

1

Form BID Planning Committee

- insure adequate representation of affected parties
- survey/poll affected parties

2

BID Planning Committee Drafts Initial Operating Plan (and submits legal opinion that the following have been addressed)

- identifies BID goals and objectives and its relationship to any municipal master/comprehensive plan
- identifies district boundaries and whether manufacturing properties will be assessed
- identifies assessment methodology and actual rates
- identifies procedures for collection and the kind, number and location of all proposed expenditures

3

BID Planning Committee (i.e., real commercial property owners) Petitions Local Unit of Government for Permission to Create BID

4

Local Unit of Government (usually the Plan Commission) Makes Notice of Proposed BID and the Date and Times of Scheduled Public Hearing

- posted and published as a Class 2 Notice under Chapter 985.07(2)
- certified letters mailed to all affected property owners (this should include a map identifying the boundaries of the proposed district and a copy of the initial operation plan or location where one can be acquired)

5

Plan Commission Holds Public Hearing

- designates proposed BID and adopts Initial Operating Plan

30 Day

**Waiting
Period**

Proposed BID Can Be Rejected If:

- a) petition is signed by owners of properties representing more than 40% of the value of property to be assessed using the same method of valuation specified in the initial operating plan
- b) petition is signed by owners representing more than 40% of the value of property to be assessed in the proposed BID

6

Common Council Votes to Adopt Operating Plan and Establishes or Rejects Proposed BID

7

Mayor or Municipality's Chief Executive Officer Appoints BID Board Members

- must have a minimum of 5 members with a majority being district property owners
- members generally recommended by BID planning or ad hoc committee

For more information on Wisconsin's Business Improvement Districts go to:

<http://www.uwex.edu/lgc/cp&d/bidpage/bid.htm>