

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

MONTHLY WORK PROGRAM ACTIVITY REPORT

**By County
FEBRUARY 2004**

BROWN COUNTY

- Staff compiled and continued administration of the town of Wrightstown's CDBG Public Facilities Grant Administration, including payroll reviews, correspondence with Town and project engineers.
- On February 9, 2004, the Executive Director assisted with the Education and Local Officials focus groups conducted for the NEW Economic Opportunity Study.
- On February 10, 2004, the Executive Director assisted with Business Focus group and facilitated the Community Service Focus group that was conducted for the NEW Economic Opportunity Study.
- On February 10, 2004 Commission staff met with the Baird Creek Foundation to discuss watershed management planning and modeling.
- On February 19, 2004, the Regional Transportation Planner met with the Brown County Port Director to provide technical assistance for the development of the *Port of Green Bay Opportunity Study*.
- On February 23, 2004 Commission staff met with Brown County Conservationist to discuss watershed management planning in rural areas of the county.
- The Commission provided grant administration services for the village of Pulaski CDBG-PF grant including filing paperwork, attendance of and presentation at the preconstruction conference on February 26, 2004, and correspondence with the village and the Department of Commerce.

DOOR COUNTY

- On February 9, 2004, the Executive Director met with the Sturgeon Bay Fire Chief and City Administrator to discuss CDBG grant information for the construction of a fire station.
- On February 19, 2004, the Executive Director attended a meeting of the Town of Union Land Use Committee to discuss the town's proposed zoning ordinance.
- The Commission continued to provide assistance to the Town of Gibraltar Planning Committee and Town Board on development of the Town's comprehensive plan.
- Commission staff produced zoning and comprehensive plan maps for the village of Sister Bay in February.
- Commission staff completed updates to the maps for the Town of Liberty Grove's Comprehensive Plan as requested by the Town.

FLORENCE COUNTY

- Commission staff formatted and updated a Universal Building Code Ordinance for inclusion in Florence County's Code of Ordinances.

KEWAUNEE COUNTY

- Commission staff continued to work on the development of the Lake Michigan Ice Age Park & Trail Trailway Plan. The Core Planning Team developed and reviewed Ice Age Trail Corridor Alternatives with the Project Guidance Team on February 4, 2004. The Commission distributed Corridor Alternative maps to Ice Age Trail Chapters in Kewaunee, Manitowoc and Sheboygan counties in February for their review and comment.
- On February 12, 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 February 18, 2004, the GIS Technician met with Kewaunee County and UW-Sea Grant to finalize

details of a WLIS presentation for the 2004 WLIA conference.

- On February 25, 2004, the Executive Director presented a revised zoning map and zoning text revisions to the Luxemburg Zoning Board of Appeals.

MANITOWOC COUNTY

- On February 9, 2004, the Commission staff held an Open House on the Regional Comprehensive Plan at the Lakeshore Technical College in Cleveland to review background information and answer questions from the public about the plan.
- On February 16, 2004, the Executive Director met with the Village of Reedsville Board to discuss grants, TIF, and comprehensive plans.
- On February 19, 2004, the Regional Transportation Planner met with the Manitowoc County Highway Commission's Bike/Recreational Trail Committee to provide review comments on the draft *Manitowoc County Bicycle, Pedestrian and Recreational Trail Comprehensive Plan*.
- On February 24, 2004 the Executive Director and Assistant Director attended the Manitowoc County Board meeting to provide information to the County Board concerning the County's membership in the Commission.
- Commission staff continued to work on the development of the Lake Michigan Ice Age Park & Trail Trailway Plan. The Core Planning Team developed and reviewed Ice Age Trail Corridor Alternatives with the Project Guidance Team on February 4, 2004. The Commission distributed Corridor Alternative maps to Ice Age Trail Chapters in Kewaunee, Manitowoc and Sheboygan counties in February for their review and comment.
- The Economic Development Planner continued work on and correspondence with the Village of Valders on their CDBG Public Facilities for Economic Development Grant including compiling match documentation and preparation of closeout documents.
- The Commission provided CDBG-PFED grant writing and grant administrative services to the City of Two Rivers, Eggers Industry, Inc. including draw down of funds and correspondence with city and engineer.
- The Commission's GIS staff filled aerial photo requests for Manitowoc County areas.

MARINETTE COUNTY

- Staff met with the City of Marinette Plan Commission on February 2, 2004, to review the results and comments from the city's January 28, 2004 Comprehensive Plan Open House.
- The Regional Transportation Planner met with the Town of Grover Plan Commission on February 12, 2004, and February 24, 2004, to continue the review and revision of the Town's zoning ordinance.
- The Commission's GIS staff filled aerial photography requests for Marinette County areas.

OCONTO COUNTY

- On February 4, 2004, the Executive Director and the Oconto County UWEX CRD agent attended a joint meeting of the Town and Lena and Village of Lena planning bodies to discuss comprehensive planning and community surveys
- On February 10, 2004, the Commission and Mountain Town Board held an open house to present the proposed Town of Mountain 20 Year Comprehensive Plan to the public.
- Commission staff continued to work on the development of the Town of Pensaukee Comprehensive Plan.
- The Commission staff along with staff from OCEDC, Ayres Associates, and Robert E. Lee and Associates formed a Resource Team to assist the Village of Suring with several public works and economic development projects. The Team met with John Peck of EDA on February 5, 2004, to show him the project site and discuss funding probability.
- Staff continued to work on the Oconto County environmental corridor data layers and development of the corresponding document.

