

**BAY-LAKE REGIONAL PLANNING COMMISSION  
211 NORTH BROADWAY, SUITE 211  
GREEN BAY, WI, 54303**

**MONTHLY WORK PROGRAM ACTIVITY REPORT**

**By County  
APRIL 2004**

**BROWN COUNTY**

- Commission staff participated in the initial meeting of the STH 54/172 Corridor Study Technical Advisory Committee held at the Hobart Village Hall on April 14, 2004.
- Commission staff participated in a meeting of the Brown County Transportation Subcommittee on April 19, 2004.
- On April 20, 2004, the Regional Transportation Planner presented an outline of the I-43 Corridor Study to the Ledgeview Town Board. The town subsequently adopted a resolution supporting the study.
- Staff continued administration of the town of Wrightstown's CDBG Public Facilities Grant, including payroll review for the prime contractor and subs for federal compliance, correspondence with the project engineer, and completion and submittal to Commerce of the semi-annual report.
- The Commission provided grant administration services for the village of Pulaski CDBG-PF grant including reviewing payrolls for federal compliance, conducting employee interviews, preparation, completion and submittal of semi-annual report, and correspondence with the village and the project engineers.
- During April the Regional Transportation Planner completed a draft of the *Port of Green Bay Economic Impact* report and submitted the draft document to the Brown County Port Director for review. In addition, during the last month the Regional Transportation Planner continued work on the *Port Opportunity Study for the Port of Green Bay*.

**DOOR COUNTY**

- On April 7, 2004, the Regional Transportation Planner participated, as a panel member, in a discussion of planning issues and plan implementation measures relative to the town of Baileys Harbors comprehensive planning effort.
- On April 14, 2004, the Assistant Director/Principal Planner gave a presentation at an Attainable Housing Forum in Sturgeon Bay as part of a panel discussion on housing issues sponsored by the Door County Economic Development Corporation.
- On April 15, 2004, the Assistant Director/Principal Planner met with the Sister Bay Plan Commission to review format and content changes to the village's zoning ordinance.
- On April 20, 2004, the Assistant Director/Principal Planner met with the Sister Bay Administrator to review updates to the village's zoning ordinance.
- Commission staff completed a final draft of the Town of Gibraltar's comprehensive plan and delivered copies of the plan and map for review by the Town Board and Plan Commission.
- Commission staff worked with the Town of Liberty Grove Administrator to produce a final Comprehensive Plan document for the Town to distribute.

### **FLORENCE COUNTY**

- Commission staff continued to work with the Zoning Administrator to update the County Zoning Map.

### **KEWAUNEE COUNTY**

- On April 1, 2004, the GIS Technician met in Kewaunee with the Wisconsin Land Information System (WLIS) Pilot Project Planning Team to discuss the status of the pilot project.
- On April 5, 2004, the Executive Director and Community Planner met with the Lincoln Town Board to discuss the Commission's approach to preparing a comprehensive plan for the County and Town.
- Commission staff held an Open House on April 6, 2004, at the Winter Park Ski Chalet to discuss Trail Corridor Alternatives for the Lake Michigan Ice Age Park & Trail Trailway Plan through Kewaunee, Manitowoc and Sheboygan counties.
- On April 8, 2004, the Community Assistance Planner met with the Ahnapee Town Board and Planning and Zoning Committee to revise to the town's Zoning Ordinance.
- On April 13, 2004, the GIS Technician met with UW-Sea Grant in Madison to discuss details of the WLIS Pilot Project.
- On April 21, 2004, the Executive Director and Assistant Director met with the Casco Town Board to discuss the Commission's approach to preparing a comprehensive plan for the County and Town.
- On April 28, 2004, the Executive Director attended a meeting of the "Fund for Rural America" committee to review grant applications for "Fund for Rural America" program.
- On April 28, 2004, the Executive Director met with the Luxemburg Zoning Board of Appeals to discuss the proposed revisions to the Town's Zoning Ordinance.
- On April 29, 2004, Executive Director and Economic Development Planner met with John Peck of EDA and Mark Kanz to discuss potential EDA grants for the County's Economic Development Corporation.
- Commission staff continued grant administration of Village of Luxemburg CDBG Public Facilities for sewer and water project including correspondence with Commerce and the village, gathering and filing information for the closeout and self-monitoring checklist, completion and submittal to Commerce of the final pay request and semi-annual report, and review of bank statements and financial documents.
- During April the Regional Transportation Planner assisted the engineering consultant for the village of Luxemburg in writing a Transportation Enhancement Grant application for improvements to the village's streetscape.

