

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

**MONTHLY WORK PROGRAM ACTIVITY REPORT  
By County  
AUGUST 2004**

**BROWN COUNTY**

- The Commission provided grant administration services for the village of Pulaski CDBG-PF grant including completion and submittal to Commerce of pay request #4 on August 3, 2004, reviewing payrolls for federal compliance, conducting employee interviews, correspondence with the village and the engineers and various other grant related activities.
- On August 3, 2004, the Natural Resources Planner attended a meeting in Brown County to discuss conservation planning in the Town of Green Bay/Town of Red River area.
- On August 11, 2004, the Natural Resources Planner attended the Brown County Open House in Green Bay.
- On August 18, 2004, the Executive Director and the Natural Resources Planner attended the Brown County Public Hearing in Green Bay in support of the Brown County Comprehensive Plan.
- Staff continued administration of the town of Wrightstown's CDBG Public Facilities Grant, including extending the contract through November 2004, payroll review for the prime contractor and subs for federal compliance, and correspondence with the town.

**DOOR COUNTY**

- During August, the Executive Director continued to update and review the village of Sister Bay's Zoning Ordinance, Subdivision Ordinance and zoning map.
- The Commission printed the final Town of Gibraltar Comprehensive Plan in August.

**FLORENCE COUNTY**

- During August, the Executive Director and GIS Technician continued the development of a Florence County All Hazards Mitigation Plan.

**KEWAUNEE COUNTY**

- On August 4, 2004, the Regional Transportation Planner met with the Town of Red River Plan Commission to initiate development of the Town's Comprehensive Plan Update, and to review and discuss the Kewaunee County multi-jurisdictional planning process.
- On August 5, 2004, the Regional Transportation Planner met with the Town of Franklin Plan Commission to review the Town's existing zoning ordinance and to discuss development of a "code of ordinances" for the Town.
- On August 12, 2004, the Community Assistance Planner attended a public hearing hosted by the Ahnapee Plan Commission. The public hearing was held to receive comments and questions on the town's Code of Ordinances and revised town Zoning Ordinance.
- On August 13, 2004, the Executive Committee of the Commission met at, and took a tour of, the Farm Market Kitchen located in the City of Algoma.

- On August 16, 2004, the Regional Transportation Planner met with the Village of Luxemburg Plan Commission to initiate development of an update of the Village's comprehensive plan, and to review and discuss the Kewaunee County multi-jurisdictional planning process.
- Commission staff met with the Core Planning Team on August 18, 2004 to conduct mapping and field work for the Lake Michigan Ice Age Park & Trail Trailway Plan through Kewaunee, Manitowoc and Sheboygan counties.
- On August 31, 2004, the Commission's Regional Transportation Planner and Community Planner facilitated a joint meeting of the Town of Luxemburg Plan Commission and the Village of Luxemburg Plan Commission to initiate development of the Kewaunee County multi-jurisdictional comprehensive plan and to identify issues that are to be addressed within the village's and town's respective comprehensive plans.

#### **MANITOWOC COUNTY**

- Commission staff met with the Core Planning Team on August 18, 2004 to conduct mapping and field work for the Lake Michigan Ice Age Park & Trail Trailway Plan through Kewaunee, Manitowoc and Sheboygan counties.
- The Executive Director and the Natural Resources Planner attended the Discovery Farms media event in Manitowoc County on August 31, 2004.
- Commission staff provided CDBG-PFED grant administrative services to the City of Two Rivers, Eggers Industry, Inc. including correspondence with the WI Department of Commerce and the city regarding contract amendments, collection, revision and filing of grant related documents, review of payrolls for federal compliance and various other grant related activities.
- The city of Two Rivers signed a contract with the Bay-Lake Regional Planning Commission hiring Bay-Lake to write and submit a CDBG-PF proposal for the Hamilton Community Center restoration project.
- Commission staff continued to work on and correspond with the Village of Valders on their CDBG Public Facilities and PFED Grants including updating of journals, analysis of remaining fund balances, closeout preparation, correspondence with village representatives and businesses and contractors, filing and organizing remaining financial information and folders and various other grant related activities.

