BID CREATION PROCESS

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

   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

   30 Day Waiting Period

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

   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