### **MANITOWOC COUNTY**

- Commission staff held an Open House on April 7, 2004 at the Manitowoc Public Library to discuss Trail Corridor Alternatives for the Lake Michigan Ice Age Park & Trail Trailway Plan through Kewaunee, Manitowoc and Sheboygan counties.
- On April 9, 2004, the Regional Transportation Planner met with the Chairman of the Town of Cooperstown Plan Commission to discuss implementation of the town's comprehensive plan.

- On April 15, 2004, the Natural Resources Planner met with Rockville Mill Pond Lake District members in Schleswig to provide them information on funding opportunities to rehabilitate the Mill Pond dam and develop a fishing park.
- Commission staff continued to work on and correspond with the Village of Valders on their CDBG Public Facilities and PFED Grants including correspondence with village representatives, closeout preparation, and filing and organizing remaining financial folders.
- Commission staff provided CDBG-PFED grant writing and grant administrative services to the City of Two Rivers, Eggers Industry, Inc. including preparation, completion and submittal of semi-annual report, preparation of contract extension through December of 2004, with the Bay-Lake Regional Planning Commission, and correspondence with the city.
- On April 1, 2004, Executive Director met with John Peck of EDA and representatives of the City of Two Rivers to discuss economic development projects.
- On April 1, 2004, Executive Director met with John Peck of EDA and County Executive and representatives of the Manitowoc County EDC to discuss potential EDA grants.

### **MARINETTE COUNTY**

- Staff met with the City of Marinette Plan Commission on April 5, 2004, to present updated drafts of the elements of the comprehensive plan and begin work on the implementation plan.
- On April 5, 2004, the Regional Transportation Planner presented a review draft of the *Town of Grover Zoning Ordinance* to the town's plan commission.
- On April 19, 2004, the Regional Transportation Planner presented a final draft of the *Town of Grover Zoning Ordinance* to the town's plan commission.

### **OCONTO COUNTY**

- On April 1, 2004, Executive Director and Economic Development Planner met with John Peck of EDA and Bruce Mommaerts of the Oconto County EDC to discuss potential EDA grants for the City of Gillett.
- The Natural Resources Planner held a meeting of the Oconto County Environmental Corridor Technical Advisory Committee in How on April 7, 2004.
- On April 12, 2004, the Community Assistance Planner met with the town of Pensaukee Planning Committee to continue the development of the Town of Pensaukee Comprehensive Plan.
- On April 13, 2004, the Commission met with the Town of Mountain Town Board to present the proposed Town of Mountain 20 Year Comprehensive Plan.
- Commission staff provided CDBG – public facilities grant administrative assistance to Oconto County for the New View Industries expansion project in the City of Gillett. Activities included preparation for and participation in the preconstruction conference, preparation of the contract extension through December of 2004, for Bay-Lake Regional Planning Commission administration duties for the project, correspondence with county personnel, preparation, completion and submittal to Commerce of the semi-annual report.

### **SHEBOYGAN COUNTY**

- Staff continued to assemble base year (2000) socioeconomic data by traffic analysis zone (TAZ) to be utilized in the development of the *Year 2035 Sheboygan Area Transportation Plan (SATP)* in April. Staff prepared a summary of 2000 control total socioeconomic data for

Sheboygan County to be used in the development of the *Year 2035 SATP* for the benefit of members of the Sheboygan MPO Technical and Policy Advisory Committees in April.

