

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

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

- The Community Planner met with the Village of Wrightstown Plan Commission on November 8th to discuss zoning and planning related material.
- The Community Planner met with the Town of Ledgeview Plan Commission on November 10th to discuss zoning and planning related material.

FLORENCE COUNTY

- During the month of November Commission staff began work on several new ordinances to incorporate into County Code of Ordinances.

KEWAUNEE COUNTY

- On November 10th, the Community Planner met with the Kewaunee County Zoning Administrator to continue updating the County Shoreland Zoning Ordinance.
- On November 30th, the Interim Executive Director met with Jennifer Brown, Executive Director of the Kewaunee County Economic Development Corporation, to discuss projects underway and proposed in the county.
- During November, Commission staff delivered the Algoma Emerald Ash Borer readiness plan to the City and WDNR.
- During November, Commission staff delivered the Kewaunee County Emerald Ash Borer readiness plan to the County and WDNR.
- The Community Planner continued to update the City of Kewaunee Outdoor Recreation Plan during the month of November.
- The Community Planner continued to update the City of Kewaunee Zoning Ordinance during the month of November.
- During November, the Community Planner continued to provide zoning assistance to the towns of Casco, Luxemburg, and Red River.

MANITOWOC COUNTY

- On November 1st, 2nd and 3rd, Commission staff participated in a panel of five individuals that interviewed three of the four finalist consulting firms that could provide architectural/engineering services for the Maritime Metro Transit Intermodal Transfer Facility. The first interview was conducted in late October. A decision was made following the completion of all four interviews on November 3rd.
- On November 17th, the Community Planner met with the Manitowoc County Planning and Zoning staff to continue updating the County Zoning Ordinance.

- Commission staff participated in a meeting to finalize changes to the functional classification of the street and highway network in the Manitowoc and Two Rivers Urban Areas on November 5th. Meeting participants included WisDOT Northeast Region staff, as well as staff from the Cities of Manitowoc and Two Rivers, officials from area towns, and staff from the Manitowoc County Planning and Zoning Department.

MARINETTE COUNTY

- The Interim Executive Director met with City of Marinette and WisDOT staff on November 23rd to discuss the city's 2011 Shared-Ride Taxi application.
- During November, the Natural Resources Planner continued serving on the technical advisory committee for the Lower Menominee River AOC habitat restoration plan.

OCONTO COUNTY

- On November 10th, 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 November. Much of the transit network section of this chapter was presented to members of the Sheboygan MPO Technical and Policy Advisory Committees at their joint meeting on November 11th. Most of November was spent preparing the remaining portions of the transit network section of this chapter, and the intercity passenger network section was started in late November.
- Commission staff prepared an administrative modification to Table 2 (Transit Capital Projects) of the *2008 – 2011 TIP* in early November. This administrative modification involved a slight change to a transit capital project; this project (involving a security upgrade for Sheboygan Transit) was modified so that it clarified that the project would include "the upgrading of video and audio surveillance equipment within existing buses and at the central transfer center;" the year of project implementation was also moved from 2009 to 2011. The Sheboygan MPO Technical and Policy Advisory Committees were notified of this administrative modification at their joint meeting on November 11th, and the Commission approved the administrative modification at a November 12th meeting of its Executive Committee. Commission staff submitted this approved administrative modification to state and federal officials on the TIP distribution list on November 23rd.
- Commission staff worked with staff of the WisDOT Northeast Region to prepare a series of administrative modifications and one minor amendment to the bicycle and pedestrian and street and highway components of the *2008 – 2011 TIP* in late November. These changes will be presented to the MPO advisory committees and to the Commission at their respective meetings in December for approval. The administrative modifications will better link multiple state project identification numbers with TIP identification numbers. The minor amendment will add a rehabilitation project on State Highway 23 (between State Highway 32 and County Highway Y) that is scheduled for 2011 to the *2008 – 2011 TIP*.
- Commission staff continued to revise project tables and the narrative of the main body of the new *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP)*

in November. Commission staff also continued to prepare the appendices for the new TIP in November.

