

**WORK PROGRAM ACTIVITY REPORT
JANUARY - MAY 2016
By County**

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

- The Commission received a USFS GLRI grant for \$100,000 to undertake EAB impact mitigation projects in EAB quarantined counties throughout the Great Lakes Basin in Wisconsin. The technical advisory committee met in May to structure the subgrant program to distribute the funding to eligible communities.
- In January, Commission staff finished preparing and submitted a Transportation Alternatives Program (TAP) grant application (or Surface Transportation Block Grant Set-aside under the FAST Act) to WisDOT for a potential Regional Bicycle and Pedestrian Plan.
- The Community Assistance Planner reviewed materials from a local officials meeting on January 12th regarding a Traffic, Operations, Safety, and Needs Analysis on USH 141 from County E to WIS 64 in Oconto and Marinette Counties.
- On March 8th, the Executive Director and the Office Accounts Coordinator met with representatives of the auditing firm of Schenck SC to discuss the draft 2015 audit. These representatives also attended the Executive Committee meeting in April to go over any questions that committee members might have had regarding the audit.
- In March, the Executive Director met with other Regional Planning Commission Directors at the quarterly AWRPC meeting held in Madison at the Wisconsin Counties Association offices.
- 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 continues to update the Commission's Regional Comprehensive Plan. The Community Assistance Planner conducted an online survey that was distributed to all local jurisdictions in the region to provide input on regional growth/preservation issues.
- Commission staff continued work on the *Invasive Phragmites Management in the Fox River and Lower Green Bay Area of Concern* project. A landowner workshop was held May 21st to provide information and education.
- On April 13th, the Community Assistance Planner participated in a zoning webinar, *Zoning 101: Zoning in Unzoned Towns*.
- On April 21st, the Executive Director attended a Rural Summit in Carter entitled "Revitalization in Rural Wisconsin."
- The Commission offered a competitive application process through its first-ever Technical Assistance Grant program. The program offers member communities/counties a chance to receive small-scale planning assistance at little to no cost. Of the 15 applications received,

two projects were selected: 1) public participation assistance for the City of Manitowoc Downtown Master Plan, and 2) assistance with the development of a Capital Improvement Plan (CIP) for the Village of Lena.

- The Community Assistance Planner attended the quarterly meeting of the Northeast Wisconsin Transportation Committee (NEWTC) in the City of Oconto on May 17th.
- Commission staff helped facilitate quarterly meetings of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) in January and April.

BROWN COUNTY

- The Natural Resources Planner continued working on the update to the Oneida Nation hazard mitigation plan.
- The Natural Resources Planner completed the City of Green Bay EAB mitigation project under USFS GLRI funding.
- The Community Assistance Planner reviewed Transportation Alternatives Program grant applications submissions from Brown County entities in March.
- On April 11th, the Community Assistance Planner attended the 2016 Port of Green Bay Symposium.
- The Community Assistance Planner attended the Brown County Planning Commission Transportation Subcommittee meeting on May 16th to discuss issues that affect two projects that have been approved for Surface Transportation Program (STP) funding.

DOOR COUNTY

- The Community Assistance Planner had discussions with the Town of Gibraltar regarding zoning ordinances and updates to the town's comprehensive plan.

FLORENCE COUNTY

- The Community Assistance Planner continued updating the Florence County Farmland Preservation Plan, including attendance at a meeting on January 11th.
- The Natural Resources Planner provided Florence County Emergency Management with information for a grant proposal to FEMA to update the Hazard Mitigation Plan.

KEWAUNEE COUNTY

- From January through May, the Community Assistance Planner provided technical assistance for the administration and updating of zoning and other ordinances for Kewaunee County; the towns of Ahnapee, Casco, Franklin, Lincoln, Luxemburg, Montpelier, Pierce, and Red River; and for the City of Kewaunee.
- The Community Assistance Planner communicated with towns of Ahnapee, Luxemburg, Franklin, Casco, and Red River regarding updating their local Comprehensive Plans.
- The Community Assistance Planner participated in a local officials meeting on February 6th regarding the STH 42 improvement project in the City of Kewaunee.
- Commission staff began updating the Comprehensive Plan and Farmland Preservation Plan for Kewaunee County, including a kickoff meeting that was held on February 25th.

