

**CITY OF MONROE**  
**Redevelopment District Area No. 1 Project Plan Creation**

Preliminary Summary of Activities and Timetable  
 Revised 12/18/2018

Action	Party Responsible	Date/ Date Range
1. <b>RDA Meeting No. 1 Reactivation Meeting</b>	RDA/Staff/Vierbicher	October 23, 2018
2. Staff follow-up (bylaws, goals, and Redevelopment Area No. 1 Boundary)	City Staff/Vierbicher	October
3. <b>RDA Meeting No. 1 Reactivation Meeting No. 2 (additional to solidify goals, RDA Area No. 1 Boundary, and plan creation timeline)</b>	RDA/ City Staff Staff/Vierbicher	November 21, 2018
4. RDA Property Inventory/Blight Determination (City Staff to notify police, property owners, etc)	Vierbicher/City Staff	November 26-30, 2018
Staff to notify police, public (social media, paper, etc)		
Field inventory		
Summary Report to City Staff		
RDA Redevelopment Area Blight Determination Resolution		
5. <b>RDA Redevelopment Area Kickoff Meeting</b>	RDA/ City Staff Staff/Vierbicher	December 10 to 20, 2018
RDA Redevelopment Area No. 1 boundary review. Discussion and necessary action to recommend adoption of the project boundary to the City of Monroe Common Council		
6. Public hearing notice to newspaper ( <u>Optional</u> - Publish notice for blight determination and boundary public hearing (Class I or II))	City Staff/Vierbicher/News paper	Immediately following RDA meeting to recommend approval
7. Prepare and conduct community education campaign	City Staff	December 2018
8. <b>City Council Blight Public Hearing</b>	City Council/RDA/ Staff/Vierbicher	January 7 or 21, 2019
Public hearing and resolution declaring over 50% of the real property in the project area to be designated as blighted.		
Discussion and necessary action to adoption of the project boundary.		
9. Prepare Redevelopment Area No. 1 Project Plan and Revisions	Vierbicher	November 2018 – January 2019
Introduction and Project Area		
Relationship to Local Objectives		
Inventory of Area		
Economic Potential and Retail, Office, and Housing Market Analysis		
Redevelopment Area Plans/ Anticipated Projects/Goals		
Implementation and Financing		
Organizational Capacity Analysis		
Relocation		
Conclusions		
Appendix (Maps, Resolutions, Notices, etc.)		
10. Send letter to property owners within RDA No. 1 boundary (at least 15 days prior to hearing).	City Staff/Vierbicher	Immediately following RDA meeting to recommend approval
11. <b>RDA Project Plan Approval Meeting:</b>	City Staff /RDA/ Vierbicher	February 20, 2019
Conduct a public hearing Project Plan (Publish notice for project plan public hearing (Class II))		
Consider adoption of TID Project Plan, refer to City Council for Approval		
12. Prepare Redevelopment Area No. 1 Project Plan Revisions	Vierbicher	Following RDA Meeting
13. <b>City Council Meeting:</b>	City Council/RDA/ Staff/Vierbicher	March 4, 2019
Review Redevelopment Area No. 1 Project Plan		
Discussion and necessary action to adoption of the project boundary.		
14. Prepare Redevelopment Area No. 1 Project Plan Revisions	Vierbicher	Following City Council Meeting
15. Prepare Redevelopment Area No. 1 Project Plan Certification Resolution and Materials	Vierbicher	Following City Council Meeting
16. <b>RDA Certification Meeting</b>	City Staff	TBD

The Monroe newspaper is the Monroe Times

**City Council**

First and Third Monday of the month.

**RDA**

Third Wednesday of the month and as needed.