

**MONTHLY WORK PROGRAM ACTIVITY REPORT
NOVEMBER 2011
By County**

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

- The Natural Resources Planner attended the Wisconsin Areas of Concern meeting in Green Bay on November 3rd and 4th.
- The Executive Director attended the Association of Regional Planning Commission's quarterly meeting on November 8th in Madison.
- On November 9th, the Natural Resources Planner presented on the Lake Michigan Water Trail at the Annual Meeting of the Lake Michigan Stakeholders held in Green Bay.
- On November 10th, Commission staff participated in a teleconference with WisDOT staff to review the proposed 2012 Regional Transportation Work Program.
- The Executive Director met with Frank Frassetto, Regional Account Manager for the Wisconsin Economic Development Corporation (WEDC), on November 16th to discuss projects and the CEDS update process.
- On November 18th, the Executive Director met with Jim Huycke, Grants Specialist for Lakeshore Technical College, to discuss projects and opportunities for collaboration on future projects.
- On November 30th, the Executive Director met with Linda Bartelt, Executive Director for the Northeast Wisconsin Educational Resource Alliance (NEW ERA), to discuss projects and opportunities for collaboration on future projects.
- Commission staff continued to work on preparing a Global Trade Strategy for companies located in the 18-county New North Region during the month of November.
- During November, the Natural Resources Planner continued work on the GLRI beach project.
- During November, Commission staff wrapped up the project with the WDNR, National Park Service, and Wisconsin Coastal Management Program to develop a Lake Michigan Water Trail.
- Commission staff completed and submitted an USEPA Brownfields Coalition Site Assessment grant application. The counties of Kewaunee and Manitowoc and the cities of Two Rivers and Sheboygan are members of the coalition.
- 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.
- Commission staff provided review letters for several applications for federal and state operating assistance and for federal capital assistance for shared-ride taxi and small fixed-route transit operations in the region in late November.

BROWN COUNTY

- Commission staff assisted the Town of Holland with its pavement management program in November. This included traveling to the town to assist town officials with rating their roads on November 16th, and updating the pavement ratings in WisDOT's WISLR database. All of the pavement management materials have been submitted to WisDOT.

DOOR COUNTY

- No County specific activities during this period. See "Multi-County/Regional" above.

FLORENCE COUNTY

- During November, the Natural Resources Planner continued work on updating the *Florence County Hazard Mitigation Plan*.

KEWAUNEE COUNTY

- The Community Planner continued to update the Town of Casco zoning ordinance.
- The Community Planner completed a final review draft of the update to the *City of Kewaunee Zoning Ordinance* text and mapping. Public Review and Hearing scheduled for December.
- The Community Planner completed a final draft for review of the *City of Kewaunee Outdoor Recreation Plan*. Public Review scheduled for December.
- During November, the Community Planner continued to provide zoning assistance to the towns of Franklin, Luxemburg, and Pierce.
- During November, the Natural Resources Planner continued work on the GLRI beach survey project for Kewaunee beaches.

MANITOWOC COUNTY

- On November 7th, the Community Planner attended the County Board meeting to answer questions regarding the proposed update to the Manitowoc County Zoning Ordinance text and mapping.
- During November, the Commission submitted a grant application on behalf of the City of Manitowoc to secure funding for restoration work on Silver Creek.
- On November 14th, the Executive Director participated in the monthly Lakeshore Industry Cluster teleconference. The meeting focused on interviewing a consulting firm to assist in preparing an industry cluster analysis for the five-county region.
- During November, the Natural Resources Planner continued work on the GLRI beach survey project for Manitowoc beaches.

MARINETTE COUNTY

- On November 3rd, the Community Planner met with the Town of Stephenson to discuss the zoning ordinance text.
- On November 16th, the Community Planner and GIS Coordinator met with the Town of Stephenson to discuss the zoning ordinance text and mapping.
- Staff attended a meeting of the City of Marinette Shared-Ride Taxi Advisory Committee on November 16th.

- On November 21st, the Executive Director attended the Northwoods Economic Development Steering Committee meeting to review the Summit held at UW-Marinette on October 4th and to begin planning the next Summit to be held in October 2012.
- The Community Planner continued to draft the Town of Stephenson zoning ordinance text during the month of November.
- In November, Commission staff continued to assist Jewell & Associates and WisDOT staff on the U.S. Highway 141 Corridor Study from State Highway 64 to Smith Creek Road in Marinette County.
- During November, the Natural Resources Planner continued work on the GLRI beach survey project for Marinette beaches.
- During October, the Community Planner provided zoning assistance to the Town of Pound and City of Marinette.

OCONTO COUNTY

- Commission staff submitted the final pavement ratings for the Town of Riverview's pavement management program to WisDOT in early November.

SHEBOYGAN COUNTY

- On November 15th, the Executive Director attended the Sheboygan County Economic Development Corporation's Annual Meeting held at Acuity.
- During November, Commission staff completed a plan update to the *Sheboygan Urbanized Area Sewer Service Plan*. The plan was approved by the SSA TAC and is being review by WDNR.
- During November, Commission staff provided additional information to Wisconsin Emergency Management (WEM) on the *City of Sheboygan Multi-Hazard Mitigation Plan* as WEM continued review of the draft plan.
- During November, the Natural Resources Planner continued work on the GLRI beach survey project for Sheboygan beaches.
- The Sheboygan MPO Technical and Policy Advisory Committees met jointly on November 10th. Agenda items addressed at this meeting included: review of the draft schedule for the major update to the *Sheboygan Area Transportation Plan (SATP)* due in April 2015; an update on transit planning activities (including the *Sheboygan Transit Development Program*); and an update on WisDOT Northeast Region and other MPO planning activities. Minutes for this meeting were drafted in November.
- Commission staff submitted the final *2012 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* to WisDOT and FHWA staff in early November.
- Commission staff participated in the Governor's Freight Industry Summit in Appleton on November 9th.
- Commission staff participated in a quarterly meeting of the Wisconsin Department of Natural Resources Bureau of Air Management's Conformity Transportation Work Group (CTWG) in Madison on November 15th.
- Commission staff continued to learn about the characteristics of the Cube travel demand forecast model software and its interactions and limitations with the Commission's GIS software during the month of November.

- Commission staff participated in a meeting of the WisDOT Northeast Region Travel Demand Forecast Model Users' Group on November 30th.
- Commission staff prepared administrative modifications to the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2011 - 2014* in November. The administrative modifications change the air quality status of two projects that involve the addition of a center turning lane from "non-exempt" to "exempt from regional emissions analysis." In addition, one street and highway improvement project had its year of implementation moved from 2012 to 2013. These changes are an outcome of the CTWG meeting on November 15th, and MPO action on these changes is expected in early December.
- Commission staff revised a draft multi-year schedule for development of the next update to the *SATP* in response to comments received by the MPO Technical and Policy Advisory Committee membership at their joint meeting on November 10th. The next *SATP* will have a horizon year of 2045.
- Now that Shoreline Metro's 2012 budget and level of service have been determined after several months of effort, work has now turned to finalizing the *Sheboygan Transit Development Program (TDP)*. Commission staff has completed the full draft Alternatives Analysis chapter of the TDP. Commission staff also started writing the Recommended Plan chapter of the TDP. Commission staff was scheduled to meet with Shoreline Metro staff in early December to discuss several elements of the Recommended Plan chapter, including a multiyear financial plan, fare policy, and recommended capital improvements (including passenger shelters). A meeting of the TDP Review Committee will be called once a complete draft is prepared.