



## Mission Township – Establishing Planning Commission & Adopting a P&Z Ordinance Timeline

Revised: 4-6-2023

Action	Owner	Timing	Notes
Draft Planning Commission Ordinance	Gilchrist	By 3-3-2023	✓ Complete
Town Board adopts Planning Commission Ordinance	Board	3-13 Regular Meeting	✓ Complete. Effective when adopted and published.
Planning Commission Ordinance published	Anderson	Within 20 days following adoption	✓ Complete. Ordinance summary published in official newspaper and distributed per Statute.
Draft P&Z Ordinance	Gilchrist	By 3-13-2023	✓ Complete. Includes Ordinance & Publication Resolution.
Town Board reviews Draft Ordinance	Board	3-15-2023	✓ Complete. Need to schedule Special Meeting to include Troy.
Draft Ordinance sent to CWC for Review	Auge	3-20-2023	✓ Complete. County indicated they would provide feedback within 2 weeks.
Board receives County feedback on draft Ordinance	Houle	4-6-2023	✓ Complete. Auge to distribute via email when received.
Board reviews feedback from CWC	Board	4-10 Regular Meeting	Revise Ordinance if necessary and request PC review.
Board schedules Planning Commission & Special Board meetings	Board	4-10 Regular Meeting	Schedule for April 24 to allow proper publication.
Notice of PC Public Hearing is published and posted	Anderson	By 4-12-2023	Must be published 10 days prior to hearing in official newspaper
Notice of Special Board meeting is posted	Anderson	By 4-12-2023	Normal posting
Planning Commission conducts Public Hearing, reviews the Ordinance, and makes recommendation to Town Board	Board	April 24, 2023	
Town Board receives PC recommendation & considers adopting the Ordinance	Board	April 24, 2023	Scheduling immediately following PC meeting. Effective when adopted and published.

<b>P&amp;Z Ordinance published</b>	<b>Anders on</b>	<b>Within 20 days following adoption</b>	<b>Ordinance summary published in official newspaper and distributed per Statute</b>
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**Our Interim Ordinance imposing a moratorium expires on April 4, 2023.**