#### **MARINETTE COUNTY**

- On August 10, 2004, the Commission staff met with the City and Town of Peshtigo Plan Commissions on the development of the joint comprehensive plan for the two communities.
- On August 26, 2004 the Executive Director met with the village of Crivitz and town of Stephenson to discuss comprehensive planning issues.
- Staff continued to work with the City of Marinette Plan Commission on the city's comprehensive plan update.

#### **OCONTO COUNTY**

- On August 5 and August 12, 2004, the Executive Director, Community Assistance Planner and Regional Transportation Planner met with the Oconto County Planner to discuss the Commission's proposal to undertake a comprehensive planning process for the county.
- On August 9, 2004, the Community Assistance Planner met with the town of Pensaukee Plan Commission to continue the development of the Town of Pensaukee 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 completion of the self-monitoring checklist; correspondence with county personnel regarding the checklist, payroll issues and scheduling of the second citizen's participation hearing; conducting employee interviews; collection, review and filing of payroll reports and various other grant administrative activities.

- The city of Gillett Comprehensive Plan was completed during August.

### **SHEBOYGAN COUNTY**

- Staff continued work on the *Year 2035 Sheboygan Area Transportation Plan (SATP)* in August. This work included printing of maps depicting three future land use scenarios to be examined in the plan, as well as staff verification of the coding of network links in the proposed travel demand forecast model for Sheboygan County.
- Staff finished a report on findings from the Sheboygan Transit boarding and alighting survey (conducted in early June) in the first half of August. Staff presented this report to the Sheboygan Parking and Transit Utility Commission the evening of August 17, 2004.
- Staff modified the draft Sheboygan MPO Public Involvement Plan based on comments received from Federal Highway Administration staff and local members of the plan's Ad-Hoc Review Committee in August. The MPO Ad-Hoc Public Involvement Plan Review Committee met on August 26, 2004, to recommend any changes to the plan and to recommend release of the draft plan for a 45 day public comment period. The agenda for this meeting and minutes of the committee's July 22, 2004, meeting were distributed to committee members on August 19, 2004.
- Staff spent time in August continuing to work on the Risk Assessment component of the City of Sheboygan All Hazards Mitigation Plan. Emphasis in the August work on this chapter was on the extreme heat, winter storm and extreme cold hazards. An agenda for an upcoming September 2, 2004, meeting and minutes of the committee's July 8, 2004, meeting were distributed to committee members on August 26, 2004.
- Commission staff met with the Core Planning Team on August 18, 2004 to conduct mapping and field work 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 engineer and contractors regarding payroll issues, continued review of payrolls for federal compliance, and various other grant related activities.

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

- On August 3, 2004, the Executive Director, the Regional Transportation Planner, and Economic Development Planner met with representatives from USDA's Rural Development Administration (RDA) office to discuss newly filled positions within their department and introduce new members of USDA to the three Bay-Lake staff members.
- On August 4, 2004 the Executive Director participated in a conference call with the USEPA and regional planning councils surrounding Lake Michigan to discuss a Lake Michigan Academy grant program for 2005.
- The Natural Resources Planner participated in the Lake Michigan Restoration and Protection Priorities workshop held by the Council of Great Lakes Governors and the UW-Sea Grant Institute in Green Bay on August 17, 2004.

- Commission staff met with the Core Planning Team on August 18, 2004 to conduct mapping and field work for the Lake Michigan Ice Age Park & Trail Trailway Plan through Kewaunee, Manitowoc and Sheboygan counties.
- On August 23, 2004, BLRPC staff submitted a proposal to EPA for funding to hold a regional workshop on Smart Growth and Brownfields Redevelopment.
- The Executive Director and Economic Development Planner I presented the Draft 2004 CEDS Annual Report to Sheboygan County's Executive Committee on August 26, 2004. The report was approved unanimously by the committee.
- On August 30, 2004, the Economic Development Planner I attending the bi-monthly NEWREP meeting at NWTC in Green Bay.
- GIS staff filled aerial photo and data requests for areas throughout the Bay-Lake Region.
- GIS staff continued to work with UW-Sea Grant on the Bay-Lake RPC web mapping site.