

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

MONTHLY WORK PROGRAM ACTIVITY REPORT

**By County
JUNE 2004**

BROWN COUNTY

- On June 1, 2004, the Executive Director conducted an orientation session for the new Commissioner from Brown County.
- Staff participated in a meeting of the State Highways 54/172 Corridor Study Advisory Committee at the Hobart Village Hall the afternoon of June 1, 2004.
- On June 2, 2004, the Executive Director, Assistant Director/Principal Planner, and the Natural Resources Planner met with the Brown County Planning Commission to discuss possible water quality projects.
- On June 4, 2004, the BLRPC held its Commission meeting at the Days Inn in Green Bay.
- On June 5, 2004 the Assistant Director gave a presentation at a forum sponsored by Gathering Waters on comprehensive planning for natural resource preservation.
- On June 10, 2004, the Natural Resources Planner attended the Lower Fox Basin Partnership meeting in Green Bay.
- 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, and correspondence with the village.
- The Commission provided grant administration services for the village of Pulaski CDBG-PF grant including completion and submittal to Commerce of pay request #1 on June 1, 2004, completion and submittal of pay request #2 on June 14, 2004, reviewing payrolls for federal compliance, conducting employee interviews, correspondence with the village and the engineers, and various other grant related activities.
- On June 16, 2004 the Assistant Director/Principal Planner met with the Brown County Board to discuss the Commission's 2005 membership and levy.
- The Economic Development Planner I met with building inspector Ralph Whittie, of the village of Allouez, on June 23, 2004, to discuss possible grant funding for a housing project in the village limits.
- On June 29, 2004, the Assistant Director participated in a issue workshop sponsored by the Lake Michigan Forum regarding the Baird Creek Watershed
- During June the Regional Transportation Planner continued work on a survey of port users infrastructure condition and needs for the Brown County Harbor Commission. The survey responses will be incorporated into a *Port Opportunity Study* that the Commission is developing with the Port of Green Bay.

DOOR COUNTY

- On June 21, 2004 the Assistant Director/Principal Planner attended the final public hearing prior to Town Board adoption of the Town of Gibraltar Comprehensive Plan.
- Staff met with representatives from the Door County Highway and Planning Departments, the City of Sturgeon Bay Department of Public Works and with representatives of WisDOT District 3 and the WisDOT Central Office on June 28, 2004, to discuss an upcoming transportation/air quality conformity analysis for Door County. This meeting was coordinated by WisDOT, with Commission staff serving as a technical advisor at this meeting.
- During June, the Assistant Director/Principal Planner met with the village of Sister Bay Administrator to continue to update and reformat the village of Sister Bay's Zoning Ordinance.

FLORENCE COUNTY

- On June 28, 2004, the Assistant Director/Principal Planner and GIS Technician met with the Florence County Zoning Administrator and the County Emergency Management Director to develop a Florence County All Hazards Mitigation Plan.
- The Assistant Director responded to questions from the Zoning Administrator concerning variances.

KEWAUNEE COUNTY

- On June 3, 2004, the Community Assistance Planner met with the Ahnapee Town Board and Planning and Zoning Committee to develop a Code of Ordinances and revise to the town's Zoning Ordinance.
- On June 7, 2004 Commission staff met with the Kewaunee County Smart Growth Committee to initiate development of the county's comprehensive plan.
- On June 30, 2004, the Assistant Director and Transportation Planner met with the Red River Zoning Administrator to review revisions to the Town's code of ordinances.
- On June 30, 2004, the Regional Transportation Planner met with representatives of the Town of Franklin Plan Commission to discuss amendments and revisions to the town's zoning ordinance.
- On June 30, 2004, The Community Assistance Planner met with the Ahnapee Town Board and Plan Commission to continue review and revisions of the Code of Ordinances and the town's Zoning Ordinance.

