Majewski
Greg Jenson
Tricia Suess
Eric Olstad
Eric Hohol
Larry Peterson

Plan Commission

Donna Olson – Mayor & Chair
Todd Krcma
Scott Truehl
Rollie Odland
Eric Hohol
Eric Olstad
Ron Christianson

City Staff

Laurie Sullivan, Building Inspector/Assessor
Rodney Scheel, Director of Planning & Development
Michel Stacey, Zoning Administrator/Assistant Planner

Joint Review Board

Laurie Sullivan – City of Stoughton
David Worzala – Dane County
[REDACTED] – Stoughton School District
[REDACTED] – Madison Area Technical College
Dave Phillips – At-Large Member

Vierbicher Associates, Inc.

Gary Becker, Project Manager

Table of Contents

Introduction	1
Proposed Amendment	2
Economic Feasibility & Financing	3
Overlying Taxing Jurisdictions.....	5
“12% Test”	5
Changes to Maps, Plans, Ordinances.....	5
Relocation.....	6
Promoting Orderly Development	6
District Boundaries.....	6

Appendix A: Financial Projections

- Attachment #1: Planned Project Costs
- Attachment #2: Financing Summary
- Attachment #3: Debt Service Plan
- Attachment #4: Tax Increment Pro Forma
- Attachment #5: Tax Increment Cash Flow

Appendix B: Resolutions, Notices, Minutes, and Other Attachments

- Attachment #1: Project Plan Expenditures Map
- Attachment #2: Timetable
- Attachment #3: Public Hearing Minutes
- Attachment #4: CDA Resolution
- Attachment #5: City Council Resolution
- Attachment #6: Joint Review Board Approval Resolution
- Attachment #7: Proof of Publication
- Attachment #8: Attorney Opinion Letter
- Attachment #9: JRB Meeting Minutes
- Attachment #10: Public Hearing Notice to Taxing Jurisdictions

1 Introduction

This is an amendment to the City of Stoughton's Tax Increment District (TID) #3 Project Plan. TID #3 was created by resolution of the Stoughton City Council in November of 1992. The TID must be closed in 2020, with November 2014 being the final month for project cost expenditures. This amendment is to add project costs not included in the original project plan, primarily in relation to infrastructure improvements and land acquisition. This amendment also authorizes TID #3 to expend money within a half-mile of the TID boundary on projects that benefit the TID.

As authorized in Wisconsin Statutes 66.1105, Tax Increment District #3 was created to promote the orderly development of the City of Stoughton by promoting industrial development and causing infrastructure improvements to be made within the TID #3 boundary. The amended project plan for Tax Increment District #3 in the City of Stoughton has been prepared in compliance with Wisconsin Statutes Chapter 66.1105(4)(h). The TID #3 Project Plan Amendment shall be attached to the City of Stoughton TID #3 Project Plan, and become part of the original project plan adopted by resolution of the Stoughton City Council.

The City Council is not mandated to make expenditures described in this Amendment; however, they are limited to implementing only those projects identified in the original Project Plan and its amendments.

As required by Wisconsin Statutes Chapter 66.1105(5)(b), a copy of the Amendment will be submitted to the Wisconsin Department of Revenue and used as the basis for the certification of the Amendment of Tax Increment District #3.

Approval Process

The City Council authorized the Plan Commission to initiate planning for an amendment to TID #3 on August 14, 2012. The Amendment to TID #3 was introduced at the Stoughton Plan Commission meeting on September 10, 2012 where the Plan Commission discussed the draft plan and scheduled a public hearing for October 8, 2012. Public Hearing notices were published on September 20, 2012 and September 27, 2012. A Joint Review Board notice was published on September 20, 2012. The initial meeting of the Joint Review Board was held on _____, 2012 where _____ was confirmed as the at-large board member and _____ was confirmed as board chair. The Public Hearing for the TID #3 Project amendment was held on October 8, 2012. After the public hearing, the Plan Commission approved the TID #3 Project Plan amendment and recommended it to the City Council for adoption. This Project Plan amendment was adopted by resolution of the City Council on October 23, 2012. The TID #3 Project Plan, as amended, is to be used as the official Plan for the district.

The TID #3 Project Plan Amendment has been reviewed and approved by a Joint Review Board as required by Wisconsin Statutes. A notice for the final meeting of the JRB was published on _____. The final meeting of the JRB was held on _____. At that meeting, the JRB approved the City's Amendment of TID #3.