- Staff prepared draft goals and objectives for the *Year 2035 SATP* (based on the nominal group exercise conducted in January, previous goals and objectives and on federal guidance) in April.
- Staff sent out agenda packets for a meeting of the Sheboygan MPO Technical and Policy Committees on April 15, 2004; this meeting was held on April 22, 2004. Items discussed at this joint meeting included: continued review of draft bylaws for the Sheboygan MPO Technical Advisory Committee; distribution and preliminary review of goals and objectives for the *Year 2035 SATP*; updates on the development of base year (2000) and 2035 control total socioeconomic data; preliminary discussion of land use scenarios which should be examined in the long-range transportation planning process; and an update on various planning activities. The next meeting of the MPO advisory committees is scheduled for May 27, 2004.
- Staff continued to work on preparation of the Sheboygan MPO Public Participation Process document in April.
- Staff participated in a freight transportation planning workshop sponsored by WisDOT and FHWA in Madison April 26 and 27.
- Staff sent out agenda packets for a meeting of the City of Sheboygan All Hazards Mitigation Plan Steering Committee on April 8, 2004; this meeting was held on April 15, 2004. Staff continued to write Chapter 3 of the All Hazards Mitigation Plan (Risk Assessment) in April; portions of this chapter related to the flood hazard continued to be reviewed at the April 15 meeting of the plan steering committee. The next meeting of the steering committee is scheduled for May 20, 2004.
- Staff provided minor technical assistance on the State Highway 23 Corridor Study in late April.
- Commission staff issued one sewer service extension review letter in April; this letter was issued for the Sheboygan urban sewer service area. Staff also issued guidance to one property owner outside the urban sewer service area on preparation of a petition to amend the sewer service area plan in April.
- On April 12, 2004, the Commission's Regional Transportation Planner met with the village of Cedar Grove Plan Commission to present background information on the proposed I-43 Corridor Study, and to solicit the village's support for the project.
- Staff continued to inventory and map the natural, agricultural and cultural resources of Sheboygan County as part of the *Sheboygan County Critical Habitats Study*.
- Commission staff held two Open Houses in April 6 & 7, 2004 to discuss Trail Corridor Alternatives for the Lake Michigan Ice Age Park & Trail Trailway Plan through Kewaunee, Manitowoc and Sheboygan counties.
- Staff provided grant administrative services to the Village of Glenbeulah for their storm water/watermain project in the Village Activities included correspondence with the village, continued review of payrolls for federal compliance, and completion and submittal to Commerce of the semi-annual report.
- On April 22, 2004, the Executive Director and the Rural Transportation Planner met with representatives from the City of Sheboygan Falls and the Sheboygan County Highway Commissioner to discuss the need for/feasibility of an extension of CTH TT from CTH PP south to STH 28.

- On April 22, 2004, the Executive Director and the Rural Transportation Planner met with representatives from the Village of Adell, Village of Random Lake, WisDOT, WDNR and Wisconsin Department of Commerce to discuss road potential road improvement projects to facilitate truck traffic to businesses and industries in Adell.

#### **MULTI-COUNTY/REGIONAL**

- Commission staff participated in the annual MPO/RPC/WisDOT Transportation Planners' Conference in Janesville on April 1, 2004.
- On April 2, 2004, the BLRPC held its Commission meeting at the Days Inn in Green Bay.
- On April 5, 2004, the Executive Director, GIS Specialist and Economic Development Planner set up a booth, moderated a session, and attended presentations at the International Trade Conference in Appleton.
- Commission staff held two Open Houses in April 6 & 7, 2004 to discuss Trail Corridor Alternatives for the Lake Michigan Ice Age Park & Trail Trailway Plan through Kewaunee, Manitowoc and Sheboygan counties.
- On April 8, 2004, the Commission's Assistant Director and the Regional Transportation Planner facilitated a meeting of the Regional Technical Committee on Land Use Transportation Planning. The focus of the meeting was the review of draft elements of the Regional Master Plan.
- On April 13, 2004, the Natural Resources Planner attended the Lakeshore Natural Resource (Basin) Partnership meeting at Point Beach State Park.
- The Economic Development Planner attended a Community Development Block Grant Housing Workshop on April 14, 2004.
- The Natural Resources Planner attended the Wisconsin Lakes Convention in Green Bay April 15 to April 17, 2004.
- On April 19, 2004 the Assistant Director/Principal Planner met with representatives from UW-Extension, Brown County and Gathering Waters to discuss a June 2004 planning forum.
- On April 22, 2004, the Executive Director and Economic Development Planner attended the WI Workforce Development presentation for the NEW Economy study.
- On April 26, 2004, the Assistant Director/Principal Planner attended a workshop in Crandon to discuss the duties of Zoning Boards of Appeal.
- On April 28, 2004, the Natural Resources Planner attended the Upper Green Bay Basin Partnership meeting in Peshtigo.
- On April 28, 2004 the Commission facilitated a meeting of the Regional GIS Users Group. The meeting focused on the Commission's efforts with the WLIS Pilot Project and the 2005 multi-regional aerial photo initiative.
- On April 30, 2004, the Assistant Director/Principal Planner participated in an external review committee in Madison for development of the 2005-2010 Statewide Comprehensive Outdoor Recreation Plan (SCORP).
- Staff continued to work with representatives from all eight counties to discuss the opportunity to participate in the multi-regional ortho photography flight in 2005. Staff worked with staff from East Central and North Central RPCs to draft a Request for Qualifications to be sent to aerial photography contractors.
- GIS staff filled aerial photo and data requests for areas throughout the Bay-Lake RPC Region.