

**WORK PROGRAM ACTIVITY REPORT
JUNE - AUGUST 2016
By County**

**BAY-LAKE REGIONAL PLANNING COMMISSION
425 SOUTH ADAMS STREET, SUITE 201
GREEN BAY, WI 54301
www.baylakerpc.org**

MULTI-COUNTY/REGIONAL

- Commission staff continued working to develop a grant program and select pass-through projects aimed at EAB impact mitigation in EAB quarantined counties throughout the Great Lakes Basin in Wisconsin.
- In June, the Executive Director and Bay-Lake Commissioner Chuck Hoffman met with other Regional Planning Commission Directors and Commissioners at the Annual AWRPC meeting held in Madison at the Concourse Hotel.
- 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.
- Commission staff continued work on the *Invasive Phragmites Management in the Fox River and Lower Green Bay Area of Concern* project. After a Request for Bid process, the three highest scoring contractors were selected to undertake Phragmites management in the project area. Chemical treatments are currently underway.
- Commission staff helped facilitate a quarterly meeting of the Northeast Wisconsin Regional Access to Transportation Committee (NEWRATC) on July 13th.
- Commission staff attended and presented at the annual MPO/RPC/WisDOT transportation planning conference in late August.

BROWN COUNTY

- The Natural Resources Planner completed the update to the Oneida Nation hazard mitigation plan. The plan has been approved by FEMA and adopted by the Oneida Nation.
- The Executive Director met with Chuck Lamine, Director of Brown County Planning Commission in August to discuss potential ways of working together in the future.
- On July 11th, the Executive Director attended an Initiative 41 presentation to the Mayor and other representatives of Green Bay that was presented by East Central Regional Planning Commission. That same presentation was given to Village of Ashwaubenon representatives in June and attended by the BLRPC Executive Director. Both meetings were used as an opportunity to let representatives know that they were located in the BLRPC region and that membership in the Commission would allow us to provide some of the same types of programs in our region.

DOOR COUNTY

- No County specific activities were conducted during this period. See “Multi-County/Regional” above.

FLORENCE COUNTY

- The Community Assistance Planner completed an update to the Florence County Farmland Preservation Plan in August.
- On July 19th, the Executive Director presented Commission information to the Florence County Board. Department heads were also in attendance.

KEWAUNEE COUNTY

- From June through August, 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.
- The Community Assistance Planner communicated with towns of Ahnapee, Luxemburg, Franklin, Casco, Red River, and West Kewaunee regarding updating their zoning ordinances and comprehensive plans.
- Commission continued updating the Comprehensive Plan and Farmland Preservation Plan for Kewaunee County, including the County Land and Water Conservation Committee meeting that was held on June 14th.
- On June 22nd, the Community Assistance Planner met with the Town of West Kewaunee Zoning Administrator to discuss updating the town’s farmland preservation mapping.
- On June 23rd, the Community Assistance Planner met with the Town of Red River to discuss updating the town’s zoning ordinance and Farmland Preservation mapping.
- On July 11th, the Community Assistance Planner met with the Town of Ahnapee Town Chair and Zoning Administrator to discuss updating the town’s farmland preservation mapping.
- On July 12th, the Community Assistance Planner attended the Town of West Kewaunee Town Board meeting to discuss updating the town’s zoning ordinance.
- On July 25th, the Community Assistance Planner met with the Towns of Montpelier, Carlton, and Franklin to discuss updating their respective farmland preservation maps.
- Commission staff started preparation of the update to the *Kewaunee County Coordinated Public Transit – Human Services Transportation Plan*. Commission staff completed inventory chapters of the plan, and sent them to Kewaunee County Human Services Department staff for review. With assistance from the Kewaunee County Human Services Department staff, Commission staff updated the invitation list for the coordination meeting. Commission staff mailed out agenda packets to meeting invitees in late August. The transportation coordination meeting will take place the morning of September 13th. The plan will cover the period from 2017 through 2021.

MANITOWOC COUNTY

- Commission staff completed the work to update the Manitowoc-Two Rivers-Mishicot SSA Plan. The plan has been adopted and the project can now be finalized.

