

**MONTHLY WORK PROGRAM ACTIVITY REPORT
OCTOBER 2010
By County**

**BAY-LAKE REGIONAL PLANNING COMMISSION
441 SOUTH JACKSON STREET
GREEN BAY, WI 54301
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BROWN COUNTY

- On October 19, the Natural Resources Planner provided information to the County Conservation Department to assist them in developing their EPA GLRI Quality Assurance Plan.
- The Community Planner met with the Town of Ledgeview on October 21st to discuss zoning and planning related material.
- The Community Planner met with the Village of Wrightstown on October 27th to discuss zoning and planning related material.
- During October, the Natural Resources Planner assisted Brown County Planning with reviewing recommended changes to their definition of environmentally sensitive areas for the purposes of sewer service area planning.

KEWAUNEE COUNTY

- The Commission completed and delivered an update to the Town of Red River Zoning Ordinance and Subdivision Control Ordinance.
- During October, the Natural Resources Planner worked with the City of Algoma to develop a municipal Emerald Ash Borer readiness plan.
- The Community Planner continued to update the City of Kewaunee Outdoor Recreation Plan during the month of October.
- The Community Planner continued to update the City of Kewaunee Zoning Ordinance during the month of October.
- During October, the Community Planner continued to provide zoning assistance to towns of Casco, Lincoln, Luxemburg, Pierce, and Red River.

MANITOWOC COUNTY

- During October, the Natural Resources Planner assisted the City of Manitowoc with the development of a WCMP grant application.
- On October 19th, the Community Planner and GIS Coordinator met with the Manitowoc County Planning and Zoning staff to continue updating the County Zoning Ordinance.
- On October 22nd, Commission staff participated in a panel of five individuals that interviewed the first of four finalist consulting firms that could provide architectural/engineering services for the Maritime Metro Transit Intermodal Transfer Facility. The other three firms will be interviewed in early November, and a decision will be made the first week of November.

- On October 22nd, Commission staff met with the manager of Maritime Metro Transit to discuss proposed revisions to Route 2, which serves the northeast side of the City of Manitowoc.

MARINETTE COUNTY

- The Interim Executive Director completed the City of Marinette's 2011 Shared-Ride Taxi application on October 14th and provided a copy to WisDOT staff for their review and approval.
- During October, the Natural Resources Planner continued serving on the technical advisory committee for the Lower Menominee River AOC habitat restoration plan.

OCONTO COUNTY

- On October 6th, the Interim Executive Director attended the Village of Lena's Planning and Development Committee meeting.

SHEBOYGAN COUNTY

- Commission staff continued to write Chapter 5 (Existing Condition of the Transportation Network) of the update to the *Year 2035 Sheboygan Area Transportation Plan (SATP)* throughout October. Bicycle and pedestrian transportation network sections of this chapter were presented to members of the Sheboygan MPO Technical and Policy Advisory Committees at their joint meeting on October 7th. Most of October was spent preparing the transit network section of this chapter.
- Commission staff continued to revise project tables and the narrative of the main body of the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP)* in October. Commission staff also continued to prepare the appendices for the TIP in October.
- Commission staff provided technical assistance to the Sheboygan Parking and Transit Utility in early October. This assistance involved preparation of a quarterly report regarding Sheboygan Transit's CDBG funding for the period from July 1, 2010, to September 30, 2010.
- Commission staff revised draft Chapters 5 (Transit System Performance) and 6 (Goals, Objectives, Standards and Their Use in Evaluating the Current Transit Operation) of the *Sheboygan Transit Development Program (TDP): 2011 – 2015* in the first half of October.
- Commission staff facilitated a joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees on October 7th. Principal agenda items addressed at this meeting included: distribution and review of the draft *2011 Sheboygan Metropolitan Planning Area Transportation Planning Work Program*; continued review of components of the update to the *Year 2035 SATP*; an update on the *Sheboygan Metropolitan Planning Area TIP*; an update on the *Sheboygan TDP*; and an update on WisDOT Northeast Region and other MPO planning activities.
- Commission staff participated in a meeting with WisDOT and FHWA staff (via teleconference) to review the draft *2011 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* on October 13th. Commission staff will revise the MPO work program based on comments received at that meeting; the 2011 MPO Work Program will be approved by the Commission at the November 12th meeting of the Executive Committee.