2 Proposed Amendment

The City of Stoughton has historically been successful in using tax increment financing to facilitate business development, job growth, and increase property values. The City created TID No. 2 to assist Stoughton Trailers in its expansion on the southeast side of the City, retaining hundreds of jobs in the community. TID #3 has been successful as well, facilitating about 68 acres of manufacturing development in the City's industrial park. With this success, the City has run out of land that is suitable for industrial development. The City would like to leverage the success of TID #3 to lay the foundation for continuing the City's successful industrial development program.

The two items added to the TID #3 budget for the remaining years of the TID's life, aside from costs related to the amendment itself, are:

1. \$1.4 million additional funding for land acquisition to expand the business park. The City's industrial park is full, and the City would like to have the ability to purchase land immediately adjacent to the park to the north to allow existing industrial park businesses to expand and to be able to attract new businesses. The property in question is currently just outside the boundary of TID #3. The City will consider creating another tax increment district to include the business park expansion area at an appropriate time in the future. It is important that the City is prepared for future development opportunities by securing land for expansion.
2. Approximately \$1.1 million additional funding for infrastructure. Williams Drive, which is along the western edge of the TID, provides the only access to property in the TID. With all the truck and employee traffic on Williams generated by the businesses in the park, the roadway has deteriorated significantly and requires reconstruction. The sanitary sewer, water main, and storm sewer will also be improved in association with the road reconstruction project, and a water main loop to North Johnson Street will be added increase the reliability of water service to the park.

No "non-project costs" are included in this amendment.

The original project plan and all amendments thereto for this TID, including all maps and attachments, proposed public works and improvements within and outside the TID, and estimated project and nonproject costs, are incorporated by reference except as specifically modified herein.

This amendment to TID #3 also authorizes expenditures that benefit the TID to be made within a half mile of the TID #3 boundary. Any expenditures made under this authorization would come from previously authorized expenditure categories in the original TID #3 plan or this amendment.

Please see Section 3, Economic Feasibility and Financing, for an analysis of TID #3 cash flow.

3 Economic Feasibility & Financing

It is necessary to project the amount of tax incremental revenue that can reasonably be generated from the district over its remaining life to evaluate the economic feasibility of the TID amendment. The ability of the municipality to finance proposed projects must also be determined. The TID #3 amendment is economically feasible if the tax incremental revenue projected to be generated over the remaining life of the TID is sufficient to pay all project and financing costs incurred during the TID's remaining expenditure period. The components of such an analysis include:

- A. The expected increase in property valuation due to inflation and the impact of general economic conditions on the TID.
- B. The expected increase in property valuation due to new development encouraged by the TID.
- C. Any change that may take place in the full value tax rate.
- D. The expected TID revenues.
- E. The expected TID cash flow (the *timing* of the revenue).

A. Inflation

Throughout the past twenty years, the annual rate of inflation in the construction industry has averaged 2.5 percent (source: Engineering News-Record Construction Cost Index History - <http://enr.construction.com/cost/costcci.asp>). Inflation for purposes of projecting future project costs is assumed to be 3.0 percent in this plan.

B. Increase in Property Value

While there is some space for existing businesses to expand on their respective parcels, the business park is essentially full, and does not have land for new development. This amendment assumes one expansion project of \$1.5 million over the remaining life of the TID. The inflation rate, for the purpose of making projections of equalized value, will be 1.0 percent. Please see Appendix A, Attachment #4.

C. Full Value Tax Rate

The third variable to consider in projecting TID revenues is the full value tax rate (Table #1). The full value tax rate is adjusted annually based on property valuation and the amount of funds required by all taxing jurisdictions to support their adopted annual budgets. The following chart summarizes the historic full value tax rate in the City between 2000 and 2011 (the mill rate is shown for the year the taxes are levied).

On a year-to-year basis, the percentage decrease (or increase) in the mill rate has varied widely over the past 11 years. The mill rate declined from 2000 through 2006, before rebounding to roughly its year 2000 level in 2011. For the purposes of projecting the mill rate for the remainder of the district's life a 0% change per year will be used. The assumption of no change will provide a conservative estimate, since increases in the full value tax rate would result in an increase in tax increment for the District. It also reflects the long-term average shown in the table at right.