MANITOWOC COUNTY

- On June 15, 2004, Regional Transportation Planner met with the Cooperstown Plan Commission to discuss implementation of the town's comprehensive plan.
- Staff met with representatives from the Manitowoc County Highway and Planning Departments, the City of Manitowoc Department of Public Works, the City of Two Rivers Department of Public Works and with representatives of WisDOT District 3 and the WisDOT Central Office on June 16, 2004, to discuss an upcoming transportation/air quality conformity analysis for Manitowoc County. This meeting was coordinated by WisDOT, with Commission staff serving as a technical advisor at this meeting.

- Commission staff provided CDBG-PFED grant administrative services to the City of Two Rivers, Eggers Industry, Inc. including work on, completion and submittal of pay request #4 to Commerce on June 16, 2004, correspondence with the city and various other grant related activities.
- On June 17, 2004, the Assistant Director/Principal Planner and Transportation Planner met with representatives from the Nuclear Regulatory Commission to discuss issues relating to the relicensing of the Point Beach Nuclear Power Plant.
- The Economic Development Planner I met with the Parks and Recreation Dept. Director, Rick Manchester from the city of Two Rivers on June 18, 2004, to discuss possible grant funding for the Hamilton Community Center restoration project.
- During June the Regional Transportation Planner prepared the Final Closeout Report for the town of Cooperstown's comprehensive planning grant. The Report was submitted to the Department of Administration on June 28, 2004.
- 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.

MARINETTE COUNTY

- Staff met with the City of Marinette Plan Commission on June 7, 2004 to continue work on the city's comprehensive plan update.
- On June 8, 2004, the Commission staff met with the City and Town of Peshtigo Plan Commissions to provide materials for the development of the joint comprehensive plan for the two communities.
- On June 15, 2004, the Assistant Director met with the Ice Age Trail Core Team to conduct a field inventory of trail alternatives in Sheboygan and Manitowoc Counties.

OCONTO COUNTY

- 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 work on pay request #3 and submittal to Commerce on June 14, 2004, correspondence with county personnel, collection, review and filing of payroll reports and various other grant administrative activities.
- On June 14, 2004, the Community Planner met with the town of Pensaukee Plan Commission to continue the development of the Town of Pensaukee Comprehensive Plan.
- The Natural Resources Planner held open house informational meetings for the Oconto County Environmental Corridor project in the city of Oconto on June 15, 2004, and in the town of How on June 16, 2004.

SHEBOYGAN COUNTY

- Staff attended a symposium sponsored by Cambridge Systematics, HNTB and WisDOT in Madison on June 2, 2004, to discuss travel demand forecast models being developed for several of Wisconsin's MPOs, including the Sheboygan MPO. The Sheboygan MPO model will cover all of Sheboygan County due to air quality conformity needs.
- Staff gave an update on recent Commission planning activities in Sheboygan County to the Sheboygan County Board's Executive Committee at its June 3, 2004, meeting.

