

**WORK PROGRAM ACTIVITY REPORT
DECEMBER 2016 – FEBRUARY 2017
By County**

**BAY-LAKE REGIONAL PLANNING COMMISSION
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MULTI-COUNTY/REGIONAL

- Commissioners adopted the annual budget and work program on December 9, 2016. New Commission binders containing all governing documents of the Commission, as well as contact information, were distributed to Commissioners in December at the full Commission meeting.
- The Executive Director, along with other staff, began the process of hiring a Planner I for the BLRPC. Two very qualified applicants have been chosen to interview for the second time and a hiring decision will be made in March.
- In February, Commission staff met with other Regional Planning Commission Directors for the quarterly AWRPC meeting held in Madison at the Wisconsin Counties Association offices.
- Commission continued to work with NewNorth staff to discuss moving forward on a pilot test for the Gold Shovel program. The first project will be a Marinette County project and will determine if compensation is in line with the amount of work provided. Gold Shovel certification is new to the area and will certify a commercial area as “ready to move in.”
- On February 16th, the Natural Resources Planner gave a presentation to the WCMP Council about BLRPC coastal planning activities.
- On February 27th, the Natural Resources Planner participated in a broadband informational webinar held by the State Broadband Office.
- The Natural Resources Planner conducted sewer service area reviews for the Sheboygan Urbanized Area Sewer Service Area, the Manitowoc-Two Rivers-Mishicot Urbanized Area Sewer Service Area, and the Marinette Areawide Sewer Service Area.
- Commission staff continued work on the *Invasive Phragmites Management in the Fox River and Lower Green Bay Area of Concern* project by planning the next imagery acquisition, arranging a contractor for this season's treatments, and completing paperwork for a DNR permit.
- The Natural Resources Planner served as a technical reviewer of some of the WCMP grant applications.
- In December, Commission staff initiated the planning process for the *Regional Bike and Pedestrian Plan for Northeast Wisconsin*. This included an informational meeting with WisDOT staff on December 1st as well as communications with Wisconsin Bike Federation. The regional bike and pedestrian project will continue thru December 2018.
- Commission staff completed an update the Commission's Regional Comprehensive Plan elements. The Commission's Executive Committee approved the updates in January 2017.

- Commission staff participated in a public hearing regarding WisDOT's State Freight Plan in De Pere in mid-December.
- Commission staff participated in a meeting with the Director of the Wisconsin Department of Health Services (WDHS) Northeast Region in early February. The purpose of this meeting was to explore linkages between some of WDHS' public health initiatives and several of the Commission's planning activities, including transportation planning.
- Commission staff began accepting applications from member communities for the 2017 Technical Assistance Grant program. Project will be selected in March.
- Commission staff attended the Wisconsin Land Information Association (WLIA) Annual Conference in February.

BROWN COUNTY

- No specific county activity during this period. See Multi-County/Regional activities.

FLORENCE COUNTY

- The Community Assistance Planner corresponded with Florence County Zoning to offer technical assistance on zoning and other ordinance administration.
- The Natural Resources Planner worked with the County Emergency Management Director to secure funding for an update to the County Hazard Mitigation Plan. The plan update will begin this spring.

KEWAUNEE COUNTY

- In January, the Executive Director facilitated a meeting with the Kewaunee County Economic Development Director and Lee Shirey of EDA to discuss potential EDA assistance with respect to the Algoma Hardwoods (Masonite Corp.) closure.
- In September through November, the Community Assistance Planner provided technical assistance for the administration and updating of zoning and other ordinances for the towns of Casco, Franklin, Lincoln, Luxemburg, Red River, and West Kewaunee.
- On January 18st, the Community Assistance Planner facilitated a meeting with the Town of West Kewaunee to continue the process of updating the town's zoning ordinance.
- The Community Assistance Planner facilitated a meeting with the Town of Casco on February 7th to initiate the process of updating the town's zoning ordinance.
- Commission staff also continues to prepare updates to the zoning ordinances for the towns of Luxemburg, and Red River. The zoning ordinances are expected to be completed by summer 2017.
- Commission staff met with the Town of Franklin to discuss and schedule an update to the Town's zoning ordinance in 2017. This project is anticipated to begin in summer 2017.
- Commission staff continues to correspond with stakeholders to consider improvements for a trailhead for the Ahnapee Trail in the City of Algoma.
- Commission staff completed the Comprehensive Plan and Farmland Preservation Plan updates for Kewaunee County in December 2016.

- Commission staff completed the process of updating the *Kewaunee County Coordinated Public Transit – Human Services Transportation Plan* during this period. The draft plan was reviewed at a quarterly meeting of the Kewaunee County Transportation Coordinating Committee in early December, and Commission staff edited the plan based on changes suggested at this meeting. The final plan was transmitted to WisDOT in mid-December.