Table #1: Full Value Tax Rate

Year	Mill Rate/ \$1,000	Percent Change
2000	0.02225	--
2001	0.02160	-2.92%
2002	0.02154	-0.28%
2003	0.02031	-5.71%
2004	0.02027	-0.20%
2005	0.01882	-7.15%
2006	0.01826	-2.98%
2007	0.01843	0.93%
2008	0.01856	0.71%
2009	0.01985	6.95%
2010	0.02117	6.65%
2011	0.02244	6.00%

D. TIF Revenues

A total of approximately \$3.2 million in additional TIF revenue is expected over the remaining life of TID #3. The projected TIF Revenue from TID #3 is shown in the Tax Increment Proforma in Attachment #4 of Appendix A. The total tax increment revenue is sufficient to pay all TID-related costs for the projects and amounts shown in the Planned Project Costs in Attachment #1 of Appendix A, as well as pay down existing outstanding debt.

E. Cash Flow

Another consideration regarding the adequacy of TID revenues toward paying TID project costs is the relative timing of revenues and expenditures, or cash flow. The TID ended 2011 with a fund balance of \$443,625. This fund balance is projected to grow in 2013 and 2014, before being drawn down over the final six years of the TID as the district pays back debt service associated with this amendment. If the projections hold true, the TID will have a surplus of approximately \$186,000 in its final year. The Tax Increment Cash Flow Worksheet shown on Attachment #5 in Appendix A summarizes the projected cash flow.

4 Overlying Taxing Jurisdictions

Taxing Districts overlying TID #3 in the City of Stoughton include Dane County, the Stoughton Area School District, Madison Area Technical College, and the State of Wisconsin.

The amendment to allow additional infrastructure expenditures and land acquisition costs will delay the closing of TID #3 by up to seven years. While that would result in dollars being retained in TID #3 for the near-term, the City believes that the long term benefits, in the form of supporting new and ongoing development efforts through an upgrade in municipal infrastructure and setting the stage for an industrial park expansion, will result in an overall long-term boost in taxable value in and around the TID that will outweigh a shorter term delay in the return of parcels to the property tax rolls.

5 “12% Test”

The City cannot create new TIDs or add territory to existing TIDs if more than 12% of its equalized value is TID value increment. The City currently has about 3% of its total equalized value as increment in TIDs, however, because this Amendment does not add any property to the TID, the 12% test does not impact the Amendment.

6 Changes to Maps, Plans, Ordinances

No changes to the Comprehensive Plan, Building Codes, or official map are proposed as part of this amendment. No changes to the City's Zoning Ordinance or other City Ordinances are required to implement this project plan amendment. Though no rezonings are currently anticipated, development proposals may require changes in zoning designation consistent with the intent of this Amendment and the intent of this industrial TID.

7 Relocation

No persons are expected to be displaced or relocated as a result of proposed projects in this TID amendment; however, if relocation were to become necessary in the future, the following is the method proposed by the City for displacement or relocation. Before negotiations begin for the acquisition of property or easements, all property owners will be contacted to determine if there will be displaced persons as defined by Wisconsin Statutes and Administrative Rules. If it appears there will be displaced persons, all property owners and prospective displaced persons will be provided an informational pamphlet prepared by the Wisconsin Department of Administration (DOA). If any person is to be displaced as a result of the acquisition they will be given a pamphlet on "Relocation Benefits" as prepared by the DOA. The City will file a relocation plan with the DOA and shall keep records as required in Wisconsin Statutes 32.27. The City will provide each owner a full narrative appraisal, a map showing the owners of all property affected by the proposed project and a list of neighboring landowners to whom offers are being made as required by law.

8 Promoting Orderly Development

TID #3 was created to promote industrial development within the City of Stoughton. The success of TID #3 now places the City in the position of no longer being able to promote industrial development within the current industrial park boundary. This amendment to TID #3 will allow the TID to make further investments in infrastructure and land to fully carry out the goal of supporting industrial development in the future.

9 District Boundaries

The TID #3 boundary is not affected by this amendment. A map of the existing TID boundary has been provided in Appendix B, Attachment #1.