- The Commission's GIS staff filled aerial photography requests for Oconto County areas.

SHEBOYGAN COUNTY

- On February 19, 2004, the Executive Director met with Village of Adell officials and Bill Lehman, Wis. Dept. of Commerce to scope a potential grant project to fund needed road improvements in the village.
- Staff continued to inventory and map the natural, agricultural and cultural resources of Sheboygan County as part of the *Sheboygan County Critical Habitats Study*. Staff coordinated a Nominal Group session with the Sheboygan River Basin Partnership on February 23, 2004 in Plymouth as part of the development of the Plan.
- Commission staff continued to revise the initial Comprehensive Plan document for the town of Lyndon as requested by the Town Plan Commission and Town Board.
- Commission staff continued to work on the development of the Lake Michigan Ice Age Park & Trail Trailway Plan. The Core Planning Team developed and reviewed Ice Age Trail Corridor Alternatives with the Project Guidance Team on February 4, 2004. The Commission distributed Corridor Alternative maps to Ice Age Trail Chapters in Kewaunee, Manitowoc and Sheboygan counties in February for their review and comment.
- Staff provided grant administrative services to the Village of Glenbeulah for their storm water/watermain project in the Village including submittal of pay request #2.
- Staff prepared minutes for the January 15, 2004, meeting of the Sheboygan MPO Technical and Policy Advisory Committees in February. These minutes included results from the nominal group exercise with members of the Sheboygan MPO Technical and Policy Advisory Committees concerning the future of land use and transportation in the Sheboygan metropolitan planning area which was conducted at this joint meeting of the two committees. The results of this exercise will be used to develop goals and objectives for the *Year 2035 Sheboygan Area Transportation Plan (SATP)*.
- Staff reviewed and evaluated several proposals from consulting firms interested in assisting several small MPOs in Wisconsin (including the Sheboygan metropolitan planning area) with upgrade of travel demand forecast models for the long-range transportation plan in late February. This review was done in cooperation with staff from the WisDOT Central Office.
- Staff continued to assemble base year (2000) socioeconomic data by traffic analysis zone (TAZ) to be utilized in the development of the *Year 2035 SATP* in February. Part 2 of the Census Transportation Planning Package (CTPP) was received in the office in late February, and staff members are currently analyzing data from that Census product.
- Staff provided a small amount of technical assistance to the Sheboygan Parking and Transit Utility in late February.
- Staff drafted minutes from the January 29, 2004, meeting of the City of Sheboygan All Hazards Mitigation Plan Steering Committee in February. Staff also began writing Chapter 3 for the All Hazards Mitigation Plan (Risk Assessment) in late February.

MULTI-COUNTY/REGIONAL

- On February 2, 2004, the Economic Development Planner attended the Global Speakers Conference in Manitowoc.
- On February 2, 2004, the Economic Development Planner attended a NEWREP meeting
- On February 5, 2004, Commission staff facilitated a meeting of the Commission's Technical Review Committee (TAC) on Land Use and Transportation Planning. Elements of the Regional Master Plan were presented for review.
- On February 13, 2004, the BLRPC held its Commission meeting at the Days Inn in Green Bay.
- Commission staff continued to work on the development of the Lake Michigan Ice Age Park & Trail Trailway Plan. The Core Planning Team developed and reviewed Ice Age Trail Corridor Alternatives with the Project Guidance Team on February 4, 2004. The Commission distributed Corridor

Alternative maps to Ice Age Trail Chapters in Kewaunee, Manitowoc and Sheboygan counties in February for their review and comment.

- On February 16, 2004, the Assistant Director participated in a meeting with staff from Kewaunee, Manitowoc and Sheboygan Counties and the state Department of Agriculture, Trade and Consumer Protection on preparing Farmland Preservation Plan updates.
- On February 17, 2004, the Assistant Director and GIS Specialist met with staff from East Central RPC and Ayres Assoc. to discuss a multi-regional aerial photography project for 2005.
- On February 23, 2004, the Natural Resources Planner attended a Sheboygan River Basin Partnership Team Meeting
- On February 24, 2004, Commission staff met with staff from the WisDOT District 3 and Central Offices, the Wisconsin Department of Natural Resources Bureau of Air Management, the Federal Highway Administration Wisconsin Division and the USEPA Region 5 office to develop a strategy for developing air quality/transportation conformity analyses for Manitowoc, Kewaunee and Door Counties. While the WisDOT Bureau of Environmental and Equity Services is responsible for completing this analysis, Commission staff and staff from WisDOT District 3 will also play a small role in the conformity process. Commission staff (in cooperation with WisDOT District 3 staff) expect to convene a meeting in each of these counties to collect information on capacity modifying street and highway improvements off the state highway network for purposes of this analysis.