

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

**BAY-LAKE REGIONAL PLANNING COMMISSION
441 SOUTH JACKSON STREET
GREEN BAY, WI 54301
www.baylakerpc.org**

BROWN COUNTY

- During the month of December, the Community Planner assisted the Village of Wrightstown with zoning and planning related material.

DOOR COUNTY

- On December 21st, the Executive Director met with Mary Marik, Chairperson of the Parks Committee for the Town of Washington, to discuss membership and potential projects which the Commission could complete for the town.

FLORENCE COUNTY

- On December 6th, the Interim Executive Director participated in the Sustainable Forestry Conference planning committee meeting in Florence to continue work on the 2011 conference.

KEWAUNEE COUNTY

- During December, the Community Planner continued to update the Kewaunee Shoreland Zoning Ordinance.
- The Community Planner continued to update the City of Kewaunee Outdoor Recreation Plan during the month of December.
- The Community Planner continued to update the City of Kewaunee Zoning Ordinance during the month of December.
- During December, the Community Planner continued to provide zoning assistance to the towns of Casco, Lincoln, Franklin, and Luxemburg,.

MANITOWOC COUNTY

- During December, the Community Planner continued to update the Manitowoc County Zoning Ordinance.

MARINETTE COUNTY

- Commission staff attended the quarterly City of Marinette Shared-Ride Taxi advisory committee meeting on December 15th.
- During December, the Natural Resources Planner continued serving on the technical advisory committee for the Lower Menominee River AOC habitat restoration plan.

OCONTO COUNTY

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)* through much of December. The transit network and intercity passenger network sections of this chapter were presented to members of the Sheboygan MPO Technical and Policy Advisory Committees at their joint meeting on December 9th. The remainder of December was spent completing the remaining sections of this chapter (freight networks and roadway networks).
- Committee staff started to write Chapter 6 (Transportation and Land Use) of the update to the *Year 2035 SATP* in late December; this chapter was expected to be completed in early January.
- Commission staff worked with staff of the WisDOT Northeast Region to prepare a series of administrative modifications and minor amendments to the bicycle and pedestrian and street and highway components of the *2008 – 2011 TIP* in early December. These changes were recommended for approval by the MPO advisory committees at their December 9th joint meeting, and were approved by the Commission at its December 10th meeting. These administrative modifications and minor amendments were transmitted to the respective state and federal agencies for processing shortly after the Commission meeting. The administrative modifications will better link multiple state project identification numbers with TIP identification numbers. The minor amendments will add several small street and highway design or construction projects (that do not involve additional roadway capacity) that are 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 December. Commission staff also continued to prepare the appendices for the new TIP in December.
- Commission staff provided technical assistance to the Sheboygan Parking and Transit Utility in early December. This assistance involved the preparation of the annual Community Development Block Grant (CDBG) application for Sheboygan Transit/Lakeshore Metro.
- Commission staff facilitated a joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees on December 9th. Principal agenda items addressed at this meeting included: continued review of components of the update to the *Year 2035 SATP*; an update on the *Sheboygan Metropolitan Planning Area TIP* (including: notification of several administrative modifications to the *2008 – 2011 TIP*; distribution, review and recommendation of approval of minor amendments to the *2008 – 2011 TIP*; and an update on the *2011 – 2014 TIP*); an update on the *Sheboygan TDP*; and an update on WisDOT Northeast Region and other MPO planning activities.
- Commission staff prepared narrative and a table regarding the impacts of the first set of alternate configurations for Lakeshore Metro that are being considered in the alternatives analysis portion of the Sheboygan TDP; this work occurred in early December. This information was presented at the December 9th meeting of the Sheboygan TDP Review Committee.

- Commission staff facilitated a meeting of the Sheboygan TDP Review Committee on December 9th. Principal agenda items addressed at this meeting included: final review of the TDP standard related to the appropriate threshold size of a “larger” licensed child care facility that should be served by transit routes; and continued review of alternatives being considered in the TDP planning process.
- Commission staff participated in a meeting of the WDNR Conformity Work Group on December 15th. This meeting was held at the SEWRPC office in Pewaukee. Staff from WisDOT, FHWA, SEWRPC and USEPA Region 5 also participated in this meeting, either in person or via teleconference. One of the items discussed at this meeting involved setting a timetable for WDNR to provide emission factors to Commission staff to complete an air quality conformity analysis on the update to the *Year 2035 SATP* and on the *2011 – 2014 TIP*.
- On December 1st, the Interim Executive Director presented an overview of the Commission at the Sheboygan County Heads of Government meeting.
- During December, the Commission began working to update the Sheboygan Urbanized Area Sewer Service Area plan.
- During December, the Natural Resources Planner began working to update the City of Sheboygan multi-hazard mitigation plan.

MULTI-COUNTY/REGIONAL

- On December 14th, the Natural Resources Planner participated in a meeting with the WDNR and NPS in Milwaukee to discuss the water trail project.
- In December, Commission staff worked with staff from Infinity Technology to redesign the Commission’s website. Several Commission staff went through special training with Infinity Technology on how to populate the new website on December 21st. This project was completed by the end of 2010, and was funded by special PL Discretionary funding allocated to the Sheboygan MPO program.
- On December 17th, the Natural Resources Planner participated in a meeting of the Niagara Escarpment Resource Network steering committee meeting in Menasha.
- The Commission held its scheduled Full Commission meeting on December 10th.
- On December 15th, the Natural Resources Planner participated in a meeting of the Lake Michigan Stakeholders Steering Committee in Cleveland and via phone conference on December 2nd.
- On December 21st, the Natural Resources Planner participated in a meeting of NEW Wilderness Alliance steering committee.
- The Interim Executive Director attended the New North Annual Summit at UW-Oshkosh on December 3rd.
- The Executive Director attended the Association of Wisconsin Regional Planning Commission (AWRPC) meeting held in Madison on December 16th.
- The Executive Director participated in the Global Trade Conference planning committee teleconference on December 14th to continue work on the 2011 conference.

- On December 17th, the Executive Director attended the bi-monthly meeting of the Northeast Wisconsin Regional Economic Partnership (NEWREP) meeting held at the Green Bay Area Chamber of Commerce' offices.
- On December 7th, the Natural Resources Planner participated in a webinar meeting of the EPA Lake Michigan Forum.
- On December 16th, the Natural Resources Planner participated in a webinar meeting of the EPA Lake Michigan Watershed Academy.
- Commission staff participated in training regarding the WisDOT Northeast Region travel demand forecast model with SRF Consulting Group (the primary consultant that developed the model) on December 13th and 14th at the Commission office. This training was funded by special PL Discretionary funding allocated to the Sheboygan MPO program.
- During December, the Natural Resources Planner worked with UW-Oshkosh to get the GLRI beach survey project underway.
- During December, 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 December, Commission staff continued work on a Wisconsin Coastal Management Program project to develop a public access study for Kewaunee, Manitowoc, and Sheboygan counties.
- During December, the Natural Resources Planner provided grant proposal review for WCMP.
- During December, 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.