A Financial Projections

Appendix A – Financial Projections

Attachment #1: Planned Project Costs
Attachment #2: Financing Summary
Attachment #3: Debt Service Plan
Attachment #4: Tax Increment Pro Forma
Attachment #5: Tax Increment Cash Flow

Attachment #1: Planned Project Costs
City of Stoughton
TID #3 Amendment
9/4/2012

Type of Expenditure	Amount	% Paid By		Costs Allocated to Project
		Project	Other	
A. Capital Costs	\$0	100%	0%	\$0
B. Infrastructure				
Williams Drive Reconstruction*	\$901,000	100%	0%	\$901,000
Water Main Loop to N. Johnson St.	\$193,000	100%	0%	\$193,000
	\$1,094,000	100%	0%	\$1,094,000
C. Site Development Costs	\$0	100%	0%	\$0
D. Land Acquisition & Assembly	\$1,400,000	100%	0%	\$1,400,000
E. Development Incentives	\$0	100%	0%	\$0
F. Professional Services	\$0	100%	0%	\$0
G. Discretionary Payments	\$0	100%	0%	\$0
H. Administration Costs	\$0	100%	0%	\$0
I. Organizational Costs				
Department of Revenue Submittal Fee	\$1,000	100%	0%	\$1,000
TID Creation Fees	\$16,000	100%	0%	\$16,000
City Staff & Publishing	\$5,000	100%	0%	\$5,000
Total Organization Costs	\$22,000	100%	0%	\$22,000
Inflation	\$42,000	100%	0%	\$42,000
Total Project Costs	\$2,516,000	100%	0%	\$2,516,000
J. Interest, Financing Fees, Less Cap. Interest				\$398,826
Plus Capitalized Interest				\$0
Total TIF Budget				\$2,914,826
* Includes sanitary sewer, water main, storm sewer, stormwater detention, and street construction.				

Attachment #2: Financing Summary
City of Stoughton
TID #3 Amendment
9/4/2012

TID Activities	Loan #1 6/1/2013	Loan #2 6/1/2014	Loan #3 --	Total
A. Capital Costs	\$0	\$0	\$0	\$0
B. Infrastructure	\$1,094,000	\$0	\$0	\$1,094,000
C. Site Development Costs	\$0	\$0	\$0	\$0
D. Land Acquisition & Assembly	\$0	\$1,400,000	\$0	\$1,400,000
E. Development Incentives	\$0	\$0	\$0	\$0
F. Professional Services	\$0	\$0	\$0	\$0
G. Discretionary Payments	\$0	\$0	\$0	\$0
H. Administration Costs	\$0	\$0	\$0	\$0
I. Organizational Costs	\$0	\$0	\$0	\$0
Subtotal	\$1,094,000	\$1,400,000	\$0	\$2,494,000
Inflation Factor Cost Adj. @ 3% per year	\$0	\$42,000	\$0	\$42,000
Grants	\$0	\$0	\$0	\$0
Reduction for Land Sale Revenue	\$0	\$0	\$0	\$0
Total Cost For Borrowing	\$1,094,000	\$1,442,000	\$0	\$2,536,000
Capitalized Interest	\$0	\$0	\$0	\$0
Financing Fees (2%)	\$22,327	\$29,429	\$0	\$51,755
Debt Reserve	\$0	\$0	\$0	\$0
Subtotal	\$1,116,327	\$1,471,429	\$0	\$2,587,755
Less Interest Earned	\$0	\$0	\$0	\$0
BORROWING REQUIRED	\$1,116,327	\$1,471,429	\$0	\$2,587,755

**Attachment #3a - Debt Service Plan
City of Stoughton
TID #3 Amendment
Tax Exempt Bond Issue
9/4/2012**

Principal:	\$1,116,327	Project Cost:	\$1,094,000
Interest Rate:	3.50%	Finance Fees:	\$22,327
Term (Years):	7	Interest Earned:	\$0
# of Principal Payments:	7	Capitalized Interest:	\$0
Date of Issue:	6/1/2013	Total TID Cost of Loan:	\$1,277,983