- On April 6th, the Community Assistance Planner attended the Town of Red River Plan Commission meeting to discuss updating the town's zoning ordinance.
- The Community Assistance Planner attended the Kewaunee County Personnel, Advisory & Legislative Committee meeting on May 11th to discuss the county's comprehensive planning and farmland preservation project.
- On May 19th, the Community Assistance Planner participated in an informational meeting/workshop in the City of Algoma that was facilitated by UW-Extension regarding improvements to the Ahnapee State Trail trailhead located in Algoma.
- The Community Assistance Planner met with the Town of Luxemburg Zoning Administrator on May 26th to discuss the town's comprehensive plan update and mapping for the Kewaunee County farmland preservation portion of the county comprehensive plan update.

MANITOWOC COUNTY

- Commission staff continued work on updating the Manitowoc-Two Rivers-Mishicot SSA Plan. The final draft of the report is currently out for review by the SSA Committee and a public hearing will be held in June.
- Work on the Maritime Metro Transit Development Program (TDP) continued in this period. The Maritime Metro TDP Review Committee met on five occasions, and Commission staff met with Maritime Metro Transit staff twice to discuss transit planning issues. In January, the Maritime Metro TDP Review Committee reviewed draft Chapters 5 (Ridership Opinion) and 6 (Route Ridership Patterns). In February, a nominal group exercise was conducted to establish goals, objectives, standards and a mission statement for the TDP. In March, the TDP Review Committee reviewed draft Chapter 8 (Goals, Objectives, Standards and Their Use in Evaluating the Current Transit Operation) and also reviewed alternatives being analyzed in the TDP process. In April, the TDP Review Committee continued its review of alternatives being analyzed in the TDP process. Preparation of draft Chapters 9 (Alternatives Analysis) and 10 (Recommended Plan) also occurred during this period.
- The Community Assistance Planner continues to work on the Town of Manitowoc Rapids Comprehensive Plan update, including a meeting with the Town Plan Commission on April 12th.
- The Community Assistance Planner continues to work on the Town of Cooperstown Comprehensive Plan update.
- The Community Assistance Planner communicated with the towns of Two Creeks and Mishicot and with the villages of Cleveland and Mishicot regarding updating their local Comprehensive Plans.

MARINETTE COUNTY

- The Community Assistance Planner provided technical assistance in the area of zoning administration for the City of Marinette and the Town of Wagner.
- The Community Assistance Planner communicated with towns of Amberg and Pound and with the City of Marinette regarding updating their local Comprehensive Plans.
- The Community Assistance Planner assisted with modifications to the City of Marinette with its Shared-Ride Taxi procurement process.

- The Community Assistance Planner continued to assist the City of Marinette with the administration of its Shared-Ride Taxi Transit Program with the completion of the 2016 first quarter report and attendance at the city's quarterly Transportation Committee meeting on March 15th.

OCONTO COUNTY

- Commission staff received approval from WEM and FEMA for the Oconto County's hazard mitigation plan, and the plan was adopted by the County.
- The Community Assistance Planner continued to provide technical assistance for the administration and updating of zoning and other ordinances for the Town of Brazeau.
- The Community Assistance Planner had discussions regarding updates to local comprehensive plans with Oconto County, the Town of Maple Valley, and with the City of Gillett.
- The Community Assistance Planner continued to work on the Town of Riverview Comprehensive Plan update, including attending a Town Plan Commission meeting on January 26th.
- On April 7th, a kick-off meeting for Lena's CIP was held at the Lena Village Hall. The Village of Lena was awarded a Technical Assistance Grant from BLRPC earlier in the year.

SHEBOYGAN COUNTY

- Commission staff continued to work with the City of Sheboygan to assist them with the Davis-Bacon Act compliance for their HUD assisted street project on Pennsylvania Avenue.
- Commission staff began working on providing HUD administration assistance to the City of Sheboygan by contacting new economic development loan recipients regarding the collecting and reporting of retained and newly hired employees. BLRPC staff will collect the data quarterly, compile it, and will work with the City of Sheboygan planning staff to assure that job retention/creation commitments are met by the end of the contract term.
- Four joint meetings of the Sheboygan MPO Technical and Policy Advisory Committees were held during this period.
- Commission staff participated in quarterly MPO Directors' meetings in January and April.
- WisDOT proposed a change to the National Highway System (NHS) in the Sheboygan metropolitan planning area in early March. Commission staff transmitted the proposed change to members of the Sheboygan MPO Technical and Policy Advisory Committees for a one week period of review and comment. After hearing no objections to the proposal, Commission staff submitted its approval of the change to WisDOT Northeast Region planning staff.
- Commission staff mapped various roadway condition attributes in the Sheboygan metropolitan planning area. These maps were reviewed with members of the Sheboygan MPO Technical and Policy Advisory Committees at their joint meetings in February and April.
- Commission staff participated in a webinar sponsored by FHWA regarding the Highway Safety Improvement Program (HSIP) and safety performance management measures in early April. Commission staff has also been monitoring several other proposed national

performance measurement regulations, including assessment of the performance of the NHS, freight movement on the Interstate system, and the CMAQ program.