- Commission staff provided technical assistance to the Sheboygan Parking and Transit Utility in mid November. This assistance involved updating the Title VI Civil Rights Program for Sheboygan Transit/Lakeshore Metro.
- Commission staff facilitated a joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees on November 11th. Principal agenda items addressed at this meeting included: distribution, review and recommendation of approval of a revised draft of the *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 revised the *2011 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* in November to update the document and to address comments raised by WisDOT and FHWA staff on the draft 2011 MPO Work Program in mid October. The Sheboygan MPO Technical and Policy Advisory Committees recommended approval of the 2011 MPO Work Program at their joint meeting on November 11th. The 2011 MPO Work Program was approved by the Commission at the November 12th meeting of its Executive Committee.
- Commission staff facilitated a meeting of the Sheboygan TDP Review Committee on November 11th. Principal agenda items addressed at this meeting included: review of the appropriate threshold size for a "larger" licensed child care facility that should be served by transit routes; and review of alternatives being considered in the TDP planning process. In addition, one of the drivers on the review committee asked to present a proposal for route restructuring under the alternatives review agenda item.
- Commission staff participated in a meeting convened by WDNR Bureau of Air Management staff (via teleconference) on November 8th to discuss the process that the bureau will use to establish updated motor vehicle emission budgets as the State Implementation Plan (SIP) for air quality is updated. The new motor vehicle emission budgets will be based on a new emissions estimation model (MOVES). This change will affect air quality conformity analyses for the Sheboygan metropolitan planning area and Sheboygan County within the next year or two. Staff from WisDOT, FHWA, SEWRPC and USEPA Region 5 also participated in this teleconference.
- Commission staff participated in a meeting with a potential vendor (InfoGroup) the morning of November 18th; the vendor is associated with a provider of demographic and employment data. This was a follow-up meeting with this same vendor that occurred in mid April. Commission staff invited the vendor to the office because there may be value in obtaining employment data from this source when the *SATP* is updated between 2011 and 2014.
- On November 16th, the Interim Executive Director attended the Sheboygan County Economic Development Corporation's Annual Meeting.
- During November, the Commission began working to update the Sheboygan Urbanized Area Sewer Service Area plan.

- During November, the Natural Resources Planner began working to update the City of Sheboygan multi-hazard mitigation plan.

MULTI-COUNTY/REGIONAL

- On November 1st, the Natural Resources Planner participated on a conference call with WDNR and NPS to discuss the water trail project.
- The Interim Executive Director met with Renewegy and ECWRPC staff on November 8th to discuss an agenda for a spring small wind energy workshop.
- On November 9th and 10th, the Natural Resources Planner facilitated an advisory committee meeting for the water trail project in Milwaukee and Green Bay respectively.
- On November 10th, Commission staff met with staff from Infinity Technology to begin the process of redesigning the Commission's website. On November 23rd, Commission staff met to review preferred components of the website (Commission logo, photography, colors, fonts, etc.). This project will be completed by the end of 2010, and is being funded by special PL Discretionary funding allocated to the Sheboygan MPO program.
- On November 11th, the Natural Resources Planner participated in a meeting of the Niagara Escarpment Resource Network steering committee meeting.
- The Commission held its scheduled Executive Committee meeting at the Kewaunee County Administration Building on November 12th.
- On November 16th, the Natural Resources Planner participated in meetings of the Lake Michigan Stakeholders Steering Committee.
- Commission staff participated in a teleconference with WisDOT staff on November 16th to review the 2010 Regional Transportation Work Program and discuss initiatives outlined in the 2011 proposed Work Program.
- The Interim Executive Director met with Frank Frassetto of the Wisconsin Department of Commerce on November 17th to discuss proposed and current projects in the Bay-Lake Region.
- On November 17th, Commission staff helped facilitate a meeting of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) at the new Menominee Tribe transportation center in Keshena. NEWRATC members participated in the dedication of this facility and tours of the facility, then convened the meeting in a conference room of the facility. The charge of this committee is "to coordinate and develop a regional committee to systematically address access to transportation for at-risk populations with special needs." Generally, counties covered by the Bay-Lake and East Central Wisconsin RPC regions are represented on this committee.
- On November 17th and 30th, the Natural Resources Planner participated in a meeting of NEW Wilderness Alliance steering committee.
- The Interim Executive Director participated in the Northwoods Economic Development Steering Committee meeting on November 22nd at CESA 8 in Gillett.
- Commission staff participated in a debriefing teleconference with HUD officials on November 29th to discuss the joint application submitted by ECWRPC and BLRPC this past summer that did not receive funding.

- On November 30th, the Natural Resources Planner participated in a webinar meeting of the EPA Lake Michigan Watershed Academy.
- Commission staff signed a contract with SRF Consulting Group (the primary consultant that developed the WisDOT Northeast Region travel demand forecast model) in mid November to offer training on the model. This training will take place in mid December at the Commission office.
- During November, the Natural Resources Planner worked with UW-Oshkosh to get the GLRI beach survey project underway.
- During November, 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 November, Commission staff continued work on a Wisconsin Coastal Management Program project to develop a public access study for Kewaunee, Manitowoc, and Sheboygan counties.
- During November, the Natural Resources Planner began reviewing grant applications as part of a grant review team for WCMP.
- During November, 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.