Year	Principal Payment #	Unpaid Principal	Principal Payment	Interest Payment	Total Payment	Apply Surplus to Principal
2012	0	\$0	\$0	\$0	\$0	\$0
2013	0	\$1,116,327	\$0	\$0	\$0	\$0
2014	1	\$1,116,327	\$143,498	\$39,071	\$182,569	\$0
2015	2	\$972,829	\$148,520	\$34,049	\$182,569	\$0
2016	3	\$824,309	\$153,718	\$28,851	\$182,569	\$0
2017	4	\$670,591	\$159,098	\$23,471	\$182,569	\$0
2018	5	\$511,492	\$164,667	\$17,902	\$182,569	\$0
2019	6	\$346,825	\$170,430	\$12,139	\$182,569	\$0
2020	7	\$176,395	\$176,395	\$6,174	\$182,569	\$0
Total			\$1,116,327	\$161,657	\$1,277,983	\$0

**Attachment #3b - Debt Service Plan
City of Stoughton
TID #3 Amendment
Tax Exempt Bond Issue
9/4/2012**

Principal:	\$1,471,429	Project Cost:	\$1,442,000
Interest Rate:	3.50%	Finance Fees:	\$29,429
Term (Years):	6	Interest Earned:	\$0
# of Principal Payments:	6	Capitalized Interest:	\$0
Date of Issue:	6/1/2014	Total TID Cost of Loan:	\$1,656,842

Year	Principal Payment #	Unpaid Principal	Principal Payment	Interest Payment	Total Payment	Apply Surplus to Principal
2012	0	\$0	\$0	\$0	\$0	\$0
2013	0	\$0	\$0	\$0	\$0	\$0
2014	0	\$1,442,000	\$0	\$0	\$0	\$0
2015	1	\$1,471,429	\$224,640	\$51,500	\$276,140	\$0
2016	2	\$1,246,788	\$232,503	\$43,638	\$276,140	\$0
2017	3	\$1,014,285	\$240,640	\$35,500	\$276,140	\$0
2018	4	\$773,645	\$249,063	\$27,078	\$276,140	\$0
2019	5	\$524,582	\$257,780	\$18,360	\$276,140	\$0
2020	6	\$266,802	\$266,802	\$9,338	\$276,140	\$0
Total			\$1,471,429	\$185,414	\$1,656,842	\$0

**Attachment #4: Tax Increment ProForma
City of Stoughton
TID #3 Amendment
9/4/2012**

Assumptions	
Base Value	\$94,000
Equalized Tax Rate	0.02244 For County, Village, Technical College, and School District
Property Appreciation Rate	1.00% For Existing Construction
Annual Change in Tax Rate	0.00%

Year	Previous Valuation	Inflation Increment	Increment	Total Valuation	Cumulative Increment	TIF Tax Rate	TIF Revenue
2012	\$14,746,400	\$147,464	\$0	\$14,893,864	\$14,799,864	0.022440	\$259,739
2013	\$14,893,864	\$148,939	\$0	\$15,042,803	\$14,948,803	0.022440	\$330,909
2014	\$15,042,803	\$150,428	\$0	\$15,193,231	\$15,099,231	0.022440	\$332,109
2015	\$15,193,231	\$151,932	\$1,500,000	\$16,845,163	\$16,751,163	0.022440	\$335,451
2016	\$16,845,163	\$168,452	\$0	\$17,013,615	\$16,919,615	0.022440	\$338,827
2017	\$17,013,615	\$170,136	\$0	\$17,183,751	\$17,089,751	0.022440	\$375,896
2018	\$17,183,751	\$171,838	\$0	\$17,355,588	\$17,261,588	0.022440	\$379,676
2019	\$17,355,588	\$173,556	\$0	\$17,529,144	\$17,435,144	0.022440	\$383,494
2020	\$17,529,144	\$175,291	\$0	\$17,704,436	\$17,610,436	0.022440	\$387,350
Total		\$1,458,036	\$1,500,000				\$3,123,451

**Attachment #5: Tax Increment Revenue
City of Stoughton
TID #3 Amendment
9/4/2012**

Year	Beginning Balance	Revenues					Expenses		Annual Surplus (Deficit)	Balance After Surplus to Principal
		Capital Interest	Total TIF Revenues	Interest Income	Other	Total Revenues	Future Debt Service	Existing Debt Service		
2012	443,625	0	259,739	0	0	259,739	0	217,548	42,191	485,816
2013	485,816	0	330,909	4,858	0	335,767	0	243,354	92,413	578,229
2014	578,229	0	332,109	5,782	0	337,891	182,569	0	155,322	733,551
2015	733,551	0	335,451	7,336	0	342,787	458,709	0	(115,923)	617,628
2016	617,628	0	338,827	6,176	0	345,003	458,709	0	(113,706)	503,922
2017	503,922	0	375,896	5,039	0	380,935	458,709	0	(77,774)	426,148
2018	426,148	0	379,676	4,261	0	383,938	458,709	0	(74,772)	351,376
2019	351,376	0	383,494	3,514	0	387,008	458,709	0	(71,702)	279,674
2020	279,674	0	387,350	2,797	0	390,147	458,709	0	(68,563)	211,112
Total		0	3,123,451	39,763	0	3,163,214	2,934,826	460,902		