MANITOWOC COUNTY

- Work on the *Maritime Metro Transit Development Program (TDP): 2017 - 2021* was completed in this period. Commission staff made final revisions and assembled the complete TDP for production in December. Final copies of the TDP were produced in January, and were delivered or mailed in late January to Maritime Metro Transit, the WisDOT transit section in Madison, and to two libraries in the Manitowoc-Two Rivers area. The TDP has also been posted to the Commission website under "Regional Transportation."
- Commission staff provided technical assistance to Manitowoc County in February regarding the process of updating local comprehensive plans in the county.
- The Community Assistance Planner continues to work with the Town of Cooperstown as part of its comprehensive plan update.
- Commission staff communicated with the Village of Cleveland in January and February to schedule the village's comprehensive plan update in 2017. This project is anticipated to begin in summer 2017.
- The GIS Coordinator initiated a project to build an online and updateable street sign inventory service for Manitowoc County. This arcgisonline.com service will provide a cost effective alternative for staff to update the street sign inventory.

MARINETTE COUNTY

- The Executive Director was in contact with the Marinette County Clerk regarding the process for becoming a Governor's appointment to the Bay-Lake RPC. There are currently two interested parties.
- Commission staff continued to assist the City of Marinette with the administration of its Shared-Ride Taxi Transit Program with the completion of the 2016 fourth quarter / year-end report.
- Commission staff continued correspondence with the Marinette Area Active Communities group and Wisconsin Bike Federation which are taking steps to make the Marinette area more accessible for biking and walking.

OCONTO COUNTY

- Commission staff corresponded with Oconto County staff regarding potential updates to local comprehensive plans within the county in 2017.
- On January 31st, the Community Assistance Planner facilitated a meeting with the Town of Brazeau to continue the process of developing the town's zoning code.
- The Executive Director completed work on a Capital Improvements Plan for the Village of Lena that was awarded to the Village earlier in 2016 under the Commission's new Technical Assistance Grant program.

SHEBOYGAN COUNTY

- Commission staff continued assisting the City of Sheboygan with the Davis-Bacon Act compliance for their HUD assisted street project on 9th Street.
- With the help of a loan from Sheboygan County, the Commission was able to pay off its unfunded pension liability in full in December.
- Commission staff continued to work with the City of Sheboygan to monitor certified payroll reports for construction taking place at Paradigm, an Historic Preservation project in the city that includes a new façade to the existing building.
- Commission staff worked with the City of Sheboygan to monitor job creation for several different businesses that currently have an outstanding loan with the City. The monitoring involves correspondence with the business on a quarterly basis and when new workers are hired or fired. Low-to-moderate income status data is also collected and used as one of the requirements of obtaining the loan.
- Commission staff spoke with the Town of Lyndon regarding the potential development of a STH 57 corridor study for the town.
- The Sheboygan MPO Technical and Policy Advisory Committees met jointly on three occasions during this period.
- MPO items were discussed at a meeting of the full Commission in early December and at a meeting of the Commission's Executive Committee in late January.
- Commission staff participated in a quarterly MPO Directors' meeting via teleconference in late January.
- The *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* was recommended for approval by WisDOT and was approved by USDOT in late December, and was posted to the Sheboygan MPO webpage at the end of December.
- Commission staff worked with the WisDOT Bureau of Planning and Economic Development and with Shoreline Metro in the preparation and review of an updated *Cooperative Agreement for Continuing Transportation Planning for the Sheboygan, Wisconsin, Metropolitan Area* during this period. This agreement was presented to the Sheboygan MPO Technical and Policy Advisory Committees at their joint meeting in December. The Bay-Lake Regional Planning Commission approved and had its Chairperson sign this agreement at a meeting of the full Commission in early December. The agreement was signed by WisDOT's Secretary in early January. The agreement was posted to the Sheboygan MPO webpage in January.
- Commission staff continued to monitor proposed national performance management measure regulations during this period, including assessment of the performance of the National Highway System (NHS), freight movement on the Interstate system, and the Congestion Mitigation and Air Quality improvement program (CMAQ).
- Commission staff completed work on the *2016 Public Participation Plan Update* for the Sheboygan MPO during this period. The Sheboygan MPO Technical and Policy Advisory Committees reviewed and recommended approval of the *2016 Public Participation Plan Update* for the Sheboygan MPO at their joint meeting in early December. The Bay-Lake Regional Planning Commission approved the *2016 Public Participation Plan Update* for the Sheboygan MPO at its December meeting. After some minor editing, the final *2016 Public*

Participation Plan Update for the Sheboygan MPO was posted to the Sheboygan MPO webpage and was mailed to pertinent WisDOT and USDOT staff and to local repositories in the Sheboygan area in late December. The 2016 Public Participation Plan Update for the Sheboygan MPO takes into account new participants in the metropolitan transportation planning process recommended in MAP-21 and the recently enacted FAST Act.