- The Commission endorsed the bylaws for the Sheboygan MPO Technical Advisory Committee at its meeting on June 4, 2004.
- On June 15, 2004, the Assistant Director met with the Ice Age Trail Core Team to conduct a field inventory of trail alternatives in Sheboygan and Manitowoc Counties.
- Staff spent time in June continuing to work on the Risk Assessment component of the City of Sheboygan All Hazards Mitigation Plan.
- Staff attended a meeting organized by WisDOT to discuss the proposed abandonment of rail service from Saukville to Kiel by the Canadian National Railroad (CN), and to discuss strategies for possible state and local governmental involvement in preserving the corridor for future rail service or for conversion of the corridor to a trail. This meeting was held at the Plymouth City Hall the afternoon of June 24, 2004. Estimates of attendance at this meeting were 120 to 150 persons, and the meeting was discussed in the June 25, 2004, edition of the *Milwaukee Journal Sentinel*.
- Staff completed assembly of 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 June, with the final data entry work focused on vehicle registrations. It is likely that additional work will occur in this activity, since Cambridge Systematics and HNTB appear to be modifying the socioeconomic data inputs into the travel demand forecast model to some extent. To date, staff has assembled the socioeconomic data based on previous work with the current travel demand forecast model (from 1993 through 2003).
- Staff reviewed two sewer service extensions in Sheboygan County in June. One extension in the Sheboygan sewer service area was reviewed for conformity with the *Sheboygan Urbanized Area Sewer Service Plan*, while the other extension was in rural Sheboygan County, and was therefore only reviewed in terms of possible encroachment upon environmentally sensitive areas.
- Staff conducted a boarding and alighting survey of Sheboygan Transit in early June with the help of a temporary employment firm. Training for the survey was conducted on June 4. Most of the survey was completed on June 7, with a smaller number of trips surveyed on June 8. The objective was to complete the survey before school let out for the summer, as students have traditionally been a significant proportion of the ridership, even on regular routes. This survey merely records locations where passengers get on and off the bus for all regular routes of the transit operation, and is not a passenger opinion survey. Staff spent much of mid to late June tabulating survey results. A report on the survey findings should be available in July or August.
- Staff conducted the first meeting of the Sheboygan MPO Public Involvement Plan Ad-Hoc Review Committee the afternoon of June 30, 2004. At this meeting, committee members were to review the draft Sheboygan MPO Public Involvement Plan (produced to date), and were to assist staff in the development of a public participation process mailing list. The agenda packet for this meeting was mailed to committee members on June 23, 2004.
- Staff completed a draft report for the natural, agricultural and cultural resources of Sheboygan County as part of the *Sheboygan County Critical Habitats Study*.
- 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, preparation and submittal to engineer of preconstruction materials for the curb and gutter portion of the project, submittal of contract amendment #1 for administration duties to the village, worked on pay request #3 which did not need to be sent to Commerce, and various other grant related activities.

MULTI-COUNTY/REGIONAL

- On June 4, 2004, the Economic Development Planner I attended the Economic Development Professionals monthly meeting in Green Bay.
- On June 4, 2004, the BLRPC held its Commission meeting at the Days Inn in Green Bay.
- On June 7, 2004, the Executive Director served as Master of Ceremonies for the presentation of the grant to NWTC for their incubator facility on the NWTC campus. The Economic Development Planner I attended the ceremony.
- On June 8, 2004, the Economic Development Planner I attended the local On Broadway, Inc. meeting in Green Bay.
- Commission staff continued its work on the Lake Michigan Ice Age Park & Trail Trailway Plan through Kewaunee, Manitowoc and Sheboygan counties. On June 15, 2004, the Assistant Director met with the Ice Age Trail Core Team to conduct a field inventory of trail alternatives in Sheboygan and Manitowoc Counties.
- On June 16 and June 23, 2004, the Natural Resources Planner attended a meeting to review Lakeshore Natural Resource Partnership grant applications to consider funding for various natural resource projects in the Lakeshore basin.
- On June 18, 2004, the Assistant Director attended a meeting of the Association of Wisconsin Regional Planning Commission in Madison.
- On June 21, 2004, the Community Planner attended the Complying with Comprehensive Planning & State Agency Resources Workshop in Madison.
- On June 22, 2004, the Economic Development Planner I attended the administrative NEWREP meeting in Green Bay.
- On June 22, 2004, the Natural Resources Planner attended a meeting to discuss approaches to using GIS to make recommendations for siting future wind turbines.
- On June 23, 2004, the Personnel Committee met at the Commission offices to discuss strategies for replacing the Executive Director.
- On June 23, 2004, the Assistant Director/Principal Planner and the Natural Resources Planner participated in the WCMP federal review meeting in Green Bay.
- On June 24, 2004, the Economic Development Planner I hosted the 1st Quarter EDAC meeting at the Bay-Lake Regional Planning Commission office.
- GIS staff filled aerial photo and data requests for areas throughout the Bay-Lake Region.