- Commission staff participated in quarterly meetings of the Wisconsin Department of Natural Resources (WDNR) Bureau of Air Management's Transportation Conformity Work Group (via teleconference) in January and April.
- Commission staff participated a State Highway 23 Freeway Designation and Corridor Preservation Study stakeholder meeting at the City of Plymouth Fire Department in early May.
- Commission staff assisted Shoreline Metro with the preparation of its Community Development Block Grant (CDBG) quarterly progress reports in January and April.
- Commission staff assisted Shoreline Metro with an estimate of eligible riders for a Section 5310 report in January.
- Commission staff assisted Shoreline Metro with portions of a CDBG application in February.
- Commission staff updated the transportation system performance indicator report for 2015. The updated information was presented to members of the Sheboygan MPO Technical and Policy Advisory Committees at various meetings in early 2016.
- In early January, Commission staff prepared a report summarizing findings of the Shoreline Metro passenger opinion survey that was conducted by the Commission in early December of 2015. This report was presented to members of the Sheboygan MPO Technical and Policy Advisory Committees at their joint meeting in January.
- Commission staff participated in two meetings to discuss studying the feasibility of employment transportation in and near the metropolitan planning area. Commission staff spent some time researching potential transportation options and collected business pattern and employment data for zip codes in Sheboygan County as part of this effort. Commission staff contributed to the development of employer and employee survey instruments, including supply of survey instruments previously developed by Commission staff, review of draft survey instruments, and testing of the surveys before they were rolled out to employers and employees. Commission staff also discussed grant possibilities to improve employment transportation in the county, using sources such as TIGER and CMAQ.
- Commission staff met with the Director of Shoreline Metro in May.
- Commission staff participated in meetings of the Sheboygan Transit Commission (the governing board of Shoreline Metro) in January and May. In January, Commission staff presented findings of the Shoreline Metro passenger opinion survey conducted in early December of 2015. The May meeting involved public hearings and action on: (1) system enhancements and changes effective in early July; and (2) premium services (for an additional fee) for ADA paratransit.
- Commission staff started the process of preparing the update to the *Coordinated Public Transit – Human Services Transportation Plan for Sheboygan County* in May. Commission staff contacted Shoreline Metro and the Sheboygan County Aging and Disability Resource Center (ADRC) to determine potential dates for a coordination meeting, which will occur in the first half of August. Commission staff also began preparing background chapters of the plan in May.

- WisDOT approved the *Sheboygan Metropolitan Planning Area TIP: Calendar Years 2016 – 2019* in January. Commission staff distributed copies of the final *2016 – 2019 TIP* to members of the Sheboygan MPO Technical and Policy Advisory Committees in late January. Commission staff also hand delivered a paper copy of the *2016 – 2019 TIP* to the Mead Public Library for permanent public display after the January meeting of the MPO advisory committees. The final *2016 – 2019 TIP* was also posted to the MPO webpage.
- Various major and minor amendments to the street and highway component of the *2016 – 2019 TIP* were processed during this period.
- Commission staff placed the *Annual Listing of Obligated Projects for Calendar Year 2015* on the MPO webpage in March. The public was notified of this posting on the Commission's Facebook page as well as via Twitter. The MPO advisory committees reviewed the listing at their joint meeting in late April. Commission staff transmitted a copy of this document to the Sheboygan County Planning and Conservation Department for permanent public display in that office.
- In May, the Commission's GIS Coordinator began building an ArcGIS Online project related to the *2016 – 2019 TIP*. When completed, the TIP webmap will display all of the projects covered from 2016 through 2019 (as amended) as well as the 2015 completed projects. Users will be able to pan around the Sheboygan metropolitan planning area and view the projects interactively with aerial photography or a simple base map and get a general description of the project. This is hopefully the first step in a more diverse array of webmaps related to MPO projects in future years.