- Commission staff completed the draft 2016 annual report on transportation system performance indicators in early December. Commission staff presented this draft report to members of the Sheboygan MPO Technical and Policy Advisory Committees at their joint meeting in early December. Commission staff updated this report in January, including various additions and revisions to the report. This information was presented at the joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees in late January. Commission staff also reported on how the Sheboygan metropolitan planning area compared to five other smaller Wisconsin MPOs regarding several performance indicators at the January joint meeting of the MPO advisory committees. Considerable effort from the Commission's GIS Coordinator went into the production of this report, including creation of several maps and data generation.
- Commission staff participated in a meeting in early December convened by the Sheboygan County Chamber of Commerce to discuss Sheboygan County's air quality nonattainment area status for ground-level ozone, including the recent notification from USEPA that Sheboygan County was to be moved from a marginal to a moderate nonattainment area.
- Commission staff participated in a quarterly meeting of the Wisconsin Department of Natural Resources (WDNR) Bureau of Air Management's Transportation Conformity Work Group (via teleconference) in January.
- Commission staff provided technical assistance to Shoreline Metro during this period. In January, this involved assisting Shoreline Metro with the preparation of its Community Development Block Grant (CDBG) report for the fourth quarter of 2016, as well as assisting Shoreline Metro with portions of a CDBG application that was due to the City of Sheboygan Department of Planning and Development by mid-January. In February, this involved starting to work with Shoreline Metro staff on setting performance targets for state of good repair (SGR), including a meeting in late February to discuss this and other matters.
- Commission staff started work on two chapters of the Shoreline Metro Transit Development Program (TDP) in January and February. These included the Transit System Overview and Community Profile chapters of the TDP. Commission GIS staff has been preparing several maps for these chapters, particularly for the Community Profile chapter.
- Commission staff distributed copies of the final 2017 – 2020 TIP to members of the Sheboygan MPO Technical and Policy Advisory Committees in December; each city, village and town within the metropolitan planning area, Sheboygan County, Shoreline Metro, the WisDOT Northeast Region, the WisDOT Bureau of Planning and Economic Development, and the FHWA Wisconsin Division received paper copies of the TIP (complete with CD copies of the TIP), while all other members of the MPO advisory committees received only CD copies of the TIP. Copies of the TIP were either distributed at the December meeting of the MPO advisory committees, hand delivered after the meeting, or mailed after the meeting. Commission staff also hand delivered a paper copy of the 2017 – 2020 TIP (complete with a CD copy of the TIP) to the Mead Public Library for permanent public display immediately after the December joint meeting of the MPO

advisory committees. The Wisconsin Department of Transportation approved the 2017 – 2020 TIP in early January.

- Commission staff prepared several minor amendments to the 2017 – 2020 TIP in January. These minor amendments involved: (1) the addition of three projects to the elderly and disabled transportation capital component of the 2017 – 2020 TIP; (2) cost adjustments to one project in the bicycle and pedestrian transportation component of the 2017 – 2020 TIP; and (3) cost adjustments to two projects in the street and highway improvement component of the 2017 – 2020 TIP. An updated fiscal constraint redemonstration (financial plan) was also prepared for these amendments. The Sheboygan MPO Technical and Policy Advisory Committees recommended approval of these minor amendments at their joint meeting in late January, and the Commission approved these amendments at a meeting of its Executive Committee in late January. Commission staff transmitted these minor amendments to pertinent Federal and state agencies at the end of January. The Wisconsin Department of Transportation approved these minor amendments to the 2017 – 2020 TIP in mid-February.
- Commission staff also prepared several minor amendments to the 2017 – 2020 TIP in February. These minor amendments involved cost adjustments to four projects in the street and highway improvement component of the 2017 – 2020 TIP. An updated fiscal constraint redemonstration (financial plan) was also prepared for these amendments. The Sheboygan MPO Technical and Policy Advisory Committees recommended approval of these minor amendments at their joint meeting in late February. The Bay-Lake Regional Planning Commission is scheduled to take action on these minor amendments at a meeting of the full Commission in March.
- With the assistance of USDOT and WisDOT Northeast Region staff, Commission staff prepared the *Annual Listing of Obligated Projects for Calendar Year 2016* in February. This material was reviewed by members of the Sheboygan MPO Technical and Policy Advisory Committees at their joint meeting in late February. This will be posted to the MPO webpage in early March.
- Commission staff attended WisDOT's Local Program Symposium at the WisDOT Northeast Region office in late February. One of the topics discussed was the upcoming STP Urban funding cycle.