1.00% = Assumed Investment Rate For Interest Income

B Resolutions, Notices, Minutes

Appendix B – Resolutions, Notices, Minutes, and Other Attachments

Attachment #1: Project Plan Expenditures Map

Attachment #2: Timetable

Attachment #3: Public Hearing Minutes

Attachment #4: CDA Resolution

Attachment #5: City Council Resolution

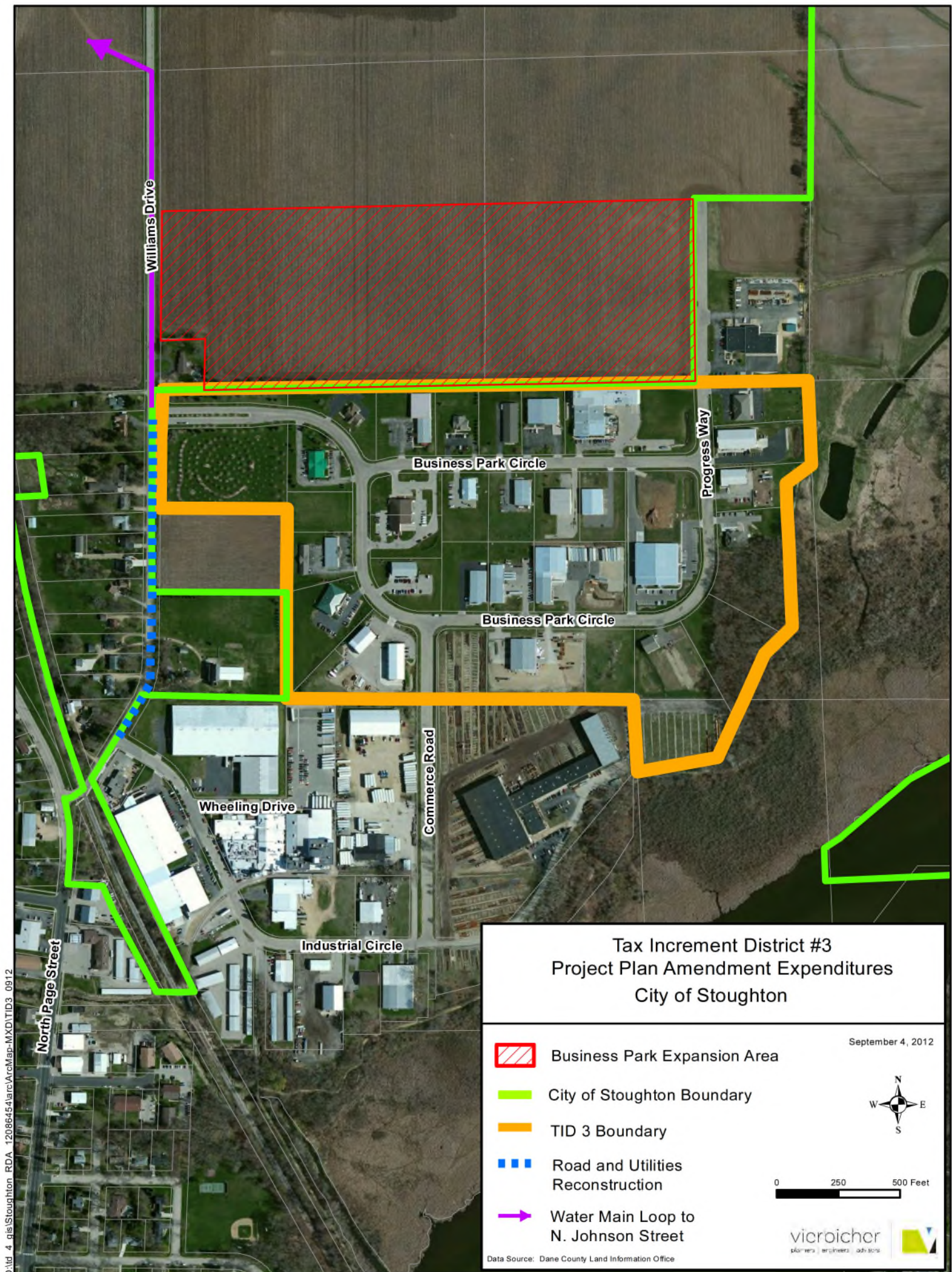
Attachment #6: Joint Review Board Approval Resolution

