

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

MONTHLY WORK PROGRAM ACTIVITY REPORT

**By County
OCTOBER 2004**

BROWN COUNTY

- 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 and submittal of semi-annual report on October 6, 2004, attending and facilitating the second citizen participation hearing held on October 18, 2004, 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 collection and review of all invoices and receipts for reimbursement from the WI Department of Transportation, compilation of reimbursement request, correspondence with the village and the engineers, and submittal of final pay request to the WI Department of Transportation on October 6, 2004.
- On October 27, 2004, the Executive Director met with the Town of Ledgeview Clerk to discuss assistance the Commission could provide the town on grants and land use controls.
- Staff continued administration of the town of Wrightstown's CDBG Public Facilities Grant, including payroll review for the sub contractors for federal compliance, correspondence with town representatives and project engineer and various other grant related activities.
- 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.
- During October, the Regional Transportation continued work on a Port Opportunity Study for the Port of Green Bay.

DOOR COUNTY

- During the last month, the Commission's Regional Transportation Planner continued work on the Agricultural, Natural and Cultural Resources element of the Town of Union's Comprehensive Plan.
- During October, the Commission staff continued to update and review the village of Sister Bay's Zoning Ordinance, Subdivision Ordinance and zoning map.

FLORENCE COUNTY

- On October 4, 2004, the GIS Specialist met with the Florence County Walking and Biking Trails Work Group to assist in delineating a bicycle corridor through the county.
- On October 8, 2004, the Executive Committee met at the Florence Natural Resources Center.

- On October 18, 2004, the Executive Director and GIS Technician met with the Florence County Towns Association to review the development of the *Florence County All-Hazards Mitigation Plan* and prioritization of natural hazards in Florence County.

KEWAUNEE COUNTY

- On October 5, 2004, the Community Assistance Planner and the Regional Transportation Planner met with the Kewaunee County *Smart Growth Committee* to review and discuss elements of the Kewaunee County Multi-jurisdictional Plan and to discuss the plan process and timeline.
- On October 6, 2004, the Community Assistance Planner met with the Ahnapee Town Board and Plan Commission to review the town's proposed Zoning Ordinance.
- On October 7, 2004, the Economic Development Planner sent a packet of grant information to Mark Kanz, Director of Kewaunee County Promotions and Recreation Department for Kewaunee County's future Economic Development Corporation. The packet included grant opportunities such as a CBED grant, RBEG and RBOG programs funded by the USDA and the WI Department of Commerce.
- On October 26, 2004, the Executive Director met with the DNR in Madison to continue to refine the Ice Age Trail corridor through Sheboygan, Manitowoc and Kewaunee counties.
- On October 28, 2004, the Executive Director and Economic Development Planner met with Don Miller of Robert E. Lee and Associates to discuss developing a Tax Incremental Finance District on the village's south end.
- On October 28, 2004, Commission Staff met with Kewaunee County Land Conservation staff to discuss the updating of the county Farmland Preservation Plan.
- During October, the Commission's Regional Transportation Planner provided technical assistance to the Town of Montpelier relative to revisions and amendments to the Town's zoning ordinance.
- During October, Commission staff continued work on community comprehensive plans for the Towns of Ahnapee, Luxemburg, Pierce and Red River and for the City of Kewaunee and the Village of Luxemburg.

MANITOWOC COUNTY

- GIS staff worked with Village of Cleveland to supply them with an Environmental Corridors map to be used for their Land Use Plan update.
- Commission staff continued to work on and correspond with the Village of Valders on their CDBG Public Facilities grant including updating of journals, closeout preparation, self-monitoring checklist preparation, correspondence with village representatives, filing and organizing remaining financial information and folders and various other grant related activities.
- 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 the semi-annual report on October 6, 2004, preparation and submittal of pay request #5 to Commerce on October 12, 2004, evaluation of remaining grant and match funds and various other grant related activities.
- 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.

- During October, the Commission's Regional Transportation Planner prepared and submitted an application for a 2005 Wisconsin Department of Administration planning grant to develop a multi-jurisdictional comprehensive plan for the Town of Centerville and the Village of Cleveland.
- On October 26, 2004 the Executive Director met with the DNR in Madison to continue to refine the Ice Age Trail corridor through Sheboygan, Manitowoc and Kewaunee counties.

MARINETTE COUNTY

- On October 12, 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.
- During October, the Regional Transportation Planner prepared and submitted an application for state and federal transit operational assistance for the City of Marinette's Shared-Ride Taxi Transit Program for 2005. The application was submitted to the Wisconsin Department of Transportation's bureau of transit on October 13, 2004.
- Commission staff prepared and submitted a Comprehensive Planning grant application on behalf of the City and Town of Niagara and Town of Pembine in October.

OCONTO COUNTY

- Commission staff worked throughout October to help develop and submit a Comprehensive Planning Grant application for Oconto County.
- On October 19, 2004, the Natural Resources Planner attended a meeting Green Bay West Shore Sewer Service Area to review an extension request.
- On October 21, 2004 the Executive Director and GIS Specialist attended the Oconto County Board meeting to provide information on the County's proposed contour mapping project.
- 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 county personnel, correspondence with prime contractor regarding payroll issues, collection, review and filing of payroll reports, preparation and submittal of semi-annual report on October 6, 2004, and various other grant administrative activities.

