

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

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

**BROWN COUNTY**

- On November 22, 2004 the Executive Director presented information on a watershed assessment to the Baird Creek Preservation Foundation at the Brown County Land Conservation Offices. The Commission has been working with the Foundation to assess stormwater issues using GIS modeling software.
- Staff continued administration of the town of Wrightstown's CDBG Public Facilities Grant, including updating of financial journals, preparation and submittal of the final pay request to the WI Department of Commerce on November 30, 2004, preparation of the closeout materials, correspondence with town representatives and project engineer and various other grant related activities.
- The Assistant Director met with the Planning Department for the City of Green Bay-Peter Tillman and Jennifer Brown and Paul Ehrfurth of ADVANCE to discuss upcoming projects and how the RPC can be of assistance.
- Commission staff participated in a meeting of the State Highways 54/172 Corridor Study Technical Advisory Committee at the Hobart Village Hall on November 2, 2004.
- The Commission provided grant administration services for the village of Pulaski CDBG-PF grant including reviewing payrolls for federal compliance, updating financial journals, reviewing final pay request materials and journals, preparation of the closeout documents, correspondence with the village and the engineers, and various other grant related activities.
- The Commission continued to provide grant administrative services to the village of Pulaski for their Corporate Way TEA grant including compilation and submittal of additional information requested by the WI Department of Transportation, and correspondence with the village and the engineers.
- The Executive Director and Economic Development Planner I continued correspondence with the village of Pulaski representatives regarding the development of Tax Incremental Finance District #2.

**DOOR COUNTY**

- During the last month, the Commission's Regional Transportation Planner continued work on the chapter elements of the Town of Union's Comprehensive Plan.
- The Assistant Director and Economic Development Planner attended the Door County Attainable Housing Committee meeting on November 11<sup>th</sup> in Sturgeon Bay.

**FLORENCE COUNTY**

- The GIS Specialist met with the Florence County Walking and Biking Trails Work Group to assist in delineating a bicycle corridor through the county.

## **KEWAUNEE COUNTY**

- On November 3, 2004, the Community Assistance Planner and GIS Specialist met with the towns of Pierce and Ahnapee to present the Agricultural, Natural and Cultural Resources element of the comprehensive plans. Nominal group and Vision results were also distributed and discussed at the meeting.
- On November 3, 2004, the Executive Director and GIS Coordinator met with the Ice Age Core Planning Team in Oshkosh to continue to refine the Lake Michigan Ice Age Trail corridor through Sheboygan, Manitowoc and Kewaunee counties.
- On November 11, 2004, the Community Assistance Planner met with the Ahnapee Town Board and Plan Commission to revise the town's proposed Zoning Code and Zoning Ordinance.
- On November 16, 2004, the Community Assistance Planner and GIS Specialist met with the City of Kewaunee to present the Agricultural, Natural and Cultural Resources element of the city's comprehensive plan. Nominal group and Vision results were also distributed and discussed at the meeting.
- On November 17, 2004, the Community Assistance Planner and GIS Specialist met with the Ahnapee Zoning Administrator to update the town's Zoning Map.
- On November 30th, the Assistant Director sent a packet of organizational information to Chuck Wagner for Kewaunee County's future Economic Development Corporation. The packet included information obtained from the Clark County Economic Development Corporation.
- The Economic Development Planner continued correspondence with Don Miller and Lee Novak of Robert E. Lee and Associates to discuss developing a Tax Incremental Finance District on the village's south end.
- During November, Commission staff continued work on community comprehensive plans for the Towns of Ahnapee, Luxemburg, Pierce and Red River and for the City of Kewaunee, the Village of Luxemburg and Kewaunee County.

## **MANITOWOC COUNTY**

- On November 1, 2004, the Regional Transportation Planner completed and submitted an application for a Wisconsin Department of Administration grant to prepare a multi-jurisdictional comprehensive plan for the Village of Cleveland and the Town of Centerville.
- On November 3, 2004, the Executive Director and GIS Coordinator met with the Ice Age Core Planning Team in Oshkosh to continue to refine the Lake Michigan Ice Age Trail corridor through Sheboygan, Manitowoc and Kewaunee counties.
- Commission staff closed out the Village of Valders's CDBG Public Facilities grant on November 4, 2004.
- On November 8, 2004, the Natural Resources Planner submitted a Wisconsin Coastal Management Program grant application to conduct a Cost of Community Services Study for the Village of Cleveland/Town of Centerville.
- On November 8, 2004, the Regional Transportation Planner submitted a Wisconsin Coastal Management program grant application to develop a multi-jurisdictional comprehensive plan for the Village of Cleveland and the Town of Centerville.
- On November 8, 2004, the Natural Resources Planner submitted a Wisconsin Coastal Management Program grant application to conduct a groundwater recharge inventory study for Manitowoc County.