Attachment #7: Proof of Publication

Attachment #8: Attorney Opinion Letter

Attachment #9: JRB Meeting Minutes

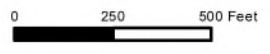
Attachment #10: Public Hearing Notice to Taxing Jurisdictions



Tax Increment District #3 Project Plan Amendment Expenditures City of Stoughton

September 4, 2012

- Business Park Expansion Area
- City of Stoughton Boundary
- TID 3 Boundary
- Road and Utilities Reconstruction
- Water Main Loop to N. Johnson Street



Data Source: Dane County Land Information Office

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**CITY OF STOUGHTON:
TAX INCREMENT DISTRICT #3 PROJECT PLAN AMENDMENT**

Summary of Activities and Timetable
Updated: 7/18/12

Action	Party Responsible	Date
1. City Council Meeting: Presentation on TIF; Discuss TID #3 amendment; authorization to proceed with amending TID #3.	Vierbicher/ City Council	8/14/12
2. Letters to taxing jurisdictions requesting JRB appointments	Vierbicher	8/15/12
3. Prepare Draft TID #3 Project Plan amendment and resolutions.	Vierbicher	8/15/12 – 9/4/12
4. Plan Commission Meeting: <ul style="list-style-type: none"> • Review TID #3 amendment budget and Project Plan • Recommend edits to plan • Schedule Plan Commission public hearing for TID #3 amendment (if no further discussion needed) 	Vierbicher / Plan Commission	9/10/12
5. Public hearing notice and JRB notice to newspaper.	Vierbicher	9/13/12
6. Send hearing notice to taxing entities.	Vierbicher	9/13/12
7. Publish notice for TID JRB meeting (<i>Class I</i>)	Stoughton Courier Hub	9/20/12
8. Mail out JRB packets.	Vierbicher	9/20/12
9. Publish notices for TID #3 Project Plan amendment public hearing (<i>Class II</i>)	Stoughton Courier Hub	9/20/12 & 9/27/12
10. JRB – First Meeting on TID #3 Amendment: Confirm chairperson and at-large member, discussion of draft TID #3 Project Plan (<i>at least 5 days after publication of JRB meeting notice; latest date 14 days after first notice of Public Hearing</i>)	Vierbicher / JRB	9/26/12 – 10/4/12
11. Plan Commission Meeting: <ul style="list-style-type: none"> • Public hearing –TID #3 Project Plan amendment (<i>at least 7 days after last insertion of public notice</i>) • Adoption of TID #3 Project Plan amendment, submission to City Council for Approval 	Vierbicher / Plan Commission	10/8/12
12. Provide information to City Attorney for TID #3 amendment attorney opinion letter.	Vierbicher	10/9/12
13. City Council Meeting: <ul style="list-style-type: none"> • Review TID #3 Project Plan amendment. • Approve TID #3 Project Plan amendment (<i>Not less than 14 days after public hearing</i>) 	Vierbicher / City Council	10/23/12
14. JRB notice to newspaper.	Vierbicher	10/25/12
15. Mail out JRB packets.	Vierbicher	10/25/12
16. Publish JRB meeting notice.	Stoughton Courier Hub	11/1/12
17. JRB – Final Meeting on TID #3 Amendment: Approval of TID #3 Project Plan amendment by JRB (<i>At least 5 days after publication of meeting notice and within 30 days of Board approval</i>)	Vierbicher / JRB	11/7/12 – 11/22/12
18. Submit TID #3 amendment information to Wisconsin Department of Revenue (with \$1,000 certification fee)	Vierbicher / City Clerk	Dec. 2012