- Commission staff facilitated a meeting of the Sheboygan TDP Review Committee on October 14th. Principal agenda items addressed at this meeting included: distribution and final review of draft Chapter 5 of the TDP (Transit System Performance); distribution and final review of draft Chapter 6 of the TDP (Goals, Objectives, Standards and Their Use in Evaluating the Current Transit Operation); and continued discussion regarding alternatives to be considered in the TDP planning process.
- Commission staff participated in an MPO Directors' meeting in Madison on October 26th.
- Commission staff met with Sheboygan Parking and Transit Utility staff, two members of the Sheboygan Transit Commission and two drivers on October 27th to discuss a proposal that the two drivers had to restructure the routes; this proposal *may* be examined as an alternative in the Sheboygan TDP.

MULTI-COUNTY/REGIONAL

- The Interim Executive Director attended Northwoods Summit VI on October 5th at the Four Seasons Resort in Pembine.
- On October 6th, the Natural Resources Planner participated on a conference call with the National Association of Regional Councils to discuss regional green infrastructure.
- On October 7th and 13th, the Natural Resources Planner participated in meetings of the Lake Michigan Stakeholders Steering Committee.
- On October 7th, the Interim Executive Director and the Natural Resources Planner attended the Wisconsin Coastal Management Council meeting in Kewaunee. The Natural Resources Planner gave a presentation to the Council about the Commission's Public Access/Water Trail project.
- On October 8th and 28th, the Natural Resources Planner participated on a conference call with WDNR and NPS to discuss the water trail project.
- On October 13th, the Natural Resources Planner gave a presentation on grant writing at the Lake Michigan Stakeholders GLRI conference in Cleveland.
- On October 14th, the Natural Resources Planner held an advisory committee meeting for the water trail project.
- The Interim Executive Director participated in teleconferences with EDA officials on October 14th and October 27th to discuss changes to programs and funding priorities for FY 2011.
- The Interim Executive Director attended the semi-annual meeting of Regional Planning Commission Financial Directors in Wisconsin Dells on October 15th.
- On October 15th, the Natural Resources Planner held a conference call with UW-Oshkosh and the Racine Health Department to discuss the GLRI beach survey project.
- On October 15th, Commission staff participated in one final meeting to review the WisDOT Northeast Region travel demand forecast model before the contract with the consultant team to complete this project ended at the end of October.

- On October 22nd, Commission staff met with staff from SRF Consulting Group (the primary consultant that developed the WisDOT Northeast Region travel demand forecast model) to discuss future training opportunities for the staff. A proposal for this training was received in late October.
- On October 26th, the Community Planner attended a workshop on Farmland Preservation Planning and mapping at the WDNR Service Center in Oshkosh.
- On October 22nd, the Natural Resources Planner participated in a meeting of NEW Wilderness Alliance steering committee.
- On October 22nd, the Natural Resources Planner participated in a conference call meeting of the Lake Michigan Forum Communication Committee.
- On October 25th, the Natural Resources Planner attended and assisted with facilitation for the NEW Wilderness Alliance conference at UWGB.
- The Interim Executive Director attended the NEW Wilderness Alliance conference at UWGB on October 25th.
- On October 27th, the Interim Executive Director and the Natural Resources Planner attended a WDOT workshop about Complete Streets.
- On October 27th, the Commission submitted two WCMP grant applications.
- On October 28th, the Natural Resources Planner participated in a webinar meeting of the EPA Lake Michigan Watershed Academy.
- During October, the Commission signed a contract with EPA to undertake the work defined in the approved GLRI beach survey project.
- During October, the Commission signed a contract with WDNR to update the Sheboygan Urbanized Area Sewer Service Area, with the work to commence immediately.
- During October, Commission staff continued work on a project with the WDNR, National Park Service, Wisconsin Coastal Management Program, and EPA to develop a Lake Michigan Water Trail.
- During October, Commission staff continued work on a Wisconsin Coastal Management Program project to develop a public access study for Kewaunee, Manitowoc, and Sheboygan counties.
- During October, 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.