- Commission staff provided CDBG-PFED grant administrative services to the City of Two Rivers, Eggers Industry, Inc. including correspondence with the city and Sandy Herfel of the WI Department of Commerce regarding contract amendments, preparation and submittal of pay request #6 to Commerce on November 18, 2004, evaluation of remaining grant and match funds and various other grant related activities.
- On November 29, 2004, the Executive Director conducted an orientation session for the new Commissioner from Manitowoc County.
- Commission staff continued work on the city of Two Rivers CDBG-PF proposal for the Hamilton Community Center restoration project including sorting and gathering data for the proposal, writing the narrative, preparing project maps, correspondence with the project engineer and Rick Manchester, Parks and Recreation Department Director and other grant writing activities.

#### **MARINETTE COUNTY**

- On November 9, 2004, Commission staff met with the City and Town of Peshtigo Plan Commissions on the development of the joint comprehensive plan for the two communities. At this meeting, the Regional Transportation Planner presented the transportation element of the plan to the city and town Plan Commissions, for review.
- The Assistant Director met with Doug Oitzinger, Mayor of Marinette, about future projects to include an incubator building and how the RPC can assist with those efforts.
- On November 17, 2004, the Regional Transportation Planner met with City of Marinette staff and Wisconsin Department of Transportation staff to review the City's application for state and federal transit operational assistance for the City of Marinette's Shared-Ride Taxi Transit Program for 2005.

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#### **OCONTO COUNTY**

- On November 9, 2004, the Community Assistance Planner attended the Pensaukee Town Board meeting to present the proposed Town of Pensaukee 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 correspondence with prime contractor regarding payroll issues, collection, review and filing of payroll reports and various other grant administrative activities.
- Commission staff assisted Oconto County staff in preparing and submitting a Wisconsin Coastal Management Program grant application for contour mapping.

#### **SHEBOYGAN COUNTY**

- On November 3, 2004, the Executive Director and GIS Coordinator met with the Ice Age Core Planning Team in Oshkosh to continue to refine the Lake Michigan Ice Age Trail corridor through Sheboygan, Manitowoc and Kewaunee counties.
- On November 9, 2004, the Executive Director and Assistant Director/Principal Planner conducted an orientation session for the new Commissioner from Sheboygan County, Flossie Meyer.

- Staff continued work on the *Year 2035 Sheboygan Area Transportation Plan (SATP)* in November. Commission staff met with staff of the consulting team preparing the travel demand forecast model for Sheboygan County (Cambridge Systematics and HNTB) the afternoon of November 11, 2004, to discuss the status of the model to date; staff from the WisDOT Bureau of Planning was also present at this meeting. Commission staff also met with staff from the WisDOT Bureau of Planning on November 30, 2004, to start the process of allocating the 2035 control total socioeconomic projections developed by Commission staff for Sheboygan County back to the traffic analysis zone (TAZ) level.
- On November 30, 2004, the Natural Resources Planner attended the Sheboygan River Basin Partnership meeting in Plymouth.
- Staff notified members of the Sheboygan Transit Development Program (TDP) Review Committee of their appointment to that committee in mid November. Members of this committee were also notified that the first meeting of the committee is scheduled for December 9, 2004. Staff also updated the Transit System Overview chapter of the TDP in mid November. The Sheboygan Parking and Transit Utility Commission wants a TDP completed by June of 2005 so that it can be used in the development of Sheboygan Transit's 2006 operating budget.
- Staff facilitated a November 11, 2004, meeting of the City of Sheboygan Natural Hazards Mitigation Plan Steering Committee. The main agenda item at this meeting involved review and discussion of the mitigation strategy component of the plan. Staff also submitted draft copies of the Natural Hazards Mitigation Plan to Wisconsin Emergency Management and to the Deputy Director of Public Works for the City of Sheboygan in late November.
- The draft *2005 – 2008 Sheboygan Metropolitan Planning Area Transportation Improvements Program (TIP)* was recommended for approval by the Sheboygan MPO Technical and Policy Advisory Committees at their joint meeting on November 4, 2004. The *2005 – 2008 TIP* was endorsed by the Commission at its November 12, 2004, meeting. Commission staff produced final copies of the *2005 – 2008 TIP* for distribution to federal and state agencies in late November.
- The air quality conformity analysis of the *Year 2025 SATP* and its implementing *2005 – 2008 TIP* was sent to the Conformity Technical Work Group of the Sheboygan MPO on November 16, 2004. In addition, the conformity analysis was placed in five locations in the Sheboygan area for a 30 day public review period in mid November; the public comment period was announced in a paid legal notice in the November 19, 2004, *Sheboygan Press*. The public review period and the interagency review period for this conformity analysis are running concurrently.
- A meeting of the Sheboygan MPO Technical and Policy Advisory Committees was held on November 4, 2004. Agenda items at this joint meeting included review and recommendation of approval to the Commission of the *2005 – 2008 TIP*; review of proposed work elements in the draft 2005 MPO work program; an update on development of the *Year 2035 SATP* (including distribution and review of control total socioeconomic projections for Sheboygan County, prioritization of the future land use scenarios for travel demand forecast modeling purposes, and an update on the Sheboygan MPO Public Involvement Plan); as well as an update on various planning activities.