- The Natural Resources Planner met with stakeholders in Two Rivers to discuss the development of an East and West Twin Rivers water trail plan. A scope will be developed for their review.
- Work on the Maritime Metro Transit Development Program (TDP) continued in this period. Preparation of draft Chapters 9 (Alternatives Analysis) and 10 (Recommended Plan) continued during this period, but was delayed somewhat pending finalization of proposed route revisions. The Maritime Metro TDP Review Committee will resume meeting to review the final chapters of the TDP in the near future.
- Commission staff started preparation of the update to the *Manitowoc County Coordinated Public Transit – Human Services Transportation Plan*. With assistance from the Maritime Metro Transit mobility manager, Commission staff updated the invitation list for the coordination meeting. Commission staff revised background chapters of the plan based on comments received from the Maritime Metro Transit mobility manager. Commission staff mailed out agenda packets to meeting invitees in early August. Commission staff prepared various handouts (assessment from the 2012 plan, a listing of private transportation providers serving the county, a draft action plan, and a draft program of projects) for the review of meeting attendees. The transportation coordination meeting took place the afternoon of August 23rd. The plan will now be prepared based on input received at this meeting. The plan will cover the period from 2017 through 2021.
- The Community Assistance Planner continues to work on the Town of Manitowoc Rapids Comprehensive Plan update, including hosting a community open house on August 15th.
- The Community Assistance Planner continues to work on the Town of Cooperstown Comprehensive Plan update.

MARINETTE COUNTY

- 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 second quarter report and attendance at the city's quarterly Transportation Committee meeting on July 19th.
- Commission staff had discussions with several stakeholders from the Tri-City Bicycle Coalition, a group taking steps to make the Marinette area more accessible for biking and walking.
- The GIS Coordinator initiated a mapping project with the Village of Wausaukee to map the sexual offender residency restrictions in the Village.

OCONTO COUNTY

- On August 1, the Executive Director attended an Oconto County Department Head meeting and presented information on the Commission and services that it could provide to the County.
- The Community Assistance Planner had discussions regarding updates to local comprehensive plans with Oconto County.
- The Community Assistance Planner completed the Town of Riverview Comprehensive Plan update, including hosting a community open house / Plan Commission meeting on June 21st.

- The Executive Director continued to assist the Village of Lena's with its Capital Improvements Program (CIP). The Village of Lena was awarded a Technical Assistance Grant from BLRPC earlier in the year.
- The GIS Coordinator initiated and completed a mapping project with the City of Gillett to map the sexual offender residency restrictions in the City.

SHEBOYGAN COUNTY

- Commission staff assisted the City of Sheboygan with a Brownfield Area Wide Planning Grant application for the Indiana Corridor area located in the city's southern downtown
- Commission staff finished working with the City of Sheboygan in assisting them with the Davis-Bacon Act compliance for their HUD assisted street project on Pennsylvania Avenue. In July, staff began providing the same type of assistance for a project on 9th Street.
- Commission staff continued 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 collects the data quarterly, compiles it, and works with the City of Sheboygan planning staff to assure that job retention/creation commitments are met by the end of the contract term.
- Commission staff worked with the City to monitor certified payroll reports for Paradigm, an Historic Preservation project in the city that includes a new façade to the existing building.
- Commission staff worked to respond to various freight questions from WisDOT Bureau of Planning and Economic Development staff in early June. WisDOT staff were asking these questions of MPOs as part of preparing the State Freight Plan.
- Commission staff hosted a mid-year review meeting regarding the *2016 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* in Sheboygan in early June. A tour focusing on development and transportation issues in the area followed this meeting.
- Commission staff met with the Chairperson of the Sheboygan County Board of Supervisors in mid-June to discuss the Commission's various planning activities in the county, including the MPO program.
- Commission staff participated in a webinar sponsored by FHWA regarding the recently released final USDOT statewide and metropolitan planning rule. This webinar was held in mid-June.
- One joint meeting of the Sheboygan MPO Technical and Policy Advisory Committees was held in late June.
- Commission staff reviewed traffic forecasts prepared by the WisDOT Traffic Forecasting Section within the Sheboygan metropolitan planning area in June.
- Commission staff presented Sheboygan MPO items for approval at the June meeting of the full Commission and at the July meeting of the Executive Committee. Commission staff also reviewed correspondence related to Sheboygan MPO documents at these meetings.
- Commission staff participated in a quarterly MPO Directors' meeting (via teleconference) in July.

