

**CITY OF MARQUETTE
DOWNTOWN DEVELOPMENT AUTHORITY**

**Steps to Amending Development and Tax
Increment Financing Plan**

Step	Event	Date	Completed
1	City Commission establishes Development Area Citizens Council 90 days before City Commission public hearing on Amendment to Development and Tax Increment Financing Plan (“Plan Amendment”).	7/26/10	X
2	A DDA representative consults with Development Area Citizens Council before DDA approval and recommendation of Plan Amendment.	N/A	
3	DDA Board approves and recommends to the City Commission Plan Amendment.	12/09/10	X
	Present Plan to City Planning Commission	01/04/11	X
	Present Plan to City Commission	01/31/11	
4	City Commission sets public hearing for Plan Amendment.	01/31/11	
5	Letter sent to governing body of taxing jurisdictions levying taxes subject to capture offering to meet before public hearing to discuss Plan Amendment.	02/01/11	
6	City Commission meets with taxing jurisdictions to discuss Plan Amendment, if requested (meeting must take place before public hearing).	02/28/11	
	Present Plan to County Commission	02/08/2010	
7	Publish first notice of public hearing in <i>The Mining Journal</i> (first notice must be not less than 20 days before public hearing).	02/01/11	
8	Publish second notice of public hearing in <i>The Mining Journal</i> (7 to 10 days before public hearing).	02/16/11	
9	Post notice of public hearing in at least 20 conspicuous and public places in Downtown District not less than 20 days before public hearing.	02/01/11	
10	Send by first-class mail notice of public hearing to all property taxpayers of record (as shown on property tax assessment records) in the Downtown District at least 20 days before public hearing.	02/07/11	
11	Send by certified mail notice of public hearing to the governing body of each taxing jurisdiction levying taxes subject to capture and the Michigan Secretary of State at least 20 days before public hearing.	02/07/11	
12	City Commission holds public hearing on Plan Amendment (City required to make and preserve a record of hearing).	02/28/11	
13	City Commission adopts ordinance approving Plan Amendment (ordinance must find Plan Amendment constitutes a public purpose and meets the requirements of Section 19 of Act 197).	02/28/11	
14	Ordinance approving Plan Amendment or summary thereof published in <i>The Mining Journal</i> .	03/01/11	
15	Ordinance approving Plan Amendment filed with Michigan Secretary of State.	03/01/11	