

# TIMETABLE FOR ELM GROVE “REINDERS SITE”

## TAX INCREMENTAL DISTRICT NO. 3

Development Plan, TID Project Plan, Zoning and Development Agreement –

TID # 3 would be a Rehabilitation Overlay District

VILLAGE OF ELM GROVE, WISCONSIN

*Draft Timetable – 1/19/17*

<u>ACTION DATE</u>	<u>STEP</u>
January 23, 2017	Village Board meeting possible rezoning request to Plan Commission – first meeting
February	Ehlers will prepare & provide the Village with a feasibility analysis report, options, and/or draft TID Project Plan
	Ehlers will prepare & provide an applicable TID rehab findings report.
Feb. 6	Plan Commission starts review of the Project Plan
February 20th	Public Works Committee Development Plan review
May be after January 23, February 27	Finance Committee briefing on financial projections, TID Project Plan, and Development Agreement (Closed Session for Development Agreement)
Feb. 13	Ehlers’ will e-mail the Village with the TID Public Hearing & JRB meeting legal notice to be posted by the Village in 3 locations. <i>(The Village must provide a signed affidavit stating that the Village does not have an official newspaper, as well as another signed affidavit indicating the 3 locations of the posting, who did the posting and on what dates the notices were posted, as required by DOR)</i>
	Ehlers will provide the Village with a draft TID public hearing notice letter that must be sent to property owners within the proposed TID boundaries, for the Village’s use.
	Ehlers will mail notification letters, along with required enclosures, to overlapping taxing jurisdictions of TID JRB organizational meeting & public hearing, as well as the agenda - to be posted by the Village. (cc: Village & attorney) <i>(Letters must be postmarked prior to first publication).</i>
Feb. 13 - 15	Village will mail the TID public hearing notice letter & a copy of the TID Public Hearing legal notice to applicable properties within proposed TID boundaries. <i>(Letters must be postmarked prior to first publication &amp; at least 15 days prior to hearing. Properties may be removed, but may not be added after publications). (The Village must provide a copy of the the documents sent &amp; a copy of the mailing labels, as required by the DOR)</i>
Feb.	Ehlers will provide Village, overlapping taxing entities, and/or Village Attorney with [revised] draft TID Project Plan document, if not yet provided and/or necessary, as well as agenda language (Village to post) & resolution (Village to distribute) for first meetings, and will also request legal opinion of the plan.
Feb. 20	Village will Post the first TID Public Hearing & JRB meeting legal notice in 3 places at least 7 days prior to public hearing & at least 5 days prior to JRB meeting. <i>(Village provide Ehlers with Affidavits indicated above, as required by DOR)</i>
Feb. 27	Village will Post the second TID Public Hearing & JRB meeting legal notice in 3 places at least 7 days prior to public hearing. <i>(Village provide Ehlers with Affidavits indicated above, as required by DOR)</i>
Feb. 28 @ 5:30	Building Board Development Plan review - first meeting
Mar. 1 @ 6:00	Public Safety Committee Development Plan review
Mar. 6 @ 4:00	Joint Review Board meets to review TID Project Plan, appoint chairperson and public member and set next meeting date. <i>(Prior to public hearing)</i>
Mar. 6 @ 7:00	Plan Commission Public Hearing on TID Project Plan of District creation. <i>(Within 14 days of second publication)</i>
	Plan Commission possible recommendation of rezoning – first meeting
Mar. 6 @ 7:00	Plan Commission reviews TID Project Plan & approval of District creation.
	Plan Commission possible recommendation of rezoning – second meeting
Mar. 7 @ 5:30	Building Board potential Development Plan resubmittal – second meeting
Mar.	Ehlers will provide Village & Village Attorney with revised draft TID Project Plan, if necessary, as well as agenda language (Village to post) & resolution (Village to distribute) for Village Board meeting.
Mar. 27 @ 7:30	Village Board reviews TID Project Plan & adopts resolution approving District creation. <i>(At least 14 days after public hearing)</i>
	Village Board potential Development Plan, Development Agreement & Zoning approval – second meeting

Mar. 28	<p>Ehlers' will e-mail the Village with the JRB meeting legal notice of the TID JRB meeting to be posted by the Village. <i>(The Village must provide a signed affidavit stating that the Village does not have an official newspaper, as well as another signed affidavit indicating the 3 locations of the posting, who did the posting and on what dates the notices were posted, as required by DOR)</i></p> <p>Ehlers will mail notices &amp; required attachments to JRB of TID JRB final meeting, along with the Agenda (Village to post). (cc: Village &amp; Attorney) <i>(Letters must be postmarked prior to publication).</i></p>
Apr. 4	<p>Village will Post TID JRB meeting legal notice in 3 places at least 5 days prior to meeting. <i>(Village will provide Ehlers with Affidavits indicated above, as required by DOR)</i></p>
Apr. 10 – May 12	<p>Joint Review Board considers approval of District TID Project Plan creation. <i>(Within 45 days of notification of meeting / receipt of Plan Commission &amp; Village Board resolutions)</i></p>
May. – Oct., 2017	<p>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 &amp; required documents to the state, once the <b>2017</b> assessed parcel values available (following the BOR) once we receive all remaining maps, legal descriptions, parcel information, documents, etc. <b>from the Village. DOR filing deadline October 31.</b></p>

**Plan Commission meets 1<sup>st</sup> Monday's @ 7 p.m. in the Court Room**  
**Village Board meets 4<sup>th</sup> Monday's @ 7:30 p.m. in Court Room**

Green Shaded items are non-TID action items related to Development Plan, Zoning and Development Agreement.