- Commission staff participated in the annual MPO/RPC/WisDOT transportation planning conference in Appleton in late August.
- Commission staff began preparation of the *2017 Sheboygan Metropolitan Planning Area Transportation Planning Work Program* in August.
- Commission staff continued to monitor proposed national performance management measure regulations, including assessment of the performance of the National Highway System (NHS), freight movement on the Interstate system, and the Congestion Mitigation and Air Quality improvement program (CMAQ).
- Commission staff participated in a quarterly meeting of the Wisconsin Department of Natural Resources (WDNR) Bureau of Air Management's Transportation Conformity Work Group (via teleconference) in July.
- Commission staff worked on the *2016 Public Participation Plan Update* for the MPO during this period. Commission staff revised the current plan in response to comments received from members of the MPO advisory committees and updated the current plan to comply with recent Federal surface transportation legislation (MAP-21 and the FAST Act) in June. Commission staff also added a small number of additional contacts to the Public Participation Plan mailing list to comply with recent Federal surface transportation legislation and based on the suggestions of members of the MPO advisory committees in June. Members of the MPO advisory committees reviewed all of these changes at their June 23rd joint meeting. Commission staff initiated the 30 day public consultation period on the preliminary draft *2016 Public Participation Plan Update* in late June, with everyone on the Public Participation Plan mailing list being notified and with the public consultation period announcement and the preliminary draft plan being posted to the MPO webpage. The 30 day public consultation period on the preliminary draft *2016 Public Participation Plan Update* ended in early August. The draft document has been revised and sent to members of the Sheboygan MPO Technical and Policy Advisory Committees, which are scheduled to review the document and release it for a 45 day public comment period in early September.
- Commission staff continued to discuss studying the feasibility of employment transportation in and near the metropolitan planning area with staff of Shoreline Metro and of the Sheboygan County Economic Development Corporation (SCEDC). Related to these efforts, Commission staff attended a presentation regarding an employee vanpool program called V-Ride on in early June, and met with Shoreline Metro and SCEDC staff in late June to discuss possible ways that transit could better serve major employers during shift changes as well as in geographic areas currently unserved by transit. Commission staff also met with both entities in August to discuss employer and employee survey findings as well as potential strategies that could be implemented to overcome gaps in service identified in survey responses.
- Commission staff continued the process of preparing the update to the *Sheboygan County Coordinated Public Transit – Human Services Transportation Plan*. With assistance from Shoreline Metro and Sheboygan County ADRC staff, Commission staff updated the invitation list for the coordination meeting in June. Commission staff revised background chapters of the plan based on comments received from Shoreline Metro and Sheboygan County Aging and Disability Resource Center (ADRC) staff. Commission staff mailed out agenda packets to meeting invitees in late July. Commission staff prepared various handouts (assessment from the 2012 plan, a listing of private transportation providers

serving the county, a draft action plan, and a draft program of projects) for the review of meeting attendees. The transportation coordination meeting took place the afternoon of August 16th. The plan will now be prepared based on input received at this meeting. The plan will cover the period from 2017 through 2021.

- Commission staff assisted Shoreline Metro with the preparation of its Community Development Block Grant (CDBG) quarterly progress report in July.
- The Commission approved two minor amendments to the *2016 – 2019 TIP* in June. The two minor amendments involved the following changes to the street and highway component of the 2016 – 2019 TIP: (1) small increases in the cost of the State Highway 42/Calumet Drive reconstruction project from Main Avenue to North 26th Street; and (2) completion of the Interstate Highway 43 sequencing and prioritization study from the Ozaukee County line to Interstate Highway 41 in Brown County in one year (previously, this project was to be completed in two years). Commission staff transmitted these minor amendments to pertinent Federal and state agencies in late June.
- The Sheboygan MPO Technical and Policy Advisory Committees discussed and recommended approval of several minor amendments to the transit capital and elderly and disabled transportation capital components of the *2016 – 2019 TIP* at their joint meeting in late June. The Commission approved these amendments at a meeting of its Executive Committee in late July. These minor amendments were transmitted to pertinent Federal and state agencies in early August. WisDOT approved the amendments in August.
- The Commission's GIS Coordinator built an ArcGIS Online project related to the *2016 – 2019 TIP*. This web mapping was presented to members of the Sheboygan MPO Technical and Policy Advisory Committees at their June joint meeting. The Commission's GIS Coordinator refined the ArcGIS Online project related to the *2016 – 2019 TIP* in July and August. The project was presented at the annual MPO/RPC/WisDOT transportation planning conference in late August.
- Commission staff prepared all project tables for the draft *2017 – 2020 TIP* in August. These tables will be reviewed with members of the Sheboygan MPO Technical and Policy Advisory Committees at their joint meeting in early September.