SHEBOYGAN COUNTY

- Staff continued work on the *Year 2035 Sheboygan Area Transportation Plan (SATP)* in October. This work included continued staff verification of the coding of network links in the proposed travel demand forecast model for Sheboygan County, as well as development of control total socioeconomic projections for Sheboygan County. The control total socioeconomic projections will be distributed by traffic analysis zone (TAZ) for up to three future land use scenarios in Sheboygan County over the next several weeks.
- Staff facilitated an October 7, 2004, meeting of the City of Sheboygan All Hazards Mitigation Plan Steering Committee. The main agenda item at this meeting involved continued review and discussion of portions of the risk assessment component of the plan. Analysis of the final natural hazard to be examined in the plan (fog) was reviewed at this meeting. At this meeting, the plan steering committee decided to keep the risk assessment limited to natural hazards, since assessment of natural hazards is all that is required by law, and since the deadline for completion of a draft plan is near.

- Early October was spent assembling the draft *2005 – 2008 Sheboygan Metropolitan Planning Area Transportation Improvements Program (TIP)*. The *2005 – 2008 TIP* was placed in five locations in the Sheboygan area for a 30 day public review period in early October; the public comment period was announced in a paid advertisement in the October 10, 2004, *Sheboygan Press*, and press releases announcing the public comment period were sent to all local news media. The public hearing for the *2005 – 2008 TIP* was announced in a paid advertisement in the *Sheboygan Press* on October 24, 2004, and press releases announcing the public hearing were sent to all local news media. The public hearing for the *2005 – 2008 TIP* was held on October 27, 2004.
- 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, updating of financial journals, preparation for and facilitation of the second citizen participation hearing on October 13, 2004, continued review of payrolls for federal compliance, preparation of closeout documents and various other grant related activities.
- An air quality conformity analysis on the *Year 2025 SATP* and its implementing *2005 – 2008 TIP* was conducted in October. Some of the writing of this analysis occurred in early October, but most of the analytical work took place after the Wisconsin Department of Natural Resources Bureau of Air Management staff supplied Commission staff with new emission factors on October 15, 2004. This analysis relies on data generated from the late 2003 runs of the travel demand forecast model (since none of the planning assumptions have changed since then), as well as on the new emission factors (since several additional new vehicle model years were exempted from the state’s vehicle inspection and maintenance program since the last conformity analysis).
- Commission staff met with staff from the WisDOT District 3 office, the WisDOT Bureau of Planning, and with the Federal Highway Administration Wisconsin Division office on October 19, 2004, at the Hill Farms State Transportation Building in Madison, to review the draft *2005 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*.
- The Executive Director attended a Wind Turbine Forum in Sheboygan Falls on October 21, 2004 at which several presentations relating to wind energy generation were made.
- On October 26, 2004, the Executive Director met with the DNR in Madison to continue to refine the Ice Age Trail corridor through Sheboygan, Manitowoc and Kewaunee counties.
- Commission staff met with the Director of the Sheboygan Parking and Transit Utility on October 27, 2004, to review the specific membership of the Sheboygan Transit Development Program (TDP) Review Committee, as well as to develop a schedule to “fast track” the TDP so that all elements of this plan are completed by June of 2005. 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 sent out agenda packets for a meeting of the Sheboygan MPO Technical and Policy Advisory Committees on October 28, 2004; this meeting will be held on November 4, 2004. Agenda items at this joint meeting will include 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.

- 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.
- Commission staff worked throughout October to help develop and submit a Comprehensive Planning Grant application for Sheboygan County.

MULTI-COUNTY/REGIONAL

- On October 7, and October 15, 2004, the Executive Director attended meeting of the Northeast Wisconsin Coalition on the Regional Economy to discuss the NEW Regional Economic Opportunities Study.
- On October 7, 2004, the Economic Development Planner I attended the bi-monthly NEWREP meeting at NWTC in Green Bay.
- The Executive Committee met on October 8, 2004 at the Florence Natural Resources Center.
- On October 26, 2004, the Executive Director met with the DNR in Madison to continue to refine the Lake Michigan Ice Age Trail corridor through Sheboygan, Manitowoc and Kewaunee counties.
- On October 26, 2004 the Executive Director participated in a meeting of the external review committee for the DNR's Statewide Comprehensive Outdoor Recreation Plan
- On October 28, 2004, the Executive Director met with planning and zoning staff from Door, Kewaunee, Manitowoc, Oconto and Sheboygan Counties to discuss the status of the regional comprehensive plan, local planning efforts and regional coordination of projects.
- GIS staff filled aerial photo and data requests for areas throughout the Bay-Lake Region.
- The GIS Coordinator discussed GIS projects in the Bay-Lake Region with staff from the Coastal Management Program.
- The GIS Coordinator discussed geological projects that may help with a watershed modeling grant in the Bay-Lake Region with staff from the Wisconsin Geological and Natural History Survey.
- GIS staff continued to work with UW-Sea Grant on the Bay-Lake RPC web mapping site.