- Commission staff sent out agenda packets for a December 7, 2004, joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees on November 30, 2004. Agenda items at this meeting will include review and recommendation of approval of the 2005 MPO Work Program, an update on the *Year 2035 SATP* process, and an update on various other planning activities.
- Staff reviewed three sewer service extensions in Sheboygan County in November. One extension in the Sheboygan sewer service area was reviewed for conformity with the *Sheboygan Urbanized Area Sewer Service Plan*, while the other two extensions were in rural Sheboygan County, and were therefore only reviewed in terms of possible encroachment upon environmentally sensitive areas.
- The Economic Development Planner continued correspondence with the WI Department of Commerce and village of Glenbeulah representatives and engineers regarding applying for a CDBG Public Facilities grant for sewer and water repairs within the village limits.

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

- On November 3, 2004, the Executive Director and GIS Coordinator met with the Ice Age Core Planning Team in Oshkosh to continue to refine the Lake Michigan Ice Age Trail corridor through Sheboygan, Manitowoc and Kewaunee counties.
- On November 5, 2004 the Executive Director and Chairperson of the Commission attended the annual meeting of the Association of Wisconsin Regional Planning Commissions in Madison.
- On November 8, 2004, the Natural Resources Planner submitted a Wisconsin Coastal Management Program grant application for funding to provide technical assistance to the communities of the Bay-Lake region on coastal issues.
- On November 10, 2004, the Regional Transportation Planner facilitated a meeting of the Regional Technical Advisory Committee on Land Use and Transportation at which elements of the Regional Master Plan were reviewed.
- On November 11, 2004 the Executive Director and GIS Coordinator participated in a conference call concerning the 2005 Wisconsin Land Information Association Annual Conference to be held in Green Bay.
- On November 11, 2004, the Executive Director attended meeting of the Northeast Wisconsin Coalition on the Regional Economy to discuss the *NEW Regional Economic Opportunities Study*.
- The Commission met on November 12, 2004 at the Days Inn in Green Bay.
- On November 15, 2004 the Executive Director, Assistant Director and Economic Development Planner participated in a symposium to introduce the results of the *Northeast Wisconsin Regional Economic Opportunity Study*. More than 400 people from both the public and private sector attended the symposium.
- On November 16, 2004 the Executive Director met with the Economic Development Administration in Chicago to discuss the 2005 EDA Planning Grants and program priorities.
- On November 29<sup>th</sup>, the Assistant Director met with Doug Gjerde of the Small Business Development Center to discuss resources in the region for small business development and growth and where the RPC may be able to secure additional resources to supplement those already available.

- The Assistant Director participated in a conference call on November 16<sup>th</sup> to continue planning for the International Trade Conference scheduled for April 2005.
- On November 18<sup>th</sup>, the Assistant Director and Economic Development Planner hosted an Economic Development Advisory Committee meeting at the office to talk about the Economic Development Element of the regional comprehensive plan, clarifying/expanding the role of the committee, and set quarterly meet dates for 2005.
- On November 23<sup>rd</sup>, the Assistant Director and Economic Development Planner hosted a Housing Advisory Committee meeting at the office to discuss the Housing and Population Element of the regional comprehensive plan.
- GIS staff attended the ESRI Wisconsin Users Group (EWUG) conference in Madison on November 4<sup>th</sup> and 5<sup>th</sup>.
- GIS staff filled data and aerial photo requests for multiple areas in the Region.